



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

Date: Monday, 21 February 2022  
Time: 6.30pm  
Meeting room: Virtual meeting via Microsoft Teams  
Venue:

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## Northern Community Board Agenda OPEN

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### MEMBERSHIP

Chairperson	Greg Tither
Deputy Chairperson	Lance Hellewell
Members	Peter Bruce
	Pam Naylor
	Carolyn Smith
	Sonya Taylor
	Councillor Douglas

### IN ATTENDANCE

Community liaison officer	Kathryn Cowie
Committee advisor/customer support	Rose Knowles
Partner	
Community partnership leader	Kelly Tagg

Contact telephone: 0800 732 732  
Postal address: PO Box 903, Invercargill 9840  
Email: [emailsdc@southlanddc.govt.nz](mailto:emailsdc@southlanddc.govt.nz)  
Website: [www.southlanddc.govt.nz](http://www.southlanddc.govt.nz)  
Online: [Southland District Council YouTube](#)

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.



## Health and safety – emergency procedures

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

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

Earthquake – Drop, cover and hold applies in this situation and, if necessary, once the shaking has stopped we will evacuate the building to a safe location.

Phones – Please turn your mobile devices to silent mode.

Recording - These proceedings may be recorded for the purpose of live video, both live streaming and downloading. By remaining in this meeting, you are consenting to being filmed for viewing by the public.

Covid QR code – Please remember to scan the Covid Tracer QR code.

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## Terms of Reference – Community Boards

TYPE OF COMMITTEE	Community board
RESPONSIBLE TO	<p>Council</p> <p>Each community board will have a relationship with the committees in section 8.4.2 to 8.4.5 of the delegations manual based on the scope of the activities/functions delegated to each committee.</p>
SUBCOMMITTEES	As noted in section 8.5 of the delegations manual various subcommittees will report to specific community boards.
LEGISLATIVE BASIS	<p>Resolution made by Council through the representation arrangements as per the Local Electoral Act 2001.</p> <p>Role, status and membership as per subpart 2 of Part 4 of the Local Government Act 2002 (LGA).</p> <p>Treaty of Waitangi as per section 4, Part 1 of the LGA.</p> <p>Opportunities for Maori to contribute to decision-making processes as per section 14 of Part 2 of the LGA. Community boards delegated powers by Council as per schedule 7, clause 32, LGA.</p> <p>Appointment of councillors to community boards as per section 50, LGA.</p>
MEMBERSHIP	<p>Oreti and Waihopai Toetoe Community Boards have seven members elected by the local authority triennial elections plus a member appointed by Council. All other community boards have six members plus a member appointed by Council.</p> <p>The chairperson is elected by the community board. Councillors who are not appointed to community boards can only remain for the public section of the community board meeting. They cannot stay for the public excluded section unless the community board agrees.</p>
FREQUENCY OF MEETINGS	Every second month but up to ten ordinary meetings a year
QUORUM	Not less than four members
KEY FUNCTIONS	<ul style="list-style-type: none"> <li>to promote the social, economic, environmental and cultural well-being of local communities and in so-doing contribute to the realisation of Council's vision of one District offering endless opportunities</li> <li>to provide leadership to local communities on the strategic issues and opportunities that they face</li> <li>to be advocates and representatives for their local community and in so doing ensure that Council and other agencies have a clear understanding of local needs and aspirations</li> <li>to be decision-makers on issues that are delegated to the board by Southland District Council</li> <li>to develop relationships and communicate with key community organisations, special interest groups, residents and businesses within the community</li> </ul>

	<ul style="list-style-type: none"> <li>• to maintain an overview of the services Council delivers to its communities and assess the extent to which these services meet community needs</li> <li>• to recommend the setting of levels of service and budgets for local activities.</li> </ul>
DELEGATIONS	<p>The community board shall have the following delegated powers and be accountable to Council for the exercising of these powers.<sup>1</sup></p> <p>In exercising the delegated powers, the community board will operate within:</p> <ol style="list-style-type: none"> <li>1) policies, plans, standards or guidelines that have been established and approved by Council</li> <li>2) the needs of the local communities; and</li> <li>3) the approved budgets for the activity.</li> </ol> <p><b>Power to Act</b></p> <p>The community board will prepare and implement programmes of work, which will be reflected in its community board plan, which are relevant to the purposes of the community board that are consistent with the long term plan and annual plan processes of Council. Such programmes are to include budgetary provision for all costs associated with the work.</p> <p><b>Community Well-Being</b></p> <ol style="list-style-type: none"> <li>4) to develop local community outcomes that reflect the desired goals for their community/place</li> <li>5) to monitor the overall well-being of local communities and use the information gathered to inform development of local strategies to address areas of need</li> <li>6) work with Council and the community to develop a community board plan for the community of interest area – working in with any community plans that may exist.</li> </ol> <p><b>Community Leadership</b></p> <ol style="list-style-type: none"> <li>7) communicate and develop a relationship with community organisations, local groups, and special interest groups within the local community of interest</li> <li>8) identify key issues that will affect their community of interest's future and work with Council staff and other local representatives to facilitate multi-agency collaborative opportunities</li> <li>9) promote a shared vision for the community of interest area and develop and promote ways to work with others to achieve positive outcomes</li> <li>10) 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.</li> </ol>

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<sup>1</sup> Local Government Act 2002, s.53

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### **Advocacy**

#### 11) submissions

- a) authority to make recommendations to Council on matters to be considered in submissions Council may make to external organisations' regional or national policy documents, select committees
- b) authority to make submissions to Council or other agency on issues within its community of interest area
- c) authority to make submissions to Council on bylaws and recommend to Council the level of bylaw service and enforcement to be provided, having regard to the need to maintain consistency across the District for all Council bylaws.

#### 12) authority to prepare a submission to Council on the proposed levels of service, income and expenditure within the community of interest area, for consideration as part of the long term plan/annual plan process

#### 13) provide comment by way of the formal Annual Plan/Long Term Plan process on relative priorities for the delivery of District services and levels of service within the community board area.

District activities include:

- a) wastewater
- b) solid waste
- c) water supply
- d) parks and reserves
- e) roading
- f) libraries
- g) cemeteries
- h) emergency management
- i) stormwater
- j) public toilets
- k) community housing

#### 14) Council will set the levels of service for District activities – if a community board seek a higher level of service they will need to recommend that to Council and it will need to be funded in an appropriate way (locally).

### **Community Assistance**

- 15) authority to establish prioritisation for allocation based on an overarching set of criteria from council to guide the scope of the activity
- 16) authority to grant the allocated funds from the Community Partnership Fund

- 17) authority to allocate bequests or grants generated locally consistent with the terms of the bequest or grant fund

### **Northern Community Board**

- 18) make decisions regarding funding applications to the Northern Southland Development Fund. The Northern Community Board may invite a representative of the community of Dipton to take part in the decisions on applications to the Northern Southland Development Fund.

### **Unbudgeted Expenditure**

Approve unbudgeted operating expenditure for local activities of up to \$20,000.

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/LTP.

Authority to delegate to the chief executive, when approving a project definition/business case, over-expenditure of up to \$10,000 for capital expenditure against the budget detailed in the Annual Plan/LTP.

### **Service Delivery**

#### **Local Activities**

For activities within the local activities category, the community board shall have authority to:

- a) recommend to Council levels of service for local activities having regard to Council budgets within the Long Term Plan and Annual Plan process
- b) recommend to Council the rates and/or user charges and fees to fund the local activities
- c) accept donations of a local asset eg a gas barbeque, park bench, etc with a value of less than \$20,000.
- d) approve project definitions/business cases for approved budgeted capital expenditure up to \$300,000
- e) recommend to the Services and Assets Committee the approval of project definitions/business case and procurement plan for capital expenditure over \$300,000 and/or any unbudgeted capital expenditure
- f) monitor the performance and delivery of the service in meeting the expected levels of service
- g) facilitate the development of local management plans (for subsequent recommendation to Council), where required by statute or in support of District or other plans for reserves, harbours, and other community facilities, except where powers:
  - have been delegated to Council officers; or
  - would have significance beyond the community board's area or otherwise involves a matter of

	<p>national importance (Section 6 Resource Management Act 1991); or</p> <ul style="list-style-type: none"> <li>involve the alienation of any part of a proposed or existing esplanade reserve by way of width reduction, easement, lease or otherwise.</li> </ul> <p>Local activities include:</p> <ol style="list-style-type: none"> <li>community leadership</li> <li>local halls and community centres (within Council's overarching policy for community facilities)</li> <li>wharves and harbour facilities</li> <li>local parks and reserves</li> <li>parking limits and footpaths</li> <li>Te Anau/Manapouri Airport (Fiordland Community Board)</li> <li>Stewart Island Electricity Supply Authority (SIESA) (Stewart Island/Rakiura Community Board) <ol style="list-style-type: none"> <li>for the above two local activities only</li> <li>recommend levels of service and annual budget to the Services and Assets Committee</li> <li>monitor the performance and delivery of the service</li> </ol> </li> </ol> <p>19) naming reserves, structures and commemorative places</p> <ol style="list-style-type: none"> <li>authority to decide upon requests from the community, regarding names of reserves, the placement of structures and commemorative places.</li> </ol> <p>20) naming roads</p> <ol style="list-style-type: none"> <li>authority to decide on the naming for public roads, private roads and rights of way</li> </ol> <p>21) assist the chief executive by providing comment (through the board chairperson) to consider and determine temporary road closures applications where there are objections to the proposed road closure.</p> <p><b>Rentals and Leases</b></p> <p>In relation to all leases and licences of land and buildings for local activities within their own area, on behalf of Council;</p> <ol style="list-style-type: none"> <li>accept the highest tenders for rentals more than \$10,000</li> <li>approve the preferential allocation of leases and licenses where the rental is \$10,000 or more per annum.</li> </ol> <p><b>Environmental management and spatial planning</b></p> <ol style="list-style-type: none"> <li>provide comment on behalf of the relevant community/communities on resource consent applications referred to the community board for comment.</li> <li>recommend to Council the level of bylaw service and enforcement to be provided within the community, having regard to the need to maintain consistency across the District.</li> </ol>
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	<p>24) 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.</p> <p>25) provide input into regulatory activities not otherwise specified above where the process allows.</p> <p>26) recommend to Council the initiating of an appeal or reference to the environment court on decisions in respect to resource consent applications on which the board has made submissions; ability to provide input to support the development of community planning for a civil defence emergency; and after an emergency event, to provide input and information to support community response efforts.</p>
LIMITS TO DELEGATIONS	<p>No financial or decision making delegations other than those specifically delegated by Council.</p> <p>The community board 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/Annual Plan. In accordance with the provisions of section 39(2) of Schedule 7 the board may not incur expenditure in excess of the approved budget.</p> <p><b>Matters which are not Delegated</b></p> <p>Southland District Council has not delegated to community boards the power to:</p> <ul style="list-style-type: none"> <li>• make a rate or bylaw</li> <li>• acquire, hold or dispose of property</li> <li>• direct, appoint, suspend or remove staff</li> <li>• engage or enter into contracts and agreements and financial commitments</li> <li>• institute an action for recovery of any amount</li> <li>• issue and police building consents, notices, authorisations and requirements under acts, statutes, regulations, bylaws and the like;</li> <li>• institute legal proceedings other than the delegation to recommend to Council the initiating of an appeal or reference to the environment court on decisions in respect to resource consent applications on which the community board has made submissions.</li> </ul>
CONTACT WITH MEDIA	<p>The community 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 and/or outside agencies on behalf of Council on matters outside of the board's delegations.</p>

	<p>The assigned 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 Southland District Council.</p>
REPORTING	<p>Community boards are unincorporated statutory bodies which are elected to represent the communities they serve.</p> <p>The boards maintain bound minute books of their own meetings.</p>

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1 Apologies

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

2 Leave of absence

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

3 Conflict of interest

Community board members are reminded of the need to be vigilant to stand aside from decision-making when a conflict arises between their role as a member and any private or other external interest they might have.

4 Public forum

Notification to speak is required by 12noon at least one clear day before the meeting. Further information is available at [www.southlanddc.govt.nz](http://www.southlanddc.govt.nz) or by phoning 0800 732 732.

5 Extraordinary/urgent items

To consider, and if thought fit, to pass a resolution to permit the Community Board to consider any further items which do not appear on the agenda of this meeting and/or the meeting to be held with the public excluded.

Such resolution is required to be made pursuant to Section 46A(7) of the Local Government Official Information and Meetings Act 1987, and the chairperson must advise:

- (i) the reason why the item was not on the agenda, and
- (ii) the reason why the discussion of this item cannot be delayed until a subsequent meeting.

Section 46A(7A) of the Local Government Official Information and Meetings Act 1987 (as amended) states:

**“Where an item is not on the agenda for a meeting,-**

- (a) that item may be discussed at that meeting if-
  - (i) that item is a minor matter relating to the general business of the local authority; and
  - (ii) the presiding member explains at the beginning of the meeting, at a time when it is open to the public, that the item will be discussed at the meeting; but
- (b) no resolution, decision or recommendation may be made in respect of that item except to refer that item to a subsequent meeting of the local authority for further **discussion.”**

6 Confirmation of minutes

- 6.1 Meeting minutes of Northern Community Board, 22 November & 07 December 2021



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## Northern Community Board

### OPEN MINUTES

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Minutes of a meeting of Northern Community Board held in the Lumsden Library, 18 Diana Street, Lumsden on Tuesday, 7 December 2021 at 6.30pm.

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#### PRESENT

Chairperson	Greg Tither
Deputy Chairperson	Lance Hellewell
Members	Peter Bruce
	Carolyn Smith
	Sonya Taylor
	Councillor John Douglas

#### APOLOGIES

Pam Naylor

#### IN ATTENDANCE

Community partnership leader - Kelly Tagg

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1 Apologies

There were apologies from Pam Naylor.

Moved Carolyn Smith, seconded Deputy Chairperson Hellewell and resolved:

That the Northern Community Board accept the apology.

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

There are no minutes to confirm.

Reports

7.1 Funding assistance request - Northern Southland and Mossburn pools

Record No: R/21/12/63882

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

Mrs Tagg advised that the purpose of the report was for the Board to consider a request from the Mossburn and Northern Southland (Lumsden) pool committees for ongoing financial assistance towards each pool following the presentations made at the meeting on 22 November 2021.

The Northern Southland pool committee requested \$9,200 (including GST) and Mossburn pool committee requested \$8,625 (including GST).

The Board was asked to consider whether or not it wanted to provide ongoing financial assistance to the Northern Southland and Mossburn pools, the amount of funding needed and how these funds should be collected.

The Board was advised that they only have power to recommend with regards to the setting of new rates and that ultimately the decision will be made by Council. The Board was also informed that community consultation will also be required prior to setting a new rate.

In discussing this report the Board agreed that the amount collected should be \$17,825 (including GST ) per annum and that two rating area options should be put out for public consultation, once approval has been approved from Council.

The options are;

- i. a new separate targeted pool rate based on a combined Five Rivers hall, Lumsden hall and Mossburn hall rating area where all properties in this area pay the same fixed amount per separately used or inhabited part of a rating unit (SUIP); or
- ii. a new separate targeted pool rate across the entire Northern Community Board area where all properties in this area pay the same fixed amount per amount per separately used or inhabited part of a rating unit (SUIP);

The Board also considered the current hall rating areas for the Mossburn and Five Rivers Hall and requested that staff prepare a report for the Board outlining the process for amending the boundaries for the Mossburn and Five Rivers hall rating boundaries to more **accurately reflect the actual users of these facilities. It would be the Board's preference that** these amended boundaries would form the basis for the combined Five Rivers hall, Lumsden hall and Mossburn hall rating area should that be the preferred option of the community to be determined via the public consultation process.

The Board was advised that, should Council endorse this approach, that consultation would be via a targeted mail out to all ratepayers in the Northern community board area, through social media channels and a series of drop in sessions around the board area.

Resolution

Moved Sonya Taylor, seconded Deputy Chairperson Hellewell and resolved:

That the Northern Community Board:

- a) **receives the report titled "Funding assistance request - Northern Southland and Mossburn pools" dated 2 December 2021.**
- 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) agrees to recommend to Council, and subject to community consultation, to:
1. provide annual funding assistance to the Northern Southland and Mossburn pools
  2. include pool funding in the Northern Community Board budget for the Annual Plan 2022/2023 in the amount of \$17,825 (including GST)
  3. confirm a preference for collecting funding for the pools via either;
    - iii. a new separate targeted pool rate based on a combined Five Rivers hall, Lumsden hall and Mossburn hall rating area where all properties in this area pay the same fixed amount per separately used or inhabited part of a rating unit (SUIP); or
    - iv. across the entire Northern Community Board area where all properties in this area pay the same fixed amount per amount per separately used or inhabited part of a rating unit (SUIP);
- e) request that staff prepare a report to Council outlining the proposal for a new targeted pool rate recommending that Council supports the proposal and the proposed consultation approach.
- f) request that staff prepare a report to the Board outlining the process for amending the Mossburn hall and Five Rivers hall rating boundary to take effect from the 2022/23 financial year.

The meeting concluded at 7.18pm.

CONFIRMED AS A TRUE AND CORRECT RECORD AT A  
MEETING OF THE NORTHERN COMMUNITY BOARD  
HELD ON TUESDAY 7 DECEMBER 2021.

DATE:.....

CHAIRPERSON:.....



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## Operational Report for Northern Community Board

Record No: R/21/12/64043  
Author: Brendan Gray, Project delivery manager  
Approved by: Anne Robson, Chief financial officer

☐ Decision ☐ Recommendation ☒ Information

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### Purpose of Report

- 1 The purpose of the report is to update the board on the operational activities in the Northern Community Board area.

### Recommendation

That the Northern Community Board:

- a) **Receives the report titled “Operational Report for Northern Community Board”**  
dated 15 February 2022.

### Attachments

- A Report to Northern Community Board - 21 February 2022 - Operational report [↓](#)



## 1. Projects within current financial year as at 2 February 2022



## 2. Progress since last reporting period

### CLARIFICATION OF FUNDING SOURCES

Local funded: footpaths, SIESA, water facilities, airport and halls.

District funded: water, sewerage, stormwater, cemeteries, toilets and roading.

Local or District funded (dependent on service): community facilities, open spaces and community grants.

ACTIVITY	CODE	NAME	CURRENT PHASE	CURRENT PROGRESS	PROJECT CURRENT COMMENT	BUDGET
<b>AROUND THE MOUNTAINS CYCLE TRAIL</b>	P-10746	Improve the ATMCT experience (completion works)	Pre-delivery phase	On track	Continuing work with landowners to finalise easement agreements for the cycle trail.	\$189,353
<b>COMMUNITY FACILITIES</b>	P-10711	Lumsden office - lighting	Delivery phase	Monitor	The contract has been awarded, and we are still waiting on a timeframe for	\$12,000



ACTIVITY	CODE	NAME	CURRENT PHASE	CURRENT PROGRESS	PROJECT CURRENT COMMENT	BUDGET
					the completion of the work.	
<b>PARKS AND RESERVES</b>	P-10950	Garston - memorial seat	Pre-delivery phase	On track	Delivery of the seat has been re-programmed for April/ May 2022, this is due to a subdivision that might impact on the placement and location. This will give us time to have the seat location agreed by all parties involved, and the writing on the seating confirmed.	\$7,100
<b>WATER SUPPLY</b>	P-10265	Distict metered areas - Lumsden Balfour	Delivery phase	On track	Meter locations have been scoped to be installed at Lumsden reservoir site, this will be completed by April.	\$50,750
<b>WATER SUPPLY</b>	P-10423	Improvements (to be determined) to improve water quality due to possible potable use - Matuku rural schemes	Pre-delivery phase	Off track	Consultant has begun reporting and options analysis for this work. Council will review the design when it arrives, construction starting March 2022.	\$80,000
<b>WATER SUPPLY</b>	P-10428	Five Rivers - improvements due to possible potable use	Pre-delivery phase	Off track	Consultant has begun reporting and options analysis for this work. Council will review the design when it arrives, construction starting March 2022.	\$25,000



### 3. Service contracts

CONTRACT NAME	CONTRACT MANAGER COMMENTARY
10/01 – Water and wastewater services operation and maintenance	<p>Contract is running well.</p> <p>Planning continues to be in place for essential services delivery to continue under the traffic light system.</p> <p>Lumsden has continued issues with the rising main which has been identified and further discussions will take place regarding replacement.</p> <p>Iona Street water line was upgraded to allow higher water pressure for the Lumsden Camping Ground.</p>
17/ 03 – Waimea Alliance	<p>Routine maintenance and cyclic works are ongoing.</p> <p>2022/2023 pre-reseal repair works will be starting soon with marking out and repair works. Maintenance metaling and stabilising will be happening January/February.</p> <p>Council's sealing contractors have been undertaking the seasons reseals in the district.</p> <p>The Waimea drainage crew are working in the Tuatapere area.</p> <p>First round of shoulder mowing, along with sealed road, bridge and street furniture spraying, started before the Christmas break and will continue through January and beyond if required due to the late start, with the change of subcontractors in some ward areas.</p>
21/18 - Mowing	<p>McDonough Contracting is mowing the townships on a regular basis.</p> <p>A review of the mowing maps has highlighted several areas that were not included in the recent contract. These have now been added in.</p>
General	<p>A report from a landscape architect on the Lumsden gardens has been discussed with the board and an action plan is under way.</p>

#### 4. Request for service data 19 October 2021 – 20 January 2022

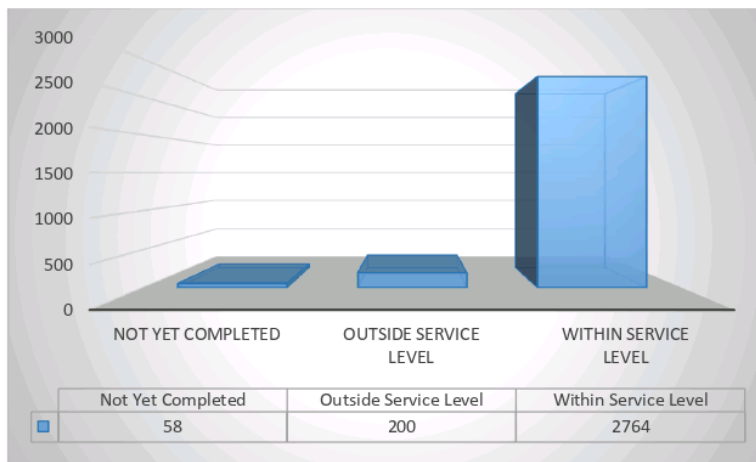


REQUEST TYPE	COUNT
Community facilities - halls - repairs/maintenance	2
Community facilities general	5
Council housing - application	1
Council housing - repairs and maintenance	6
Council property enquiry	1
Culverts blocked - rural	4
Debris on sealed roads (safety)	1
Disposal of abandoned land	1
Gravel road faults	1
Parks and reserves - playground repairs/maintenance	1
Rapid numbers - new	1
Roadside spraying - noxious weeds	1
Rural water - no water supply	1
Rural water asset leak	3
Rural water low water pressure	2
Sealed road faults	1
Sewer lateral blockage	1
Signs repairs (not stop/give way)	1
Street lights out	1
Streetscape - vegetation	11
Toilets - cleaning, repairs and maintenance	3
Transfer/recycling station matters	1
Transport general enquiries	7
Urban stormwater (manholes, grates)	1
Vegetation rural (overgrown or visibility issues)	2
Water and waste general	21
Water asset damaged (main, hydrant, valve and meter)	2
Water asset leak (main, hydrant, valve and meter)	7
Water main leak urgent burst	2
Water no supply	7

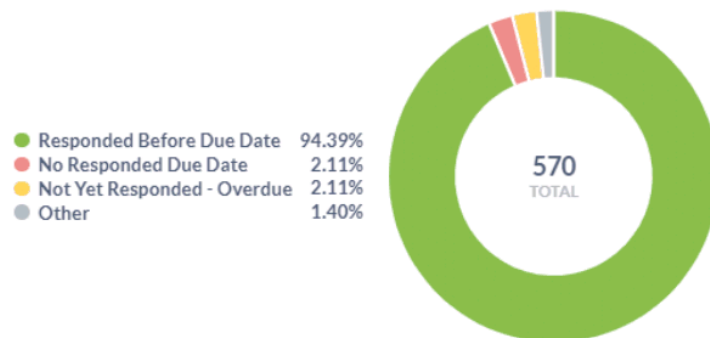


REQUEST TYPE	COUNT
Water pressure low	3
Water toby leak	6
Water toby location	1
Wheelie bin - non-compliance	5
Wheelie bin cancel/damaged/stolen	2
Wheelie bin collection complaints	3
Wheelie bin new/size change/additional	7
<b>TOTAL</b>	<b>126</b>

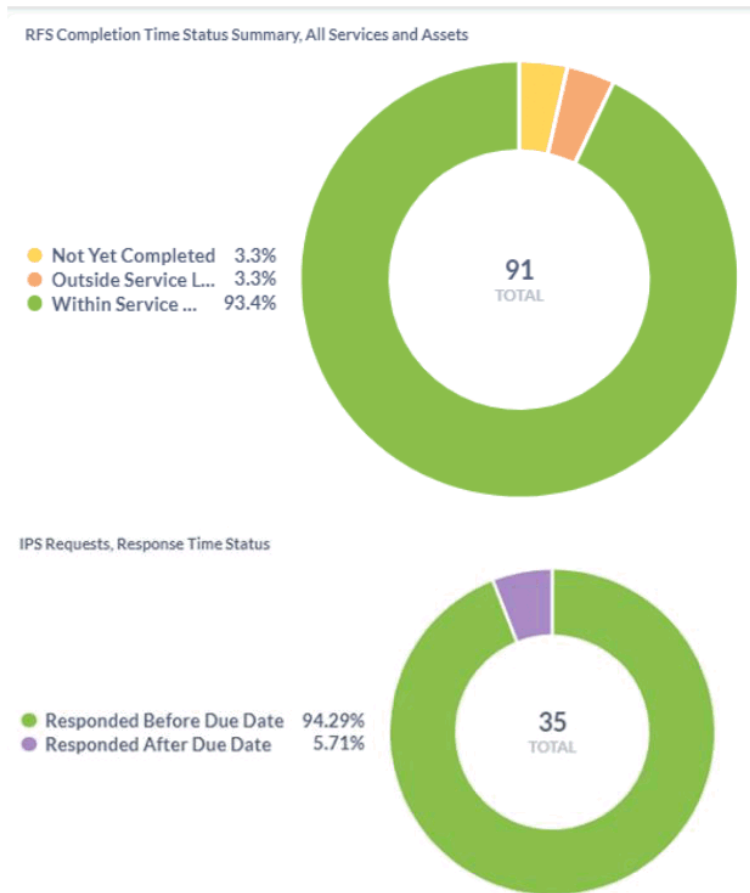
### RFS Count by completion time status



IPS Requests, Response Time Status







Note: RFS that were not yet completed or outside the service level were due to factors including further investigations/ work required and extensions of time to complete the requests.



## 5. Local finance reporting

### Athol - Business Units as at 31 December 2021

	Income			Expenses			Capital		
Business Unit	Actual YTD	Budget YTD	Budget Full Year	Actual YTD	Budget YTD	Budget Full Year	Actual YTD	Budget YTD	Budget Full Year
Streetworks - Athol									\$7,500
Beautification - Athol	\$9,503	\$9,549	\$19,350	\$5,144	\$9,087	\$23,215			
Playground - Athol	\$3,728	\$3,750	\$7,500	\$11,614	\$9,762	\$19,524	\$4,195		
Hall - Athol	\$7,208	\$7,282	\$14,726	\$4,966	\$8,898	\$14,890			
<b>Total</b>	<b>\$20,439</b>	<b>\$20,582</b>	<b>\$41,576</b>	<b>\$21,724</b>	<b>\$27,748</b>	<b>\$57,629</b>	<b>\$4,195</b>	<b>\$0</b>	<b>\$7,500</b>

Athol income is \$20,439 which is slightly below budget (\$143).

Expenditure is \$21,724, \$6,024 underspent. Beautification expenditure is \$3,943 under budget due to minimal maintenance and mowing costs to date. Hall costs are \$3,932 less than budget due to low operating costs and minimal maintenance being required to date. These underspends are offset by the playground being \$1,852 overspent due to further progress of the maintenance project, carried forward from 2020/2021 (\$12,024). This project includes new boxing being installed, replacing the soft fall and replacing a piece of equipment. Playground capital expenditure (\$4,195) relates this project also.

### Garston - Business Units as at 31 December 2021

	Income			Expenses			Capital		
Business Unit	Actual YTD	Budget YTD	Budget Full Year	Actual YTD	Budget YTD	Budget Full Year	Actual YTD	Budget YTD	Budget Full Year
Beautification - Garston	\$5,482	\$5,515	\$11,632	\$3,604	\$4,604	\$11,709			\$7,100
Playground - Garston	\$3,728	\$3,750	\$7,500	\$394	\$4,342	\$8,684			
Playcentre Building	\$748	\$753	\$1,505	\$1,400	\$1,269	\$1,505			
<b>Total</b>	<b>\$9,958</b>	<b>\$10,018</b>	<b>\$20,637</b>	<b>\$5,397</b>	<b>\$10,215</b>	<b>\$21,898</b>	<b>\$0</b>	<b>\$0</b>	<b>\$7,100</b>

Garston income is \$9,958, which is slightly below budget (\$60).



Expenditure is \$5,397, \$4,818 less than budget. Beautification expenditure is \$1,000 underspent, primarily due to less mowing costs to date. Playground expenditure is \$3,948 lower than budget due to minimal general maintenance costs to date.

<b>Lumsden - Business Units as at 31 December 2021</b>									
	<b>Income</b>			<b>Expenses</b>			<b>Capital</b>		
<b>Business Unit</b>	<b>Actual YTD</b>	<b>Budget YTD</b>	<b>Budget Full Year</b>	<b>Actual YTD</b>	<b>Budget YTD</b>	<b>Budget Full Year</b>	<b>Actual YTD</b>	<b>Budget YTD</b>	<b>Budget Full Year</b>
Street Works - Lumsden	\$673	\$677	\$1,443	\$7,312	\$7,989	\$15,978			\$60,096
Refuse Collection - Lumsden	\$15,680	\$15,668	\$31,335	\$10,764	\$15,668	\$31,335			
Cemetery - Lumsden	\$4,393	\$4,499	\$9,013	\$3,174	\$6,746	\$13,492			\$10,000
Beautification - Lumsden	\$29,971	\$29,849	\$61,239	\$15,355	\$30,595	\$61,189			
Recreation Reserve - Lumsden	\$8,097	\$8,346	\$16,692	\$7,269	\$9,208	\$16,692			
Playground - Lumsden	\$3,728	\$3,750	\$7,500	\$2,977	\$4,566	\$9,132			
Camping Ground - Lumsden	\$600	\$600	\$1,200						
Hall - Lumsden	\$10,039	\$10,233	\$20,567	\$10,448	\$13,568	\$21,069			
Information - Centre	\$1,527	\$1,589	\$3,177	\$4,289	\$3,145	\$4,557			
<b>Total</b>	<b>\$74,708</b>	<b>\$75,210</b>	<b>\$152,166</b>	<b>\$61,588</b>	<b>\$91,483</b>	<b>\$173,444</b>	<b>\$0</b>	<b>\$0</b>	<b>\$70,096</b>

Lumsden income is \$74,708, which is slightly below budget (\$502).

Expenditure is \$61,588, which is \$29,895 lower than budget. Refuse collection is \$4,904 underspent due to less street litter bin costs. Cemetery expenditure is \$3,572 under budget due to less mowing costs to date. Beautification expenditure is \$15,240 under budget due to minimal gardening and maintenance costs. Recreation reserve is \$1,939 less than budget due to no general maintenance (\$2,500) and lower electricity costs (\$1,338), offset by higher mowing costs (\$1,639). Playground expenditure is \$1,589 under budget due to less general maintenance. Lumsden hall expenditure is \$3,120 underspent primarily due to lower electricity (\$958), cleaning (\$1,009) and internal work scheme costs (\$910). Lumsden information centre expenditure is \$1,144 over budget due to costs associated with repairing the lights at the railway station (\$1,005).



### Mossburn - Business Units as at 31 December 2021

	Income			Expenses			Capital		
Business Unit	Actual YTD	Budget YTD	Budget Full Year	Actual YTD	Budget YTD	Budget Full Year	Actual YTD	Budget YTD	Budget Full Year
Street Works - Mossburn	\$524	\$527	\$1,054		\$527	\$1,054			\$20,076
Refuse Collection - Mossburn	\$7,478	\$7,472	\$14,944	\$7,702	\$7,472	\$14,944			
Cemetery - Mossburn	\$3,953	\$3,950	\$7,900	\$1,259	\$4,203	\$8,406			\$10,000
Beautification - Mossburn	\$8,300	\$8,350	\$18,235	\$3,592	\$9,600	\$19,200			
War Memorial Park	\$6,451	\$6,489	\$12,979	\$4,664	\$7,079	\$12,979			
Playground - Mossburn	\$3,728	\$3,750	\$7,500	\$1,845	\$3,971	\$7,942			
<b>Total</b>	<b>\$30,434</b>	<b>\$30,538</b>	<b>\$62,612</b>	<b>\$19,062</b>	<b>\$32,852</b>	<b>\$64,525</b>	<b>\$0</b>	<b>\$0</b>	<b>\$30,076</b>

Mossburn income is \$30,434, which is on budget.

Expenditure is \$19,062, \$13,790 under budget. Cemetery expenditure is \$2,944 underspent due to minimal mowing and maintenance costs to date. Beautification expenditure is \$6,008 under budget primarily due to no tree and hedge maintenance and lower gardening costs. War Memorial Park is \$2,415 lower than budget primarily due no maintenance costs for the year to date (\$2,400). Playground expenditure is \$2,126 underspent due to minimal maintenance required to date.

### Northern Southland development fund - Business Units as at 31 December 2021

	Income			Expenses			Capital		
Business Unit	Actual YTD	Budget YTD	Budget Full Year	Actual YTD	Budget YTD	Budget Full Year	Actual YTD	Budget YTD	Budget Full Year
Northern Southland Devlpt Fund			\$13,960			\$9,825	\$0	\$0	\$0
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$13,960</b>	<b>\$0</b>	<b>\$0</b>	<b>\$9,825</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

As expected, there is no Northern Southland development income or expenditure for the period to date, due to grants not being awarded from the fund until after 31 March each year.



### Northern - Business Units as at 31 December 2021

	Income			Expenses			Capital		
Business Unit	Actual YTD	Budget YTD	Budget Full Year	Actual YTD	Budget YTD	Budget Full Year	Actual YTD	Budget YTD	Budget Full Year
Community Leadership Northern			\$6,069	\$6,069	\$6,069	\$6,069			
Rec Reserve - Northern	\$382	\$384	\$769	\$927	\$769	\$769			\$0
<b>Total</b>	<b>\$382</b>	<b>\$384</b>	<b>\$6,838</b>	<b>\$6,996</b>	<b>\$6,838</b>	<b>\$6,838</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Community leadership income and expenditure are on budget. Applications for the first round of the Northern Community Partnership Fund closed on 31 August, and approved grants where all conditions have been met, have subsequently been paid.

The recreation reserve income is in line with budget. Expenditure is \$158 over budget due to increased rates.

### Halls - Business Units as at 31 December 2021

	Income			Expenses			Capital		
Business Unit	Actual YTD	Budget YTD	Budget Full Year	Actual YTD	Budget YTD	Budget Full Year	Actual YTD	Budget YTD	Budget Full Year
Hall - Five Rivers	\$4,554	\$4,444	\$8,893	\$2,461	\$4,735	\$8,134	\$0	\$0	\$0
<b>Total</b>	<b>\$4,554</b>	<b>\$4,444</b>	<b>\$8,893</b>	<b>\$2,461</b>	<b>\$4,735</b>	<b>\$8,134</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Five Rivers hall income is slightly over budget (\$110) due to additional hire income received.

Expenditure is \$2,274 under budget primarily due to no general maintenance and minimal work scheme costs being incurred to date (\$2,380), offset by higher than expected insurance costs (\$303).



### Reserve balances

RESERVE	ACTUAL 30 JUNE 2021	BUDGET 30 JUNE 2022	FORECAST 30 JUNE 2022
Athol community centre	\$7,727	\$7,889	\$7,889
Athol general	\$8,028	\$8,279	(\$163)
<b>Total – Athol</b>	<b>\$15,755</b>	<b>\$16,168</b>	<b>\$7,726</b>
Five Rivers hall	\$489	\$494	\$494
<b>Total – Five Rivers</b>	<b>\$489</b>	<b>\$494</b>	<b>\$494</b>
Garston special projects	\$38,938	\$32,440	\$31,344
<b>Total – Garston</b>	<b>\$38,938</b>	<b>\$32,440</b>	<b>\$31,344</b>
Lumsden community centre	\$12,731	\$12,833	\$12,833
Lumsden cemetery	\$693	\$707	\$707
Lumsden footpaths	\$10,684	\$1,865	\$1,865
Lumsden general	\$90,756	\$93,497	\$93,497
Lumsden stormwater*	\$46,285	\$47,255	\$47,255
<b>Total – Lumsden</b>	<b>\$161,149</b>	<b>\$156,157</b>	<b>\$156,157</b>
Mossburn general	\$95,719	\$87,554	\$85,056
<b>Total – Mossburn</b>	<b>\$95,719</b>	<b>\$87,554</b>	<b>\$85,056</b>
Northern Southland development fund	\$324,264	\$328,339	\$328,399
<b>Total – Northern Southland development fund</b>	<b>\$324,264</b>	<b>\$328,339</b>	<b>\$328,399</b>
<b>TOTAL RESERVES</b>	<b>\$636,314</b>	<b>\$621,152</b>	<b>\$609,176</b>

\* Please note changes to stormwater reserves as discussed below are not included in the table above.

### Stormwater reserve balance

As part of reviewing how and what local community boards rate during the Long Term Plan process, boards asked staff how the stormwater reserves that were collected by each community were going to be treated going forward, once they were district wide rate funded. At the time staff indicated it was something Council needed to consider.

Staff presented to Council at its December 2021 meeting a report that outlined the different approaches communities within the district had used for collecting and funding stormwater projects and then how any



surplus funds were held. This report highlighted that many communities hold reserves in specific stormwater reserves and others are holding funds within their general community reserves.

Legally, Council is required to use the funds collected by each rate for the activities that were being rated for. The local community rates was how funds were collected for stormwater and this rate was for activities within the community including stormwater, parks and reserves, streetworks etc. As such it has been a community decision whether to have any funds collected by this rate in a specific local reserve or in a general reserve and Council and community can decide to amalgamate these reserves or not.

In considering its proposed approach to these community stormwater reserves, Council wanted to ensure fairness to any proposed decision they made. As a result, Council has agreed the following steps in regards to separate stormwater reserves held by any community at this time.

1. That any interest earned on any local stormwater reserve balance that is still unspent since creation should be added to the local general reserves.
2. That where any community has an existing stormwater loan as well as an existing stormwater reserve, the stormwater loan will be repaid back to the extent of the balance remaining in the stormwater reserve. Three towns have local stormwater reserve balances and also have local stormwater loans. Given the decision to drawdown the loan was made prior to district funding, it was agreed that the reserve is used to repay the loans in accordance with historical funding decisions. Going forward any stormwater loans will be funded by the district stormwater rate.
3. That the remaining balance of the stormwater reserve be transferred to the local community general reserve.

The reserve transfer is effective as at 1 July 2021. This means that the general reserve will be increased by the amount shown in the table below and will be available to fund any local project within the activities rates for within that community.

Please note the transfer will be processed in February 2022 therefore the full reserve table below as yet does not reflect this change.

Community board and area	Balance 30/06/2021	Interest component	Net of interest balance 30/06/2021	Loan repayments	Net of loan balance 30/06/2021	Total transfer to general reserve
<b>Northern Community Board</b>						
Lumsden	\$46,285	\$32,016	\$14,269	-	\$14,269	<b>\$46,285</b>





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## Community Leadership Report

Record no: R/22/1/1698

Author: Kelly Tagg, Community partnership leader

Approved by: Fran Mikulicic, Group manager democracy and community

☐ Decision

☐ Recommendation

☒ Information

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### Purpose

- 1 The purpose of this report is to inform the board of the community leadership activities in the area.

### Recommendation

That the Northern Community Board:

- a) **receives the report titled “Community Leadership Report” dated 16 February 2022.**

### Attachments

- A Community leadership report [↓](#)



## What's happening in your area

### Community service awards

At the last meeting the community board approved a community service award to a local recipient in recognition of their outstanding work in the community. The board chair has contacted the recipient to confirm their acceptance of the award and he advised they were honoured to accept the nomination.

Official events to present these awards will be arranged in the coming months.

### Change from local funding to District funding for stormwater services

Council has reviewed the stormwater reserves and have approved to transfer of the stormwater reserves following the repayment of some stormwater loans to the local general reserve, in order to place all communities in the same position for what has previously been collected. Full details of this is included in the financial section of the operations report

### Community board roles and responsibilities

Last year community board representatives attended a workshop in Winton to the recent “community board health check” that had been undertaken.

One of the outcomes was to review the roles and responsibilities of the boards. The first step in this review is for the boards to provide feedback on the current delegations that are included at the front of every community board agenda.

A survey has been sent to all board members and the board can decide if they wish to respond as a whole or individually. The next step will be to analyse the results and discuss them with the boards and Council.

### Lumsden Heritage Trust

The LHT are doing some great things for railway heritage in the Southland District, with current projects to recover, restore and display a rare railway stock – adding to the work they have already done in Lumsden. They have recently extracted three JC Class sheep wagons from Hyde in Central Otago, and plan to extract a rare C100 carriage in Winton in the near future. They also have an 1880 D Class steam locomotive D6, which the trust recently acquired from Ocean Beach Railway in Dunedin.

Eventually the restored D6 and the yet-to-be-recovered Winton carriage (C100) will form part of the unique heritage display at the Lumsden Railway Precinct in northern Southland.



## Upcoming funding deadlines

The following funding deadlines are approaching for funds administered by Southland District Council. More information and application forms can be found online at <https://www.southlanddc.govt.nz/my-council/funding-and-grants-/application-form/>;

### 31 March 2022

- Creative Communities
- District Initiatives Fund
- Sport New Zealand Rural Travel Fund
- Oreti Board Community Partnership Fund
- Waihopai Toetoe Community Partnership Fund
- Tuatapere Te Waewae Community Partnership Fund
- Wallace Takitimu Community Partnership Fund
- Northern Southland Development Fund
- Stewart Island Visitor Levy
- John Beange Fund
- Ohai Railway Fund

## What's coming up?

### Bylaws and policies

Several bylaws and policies are being reviewed, including:

- The Stewart Island/Rakiura Visitor Levy Bylaw and Policy – draft to be presented to the Stewart Island/Rakiura Community Board, Community and Strategy Committee and Council in February 2022
- Alcohol Control Bylaw – feedback has been sought from community boards and Council will seek wider community input on how Council should proceed, as the bylaw is due to be reviewed in 2022
- Contract Management Policy – a draft has been developed and will be adopted by the executive team in 2022
- Privacy Policy – a draft policy has been developed and staff are both assessing and looking to implement, any required changes to operational practice.

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## Corporate performance

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Annual Plan – Community board direction setting meetings have been completed. Financial information and the draft Annual Plan documentation are being developed for Council in February 2022.

Annual Report - The Annual Report was adopted by Council in December, following Audit NZ's sign off. This is now available on our website and copies of the full document and summary will be distributed to our offices across the District.

## What's happening outside your area

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### Community Pool Water Treatment Course 2021

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A community pool water treatment course was held in Edendale on Friday 3 December 2021 and was facilitated by Sarah Creswell from Wai Skills. Twelve people attended from various pools around the District. The change of location for the course from Invercargill to out in the district was supported by some but not by others – this year we will look at holding the course in either a different Southland location (eg central or western Southland) or back in Invercargill.

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### Leadership academy – Otautau intake

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The Chamber of Commerce is running a leadership academy based in Otautau with a start date of Tuesday, 14 June 2022.

The purpose of this programme, which is completed over seven weeks, is to provide leaders with the opportunity to build leadership capabilities through their own personal development and by learning from the experience of others.

The leadership academy is for people looking at developing their existing leadership experience and who have the potential for holding senior positions and governance roles.

The participant, at the completion of the experiential and reflective learning sessions, will be better equipped and have a good understanding of what is required to be a significant leader in their own organisation and in the wider business community.

Each two-hour session is led by a senior executive from significant Southland – Otago based businesses or other organisations. The participant will benefit from the opportunity to interact with the presenter and build an ongoing connection with them, and other participants.

At the end of the programme, participants will graduate and be invited to become a member of the Southland Leadership Academy Alumni.

More information, including the programme of speakers and information about pricing and scholarships, can be found here <https://southlandchamber.co.nz/events/45070/>

## Stakeholder updates

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### Emergency Management Southland

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Emergency Management Southland are currently in the process of updating 26 community response plans across the region. These plans were developed as part of an initiative to prepare and empower our communities for emergency events.

<https://cdsouthland.nz/get-community-ready>

These plans have proved to be invaluable during Civil Defence emergencies, both declared and non-declared. During the February 2020 floods Southland had 24 Community emergency hubs set up with nine community response groups in support. They were the key to the success of this response. Throughout the Covid-19 Pandemic, community response groups were in contact every week during lockdowns to provide updates and help us develop solutions to problems as they arise (food accessibility, health concerns etc, etc).

Unfortunately, with the uncertainty of the pandemic, changes in people's circumstances, and general "disaster fatigue", updating the plans and making changes to suit community needs is important.

We would like to get as many members of the community involved to contribute to the updating of these plans as no one know the area better than the people who live there. We will be discussing community response planning, emergency preparedness and what we can all expect if there is a Civil Defence emergency.

The more prepared a community is the more likely it is that the community will be able to look after themselves and others.



## Mossburn hall and Five Rivers hall targeted rate boundary extensions

Record no: R/22/1/1937

Author: Nicole Taylor, Finance development co-ordinator

Approved by: Anne Robson, Chief financial officer

☐ Decision

☒ Recommendation

☐ Information

### Purpose

- 1 This report responds to the Northern Community Board's (the board's) request to investigate the potential extension of the rating boundaries used to define the land liable for the targeted Mossburn hall rate and Five Rivers hall rate.

### Executive summary

- 2 At its 7 December 2021 meeting, as part of a discussion about providing grant funding for the Mossburn and Northern Southland swimming pools, the board requested that staff prepare a report outlining the process for amending the Mossburn hall and Five Rivers hall rating boundaries in order to extend the targeted rating area to the north and west of the existing boundaries to include properties not currently paying a hall rate.
- 3 The hall rating boundaries were linked to one of the options for how the swimming pool grant could be funded through a targeted rate.
- 4 The board was of the view that an area consisting of a combination of the rating boundaries for the Lumsden hall, Mossburn hall (as is or amended) and Five Rivers hall (as is or amended) could also be used define the boundary for the swimming pool targeted rate. The other option was to use the Northern Community Board boundary.
- 5 Staff have reviewed the proposed boundary extensions as discussed by the board (as shown on the maps in attachment A and B). The proposed changes would have the following impact:
  - Mossburn hall rate (currently \$67.15) would include an additional 19 separately used or inhabited parts (SUIPs) from 13 properties. This is because some properties in the area have multiple dwellings/inhabited parts and therefore would pay multiple charges. Based on 2021/2022 rates, properties already paying the hall rate would have a decrease of \$4.49. Properties being added would have an increase of between \$62.66 (for one dwelling/SUIP) and up to \$187.98 (for one property which has three dwellings/SUIPs).
  - Five Rivers hall rate (currently \$120.64) would have no additional SUIPs and therefore no change in rates. This is because while the proposed extension has one additional property, the property does not include a dwelling/inhabited part required for a SUIP and as such would not pay the rate.
- 6 Staff are seeking guidance from the board if they wish to progress with the proposed changes.

- 7 If the board do wish to proceed, staff are recommending that a full timeline and process be developed to ensure that the relevant hall committees are involved in the proposal prior to any consultation and consideration by Council.
- 8 Staff are also recommending that any changes be progressed in time for inclusion in the Annual Plan 2023/2024 rather than for the 2022/2023 year given a number of issues which need to be considered and parties that should be involved.
- 9 Consultation could then be carried out as part of the Annual Plan 2023/2024 consultation document or separately if there are no significant or material changes to the annual plan and Council decides not to consult.

## Recommendation

That the Northern Community Board:

- a) **receives the report titled “Mossburn hall and Five Rivers hall targeted rate boundary extensions” dated 15 February 2022.**
- 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) supports in principle the proposal to extend the targeted rating areas for the following hall rates:
  - i) Mossburn hall rate
  - ii) Five Rivers hall rate
- e) request staff develop a detailed timeline and consultation approach related to the proposed targeted rating boundary extensions to align with the Annual Plan 2023/2024 for consideration by the board at their next meeting in April 2022.

## Background

- 10 At its meeting on the 7 December 2021, the board requested that staff prepare a report outlining the process for amending the Mossburn hall and Five Rivers hall rating boundary.
- 11 The request was made as part of a discussion about providing funding assistance for pools in the community board area and options for how any funds should be collected.
- 12 One of the options preferred by the board was to base the targeted pool rate on a combined Five Rivers hall, Lumsden hall and Mossburn hall rating area. During this discussion, the board also discussed extending the rating boundaries for the Mossburn hall (to the north) and Five Rivers



hall (to the west) to better represent the catchment of hall users and parts of the community receiving the majority of benefit from the facilities.

- 13 The board was of the view that an area consisting of a combination of the rating boundaries for the Lumsden hall, Mossburn hall (as is or amended) and Five Rivers hall (as is or amended) could also be used define the boundary for the targeted swimming pool rate.
- 14 The report that went to Council in January 2022 about the proposed targeted pool rate used the existing hall rating boundaries. This is because the board had not formally discussed the proposed hall boundary changes which are the subject of this report.
- 15 Staff have since reviewed the areas which are proposed to be included in the two hall rating areas and these are shown in the attached maps. The extensions have been drawn to follow entire property boundaries where possible and exclude properties subject to other hall rates.
- 16 Staff have not proposed extending the boundaries any further north given that properties in this area are either uninhabited and/or non-rateable (being land owned by Department of Conservation or Environment Southland).
- 17 Staff have not discussed the proposal with either the Five Rivers or Mossburn hall committees.
- 18 **If the board wish to proceed with the boundary adjustments, staff are recommending that a full timeline for the process be developed including a consultation plan and that any changes be progressed as part of the Annual Plan 2023/2024.**
- 19 Staff are recommending this approach because it:
  - avoids any confusion with the current consultation planned regarding a proposal to provide funding assistance to pools in the Northern Community Board area via a new separate targeted pool rate (across either a combined Lumsden/Mossburn/Five Rivers Hall rating area or the whole community board area). Consulting on both the targeted pool rate and hall boundary changes at the same time or within a short timeframe of each other is likely to confuse the community about the options and lead to consultation fatigue
  - ensures that the board provides an opportunity for the two community hall committees responsible for the halls to have input into any proposed changes. This will be important given that Council has previously signalled that it would be unlikely to consider amending existing boundaries unless all parties, including the hall committees agreed, and consultation was undertaken (refer to paragraphs 33-34).
  - recognises that Council has yet to approve any proposed hall boundary changes which would delay concurrent consultation over the targeted pool rate and risk this not being completed by May 2022 before the annual plan is finalised for adoption in June
  - ensures that the community has an opportunity to provide feedback without the additional board/council reporting deadlines restricting the consultation approach or generating additional consultation costs
  - is in line with the Council's usual process to make boundary changes as part of annual plan consultation

- recognises that these changes only have a small impact on the number of properties being rated for the Mossburn hall rate and result in no change for the Five Rivers hall rate
- provides an opportunity for staff to consider how the proposed targeted rating boundary changes relate to any wider review of halls that may be programmed by Council's community facilities team.

- 20 While the board could seek Council's support to consult separately on a proposal to extend the hall boundaries outside of the Annual Plan 2022/2023 (if Council decides not to consult in 2022/2023), staff are recommending this be progressed as part of consultation on the Annual Plan 2023/2024 for the reasons outlined above.

#### Issues

- 21 The key issue to consider is whether the boundaries used to define the land liable for the Mossburn hall and Five Rivers hall need to be amended.
- 22 As part of this the board needs to consider whether the proposed changes better reflect the area benefitting from or using the halls and that the benefit of making the changes outweigh the costs involved.
- 23 The board also need to consider whether the proposed changes are in line with their assessment of benefit/use and are encouraged to seek the input of the Mossburn and Five Rivers hall committees before proceeding any further.
- 24 These issues are discussed in more detail below.

#### Factors to consider

##### Legal and statutory requirements

- 25 Community boards have been delegated responsibility for recommending rates for local activities in the board area to Council. However, Council cannot delegate authority for rate setting, meaning any changes to rates must be approved by Council and included in the annual plan or long term plan (LTP) funding impact statement (FIS).
- 26 Section 23(2) of the Local Government Rating Act (LGRA) 2002 states that:  
*Rates set by a local authority must—*  
*(a) relate to a financial year or part of a financial year; and*  
*(b) be set in accordance with the relevant provisions of the local authority's long-term plan and funding impact statement for that financial year.*
- 27 The reference to "the relevant provisions of the local authority's long-term plan" means the Council's revenue and financing policy (RFP) and "funding impact statement for that financial year" means the FIS contained in the LTP or annual plan for the relevant year.
- 28 The use of targeted rates to fund halls (as part of Council's community facilities activity) is already provided for in the RFP.
- 29 The FIS (in the annual plan or LTP as shown in Attachment D) defines the area liable for these targeted rates using maps with the Mossburn hall rating boundary defined in map 78 and Five Rivers hall rating boundary defined in Map 56. When reviewing the targeted rating areas, the

board should also consider the funding principles detailed in section 101(3) of the LGA (summarised in paragraph 40).

- 30 Any extension to these targeted rating areas change how the liability for rates are being assessed. This would result in an increase in the rates liability for the properties in the extended area and reduce the rates obligation for the properties in the existing boundary. As such, residents and ratepayers of the affected properties should be given an opportunity to present their views to Council about the proposed changes. As such, Council needs also needs to consider the requirements of sections 95(A) and 82 of the Local Government Act (LGA) when considering what consultation, if any, is required in relation to the proposed boundary extensions.

#### Community views

- 31 As stated above, if the board wish to proceed with targeted rate boundary extensions, it is proposed that Council undertake consultation in accordance with section 82 of the LGA which sets out the principles of consultation to ensure that residents and ratepayers affected or interested in the proposal have an opportunity to present their views and have these considered by Council.
- 32 To assist with this process and ensure compliance with section 23 of the LGRA, staff are proposing that the consultation be carried out as part of consultation on a future annual plan (including FIS).
- 33 Staff are also recommending that the board discuss the proposal with the Mossburn and Five Rivers hall committees prior to progressing any further. This has been recommended because of advice provided in a letter sent to the chair of the Mossburn Community Facilities committee (Stephen Cullen) in 2014. The advice indicated that Council would be unlikely to consider amending existing boundaries unless all parties, including the Five Rivers hall committee agreed, and consultation was undertaken.
- 34 This advice was provided following a request that Council investigate the possibility of properties in the Five Rivers Hall rating boundary having their classification changed to that of the Mossburn Community Centre on the basis that some properties share a stronger community of interest with Mossburn rather than Five Rivers.
- 35 As such, the board should also be aware that some members of the community may suggest further adjustments to the boundaries over and above what the board have initially considered.

#### Costs and funding

- 36 The hall rates are currently charged according to the number of separately used or inhabited parts (SUIPs) per property, noting that a property can have more than one SUIP. The proposed extensions will increase the number of SUIPs that are charged a hall rate. The tables below show the impact using 2021/2022 rate data.

Mossburn Hall	Current boundary	Proposed boundary (including extension)	Change Increase/(decrease)
Total rate (including GST)	\$17,795	\$17,795	
SUIPs <sup>1</sup>	265	284	19

Mossburn Hall	Current boundary	Proposed boundary (including extension)	Change Increase/(decrease)
Existing property - rate per SUIP existing (including GST)	\$67.15	\$62.66	(\$4.49)
Added property - rate per SUIP existing (including GST)	\$0	\$62.66	\$62.66
<sup>1</sup> The area contains a further 11 properties, however these properties do not include a dwelling/inhabited part required for an SUIP and as such would not pay the rate.			

Five Rivers Hall	Current boundary	Proposed boundary (including extension)	Change Increase/(decrease)
Total rate (including GST)	\$10,013	\$10,013	
SUIPs <sup>2</sup>	82	82	No change
Existing property - rate per SUIP (including GST)	\$120.64	\$120.64	No change
<sup>2</sup> The area contains no additional SUIPs. There is one additional property, however this property does not include a dwelling/inhabited part required for a SUIP and as such would not pay the rate.			

- 37 Costs associated with staff time and consultation will be met within current budgets.

#### Policy implications

- 38 As noted above in the legal considerations, the proposed changes do not require a change to the RFP but do require a change to the annual plan FIS to amend the maps used to define the land liable for the targeted rates.
- 39 New rating maps would need to be adopted by Council as part of the annual plan.
- 40 When reviewing the targeted rating areas, the board will need to consider the funding principles used by Council during the review of the RFP and rating in 2021. These principles were developed to guide thinking about how activities should be funded as follows:
- considering who benefits from the activity, when the benefits occur, who creates the need for the expenditure, the costs and benefits of funding separately and the impact it would have on community wellbeing (as per section 101(3) of the Local Government Act 2002)
  - ensuring consistency in how similar activities are funded across the district where possible
  - simplifying the approach to rating.
- 41 As noted earlier in the report, Council has previously signalled a need to review community facilities (including halls) across the district. This has included reviewing how halls are funded within community board areas and across the district. While the timing of this review is yet to be confirmed, any process proposed to review the hall rating areas in the interim should be cognisant of this.

## Analysis

### Options considered

42 There are two options for consideration in this report:

- Option 1 – that the board support in principle the proposal to extend the targeted rating boundaries for the Mossburn hall and/or Five Rivers hall and request that staff report back to the board with a detailed timeline and consultation approach to align with the Annual Plan 2023/2024,
- Option 2 – that the board make no changes to the targeted rating boundary for the Mossburn hall or Five Rivers hall.

### Analysis of Options

Option 1 – that the board support in principle the proposal to extend the targeted rating boundaries for the Mossburn hall and/or Five Rivers hall and request staff develop a detailed timeline and consultation approach to align with the Annual Plan 2023/2024 for consideration by the board

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> <li>• provides an opportunity to ensure that the targeted rating boundaries best reflect the areas of benefit and ability to access a hall</li> <li>• reduces rates for the properties in the existing targeted rating boundary (with more properties sharing the cost)</li> <li>• moves towards a situation where all properties with SUiPs located nearby a hall pay a hall rate</li> <li>• provides staff with clear direction on how the board wants to proceed</li> <li>• ensures that the hall committees and community have an opportunity to have an input</li> <li>• avoids potential for confusion with consultation over the proposed targeted pool rate</li> <li>• ensures that any changes are consulted on in line with the annual plan FIS.</li> </ul>	<ul style="list-style-type: none"> <li>• increases the rate for properties which do not currently pay a hall rate</li> <li>• may result in alternative suggestions for changes required to the targeted hall rating areas based on how other community members view the area benefiting from or using halls</li> <li>• the costs of preparing reports and carrying out the consultation may outweigh the benefits, given the minor impact the proposed changes have on the rate</li> <li>• may not be aligned with the Council's intention to undertake a future review of halls and associated funding across the district</li> </ul>

Option 2 – that the board make no changes to the targeted rating boundaries for the Mossburn hall or Five Rivers hall.

<i>Advantages</i>	<i>Disadvantages</i>
-------------------	----------------------

<ul style="list-style-type: none"> <li>• recognises that the cost of progressing the changes may outweigh the benefits given the relatively minor impact on rates</li> <li>• avoids ad-hoc changes in advance of a fuller hall and associated funding review across the district</li> <li>• no change in rates</li> <li>• no change required to annual plan FIS.</li> </ul>	<ul style="list-style-type: none"> <li>• no reduction in rates for properties in the existing targeted hall rating area</li> <li>• may not best reflect the parts of the community seen to benefit from or use halls.</li> </ul>
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### Assessment of significance

- 43 This proposal is not considered significant given the relatively small number of properties affected and the minor impact on rates. However, staff are conscious that some members of the community are likely to be interested in the proposal and as such have recommended that if the board wish to proceed, that consultation is carried out with the hall committees and the community.

### Recommended option

- 44 It is recommended that the board proceed with Option 1 and support in principle the proposal to extend the targeted rating boundaries for the Mossburn hall and/or Five Rivers hall and request staff develop a detailed timeline and consultation approach to align with the Annual Plan 2023/2024 for consideration by the board.

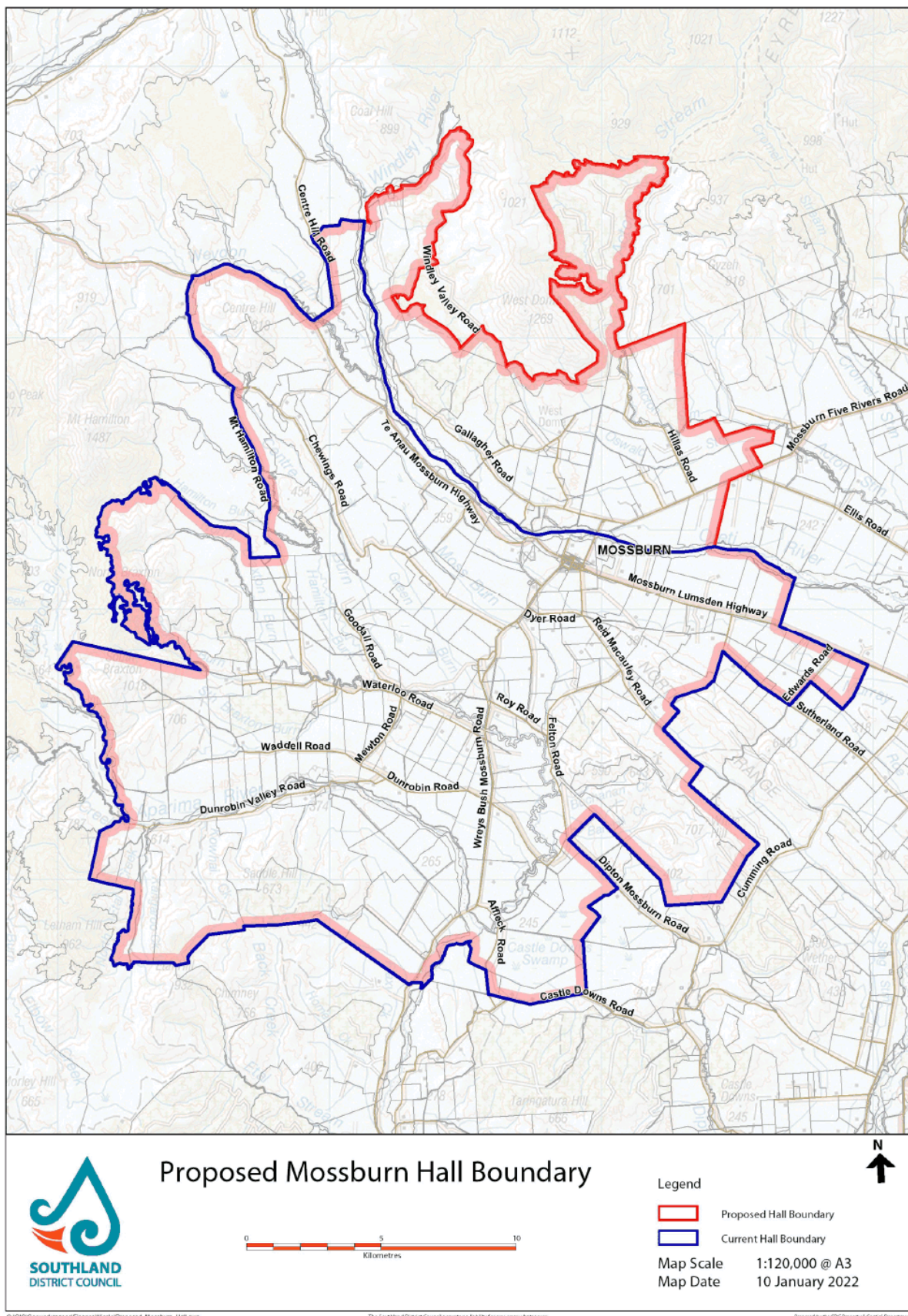
### Next steps

- 45 If the board agrees to make no changes to the boundaries, no further action is required.
- 46 If the board wish to proceed, the board are asked to indicate whether they support the boundary extensions as attached for one or both of the hall rating areas.
- 47 Staff will then develop a detailed timeline and consultation approach to align with the Annual Plan 2023/2024 for consideration by the board.
- 48 Staff will also facilitate a discussion with the relevant hall committees, the board and community facility staff to discuss the proposal and how it relates to any related hall review processes that may be planned in the future.

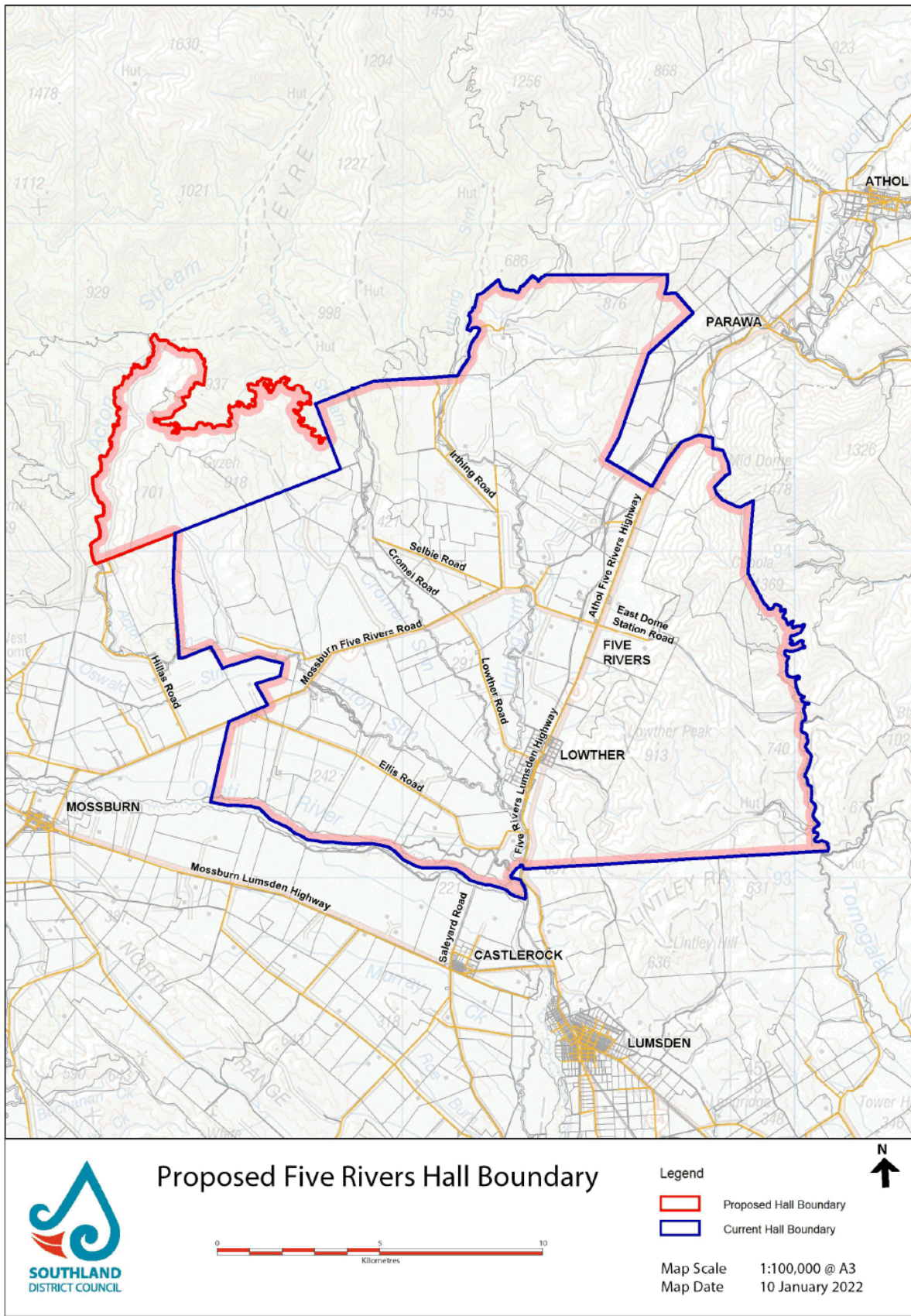
### Attachments

- A Proposed Mossburn Hall rating boundary extension [↗](#)
- B Proposed Five Rivers Hall rating boundary extension [↗](#)
- C Current Mossburn and Five Rivers hall rating boundaries (maps 78 and 56) [↗](#)
- D Extract Long Term Plan 2021 FIS - Targeted Hall Rates [↗](#)

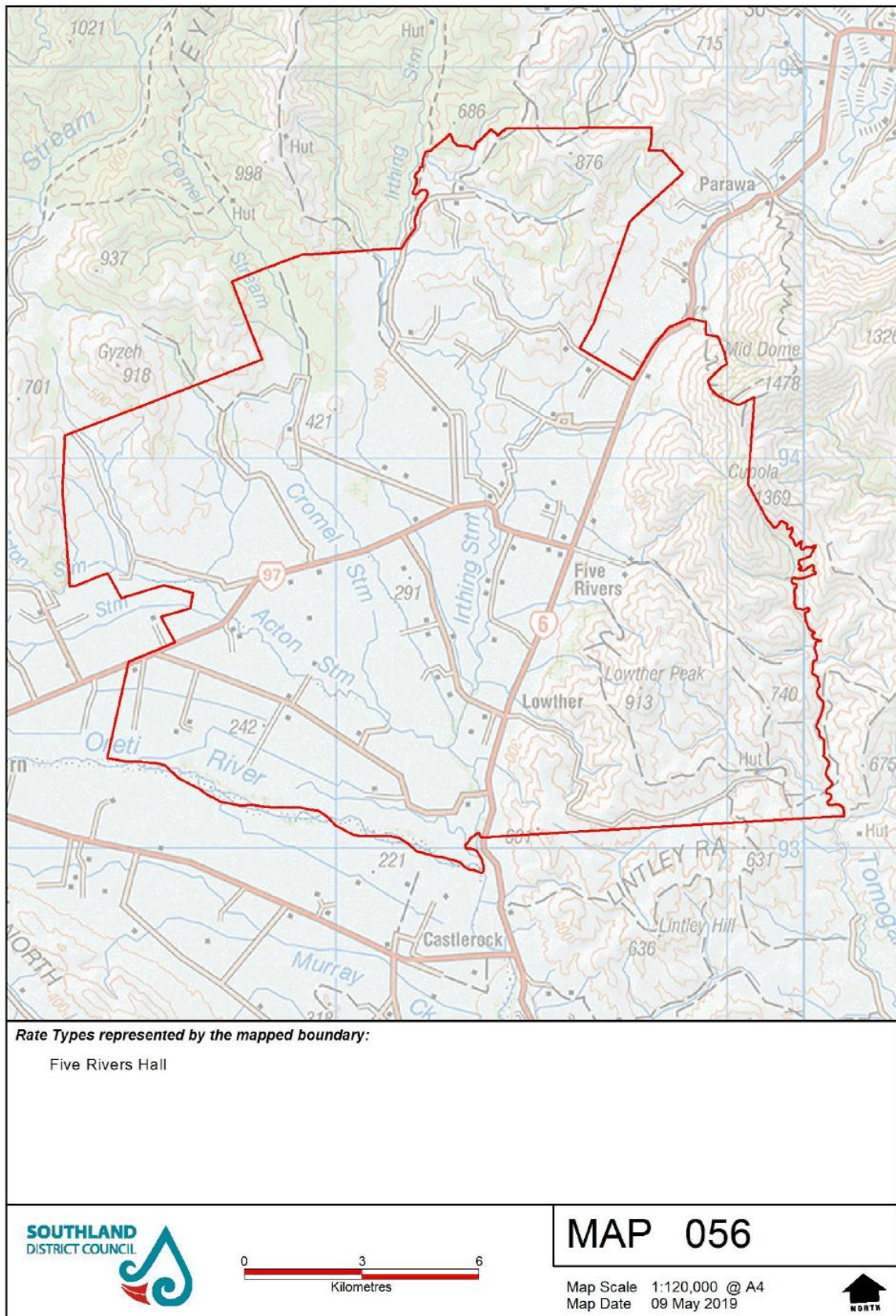




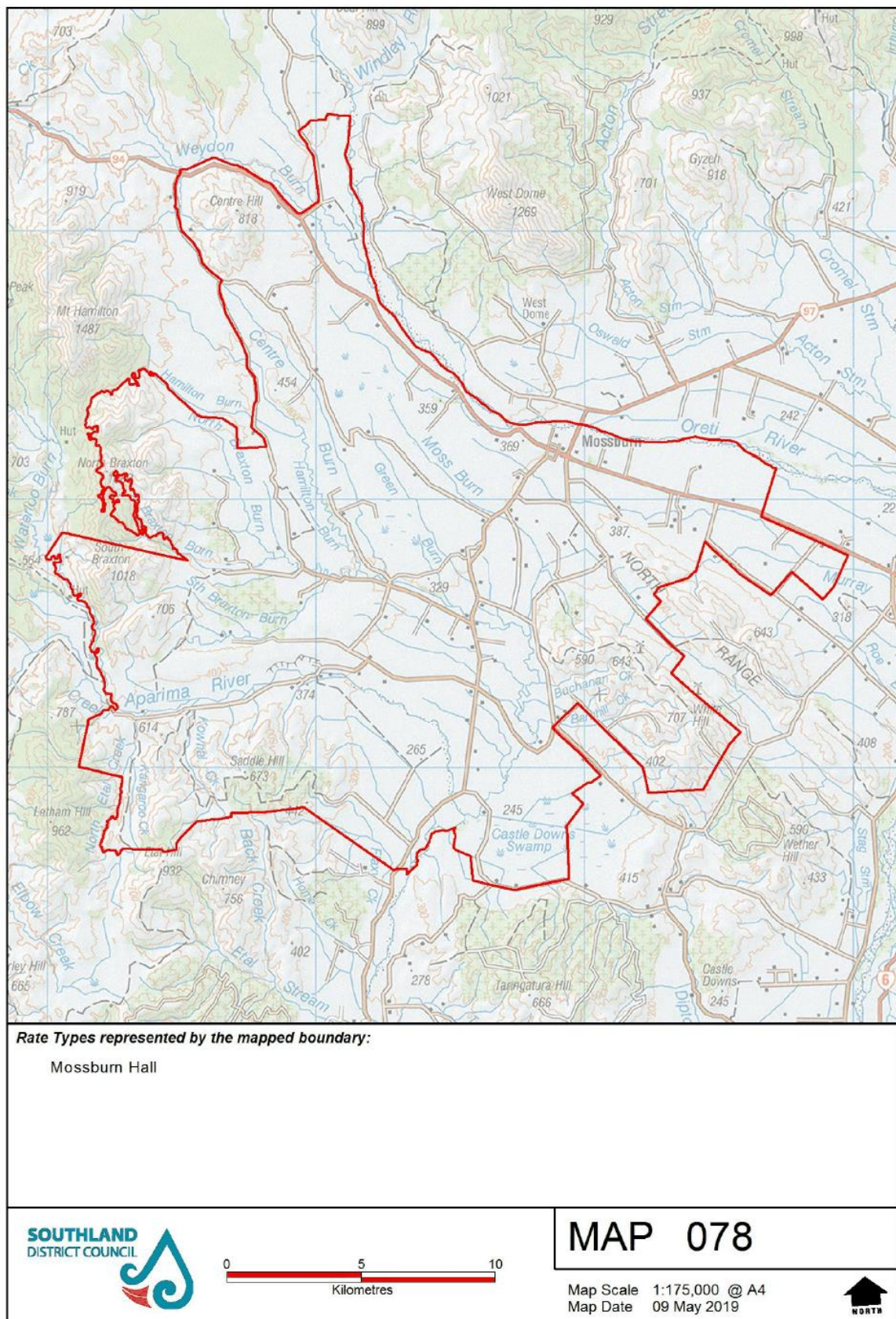












## Extract from Long Term Plan 2021-2031 Funding Impact Statement (FIS) – Community facilities targeted rates

### Targeted rates

Targeted rates may be used to fund specific Council activities. Targeted rates are appropriate for services or activities where a specific group of ratepayers benefit from that service or where the revenue collected is targeted towards funding a specific type of expenditure. Lump sums will not be invited in relation to any of the targeted rates.

### Community facilities targeted rates

#### Background

Southland District has a wide range of small community facilities across the District. These facilities (community centres and halls) are maintained by Council through the community facilities activity. Maintenance and upkeep of these facilities is provided by the collection of rates for this activity.

#### Activities funded

Each of the community facilities targeted rates funds the upkeep of the relevant community centres and halls. This includes general operating costs such as electricity and insurance as well as maintenance such as painting, replacement roof, carpet etc.

#### Land liable for the rate

All rateable land within the area of service for each specific hall, community centre or recreational facility is liable for the community facilities targeted rate.

Maps of these areas can be viewed at [www.southlanddc.govt.nz/my-southland/maps](http://www.southlanddc.govt.nz/my-southland/maps)

#### How the rates are assessed

The rates are assessed as a fixed amount per SUIP of a rating unit.

### A table of the rates

Community centre rates	Uniform targeted rate per SUIP of a rating unit 2021/2022 (incl GST)	Revenue from community centre rates 2021/2022 (incl GST)	Map of land liable for rate
Aparima hall	\$44.99	\$2,969	Map 43
Athol memorial hall	\$101.64	\$16,059	Map 174
Balfour hall	\$40.00	\$11,560	Map 45
Blackmount hall	\$25.88	\$1,449	Map 46
Browns hall	\$42.33	\$8,043	Map 171
Brydone hall	\$68.56	\$4,491	Map 48
Clifden hall	\$94.03	\$8,369	Map 49
Colac Bay hall	\$114.87	\$18,379	Map 50
Dacre hall	\$43.00	\$3,999	Map 51
Dipton hall	\$104.94	\$21,513	Map 52
Eastern Bush hall	\$78.89	\$2,367	Map 54
Edendale-Wyndham hall	\$27.10	\$20,000	Map 170
Fiordland event centre	\$37.62	\$82,632	Map 94
Five Rivers hall	\$120.64	\$10,013	Map 56
Fortrose Domain	\$165.53	\$11,256	Map 57
Glenham hall	\$34.30	\$2,710	Map 59
Gorge Road hall	\$49.14	\$13,120	Map 60
Heddon Bush hall	\$69.00	\$4,209	Map 61
Hedgehope-Glencoe hall	\$75.77	\$7,425	Map 62
Limehills hall	\$101.37	\$19,666	Map 65
Lochiel hall	\$36.07	\$5,374	Map 66
Lumsden hall	\$54.67	\$20,775	Map 68
Mabel Bush hall	\$50.15	\$3,862	Map 69
Manapouri hall	\$49.34	\$15,739	Map 71
Mandeville hall	\$45.00	\$1,980	Map 72
Mimihau hall	\$63.25	\$3,226	Map 75
Mokoreta-Redan hall	\$90.23	\$6,045	Map 76
Mossburn hall	\$67.15	\$17,795	Map 78
Myross Bush hall	\$29.50	\$2,272	Map 79
Nightcaps hall	\$87.46	\$17,230	Map 80
Ohai hall	\$83.57	\$17,466	Map 81
Orawia hall	\$93.17	\$10,528	Map 82

The proposed changes to the Mossburn hall would expand the boundary and reduce the rate to \$62.66 (including GST) per SUIP. The proposed changes to the Five Rivers hall boundary would make no change to the current rate.





## Council report

Record no: R/22/1/1381

Author: Kelly Tagg, Community partnership leader

Approved by: Fran Mikulicic, Group manager democracy and community

☐ Decision

☐ Recommendation

☒ Information

### Recommendation

That Northern Community Board:

- a) **Receives the report titled “Council report” dated 9 February 2022.**

### Chief executive update

The review into the Future for Local Government has released its interim report. It is called Ārewa ake te Kaupapa.

The review panel will meet with each council to discuss the review and seek feedback. At this stage the dates are not known, but it is expected that for Southland District Council, the meeting will happen in the first quarter of 2022. As soon as the dates are finalised the information will be shared with all elected members of Council and community boards.

### Legislative reforms

The Ministry for the Environment has provided some additional information on the environmental reform. The select committee have released its report after about 3000 submissions were received on the exposure draft of the Natural and Built Environment Bill. The report recommends changes to the purpose, Te Tiriti provisions, environmental limits and clarifying outcomes among other things. It is anticipated more feedback will be sought with local government on the roles and responsibilities of regional committees and also the proposed National Policy Statement of Indigenous Biodiversity.

### Projects

The total project budget for 2021/2022 (including carry forwards and approved unbudgeted expenditure) is \$50 million.

PROJECT	DESCRIPTION	PLANNING, INCLUDING CONSENTING	PHYSICAL WORK STARTED	ESTIMATED COMPLETION
<b>Generator unit 2</b>	SIESA	Complete	Complete	Complete
<b>Centre Hill erosion</b>	Cycle trail, at Centre Hill	Yes		
<b>Pavement improvements</b>	Te Anau Airport, Manapouri	Yes – preliminary groundwater monitoring taking place		
WATER				

<b>Water supply treatment plant upgrade</b>	Manapouri	Design work continues		
<b>Water supply treatment plant upgrade</b>	Eastern Bush Otahu Flat	Pre-design investigation		
<b>Water supply treatment plant upgrade</b>	Tuatapere, aerator	Complete	Complete	Complete
<b>Water supply booster station upgrade</b>	Sandy Brown Road, Te Anau	Planning complete		
<b>Water supply treatment plant upgrade</b>	Riverton, UV treatment room	Complete	Started	
<b>Water supply</b>	Mossburn, wellhead improvements	Complete	Complete	Complete
<b>Water supply treatment plant upgrade</b>	Winton, pH correction	Design phase		
<b>WASTEWATER</b>				
<b>Wastewater treatment plant</b>	Edendale-Wyndham \$3 million budget	Revised strategy – consultant to look at options, key change to disposal		
<b>Wastewater treatment plant</b>	Manapouri \$4 million budget	Pond drop test, sludge surveys done, drone contouring planned, working group ongoing		
<b>Wastewater treatment plant</b>	Riversdale \$2.6 million	Planning complete, land purchase approved		
<b>Wastewater treatment plant</b>	Winton \$25 million	Strategy revised and more work being done		
<b>Disposal field</b>	Stewart Island \$300,000	Design completed	Early in the new year	
<b>Pipes</b>	Gap Road East	Completed	Bridge crossing only outstanding item	

<b>Stimulus project</b>	Throughout Southland – programme extended to 30 June 2022	Two under design, three with completed design	Seven under way	16 complete
<b>Taramea Bay phase 1</b>	Walking track from playground to Pilot Hill	Contract awarded (about \$100,000)		
<b>Toilet replacements</b>	Across Southland, \$1.9 million	Tender awarded		
ROADING				
<b>Road rehabilitation</b>	Five projects throughout Southland – worth \$3.2 million	One tender still to be let	Four underway	
<b>Bridge replacement</b>	Across Southland, \$2.5 million	Tenders about to be let	To begin in new year	

## Water and waste operations

- several mains burst, some of which have required significant repairs
- good compliance results at treatment plants are performing well, with good compliance results.
- recent mains bursts in Lumsden highlight vulnerability of network - staff investigating possibility of replacing large section of main.

## Project delivery team

- another seven new contractors added to pre-approved subcontractor pool.

## Community facilities

- difficulty in attracting contractors to carry out smaller value projects - a risk to ability to deliver all projects
- open spaces works programme being prepared
- mowing started throughout the District with Delta and McDonough working on their new areas
- two gardening contracts (Tuatapere and Otautau) still to be finalised. Working within the road corridor and complying with the traffic management requirements is proving to be the biggest hurdle to get the local contractors approved.

## District wide roading programme

- footpath review and reassessment of footpath renewal completed and going to boards

- ongoing preliminary work and engagement with Kiwi Rail about Waianiwa Bridge on Argyle Otahuti Road
- resurfacing programme started on 1 October and runs through until 30 March.

## Finance

- every three years, Council must value all properties in the District for rating purposes. Council's independent valuers, Quotable Value Limited (QV), analyse the District's property market through sales, resource and building consent information
- originally QV was expected to complete the revaluation at the end of November 2021 with notices of the revised values due to be sent to owners in early December. However, this process has been delayed following an audit of the revised values by officer of the valuer general (OCG) in November 2021. While the audit found that the revaluation of land use categories generally meet the standard required in the rules, the lifestyle category requires further statistical testing and review. QV are currently carrying out a review of this category and will resubmit the files to the auditors at an agreed date (likely to be early next year). Once finalised and approved the revised values will be deemed to be the value as at 1 August 2021 and will be effective in the District Valuation Roll ("DVR"). QV will then send notices to owners to advise them of their revised property value and the process to follow if they wish to object
- the new valuations will be used to calculate rates from 1 July 2022 (with the new capital value used to share out the costs of the general rate and roading rate). The revaluation won't affect the total amount of money Council collects from rates, but it may affect how the rates are shared out across the District. An increase in property value does not automatically mean properties will pay more in rates. An increase in rates is more likely where a property's value increases more than the average increase across the District. If a property increases in value but this increase is below the average, the property will pay less in rates
- more information on the rating impact of the revaluation will be prepared as part of the 2022/2023 Annual Plan.

## Around the Mountains Cycle Trail

- 38 official partners signed up for this season
- trail trust established
- charter trips on Kingston Flyer
- new event – Race the Train – 15 January.

## Property

- rent review and renewal of Riverton Harbour Endowment farming leases – happens every 21 years.

## Environmental policy



- review of District Plan landscapes chapter continuing, with plan change likely to be notified in the new year
- guidance material being prepared on district plan interpretation and planning processes

## Environmental health

- ten new food businesses started up in past two months
- hearing successful for Travellers Rest Tavern, who responded well to concerns raised by agencies
- hearing to be held for proposed bottle store in Winton, no date set.

## Stewart Island visitor levy numbers

- from July 2020 to June 2021, the number of visitors (over 18 years of age and excluding exemptions to the visitor levy) to Stewart Island Rakiura were 41,938. This was an increase of 5,328 on the previous period (July 2019 to June 2020) and nearly back to pre Covid levels (July 2018-June 2019) of 43,991.

## Libraries

- preparation for RIFD (radio frequency identification) project rollout is close with most libraries having been tagged with new RFID chips and then scanned into the system – only Te Anau, Stewart Island and our stored items from the Winton library to be done.

## Customer support

- 3490 calls during November, with an average wait time of 21 seconds
- staff being trained in online registrations and updating NAR records
- first stage of RFS review almost complete with only transport and water and waste to bring over to the new system
- charges for credit card payments introduced in October – some negative feedback.

## Building consents

- four building consents exceeded timeframes due to system error and higher than usual demand for inspections
- 142 building consents being processed by Council (65 of those waiting for further information). In November 66% of consents required further information – an improvement from last month
- 14% of all building warrant of fitness audits have been completed to date

## Attachments

There are no attachments for this report.



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## Chairperson's report

Record no: R/22/1/964

Author: Rose Knowles, Committee advisor/customer support partner

Approved by: Anne Robson, Chief financial officer

☐ Decision

☐ Recommendation

☒ Information

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### Purpose

#### Purpose of report

- 1 The purpose of the report is to provide an update to the Northern Community Board on activities that the chairperson has been involved in since the October 2021 meeting.
- 2 The report also provides an opportunity for the board chairperson to present an overview of the issues he has been involved with.
- 3 Items of interest that the chair is reporting on are as follows:
  - discussion had on installing the Flag Traxs system in the Northern townships. We require confirmed numbers so we can place an order
  - discussion held on Lumsden township garden plan. We need to confirm the process and timeline for this new contract to commence

### Recommendation

That the Northern Community Board:

- a) **receives the report titled "Chairperson's report" dated 17 January 2022.**

### Attachments

There are no attachments for this report.



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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.

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:

#### C8.1 Lumsden garden plots assessment

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
Lumsden garden plots assessment	s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.	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.