



Ardlussa Community Board

OPEN MINUTES (Unconfirmed)

Minutes of a meeting of Ardlussa Community Board held in the Waikaia Fire Station, 21 Newburn Street, Waikaia on Wednesday, 11 June 2025 at 6pm (6.09pm to 7.38pm).

PRESENT

Chairperson	Richard Clarkson	
Deputy chairperson	Ray Dickson	
Members	Chris Dillon	
	Clarke Horrell	
	Grant McFelin	
	Councillor Matt Wilson	(7.21-7:38 pm)

APOLOGIES

Member	Hilary Kelso
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IN ATTENDANCE

Committee advisor/customer support partner	Deborah-Ann Smith-Harding
Community partnership leader	Kelly Tagg
Contracts and programme lead	Lance Spencer
Communities facilities manager	Mark Day
Community projects planning manager	Alex Macleod

1 Apologies

An apology was received for Hilary Kelso.

Resolution

Moved Chairperson Clarkson, seconded Deputy Chairperson Dickson and resolved:

That the Ardlussa Community Board accepts the apology received for Hilary Kelso.

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 Chris Dillon, seconded Grant McFelin and resolved:

That the Ardlussa Community Board confirms the minutes of the meeting held on 9 April 2025 as a true and correct record of that meeting.

6 Public participation

There was no public participation

REPORTS

7.1 CONTRACT RENEWAL AGREED LEVELS OF SERVICE

RECORD NO: R/25/4/14336

CONTRACTS AND PROGRAMME LEAD - LANCE SPENCER PRESENTED THIS REPORT WHICH SOUGHT THE APPROVAL OF THE BOARD FOR THE LEVELS OF SERVICE AND AREAS TO BE INCLUDED IN FUTURE MOWING, TOILET CLEANING AND GARDENING CONTRACTS.

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 AND ARE NOW SEEKING FEEDBACK FROM THE BOARD

MR SPENCER HIGHLIGHTED THAT THE NEW MOWING SERVICE CONTRACT REPLACES THE WORD "FREQUENCY" WITH "HEIGHT REQUIREMENT" IN THE KEY PERFORMANCE INDICATORS.

COUNCIL HAS INDICATED A PREFERENCE FOR LOCAL CONTRACTORS AND MARK DAY – COMMUNITY FACILITIES MANAGER SUGGESTED USING THE LOCAL CONTRACTOR IN WAIKAIA AS A TEST CASE.

MR SPENCER INFORMED THE BOARD THAT THE MATARIKI POU HAD BEEN ERECTED AT TAYLOR PARK AND THE LUPINS HAVE BEEN ERADICATED.

THE RESERVE BETWEEN BERWICK & NEWCASTLE STREETS IN RIVERSDALE IS TO BE CLASSIFIED AS STANDARD 2 (RED) FOR THE NEW MOWING CONTRACT.

RESOLUTION

MOVED CHAIRPERSON CLARKSON, SECONDED CLARKE HORRELL AND RESOLVED:

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.

COUNCILLOR MATT WILSON JOINED THE MEETING AT 7.21PM.

7.2 ARDLUSSA COMMUNITY BOARD SUBMISSION ON LOCAL WATER DONE WELL

RECORD NO: R/25/5/20953

COMMUNITY PARTNERSHIP LEADER – KELLY TAGG WAS IN ATTENDANCE FOR THIS REPORT
TO SEEK THE BOARD'S RATIFICATION FOR THE BOARD'S SUBMISSION ON LOCAL WATER DONE WELL.

RESOLUTION

MOVED DEPUTY CHAIRPERSON DICKSON, SECONDED CLARKE HORRELL AND RESOLVED:
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.

7.3 UPDATE ON 2025 TRIENNIAL ELECTION

RECORD NO: R/25/5/23261

COMMITTEE ADVISOR/CUSTOMER SUPPORT PARTNER - DEBORAH-ANN SMITH-HARDING WAS IN ATTENDANCE FOR THIS ITEM CONVEYING KEY DATES AND APPLICABLE INFORMATION RELATING TO THE 2025 TRIENNIAL ELECTION.

THE TRIENNIAL LOCAL GOVERNMENT ELECTION WILL BE HELD ON SATURDAY 11 OCTOBER 2025 AND THAT 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.

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.

ELECTION RELATED DOCUMENTS AND RESOURCES WILL BE MADE AVAILABLE ON THE COUNCIL WEBSITE AT WWW.SOUTHLANDDC.GOV.TZ/COUNCIL/ELECTIONS6

RESOLUTION

MOVED CLARKE HORRELL, SECONDED GRANT MCFELIN AND RESOLVED:
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 CLOSSES 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

7.4 COMMUNITY BOARD REPORTING

RECORD NO: R/25/5/24712

COMMUNITY PARTNERSHIP LEADER – KELLY TAGG WAS IN ATTENDANCE FOR THIS ITEM. THE PURPOSE OF THE REPORT IS TO INFORM THE BOARD OF THE COMMUNITY LEADERSHIP, OPERATIONAL AND COUNCIL ACTIVITIES IN THE BOARD AREA AND ACROSS THE DISTRICT.

MRS TAGG ADVISED THAT THE RIVERSDALE TENNIS CLUB HAD SECURED THE REQUIRED LEVEL OF FUNDING TO COMPLETE THEIR TENNIS COURT UPGRADE HOWEVER, THIS **WOULDN'T BE ABLE TO TAKE PLACE UNTIL THE WEATHER HAD IMPROVED.**

CONSULTATION ON COUNCIL'S DRAFT DOG CONTROL POLICY 2025 AND DRAFT DOG CONTROL BYLAW 2025 COMMENCED ON 12 MAY 2025 AND CLOSSES ON 13 JULY 2025. MRS TAGG WILL OUTLINE THE POLICY AND BYLAW AT THE NEXT WORKSHOP AND RECOMMENDED THE BOARD MAKES A SUBMISSION. SUBMISSION BY THE BOARD.

MRS TAGG REMINDED THE BOARD TO SUBMIT ANY OUTSTANDING MILEAGE CLAIMS AND COMMUNICATION PAYMENTS BEFORE 30 JUNE 2025 THESE CLAIMS CAN BE EMAILED TO RACHAEL POOLE AT : RACHAEL.POOLE@SOUTHLANDDC.GOV.NZ

MRS TAGG MENTIONED THAT THE GOVERNANCE TRAINING HELD ON 14 APRIL 2025 IN LUMSDEN WAS WELL ATTENDED AND ENCOURAGED THOSE AFFILIATED TO CLUBS TO TAKE UP THIS FREE SERVICE WITH FOUR MORE SESSIONS BEING HELD AROUND THE DISTRICT, FACILITATED BY SOUTHLAND COMMUNITY LAW WITH SUPPORT FROM COUNCIL.

MRS TAGG ADVISED THE NEW PIECE OF PLAYGROUND EQUIPMENT AT BALFOUR HAS BEEN INSTALLED. IT WAS NECESSARY TO REMOVE A TREE FROM THE PLAYGROUND TO MAKE SURE THERE WAS ENOUGH ROOM. FURTHER SMALL PIECES OF EQUIPMENT , SUCH AS THE BALANCE BEAMS WILL LIKELY BE INSTALLED IN THE NEW FINANCIAL YEAR.

THE ROADING TEAM ADVISED THEY WOULD ASCERTAIN IF IT WAS POSSIBLE TO GENERATE A HEAT MAP OF AREAS THAT ARE FREQUENTLY TARGETED FOR SIGN VANDALISM WITH A VIEW TO POTENTIALLY INSTAL CAMERAS AT THOSE SITES.

AT THIS POINT, MRS TAGG ADVISED THAT THE BOARD HAD \$1,555 IN RESERVE FINANCIAL CONTRIBUTIONS THAT ARE DUE TO EXPIRE. THE BOARD DISCUSSED THEIR PREFERENCE FOR THESE FUNDS TO BE USED TO HELP OFFSET THE COSTS OF THE PROJECT TO IMPROVE LIGHTING AROUND THE RIVERSDALE COMMUNITY CENTRE.

RESOLUTION

MOVED CHAIRPERSON CLARKSON, SECONDED CR WILSON AND RESOLVED:

THAT THE ARDLUSSA COMMUNITY BOARD:

- A) **RECEIVES THE REPORT TITLED “COMMUNITY BOARD REPORTING” DATED 28 MAY 2025.**

7.5 COUNCILLOR UPDATE

RECORD NO: R/25/5/25455

COUNCILLOR WILSON PRESENTED THE COUNCILLOR UPDATE.

COUNCILLOR WILSON SPOKE TO HIS RECENT MEETING WITH MAYOR SCOTT AND THE MID DOME WILDING TRUST ABOUT THE IMPACT OF THE DOUGLAS FIR SPECIES ON THE DISTRICT'S LANDSCAPE. MR WILSON EXPLAINED THAT THE MID DOME WILDING TRUST DOES NOT HAVE THE MANDATE TO ERADICATE THIS SPECIES AND GREAT SOUTH HAVE EXPRESSED THEIR CONCERNS AND THE NEED FOR PRODUCTIVE FARMING LAND.

THE BOARD DISCUSSED THE EXTRACTION OF GRAVEL FROM THE RIVERBEDS BY LOCAL CONTRACTORS FOR ROADING PURPOSES WHICH COULD MITIGATE AND PROTECT COUNCIL'S INFRASTRUCTURE.

RESOLUTION

MOVED DEPUTY CHAIRPERSON DICKSON, SECONDED GRANT MCFELIN AND RESOLVED:

THAT THE ARDLUSSA COMMUNITY BOARD:

- A) **RECEIVES THE REPORT TITLED “COUNCILLOR UPDATE”.**

7.6 CHAIRPERSON'S REPORT

RECORD NO: R/25/6/25937

CHAIR CLARKSON TOOK THE BOARD THROUGH HIS REPORT.

DISCUSSION TOOK PLACE AROUND GRAVEL HAVING BEEN CLEARED OUT FROM THE UPPER TOMOGALAK BRIDGE WITHOUT ANY FOREWARNING. THE BOARD WAS DISAPPOINTED NOT TO HAVE BEEN ADVISED THAT THIS WORK WAS PLANNED HOWEVER, IT WAS A PLEASING RESULT THAT THE CONTRACTOR SOLD THE GRAVEL AND THE WORK WAS COMPLETED AT NO COST TO COUNCIL.

THE CHAIR WILL FOLLOW UP WITH **COUNCIL'S ROADING** TEAM ABOUT A LOCAL **CONTRACTOR'S WISH TO SKIM GRAVEL** FROM THE WAIPOUNAMU BRIDGE.

CHAIR CLARKSON ADVISED THAT AN REQUEST FOR SERVICE (RFS) TO REPAIR THE STOP SIGN OUTSIDE THE CHALLENGE GARAGE IN RIVERSDALE HAD NOT YET BEEN ACTIONED. STAFF TO FOLLOW UP.

MR DILLON ADVISED THAT THE TREE THAT WAS REMOVED FROM THE PLAYGROUND IN BALFOUR HAD BEEN DISPOSED OF IN AN AREA NEAR THE RUGBY GROUNDS WHICH **WASN'T IDEAL GIVEN THE UPCOMING JUBILEE CELEBRATIONS**. STAFF TO LIAISE WITH THE CONTRACTOR AND HAVE THE MATTER RECTIFIED. FURTHER DISCUSSION ABOUT THE DUMPED GRAVEL AT THE BMX TRACK IN BALFOUR ALSO TOOK PLACE.

RESOLUTION

MOVED CHAIRPERSON CLARKSON, SECONDED CLARKE HORRELL AND RESOLVED:
THAT THE ARDLUSSA COMMUNITY BOARD:

- A) **RECEIVES THE REPORT TITLED "CHAIRPERSON'S REPORT" DATED 4 APRIL 2025.**

7.7 NEXT MEETING REPORT

RECORD NO: R/25/5/24590

RESOLUTION

MOVED CHAIRPERSON CLARKSON, SECONDED CLARKE HORRELL AND RESOLVED:
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.

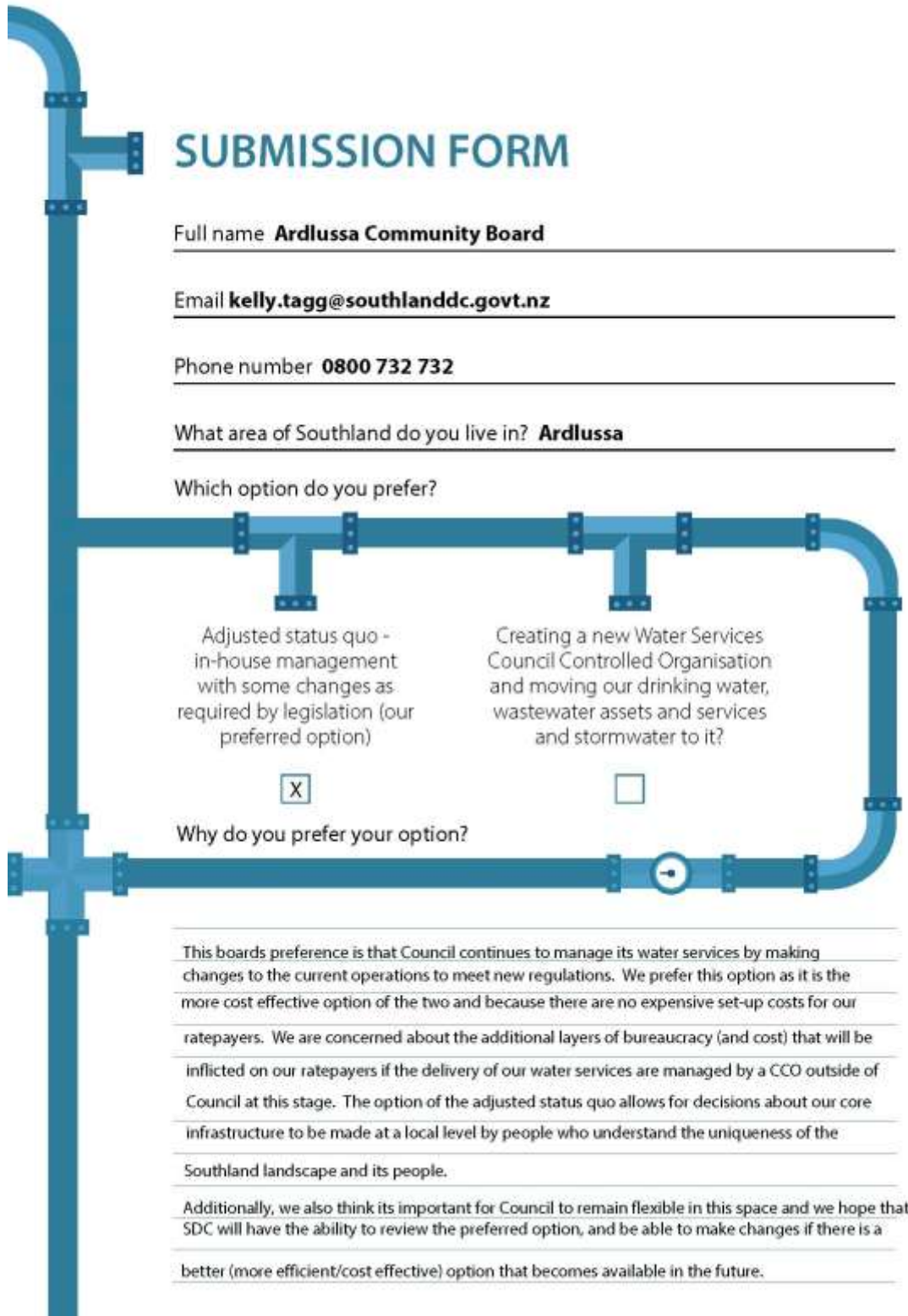
The meeting concluded at 7.38pm

CONFIRMED AS A TRUE AND CORRECT
RECORD OF A MEETING OF THE ARDLUSSA
COMMUNITY BOARD HELD ON WEDNESDAY
11 JUNE 2025

DATE:

CHAIRPERSON:

Attachment A



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?
<input checked="" type="checkbox"/>	<input type="checkbox"/>

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.