

Notice is hereby given that a Meeting of the Tokanui Community Development Area Subcommittee will be held on:

Date: Monday, 23 November 2015
Time: 7.30pm
Venue: Tokanui Tavern
18 McEwan Street
Tokanui

Tokanui Community Development Area Subcommittee Agenda

OPEN

MEMBERSHIP

Chairperson	Todd Lyders
Deputy Chairperson	Leona Brunton
Members	Faye Hibbs
	Bert Poole
	Ricky Poole
	Quentin Strang
	Councillor Julie Keast

IN ATTENDANCE

Committee Advisor Fiona Dunlop

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

Terms of Reference for CDAs

This CDA is a subcommittee of Southland District Council and has delegated responsibility.

The CDA members are elected to represent and advocate for their community.

It can make decisions on:

- Managing local halls and cemeteries
- Managing reserves, plantings, drainage, footpaths, street lighting, camping grounds, wharves, jetties, lakeshores and slipways, litter control

It can make recommendations to Council on:

- Priorities for services and development within the community
 - Local rates
 - Spending outside the approved annual budget
-

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COUNCILLOR'S REPORT

NEXT MEETING

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

Committee 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 Public Forum

Notification to speak is required by 5pm at least two days before the meeting. Further information is available on www.southlanddc.govt.nz or phoning 0800 732 732.

5 Extraordinary/Urgent Items

To consider, and if thought fit, to pass a resolution to permit the committee 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.”

6 Confirmation of Minutes

- 6.1 Meeting minutes of Tokanui Community Development Area Subcommittee, 20 July 2015

Tokanui Community Development Area Subcommittee OPEN MINUTES

Minutes of a meeting of Tokanui Community Development Area Subcommittee held in the Tokanui Tavern, 18 McEwan Street, Tokanui on Monday, 20 July 2015 at 7.34pm.

PRESENT

Chairperson	Todd Lyders
Members	Faye Hibbs
	Julie Keast
	Bert Poole
	Ricky Poole
	Quentin Strang

ABSENT

Deputy Chairperson	Leona Brunton
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IN ATTENDANCE

Committee Advisor Fiona Dunlop and Area Engineer Moira Tinnock

1 Apologies

There were no apologies.

2 Leave of absence

There were no requests for leave of absence.

3 Conflict of Interest

There were no conflicts of interest declared.

4 Public Forum

There was no public forum.

5 Extraordinary/Urgent Items

There were no Extraordinary/Urgent items.

6 Confirmation of Minutes

Resolution

Moved Chairperson Lyders, seconded Member Hibbs **and resolved that the minutes of Tokanui Community Development Area Subcommittee, held on 16 March 2015 be confirmed.**

(Ricky Poole joined the meeting at 7.35pm.)

Reports

7.1 Venture Southland Report - Update on Community Initiatives

Record No: R/15/6/10363

Juanita Thornton Community Development Planner will be in attendance for this item.

Mrs Thornton advised that the report was to provide an update on staff changes within the Venture Southland Community Development Team, and to report on community development initiatives and projects within the Waihopai/Toetoes Ward, and more specifically Tokanui.

(Quentin Strang joined the meeting at 7.40pm.)

During the update on Community Initiatives there was discussion on the old Tokanui Railway bridge. Quentin Strang advised that he would investigate the ownership of the bridge and report back on the issue.

Resolution

Moved Member R Poole, seconded Cr Keast **and resolved:**

That the Tokanui Community Development Area Subcommittee:

- a) **Receives the report titled “Venture Southland Report - Update on Community Initiatives” dated 2 July 2015.**
- 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.**

7.2 Works and Finance Report to the Tokanui Community Development Area Subcommittee for the period ended 31 May 2015

Record No: R/15/7/11371

Moira Tinnock – Area Engineer was in attendance for this item.

Mrs Tinnock advised that:

- Smoke free signs have been installed at Rata Park and the Skate Park.
- The proposed dog exercise area adjacent to the Bowling Club has not been included in the final changes to the proposed Dog Control Policy and bylaw.
- The Operating Costs budget is showing as being overspent, to the amount of \$9,000. This was because the grant made towards the Tokanui Skate and Recreation/Multi Play Park was to be funded from the general reserve, but has to be coded to an active business unit until the end of the financial year, when the overspend of \$8,000 will be balanced by the general reserve. Also approximately \$1,000 was required for putting up and taking down the ANZAC day flags.
- The Street works budget is showing underspent, as there has not been any specific footpath or general maintenance repairs needed to date.
- The stormwater budget is \$1,000 underspent due to Environment Southland charges not yet coming through and they had to be budgeted for.
- The Manager Environmental Health had advised her that the proposed dog exercise area for Tokanui had not been included in the final changes to the Dog Control Policy 2015 and Dog Control Bylaw 2015.
- The recent inorganic rubbish collection in the Tokanui area had sprung an unexpected cost to Southland District Council to which a further investigation would be required to find funding for the cost.

The Chair advised the Subcommittee that he had spoken with the Manson family regarding the naming of the park and they are happy with the proposed name of Te Rangi Park. Ricky Poole advised that he had sourced a hard wood log for the signage at the park.

Resolution

Moved Member R Poole, seconded Member Strang **and resolved:**

That the Tokanui Community Development Area Subcommittee:

- a) **Receive the report titled “Works and Finance Report to the Tokanui Community Development Area Subcommittee for the period ended 31 May 2015” dated 13 July 2015.**
- 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.**

COUNCILLORS REPORT

Councillor Keast advised on various issues.

She particularly highlighted:

- The approval of the 2015/2025 Long Term Plan
- The completion of a submission for rural broadband
- Attending a meeting in Waikawa regarding the Freedom Camping bylaw review
- Attended a Mayors Taskforce for jobs meeting in Queenstown
- Attended a Venture Southland Youth strategy workshop

Councillor Keast also advised that she was aware of the issues regarding the plumbing and pipes at the Tokanui Hall.

NEXT MEETING

Monday 23 November 2015 at 7.30pm

The meeting concluded at 8.23pm.

CONFIRMED AS A TRUE AND CORRECT
RECORD AT A MEETING OF THE TOKANUI
COMMUNITY DEVELOPMENT AREA
SUBCOMMITTEE HELD ON MONDAY 20 JULY
2015.

DATE:.....

CHAIRPERSON:.....

Annual Plan 2016/2017 - Draft Estimates Report

Record No: R/15/10/19170
Author: Moira Tinnock, Area Engineer
Approved by: Ian Marshall, GM - Services and Assets

☐ Decision ☒ Recommendation ☐ Information

Purpose

- 1 This report provides an overview of the forecasted services for the Tokanui Community Development Area Subcommittee in 2016/2017. It includes any variations from what was forecasted in year two of the Long Term Plan (LTP) 2015-2025.
- 2 Council has streamlined its 2016/2017 Annual Plan process and as a result the Subcommittee is only required to review your estimates for significant changes. In addition, consideration should be given to funding any significant changes from reserves where appropriate.

Executive Summary

- 3 The draft estimates will be incorporated into the Council's Draft Annual Plan which will be released for consultation in February 2016. Once the plan is finalised (and subject to any changes resulting from submissions), the estimates shown for 2016/2017 will be used to set rates for the year beginning 1 July 2016.

Recommendation

That the Tokanui Community Development Area Subcommittee:

- a) Receives the report titled “Annual Plan 2016/2017 - Draft Estimates Report” dated 13 November 2015.
- 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) Approves variations in the Tokanui Community Development Area Subcommittee estimates from year two of the Long Term Plan.
- e) Estimates for the year commencing 1 July 2016 be adopted for inclusion in the Council’s Draft Annual Plan (subject to any amendments made at the meeting).
- f) Requests the levy of the following rates and charges (including GST) for the year commencing 1 July 2016 based on the approved estimates in (e) above.

<u>Rate Description</u>	<u>Rate (GST Incl)</u>
Tokanui CDA Rate	\$11,561
Tokanui-Quarry Hills Hall Rate	\$7,140

- g) Requests the setting of the hall fees and charges (including GST) for the year commencing 1 July 2016 as attached in Appendix 3, for inclusion in the 2016/2017 Annual Plan.
- h) Identifies the key highlights for the local area (to be agreed at the meeting).

Content

Background

- 4 The draft estimates for the Tokanui Community Development Area Subcommittee for 2016/2017 have been based on forecasted information from year two of the LTP 2015-2025.
- 5 The objective of these estimates is to highlight variations from year two of the LTP and set rates for 2016/2017.
- 6 This report has the following appendices:
 - Appendix 1: This section is broken into rate types and includes a list of business units that make up the rate type and financial summary statement which shows the expenditure and income and rates calculation.
 - Appendix 2: A list of reserves with the opening balance and projected closing balance.
 - Appendix 3: A list of hall fees and changes for the 2016/2017 year.

Issues

- 7 There are no key variances from what was originally included in year two of the LTP and what is planned now.

Stormwater Consenting Update

- 8 The Subcommittee will be aware from previous meetings that Council has discharge applications lodged with Environment Southland for a number of townships across the District. It is a requirement from Environment Southland that such discharges are consented in line with other authorities within the region.
- 9 Council staff have been in discussions with Environment Southland staff for some time to ensure that any conditions included within the consent are appropriate given the relatively small scale nature of the discharges and the impact these will therefore have on overall water quality.
- 10 Council staff have now received and are reviewing draft sets of conditions to understand the impact on individual townships. Initial impressions of the conditions are that they are largely favourable and reflect the discussions held around the nature and scale of the discharges. Some monitoring will be required but it is unlikely to be as onerous as previously indicated.
- 11 Once conditions have finally been agreed it will then be necessary to meet with submitters to determine if the conditions address their concerns. If all submitters are happy that their concerns are being addressed and agree to withdraw their submissions it is hoped that the consents can be issued without the need to go through a formal hearing process.

Hall Fees and Charges

- 12 As part of the 2016/2017 Annual Plan process, Council are required to set all Council related fees and charges.
- 13 Council has a legislative requirement to publish all fees and charges imposed by Council or Council committees. This is achieved by way of Council's annual Fees and Charges booklet. The Fees and Charges booklet is a single document where ratepayers and Council staff can locate all charges in one place for the relevant financial year. The Fees and Charges booklet Council is currently preparing is for the 2016/2017 year, and will take effect from 1 July 2016.
- 14 To assist with this process, we require you to advise of all your hall's fees and charges for the year from 1 July 2016, and as such, we have included a recommendation to this effect in this report.

Revaluations

- 15 Section 9(1) of the Rating Valuations Act 1998 requires Council to revise its District Valuation Roll at least every three years. Quotable Value Limited, Council's valuer, are currently re-valuing all rateable properties in Southland. Ratepayers will be notified in December of their proposed valuation and have until late January 2016 to lodge an objection. The final valuations will be provided to Council in February/March 2016, and these values will be the basis for the 2016/2017 rates strike.
- 16 Please note, any 'rate in the dollar' calculations included in this report are based on the current District Valuation Roll (ie September 2012 valuations) and will be subject to change as a result of the 2015 valuation. We anticipate that the draft 2016/2017 Annual Plan will also be prepared based on the September 2012 valuations.

Factors to Consider

Legal and Statutory Requirements

- 17 The Annual Plan 2016/2017 is a requirement of the Local Government Act 2002 and is also closely aligned with the Local Government (2002) Rating Act.

Community Views

- 18 Significant or materially different variances from the LTP will be included in a consultation document and released for consultation from 30 January 2016 to 29 February 2016. As a result of the submission process, amendments may be made prior to Council formally adopting the Annual Plan in June 2016.

Costs and Funding

- 19 All assumptions that were made when preparing the LTP have been applied in these estimates except the interest rate on borrowings. The interest rate on borrowings has been reduced from 6.25% per annum as per the 2015-2025 LTP, to 5.72% per annum to reflect the decline in market rates over the past year. This interest rate is based on the average BNZ three year fixed interest rate at the time of setting the LTP assumptions (August 2014) and now (October 2015). Please note, this interest rate is subject to confirmation by Council in December 2015, so could be subject to change. Interest on reserves has been calculated at 4.19% on the average of these balances at year end and is consistent with the 2015-2025 LTP. Inflation rates have also been kept consistent with BERL rates adopted in the 2015-2025 LTP.

Policy Implications

- 20 The LTP sets out the directions or outcomes the community desires and the activities of Council that will contribute to achieving these outcomes over 10 years. These estimates have been prepared using year two forecasted data in the LTP. Any differences between the LTP and Annual Plan budget have been identified and explained in the Issues Section of this report.

Analysis

Options Considered

- 21 The Engineer has reviewed the original LTP numbers and revised as necessary, the options are to accept the report or amend it.

Analysis of Options

Option 1 - Accept the estimates as proposed in this report

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none">Enables an Annual Plan to be compiled in advance within the set time frame.	<ul style="list-style-type: none">None.

Option 2 - Amend the estimates proposed in this report

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none">• Further changes can be made to the LTP budgets.	<ul style="list-style-type: none">• Rates requirement may need to be recalculated.• May impact the delivery of the Annual Plan within the set timeframe.

Assessment of Significance

- 22 The contents of this report is not deemed significant under the Significance and Engagement Policy.

Recommended Option

- 23 Option one to accept the estimates as proposed in this report is recommended.

Next Steps

- 24 The estimates will be summarised in Council's Draft Annual Plan. Significant or materially different variances from the LTP will be included in a consultation document and released for consultation in February 2016. The final Annual Plan including changes made as a result of consultation will be adopted by Council in June 2016.

Appendix 1

Tokenui CDA Financial Summary			
	Actuals 2014/2015	Budget 2015/2016	Forecast 2016/2017
Operating Expenditure	(24,116)	(16,783)	(16,915)
Non Cash Expenditure	2,309	2,282	2,202
Total Expenditure	(21,807)	(14,501)	(14,713)
<i>Less Funding</i>			
Net Reserve Movements	5,293	(3,220)	(3,621)
Other Income	7,473	7,782	8,281
Total Funding	12,766	4,562	4,660
Total Rates Required	9,041	9,939	10,053
GST	1,356	1,491	1,508
Rate (including GST)	10,397	11,430	11,561
\$ Increase/(Decrease)		1,033	131
% Increase/(Decrease)		9.93%	1.15%

Tokenui CDA Rates Calculation				
Rate Type	Basis of Rate	Actual 2014/2015	Actual 2015/2016	Proposed 2016/2017
Tokenui CDA Rate	Fixed Charge	179.33	193.74	192.68

The Tokenui CB Rate is comprised of the following business units:

27802 Operating Costs	27828 Beautification
27807 Streetworks	27843 Playground
27813 Stormwater	

Hall Financial Summary			
	Actuals 2014/2015	Budget 2015/2016	Forecast 2016/2017
Operating Expenditure	(7,042)	(6,047)	(6,209)
Total Expenditure	(7,042)	(6,047)	(6,209)
<i>Less Funding</i>			
Net Reserve Movements	871	(275)	(286)
Other Income	240	275	286
Total Funding	1,111	0	0
Total Rates Required	5,931	6,047	6,209
GST	890	907	931
Rate (including GST)	6,821	6,954	7,140
\$ Increase/(Decrease)		133	186
% Increase/(Decrease)		1.96%	2.68%

Hall Rates Calculation				
Rate Type	Basis of Rate	Actual 2014/2015	Actual 2015/2016	Proposed 2016/2017
Tokanui-Quarry Hills Hall Rate	Unit Charge	66.22	67.52	69.32

Appendix 2

Tokanui Reserve Report			
	Opening Balance 1/07/2015	Forecast Budget 30/06/2016	Closing Balance 30/06/2017
Local			
Operating			
Comm Centres Tokanui	5,551	5,826	6,112
Total Local Operating	5,551	5,826	6,112
Total Local Balance	5,551	5,826	6,112
Local			
Reserve			
Tokanui General	36,559	39,779	43,400
Total Local Reserve	36,559	39,779	43,400
Total Local Balance	36,559	39,779	43,400
Overall Reserve Balance	42,110	45,605	49,512

Appendix 3

Tokanui-Quarry Hills Hall Fees and Charges		
Description	As of 1 July 2016 Including GST	
All day hire (8 hours)	\$	55.00
All day & night hire	\$	70.00
Regular sports team	\$	12.00
Occasional sports team	\$	15.00
Lounge/Supper room	\$	15.00
Supper room and kitchen	\$	25.00
<u>Hire</u>		
Chairs	\$	0.20
Tables	\$	0.10

Attachments

There are no attachments for this report.

Unaudited Annual Accounts Report to Tokanui Community Board for the year ended 30 June 2015

Record No: R/15/8/15129
Author: Moira Tinnock, Area Engineer
Approved by: Ian Marshall, GM - Services and Assets

☐ Decision ☐ Recommendation ☒ Information

Summary of Reserve Movement

- 1 As illustrated on the attached business unit and reserve reports:

Business Units	Actual Transfer to/(from) Reserve	Budgeted Transfer to/(from) Reserve
27802 - Operating	(\$7,844)	\$625
27807 - Street Works	\$1,489	-
27813 - Stormwater	\$1,681	-
27828 - Beautification	(\$577)	-
27843 - Playground	(\$42)	-
Local Net Transfer to/(from) Reserves	(\$5,293)	\$625
27850 - Hall	(\$871)	\$136

- 2 As at 30 June 2015 the total funds held in reserves is \$42,111.

Significant Budget Variances

- 3 Key reasons for the most significant budget variances are detailed below:

Operating

- 4 Costs include a donation to the Skate Park of \$8,000 and new ANZAC flags.

Street Works

- 5 Minimal maintenance was required.

Hall

- 6 Some repair work to pipes was required.

Sewerage

- 7 Pipeline renewal at pump station was brought forward from 2015/2016 and completed this year, at a cost of \$20,977.

Stormwater

- 8 A new grate was constructed and installed for a stormwater pipe at the Skate Park. The old grate was found to be a safety hazard.
- 9

Financial Considerations

- 10 Please note these financial results are subject to review by Audit New Zealand in September, and therefore may change.

Reserves

- 11 Interest has been allocated to the reserve accounts, calculated on the average balance of the reserves for the year, at an interest rate of 4.09%. This interest is now included within the business units and found in the financial report.



Tokanui Schedule of Reserve Balance

		Actual June - 014	Transfers To/(From)	Actual June -015
Community Centre				
<i>Operating Account</i>				
	Comm Centres Tokanui - OPR	88783		
		6,421.93	(870.86)	5,551.07
		<u>6,421.93</u>	<u>(870.86)</u>	<u>5,551.07</u>
Community Centre Total		<u>6,421.93</u>	<u>(870.86)</u>	<u>5,551.07</u>
Local				
<i>Reserve Account</i>				
	Tokanui General - RES	88091		
		41,852.48	(5,293.00)	36,559.48
		<u>41,852.48</u>	<u>(5,293.00)</u>	<u>36,559.48</u>
Local Total		<u>41,852.48</u>	<u>(5,293.00)</u>	<u>36,559.48</u>
Total Tokanui Reserves		<u>48,274.41</u>	<u>(6,163.86)</u>	<u>42,110.55</u>

Recommendation

That the Tokanui Community Development Area Subcommittee:

- a) **Receives the report titled "Unaudited Annual Accounts Report to Tokanui Community Board for the year ended 30 June 2015" dated 16 September 2015.**

Attachments

- A Tokanui Annual Report Figures 30 June 2015 [View](#)

Tokanui - Financial Report

For the Period Ended June 2015

2014/2015 Financial Year

27802 Operating Costs - Tokanui

<u>Annual Budget</u>	<u>Department</u>		<u>Year to Date Actuals</u>	<u>Year to Date Budget</u>	<u>%Variance</u>
Income					
(2,301.28)	27802.11171	Rates - Collected	(2,261.45)	(2,301.28)	98.27%
(625.00)	27802.19151	Internal - Interest on Reserve	(1,571.39)	(625.00)	251.42%
(39.00)	27802.19171	Internal Rates Income	(39.86)	(39.00)	102.21%
39.00	27802.19175	Internal Rates offset	0.00	39.00	0.00%
(2,926.28)			(3,872.70)	(2,926.28)	132.34%
Expenditure					
0.00	27802.31528	Rates	116.47	0.00	0.00%
300.00	27802.31542	General Projects	9,391.53	300.00	3,130.51%
0.00	27802.41122	Depn - Other Equipment	923.76	0.00	0.00%
0.00	27802.43327	Internal - Build Regn Services	4.35	0.00	0.00%
2,001.00	27802.43366	Internal Rates expense	2,204.69	2,001.00	110.18%
2,301.00			12,640.80	2,301.00	549.36%
(625.28)	Net Operating (Surplus)/Deficit		8,768.10	(625.28)	
Capital Movements					
625.00	27802.88090	To-TOK General - RE	1,571.39	625.00	251.42%
0.00	27802.88091	Ex-TOK General - RE	(9,415.73)	0.00	0.00%
0.28	27802.88094	To-TOK Cemetery Trust - RE	0.00	0.28	0.00%
0.00	27802.99511	Add Back Non Cash Depn	(923.76)	0.00	0.00%
625.28			(8,768.10)	625.28	-1,402.27%
0.00			0.00	0.00	

27807 Street Works - Tokanui

<u>Annual Budget</u>	<u>Department</u>		<u>Year to Date Actuals</u>	<u>Year to Date Budget</u>	<u>%Variance</u>
	Income				
(1,400.00)	27807.11171	Rates - Collected	(1,375.77)	(1,400.00)	98.27%
(1,400.00)	27807.19115	Contribution - Ward	(1,400.04)	(1,400.00)	100.00%
(35.00)	27807.19171	Internal Rates Income	(24.25)	(35.00)	69.29%
35.00	27807.19175	Internal Rates offset	0.00	35.00	0.00%
(2,800.00)			(2,800.06)	(2,800.00)	100.00%
	Expenditure				
1,500.00	27807.31538	Street Litter Bins	1,230.97	1,500.00	82.06%
500.00	27807.35214	Maint - General	0.00	500.00	0.00%
800.00	27807.43346	Internal - Work scheme service	80.00	800.00	10.00%
2,800.00			1,310.97	2,800.00	46.82%
0.00	Net Operating (Surplus)/Deficit		(1,489.09)	0.00	
	Capital Movements				
0.00	27807.88090	To-TOK General - RE	1,489.09	0.00	0.00%
0.00			1,489.09	0.00	0.00%
0.00			0.00	0.00	

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Item 8.1 Attachment A

27813 Stormwater Drainage - Tokanui

<u>Annual Budget</u>	<u>Department</u>		<u>Year to Date Actuals</u>	<u>Year to Date Budget</u>	<u>%Variance</u>
Income					
(3,320.10)	27813.11171	Rates - Collected	(3,262.63)	(3,320.10)	98.27%
(1,422.90)	27813.19115	Contribution - Ward	(1,422.96)	(1,422.90)	100.00%
(99.00)	27813.19171	Internal Rates Income	(57.51)	(99.00)	58.09%
99.00	27813.19175	Internal Rates offset	0.00	99.00	0.00%
(4,743.00)			(4,743.10)	(4,743.00)	100.00%
Expenditure					
0.00	27813.31528	Rates	3.58	0.00	0.00%
500.00	27813.31531	Resource Consents	0.00	500.00	0.00%
2,000.00	27813.31553	Monitoring (Extra)	0.00	2,000.00	0.00%
500.00	27813.31660	Network Management	0.00	500.00	0.00%
1,000.00	27813.35214	Maint - General	2,315.52	1,000.00	231.55%
730.00	27813.43344	Internal - WWS Management Fee	729.72	730.00	99.96%
13.00	27813.43366	Internal Rates expense	12.95	13.00	99.62%
4,743.00			3,061.77	4,743.00	64.55%
0.00	Net Operating (Surplus)/Deficit		(1,681.33)	0.00	
Capital Movements					
0.00	27813.88090	To-TOK General - RE	1,681.33	0.00	0.00%
0.00			1,681.33	0.00	0.00%
0.00			0.00	0.00	

27828 Beautification - Tokanui

<u>Annual Budget</u>	<u>Department</u>		<u>Year to Date Actuals</u>	<u>Year to Date Budget</u>	<u>%Variance</u>
Income					
(1,479.20)	27828.11171	Rates - Collected	(1,453.60)	(1,479.20)	98.27%
(2,218.80)	27828.19115	Contribution - Ward	(2,218.80)	(2,218.80)	100.00%
(43.00)	27828.19171	Internal Rates Income	(25.62)	(43.00)	59.58%
43.00	27828.19175	Internal Rates offset	0.00	43.00	0.00%
(3,698.00)			(3,698.02)	(3,698.00)	100.00%
Expenditure					
13.00	27828.21315	Vehicle Insurance	13.28	13.00	102.15%
1,000.00	27828.31527	Mowing	1,263.35	1,000.00	126.34%
1,500.00	27828.31537	Spraying	1,593.69	1,500.00	106.25%
0.00	27828.35212	Maint - Equipment	248.01	0.00	0.00%
350.00	27828.35213	Maint - Gardening	200.00	350.00	57.14%
700.00	27828.36911	Fuel	817.14	700.00	116.73%
135.00	27828.36913	Registration	139.37	135.00	103.24%
558.00	27828.41118	Depn - Improvement	557.58	558.00	99.92%
828.00	27828.41123	Depn - Other Plant	828.00	828.00	100.00%
5,084.00			5,660.42	5,084.00	111.34%
1,386.00	Net Operating (Surplus)/Deficit		1,962.40	1,386.00	
Capital Movements					
0.00	27828.88091	Ex-TOK General - RE	(576.82)	0.00	0.00%
(1,386.00)	27828.99511	Add Back Non Cash Depn	(1,385.58)	(1,386.00)	99.97%
(1,386.00)			(1,962.40)	(1,386.00)	141.59%
0.00			0.00	0.00	

27843 Playground - Tokanui

27843 Playground - Tokanui

<u>Annual Budget</u>	<u>Department</u>		<u>Year to Date Actuals</u>	<u>Year to Date Budget</u>	<u>%Variance</u>
	Income				
(700.00)	27843.11171	Rates - Collected	(687.88)	(700.00)	98.27%
(700.00)	27843.19115	Contribution - Ward	(699.96)	(700.00)	99.99%
(21.00)	27843.19171	Internal Rates Income	(12.13)	(21.00)	57.76%
21.00	27843.19175	Internal Rates offset	0.00	21.00	0.00%
(1,400.00)			(1,399.97)	(1,400.00)	100.00%
	Expenditure				
0.00	27843.31528	Rates	62.02	0.00	0.00%
950.00	27843.35214	Maint - General	1,310.21	950.00	137.92%
450.00	27843.43346	Internal - CTF Services	70.00	450.00	15.56%
1,400.00			1,442.23	1,400.00	103.02%
0.00	Net Operating (Surplus)/Deficit		42.26	0.00	
	Capital Movements				
0.00	27843.88091	Ex-TOK General - RE	(42.26)	0.00	0.00%
0.00			(42.26)	0.00	0.00%
0.00			0.00	0.00	

27850 Hall - Tokanui

<u>Annual Budget</u>	<u>Department</u>		<u>Year to Date Actuals</u>	<u>Year to Date Budget</u>	<u>%Variance</u>
	Income				
(5,931.00)	27850.11171	Rates - Collected	(5,931.19)	(5,931.00)	100.00%
(136.00)	27850.19151	Internal - Interest on Reserve	(239.94)	(136.00)	176.43%
(6,067.00)			(6,171.13)	(6,067.00)	101.72%
	Expenditure				
3,002.00	27850.21311	Material Damage Insurance	2,685.06	3,002.00	89.44%
82.00	27850.21312	Public Liability Insurance	79.00	82.00	96.34%
994.00	27850.31211	Electricity	1,881.89	994.00	189.32%
600.00	27850.31552	Operating Costs	0.00	600.00	0.00%
0.00	27850.35112	Maint - Internal	1,130.47	0.00	0.00%
1,253.00	27850.43366	Internal Rates expense	1,265.57	1,253.00	101.00%
5,931.00			7,041.99	5,931.00	118.73%
(136.00)	Net Operating (Surplus)/Deficit		870.86	(136.00)	
	Capital Movements				
136.00	27850.88782	To-Comm Ctr Tokanui - OP	239.94	136.00	176.43%
0.00	27850.88783	Ex-Comm Ctr Tokanui - OP	(1,110.80)	0.00	0.00%
136.00			(870.86)	136.00	-640.34%
0.00			0.00	0.00	

27874 SS Tokanui - WW684 Pipeline

<u>Annual Budget</u>	<u>Department</u>		<u>Year to Date Actuals</u>	<u>Year to Date Budget</u>	<u>%Variance</u>
	Income				
0.00	27874.11638	Internal - Sewerage Capital	(20,976.59)	0.00	0.00%
0.00			(20,976.59)	0.00	0.00%
0.00	Net Operating (Surplus)/Deficit		(20,976.59)	0.00	

27874 SS Tokanui - WW684 Pipeline					
<u>Annual Budget</u>	<u>Department</u>		<u>Year to Date Actuals</u>	<u>Year to Date Budget</u>	<u>%Variance</u>
Capital Movements					
0.00	27874.65531	Sewerage - Acquisition LOS	20,976.59	0.00	0.00%
0.00			20,976.59	0.00	0.00%
0.00			0.00	0.00	

Works and Finance Report to Tokanui Community Development Area Subcommittee for the period ended 30 September 2015

Record No: R/15/11/20007
Author: Moira Tinnock, Area Engineer
Approved by: Ian Marshall, GM - Services and Assets

☐ Decision ☐ Recommendation ☒ Information

Area Engineer's Report

- 1 A new swing seat has been installed at the playground and the fruit trees have been planted.
- 2 The option of recycling clothing in Tokanui has been disestablished at the recycling station. Financial assistance was received from Water and Waste Services to discontinue this service ie, removing clothing and signage.

Area Engineer's Financial Report

- 3 Budgets are on track year to date.

Financial Considerations

Reserves

- 4 Please find the reserves report attached.

Project List

- 5 The table below shows all of the projects that are currently planned for Tokanui in 2015/2016:

Activity	Project Name	Type	Year	Budget	Status	Comments
Sewerage	Pipeline renewal at pump station	LOS	15/16	\$35,000	Complete	Completed in May 2015.

Recommendation

That the Tokanui Community Development Area Subcommittee:

- a) Receives the report titled "Works and Finance Report to Tokanui Community Development Area Subcommittee for the period ended 30 September 2015" dated 9 November 2015.

Attachments

- A Tokanui Financial Reports, 30 September 2015 [View](#)

Tokanui Community Financial Report

25.00% Of Year

For the Period Ended September 2015

Income	<u>Annual Budget</u>	<u>Actual Income to Date</u>	<u>Income to Date %</u>	<u>Full Year Projection</u>
27802 Operating Costs - Tokanui	4,325	711	16%	4,325
27807 Street Works - Tokanui	3,500	875	25%	3,500
27828 Beautification - Tokanui	2,914	729	25%	2,914
27843 Playground - Tokanui	3,539	885	25%	3,539
27850 Hall - Tokanui	6,322	1,512	24%	6,322
Subtotal Local Business Units	20,600	4,711	23%	20,601
27813 Stormwater Drainage Tokanui	3,443	861	25%	3,443
Subtotal Water & Waste Business Units	3,443	861	25%	3,443
Total	24,043	5,572	23%	24,044

Tokanui Community Financial Report

25.00% Of Year

For the Period Ended September 2015

Expenditure	<u>Annual Budget</u>	<u>Actual Spent to Date</u>	<u>Spent to Date %</u>	<u>Full Year Projection</u>
27802 Operating Costs - Tokanui	2,844	2,419	85%	2,874
27807 Street Works - Tokanui	3,500	722	21%	3,347
27828 Beautification - Tokanui	2,914	215	7%	2,390
27843 Playground - Tokanui	1,800	227	13%	1,577
27850 Hall - Tokanui	6,047	3,720	62%	5,171
Subtotal Local Business Units	17,105	7,304	43%	15,359
27813 Stormwater Drainage Tokanui	3,443	246	7%	2,818
Subtotal Water & Waste Business Units	3,443	246	7%	2,818
Total	20,548	7,549	37%	18,177
Capital Expenditure	<u>Annual Budget</u>	<u>Actual Spent to Date</u>	<u>Spent to Date %</u>	<u>Full Year Projection</u>
Subtotal Local Business Units	0	0	0%	0
Subtotal Water & Waste Business Units	0	0	0%	0
Total	0	0	0%	0

Tokanui Community Financial Report

25.00% Of Year

For the Period Ended September 2015

Funding Adjustments (Contributions, Loans, Provisions, Reserves, Forestry Dividend)	<u>Annual Budget</u>	<u>Actual</u> <u>Adjustments to</u> <u>Date</u>	<u>Adjustments</u> <u>to Date %</u>	<u>Full Year</u> <u>Projection</u>
27802 Operating Costs - Tokanui	(1,481)	0	0%	(1,111)
27843 Playground - Tokanui	(1,739)	0	0%	(1,304)
27850 Hall - Tokanui	(275)	0	0%	(206)
Subtotal Local Business Units	(3,495)	0	0%	(2,621)
Subtotal Water & Waste Business Units	0	0	0%	0
Total	(3,495)	0	0%	(2,621)

Reserve Balances - Annual Plan

Tokanui

	Opening Balance	Current Budget	Forecast Budget	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025	2025/2026
Community Centre													
<i>Operating</i>													
Comm Centres Tokanui - OPR	5,551	5,826	5,826	6,112	6,410	6,721	7,045	7,382	1,038	1,124	1,213	1,306	1,306
Total Community Centre Operating	<u>5,551</u>	<u>5,826</u>	<u>5,826</u>	<u>6,112</u>	<u>6,410</u>	<u>6,721</u>	<u>7,045</u>	<u>7,382</u>	<u>1,038</u>	<u>1,124</u>	<u>1,213</u>	<u>1,306</u>	<u>1,306</u>
Total Community Centre Balance	<u>5,551</u>	<u>5,826</u>	<u>5,826</u>	<u>6,112</u>	<u>6,410</u>	<u>6,721</u>	<u>7,045</u>	<u>7,382</u>	<u>1,038</u>	<u>1,124</u>	<u>1,213</u>	<u>1,306</u>	<u>1,306</u>
Local													
<i>Reserve</i>													
Tokanui General - RES	36,559	39,779	39,779	43,400	47,173	27,104	31,200	35,468	39,914	44,547	49,374	54,403	56,403
Total Local Reserve	<u>36,559</u>	<u>39,779</u>	<u>39,779</u>	<u>43,400</u>	<u>47,173</u>	<u>27,104</u>	<u>31,200</u>	<u>35,468</u>	<u>39,914</u>	<u>44,547</u>	<u>49,374</u>	<u>54,403</u>	<u>56,403</u>
Total Local Balance	<u>36,559</u>	<u>39,779</u>	<u>39,779</u>	<u>43,400</u>	<u>47,173</u>	<u>27,104</u>	<u>31,200</u>	<u>35,468</u>	<u>39,914</u>	<u>44,547</u>	<u>49,374</u>	<u>54,403</u>	<u>56,403</u>
Total Tokanui Reserve Balance	<u>42,111</u>	<u>45,605</u>	<u>45,605</u>	<u>49,512</u>	<u>53,583</u>	<u>33,825</u>	<u>38,245</u>	<u>42,850</u>	<u>40,952</u>	<u>45,671</u>	<u>50,587</u>	<u>55,709</u>	<u>57,709</u>

Alfresco Dining

Record No: R/15/11/20157
Author: Moira Tinnock, Area Engineer
Approved by: Ian Marshall, GM - Services and Assets

☒ Decision ☐ Recommendation ☐ Information

Purpose

- 1 This report provides the Tokanui Community Development Area (CDA) Subcommittee with information regarding the Alfresco Dining Policy. It also requests a decision from the Subcommittee regarding the application or remission of alfresco dining annual fees.

Executive Summary

- 2 On 3 June 2015, Council adopted the Alfresco Dining Policy (attached). The policy applies to the whole of the Southland District and provides Community Boards and CDA Subcommittees with the option to apply annual fees or remit these fees in their area.

Recommendation

That the Tokanui Community Development Area Subcommittee:

- a) **Receives the report titled “Alfresco Dining” dated 9 November 2015.**
- 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) **Decides whether annual fees relating to alfresco dining should apply in the Tokanui area if applicable.**

Content

Background

- 3 The Alfresco Dining Policy was adopted by Council on 3 June 2015. The Alfresco Dining Policy allows Council to regulate alfresco dining and charge fees in relation to this activity. These fees are outlined in the attached policy and in Council's Schedule of Fees and Charges.
- 4 Council decided to adopt a policy which applies at a district-level however, it also decided to allow Community Boards and CDA Subcommittees to choose whether to apply or remit annual fees in their areas. Licencing fees and other conditions of the policy will apply across the District and decisions relating to the remission of annual fees apply to local areas rather than individual businesses. This will ensure a more fair and consistent approach.

Issues

- 5 In considering whether to apply annual fees relating to alfresco dining, Community Boards and CDA Subcommittees should consider the impacts on economic growth and business sustainability as well as the vibrancy of townships in the District. Affordability for businesses should also be considered.

Factors to Consider

Legal and Statutory Requirements

- 6 Alfresco dining is affected by a range of legislation and bylaws including:
 - Building Act (1991) and amendments
 - Food Hygiene Regulations (1974) and amendments
 - Health and Safety in Employment Act (1992) and amendments
 - Litter Act (1979) and amendments
 - Local Government Act (2002) and amendments
 - Public Works Act (1981) and amendments
 - Resource Management Act (1991) and amendments
 - Sale and Supply of Alcohol Act (2012) and amendments
 - Southland District Council Rooding Bylaw (2015)
 - Southland District Council Trading in Public Places Bylaw (2012).
- 7 The Policy uses an approach which encourages compliance through a "three strike" mechanism, where written warnings are sent out to non-compliant licence holders. At this stage no bylaw provisions enabling enforcement have been developed. Should compliance become an issue, this can be revisited at a later stage.

Community Views

- 8 During the development of this policy, there was targeted consultation with the Te Anau Community Board. The Policy has also been considered by the Policy Review Committee on two occasions and the Council.

- 9 The fee structure was also included in the Schedule of Fees and Charges which was the subject of special consultation as part of the Long Term Plan 2015-2025 process. During this consultation, no submissions were received regarding alfresco dining.
- 10 Community Boards and Community Development Area Subcommittees in conjunction with Area Engineers need to identify those who will be affected by the policy so that they can be informed.

Costs and Funding

- 11 Fees are inclusive of GST and will consist of an administration fee and annual fees (or part thereof), as set out in the Schedule of Fees and Charges.
- 12 Annual fees (per m²) for the first year of a licence are pro rata.
- 13 Premises which already hold an alfresco dining licence may be subject to additional inspections to ensure that they continue to comply with their original licence conditions.
- 14 The costs of the alfresco dining licences have been increased slightly to reflect more accurately the costs incurred by Council to administer and monitor the licencing of alfresco type dining. This is minor, and is expected to bring in revenue of ~\$1,440 per annum (based on 12 restaurants currently known as undertaking alfresco type dining - 10 in Te Anau and two in Winton).
- 15 The initial administration fees cover the Area Engineer's time to check the premise, as well as the financial costs of invoicing the restaurant. This fee will be directed to the Area Engineers business unit within Council. The annual fees will provide local revenue for footpath maintenance etc.
- 16 The fees in the Schedule of Fees and Charges (2015-2025) have been set at:
 - *Administration/Application fee: \$120.00 (one off)*
 - *Occupation fee calculated on the area used: \$20.00 per m² / per year.*
- 17 By comparison some fees from other cities in New Zealand are:
 - Auckland: \$69.00 per m² / per year
 - Wellington (CBD): \$85.00 per m² / per year
 - Taupo: \$43.35 per m² / per year
 - Queenstown: \$185.00 per m² / per year (highest fee per m² in New Zealand)
 - Gisborne: \$0.00 - no fees at all.

Policy Implications

- 18 Fees relating to alfresco dining have already been included in Southland District Council's Schedule of Fees and Charges 2015/2016.

Analysis

Options Considered

- 19 The Tokanui CDA Subcommittee could:
 - Option 1: Choose to remit the annual fee component
 - Option 2: Choose to apply the annual fee component.

Regardless of the option chosen by the CDA Subcommittee, the initial licensing/inspection fees and other provisions of the Alfresco Dining Policy will be applied consistently throughout the District.

Analysis of Options

Option 1 - Remit the Annual Fee component

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> • Supports local businesses by limiting their expenses. • Encourages vibrant streetscapes in local townships. • May limit costs which could be passed on to local consumers. 	<ul style="list-style-type: none"> • Does not reflect any costs of regulating alfresco dining.

Option 2 - Apply the Annual Fee component

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> • Reflect costs of regulating alfresco dining. 	<ul style="list-style-type: none"> • Increases costs to local businesses which may have a flow on effect for customers or reduce the viability of such businesses.

Assessment of Significance

- 21 This issue has not been assessed as significant within the framework of Southland District Council's Significance and Engagement Policy. It affects a limited number of stakeholders throughout the district and the financial amounts involved are small.

Recommended Option

- 22 It is recommended that Community Boards and CDA Subcommittees choose the most appropriate fee option for their local area in consideration of the demand created by alfresco dining activities and the affordability of fees for local businesses.

Next Steps

- 23 Once a decision has been made regarding whether or not annual fees will be remitted, affected parties need to be notified. This can be done via a letter advising businesses of the new policy, how it will be implemented and what costs they will become liable for.
- 24 Any businesses which will need to be inspected and licenced shall be approached by the appropriate Area Engineer. Licences will be issued by Area Engineers and registered against the premises.

Attachments

- A Alfresco Dining Policy [View](#)
 B Alfresco Dining Process [View](#)
 C Application for Alfresco Dining Licence [View](#)
 D Alfresco Dining Licence [View](#)

SOUTHLAND DISTRICT COUNCIL ALFRESCO DINING POLICY

This policy applies to:

DOCUMENT CONTROL

Policy owner: Manager - Operations and Community Services	TRIM reference number: r/14/12/18441	Effective date: 1 July 2015
Approved by: Council	Date approved: 3 June 2015	Next review date: 3 June 2017

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ALFRESCO DINING POLICY

1. PURPOSE

Alfresco dining in public spaces brings vibrancy to towns within the District, suggesting street life and energetic towns. Outdoor seating areas for food service provide a space for social interaction and the opportunity to rest and observe street activity. They also increase the sense of safety and security in the streets, due to increased occupancy.

These areas also provide restaurant and café owners with the opportunity of extending business and promoting patronage with a more visible presence, promoting economic development in our townships.

The Alfresco Dining Policy (the Policy) has been developed to regulate the use of street dining furniture so as to keep our streets clean, safe and not hindering pedestrian flow while encouraging our towns to be dynamic.

For regulations regarding sandwich boards, please see the District Plan.

2. DEFINITIONS AND ABBREVIATIONS

Term	Meaning
Alfresco Dining	The serving and eating of food in a public space, namely footpaths, in open air or under a tent, marquee or other temporary shelter.

3. POLICY DETAILS

3.1 Background

Principles by which decisions regarding the Policy are made are:

- Licensing activities on footpaths should be reflective of Council's vision and mission.
- Pedestrian priority should be enhanced to facilitate efficient and safe walking routes in our townships and encourage people to walk as their primary mode of transport through townships.
- Streetscapes of our townships should be vibrant, safe and attractive, and when setting any rebate, Council will consider how a proposed activity might positively contribute to achieving this principle.
- Our townships should provide opportunities for pedestrians to participate in the public environment through leisure, retail, recreation and entertainment activities.

- Businesses and groups that use footpaths should do so in a fair and balanced way, that does not impair safe and efficient pedestrian movement. Footpaths shall be managed in accordance with:
 - Relevant Council guidelines and the District Plan.
 - NZ standard 4121:2001 *Design of Access and Mobility - Buildings and Associated Facilities* (NZS4121) for accessible journeys and design elements.
 - Relevant legislation and standards for health and safety and advertising.

3.2 Regulations

To be able to have street furniture for use in alfresco dining, restaurateurs must hold a current licence for alfresco dining, obtained from Council.

A minimum of 1.5 metres of footpath will be available for pedestrian use at all times.

Umbrellas shall be confined to the area and not encroach onto the pedestrian way, and shall be at a height that is safe for pedestrians.

Alfresco dining and associated street furniture must be confined to the area of footpath directly outside the premises. Any other locations will be determined through the relevant Area Engineer on advice from the Community Board or Community Development Area Subcommittee.

This policy will apply to each town across the District unless a Community Board or Community Development Area Subcommittee has advised Council that they do not wish to charge fees in their area. In this case, the policy will still apply; however, the fees will be remitted.

3.3 Licensing and Applications

An initial application to have alfresco dining is to be made in writing and approval will be granted following an inspection of the premise by an Area Engineer.

All applications must contain:

- A map of the location of any street plantings/trees and Council-owned street furniture.
- A sketch showing the location of any proposed chairs, umbrellas, outdoor heating devices and any other furniture that will be used in this activity.
- Proposed hours of operation.
- Letters of support from the adjoining (on either side of the location and the same side of the street) business owners or lessees will be obtained. Council staff can request other nearby business/lessees' opinions if the alfresco dining furniture is likely to have an effect on them.
- Proof of building consent (if applicable).
- Proof of valid Alcohol Premise Licence (if applicable).
- Proof of public liability (refer to Section 3.4).

Any building as defined in Section Three of the Building Act (1991) that is required for this activity shall require a building consent unless it is exempted by the Third Schedule of the Building Act (1991).

If the restaurateur holds an Alcohol Premise Licence, they must show that they intend to either obtain a new Alcohol Premise Licence for this area, or how they will not serve alcohol in that area.

Once granted, licences will be placed on property files as an advice for all Council staff dealing with the property.

Individual licences shall be issued by the local Area Engineer in consultation with the Property Department and relevant elected body, and shall be valid for a maximum period of three years, before renewal is necessary.

3.4 Operational Details

Licensees will hold public liability for a minimum of \$1,000,000 and shall take full responsibility for indemnifying Council against any claims, demands, or actions made upon Council arising out of licensees' operations.

Licensees will be responsible for keeping their licence areas clean and tidy. All stained or damaged pavement surfacing must be cleaned or replaced promptly by licensees at no cost to Council.

Licensees must control all litter arising from their activities and shall not use Council provided street litter bins for this purpose.

Licensees are not able to assign or sublet the licensed area without the approval of Council.

Licensees will comply with all statutory requirements, Acts, Regulations, Bylaws, Ordinances, Rules and lawful directions of Council, including but not limited to, the following:

- Building Act (1991) and amendments;
- Food Hygiene Regulations (1974) and amendments;
- Health and Safety in Employment Act (1992) and amendments;
- Litter Act (1979) and amendments;
- Local Government Act (2002) and Amendments;
- Public Works Act (1981) and amendments;
- Resource Management Act (1991) and amendments;
- Sale and Supply of Alcohol Act (2012) and amendments;
- Southland District Council Roading Bylaw;
- Southland District Council Trading in Public Places Bylaw (2012).

Where the applicant for a licence to occupy a public place is the holder of an On Licence, then the occupation of the public place may not commence until such time as the applicant has sought and obtained an Alcohol Premise Licence before the sale and consumption of liquor can occur in the alfresco dining specified area.

3.5 Fees

Fees are to be set by Council (inclusive of GST) and will consist of an administration fee and annual fees (or part thereof), as set out in the Schedule of Fees and Charges. Annual fees for the first year of a licence are pro rata.

The Community Board or Community Development Area Subcommittee for each area will decide whether or not annual fees in relation to this activity shall be remitted. In the case of remission, other regulatory aspects of this policy still apply.

3.6 Enforcement

If a licence holder does not comply with the conditions of this policy, the Council will, on the first occasion:

- Provide information to ensure all parties know what is required.
- Verbally notify the business, individual or group of the issue and provide a warning to the business, individual or group of the issue and provide a warning of the consequences of future violation of the policy.

For a second violation of the policy, the Council will provide a written second warning to the business, group or individual identifying the issue(s), required remedy and timeframe, and consequences of future violation of the policy.

For a third violation of the policy, the Council will take appropriate action, selecting from such options as revocation of the licence.

3.7 Revocation of Licence

The Area Engineer may revoke an Alfresco Dining Licence if significant breaches of the policy are unable to be resolved by other means (such as verbal or written warnings).

3.8 Transitional Procedures

This policy will take effect from 1 July 2015. Current licence holders will not be required to re-apply for licences, but will be required to pay their annual fees from this date. Any restaurants currently operating alfresco dining without a licence will be required to apply for a licence and pay the licence application fee.

4. ROLES AND RESPONSIBILITIES

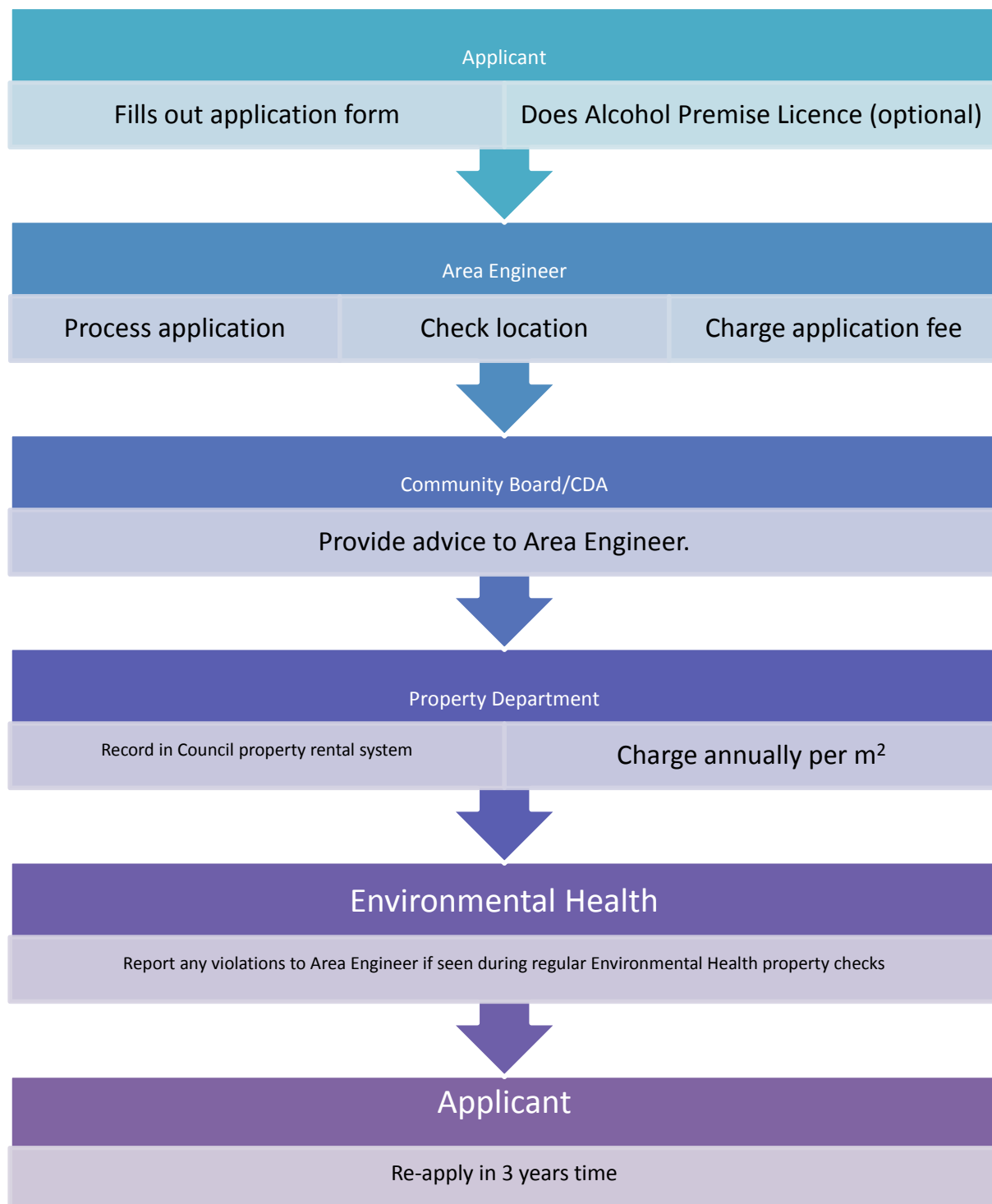
Party/Parties	Roles and Responsibilities
Area Engineer	Receive, process and finalise licence applications (in consideration of any advice from the relevant Community Board/Community Development Area Subcommittee) including the inspection of the location during application. Enforce the policy, including revoking the licence if necessary.
Environmental Health	To report any offences of the policy to the Area Engineer, if seen during regular restaurant inspections.
Property Department	Invoice for fees and require that fees be paid to Council.


Party/Parties	Roles and Responsibilities
Community Board/Community Development Area Subcommittee	<p>Give advice to the Area Engineer as required.</p> <p>Decide whether the policy is to apply in their local area.</p>

5. REVISION RECORD

Date	Version	Revision Description
24/7/03	r/09/9/13466	This policy supersedes the Alfresco Type Dining on Public Land Policy (2003)

Alfresco Type Dining Licence Process



 <p>People First Southland District Council Te Rohe Pōtae O Murihiku</p>		TRIM Reference: Container:		Contact Area Engineers for enquiries: 0800 732 732 www.southlanddc.govt.nz			
<p>This application allows a decision to be made regarding the allocation of an Alfresco Dining Licence. As part of the application, an Area Engineer will be required to assess the site and plans.</p> <p>An Alfresco Dining Licence is valid for three years, when a renewal of the licence is necessary.</p>							
APPLICANT DETAILS							
Name of business							
Applicant(s)		First Names:		Surname:			
Full Address:		Physical:					
		Postal (if different)					
Phone:		Home:		Mobile:			
RESTAURANT OPERATION							
Q1:	Do you have an Alcohol Premises Licence?		YES (please provide evidence)		NO		
Q2:	What are your hours of operation?						
	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Q3:	What is the area (m ²) of the Alfresco Dining space you wish to use?						
PAYMENT DETAILS							
The restaurant using the area described in this application is required to be registered as using Alfresco Dining with the Southland District Council The application fees must be paid within SEVEN DAYS after this date: / /				TOTAL FEE PAYABLE: <div style="font-size: 2em; font-weight: bold;">\$</div>			
NOTE: Please check Council's Schedule of Fees and Charges for the set Alfresco Dining Fees.							

Applicant

I understand the purpose and requirement of this application and believe that the contents are true and correct to the best of my knowledge.

SIGNED: _____ Date _____
 Applicant

TO INCLUDE IN THE APPLICATION

Each application should incorporate:

- Map of location of street plantings/trees and Council-owned furniture, property boundary showing entrance, and which indicates the location of proposed chairs, umbrellas, outdoor heating devices and any other furniture to be used in this activity (see next page).
- Letters of support from the adjoining (on either side of the location and the same side of the street) business owners or lessees.
- Proof of building consent [unless exempted by Schedule 3 of the Building Act (1991)].
- Proof of public liability for a minimum of \$1,000,000 (please see below for details).
- Any applicable Alcohol Premises Licence held and its licensed area definition plan (please see note below).

ALCOHOL LICENCES

When alcohol licences are issued there is a licensed premises definition plan that is date stamped and referred to in the licence. This shows the area that is covered by the alcohol licence.

If you hold an alcohol licence (ie On Licence) you will also need to update the area to which the alcohol licence relates. Once the alfresco licence has been granted, you can then submit a variation application, including a new licensed premises definition plan, to the Southland District Licensing Committee. For more information about this process please contact Council's Environmental Health Officers.

Consumption of alcohol must not commence outdoors unless the area is covered by the alcohol licence and the alfresco dining licence is granted.

STANDARD CRITERIA

Licensees must hold public liability for a minimum of \$1,000,000 and shall take full responsibility for indemnifying Council against any claims, demands, or actions made upon Council arising out of licensees' operations

Licensees will be responsible for keeping their licenses areas clean and tidy. All stained or damaged pavement surfacing must be cleaned or replaced promptly by licensees at no cost to Council.

Licensees must control all litter arising from their activities within a 15 metre radius of their licensed area and shall not use Council provided street litter bins for this purpose.

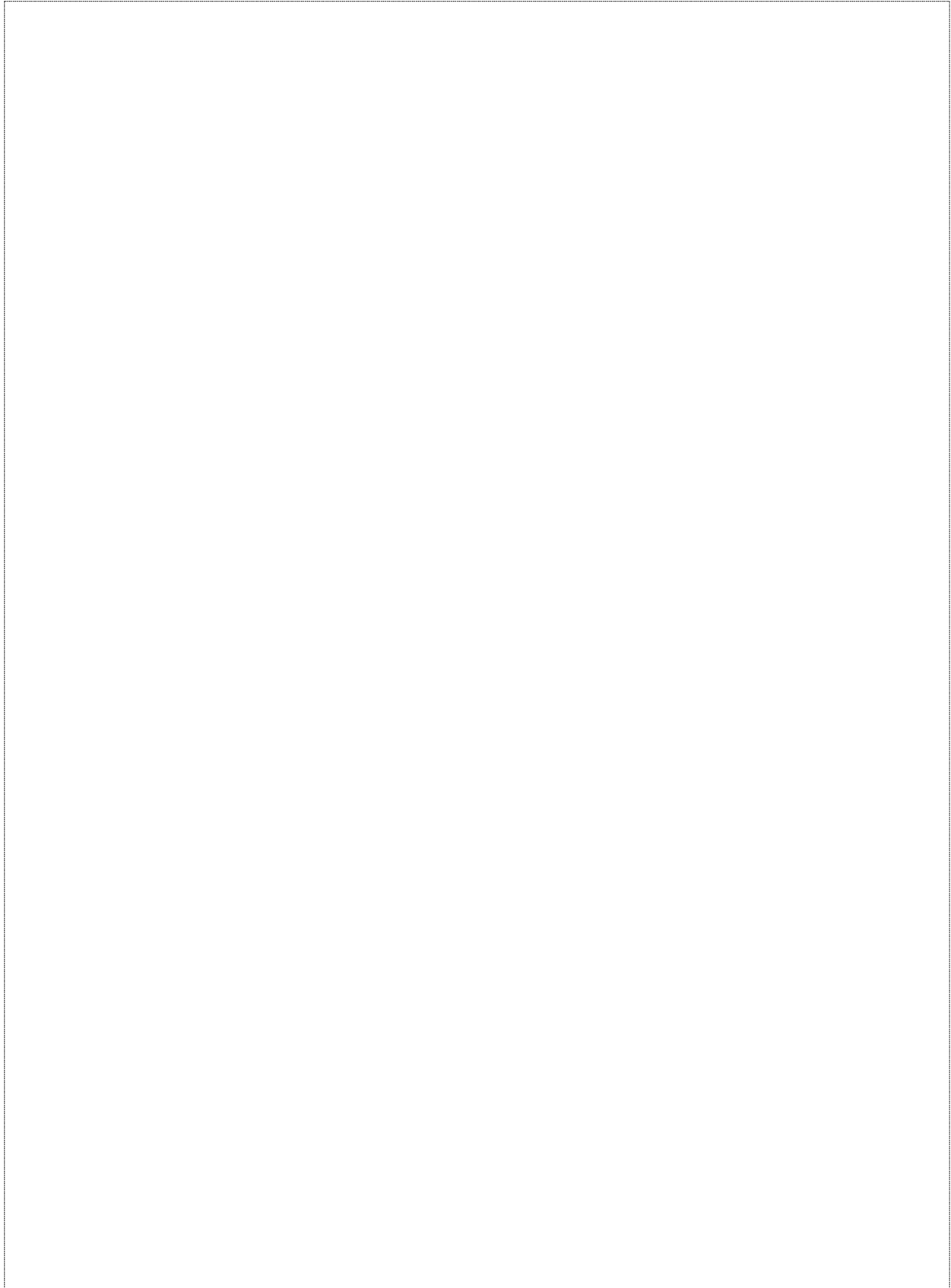
Licensees are not able to be assigned or sublet the licensed area without the approval of Council.

Licensees will comply with all statutory requirements, Acts, Regulations, Bylaws, Ordinances, Rules and lawful directions of Council, including but not limited to, the following:

- Building Act (1991) and Amendments.
- Food Hygiene Regulations (1974) and Amendments.
- Health and Safety in Employment Act (1992) and Amendments.
- Litter Act (1979) and Amendments.
- Local Government Act (2002) and Amendments.
- Public Works Act (1981) and Amendments.
- Resource Management Act (1991) and Amendments.
- Sale and Supply of Alcohol Act (2012) and Amendments.

PROPOSED LOCATION (MAP/SKETCH)

Map should include location of street plantings/trees and Council-owned furniture, property boundary showing entrance, and indicates the location of proposed chairs, umbrellas, outdoor heating devices and any other furniture used in this activity.



ALFRESCO DINING LICENCE

Licence is hereby granted to [insert restaurant name here] to occupy [insert area in metres here] of street frontage or road reserve adjacent to the business premises known as [insert restaurant name here] at [insert address here] for the purposes of providing an alfresco dining facility in accordance with the site plan attached to this licence. This licence is subject to the standard and specific operating listed conditions.

This licence shall remain in force to 30 June ____ [insert year 3 years from application].

An annual licence fee is required to be paid to Southland District Council, pursuant to Council's Alfresco Dining Policy, unless the licence is otherwise revoked.

Dated at _____ [place], _____ Date.

[name]
AREA ENGINEER

Standard Conditions

Licensees will hold public liability for a minimum of \$1,000,000 and shall take full responsibility for indemnifying Council against any claims, demands, or actions made upon Council arising out of licensees' operations.

Licensees will be responsible for keeping their licence areas clean and tidy. All stained or damaged pavement surfacing must be cleaned or replaced promptly by licensees at no cost to Council.

Licensees must control all litter arising from their activities and shall not use Council provided street litter bins for this purpose.

Licensees are not able to assign or sublet the licensed area without the approval of Council.

Licensees will comply with all statutory requirements, Acts, Regulations, Bylaws, Ordinances, Rules and lawful directions of Council, including but not limited to, the following:

- Building Act (1991) and amendments;
- Food Hygiene Regulations (1974) and amendments;
- Health and Safety in Employment Act (1992) and amendments;
- Litter Act (1979) and amendments;
- Local Government Act (2002) and Amendments;
- Public Works Act (1981) and amendments;
- Resource Management Act (1991) and amendments;
- Sale and Supply of Alcohol Act (2012) and amendments;
- Southland District Council Trading in Public Places Bylaw (2012).

Where the applicant for a licence to occupy a public place is the holder of an On Licence, then the occupation of the public place may not commence until such time as the applicant has sought and obtained an Alcohol Premise Licence before the sale and consumption of liquor can occur in the alfresco dining specified area.

Specific Conditions

[Insert specific licence conditions here].