



# Agenda

## Ardlussa Community Board

Wednesday, 29 April 2026, 6pm  
Via Teams (video link)



Chairperson  
Deputy chairperson  
Members

Richard Clarkson  
Ray Dickson  
Chris Dillon  
Clarke Horrell  
Raewyn Lindsay  
Grant McFelin  
Councillor Matt Wilson

# What is important to us?

Our strategic framework is a big picture of what Council is planning to achieve for our communities in the next three years.

## Council vision

Together, with our people, for our future. It's our Southland!

## Council mission

Working together for a better Southland.

## Our focus is

### Strategic priorities



**Connected and resilient communities** - we collaboratively engage with our partners and communities, along with investing in agile and sustainable practices, to support a vibrant and thriving Southland.



**Ease of doing business** - we transform the customer experience through partnership, technology and continuous improvement.



**Providing equity** - we enable all residents to be able to access the same services and tools as part of a fair society.



**Robust infrastructure** - we deliver innovative and sustainable community focused infrastructure and facilities for the future



**Thinking strategically and innovatively** - we look for solutions outside of the norm and are not afraid to do something that we have not done before, and we think long-term about the solutions we are providing, while having the flexibility and agility to change direction as necessary.

## Our goals for the LTP 2024-2034 are

### Outcomes



**Social** - communities that are connected and have an affordable and attractive lifestyle.



**Environmental** - communities committed to the protection of our land and water.



**Cultural** - communities with a sense of belonging for all.



**Economic** - communities with the infrastructure to grow.



## 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	Ōreti and Waihōpai 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	Governance  Elected members are responsible for providing leadership, setting direction and for overseeing performance (at a high level).  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.  Roles outlined in the Local Government Act 2002 <ul style="list-style-type: none"> <li>• appoint a chairperson and deputy chairperson</li> <li>• represent, and act as an advocate for, the interests of its community</li> <li>• consider and report on all matters referred to it by the territorial authority, or any matter of interest or concern to the board</li> <li>• maintain an overview of services provided by the territorial authority within the community</li> <li>• prepare an annual submission to the territorial authority for expenditure within the community</li> <li>• communicate with community organisations and special interest groups within the community</li> <li>• undertake any other responsibilities that are delegated to it by the territorial authority.</li> </ul>

## Additional roles of boards

### **Community wellbeing**

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

### **Community leadership**

- a) to provide leadership to local communities on the strategic issues and opportunities that they face
- b) identify key issues and opportunities that will affect the future of the board's community and work with Council staff and other local representatives to facilitate multi-agency collaborative opportunities
- c) promote a shared vision for the board's community and develop and promote ways to work with others to achieve positive outcomes
- d) provide a local community perspective on Council's long term plan key performance indicators and levels of service as detailed in the long term plan, and on local expenditure, rating impacts and priorities
- e) develop and manage community board plans including keeping these up to date and relevant to community needs and aspirations.

### **Engagement and relationships**

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

### **Advocacy**

- a) as part of the long term plan or annual plan process, prepare a submission to Council on the proposed levels of service, income and expenditure within the community of interest
- b) as part of the long term plan or annual plan process, outline the relative priorities for the delivery of District services and levels of service within the board area (Council sets the levels of service for District Activities 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).
- c) Providing comment (through the chairperson) to assist the chief executive on making a decision on any objections received on temporary road closures or temporary prohibition of traffic.

### **Local activities**

For local activities

- a) recommend to Council levels of service 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
- 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 (for subsequent recommendation to Council) where required by statute or in support of the district plan, or other plans for reserves, harbours, or other community facilities, except where these 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.
- g) for the Fiordland Community Board in relation to Te Anau Airport and for the Stewart Island/Rakiura Community board in relation to Stewart Island Electricity Supply Authority (SIESA) these board's role is to:
  - recommend levels of service and annual budget to Council or relevant committee
  - monitor the performance and delivery of the service.

### **Environmental management and spatial planning**

- 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

	<ul style="list-style-type: none"> <li>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</li> <li>f) provide support to the development of community plans for a civil defence emergency and the recovery afterwards.</li> </ul>
DELEGATIONS	<p>In exercising the delegations the boards will operate within:</p> <ul style="list-style-type: none"> <li>a) policies, plans, standards or guidelines that have been established and approved by Council</li> <li>b) the needs of the local communities</li> <li>c) the approved budgets for the activity.</li> </ul> <p>Boards shall have the following delegated powers and be accountable to Council for the exercising of these powers (Local Government Act 2002 section 53).</p> <p><b>Community wellbeing</b></p> <ul style="list-style-type: none"> <li>a) develop local strategies to improve areas of wellbeing (where a need has been identified)</li> <li>b) to develop local community outcomes that reflect the desired goals for their community or place.</li> </ul> <p><b>Community board plans</b></p> <ul style="list-style-type: none"> <li>a) Regularly review and update the community board plan to keep the plan relevant.</li> </ul> <p><b>Decisions on locally funded assets and services</b></p> <ul style="list-style-type: none"> <li>a) accept donations of a local asset (e.g. a gas barbeque, park bench, etc) with a value of less than \$30,000</li> <li>b) approve project definitions or business cases for approved budgeted capital expenditure up to \$300,000.</li> </ul> <p><b>Unbudgeted expenditure</b></p> <ul style="list-style-type: none"> <li>a) approve unbudgeted operating expenditure for local activities of up to \$20,000</li> <li>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</li> <li>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.</li> </ul> <p><b>Leases and licenses</b></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> <ul style="list-style-type: none"> <li>a) accept the highest tenders for rentals more than \$10,000</li> <li>b) approve the preferential allocation of leases and licenses where the rental is \$10,000 or more per annum.</li> </ul>

	<p><b>Community spaces and roads</b></p> <ul style="list-style-type: none"> <li>a) authority to decide upon requests from the community, regarding names of open local spaces and the placement of structures and commemorative plaques.</li> <li>b) authority to decide on the name of public roads, private roads and rights of way</li> </ul> <p><b>Community assistance</b></p> <ul style="list-style-type: none"> <li>a) establish a system for prioritising allocations, based on criteria provided by Council</li> <li>b) grant funds from the Community Partnership Fund</li> <li>c) allocate bequests or grants generated locally, consistent with the terms of the bequest or grant fund.</li> </ul> <p><b>Northern Southland development fund</b></p> <ul style="list-style-type: none"> <li>a) the Northern board can make decisions regarding funding applications to the Northern Southland development fund.</li> </ul>
LIMITS TO DELEGATIONS	<p>Boards have no financial or decision-making delegations other than those specifically delegated by Council.</p> <p>Boards shall only expend funding on purposes for which that funding was originally raised and in accordance with the budgets approved by Council through its long term plan or annual plan.</p> <p>In accordance with the provisions of section 39(2) of Schedule 7 of the Local Government Act 2022 the board may not incur expenditure in excess of the approved budget.</p> <p><b>Matters that are not delegated</b></p> <p>Council has not delegated to boards the power to:</p> <ul style="list-style-type: none"> <li>a) make a rate or bylaw</li> <li>b) acquire, hold or dispose of property</li> <li>c) direct, appoint, suspend or remove staff</li> <li>d) engage or enter into contracts and agreements and financial commitments</li> <li>e) institute an action for recovery of any amount</li> <li>f) issue and police building consents, notices, authorisations and requirements under acts, statutes, regulations, bylaws and the like;</li> <li>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.</li> </ul>
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</p>

	<p>on behalf of Council on matters outside of the board's delegations.</p> <p>The executive leadership team member will manage the formal communications between the board and its constituents and for the board in the exercise of its business. Correspondence with central government, other local government agencies or official agencies will only take place through Council staff and will be undertaken under the name of 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>
DEFINITIONS	<p><b>District activities include:</b></p> <ul style="list-style-type: none"> <li>a) community leadership at a district level (including district community grants)</li> <li>b) wastewater</li> <li>c) waste services</li> <li>d) water supply</li> <li>e) stormwater</li> <li>f) district <b>funded</b> open spaces (parks and reserves)</li> <li>g) roading</li> <li>h) district community services (library services, cemeteries, community housing and heritage/culture)</li> <li>i) district community facilities (public toilets, library buildings, offices and amenity buildings)</li> <li>j) environmental services (building services, resource management, environmental health, animal services, emergency management)</li> <li>k) corporate support services</li> </ul> <p><b>Local activities include:</b></p> <ul style="list-style-type: none"> <li>a) community leadership at a local board level (including local community grants)</li> <li>b) local community facilities (halls, community centres and other amenity buildings) within Council's activity management plans for community facilities</li> <li>c) water facilities (boat ramps, wharves, jetties and harbour facilities)</li> <li>d) locally <b>funded</b> open spaces (parks and reserves, playgrounds and streetscapes)</li> <li>e) parking limits, footpaths and streetlights</li> <li>f) Te Anau/Manapouri Airport (for the Fiordland Community Board)</li> <li>g) Stewart Island Electricity Supply Authority (SIESA) (for the Stewart Island/Rakiura Community Board)</li> </ul>

**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.

**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.

**Approved budget** for the financial year comprises the base budget approved by Council through the Long Term Plan or Annual Plan, along with any adjustments formally approved during the year for unbudgeted expenditure, forecasting changes and carry forwards by those with delegated authority.

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1 Opening

The chair will open the meeting.

2 Apologies

At the close of the agenda no apologies had been received.

3 Leave of absence

At the close of the agenda no requests for leave of absence had been received.

4 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 board member and any private or other external interest they might have.

5 Additional agenda items

Any additions to the agenda must be approved by resolution with an explanation as to why they cannot be delayed until a future meeting.

6 Confirmation of minutes

There are no minutes to confirm.

7 Public participation

Requests to speak should be made by midday of the day before the meeting. Further information is available on [www.southlanddc.govt.nz](http://www.southlanddc.govt.nz) or phoning 0800 732 732.

8 Public excluded reports

Exclusion of the public 13

8.1 Balfour - subdivision 13

9 Closure

The chair will close the meeting.

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Summary of reports

Report name	Purpose	Report type	Page
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Exclusion of the public: Local Government Official Information and Meetings Act 1987

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Recommendation

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

8.1 Balfour - subdivision

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
Balfour - subdivision	s7(2)(h) - the withholding of the information is necessary to enable the local authority to carry out, without prejudice or disadvantage, commercial activities.  s7(2)(j) - the withholding of the information is necessary to prevent the disclosure or use of official information for improper gain or improper advantage.	That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists.