



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

Date: Wednesday, 11 June 2025
Time: 6pm
Meeting room: Waikaia Fire Station, 21 Newburn Street,
Waikaia

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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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

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

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.

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

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⁽ⁱⁱⁱ⁾</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>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>

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.

	<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
 - recommend levels of service and annual budget to Council or a relevant committee
 - monitor the performance and delivery of the service
 - i) naming reserves, structures and commemorative places
 - j) authority to decide upon requests from the community, regarding names of reserves, the placement of structures and commemorative places.
 - k) naming roads
 - l) authority to decide on the naming for public roads, private roads and rights of way
 - m) 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, 09 April 2025

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 (Unconfirmed)

Minutes of a meeting of Ardlussa Community Board held in the Riversdale Community Centre, 73 Newcastle Street, Riversdale on Wednesday, 9 April 2025 at 7pm (7pm to 9.01pm).

PRESENT

Chairperson	Richard Clarkson
Deputy chairperson	Ray Dickson
Members	Chris Dillon
	Hilary Kelso
	Grant McFelin (joined the meeting at 7.11pm)
	Councillor Matt Wilson

APOLOGIES

Clarke Horrell

IN ATTENDANCE

Committee advisor/customer support partner	Deborah-Ann Smith-Harding
Community partnership leader	Kelly Tagg
Executive leadership team	Sam Marshall (joined the meeting at 7.20pm)
Governance legal manager	Robyn Rout
Committee advisor	Fiona Dunlop

1 Apologies

Chair Clarkson received an apology from Clarke Horrell.

Resolution

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

That the Ardlussa Community Board:

- a) accepts the apology received from Clarke Horrell.**

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 Deputy Chairperson Dickson, seconded Chris Dillon **and resolved:**

That the Ardlussa Community Board:

- a) confirms the minutes of the meeting held on 12 February 2025 as a true and correct record of that meeting**
- b) notes that while the minutes are confirmed as a record of the meeting, the Board's frustration with Council was not transparent in the minutes over a number of matters discussed on the night, including speed management, Waikaia's pedestrian crossing and gravel extraction.**

6 Public participation

There was no public participation.

Reports

7.1 Financial Report for the period ended 28 February 2025

Record No: R/25/3/12039

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

Mrs Tagg summarised the financial results as follows:

Income was \$770 (1%) higher due to the Riversdale Progress League being invoiced for their contribution to the lighting project, this is offset by the timing of grant income for footpath maintenance.

Operating expenses were \$4,000 (2%) lower mainly due to the timing of the footpath maintenance budget.

Capital expenses were \$83,000 (90%) lower than projected due to footpath budget that will be removed in March 2025 as part of the forecasting process and the Balfour Playground project that is currently in procurement.

Mrs Tagg will query the term of expiry for the sum of \$1,555 being shown as Riversdale's reserve financial contribution under RMA/District Plan in the Development and financial contributions as at 30 June 2024.

The Board was advised that the contract for the pedestrian crossing at Waikaia School had been let with work expected to commence the following week.

Resolution

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

That the Ardlussa Community Board:

- a) **Receives the report titled "Financial Report for the period ended 28 February 2025" dated 1 April 2025.**

Board member, Grant McFelin, joined the meeting at 7.11 pm.

General manager customer and community wellbeing - Sam Marshall joined the meeting at 7.20pm.

7.2 Balfour hall roof replacement - unbudgeted expenditure approval

Record No: R/25/3/13013

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

Mrs Tagg advised that she had met with the hall committee who had requested that the leaking roof be replaced sooner rather than later. Staff are seeking a recommendation from the board that this project be brought forward into the current year 2025/2026 within the 2024-2034 long term plan.

Mrs Tagg sought direction from the Ardlussa Community Board to determine whether or not it wishes to recommend to Council that unbudgeted expenditure in the amount of \$71,400 plus GST be approved to allow for a roof replacement on the Balfour Hall and mentioned the Dipton Hall repair was closer to a sum of \$100,000.

The Board discussed the pro and cons of increasing the unbudgeted expenditure from the proposed \$71,400 plus GST to \$120,000 plus GST (maximum) to pre-empt further delays obtaining Council approval pending the current tender closing on 14 April 2025 on the provision that contractors are not privy to the increased budget.

As this project is to be loan funded, the impact on rates will take effect from 1 July 2025 instead of 1 July 2026.

Mrs Tagg confirmed the main leak in the foyer has been fixed and a new hot water cylinder for the kitchen has been installed.

The meeting was advised that there is a new hall custodian in place who is working to implement new processes at the hall. The hall committee has also recently voted to increase their hall hire fees which will assist with its operational expenses.

It was noted that the Nokomai boundary change arising from the representation review will negligibly affect the repayment of the loan as it is repaid by the hall rate payers and not the community board ratepayers.

Resolution

Moved Chairperson Clarkson, seconded Grant McFelin **recommendations a to d and e and f with changes (as indicated by ~~strike through~~ and underline) and resolved:**

That the Ardlussa Community Board:

- a) **Receives the report titled "Balfour hall roof replacement - unbudgeted expenditure approval".**
- 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) **Notes that this project was originally planned for 2025/2026 and that the roof has deteriorated to the point that it requires urgent replacement.**
- e) **Recommends to Council that unbudgeted expenditure in the amount of ~~\$71,000~~ up to \$120,000 plus GST be approved to allow for the Balfour hall roof to be replaced in its totality.**

- f) **Recommends to Council that the amount of ~~(\$71,000)~~ up to \$120,000 plus GST (maximum) be funded by way of a 20 year loan which will be repaid via the Balfour Hall rate.**

7.3 Unbudgeted expenditure - speed limit reduction signs

Record No: R/25/3/13032

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

Mrs Tagg advised that the anticipated speed limit reduction around the entrance to the Waikaia village, at the intersections of Wellington Street, Riversdale-Waikaia Road and Piano Flat Road, will necessitate the purchase and installation of new signs and associated posts. As these works are not included in the Long Term Plan, staff are requesting the board's endorsement for the unbudgeted expenditure approval of up to \$10,000 plus GST by way of a locally funded loan. The signs are multi-faceted for walkers, cyclists and speed management.

Mrs Tagg referenced a letter received from the Director of Land Transport stating consultation must be done and Council has the power to deem roads as a "stopping place" for speed reduction from 100kms to 60 kms.

The board is to provide the transport team with a date for opening of the trail and Mrs Kelso confirmed the trail opens on 24 April 2025 for the schools holidays.

The board expressed frustration that the consultative meeting with residents in Waikaia was not viewed as adequate consultation by the Land Transport Agency.

The board suggested proceeding with the approval of the unbudgeted expenditure and to consult once again and queried if the proper signs could be erected in anticipation of the outcome in six weeks' time following a Council meeting on 30 April 2025, noting it was not lawfully enforceable until approval from the Director of Land Transport, while, in the interim, holding Council liable in the event of a fatality.

Resolution

Moved Chairperson Clarkson, seconded Grant McFelin **and resolved:**

That the Ardlussa Community Board:

- a) **receives the report titled "Unbudgeted expenditure - speed limit reduction signs".**
- b) **determines that this matter or decision be recognized not significant in terms of Section 76 of the Local Government Act 2002.**
- c) **determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.**

- d) **recommends to Council the approval of unbudgeted expenditure of up to \$10,000 plus GST for the supply and installation of new signage in anticipation of the speed limit being reduced at the intersections of Wellington Street, Riversdale-Waikaia Road and Piano Flat Road in Waikaia, to be funded by a 15 year loan to be repaid from the Ardlussa Community Board rate.**
- e) **notes that this expenditure will be dependent on the decision being received from the Director of Land Transport and that if the speed limit reduction is not approved, then the funding may not be required.**

7.4 Community board reporting

Record No: R/25/3/12908

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

Mrs Tagg reported on the operational and Council activities in the board area and across the district and mentioned the following:

- the last payments for Better Off funding projects have been settled and includes the finalisation of the Balfour festive lights
- Council pays \$1,500 to the Balfour Lions to spray the pump track and staff suggest to continue this arrangement to include spraying the cemetery and the verge for Mr and Mrs Balfour
- the helipad at Waikaia has been completed and the compliance paperwork has been filed
- reminded the board that any requests regarding potential fire hazards be notified directly to Fire and Emergency New Zealand
- if you are part of a community group, club or organisation, Mrs Tagg recommended attending the Governance workshop to be held in Lumsden on Tuesday 15 April 2025 with Denise Lormans from the Southland Community Law Centre who would be facilitating the workshop
- discussion around the community service award presentations took place
- Mayor Scott will be facilitating a meeting at the Riversdale Community Centre at 10am on Monday 28 April 2025 for Local Water Done Well, noting that extensive advertising would be undertaken
- recommends the Ardlussa community board completes a submission for Local Water Done Well before the end of consultation date of 21 May 2025 and confirm the submission retrospectively at the next meeting
- nominations for Local elections open on 4 July 2025 and close on 1 August 2025.

Resolution

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

That the Ardlussa Community Board:

- a) **receives the report titled “Community board reporting” dated 27 March 2025.**

7.5 Councillor update

Record No: R/25/4/14400

Councillor Wilson presented the Councillor Update.

Councillor Wilson acknowledged the Board's frustration felt over the new policy changes for speed laws and recommended to invite New Zealand Transport Agency (NZTA) to visit with the Board at a local governing level.

It was recognised that Mayor Scott's lobbying and advocacy and suggested inviting the Mayor to provide feedback on his meetings with NZTA.

Councillor Wilson had had no direction from Environment Southland around the consent for gravel extraction at Tomogalak Bridge with the understanding that no consent is required for extraction activity within 10 meters. Chair Clarkson mentioned there are local contractors available to do the work, if required. Mrs Tagg undertook to follow up this enquiry with Strategic manager transport – Hartley Hare.

Regards gravel extraction not being elevated to the right work streams and spatial planning being encouraged, Councillor Wilson questions the power wielded by community boards in decision making and Mrs Rout re-iterated both Mayor Scott and Chief executive, Cameron McIntosh, endorse community boards to be empowered to effect wishes and outcomes for their district.

Chair Clarkson pointed to the board's frustration as an example of a topic to be raised at the upcoming "Health Check /delegations" workshop to be held on Wednesday 11 June 2025 at 4.45pm convened by Elizabeth Hughes.

Resolution

Moved Hilary Kelso, seconded Chris Dillon **and resolved:**

That the Ardlussa Community Board:

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

7.6 Chairperson's report

Record No: R/25/4/14757

Chair Clarkson took the Board through his report.

Chair Clarkson reiterated that partaking to submit opinions for Local Water Done Well was a big decision for the district and encouraged all rate payers to submit their preference.

Chair Clarkson noted that campervanners passing through Riversdale were using the rubbish bin at the Challenge garage forecourt causing overflowing. Using that bin is preferable than dumping trash in rivers.

Mrs Tagg suggested inviting staff to the next workshop in May 2025 to visit and discuss the storm water issues, acknowledging that there are a couple of residents who wish to meet with staff having submitted their requests for service.

Mr Dillon reported vandalism of more than 20 road signs around the district last week and having spoken to SouthRoads who are repairing them at a cost of no less than \$80 per pole.

Mrs Tagg will ask the roading team and environmental health department for the possible installation of trail cameras to monitor the area to see if the perpetrators can be caught.

Mr Dillon said there was a slight improvement regards the cleaning up of the fill dumped at the BMX track.

Deputy Chair Dickson queried staff about Council's stance regards road safety management. Group manager customer and community wellbeing - Sam Marshall advised that Council have adopted to comply with a new "risk based" model by NZTA and training is underway for this new industry standard. Numerous staff including himself are undergoing training and extended an invitation to train local groups and contractors. Funding is available for this.

Resolution

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

That the Ardlussa Community Board:

- a) **receives the report titled "Chairperson's report" dated 2 April 2025.**

7.7 Next meeting report

Record No: R/25/4/15124

Resolution

Moved Grant McFelin, seconded Chris Dillon **and resolved:**

That the Ardlussa Community Board:

- a) **confirms that the venue be changed for the next meeting of the Board at 6pm on Wednesday 11 June 2025 to be held at the Waikaia Fire Station, 21 Newburn Street, Waikaia.**

The meeting concluded at 9.01pm.

CONFIRMED AS A TRUE AND CORRECT RECORD AT A
MEETING OF THE ARDLUSSA COMMUNITY BOARD
HELD ON WEDNESDAY 9 APRIL 2025.

DATE:.....

CHAIRPERSON:.....

Contract renewal agreed levels of service

Record No: R/25/4/14336

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 levels of service and areas to be included in the future mowing, toilet cleaning and gardening contracts.

Executive summary

- 2 The current contracts for mowing, gardening and toilet cleaning within the Ardlussa Community Board area will expire 30 June 2026.
- 3 The primary focus of this report is to receive feedback from community boards and confirm any changes to levels of service and any maintenance areas in the contracts. This is part of reviewing the current maintenance contracts in preparation to going to market.
- 4 The community boards will receive a briefing on the revised contract content and structure proposed for the contract(s) to cover the three work areas, prior to a tender being released to the market.
- 5 Staff have worked with the community board to identify the areas and levels of service associated with the contracts that will be included in the tender documents for the renewal of the contracts.
- 6 Council has indicated that various contractors (including local contractors) should be provided opportunity to be part of contract renewal process.
- 7 Staff are proposing to release the tender to the market in the final quarter of the 2025 calendar year to provide sufficient time to work through this process, and to allow successful contractors time to mobilise to start the new contracts on 1 July 2026

Recommendation

That the Ardlussa Community Board:

- a) **Receives the report titled “Contract renewal agreed levels of service”.**
- 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) **Staff request that the Ardlussa community board provide the contact details of any contractors who may be interested in the upcoming contract renewal or carrying out general maintenance and improvement works for Council.**
- e) **Agrees to approve the areas and levels of service identified in the attachments to this report:**
 - **Contract renewal map – Ardlussa community board towns 2025**
 - **Ardlussa community board area analysis**
 - **Community Facilities Levels of Service for Contract Renewal 2025**
 - **Contract renewal timeline.**

Background

- 8 The mowing, gardening and toilet cleaning contracts for the Ardlussa Community Board area were renewed in 2020. These contracts were for a four-year term with the provision for up to a two-year extension.
- 9 The contracts are due to expire 30 June 2026.
- 10 The community board has had the opportunity to review the existing levels of service and areas that the current contracts cover.
- 11 Boards have provided feedback on the changes that they would like to see in the tender documents that go out to market. These changes have been made and the areas updated based on the latest aerial photography that is available and included in the maps attached to this report.
- 12 For the Balfour township mowing, the community board have made some minor changes but retained the same levels of service.
- 13 For Riversdale, the community board has decided to retain the same areas but reduced the levels of service in some areas.
- 14 For Waikaia, the community board has decided to retain the same areas and levels of service.
- 15 Staff have had discussions with the community board about what the contract structure could look like in the future. There is a strong preference for these to be by available for local contractors and where possible combine the activities into a single contract.

16 In some areas separate mowing, gardening and cleaning contracts may be more practical in terms of the scale of the contract works to be completed within settlements/community board areas to recognise contractor capability and availability.

17 This thinking also aligns with the direction that Council has indicated to staff they would like for future contracts.

18 It is proposed that when the tender documents are released to the market they will include separable portions. This will provide prospective tenders the ability to tender for all of the work or only portions of the work.

19 The indicative timeline for the contract renewal is attached to the report.

Factors to consider

Legal and statutory requirements

20 None.

Community views

21 Staff have worked with the community board in the preparation of the information that is included in this report.

Costs and funding

22 The current contracts have been operational for five years with only Council's CPI rate increase added each year. With the changes that have taken place in the economic environment over the last five years it is expected that the cost of providing these services will increase.

23 The budgets that have been allocated have been approved through the 2024-2034 Long Term Plan (LTP).

24 Once community board feedback on levels of service and areas is confirmed, staff will review the contract documents, levels of service and the structure of the contracts in preparation for going to market.

25 Community boards will be briefed on the contract changes and proposed contracting approach prior to the new maintenance contract(s) being released to the market.

26 Once the tenders have been evaluated staff will be in a position to provide the community board with information on the costs associated with the new contracts.

Policy implications

27 The tender process will follow Council procurement policy.

Analysis of options

Option 1 - Agrees to approve the areas and levels of service identified in the attachments to this report that will be included in the tender documents.

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none">the tender documents can be prepared and released to the market.	<ul style="list-style-type: none">none identified.

Option 2 – Does not agree to approve the areas and levels of service identified in the attachments to this report that will be included in the tender documents.

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none">• none identified.	<ul style="list-style-type: none">• the contract renewal may not meet the 1 July 2026 timeframe for renewal.

Assessment of significance

- 28 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

- 29 The staff recommendation is option 1.

Attachments

- A Contract Renewal Map - Ardlussa community board towns 2025
- B Ardlussa Community Board Area Analysis
- C Community Facilities Levels of Service for Contract Renewal 2025
- D Contract Renewal Timeline











Ardlussa Community Board Area Analysis

CB	Town	Quality Standard	2025 Review (sqm)	Current (sqm)	Difference (Review - current) sqm	% of reduction or accretion
Ardlussa	Balfour	QS1		14,534.31		
Ardlussa	Balfour	QS2	32,870.58	25,496.17		
		QS2t	9,020.99	0.00		
Ardlussa	Balfour	TOTAL	41,891.57	40,030.48	1,861.09	5%
Ardlussa	Riversdale	QS2	11,797.78	21,651.28		
Ardlussa	Riversdale	QS3	75,634.02	79,673.66		
Ardlussa	Riversdale	TOTAL	87,431.80	101,324.94	-13,893.14	-14%
Ardlussa	Taylor Park	QS4	17,438.93			
Ardlussa	Waikaia	QS1	0.00	16,206.32		
Ardlussa	Waikaia	QS2	5,710.88			
Ardlussa	Waikaia	QS3	40,479.09	36,806.91		
Ardlussa	Waikaia	QS4	46,189.97	53,013.23	-6,823.26	-13%

Community Facilities Levels of Service		
Operations and Maintenance	Task	Quality Standard 1
All Categories	Amenity grass mowing	<ul style="list-style-type: none"> Grass height maintained between 20mm and 40mm Stalks no more than 100mm Clippings to be evenly distributed (no clumps or windrows) and removed from paths and paved areas. Edges are trimmed to the same standard as the turf, or a vegetation free strip is maintained <ul style="list-style-type: none"> Around structures and along hard surfaces no more than 100mm Around trees and along boundary fences no more than 200mm Frequency of mowing is every 5 – 7 days
Operations and Maintenance	Task	Quality Standard 2
All Categories	Amenity grass mowing	<ul style="list-style-type: none"> Grass height maintained between 40mm and 80mm Stalks no more than 150mm Clippings to be evenly distributed (no clumps or windrows) and removed from paths and paved areas. Edges are trimmed to the same standard as the turf, or a vegetation free strip is maintained <ul style="list-style-type: none"> Around structures and along hard surfaces no more than 100mm Around trees and along boundary fences no more than 200mm Frequency of mowing is every 5 – 7 days
Maintenance Operations	Task	Quality Standard 3
All Categories	Amenity grass mowing	<ul style="list-style-type: none"> Grass height maintained between 50mm and 100mm Stalks no more than 300mm Clippings to be evenly distributed (no clumps or windrows) and removed from paths and paved areas. Edges are trimmed to the same standard as the turf, or a vegetation free strip is maintained <ul style="list-style-type: none"> Around structures and along hard surfaces no more than 200mm Around trees and along boundary fences no more than 300mm Frequency of mowing is every 5 – 10 days
Maintenance Operations	Task	Quality Standard 4
All Categories	Amenity grass mowing	<ul style="list-style-type: none"> Grass height maintained between 80mm and 100mm Stalks no more than 300mm Clippings to be evenly distributed (no clumps or windrows) and removed from paths and paved areas. Edges are trimmed to the same standard as the turf, or a vegetation free strip is maintained <ul style="list-style-type: none"> Around structures and along hard surfaces no more than 200mm Around trees and along boundary fences no more than 300mm
Maintenance Operations	Task	Quality Standard 5
All Categories	Amenity grass mowing (Bailage)	<ul style="list-style-type: none"> After bailage has been cut the area is to be maintained at Quality Standard 4
Maintenance Operations	Task	Quality Standard 6

All Categories	Vegetation Control	<ul style="list-style-type: none"> Gorse, broom noxious weed control
Maintenance Operations	Task	Quality Standard 2
All Categories	Garden maintenance	<ul style="list-style-type: none"> Annual beds, perennials and roses <ul style="list-style-type: none"> checked weekly and maintained to a high-quality presentation at all times. weeds are removed manually before they become noticeable. annual application of suitable fertiliser (and mulch for roses). Dead-heading and pruning in accordance with best horticultural practice. Edges are neat and tidy with no overspill For all other gardens <ul style="list-style-type: none"> Top up mulch every three years Annual trim as required to reduce hazards, keep vegetation clear of paths and maintain safe sightlines. Weeds are sprayed or manually removed before they become noticeable. Edges are maintained to same standard as turf with no incremental creep.
Maintenance Operations	Task	Quality Standard 3
All Categories	Garden maintenance	<ul style="list-style-type: none"> Mixed shrubs and ground-covers <ul style="list-style-type: none"> Top up mulch as required to control weed growth Trim as required to reduce hazards, keep vegetation clear of paths and maintain safe sightlines. Weeds are sprayed or manually removed before they become noticeable. Edges are maintained to same standard as turf with no incremental creep.

Contract Timeline



Ardlussa Community Board submission on Local Water Done Well

Record no: R/25/5/20953

Author: Kelly Tagg, Community partnership leader

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

☒ Decision

☐ Recommendation

☐ Information

Purpose of report

1. The purpose of this report is to present a copy of the submission prepared by the Ardlussa Community Board (the board) on the Local Water Done Well (LWDW) framework established by the Local Government (Water Services Preliminary Arrangements) Act 2024 and to also ratify the submission that was lodged on behalf of the board on 19 May 2025.

Executive summary

2. Consultation for the Local Water Done Well framework opened at 9am on Wednesday 2 April 2025 and closed at midday on Wednesday 21 May 2025.
3. Staff discussed with the board about making a submission as part of the LWDW consultation process at its April 2025 meeting. A draft submission was prepared and circulated amongst the board via email for feedback.
4. It was noted that results from this consultation will allow Council to submit a water services delivery plan by 3 September 2025.
5. A proforma submission was lodged with Council on 19 May 2025 to enable the board to provide feedback on the proposed LWDW before the end of the consultation period.
6. At this meeting, staff are recommending the board formally ratify the submission.
7. The options available to the board at this time are to decide to ratify the submission, to alter the submission, or to withdraw the submission. The advantage of lodging (the attached or an amended submission) are that the board can express its views on the proposed LWDW and potentially influence the final Local Government (Water Services) Bill. If the board decides to withdraw the submission, a disadvantage will be not having the opportunity to have a say about the proposed Local Government (Water Services) Bill.
8. If the board would like to make changes to the submission at this time or to withdraw the submission, staff will action the decision by liaising with staff from Council.

Recommendation

That the Ardlussa Community Board:

- a) receives the report titled “Ardlussa Community Board submission on Local Water Done Well”.**
- b) ratifies the submission on the Local Water Done Well, Local Government (Water Services) Bill (included with this report as Attachment A) that was lodged with Council on 19 May 2025.**

Attachments

- A Local Water Done Well Submission - Ardlussa CB**

SUBMISSION FORM

Full name **Ardlussa Community Board**

Email **kelly.tagg@southlanddc.govt.nz**

Phone number **0800 732 732**

What area of Southland do you live in? **Ardlussa**

Which option do you prefer?

Adjusted status quo -
in-house management
with some changes as
required by legislation (our
preferred option)

☒

Creating a new Water Services
Council Controlled Organisation
and moving our drinking water,
wastewater assets and services
and stormwater to it?

☐

Why do you prefer your option?

This boards preference is that Council continues to manage its water services by making changes to the current operations to meet new regulations. We prefer this option as it is the more cost effective option of the two and because there are no expensive set-up costs for our ratepayers. We are concerned about the additional layers of bureaucracy (and cost) that will be inflicted on our ratepayers if the delivery of our water services are managed by a CCO outside of Council at this stage. The option of the adjusted status quo allows for decisions about our core infrastructure to be made at a local level by people who understand the uniqueness of the Southland landscape and its people.

Additionally, we also think its important for Council to remain flexible in this space and we hope that SDC will have the ability to review the preferred option, and be able to make changes if there is a better (more efficient/cost effective) option that becomes available in the future.

Update on 2025 triennial election

Record no: R/25/5/23261

Author: Jayson Trent, Democracy Advisor

Approved by: Vibhuti Chopra, Group manager strategy and partnerships

☐ Decision

☐ Recommendation

☒ Information

Purpose

- 1 The purpose of this report is to provide an update and general information on the local government 2025 triennial election.

Executive summary

- 2 The triennial local government election will be held on Saturday 11 October 2025.
- 3 Candidate information sessions will be held on 15 July 2025, 6pm at the Otautau SDC Office, 176 Main Street and on 16 July 2025, 6pm at the Lumsden Memorial Hall, 8 Meadow Street.
- 4 Candidate packs that include nomination forms, the candidate handbook, pre-election report and electoral expense forms will be available at all Council area offices/libraries from 4 July 2025.
- 5 Election related documents and resources will be made available on the Council website at www.southlanddc.govt.nz/council/elections.
- 6 The Local Government Commission (LGC) released its determination of SDC's representation arrangements for the 2025 triennial elections on 29 January 2025. The LGC decided to instate the arrangements outlined in Council's final representation proposal. These representation arrangements will take effect at the commencement of the 2025-2028 triennium.
- 7 Elected members of the 2022-2025 triennium will cease to hold office on the day after the official results are declared by public notice. Those elected for the 2025-2028 triennium will take office on that day, but will not be able to act in their capacity as an elected member until they are sworn in.

Recommendation

That the Ardlussa Community Board:

- a) receives the report titled “Update on 2025 triennial election”.**
- b) notes the following key dates in relation to the 2025 triennial election:**
 - **4 July 2025 – nominations open**
 - **15 July 2025 – candidate information session**
 - **16 July 2025 – candidate information session**
 - **1 August 2025 – nominations close at 12 noon**
 - **9 to 22 September 2025 – delivery of voting documents**
 - **11 October 2025 – election day (voting closes at 12 noon)**
- c) notes the Local Government Commission determination for the Southland District, released on 29 January 2025, will apply from the commencement of the 2025-2028 triennium.**
- d) notes that, the elected members of the 2022-2025 triennium will cease to hold office on the day after the day the official results of the 2025-2028 election are declared by public notice, unless they are re-elected**

Background

- 8 On 2 August 2023, Council confirmed the first past the post electoral system for the 2025 triennial election and any associated by-election.

Update on the triennial elections 2025

Nominations

- 9 Nominations for all seats will open on Friday 4 July 2025 and close at 12 noon on Friday 1 August 2025.
- 10 Nominations can be sent by mail to 15 Forth Street, Invercargill 9810, email to elections@southlanddc.govt.nz, or delivered to a Council staff member by visiting any Council office or library.
- 11 To ensure timely processing of all candidate nominations, candidates are highly encouraged to submit their nominations and supporting documents as soon as possible.
- 12 If there are less candidates than seats available at the close of nominations, a by election will be triggered to fill the vacancies. If there are the same number of candidates as seats available, candidates will be elected unopposed.

Information for candidates

- 13 Candidate packs that include nomination forms, the candidate handbook, pre-election report and electoral expense forms will be available at all Council area offices/libraries and on the Council website from 4 July 2025.

- 14 The candidate handbook provides information for individuals considering standing in the 2025 election. It contains a comprehensive overview of all aspects of the election, including the seats available and the requirements to become a candidate.
- 15 The pre-election report is a document required under the Local Government Act 2002. The report is the responsibility of the chief executive and must be prepared independently of elected members. It focuses on issues that will need to be considered in the next triennium and provides information on the major projects Council expects to fund over the next three years.
- 16 All election resources will be made available at <https://www.southlanddc.govt.nz/council/elections/elections-2025/> and general information about Council elections, including past elections is available here <https://www.southlanddc.govt.nz/council/elections/>.

Election protocols for elected members

- 17 In the lead-up to local government elections, there are protocols elected members should be aware of to ensure fairness, impartiality, and compliance with legal requirements/restrictions. Election protocols for elected members were distributed in the weekly Kia for elected members on 9 May 2025
- 18 The key principles outlined in the election protocols for elected members to note are:
- council resources cannot be used for campaign purposes (this includes Council run social media accounts - these must remain politically neutral during the election period)
 - leading up to the election, elected members continue to have the right and responsibility to govern and to make decisions, but it is likely there will be an increased level of media and public scrutiny
 - elected members will still have access to the information they need to discharge their roles as incumbents and their Council contact information will still be publicly available. Information requests for electioneering purposes will be managed differently.

Representation arrangements/representation review

- 19 On 30 January 2025, the LGC issued its determination on the representation arrangements for the Southland District that will apply from the 2025 local government elections. The determination puts in place the arrangements adopted by Council as its final representation proposal. The new determination is available here [Southland District Council Determination 2025](#).
- 20 Representation arrangements from the 2025 local government election will be similar to those currently in place, with minor ward/community board boundary changes at Dunearn, Drummond, Taramoa, Otamika Valley and Nokomai Station. There are also corrections to some ward and community board names to include macrons, these are Ōraka, Ōreti and Waihōpai.

Information campaigns

- 21 People will be encouraged to ensure their enrolment details are up to date and an enrolment campaign will be conducted by the Electoral Commission supported by each Council. The number of electors in the Southland District is expected to be approximately 22,000.
- 22 Council's information campaigns will have three key phases including, 'enrolling/encouraging people to check their enrolment status', 'standing for election' and 'voting'. These will include information about Council, what it is like to be an elected member, how to enrol, how to stand, how to find out about candidates, why you should be a voter and how to vote. The campaigns will

aim to encourage participation by increasing public knowledge of the elections process for voters and candidates. Where appropriate, staff will work with staff from other councils in the region to provide election information.

- 23 The 'standing for election' phase will include election updates on the website, newspaper stories/ads, social media/Antenno posts, posters around townships, radio advertising and various media informational pieces.
- 24 The Southland District Council website will continue to receive updates on the 2025 triennial election as the election cycle progresses.

Electoral services and electoral officer

- 25 Electionz.com has been contracted by Council to provide electoral services for the 2025 triennial elections.
- 26 Anthony Morton, from Electionz.com, was appointed as Southland District Council's electoral officer on 23 November 2021 and he will continue to hold this position until either party give notice that they want to make a change. The electoral officer will carry out designated duties under the Local Electoral Act 2001, manage the election independently of the elected body and maintain the security of electoral records. The electoral officer will be supported by a deputy electoral officer who is a staff member. The deputy electoral officer for the 2025-2028 triennial election of Southland District Council is Robyn Rout, Governance Legal Manager.

Voting

- 27 The triennial elections will be held on Saturday 11 October 2025.
- 28 The election will be conducted by postal vote and voting documents will be delivered from Tuesday 9 September 2025 to Monday 22 September 2025. Voting closes at 12 noon on Saturday 11 October 2025.
- 29 In addition to Southland District Council election, the voting documents will also include elections for Environment Southland, Maitaia Licensing Trust and Gore and Districts Health Incorporated.

Remuneration

- 30 The remuneration of elected members is set by the Remuneration Authority in its annual determination.
- 31 Elected members are entitled to remuneration while they hold office.
- 32 In accordance with s 115(1) of the Local Electoral Act 2001, those elected for the 2025-2028 triennium will take office on the day after the official results are declared by public notice under s86, and their remuneration will start on this day.
- 33 In accordance with s 116(a) of the Local Electoral Act 2001, elected members of the 2022-2025 triennium will cease to hold office when members elected at the next election come into office, and their remuneration will end on this day.

Factors to consider

Legal and statutory requirements

- 34 The key legal requirements and protocols for local government elections are set out in the Local Electoral Act 2001, the Local Electoral Regulations 2001, and the Local Government Act 2002.

Attachments

There are no attachments for this report.

Community board reporting

Record no: R/25/5/24712

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 28 May 2025.**

Attachments

A Ardlussa Community Leadership Report - June 2025

B Ardlussa operational report - 11 June 2025



What's happening in your area

Better-off funding projects update

PROJECT	FUNDING	CURRENT STATUS
Waikaia Trails Trust	\$200,000 (grant to trust)	The full grant of \$200,000 has now been paid to the Trust. The first stage of the mountain bike trails in the Waikaia forest have now been opened for public use.
Waikaia sculpture trail project	\$11,500 (grant)	The sculpture is now in place and the final grant of \$1,500 has been paid to The Lodge 223.
Riversdale tennis courts	\$30,000 (grant to tennis club)	The full grant of \$30,000 has now been paid to the tennis club.
Balfour festive lights	\$12,000	The remote timer switches have now been installed which will enable the lights to be turned on and off from ground level.

Chatterbox

Council has been approached again by Emily Turnbull, the founder of Chatterbox, about the possibility of installing some of their street furniture (pictured below). Emily was contacted by a Waikaia resident who felt there was a real need for more awareness and support of mental health in the community.

When she initially contacted Council, she advised that the cost for the seat was \$5,697 and initially there was no support for progressing this further.

Chatterbox have since advised they are now a charitable trust and can generate community funds to support the cost of manufacturing a seat, however, they can't fund installation and maintenance. They have asked that we check in again with the board to see if this is something they might like to progress.

The trusts hope is that by installing street furniture of this type, it will encourage people to pause and connect with each other for a chat and be a space that can help enable and encourage people to be open, and to connect with each other more.

If there is support from the board to cover the cost of installation and maintenance, staff can have further discussions with Chatterbox about how to progress this possible project.



What's happening across the district

Governance training workshops

Council has partnered with Community Law South to bring governance training workshops to the district.

The first of five workshops are being held in Lumsden at the supper room of the Memorial Hall on Tuesday, 15 April at 6pm. These workshops are free to attend but we do ask that you register your interest in attending by sending an email to Kelly.tagg@southlanddc.govt.nz

These workshops are a great way to strengthen your skills and help your board work more effectively while making a positive impact on your organisation. Attendees will gain valuable leadership and decision making skills while learning about;

- the role of the Board/Committee
- safe and inclusive culture
- ethical behaviours
- meeting papers
- problem solving
- working together as a group
- key legislation
- registration of interest/conflict of interest management
- health and safety requirements and more.

The dates and locations for the other four workshops are:

- Riverton – 11 June, Senior Citizens Hall
- Winton – 9 July, REAP
- Fiordland – 24 September, Fiordland Community House
- Edendale – 7 October, Edendale Boardroom.

Community Service Award – Andre Bekhuis

Andre Bekhuis has never been one to shy away from a challenge – a trait which has seen him embrace many leadership roles in the Otautau community over the years.

Bekhuis' unrivalled contribution was formally recognised with the presentation of a Community Service Award from Southland District Council and the Wallace Takitimu Community Board on Saturday.

Southland Mayor Rob Scott said Bekhuis was thoroughly deserving of the honour.

"His involvement in the local community has been extensive and his contributions have undoubtedly had such a positive impact," he said.

"You won't find anyone more passionate about Otautau than Andre and that's reflected in the many roles he has held over the years."

Bekhuis served four terms on the Wallace Takitimu Community Board from 2010 to 2022, including three at the helm as chairperson.

He has spent the past two terms as president of the Otautau RSA and proved instrumental in the organisation attracting worldwide media attention for the procurement of the WW1 quilt that was made by local residents and sent to New Zealand soldiers convalescing in England during the war.

"That amazing piece of history has since been framed and now hangs proudly in our council office at Otautau for everyone to admire and enjoy," Mayor Scott said.

Immensely proud of the town, Bekhuis has been a long-serving member of Otautau Promotions, including several years as chairperson. His handy skills and community spirit are to the fore during events, tackling a vast range of tasks, and even installing the Christmas lights during the festive season.

The hanging baskets on display in the main street even captured his attention with Bekhuis seen watering them daily from his trusty four-wheeler motorbike.

President of the Otautau Golf Club, Bekhuis has been a driving force in its existence and played a key role in organising the 100-year jubilee.

As a local business owner, he generously makes his equipment available at no cost to help out the community, including maintenance of the bowling club and St John building.

Many hours are spent as a caregiver to elderly residents, ferrying them to appointments and RSA meetings.

And he's not adverse to putting on his kilt and playing the bagpipes for special occasions.

"Andre has a big heart for his community and works quietly away in the background to little fanfare so it is an absolute privilege to shine the spotlight on his efforts," Mayor Scott said.



Community Service Award – Jeanna Rodgers

Jeanna Rodgers' tireless voluntary work has made her an integral thread in the Lumsden community over more than two decades.

On Thursday evening her wonderful contributions were recognised with a Southland District Council/Northern Community Board Community Service Award.

Mayor Rob Scott and community board chair Greg Tither spoke about the immense value Ms Rodgers adds to her township.

The Northern Southland college teacher has been a member of many groups and committees supporting children and youth, often serving as the secretary. She has willingly given countless hours of her time to support activities and education for young people. Just one example is driving young members of Lumsden's climbing club to Te Anau and Invercargill so they can use the climbing walls there.

Over the years Ms Rodgers has secured several hundred thousand dollars of funding for many community projects and organisations, including the community swimming pool, the Northern Southland Reforestation Trust, and the toy library, as well as providing play equipment for children in the community under the auspices of the LAAMBS (Lumsden and Areas Activities for Miniature Bodies Society) charitable trust.

She is recognised as the first person to offer a helping hand at community events and projects. Mayor Scott said Ms Rodgers was the kind of person who made her community a better place to live in.

Among the many roles and services she has provided for her community are: founding a music and movement group, Plunket car seats, toy library treasurer and grants officer, Playcentre, Friend of Lumsden School secretary, Bibles in Schools, Anglican Church, Ōreti Community Bike Park committee, Northern Southland Amateur Swimming Club, Duke of Edinburgh supervisor at Northern Southland College, college football teams manager, climbing club, kapa haka, Northern Southland Reforestation Trust, Kidzone volunteer, and Northern Southland College PTA secretary.

As secretary of the Northern Southland Community Pool Trust, she voluntarily opens and closes the pool daily.

Ms Rodgers often assists with private childcare and tutoring, and she was a relief teacher at Lumsden's former Riverstones Early Learning Centre. At Northern Southland College she offers students access to extracurricular activities, while highlighting her community's events and activities as a casual reporter for The Southland App.



Community Service Award – Gay Munro

Conservation and community have been hallmarks of Gay Munro's life.

The Gorge Road resident has dedicated countless hours to both during an involvement spanning decades.

Mrs Munro's significant contributions were formally recognised with the presentation of a Community Service Award from Southland District Council and the Waihopai Toetoe Community Board on Saturday.

Southland Mayor Rob Scott said it was an honour to bestow the recognition.

"Gay sets the standard when it comes to community involvement. The time and effort she's dedicated to so many organisations and initiatives over the years is impressive, particularly in the conservation space," he said.

"The positive impact she has had not only benefits the community now, but it will also be long-lasting into the future for generations to come.

"She's looking after the past, the present and the future."

Her passion for conservation led to a role as the Southland regional representative on the Queen Elizabeth II National Trust from 1997 to 2009. Travelling all over the district, she was a sound source of advice for landowners committed to protecting biodiversity through a QEII covenant.

A strong advocate, Mrs Munro still volunteers with the Southland Ecological Restoration Network (SERN), organising field trips and helping with various projects.

The Waituna Landcare Group benefited from her extensive involvement from 2001 to 2022, initially as the secretary before she took the helm as chairperson in later years. Initiatives included stream plantings, the development of a sanctuary, replanting the gravel pit and organising informative field days on site.

In her local community of Gorge Road, Mrs Munro's impact has been significant.

After several terms on the former Gorge Road Community Development Area subcommittee, she served one term on the Waihopai Toetoe Community Board. Her previous governance experience included the Gorge Road School board of trustees and local swimming pool committee.

As chair of the Gorge Road and Districts Heritage Society, Mrs Munro organises the annual bus trip to areas of historical interest, was involved in the bell tower project and is now leading the installation of a heritage shed and interpretation panels at the domain.

Capturing the area's tales, Mrs Munro wrote the book *From Oteramika to Gorge Road and Districts*. She shared her love of literature by establishing a book exchange at the Mokotua Hall.

Other feathers in her cap include running table tennis and fish and chip nights at the hall, taking care of the Mokotua Recycling Centre, organising Anzac Day commemorations, and editing and distributing the bimonthly Gorge Road and Districts Gazette newsletter.



Community funding

Community Partnership Fund

The next round of funding for the Ardlussa Community Partnership Fund closes on 30 September 2025

Other funding opportunities

The following funding was granted for the March 2025 funding rounds:

Creative Communities Fund

Cathy Irons - Douce Ambiance: Riverton and Te Anau concerts	\$2000
Otautau Patchwork Group: Quilting workshop with Shirley Sparks	\$1,750
The CanInspire Charitable Trust: Beading workshops	\$1,100
Anna van Riel: Voice workshops	\$2,000
TDPI/ Central Western Archive: 100 years of rural women exhibition and workshops	\$2,126
Waimumu Te Tioua Art and Craft: Exhibition and workshop	\$4,700
Nathalie Sterkens: Kidsfest 2 day festival in Otautau	\$2,800
Te Hikoi: Artist challenge exhibition 2025	\$2,660
Te Anau Waitangi Charitable Trust: Te Anau Waitangi festival 2026	\$3,000
Toi Rakiura Arts Trust: Jackie Clarke show	\$1,000

Ohai Railway Fund

The following individuals received tertiary grants;

Ben McCorkindale: Media and Design at SIT	\$700
Lachlan McCorkindale: Bachelor of Mechanical Engineering at Canterbury University	\$1,000
Zane Marsh: Bachelor of Engineering at Victoria University	\$1,000
Dominic Morrison: Bachelor of Laws and Commerce at Otago University	\$1,000
Nina McKay: Bachelor of Environmental Science at Canterbury University	\$1,000
Paige Henderson: NZ certificate in Automotive Engineering at SIT	\$1,000

Ben Campbell:
Bachelor of Laws and Commerce at Canterbury University \$1,000

The following organisations received grants;

Takitimu Primary School:
School Camp \$6,000

Takitimu District Swimming Pool:
Swimming platform \$2,100

Nightcaps Community Medical Centre Trust:
Operating costs \$12,000

The following Southland District Council funds close on 20 December 2025.

- Centennial Bursary Scholarships for recognised tertiary study
- Valmai Robertson Creative NZ Arts Scholarships
- Eric Hawkes Memorial Outward Bound Scholarship.

Applications can be made on the Southland District Council website via the SmartyGrants link:
<https://www.southlanddc.govt.nz/council/funding-and-grants/>

Council department updates

Governance

Work streams that may be of interest to the board include:

Pecuniary and other interests – the register of elected member pecuniary interests is now publicly available on Council's website.

2025 local government elections – election protocols were provided to all elected members via the Kia Korero on 9 May. These protocols are a good resource to help you navigate if you are going to be both a current elected member and an election candidate. The team are preparing for the local government elections nomination period. Information on this is provided in a separate report on this agenda.

Mileage claims - please remember to send these claims through promptly to Rachael Poole at rachael.poole@southlanddc.govt.nz.

Elected member payments – over the next month the governance team will be arranging the annual communication payment to elected members. This is a non-taxable allowance that recognises elected members are using their own device and services (eg internet connection) to communicate on community board matters. The Remuneration Authority's annual determination also comes out in June each year outlining any changes to elected member pay for the following year. Elected member pay will be altered accordingly from 1 July 2025.

Policy

Consultation on Council's draft Dog Control Policy 2025 and draft Dog Control Bylaw 2025

Consultation on the draft bylaw and policy, including the proposed changes, went live on 12 May 2025.

The public can obtain information about the consultation process and make submissions online at www.makeitstick.nz (this redirects to the SDC website landing page).

The proposed changes in the bylaw and policy include providing definitions of 'effective control' and 'public place'. There are some proposed changes to dog access levels in specific community board areas, which are reflected in revised maps.

All SDC-registered dog owners will receive either an email or letter informing them of the consultation period. We will also be promoting this consultation on Council's Facebook page and via Antenna notifications.

The timeline for the entire review process is included on the consultation page at www.makeitstick.nz.

Submissions

Anyone can make a submission by:

- completing the online submission form at www.makeitstick.nz
- emailing a submission to submissions@southlanddc.govt.nz
- delivering a submission to Southland District Council head office, 15 Forth Street, Invercargill, or any Southland District Council area office
- posting a submission to:

Southland District Council

PO Box 903

Invercargill 9840

ATTN: Draft Dog Control Bylaw and Policy 2025 Submissions

The consultation period runs for **two months**, and submissions close at **5pm on Friday 13 July 2025**.

Questions and feedback

If you receive any feedback or need assistance in answering any questions about the draft policy and bylaw, please contact Ana Bremer ana.bremer@southlanddc.govt.nz

Stakeholder updates

Citizens Advice Bureau – community directory

The Invercargill Citizens Advice Bureau (CAB) recently launched its community directory. This is a directory of local support services, interest groups, and sports clubs etc, all in one place for easy accessibility.

The CAB help people to know and understand their rights and obligations and how to use this information to get the best outcomes, provide people with the confidence and support they need to take action, and work for positive social change within communities and wider society. This independent service is provided free to all.

This community directory is managed and maintained by CAB Invercargill. If you want to add or amend a listing on this directory please contact them on invercargill@cab.org.nz or you can call them directly at [03 218 6648](tel:032186648).



Ardlussa Community Board

Tracker – ongoing

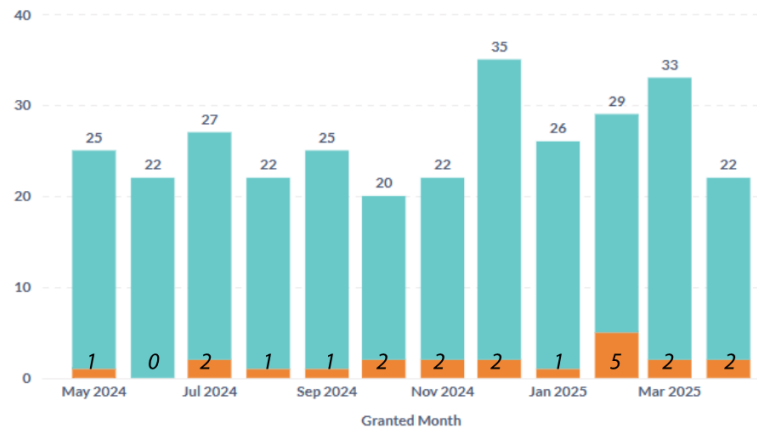
Waipounamu Bridge road access and spraying
Waikaia Domain/Golf Club leases/Waikaia depot rental
Speed reduction for Piano Flat Road for cycle trail – temporary signage has been installed
Balfour BMX track – Richard to follow up re: spoil
Fill from road works going into natural ditches – RFS entered, site visit completed
Investigation of options for the future of the Balfour land – in procurement stage
Riversdale pool – review of pool rate decision
Riversdale and Waikaia greenwaste
River/gravel management
Riversdale and Waikaia helipad projects – Waikaia complete, paperwork still to be signed off.
Riversdale stormwater/flooding issues
Update to Sally the Elephant sign – cost is approx. \$800
Tunatuna pump track – usage, stats etc. Active Southland to provide
Tomogalak consent update
Community service award presentations
Damage to road signs – heat map

Upcoming priorities

Community board plan review

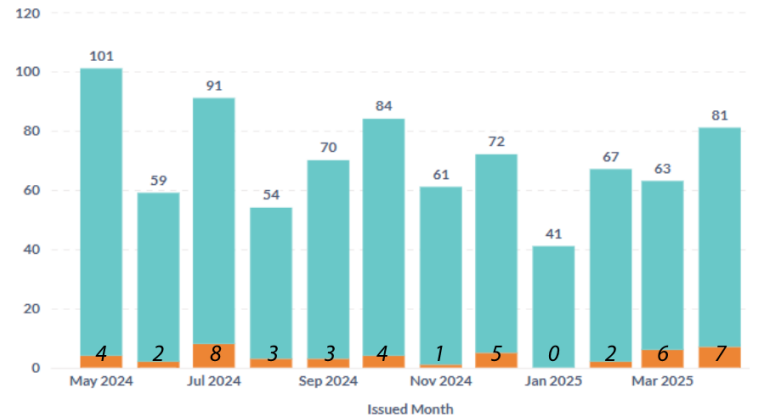
Resource consents granted

RM applications granted for community board
RestOfSDC BoardCount



Building consents granted

Building Consents issued for community board
RestOfSDC BoardCount



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 a higher number of service requests than usual being received by Council and Downer, resources were pushed to respond in a timely manner.

Works to install the relocated Depolox unit to Balfour reservoir are complete pending required actions from PowerNet. This will allow for Council/Downer to remotely monitor pH levels and FAC in water leaving the Balfour reservoir.

A significant leak at Old Balfour Road was repaired.

Works have recently been completed renewing the Longridge rising main from the Longridge booster station to the Longridge reservoir. This deepened the pipe to help mitigate third party strikes.

Mowing contracts (Balfour, Waikaia and Riversdale)

30 June is the completion of another year of the contracts, with each contractor having the option of a contract roll over to conclude in July 2026.

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

Waimea Alliance

Our drainage crew have completed the culvert replacement programme for Waimea, being on the Otautau Tuatapere Road, Tuatapere and Felton Road, Mossburn and shift into central to finish off their programme. SouthRoads civil team completed some bridge deck repairs on Fenham Road, and we have worked with Environment Southland for some rock protection from river erosion on Pyramid Waiparu Road.

The maintenance metaling programme only has the Te Anau basin area left for the season.

The last of our unsealed shoulder spraying and 2025/2026 reseal site shoulder spraying was completed in April.

Cyclic teams have continued and managed some footpath repairs in Monowai village in advance of the hydro scheme centenary event.

Tree trimming and removal has also taken place in various locales of the Waimea area.

23 RFSs in April (and 23 RFSs in March), all completed on time. A year to date total of 261 RFSs (reminding that our year is 1 July – 30 June).

343km of grading in April and 505km in March, for a year to date of 4096km.

Maintenance metalling across the network area is at 4677m³ for the year.

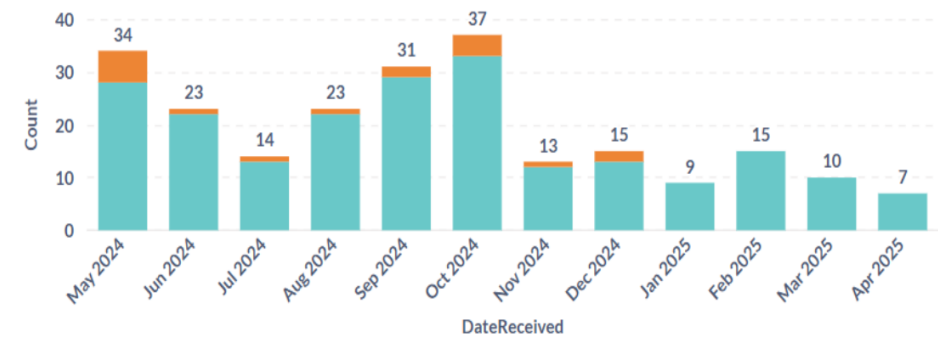
Requests for service

Across the district, there were 863 requests for service lodged during the period march and April 2025, of which 289 were related to three waters. 17 of the total requests received belong to this board area. A full summary of those requests is included below.

Request Type	Count
Community housing - repairs and maintenance	1
Gravel road faults	5
Hazards	1
Sealed road faults	1
Stop/give way signs - repairs (urg 24hr fix)	1
Toilets - cleaning, repairs and maintenance	2
Transport general enquiries	3
Vegetation rural (overgrown or visibility issues)	1
Water and waste general	2
TOTAL	17

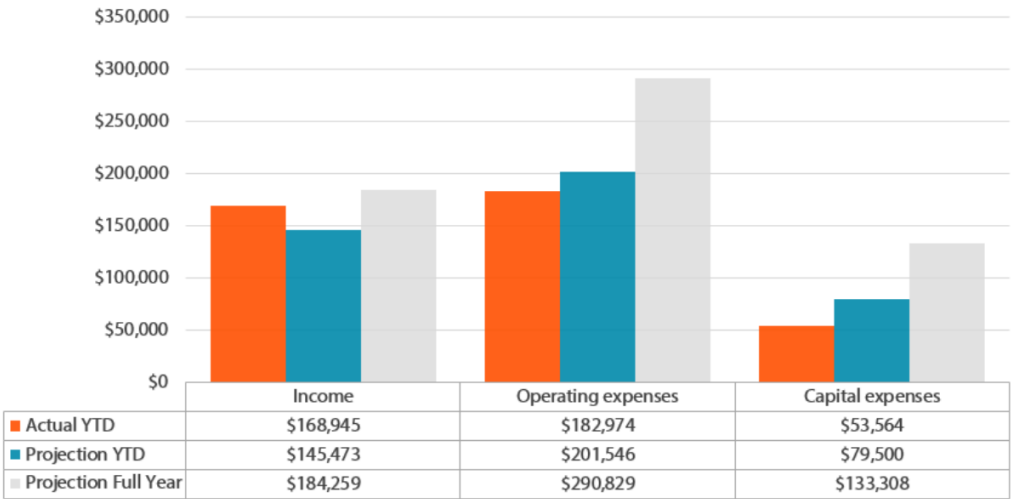
Requests for service lodged

Outside Service Level Within Service Level



Local budget information

Ardlussa - local business units for period ended 30 April 2025
YTD - year to date; Projection includes approved Annual Plan budget with timing phased + approved unbudgeted expenditure + carry forwards



Budget notes

Income is \$23k (16%) above projection. This largely relates to an accounting error that will be corrected in May, the correct variance is only \$951 (0.68%) above projection.

Operating expenses are \$19k under projection (9%). \$14k relates to maintenance in the parks and reserves that is largely reactive, \$5k relates to funds not yet granted to the Balfour Hall Committee with the remainder relating to footpath maintenance that is underway (\$5k). The Balfour Hall is overall \$5k over projection due to planned maintenance checks and general maintenance that has been required.

Capital expenses are overall \$26k under projection (33%). \$20k of the under projection is due to the phasing of the budget for the Balfour playground equipment replacement, equipment has arrived and staff are currently working through procurement for the installation. Street works are \$15k under projection due to the Waikaia additional streetlights and school safety project, work is underway on both of these projects however minimal costs have been incurred to date. This is offset by \$9k over projection which is due to the phasing of the Riversdale Community Centre lighting project that is complete.

Local projects update

Activity	Name	Current Phase	Current Progress	Budget actual ytd
PARKS AND RESERVES	Balfour Playground - equipment replacement	Pre-delivery phase	On track	\$60,000
				\$39,677 P-10752
Replacement for fort structure has been purchased. Physical work scheduled to be undertaken late May/early June after Mossburn playground works are completed				
WASTEWATER	Balfour wastewater consent renewal and replacements	Delivery phase	On track	\$613,909 \$514,353 P-10453
The infiltration works within Balfour have been completed. Within this project it was identified that a 300mm sewer main had collapsed. The replacement has been completed with just some minor tidy work to do. The plant upgrade works will be 2026 to 2028 and the final solution will be dependent on the new wastewater discharge standards. The short-term consent to 2029 is awaiting agreement.				

JANUARY 2025	FEBRUARY 2025	MARCH 2025	APRIL 2025	MAY 2025	JUNE 2025	JULY 2025	AUGUST 2025	SEPTEMBER 2025	OCTOBER 2025	NOVEMBER 2025	DECEMBER 2025
	12 Feb - Board meeting in Balfour @ 7pm	12 Mar - Board workshop in Riversdale @ 7pm	9 April - Board meeting in Riversdale @ 7pm	14 May – Board workshop in Riversdale @6pm	11 June Board meeting in Waikaia @ 6pm	9 July – Board workshop in Riversdale @ 6pm	13 August - Board meeting in Balfour @ 6pm	10 Sept - Board workshop in Riversdale @ 6pm	TBC – post election	TBC – post election	TBC – post election
						4 July 2025 - Local Government Elections nomination period opens	1 August 2025 – Local Government Elections nomination period closes	9 September 2025 – voting Local Government elections opens	11 October 2025 – Local Government Elections election day		Scholarships and bursary applications close 20 December
		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			
								Community Partnership fund applications close 30 September			
								Community service award nominations close 30 September			

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Councillor update

Record no: R/25/5/25455

Author: Rachael Poole, Committee advisor

Approved by: Vibhuti Chopra, Group manager strategy and partnerships

☐ 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 from 2 April 2025 to 14 May 2025.
- 2 To watch any of the previous Council or Finance and Assurance Committee meetings select this link: [SDC youtube](#)
- 3 An overview of the reports presented is given in the table below.
- 4 This report is also to provide an opportunity for Councillor Wilson to highlight particular matters or update the board on any other issues that have arisen around the Council table.

2 April 2025 – Council meeting

Report	Overview
Public participation	<p>Wendy Joy Baker addressed Council about a 2023/2024 dog report, Make it stick surveys, District plan, Code of Conduct for elected members, follow-up of complaints through texts (more compassion towards ratepayers), more appreciation of sports in community and more respect, upkeep of honorable war memorials all year around</p> <p>Dave Diack addressed the meeting in relation to the use of volcanic ash as a cement for footpaths in the Oreti ward and the District in general.</p> <p>Boyd Wilson addressed the meeting in relation to section 73 of the Building Act 2004.</p>
2024 Rule Speed Limits Rule - Required Speed Limit Amendments	<p>This report provided information on the speed limit changes required to be implemented by Council and set those new speed limits to comply with the Land Transport Rule: Setting of Speed Limits 2024.</p> <p>Fifteen locations were identified where speed limits around schools were required to transition to variable speed limits before 1 July 2025.</p> <p>This report was left on the table to be considered with NZTA present at a later meeting.</p>

Forecasted Financial Position for the year ending 30 June 2025	This report provided information on the expected year-end financial result compared to the Long Term Plan 2024/2025 and sought approval of the resulting forecasted position. The report also sought Council's approval for unbudgeted expenditure requests, and the deletion and deferral of a number of projects.
Financial Report for the period ended 28 February 2025	Council was provided with an overview of the draft financial results for the eight months to 28 February 2025 by Council's seven activity groups, as well as the financial position and the statement of cashflows as at 28 February 2025.
Adoption of statement of proposal for changes to fees and charges 2025/2026 for consultation	Council approved the statement of proposal outlining the proposed changes to fees and charges 2025/2026, which formed the basis of public consultation. Public consultation ran from 4 April 2025 to 3 May 2025. The final Schedule of Fees and Charges 2025/2026 will be adopted as part of the Annual Plan 2025/2026 in June 2025.
Unbudgeted expenditure request for a grant to Orepuki Community Promotions Charitable Trust - Historic railway water tower repair project brought forward	Council approved unbudgeted expenditure of up to \$28,927 to the Orepuki Community Promotions Charitable Trust, to be funded from the Hirstfield Reserve for the restoration work on the historical Orepuki railway water tower.
Public Notification of Plan Change 3	<p>Council gave approval for the public notification of Private Plan Change 3 requested by Blue Sky Meats (NZ) Limited to rezone land at 729 Woodlands Morton Mains Road, recognising an established industrial activity and providing appropriate precinct provisions for environmental management.</p> <p>Council noted that Blue Sky Meats had submitted a private plan change request to rezone their property from rural to industrial, with specific precinct provisions. The plan change has been accepted for processing under Clause 25 of Schedule 1 of the Resource Management Act 1991.</p>
16 April 2025 – Council Meeting	
Report	Overview
Progress Plan Change 2	Council reapproved the Southland District Council and Invercargill Subdivision, Land Use and Development Code of Practice 2023, approved the public notification of their decision that establishes that the Operative Southland District

	Plan is deemed to have been amended and revoked the Subdivision, Land Use and Development Bylaw 2012.
Management report April 2025	<p>Staff updated Council on what has been happening in the following operational areas:</p> <ul style="list-style-type: none"> • Consultation • Communications and engagement • Information services • Strategic planning and policy • Governance • Spatial planning
30 April 2025 – Council Meeting	
Report	Overview
Around the Mountains Cycle Trail Trust Update	Nicola Willis (Chair of the Trust) and Susan Mackenzie presented an update on the past 12 months of data for Around the Mountains Cycle Trail.
Mayor's report	Mayor Scott reported on the meetings and events that he has attending during February through to late April 2025. Anne Horrell, Chair of Tuatapere Te Waewae Community Board gave an update of activities that have been happening in her community board area.
Review of Dog Control Bylaw 2015 and Dog Control Policy 2015	Council approved the Draft Dog Control Policy 2025 and the Draft Dog Control Bylaw 2025 for consultation. Public consultation will take place from 12 May 2025 through to 13 July 2025.
Use of Hokonui Hall reserve	Council approved unbudgeted expenditure of \$8,340 to be funded from the Hokonui Hall reserve towards a sign recording the location of Hokonui and approved the transfer of the remaining balance of the Hokonui Hall reserve to the Browns Community Centre reserve.
Waikaia speed limit reduction proposal update and next steps	Council requested staff to revise the Waikaia speed limit reduction proposal to meet the new requirements of the Setting of Speed Limits Rule for consultation.
Waikaia speed limit reduction signs - Unbudgeted expenditure request	Council approved unbudgeted expenditure of up to \$10,000 plus GST for the supply and installation of new signage in anticipation of the speed limit being reduced at the intersections of Wellington Street, Riversdale-Waikaia Road and Piano Flat Road in Waikaia, to be funded by a 15 year loan to be repaid from the Ardlussa Community Board rate. It was noted that this expenditure will be dependent on the decision being received from the Director of Land Transport and that if

	the speed limit reduction is not approved, then the funding may not be required.
Winton CCTV camera project - unbudgeted expenditure request	Council approved unbudgeted expenditure of up to \$65,000 (excluding GST) from the Winton Property Sales Reserve to cover the costs of works, hardware and installation of up to six CCTV cameras and the necessary supporting systems within the Winton township.
2024 Rule Speed Limits Rule - Required Speed Limit Amendments - Report laid on the table from 2 April 2025 Meeting	Council reconsidered the speed limit changes required to be implemented by Council and set those new speed limits to comply with the Land Transport Rule: Setting of Speed Limits 2024. They agreed to change a number of permanent speed limits and to install updated signage between 1 May 2025 and 1 July 2025. Council also agreed for Mayor Scott to write to the Minister of Transport to express Councils frustration on having to agree to a rule that is not fit for purpose and is an extra expense to Council.
14 May 2025 –Council Meeting	
Report	Overview
Changes to fees and charges 2025/2026 - submissions and hearings	Council received all the written submissions received on the changes to fees and charges and noted that there was one submitter, Federated Farmers who requested to speak to Council on their submission. Due to sickness on the day of the meeting, Federated Farmers were unable to attend and apologised for their non-attendance.
14 May 2025 – Finance and Assurance Committee Meeting	
Report	Overview
Finance and Assurance Committee workplan for the year ended 30 June 2025.	The Committee received the report and noted the addition of three new reports being the Procurement policy review, FMIS project timetable and the Back Together Build project update. The Insurance Policy review report was moved from the May meeting to the 11 June 2025 meeting.
Interim performance report – period two – 1 July 2024 to 28 February 2025.	The Committee received the report and asked staff for more information on two of the results and thanked staff for what they have been able to achieve to date. They also gave credit to the staff who spoke on the day for their knowledge of their areas and where the results were not met they were able to give detailed reasons why and what the next steps are.
FMIS project timeline update.	Staff updated the Committee on the proposed timeline with the major phases as follows: <ul style="list-style-type: none"> Discovery and Planning, now to June 2025

	<ul style="list-style-type: none"> • Design and Foundation, July – Dec 2025 • Build and Configure, July 2025 – January 2025 • Test and Train, February – June 2026 • Operational Onboarding, March – June 2026, • Go-Live on 1 July 2026, and stabilisation and hyper care ongoing after this.
Annual report 2024/2025 timetable.	<p>The Committee received the report showing the key dates for the annual report 2024/2025.</p> <ul style="list-style-type: none"> • 27 August 2025 draft annual report presented to Council • 25 August to 19 September 2025 audit of annual report • 29 September final draft of the annual report • 8 October 2025 adoption of annual report.
Draft procurement and Contract Management Policy	<p>The committee considered and gave feedback on the draft Procurement and Contract Management policy and have asked staff to incorporate their feedback into a revised draft document.</p>
B2B project update	<p>The committee received the back together build update and noted that four working groups are now confirmed, one of which – the Communications and Engagement Group - is already underway and has provided the project name B2B. The PSG has endorsed the communications strategy and engagement principles recommended by the Group.</p> <p>Key risks currently identified include budget pressures, structural challenges, procurement complexity, and stakeholder expectations.</p>

Recommendation

That the Ardlussa Community Board:

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

Attachments

There are no attachments for this report.

Chairperson's report

Record no: R/25/6/25937

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

Approved by: Vibhuti Chopra, Group manager strategy and partnerships

☐ Decision

☐ Recommendation

☒ Information

Purpose of report

The purpose of the report is to provide an update to the Ardlussa Community Board on activities that the chairperson has been involved with since April 2025.

Chair Clarkson mentioned the following:

- There is not a lot been happening between our last meeting having missed the workshop. I feel coming to the end of the 3-year cycle this is the normal outcome.
- I have had discussions with Cr Matt and Mayor Scott regarding the lack of consultation between central govt and council/boards and their ability to be able to change rules with no consultation, and if we are looking to do something as a community board this is certainly not the case.
- Mayor Scott has sent a letter to the Minister of Transport regarding the speed increase from 30 to 50 kilometres per hour outside the Waikaia School which was consulted on with the residents and received positive feedback. This blanket ruling received from New Zealand Transport Agency has had no consultation with locals for the consideration of the local village and the town's thoroughfare.

Board member updates

This is an opportunity for Board members to update on areas of interest.

Recommendation

That the Ardlussa Community Board:

- a) **receives the report titled "Chairperson's report" dated 4 April 2025.**

Attachments

There are no attachments for this report.

Next meeting report

Record no: R/25/5/24590

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

Approved by: Michal Gray, Democracy advisor

☐ Decision

☐ Recommendation

☒ Information

Purpose

- 1 For the Board to confirm that their next meeting is at 6pm on Wednesday 13 August 2025 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 13 August 2025 to be held at the Balfour Community Centre, 68 Queen Street, Balfour.**

Attachments

There are no attachments for this report.