



Notice is hereby given that a Meeting of the Te Anau Community Board will be held on:

**Date:** Wednesday, 6 December 2017  
**Time:** 3.00pm  
**Meeting Room:** Distinction Te Anau Hotel & Villas  
**Venue:** 64 Lakefront Drive, Te Anau

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## **Te Anau Community Board Agenda OPEN**

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### **MEMBERSHIP**

<b>Chairperson</b>	Rachel Cockburn
<b>Deputy Chairperson</b>	Sarah Greaney
<b>Members</b>	Shaun Cantwell
	Mary Chartres
	Kara Matheson
	Tony O'Loughlin
<b>Councillor</b>	Ebel Kremer

### **IN ATTENDANCE**

<b>Committee Advisor</b>	Jenny Labruyere
<b>Community Partnership Leader</b>	Simon Moran

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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.



## **Terms of Reference – Community Boards**

Community Boards are bodies established by statute. Their responsibilities and powers are as delegated by the Southland District Council which are to:

- Represent and act as an advocate for the interest of its community.
- Consider and report on all matters referred to it by the Southland District Council, or any matter of interest or concern to the Community Board.
- Maintain an overview of services provided by the Southland District Council within the community.
- Consider annual estimates for expenditure within the community and recommend these to Council.
- Communicate with community organisations and special interest groups within the community.
- Undertake any other responsibilities that are delegated to it by the Southland District Council.

In addition to these activities, Community Boards will consider how best to provide for their communities, and the people who live there, into the future.

Community Board members will provide leadership by:

- Positively representing their community and the Southland District
- Identifying key issues that will affect their community's future and work with Council staff and other local representatives to facilitate multi-agency collaborative opportunities.
- Promote a shared vision for the wider community of interest area and develop ways to work with others to achieve positive outcomes
- Community Boards will adopt a strategic focus that will enable members to:
- Provide local representation and guidance on wider community issues, initiatives and projects.
- Contribute to the development and promotion of community cohesion, by developing and supporting relationships across a range of stakeholders at a local, regional and national level.
- Take part in local community forums, meetings and workshops.
- Inform local residents and ratepayers on issues that affect them.

Community Boards shall have the following delegated powers and be accountable to Council for the exercising of these powers

### **Engagement and representation by:**

- Facilitating the Council's consultation with local residents and community groups on local issues and local aspects of district wide issues including input into the Long-term Plan, Annual Plan, and policies that impact on the Board's area.
- Engaging with council officers on local issues and levels of service, including infrastructural, recreational, community services and parks, reserves and cemetery matters.
- Representing the interests of the community at Council, Committee or Subcommittee meetings when a motion under debate relates to a matter that the Board considers to be of particular interest to the residents within its community.
- Monitoring and keeping the Council informed of community aspirations and the level of satisfaction with services provided.

### **Financial by:**

- Approving expenditure within the limits of annual estimates.
- Approving unbudgeted expenditure for locally funded activities up to the value of \$10,000.

### **Rentals and leases**

- In relation to all leases of land and buildings within their own area, on behalf of Council;
    - Accepting the highest tenders for rentals of \$10,000; or less per annum.
    - Approving the preferential allocation of leases where the rental is \$10,000 or less per annum.
-

**Local assets and facilities by**

- Overseeing the management of local halls and community centres which are owned by Council and where no management committee exists. This will occur by way of relationship with officers of Southland District Council.
- Appoint a local liaison person responsible for community housing.

Some Community Boards have specific delegations in addition to the broad delegations above:

**Stewart Island/Rakiura Community Board**

- Contributing to the development of policy relating to the governance of the Stewart Island Electrical Supply Authority (SIESA).
- Overseeing the management of SIESA by way of relationship with officers of Southland District Council.

**Te Anau Community Board**

- Overseeing the management of the Te Anau/Manapouri Airport by way of relationship with officers of Southland District Council.

The Community Boards can make recommendations to Council on:

**Assets and Facilities**

- Annually providing feedback on any asset management plans or community services strategies applicable to the community for which the Community Board is responsible.

**Rentals and leases**

- In relation to all leases of land and buildings within their own area, on behalf of Council;
  - Recommending rentals in excess of \$10,000 per annum to the Group Manager Services and Assets
  - Recommending the preferential allocation of leases where the rental is in excess of \$10,000 per annum to the Group Manager Services and Assets.

**Contracts/Tenders**

- Recommending tenders less than \$200,000 to the Group Manager Services and Assets.
- Recommending tenders in excess of \$200,000 to the Services and Assets Committee.
- Recommending tenders to the Services and Assets Committee where preference is not for acceptance of the highest tenderer,

**Financial**

- Recommending annual estimates to Council.
- Recommending unbudgeted expenditure in excess of \$10,000 to the Services and Assets Committee.

**Local Policy**

- Considering matters referred to it by officers, the Council, its committees or subcommittees, including reports and policy and bylaw proposals relating to the provision of council services within the Board's area; and
- Making submissions or recommendations in response to those matters as appropriate.

The Chairperson of each Community Board is delegated with the following additional responsibilities:

- Approval of leases, rental agreements and the rollover of existing contracts under \$1,000;
- Engaging with Community Board members to make submissions to the Council on behalf of the Community Board where a submission period is outside of the Community Board meeting cycle. Where a Chairperson is unable to base a submission on a consensus among Community Board members, a Community Board meeting must be held.

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**COMMITTEE REPORTS**

**COUNCILLOR'S REPORT**



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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**

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 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 Minutes of Te Anau Community Board meeting held on, 11 October 2017.



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## Te Anau Community Board

### OPEN MINUTES

**Unconfirmed**

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Minutes of a meeting of Te Anau Community Board held in the Distinction Te Anau Hotel & Villas, 64 Lakefront Drive, Te Anau on Wednesday, 11 October 2017 at 3.00pm.

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#### PRESENT

##### Chairperson

Sarah Greaney

##### Members

Shaun Cantwell

Mary Chartres

Kara Matheson

Tony O'Loughlin

##### Councillor

Ebel Kremer

#### IN ATTENDANCE

##### Community Partnership Leader

Simon Moran

##### Community Partnership Leader

Michelle Stevenson

##### Chief Financial Officer

Anne Robson

##### Strategic Property Manager

Kevin McNaught

##### Committee Advisor

Jenny Labruyere



## 1 Apologies

An apology for non-attendance was lodged by Member Cockburn.

### Resolution

Moved Deputy Chairperson Greaney, seconded Member O'Loughlin and **resolved:**

**That the Te Anau Community Board accept the apology lodged for non-attendance by Member Cockburn.**

## 2 Leave of absence

There were no requests for leave of absence.

## 3 Conflict of Interest

Member O'Loughlin advised that he will be declaring a Conflict of interest on item 7.9 "Request from the Te Anau Boating Club" to take over the swimming platform on Lake Te Anau .

## 4 Public Forum

Civil Defence – Lloyd Matheson

Mr Matheson updated the Board on current happenings with Emergency Management for the area as follows;

- Civil Defence Awareness Week and Road Show
- Expectations for public to be self-sufficient for 10-12 days after an event
- Arrangements for welfare management following an event
- Biggest threats being loss of power and communications
- Collections points – College, Primary School and Events Centre, depends on the event at the time
- Being prepared and helping others that can't help themselves

## 5 Extraordinary/Urgent Items

There were no Extraordinary/Urgent items.

## 6 Confirmation of Minutes

### Resolution

Moved Member O'Loughlin, seconded Cr Kremer

**Confirms the minutes of Te Anau Community Board meeting, held on 13 September 2017.**

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## **Reports**

### **7.1 Council Report**

#### **Record No: R/17/9/21162**

Community Partnership Leader Simon Moran presented the report.

Mr Moran advised the purpose of the report is to provide an overview of key issues across the Southland District Council, as well as high level issues from various Council departments.

Mr Moran informed the report highlighted various issues of interest. Particular highlights included;

- Civil Defence Review
- Milford Opportunities
- Three Waters Review
- National Freshwater policy Statement
- Te Anau Wastewater Discharge Project
- Land and Water Plan Implementation
- Welcoming Communities
  
- Community Futures 2040 Project  
Mr Moran advised work is underway with a research and data analysis project needed to assist Council to work strategically and shape future development of the District.
  
- Community Governance Review Update  
The Board noted the next round of community conversations is scheduled is for Te Anau, is Wednesday 8 November 2017.
  
- Community Leadership Plans  
Mr Moran updated on the second phase of the process which is to run workshops with key stakeholders within the community by the end of the calendar year. Following this, phase three will involve a much wider discussion with communities as a whole to gain their thoughts on the future of their townships and District.
  
- Te Anau Community Consultation  
The Board have worked through the suggestions that were made through the consultation process identifying a number of suggestions that would need to be grouped together for further consultation as they are likely to form a significant work programme at a substantial cost, and these project will be considered over the next 24 months, while the smaller scale projects will be included in the project list for the next Long Term Plan.
  
- Finance Update  
Mr Moran advised the budgets are currently running as expected except for the Luxmore subdivision business unit which shows no income year to date because interest on reserves is only calculated annually at the end of the financial year. Expenditure is significantly higher than budgeted due to the previously unbudgeted grant to the Fiordland Retirement Housing Trust of \$40k.

**Resolution**

Moved Deputy Chairperson Greaney, seconded Member Cantwell

**That the Te Anau Community Board:**

- a) Receives the report titled “Council Report” dated 3 October 2017.**

**7.2 Financial Report to Te Anau Community Board for the year ended 30 June 2017**

**Record No: R/17/8/19238**

Anne Robson, Chief Financial Officer, presented the report.

Ms Robson advised the purpose of the report is to update the Board on the financial results for the year ended 30 June 2017.

Members noted these financial results were reviewed by Audit New Zealand in September and no changes were made.

Ms Robson explained to the Board the reasons for significant budget variances between the Actual and Original budget totals relate to income, expenditure and capital expenditure.

Members noted that Expenditure and Capital Expenditure overall come in under budget and there is two years remaining on the Sandy Brown Road Loan.

Ms Robson then presented a detailed project list which gave Members the status of projects that were planned for 2016/17.

**Resolution**

Moved Member Chartres, seconded Member O'Loughlin

**That the Te Anau Community Board:**

- a) Receives the report titled “Financial Report to Te Anau Community Board for the year ended 30 June 2017” dated 4 October 2017.**

**7.3 Strategic Framework 2018 - 2028 Long Term Plan**

**Record No: R/17/9/23094**

Simon Moran, Community Partnership Leader, presented the report.

Mr Moran advised the purpose of this report is to update Community Boards, Community Development Area Subcommittees and other local Council committees on the revised Strategic Framework that has been developed by Council for the Long Term Plan 2018-2028.

Mr Moran explained the report presents the framework for information and highlights the key changes to the Council's intended areas of focus in response to the key strategic

challenges facing Southland District over the next twenty years.

The Board noted the report also aims to remind members of the wider strategy work that is expected to be undertaken as part of and following the development of the 2018-2028 LTP programme to develop a proactive response to the fundamental shifts occurring in communities and operating environment, (eg Community Futures 2040 Project/Community Leadership Planning).

At this point Cr Kremer provided an update on his attendance at workshops relating to the strategic framework to the Long Term Plan advising of work undertaken by staff and Councillors alike.

### **Resolution**

Moved Cr Kremer, seconded Member Matheson

### **That the Te Anau Community Board:**

- a) **Receives the report titled “Strategic Framework 2018 - 2028 Long Term Plan” dated 2 October 2017.**

## **7.4 Te Anau Community Board - Local Budgets for the Long Term Plan 2018-28**

### **Record No: R/17/10/23573**

Anne Robson, Chief Financial Officer, presented the report.

Ms Robson advised the purpose of the report is to set local budgets for 2018-2028 and propose rates for the year commencing 1 July 2018.

Ms Robson explained the report provides an overview of the local activities and services for Te Anau for 2018-2028 which are provided under the governance of the Te Anau Community Board. The report details the estimated costs of these activities over the 10 years as well as the draft rates.

Ms Robson informed the draft budgets will be incorporated into the Council’s draft Long Term Plan (LTP) 2018-2028 which will be released for consultation in March 2018. Once the Plan is finalised (and subject to any changes resulting from submissions), the budgets shown for 2018/2019 will be used to set rates for the year beginning 1 July 2018 (referred to as LTP year 1).

The Board noted the information outlined in the report and its attachments, have been sourced from previous discussions between the Board and community partnership leader/community engineer along with Activity Management Plans (AMPs) that officers have prepared. The AMPs contain more detail about the activities and expenditure requirements.

Ms Robson advised key issues for the Board to be aware of over the next 10 years, included;

- The impact of the Water and Land plan and the expected monitoring requirements under any resource consents has been included in budgets from 2019/20 onwards. A project has been included in 2025/26 for improvements of the discharge to groundwater that is likely to be required.
- The estimates provided in this report are based on the current Revenue and Financing Policy. The Te Anau Community Board rate includes library funding of \$90,841 (GST

exclusive) for 2018/19. Ms Robson explained that If the draft Revenue and Financing Policy adopted by Council later in the year includes a change for this activity the rates (and associated costs) for the Te Anau library will be removed.

- The Te Anau Community Board has recently consulted with the community on the types of projects that they would like to see for their community. It is clear that the Lakefront Development and Town Planning work-streams in particular will need to be worked through as the types of projects that have been suggested will need to be co-ordinated, likely to have reasonably significant costs, and need some further discussion with the community.
- At this stage it is too early to specifically identify costs for these larger work programmes because there simply isn't enough detail. It has therefore been decided to do the work over the next few years to get these work programmes in the next LTP. In the interim a number of smaller projects have been included in the first three years of this LTP.
- It is also important to note that the 'sealing Whitestone Road to the Cemetery' project is indicative only and not guaranteed to be done. Before this can be confirmed as a project a specific decision will need to be made by Council as the Road Controlling Authority, separate to the LTP process, about whether the proposal is appropriate.

Following discussion on the report Members agreed to the rates and charges with no changes as set out in the recommendation.

### Resolution

Moved Member Chartres, seconded Member Matheson

#### That the Te Anau Community Board:

- Receives the report titled "Te Anau Community Board - Local Budgets for the Long Term Plan 2018-28" dated 6 October 2017.**
- Determines that this matter be recognised as not significant in terms of Section 76 of the Local Government Act 2002.**
- 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.**
- Recommends to Council that the following rates and charges (including GST) for the year commencing 1 July 2018 be included in the 2018-2028 Long Term Plan.**

<u>Rate</u>	<u>Rate GST inclusive</u>
Te Anau CB Rate	\$770,926
Sandy Brown Road Utility Loan Rate	\$19,886
Fiordland Pool Rate	\$36,034

- e) **Identifies there are no issues/priority projects for the local area that need to be included in the 2018-2028 Long Term Plan consultation process.**

## **7.5 Te Anau Airport Manapouri - Local Budgets for the Long Term Plan 2018-28**

**Record No: R/17/10/23977**

Anne Robson, Chief Financial Officer, presented the report.

Ms Robson advised the purpose is to set local budgets for 2018-2028 and propose rates for the year commencing 1 July 2018.

Ms Robson explained the report provides an overview of the local activities and services for Te Anau Airport for 2018-2028 which are provided under the governance of the Te Anau Community Board. The report details the estimated costs of these activities over the 10 years as well as the draft rates.

Ms Robson informed the draft budgets will be incorporated into the Council's draft Long Term Plan (LTP) 2018-2028 which will be released for consultation in March 2018. Once the plan is finalised (and subject to any changes resulting from submissions), the budgets shown for 2018/2019 will be used to set rates for the year beginning 1 July 2018 (referred to as LTP year 1).

The Board noted the information outlined in this report and its attachments, has been sourced from previous discussions between the community board and community partnership leader/community engineer along with Activity Management Plans (AMPs) that officers have prepared. The AMPs contain more detail about the activities and expenditure requirements.

Ms Robson advised key issues for the Board to be aware over the next 10 years included;

- The ongoing issue of how to actively promote the full use of the airport and its surrounding hangers. In 2016, Council undertook an external report around the operations of the airport. This report looked at the current arrangements and future potential opportunities. Over the next three years Council officers will be working with the community board to set some clear objectives, create development plans and ensure their implementation. Part of this development plan will include discussion around options to lease the mixed use hanger sites. The agreement with the current lessee over their exclusive option to lease is due to expire on 1 September 2018.

Following discussion on the report Members agreed to the rates and charges with no changes as set out in the recommendation.

### **Resolution**

Moved Cr Kremer, seconded Member Chartres

#### **That the Te Anau Community Board:**

- a) **Receives the report titled "Te Anau Airport Manapouri - Local Budgets for the Long Term Plan 2018-28" dated 5 October 2017.**
- b) **Determines that this matter 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) Recommends to Council that the following rates and charges (including GST) for the year commencing 1 July 2018 be included in the 2018-2028 Long Term Plan:

<u>Rate</u>	<u>Rate GST inclusive</u>
Te Anau Airport Rate	\$128 per rating unit

- e) Requests Council sets the fees and charges (including GST) for the year commencing 1 July 2018 as follows:

Te Anau Airport

<u>Fee Description</u>	<u>Fee (GST Incl)</u>
<b>Landing Fees</b>	
<b>Weight category [1]</b>	
< or = 2,000	\$17.25
2,001 - 4,000	\$34.50
4,001 - 5,700	\$57.50
5,701 - 10,000	\$115.00
10,001 - 20,000	\$230.00
>20,000	\$322.00
<b>Helicopters</b>	\$17.25
<b>Honesty Box Landing Fees</b>	
< or = 2,000 (no GST)	\$17.00
2,001 - 4,000 (no GST)	\$34.00
4,001 - 5,700 (no GST)	\$57.00
<b>Helicopters (no GST)</b>	\$17.00
<b>Overnight Fee</b>	
< or = 2,000	no charge
2,001 - 4,000	no charge
4,001 - 5,700	no charge
5,701 - 10,000	\$57.50

**10,001 - 20,000** **\$115.00**

**>20,000** **\$172.50**

**Helicopters** **no charge**

**Ground Handling Fees**

**The ground handling fees include runway inspection, marshalling, toilet servicing as required and security cones**

**With baggage** **\$322.00**

**Without baggage** **\$241.50**

**With baggage (two persons assist)** **\$339.25**

**Additional person** **\$80.50**

**Ground power unit assistance (minimum one hour)** **\$172.50**

**After hours call out fees** **\$80.00**

**Refuelling Fees**

**Standard Refuelling** **\$57.50**

**Additional person** **\$80.50**

**Function Centre Fees**

**Per night fee** **\$350.00**

**Bond (refundable)** **\$200.00**

**Optional contract clean** **\$200.00**

- f) Identifies there are no issues/priority projects for the local area that need to be included in the 2018-2028 Long Term Plan consultation process.**

**7.6 Support for the 2018 GODZone Event**

**Record No: R/17/9/23167**

Mr Simon Moran, Community Partnership Leader, presented the report.

Mr Moran advised the purpose of the report is to seek a recommendation from the Te Anau Community Board to Council that it approves \$20,000 of previously unbudgeted expenditure to support the GODZone event being held in Te Anau in March 2018.

Mr Moran added that support from the local community, including financial support, was part of early discussions around where the event was to be held. The Council agreed to provide \$30,000 to support the event and the Community Board has previously discussed providing \$20,000.

Mr Moran explained that at \$20,000 the value of the financial support exceeds the financial delegation of the Board. Therefore if the Board is in favour of the grant it will need to recommend that the Council approves the unbudgeted expenditure.

**Resolution**



Moved Cr Kremer, seconded Member O'Loughlin

**That the Te Anau Community Board:**

- a) **Receives the report titled "Support for the 2018 GODZone Event" dated 2 October 2017.**
- b) **Recommends to Council that it approve the Te Anau Community Board unbudgeted expenditure of \$20,000 from the Board's general reserve to support the hosting of the GODZone event in Te Anau.**

**7.7 Receipt of feedback on proposal to remove only one tree from the Henry Street reserve**

**Record No: R/17/10/23328**

Mr Kevin McNaught, Strategic Manager Property, presented the report.

Mr McNaught advised that at its meeting on 13 September 2017 the Board was asked to consider a report on the trees situated on the Henry Street reserve where an alternative proposal was presented whereby only one tree be removed and the rest remain.

Mr McNaught added that the report being considered was "left on the table" and no decision made, and this alternative proposal was presented to all the applicants and submitters to consider and provide feedback on.

Mr McNaught further advised that responses received varied from "yes, remove one only" to "no, leave them all" with other options presented including "remove another one, to topping some others." Mr McNaught commented that obviously there is not going to be a clear consensus obtained.

Mr McNaught added that there is no doubt that removing one tree from the stand will have a visual effect, however what is unknown is the effect the removal of one tree will have on the others.

At this point Mr McNaught provided a brief report from an Asplundh Qualified Arborist who inspected the trees prior to the meeting; which stated that he believed the tree group are in good health with no major issues and that by removing the one tree closest to the effected neighbours could generate a negative effect on the remaining trees, and increase the chance of failures to other trees or limbs resulting in the loss of branches or even trees, hence creating a chance of a health and safety concern to the playground and park users.

**Resolution**

Moved Member Cantwell, seconded Member Matheson

**That the Te Anau Community Board:**

- a) **Receives the report titled "Receipt of feedback on proposal to remove only one tree from the Henry Street reserve" dated 6 October 2017.**

**7.8 Consideration of the submissions and objections in relation to the proposal to remove the trees from the Henry Street reserve**

**Record No: R/17/8/19521**

Mr Kevin McNaught, Strategic Manager Property, presented the report.

Mr McNaught advised the report is to consider the submissions and objections in relation to the proposal to remove the trees from the Henry Street reserve as well as make a decision after considering the submissions and objections.

Mr McNaught updated the Board that at its meeting in April this year considered a report and legal advice in regard to a request by some neighbours to remove the stand of Beech trees in the Henry Street reserve.

The Board agreed with the request, but made their decision subject to public notification of the proposal, to seek feedback from the wider community. A separate decision made at the meeting was that after the public notification process the Board either confirms or amends its position on the request. Six submissions and objections were received on the proposal.

Mr McNaught added that Council has delegated to the Community Board the authority to hear and decide on the submissions and objections, as opposed to the Board considering these separately and having to make a recommendation to Council.

A brief report from a qualified arborist from Asplundh provided his assessment to staff outlining that he believes the group of trees are in good health and the removal of a tree would expose the others to wind and could greatly increase the chances of failure to either the trees or limbs and may result in the loss of limbs or trees causing a greater health and safety risk to users of the playground and the park.

In discussing the report Members commented they believe all options and advice have been considered in conjunction with the submissions and agree that the trees remain in situ.

### **Resolution**

Moved Member Cantwell, seconded Member Chartres

#### **That the Te Anau Community Board:**

- a) **Receives the report titled "Consideration of the submissions and objections in relation to the proposal to remove the trees from the Henry Street reserve" dated 2 October 2017.**
- 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 after considering the objections and submissions in relation to the proposal to remove the stand of Beech trees from the Henry Street reserve that the status quo should prevail in that the stand of trees are to remain as is.**

**7.9 Request from the Te Anau Boating Club for Council to take over the swimming platform on Lake Te Anau**

**Record No: R/17/9/22416**

Kevin McNaught, Strategic Manager Property presented the report.

Member O'Loughlin declared an interest on this item.

Mr McNaught advised a request has been received from the Te Anau Boating Club for Council, through the Te Anau Community Board, to consider being responsible for the swimming platform on Lake Te Anau.

Mr McNaught informed that the Community Board will be required to be responsible for a replacement platform and to take over the concession from DOC for the structure, as well as the resource consent from Environment Southland.

Mr McNaught advised that the existing swimming platform on Lake Te Anau was installed by the Te Anau Boating Club over 20 years ago. The platform is coming to the end of its life and the Boating Club have resolved they will not be purchasing a replacement platform as this is not in line with purpose of the Club.

Mr McNaught added that given the Boating Club consider the platform to be a community asset, the Club have written requesting that Council, through the Te Anau Community Board, take over responsibility for the platform including its replacement as well as the transfer and renewal of the Department of Conservation concession and the resource consent, and the resource consent from Environment Southland.

Mr McNaught advised the issues identified are the residual life of the existing structure, cost of a replacement and ongoing operational costs, and added that due to the state of the structure the Board have requested replacements plans be initiated immediately and quotations being sought for this to be progressed.

**Resolution**

Moved Member Cantwell, seconded Cr Kremer

**That the Te Anau Community Board:**

- a) Receives the report titled "Request from the Te Anau Boating Club for Council to take over the swimming platform in Lake Te Anau" dated 4 October 2017.**
- 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) Notes the request from the Te Anau Boating Club to give consideration to funding a replacement pontoon and taking ownership of the replacement.**

- e) **Agrees to take ownership and responsibility for the existing swimming pontoon on Lake Te Anau from the Te Anau Boating Club on the condition the Department of Conservation concession and the resource consent can be transferred to the Southland District Council.**
- f) **Agrees to replace the existing swimming platform with a 6m x 3m Medium Density Polyethylene pontoon from Anchorage Pontoons Limited for a cost of \$16,000 plus GST**
- g) **Agrees to fund the new swimming pontoon from its Administration Budget for General Projects.**

#### **7.10 Te Anau Community Rating Boundary Review - Milford Sound**

##### **Record No: R/17/8/19226**

Ms Anne Robson, Chief Financial Officer, presented the report.

Ms Robson outlined the purpose of the report is for the Te Anau Community Board to review the current Te Anau local rating boundary in light of a request from the Milford Community Trust for the Milford area to be excluded.

Ms Robson informed the Board that Council has received a request from the Milford Community Trust to review the Te Anau Community Board boundary to exclude the Milford Sound. The Trust believes that the concession fee paid to the Trust and the Milford Sound Tourism Limited (MSTL) are for similar services to those paid to the Te Anau Community Board. As such the Trust believes the concessionaires are paying twice.

Ms Robson advised the Milford Community Trust was set up in 2008 and in July 2009 started to invoice concessionaires within Milford Sound to pay for community leadership and infrastructure services/projects deemed required by the Trust. The Milford Sound Tourism Association also invoice those in Milford for related infrastructure costs.

Ms Robson added rating of Milford Sound within the Te Anau Community Board local rate occurred from the 1 July 2014 when the local rating area was expanded to match the voting boundary for the Te Anau Community Board. Furthermore the Board was advised that ratepayers in Milford area pay the Te Anau Community Board rate and the Mararoa Waimea Ward rate which pays for contributions to the Te Anau library, cemetery and sportsgrounds.

Ms Robson explained that it is appropriate for Milford to be excluded from the Board local rate and if this occurs the remaining Community Board ratepayers will have an increase as shown in the report.

In summarising Ms Robson informed the recommendations from the Community Board will be incorporated into the report to Council on the matter with any change included into the Long Term Plan.

##### **Resolution**

Moved Cr Kremer, seconded Member Cantwell

##### **That the Te Anau Community Board:**

- a) **Receives the report titled "Te Anau Community Rating Boundary Review -**

Milford Sound" dated 4 October 2017.

- b) **Determines that this matter 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 that the area of Milford Sound as defined by the map within the report tabled be removed from the Te Anau Community Board local rating boundary effective from 1 July 2018 and that this be consulted on as part of the 2018-2028 Long Term Plan.**

#### **7.11 The Pontoon Project**

**Record No: R/17/9/23227**

Mr Simon Moran, Community Partnership Leader, presented the report.

Mr Moran advised the purpose of the report is to ask the Community Board to formally remove the proposed Pontoon Jetty from the current project list.

Mr Moran commented that by formally removing the pontoon project simply reflects the Board's recent decision to consider this further when progressing the Lakefront Development projects that came out of the community consultation.

Mr Moran added the previously budgeted expenditure will remain in the Reserves.

#### **Resolution**

Moved Member Matheson, seconded Member Chartres

**That the Te Anau Community Board:**

- a) **Receives the report titled "The Pontoon Project" dated 2 October 2017.**
- b) **Removes the pontoon jetty from its current projects list.**

#### **7.12 Welcome Ambassador Pilot**

**Record No: R/17/10/23397**

Michelle Stevenson, Community Partnership Leader, presented the report.

Ms Stevenson outlined the purpose of the report is to inform the Board of a proposed Welcome Ambassador pilot project. Ms Stevenson added the intent is to deliver a pilot in Te Anau with the focus of intentional welcoming by volunteers connecting people in their communities.

**Resolution**

Moved Deputy Chairperson Greaney, seconded Member Matheson

**That the Te Anau Community Board:**

- a) **Receives the report titled "Welcome Ambassador Pilot" dated 3 October 2017.**

**7.13 Southland Regional Development Strategy (SoRDS) Submission**

**Record No: R/17/10/23406**

The purpose of the report was to ratify the Te Anau Community Board's submission to the Southland Regional Development Strategy (SoRDS) consultation document which closed 2 October 2017.

**Resolution**

Moved Cr Kremer, seconded Member Matheson

**That the Te Anau Community Board:**

- a) **Receives the report titled "Southland Regional Development Strategy (SoRDS) Submission" dated 4 October 2017.**
- b) **Ratifies retrospectively the Te Anau Community Board's amended submission to the Southland Regional Development Strategy (SoRDS) consultation document.**

**Public Excluded**

**Exclusion of the Public: Local Government Official Information and Meetings Act 1987**

**Resolution**

Moved Deputy Chairperson Greaney, seconded Member O'Loughlin

**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:**

**C10.1 Te Anau Airport Manapouri - Manager's Report - August 2017**

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
Te Anau Airport Manapouri - Manager's Report - August 2017	s7(2)(h) - The withholding of the information is necessary to enable the local authority to carry out, without	That the public conduct of the whole or the relevant part of the proceedings of the meeting would be

	prejudice or disadvantage, commercial activities.	likely to result in the disclosure of information for which good reason for withholding exists.
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That the staff be permitted to remain at this meeting, after the public has been excluded, because of their knowledge of the item Te Anau Airport Manapouri – Manager’s Report. This knowledge, which will be of assistance in relation to the matters to be discussed, is relevant to those matters because of their knowledge on the issues discussed and meeting procedure.

The public were excluded at 5.05pm.

Resolutions in relation to the confidential items are recorded in the confidential section of these minutes and are not publicly available unless released here.

The meeting concluded at 5.25pm

CONFIRMED AS A TRUE AND CORRECT RECORD AT A  
MEETING OF THE TE ANAU COMMUNITY BOARD  
HELD ON 11 OCTOBER 2017.

**DATE:**.....

**CHAIRPERSON:**.....





## Community Board Representation on the Fiordland Trails Trust

Record No: R/17/11/29240  
Author: Simon Moran, Community Partnership Leader  
Approved by: Rex Capil, Group Manager Community and Futures

☒ Decision ☐ Recommendation ☐ Information

### Purpose

- 1 To update the Te Anau Community Board (Board) on the correspondence from the Fiordland Trails Trust (Trust) and to seek the Board's decision on whether or not to have a Board representative on the Trust.

### Background

- 2 The Fiordland Trails Trust was incorporated as a charitable trust on 15 October 2007. Under clause 5 of the Trust deed a Board of Trustees was established including one Trustee appointed by the Te Anau Community Board and one Trustee appointed by the Manapouri Community Development Area Sub-Committee, in recent times these have been Rachel Cockburn and Alister Burgess respectively.
- 3 With Mrs Cockburn's resignation the Trust have indicated in their letter dated 14 November 2017 that they have believe the Board representative was needed only for the initial Board of Trustees and that they have decided not to seek another Board representative at this time.

### Matters for consideration

- 4 The main question for the Board is whether or not it currently wants to have a member representing it on the Trust.
  - If it doesn't then it should make a resolution to that effect.
  - If it does then discussions should be held with the Trust about the nature of the relevant clauses in the trust deed in particular 5.1.1, 5.1.2 & 5.1.9 (the exclusion statements), 5.1.12, 5.1.13, 5.1.14, and 6.1.1 which indicate that it is the Board's choice whether or not to have a representative on the Trust.
- 5 Under Clause 5.1.14 the Board may choose to appoint a member to the Trust or not by giving the Secretary of the Trust written notice. If the Board chooses not to make an appointment at this time it can do so in the future should it wish to again by providing the Secretary with written notice.
- 6 By having a Trustee the Board has been able to maintain a high level of insight into how the community funding it has provided is being used. The Board continues to fund the maintenance of the trails at \$10,000 per year and it would be worth considering the level of accountability the Board wants to see in relation to that grant. As happens in other areas the grant could be made subject to the Board receiving annually, and being happy with, certain information such as the audited accounts, the maintenance plan, and a performance report for the previous years' maintenance plan.

## **Recommendation**

- 7 That the Community Board resolves not to appoint a Board member to the Trust at this time unless it considers that there is a specific reason for having a representative.

## **Next Steps**

- 8 If the Board chooses to accept the recommendation then it should write to the Fiordland Trails Trust Secretary advising that, at this time, the Te Anau Community Board will not be making an appointment to the Trust Board. It should also note to the Trust that it may make an appointment in future in accordance with Clause 5.1.14 of the trust deed.

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## **Recommendation**

**That the Te Anau Community Board:**

- a) **Receives the report titled “Community Board Representation on the Fiordland Trails Trust” dated 30 November 2017.**
- b) **Writes to the Secretary of the Fiordland Trails Trust stating that it does not wish to appoint a Trustee to the Fiordland Trails Trust Board at this time.**

## **Attachments**

- A Letter from the Fiordland Trails Trust - Community Board Trustee [↓](#)
- B Clauses 5 and 6 of the trust deed of the Fiordland Trails Trust [↓](#)



Fiordland Trails Trust, PO Box 112, Te Anau 9640, Fiordland trails@trailstrust.co.nz

Te Anau Community Board  
Southland District Council  
24 Milford Crescent  
Te Anau

CC: Megan Nunns  
Venture Southland

CC: Simon Noble  
Envisage New Zealand

14 November 2017

Yesterday Rachel Cockburn tendered her resignation from the Fiordland Trails Trust. At our meeting last night, Trustees asked that both John Greaney and I be allowed to represent the Trust on Cycle Fiordland. Whilst I have an overview of the Trust as Chair, John has more specific knowledge around branding and marketing that I cannot bring. He also sits on the Southland Cycling Governance Group and we see value in having someone with knowledge of both areas of activity.

Historically, the Trust has had a representative from the Te Anau Community Board. Our advice is that the Trust deed only required such representation for the founding Trustees. At our meeting, we also decided that we would not seek a new Community Board representative at this time. We would like to remain in contact with the Community Board and are happy to table reports and answer any communication. In particular, the Trust looks forward to continuing to work with the Community Board to develop a cycle friendly town that integrates with the Trust's network of trails.

Yours Sincerely

A handwritten signature in black ink that reads 'Stephen Hoskin'.

Stephen Hoskin  
Chair

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4.2.6 To do all such things as are conducive to the provision, supply and furtherance of the above objects and any other charitable purpose which the Trustees deem desirable and which are acceptable to the Commissioner of Inland Revenue and/or the Charities Act 2005 or any Act in substitution.

4.2.7 To engage, promote and assist in any manner directly or indirectly any other organisation person or persons engaged in any charitable activity in New Zealand with similar objects as approved by the Commissioner of Inland Revenue and/or the provisions of the Charities Act 2005.

4.2.8 The objects or purposes of this Trust are or shall be charitable as approved by the Commissioner of Inland Revenue and/or the provisions of the Charities Act 2005 and shall be deemed not to include or extend to any matter or thing which is or shall be held or determined to be non-charitable or to be a non charitable purpose other than an ancillary non charitable purpose within the meaning of Section 5 Charities Act 2005 and the powers and purposes of the Board and trusts hereby created shall be restricted accordingly.

## 5. BOARD OF TRUSTEES

5.1 **THE** Trust fund shall be controlled and its affairs shall be managed and administered by a Board of Trustees which shall constitute the governing authority of the Trust.

5.1.1 The number of Trustees shall be not less than five (5) and not more than eleven (11). The following persons shall constitute the initial Board:

(a) One Trustee appointed by the Te Anau Community Board (subject to clauses 5.1.13 and 5.1.14)

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(b) One Trustee appointed by the Manapouri Community Development Area Committee (subject to clauses 5.1.13 and 5.1.14).

(c) The remaining Trustees are those Trustees signing this document as Trustees on its formation or appointed subsequently.

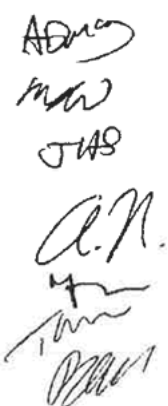
5.1.2 At the annual general meeting of the Board in each year at least two of the Trustees for the time being holding office shall retire from office (excluding Trustees appointed clauses 5.1.1 (a) and (b))

5.1.3 A retiring Trustee shall be eligible for re-election at the same or subsequent meetings.

5.1.4. The Trustees to retire at an annual general meeting shall be those Trustees who have been in office for the longest unbroken period of time since they were last elected and if it shall be necessary to decide between one or more of equal standing in that respect the same shall be determined by lot.

5.1.5 A retiring Trustee shall hold office until the dissolution or adjournment of the meeting at which their successor is appointed.

5.1.6 The Board, at the annual general meeting at which a Trustee retires in the above manner, may fill the vacated office by appointing a person and in default the retiring Trustee shall, if offering themselves for re-appointment, be deemed to have been re-appointed unless at that meeting it is expressly resolved not to fill the vacated office or unless a resolution for



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the re-appointment of that Trustee is put to the meeting and lost.

5.1.7 The Trustees shall advertise in a local newspaper for expressions of interest from those who may wish to stand for office as a Trustee, at least once thirty (30) days before the date appointed for the meeting at which the election is to be considered (retiring Trustees are not required to provide a written expression of interest) such expressions of interest to be received by the secretary at least fourteen (14) days before the meeting.

5.1.8 Notice of every valid expression of interest (nomination) for the office of Trustee shall either be included in the notice of such meeting or be sent by the Board to each Trustee entitled to receive notice of the meeting not less than seven (7) days before the meeting. Failure to give notice shall not invalidate the nomination but if the notice of nomination is not given as required by this Rule the meeting, so far as election of Trustees is concerned, shall stand adjourned until some later date to be fixed by the Chairperson of the meeting and not less than seven (7) days notice of nomination shall be given before any such adjourned meeting may proceed to appoint Trustees.

5.1.9 The appointment of persons to fill vacancies in the office of Trustees (subject to clauses 5.1.1 (a) and (b)) shall be conducted in accordance with clauses 5.1.7 and 5.1.8 with necessary alteration and clause 10.

5.1.10 In any case where a poll is demanded on an appointment of Trustees then separate polls shall be taken.

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5.1.11 In making any of the above appointments, the persons, bodies or Trustees may consider the following factors:

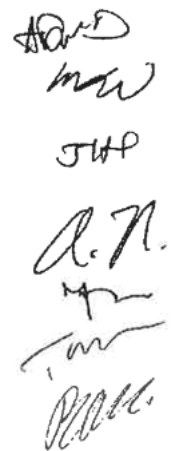
- (a) Gender equity,
- (b) Tangawhenua Manawhenua representation,
- (c) Geographic representation and
- (d) Any other consideration that is important for the objectives of the Trust

5.1.12 If the trustee appointed clause 5.1.1 (a) and (b) shall hold office for a term in excess of three (3) years or any consecutive term or terms of three (3) the Board shall, (as circumstances permit,) request the appointing body to reconfirm such appointment.

5.1.13 The appointments by the Te Anau Community Board and the Manapouri Community Development Area Committee, made pursuant to Clauses 5.1.1 (a) and (b) shall be made by notice in writing to the Secretary.

5.1.14 The Te Anau Community Board and the Manapouri Community Development Area Committee shall have the power at any time to revoke any appointment made pursuant to Clauses 5.1.1 (a) and (b) by giving the Secretary written notice of such revocation. The notice of revocation may include the making of a further nomination or appointment of a person to replace the Trustees whose appointment is revoked **PROVIDED HOWEVER** in the event of no further nomination or appointment being made the Trustees may appoint a further Trustee to replace the Trustee whose appointment has been revoked pursuant to this Clause 5.1.14 **PROVIDED FURTHER HOWEVER** that the Te Anau Community Board and the Manapouri Community Development Area Committee shall have the power to make new appointments pursuant to

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Clauses 5.1.1 (a) and (b) to replace any Trustee appointed under the proviso to this clause.

## 6. VACANCIES

6.1 **NOTWITHSTANDING** anything to the contrary contained in this Deed, each Trustee shall hold office (subject to Clauses 5.1.1 (a) and (b)) or unless by written notice to the Chairperson or Secretary of the Board resigns such office or as is set out below:

6.1.1 If a Trustee shall -

Die; or

Decline to act; or

Is an undischarged bankrupt; or

Is under the age of 16 years; or

Is an individual who, or a body corporate that, has been convicted of a crime involving dishonesty (within the meaning of Section 291 of the Crimes Act 1961) and has been sentenced for that crime within the last 7 years; or

Is an individual who is prohibited from being a director or promoter of, or being concerned or taking part in the management of, an incorporated or unincorporated body under the Companies Act 1993, the Securities Act 1978, the Securities Markets Act 1988, or the Takeovers Act 1993; or

Is an individual who is subject to a property order made under the Protection of Personal and Property Rights Act 1988, or whose property is managed by a trustee corporation under Section 32 of that Act; or

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Is a body corporate that is being wound up, is in liquidation or receivership, or is subject to statutory management under the Corporations (Investigation and Management) Act 1989; or

Is absent from New Zealand longer than one year without consent of the Board; or

Is absent from three (3) consecutive Board meetings without the consent of the Board; or

Is disqualified from being a Trustee/Officer within the meaning of Section 16 Charities Act 2005 or any Act in substitution of similar effect.

Then the appointing body (clauses 5.1.1 (a) and (b) if applicable) and in the event of their refusal the continuing Trustee or Trustees (or if all the Trustees shall decline to act or shall resign then the majority of persons so declining or resigning) may appoint any person or persons to be Trustees in place of the Trustee or Trustees so dying or declining to act or disqualified from acting or being absent or being desirous of being discharged or resigning in accordance with clause 5.1.9.

6.1.2 Any Trustee may resign from the Board by written notice to the Secretary and such notice shall take effect on receipt by the Secretary.

6.1.3 In the event of the number of Trustees becoming at any time by death or otherwise reduced below five (5) in number and if any such vacancy shall remain unfilled for a period of three (3) months then the vacancy or vacancies shall be filled up by the remaining Trustees so as to restore that number (provided that any act or proceeding of the Trustees for the time being in the interval before the filling up of such vacancy or vacancies shall

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not be invalidated by reason of such vacancy or vacancies not having been filled).

6.1.4 Notwithstanding anything contained in this Deed, no person shall be appointed as a Trustee if that person is disqualified from being an officer of a charitable entity under section 16(2) of the Act unless the Charities Commission has, by written notice to the Trust, waived the application of any of the disqualifying factors pursuant to sections 16(4) to 16(8) of the Charities Act 2005.

6.1.5 The Trust shall ensure that each of the Trustees is certified under section 17 of the Charities Act 2005.

## 7. HONORARY APPOINTMENTS

7.1 **THE** Board may also appoint a Patron, Honorary Auditor and Solicitor and such other honorary persons as the Board shall think fit.

7.2 The Board may appoint an Administrator.

7.3 None of the above appointees shall be a member of the Board but each appointee may be invited to attend meetings of the Board and/or speak without the right to vote.

## 8. POWERS OF THE BOARD OF TRUSTEES

8.1 **THE** Board shall manage the affairs of the Trust and control and direct its operations so that the purpose and objects of the Trust shall most effectively be achieved and the same shall have power in addition to the powers conferred on Trustees by law pursuant to the provisions of the Charitable Trusts Act 1957, Trustee Act 1956 or any statutory modifications for the time being in force or otherwise to do and perform any of the acts and things as set out in Schedule 1.

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## Schedule of Meetings for 2018

**Record No:** R/17/11/26340  
**Author:** Jenny Labruyere, Committee Advisor/Customer Support Partner  
**Approved by:** Rex Capil, Group Manager Community and Futures

☒ Decision ☐ Recommendation ☐ Information

### Purpose

- 1 The purpose of the report is to approve a schedule of meeting dates for 2018 so that meetings can be publicly notified in accordance with the requirements set by the Local Government Official Information and Meetings Act 1987 following the Council adopting a meeting schedule for 2018.

### Executive Summary

- 2 The adoption of a meeting schedule allows for reasonable public notice preparation and planning for meeting agendas. The Local Government Official Information and Meetings Act 1987 which has requirements for Local Authorities to follow for public notification of meetings.
- 3 The meeting schedule for the Te Anau Community Board is required to be set for 2018.
- 4 Southland District Council approved the Terms of Reference for the Community Boards at its meeting on 26 October 2016. In the approved terms of reference was the frequency of meetings. Community Boards will meet in February, April, June, August, October and December.

## Recommendation

That the Te Anau Community Board:

- a) **Receives the report titled “Schedule of Meetings for 2018” dated 2 November 2017.**
- 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 meet at 3.00pm in Te Anan on the following dates in 2018:**
  - **Wednesday 28 February 2018**
  - **Wednesday 2 May 2018**
  - **Wednesday 27 June 2018**
  - **Wednesday 29 August 2018**
  - **Wednesday 24 October 2018**
  - **Wednesday 12 December 2018**

## Background

- 5 An approved schedule of meetings dates is required so that meetings can be publicly notified in accordance with the Local Government Official Information and Meetings Act 1987.

## Factors to Consider

### Legal and Statutory Requirements

- 6 The legal and statutory requirements for meetings of Council, Committees, Subcommittees and Community Boards are spelt out in the Local Government Act 2002 and the Local Government Official Information and Meetings Act 1987.

### Community Views

- 7 There are no community views.

### Costs and Funding

- 8 The only costs for the implementation of a meeting schedule are the public notification via the newspaper once a month in accordance with the Local Government Official Information and Meetings Act 1987.

### Policy Implications

- 9 There are no policy implications.

## **Analysis**

### **Options Considered**

- 10 Options considered are that if no meeting schedule be agreed, then no meetings of the Te Anau Community Board could be held. The other option is to adopt a meeting schedule as proposed in the recommendations which enables dialogue between the Community Board and District Council Staff on a regular basis.

### **Analysis of Options**

#### **Option 1 – No meeting schedule**

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"><li>• There are no advantages</li></ul>	<ul style="list-style-type: none"><li>• Council officers and Community Board unable to achieve work in the Boards area as no meetings are being held.</li></ul>

#### **Option 2 – Adoption of a schedule of meetings**

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"><li>• Council officers and Community Board are able to achieve work in the Boards area as meetings are being held on a regular basis</li></ul>	<ul style="list-style-type: none"><li>• There are no disadvantages</li></ul>

### **Assessment of Significance**

- 11 The assessment of significance is that this is not significance as defined in the Local Government Act 2002.

### **Recommended Option**

- 12 The recommended option is option 2 – Adoption of a schedule of meetings.

### **Next Steps**

- 13 The next steps once the schedule is adopted is to ensure that each month the meetings are publicly notified to enable the Community Board to meet.

### **Attachments**

There are no attachments for this report.