



Notice is hereby given that an Ordinary Meeting of Southland District Waihopai Toetoes Ward Committee will be held on:

**Date:** Friday, 27 September 2019  
**Time:** 9am  
**Meeting Room:** Council Chamber  
**Venue:** 15 Forth Street, Invercargill

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## **Waihopai Toetoes Ward Committee Agenda OPEN**

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### **MEMBERSHIP**

<b>Chair</b>	Mayor Gary Tong
<b>Councillors</b>	Paul Duffy
	Julie Keast

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**Full agendas are available on Council's Website**  
**[www.southlanddc.govt.nz](http://www.southlanddc.govt.nz)**

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**Note:** The reports contained within this agenda are for consideration and should not be construed as Council policy unless and until adopted. Should Members require further information relating to any reports, please contact the relevant manager, Chairperson or Deputy Chairperson.



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**1 Apologies**

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

**2 Leave of absence**

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

**3 Conflict of Interest**

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](http://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 Waihopai Toetoes Ward Committee, 10 April 2019



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# **Waihopai Toetoes Ward Committee**

## **OPEN MINUTES**

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Minutes of a meeting of Waihopai Toetoes Ward Committee held in the Committee Room, First Floor, Southland District Council, 15 Forth Street, Invercargill on Wednesday, 10 April 2019 at 2.05pm (Reconvened Wednesday 8 May 2019 at 10.53am (10.53am – 11.02am)).

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### **PRESENT**

<b>Chair</b>	Mayor Gary Tong
<b>Councillors</b>	Paul Duffy
	Julie Keast

### **IN ATTENDANCE**

<b>Chief Financial Officer</b>	Anne Robson
<b>Graduate Accountant</b>	Kate Westenra
<b>Committee Advisor</b>	Fiona Dunlop

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**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 Cr Keast, seconded Cr Duffy **and resolved:**

**That the Waihopai Toetoes Ward Committee confirms the minutes of the meeting held on 1 November 2018 as a true and correct record of that meeting.**

**Reports**

**7.1 Financial Report to Waihopai Toetoes Ward for the period ended 28 February 2019**

**Record No: R/19/3/4995**

Graduate Accountant – Kate Westenra was in attendance for this item.

Miss Westenra advised that the purpose of the report was to report on financial information for the Ward for the period ending 28 February 2019.

During discussion on the report there were questions asked that officers were not able to respond to and would need time to research the answers. The Committee were seeking answers to the Curio Bay signage, the make-up of the "OPEX projection, Rimu memorial work and Financial and Development contributions.

The information regarding the questions above was not available at the meeting and officers advised that they would have to find the answers.

The Mayor as chair advised that the report would lie on the table.

Moved Mayor Tong, seconded Cr Duffy **resolved that the report lie on the table.**

## **7.2 Speed Limit Review - Officer Update**

**Record No: R/19/4/6217**

Roading Engineer Ben Whelan and WSP Opus Traffic Engineer Sreenath Venkataraman were in attendance for this item.

They advised the Ward Committee on the speed limit review that is being undertaken across the District and what is proposed for the Waihopai Toetoes Ward.

## **Adjournment of Meeting**

Moved Mayor Tong, seconded Cr Duffy **and resolved that the Waihopai Toetoes Ward Committee adjourns to reconvene on Wednesday 8 May 2019 at the conclusion of the Services and Assets Committee.**

The meeting adjourned at 2.16pm on Wednesday 10 April 2019.

The meeting reconvened at 10.53am on Wednesday 8 May 2019.

## **PRESENT**

<b>Chair</b>	Mayor Gary Tong
<b>Councillors</b>	Paul Duffy
	Julie Keast

## **IN ATTENDANCE**

<b>Chief Financial Officer</b>	Anne Robson
<b>Graduate Accountant</b>	Kate Westenra
<b>Committee Advisor</b>	Fiona Dunlop

**7.1 Financial Report to Waihopai Toetoes Ward for the period ended 28 February 2019  
(continued)**

**Record No: R/19/3/4995**

Chief Financial Officer – Anne Robson was in attendance for this item.

Miss Robson was able to provide answers to the questions regarding the Curio Bay signage, the make-up of the "OPEX projection, Rimu memorial work and Financial and Development contributions.

She advised that the signage for Curio Bay had come to a halt as the sign that was designed is too small for the location and that a resource consent may be required for a larger sign. District plan rules on letter sizes for the location need to be taken into account and that a redesign of the sign made it too large. The Department of Conservation have agreed to co-fund but this complicates the project in terms of co-branding.

The meeting noted that the makeup of the operating expenditure projection is what was contained in the officers report with an additional \$15,000 for the FlagTrax project which was approved by Council back in September 2018.

Miss Robson advised that the Rimu memorial work had been transferred to the Gorge Road and Districts Community Development Area Subcommittee.

The meeting further noted the that the following list is the financial and development contributions which outlined the amount collected and expiry dates.



Waihopai Toetoes contributions available		
	Amount	Expiry Date
<b>Te Tipua</b>		
589P	975.01	19/05/2019
757P	63.86	5/05/2021
807P	170.65	23/04/2022
808P	263.02	24/04/2022
811P	36.83	17/05/2022
Interest	6,618.78	
	8,128.15	
<b>Waihopai</b>		
648P	340.91	17/07/2019
649P	467.47	28/07/2019
653P	365.50	13/11/2019
658P	238.71	21/10/2019
668P	474.38	22/12/2019
718P	337.44	28/07/2020
721P	431.26	11/08/2020
749P	1,633.34	18/03/2021
760P	619.51	26/05/2021
761P	483.56	2/06/2021
771P	1,582.41	11/08/2021
792P	396.70	12/12/2021
801P	45.29	22/03/2022
805P	206.51	16/04/2022
816P	316.74	31/05/2022
823P	445.84	11/12/2022
834P	3,913.05	31/01/2023
844P	629.69	14/05/2023
849P	396.56	25/09/2023
856P	451.58	28/11/2023
Interest	10,778.32	
	24,554.77	
<b>Waihopai Toetoes</b>		
855P	381.14	25/11/2023
862P	22,299.25	8/01/2024
863P	1,226.83	25/02/2024
865P	464.36	3/03/2024
866P	61.96	10/03/2024
871P	46.76	12/06/2024
874P	73.38	11/08/2024
875P	489.14	5/08/2024
882P	558.20	19/09/2024
884P	477.47	17/09/2024
887P	337.40	22/10/2024
890P	171.78	27/11/2024
900P	236.09	3/08/2027
Interest	930.76	
	27,754.52	
<b>Total</b>	60,437.44	

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**Resolution**

Moved Cr Duffy, seconded Cr Keast **and resolved:**

**That the Waihopai Toetoes Ward Committee:**

- a) **Receives the report titled "Financial Report to Waihopai Toetoes Ward for the period ended 28 February 2019" dated 3 April 2019.**

The meeting concluded at 11.02am on  
Wednesday 8 May 2019.

CONFIRMED AS A TRUE AND CORRECT RECORD AT A  
MEETING OF THE WAIHOPAI TOEToes WARD  
COMMITTEE HELD ON WEDNESDAY 10 APRIL 2019  
AND RECONVENED ON WEDNESDAY 8 MAY 2019.

**DATE:**.....

**CHAIRPERSON:**.....

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## **Financial Report for the year ended 30 June 2019**

**Record No:** R/19/9/21236  
**Author:** Kate Westenra, Accountant  
**Approved by:** Anne Robson, Chief Financial Officer

☐ Decision ☐ Recommendation ☒ Information

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### **Summary**

- 1 These financial results are subject to review by Audit NZ in September, and therefore may change.

### **Recommendation**

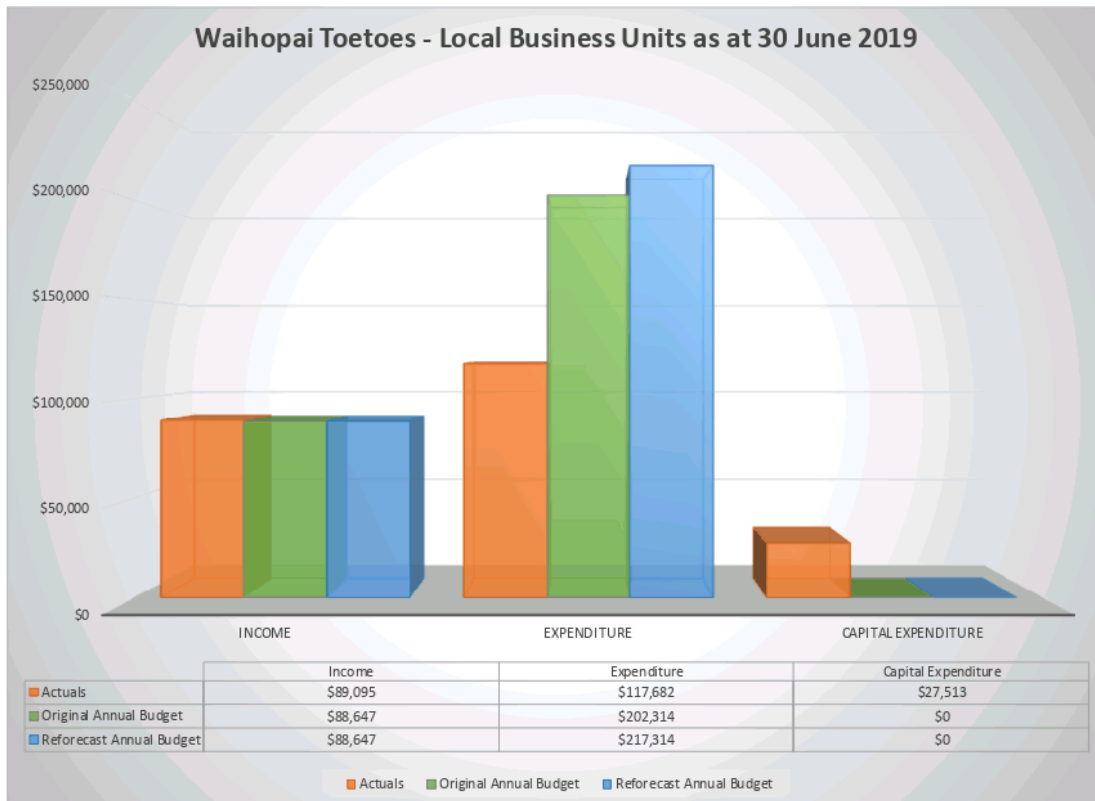
**That the Waihopai Toetoes Ward Committee:**

- a) **Receives the report titled “Financial Report for the year ended 30 June 2019” dated 19 September 2019.**

### **Attachments**

- A Financial Report to Waihopai Toetoes Ward for the year ended 30 June 2019 [↓](#)  
B Waihopai Toetoes Ward Annual Report figures for the year ended 30 June 2019 [↓](#)

## Community Financial Performance for the Year



The graph above shows what actually happened (actuals), what the original budget was (original annual budget) and then what was expected to occur by year end (Reforecast annual budget) for each of the income, expenditure, and capital expenditure categories.

The 'reforecast' totals show the effect of unbudgeted expenditure, projects that have been put on hold or are to be completed in 2019/2020 and/or expected changes to income and operating expenditure over the year.

Any significant variances between the 'actual' and 'original budget' totals are explained below. The details are provided in the attached Annual Report figures.

## Significant Variances to the Annual Budget

### Income

Overall income is insignificantly over budget by \$448.

### Expenditure

Overall operating expenditure is \$84,632 under budget due to the following.

Southland District Council  
Te Rohe Pōtae o Murihiku

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Total grants/project expenditure was \$33,446 against a budget of \$118,000, details are below.

PROJECT/GRANT	ACTUAL	BUDGET	COMMENT/STATUS
Curio bay signage	-	\$1,000	Signage yet to be confirmed.
Tokanui tramline/heritage project	\$2,755	\$5,000	Ward contribution complete.
Curio bay waste water	\$5,000	\$5,000	Internal transfer to Curio Bay business unit.
Slope Point interpretation	-	\$3,000	Signage yet to be confirmed.
Tokanui cemetery	\$2,970	\$3,000	Project complete.
Tokanui skate park grant	-	\$2,000	Tokanui CDA project, to be carried forward to the 2019/2020 financial year.
Dacre paint hall	\$5,954	\$5,000	Project complete.
Rimu school parking	-	\$5,000	Project to be carried forward.
Waituna lagoon	-	\$10,000	Allocation of funds for when required. Double up.
Waituna project	-	\$10,000	Allocation of funds for when required. Double up.
Curio bay, Waikawa, Weirs Beach, Fortrose rubbish/wheelie bins	\$2,900	\$5,000	Rubbish collection for Curio Bay, Waikawa, Weirs Beach and Fortrose.
Curio Bay water treatment/ UV filter	\$5,000	\$5,000	Internal transfer to Curio Bay business unit, work was completed by Councils water department.
Tokanui gardens	\$4,701	\$5,000	Work completed under budget.
Woodlands memorial light replacement	\$349	\$500	Work complete by Woodlands CDA, Internal transfer to Woodlands CDA.
Woodlands Morton Mains Rd landscaping	\$317	\$2,000	Work is yet to be completed, budget is to be carried forward to the 2019/2020.
Gorge Road recreation reserve fencing and planting	\$3,500	\$3,500	Project complete, internal transfer to Gorge Road.
Gorge Road bell tower installation	-	\$10,000	Project deferred to 2019/2020.
Weirs beach gravelling carpark area	-	\$16,000	Works completed in 2017/2018.
Flag trax for Edendale, Wyndham and Tokanui	-	\$12,000	Flag trax purchase and installation complete, accounted for as a fixed asset and therefore capital not operational expenditure.
\$5,000 allocation per councillor	-	\$10,000	There have been no additional requests for funds.
	<b>\$33,446</b>	<b>\$118,000</b>	



### Capital Expenditure

Overall capital expenditure is over budget by \$27,513 due to the ward flag trax project being correctly accounted for as capital works. This project was originally budgeted in general project (operational expenditure) for \$12,000 plus the additional \$15,000 that was approved by Council, total budget of \$27,000.

### Project List

Community projects that were budgeted to be undertaken in the 2018/2019 year are in the table below.

ACTIVITY	PROJECT NAME	AP BUDGET	ACTUAL COST	STATUS	OFFICER'S COMMENT
DISTRICT SUPPORT	Waihopai Toetoes Ward flag purchase and installation	12,000	27,513	Completed	Final handover and project evaluation completed on 5th April 2019. Council approved an additional \$15,000 making the total project budget \$27,000.
DISTRICT SUPPORT	Rimu School parking	5,000	-	In Progress	Carried forward to 2019/2020.
DISTRICT SUPPORT	Woodlands Morton Mains Road landscaping	2,000	-	In Progress	Carried forward to 2019/2020.

### Financial Considerations

#### Development and Financial Contributions

Contributions are collected to fund community growth projects. The use of these funds are considered by Council staff when projects are in the planning stage. Certain policy and legislative requirements must be met before these contributions can be applied to projects.

The total balance of parks development and financial contributions for your community is \$27,980 as at 30 June 2019. The next contributions to expire do so in 2023/2024, to the value of \$24,480.



## Reserves

Interest has been allocated to the reserve accounts. Interest is calculated on the average balance of the reserves for the year at an interest rate of 3%. The budgeted interest rate was 3.29%.

## Waihopai Toetoes Ward

### Schedule of Reserve Balance

		Actual June - 018	Transfers To/(From)	Actual June -019
<b>Local</b>				
<i>Operating Account</i>				
Res Cttees Waitane Glencoe Res	88839	955.90	28.68	984.58
Waihopai/Toetoes Ward	89203	191,446.27	(55,870.94)	135,575.33
		<b>192,402.17</b>	<b>(55,842.26)</b>	<b>136,559.91</b>
<b>Local Total</b>		<b>192,402.17</b>	<b>(55,842.26)</b>	<b>136,559.91</b>
<b>Total Waihopai Toetoes Ward Reserves</b>		<b>192,402.17</b>	<b>(55,842.26)</b>	<b>136,559.91</b>

**Waihopai Toetoes - Financial Report**

For the Period Ended June 2020

2019/2020 Financial Year

**28500 Administration - WaihopaiToe**

<u>Annual Budget</u>	<u>Department</u>		<u>Year to Date Actuals</u>	<u>Year to Date Budget</u>	<u>%Variance</u>
	<b>Income</b>				
(70,344.00)	28500.11171	Rates - Collected	(70,536.38)	(70,344.00)	100.27%
0.00	28500.11176	Rates - Adjustments	1.48	0.00	0.00%
(2,534.00)	28500.19151	Internal - Interest on Reserve	0.00	(2,534.00)	0.00%
(43.00)	28500.19171	Internal Rates Income	0.00	(43.00)	0.00%
43.00	28500.19175	Internal Rates offset	0.00	43.00	0.00%
<b>(72,878.00)</b>			<b>(70,534.90)</b>	<b>(72,878.00)</b>	<b>96.78%</b>
	<b>Expenditure</b>				
70,344.00	28500.43113	Contrib - Township	5,862.00	70,344.00	8.33%
<b>70,344.00</b>			<b>5,862.00</b>	<b>70,344.00</b>	<b>8.33%</b>
<b>(2,534.00)</b>	<b>Net Operating (Surplus)/Deficit</b>		<b>(64,672.90)</b>	<b>(2,534.00)</b>	
	<b>Capital Movements</b>				
2,534.00	28500.89202	To - Waihopai Toetoes	0.00	2,534.00	0.00%
<b>2,534.00</b>			<b>0.00</b>	<b>2,534.00</b>	<b>0.00%</b>
<b>0.00</b>			<b>(64,672.90)</b>	<b>0.00</b>	

**28502 Operating Costs - WaihopaiToet**

<u>Annual Budget</u>	<u>Department</u>		<u>Year to Date Actuals</u>	<u>Year to Date Budget</u>	<u>%Variance</u>
Income					
(1,613.00)	28502.11111	Rentals	0.00	(1,613.00)	0.00%
(26,218.00)	28502.11171	Rates - Collected	(26,289.68)	(26,218.00)	100.27%
0.00	28502.11176	Rates - Adjustments	0.55	0.00	0.00%
(11.00)	28502.19171	Internal Rates Income	0.00	(11.00)	0.00%
11.00	28502.19175	Internal Rates offset	0.00	11.00	0.00%
<b>(27,831.00)</b>			<b>(26,289.13)</b>	<b>(27,831.00)</b>	<b>94.46%</b>
Expenditure					
21,000.00	28502.21836	Miscellaneous Grant	1,000.00	21,000.00	4.76%
2,956.00	28502.31527	Mowing	0.00	2,956.00	0.00%
341.00	28502.31528	Rates	0.00	341.00	0.00%
5,000.00	28502.31538	Street Litter Bins	0.00	5,000.00	0.00%
57,000.00	28502.31542	General Projects	0.00	57,000.00	0.00%
0.00	28502.36311	Refuse Collect - General	5,000.00	0.00	0.00%
5,374.00	28502.43346	Internal - Work scheme service	0.00	5,374.00	0.00%
4,940.00	28502.43366	Internal Rates expense	0.00	4,940.00	0.00%
<b>96,611.00</b>			<b>6,000.00</b>	<b>96,611.00</b>	<b>6.21%</b>
<b>68,780.00</b>	<b>Net Operating (Surplus)/Deficit</b>		<b>(20,289.13)</b>	<b>68,780.00</b>	
Capital Movements					
(68,780.00)	28502.89203	Ex - Waihopai Toetoes	0.00	(68,780.00)	0.00%
<b>(68,780.00)</b>			<b>0.00</b>	<b>(68,780.00)</b>	<b>0.00%</b>
<b>0.00</b>			<b>(20,289.13)</b>	<b>0.00</b>	

**28532 Recreation Reserve - WaihopaiT**



**28532 Recreation Reserve - Waihopai T**

<u>Annual Budget</u>	<u>Department</u>		<u>Year to Date Actuals</u>	<u>Year to Date Budget</u>	<u>%Variance</u>
		<b>Income</b>			
(10,577.00)	28532.11171	Rates - Collected	(10,605.97)	(10,577.00)	100.27%
0.00	28532.11176	Rates - Adjustments	0.22	0.00	0.00%
(8.00)	28532.19171	Internal Rates Income	0.00	(8.00)	0.00%
8.00	28532.19175	Internal Rates offset	0.00	8.00	0.00%
<b>(10,577.00)</b>			<b>(10,605.75)</b>	<b>(10,577.00)</b>	<b>100.27%</b>
		<b>Expenditure</b>			
5,740.00	28532.31527	Mowing	9,450.00	5,740.00	164.63%
1,075.00	28532.35214	Maint - General	0.00	1,075.00	0.00%
3,762.00	28532.43346	Internal - Work scheme service	230.00	3,762.00	6.11%
<b>10,577.00</b>			<b>9,680.00</b>	<b>10,577.00</b>	<b>91.52%</b>
<b>0.00</b>	<b>Net Operating (Surplus)/Deficit</b>		<b>(925.75)</b>	<b>0.00</b>	
		<b>Capital Movements</b>			
<b>0.00</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>0.00</b>			<b>(925.75)</b>	<b>0.00</b>	