



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

**Date:** **Wednesday, 10 April 2019**  
**Time:** **2pm**  
**Meeting Room:** **Committee Room**  
**Venue:** **First Floor, Southland District Council**  
**15 Forth Street, Invercargill**

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## **Waihopai Toetoes Ward Committee Agenda**

### **OPEN**

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#### **MEMBERSHIP**

**Chair** Mayor Gary Tong  
**Councillors** Paul Duffy  
Julie Keast

#### **IN ATTENDANCE**

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)

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

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



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<b>7.2</b>	<b>Speed Limit Review - Officer Update</b>	

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**1 Apologies**

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

**2 Leave of absence**

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

**3 Conflict of Interest**

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

**4 Public Forum**

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

**5 Extraordinary/Urgent Items**

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

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

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

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

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

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

**6 Confirmation of Minutes**

6.1 Meeting minutes of Waihopai Toetoes Ward Committee, 01 November 2018



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# **Waihopai Toetoes Ward Committee**

## **OPEN MINUTES**

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Minutes of a meeting of Waihopai Toetoes Ward Committee held in the Council Chamber, 15 Forth Street, Invercargill on Thursday, 1 November 2018 at 9.04am.

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### **PRESENT**

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

### **IN ATTENDANCE**

Chief Financial Officer – Anne Robson  
Group Manager, Environmental Services – Bruce Halligan  
Graduate Accountant – Kate Westenra  
Committee Advisor – Fiona Dunlop

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**1 Apologies**

There were no apologies.

**2 Leave of absence**

There were no requests for leave of absence.

**3 Conflict of Interest**

There were no conflicts of interest declared.

**4 Public Forum**

There was no public forum.

**5 Extraordinary/Urgent Items**

There were no Extraordinary/Urgent items.

**6 Confirmation of Minutes**

**Resolution**

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

**That the Waihopai Toetoes Ward Committee confirms the minutes of the meeting held on 18 October 2017 as a true and correct record of that meeting**

**Reports**

**7.1 Financial Report to Waihopai Toetoes Ward for the year ended 30 June 2018**

**Record No: R/18/10/24030**

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

Miss Westenra advised that the report was to advise of the end of financial year results for the Ward.

**Resolution**

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

**That the Waihopai Toetoes Ward Committee:**

- a) **Receives the report titled “Financial Report to Waihopai Toetoes Ward for the year ended 30 June 2018” dated 25 October 2018.**

## **7.2 Direction-setting for Annual Plan 2019/2020**

**Record No: R/18/10/24449**

Corporate Performance Lead – Chantelle Subritzky and Graduate Accountant – Kate Westenra were in attendance for this item.

Miss Subritzky advised that purpose of the report was to confirm the direction determined for the 2<sup>nd</sup> year of the 2018-2028 Long Term Plan and provides an overview of the forecasted projects and services for the Waihopai Toetoes Ward in 2019/2020.

### **Resolution**

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

**That the Waihopai Toetoes Ward Committee:**

- a) **Receives the report titled “Direction-setting for Annual Plan 2019/2020” dated 25 October 2018.**
- b) **Determines that this matter or decision be recognised not significant in terms of Section 76 of the Local Government Act 2002.**
- c) **Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the Act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.**
- d) **Approves variations in the Waihopai Toetoes Ward budgets from year two of the Long Term Plan.**
- e) **Agrees that the budgets for the year commencing 1 July 2019 be adopted for inclusion in the Council’s Draft 2019/2020 Annual Plan as included in the report as appendices 1 to 4.**
- f) **Requests the setting of the following rates and charges (including GST) for the year commencing 1 July 2019 based on the approved budgets in (e) above.**

<b><u>Rate Description</u></b>	<b><u>Rate (GST Incl)</u></b>
Waihopai Toetoes Ward Rate	\$118,889

The meeting concluded at 9.51am.

CONFIRMED AS A TRUE AND CORRECT RECORD AT A  
MEETING OF THE WAIHOPAI TOEToes WARD  
COMMITTEE HELD ON THURSDAY 1 NOVEMBER  
2018.

**DATE:**.....

**CHAIRPERSON:**.....



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

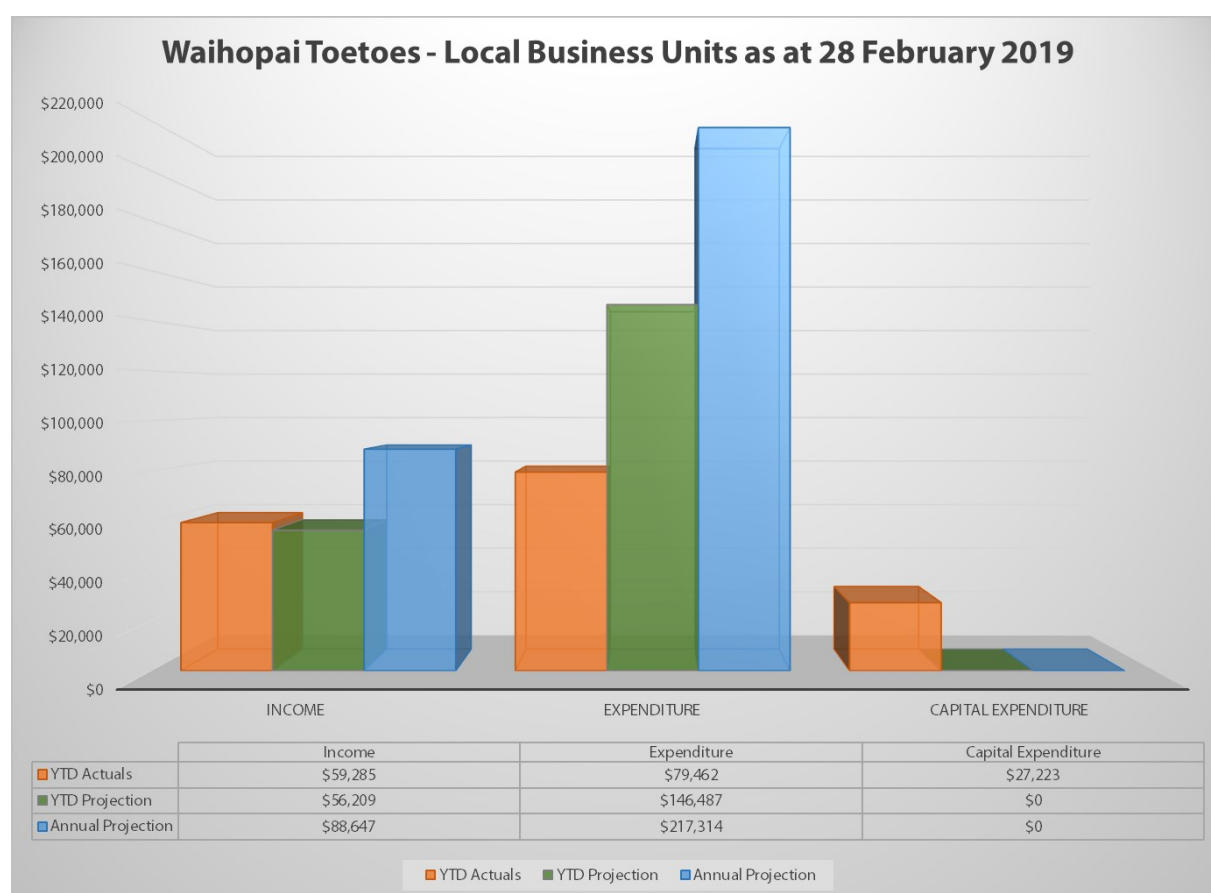
Record No: R/19/3/4995

Author: Kate Westenra, Graduate Accountant

Approved by: Anne Robson, Chief Financial Officer

☐ Decision☐ Recommendation☒ Information

## Community financial performance for the year



- 1 The graph above shows what has actually happened (YTD Actuals), what was expected to occur to date (YTD Projection) and then what is expected to occur by year end (Annual Projection) for each of the Income, Expenditure, and Capital Expenditure categories.
- 2 The 'Projection' totals include any approved forecast adjustments. Forecast adjustments show the effect of unbudgeted expenditure, projects that have been put on hold or deferred to future years and expected changes to income and operating expenditure over the year.
- 3 Any significant variances between the 'Actual' and 'YTD Projection' totals are explained below. The details are provided in the attached report.

## **Significant Variances to the Annual Budget**

### Income

- 4 Overall income is \$3,076 over projection. The ward received \$2,609 from the Regional Heritage Trust for the Rimu memorial restoration, this income was not budgeted for. Additionally, the rental income received for the lease of Councils Mokoreta cemetery property is received annually, causing rental income to be over projection YTD.

### Expenditure

- 5 Overall expenditure is underspent by \$67,025 YTD compared to projection due to projects that are not yet completed.
- 6 Total grants and general project costs incurred YTD is \$22,429 against a YTD projection of \$88,667. Comments on each of the grants and general projects are stated below:

<b>Project/Grant</b>	<b>Actual</b>	<b>Budget</b>	<b>Comment/Status</b>
Curio Bay Signage	-	\$1,000	Signage yet to be confirmed.
Tokanui Tramline/Heritage project		\$5,000	Grant to community group yet to be paid.
Curio Bay waste water	\$5,000	\$5,000	Funds have been transferred to Curio Bay.
Slope Point Interpretation	-	\$3,000	Signage yet to be confirmed.
Tokanui Cemetery	\$1,982	\$3,000	Projected to be complete in April.
Tokanui Skate Park grant	-	\$2,000	Tokanui CDA project, yet to be undertaken.
Dacre Paint Hall	-	\$5,000	Projected to be completed by the end of the financial year for \$5,954 based on the accepted quote.
Rimu School Parking	-	\$5,000	Projected to be complete by the end of the financial year.
Waituna Lagoon	-	\$10,000	Allocation of funds for when required. Identified as a double up.
Curio Bay, Waikawa, Weirs Beach, Fortrose Rubbish/wheelie bins	\$1,580	\$5,000	Rubbish collection for Curio Bay, Waikawa, Weirs Beach, Fortrose
Curio Bay Water treatment/ UV filter	\$5,000	\$5,000	Funds have been transferred to Curio Bay, work was completed by the Three Waters department.
Tokanui Gardens	\$4,701	\$5,000	Work completed under budget.
Woodlands Memorial light replacement	\$349	\$500	Work complete by Woodlands CDA, funds yet to be transferred.
Woodlands Morton Mains Rd landscaping	\$317	\$2,000	Projected to be complete by the end of the financial year.
Gorge Rd Recreation Reserve fencing and planting	\$3,500	\$3,500	Project complete, funds have been transferred to Gorge Road
Gorge Rd Bell Tower installation	-	\$10,000	Project deferred to 2019/2020.
Weirs Beach gravelling carpark area	-	\$16,000	Works completed in 2017/2018.

**Waihopai Toetoes Ward Committee**  
**10 April 2019**

Waituna Project	-	\$10,000	Allocation of funds for when required. Identified as a double up.
Flag Trax for Edendale, Wyndham & Tokanui	-	\$27,000	Flag Trax purchase & installation complete, accounted for as a fixed asset and therefore capital not operational expenditure.
\$5,000 allocation per Councillor	-	\$10,000	There have been no additional requests for funds.
	\$22,429	\$133,000	

Capital Expenditure

- 7 Overall capital expenditure is over projection by \$27,223 due to the flag trax project being correctly accounted for as capital works. This project was originally budgeted in general projects (operational expenditure) for \$12,000 plus the additional \$15,000 that was approved by Council, total budget of \$27,000.

**Financial Considerations**

Development and Financial Contributions

- 8 Contributions are collected to fund community growth projects. The use of these funds are considered by Council staff when projects are in the planning stage. Certain policy and legislative requirements must be met before these contributions can be applied to projects.
- 9 The total balance of Development and Financial contributions for your community as at 28 February 2019 is in the table below.

<b>Ward</b>	<b>Parks</b>
Te Tipua	\$11,406
Waihopai	\$28,996
Waihopai Toetoes	\$27,755

Reserves

- 10 The projected reserve balance below includes the budgeted interest income which is allocated to the reserve accounts at year end plus any approved forecast adjustments.

## Waihopai Toetoes Ward Schedule of Reserve Balance

	Opening Balance 1-Jul-18	LTP Budget 30-Jun-19	Projected Balance 30-Jun-19
<b>Local</b>			
<b>Operating Account</b>			
Waitane Glencoe Res	956	1,028	1,028
Waihopai Toetoes Ward	191,446	77,779	62,779
<b>Total Maraora Waimea Ward Reserves</b>	192,402	78,807	63,807

## Recommendation

That the Waihopai Toetoes Ward Committee:

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

## Attachments

- A Waihopai Toetoes Ward management report for the period ended 28 February 2019 [↓](#)

**Waihopai Toetoes - Financial Report**

For the Period Ended February 2019

2018/2019 Financial Year

**28500 Administration - WaihopaiToe**

<u>Annual Budget</u>	<u>Department</u>		<u>Year to Date Actuals</u>	<u>Year to Date Budget</u>	<u>%Variance</u>
Income					
(60,647.00)	28500.11171	Rates - Collected	(40,400.08)	(40,431.33)	99.92%
0.00	28500.11176	Rates - Adjustments	(1.18)	0.00	0.00%
(4,333.00)	28500.19151	Internal - Interest on Reserve	0.00	0.00	0.00%
(42.00)	28500.19171	Internal Rates Income	(44.17)	(42.00)	105.17%
42.00	28500.19175	Internal Rates offset	0.00	42.00	0.00%
<b>(64,980.00)</b>			<b>(40,445.43)</b>	<b>(40,431.33)</b>	<b>100.03%</b>
Expenditure					
60,647.00	28500.43113	Contrib - Township	40,431.12	40,431.33	100.00%
<b>60,647.00</b>			<b>40,431.12</b>	<b>40,431.33</b>	<b>100.00%</b>
<b>(4,333.00)</b>	Net Operating (Surplus)/Deficit		<b>(14.31)</b>	<b>0.00</b>	
Capital Movements					
4,333.00	28500.89202	To - Waihopai Toetoes	0.00	2,888.67	0.00%
<b>4,333.00</b>			<b>0.00</b>	<b>2,888.67</b>	<b>0.00%</b>
<b>0.00</b>			<b>(14.31)</b>	<b>2,888.67</b>	

**28502 Operating Costs - WaihopaiToet**

<u>Annual Budget</u>	<u>Department</u>		<u>Year to Date Actuals</u>	<u>Year to Date Budget</u>	<u>%Variance</u>
Income					
(1,578.00)	28502.11111	Rentals	(1,500.00)	(1,052.00)	142.59%
0.00	28502.11152	Grants - General (operating)	(2,608.70)	0.00	0.00%
(11,740.00)	28502.11171	Rates - Collected	(7,820.61)	(7,826.67)	99.92%
0.00	28502.11176	Rates - Adjustments	(0.23)	0.00	0.00%
(11.00)	28502.19171	Internal Rates Income	(8.55)	(11.00)	77.73%
11.00	28502.19175	Internal Rates offset	0.00	11.00	0.00%
<b>(13,318.00)</b>			<b>(11,938.09)</b>	<b>(8,878.67)</b>	<b>134.46%</b>
Expenditure					
2,892.00	28502.31527	Mowing	0.00	1,928.00	0.00%
334.00	28502.31528	Rates	389.61	222.67	174.97%
118,000.00	28502.31542	General Projects	3,398.53	78,666.67	4.32%
0.00	28502.36311	Refuse Collect - General	1,580.00	0.00	0.00%
5,258.00	28502.43346	Internal - Work scheme service	4,170.00	3,505.33	118.96%
4,834.00	28502.43366	Internal Rates expense	5,091.10	4,834.00	105.32%
0.00	28502.43381	Internal - Grant Expense	13,500.00	0.00	0.00%
<b>131,318.00</b>			<b>28,129.24</b>	<b>89,156.67</b>	<b>31.55%</b>
<b>118,000.00</b>	<b>Net Operating (Surplus)/Deficit</b>		<b>16,191.15</b>	<b>80,278.00</b>	
Capital Movements					
0.00	28502.65171	Improvements - Acq LOS	27,223.02	0.00	0.00%
(118,000.00)	28502.89203	Ex - Waihopai Toetoes	0.00	(78,666.67)	0.00%
<b>(118,000.00)</b>			<b>27,223.02</b>	<b>(78,666.67)</b>	<b>-34.61%</b>
<b>0.00</b>			<b>43,414.17</b>	<b>1,611.33</b>	

<u>Annual Budget</u>	<u>Department</u>		<u>Year to Date Actuals</u>	<u>Year to Date Budget</u>	<u>%Variance</u>
Income					
(10,349.00)	28532.11171	Rates - Collected	(6,894.01)	(6,899.33)	99.92%
0.00	28532.11176	Rates - Adjustments	(0.20)	0.00	0.00%
(8.00)	28532.19171	Internal Rates Income	(7.54)	(8.00)	94.25%
8.00	28532.19175	Internal Rates offset	0.00	8.00	0.00%
<b>(10,349.00)</b>			<b>(6,901.75)</b>	<b>(6,899.33)</b>	<b>100.04%</b>
Expenditure					
5,616.00	28532.31527	Mowing	5,350.00	3,744.00	142.90%
1,052.00	28532.35214	Maint - General	381.19	701.33	54.35%
3,681.00	28532.43346	Internal - Work scheme service	5,170.00	2,454.00	210.68%
<b>10,349.00</b>			<b>10,901.19</b>	<b>6,899.33</b>	<b>158.00%</b>
<b>0.00</b>	<b>Net Operating (Surplus)/Deficit</b>		<b>3,999.44</b>	<b>0.00</b>	
Capital Movements					
<b>0.00</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>0.00</b>			<b>3,999.44</b>	<b>0.00</b>	