



Fiordland Community Board

OPEN MINUTES

Minutes of a meeting of Fiordland Community Board held in the Distinction Te Anau Hotel and Villas, 64 Lakefront Drive, Te Anau on Wednesday, 13 November 2019 at 2pm.

PRESENT

Members	Sarah Greaney
	Diane Holmes
	Mary Chartres
	Benjamin Killeen
	Ryan Murray
	Max Slee
	Councillor Ebel Kremer

IN ATTENDANCE

Mayor Tong	departed at 2.35pm
Councillor George Harpur	
Councillor Robin Scott	
Committee Advisor/Customer Support Partner	Jenny Labruyère
Community Partnership Leader	Simon Moran
Group Manager, Community and Futures	Rex Capil
Communications Manager	Louise Pagan
Community Facilities Manager	Mark Day
Accountant	Shelley Dela Llana

Welcome

Mayor Tong opened the meeting and welcomed the Members to the Inaugural meeting of the Fiordland Community Board for the 2019-2022 triennium.

Mayor Tong congratulated the Members present on being elected to the Fiordland Community Board for the ensuing three year term and advised that the role is one of governance and management. Mayor Tong added that the Southland District Council had appointed Councillor Kremer to the Board.

1 Apologies

There were no apologies.

2 Making and Attesting of Members' Declarations

Record No: R/19/11/25631

Mayor Tong proceeded to have each member elect to read the required declaration under the Local Government Act, and the Mayor witnessed each declaration.

Each of the members signed their declaration which were counter signed by Mayor Tong.

Resolution

Moved Mayor Tong, seconded Cr Kremer **and resolved:**

That the Fiordland Community Board:

- a) **Receives the report titled "Making and Attesting of Members' Declarations" dated 13 November 2019.**
- 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) **Notes that the Mayor has received and witnessed the declaration of the Fiordland Community Board members.**

3 Election of Chair and Deputy Chair

Record No: R/19/11/25646

Mayor Tong called for Nominations for the position of Chairperson of the Te Anau Community Board.

<u>Nominee</u>	<u>1st Nominator</u>	<u>2nd Nominator</u>
Sarah Greaney	Mary Chartres	Ryan Murray

There were no further nominations.

The nomination of Sarah Greaney for Chairperson of the Fiordland Community Board for the 2019-2022 term was PUT and declared CARRIED.

Mayor Tong vacated the seat and the Chair, Sarah Greaney proceeded to chair the meeting from this point.

Sarah Greaney was duly elected Chair of the Fiordland Community Board.

Chairperson Sarah Greaney then called for nominations for the Deputy Chairperson of the Fiordland Community Board.

<u>Nominee</u>	<u>1st Nominator</u>	<u>2nd Nominator</u>
Diane Holmes	Mary Chartres	Ben Killeen

There were no further nominations.

The nomination of Diane Holmes for Deputy Chairperson of the Fiordland Community Board for the 2019-2022 term was PUT and declared Carried.

Diane Holmes was duly elected Deputy Chairperson of the Fiordland Community Board.

Resolution

Moved Ryan Murray, seconded Benjamin Killeen **and resolved:**

That the Fiordland Community Board:

- a) **Receives the report titled "Election of Chair and Deputy Chair" dated 5 November 2019.**
- 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) **Agrees to use system A for the election of the Chair and Deputy Chair.**
- e) **Elects Sarah Greaney as the Chair of the Fiordland Community Board for the 2019/2022 triennium.**
- f) **Elects Diane Holmes as the Deputy Chair of the Fiordland Community Board for the 2019/2022 triennium.**

4 Leave of absence

There were no requests for leave of absence.

5 Conflict of Interest

There were no conflicts of interest declared.

6 Public Forum

Peter Dolamore – Fiordland Swimming Pool Association

Mr Dolamore representing the Fiordland Swimming Pool Association, updated the Board on recent maintenance works completed at the pool and advised of further works and replacements of pumps and filtration systems that are required in the near future, and sought the Board's approval to at least maintain the rating dollar be collected as 2018/19 year.

7 Extraordinary/Urgent Items

There were no Extraordinary/Urgent items

8 General Explanation from Chief Executive

Record No: R/19/11/25648

Group Manager, Community and Futures Rex Capil was present for this item.

Mr Capil advised the purpose of the report was to provide elected members with a general explanation of the laws affecting them in their role.

The Board noted that the Chief Executive of a local authority is bound by clause 21(5) of schedule 7 of the Local Government Act 2002 to provide an explanation to elected members on certain legislation which controls the way in which the Council's business may be conducted and the way in which elected members are required to undertake their duties.

Resolution

Moved Cr Kremer, seconded Diane Holmes **and resolved:**

That the Fiordland Community Board:

- a) **Receives the report titled "General Explanation from Chief Executive" dated 5 November 2019.**

- 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.**

9 Terms of Reference and Delegations 2019 - 2022 Governance Structure

Record No: R/19/11/25808

Group Manager, Community and Futures Rex Capil was present for this item.

Mr Capil advised that the purpose of the report was to advise the Community Board of the Terms of Reference and Delegations for Southland District Council Community Boards for the 2019/2022 Triennium that was approved by Council at its meeting on Friday 1 November 2019.

The Board noted that the terms of reference and declarations for the community boards reflect the new structure and the representative leadership pillar supporting the community governance concept that Council has progressed.

Resolution

Moved Diane Holmes, seconded Mary Chartres **and resolved:**

That the Fiordland Community Board:

- a) **Receives the report titled "Terms of Reference and Delegations 2019 - 2022 Governance Structure" dated 136 November 2019.**
- 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) **Notes that the Delegations Manual containing terms of reference and delegations for the governance structure including Community Boards was adopted by Council at its meeting on Friday 1 November 2019.**

10 Date and Time of First Meeting of the Fiordland Community Board

Record No: R/19/11/25644

Committee Advisor, Jenny Labruyère presented this item.

Mrs Labruyère advised the purpose of the report is to recommend the setting of the date for the first Community Board meeting of the 2019/2022 triennium.

The Board noted that the Local Government Act 2002 [Schedule 7, Clause 21(5)(d)] requires Council, at its first meeting following a triennial general election, to fix the date and time of the first meeting of the Board, or to adopt a schedule of meetings.

Resolution

Moved Benjamin Killeen, seconded Mary Chartres **and resolved:**

That the Fiordland Community Board:

- a) **Receives the report titled “Date and Time of First Meeting of the Fiordland Community Board” dated 5 November 2019.**
- 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) **Agrees that the first meeting of the Fiordland Community Board will be held at 2pm on Tuesday 18 February 2020.**

11 Adoption of 2019 Standing Orders

Record No: R/19/11/25847

Group Manager, Community and Futures Rex Capil presented for this item.

Mr Capil advised the purpose of the report is to recommend that the Fiordland Community Board adopts a set of Standing Orders that was attached to the officer's report.

Resolution

Moved Ryan Murray, seconded Diane Holmes **and resolved:**

That Fiordland Community Board:

- a) **Receives the report titled “Adoption of 2019 Standing Orders” dated 6 November 2019.**
- b) **Determines that this matter or decision be recognised as 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 adopt the Standing Orders (attachment a to the officer's report) and**
 - i **That the Chair of the Community Board has both a deliberative and casting vote (s.o.19.3)**
 - ii **That members have the right to attend by an audio or audio-visual link (s.o.13.7)**
 - iii **That Option C (s.o.22.4) be the default option for speaking and moving motions.**

12 Elected Members Code of Conduct

Record No: R/19/11/25823

Group Manager, Community and Futures Rex Capil was present for this item.

Mr Capil advised that the purpose of the report was to present the Elected Members Code of Conduct (the Code) to the Community Boards for information which was approved by Council at its meeting on 1 November 2019.

Resolution

Moved Cr Kremer, seconded Benjamin Killeen **and resolved:**

That the Fiordland Community Board:

- a) **Receives the report titled "Elected Members Code of Conduct" dated 6 November 2019.**
- 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) **Notes the Elected Members Code of Conduct agreed to by Council at its meeting on 1 November 2019 for the Mayor and Councillors and members of the Community Boards, all Committees and Subcommittees of the Southland District Council.**

Note: Mayor Tong departed the meeting at 2.35pm.

13 Direction-setting for Annual Plan 2020/2021

Record No: R/19/10/23442

Corporate Performance Lead, Chantelle Subritzky presented this item.

Ms Subritzky advised the purpose of this report is to confirm the direction determined for the third year of the Long Term Plan 2018-2028.

The Board considered the information in the report and made several changes which are reflected in the resolution below.

Resolution

Moved Cr Kremer, seconded Mary Chartres **and resolved recommendations a to c, d with changes (as indicated), e with changes (as indicated) and f with changes (as indicated):**

That the Fiordland Community Board:

- a) Receives the report titled "Direction-setting for Annual Plan 2020/2021"**
- 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) Recommends that the budgets for the year commencing 1 July 2020 be adopted for inclusion in Council's Draft 2020/2021 Annual Plan with the following changes:**
 - (i) Requests that the Manapouri Community Development Rate remain at the 2019-2020 rate of \$97,174.**
 - (ii) Requests that the Te Anau Community Board Rate remain at the 2019/2020 rate of \$681,580.**
 - (iii) Requests that the Fiordland Pool Rate remain at the 2019/2020 rate of \$36,815.**
- e) Recommends to Council the setting of the following rates and charges (including GST) for the year commencing 1 July 2020 based on the approved budgets in (d) above with a changes to the Manapouri Community Development Rates, the Te Anau Community Board Rate and the Fiordland Pool Rate.**

Rate Description	Rate (GST Incl)
Manapouri Community Development Rate	\$95,186 \$97,174
Manapouri Hall Rate	\$13,041
Te Anau Community Board Rate	\$650,969 \$681,580
Fiordland Pool Rate	\$36,034 \$36,815
Te Anau Airport Manapouri Rate	\$361,471

Noting that these changes are from the 2019/2020 amounts.

- f) **Recommends to Council the setting of the following Manapouri hall fees and charges (including GST) for the year commencing 1 July 2020, for inclusion in Council's Draft 2020/2021 Annual Plan with changes to the Manapouri Hall fees and charges description.**

Description	Fee/Charge (GST Inc)
<u>Manapouri Hall Fees and Charges</u>	
Hall	\$60.00
Hall & Kitchen including funerals	\$250.00 \$100
Meeting room/library (per half day)	\$15.00
Funerals	\$100.00
Library (per year)	\$200.00
Playgroup (per session)	\$40.00
Commercial (day)	\$287.50
Commercial (weekly)	\$1,150.00
Community and Sports groups (half day)	\$45.00
Community groups (full day)	\$75.00
Sports Use (Max per 3 hour session \$45)	\$15.00
<u>Hire</u>	
Chairs	\$2.00
Tables	\$12.00
Cups	\$0.25
Saucers	\$0.25
Teapots	\$2.50
Pie warmer	\$30.00
Bread & butter plates, dessert plates, cutlery	\$0.15
Dinner plates	\$0.20
Tablecloths	\$5.00
Bond (no GST)	\$200.00

Note equipment hire if leaving the building is covered by the Bond and replacement by user if lost or damaged.

- g) **Recommend to Council the setting of the following Te Anau Airport Manapouri fees and charges (including GST) for the year commencing 1 July 2020, for inclusion in Council's Draft 2020/2021 Annual Plan with the inclusion of an \$80 per hour for afterhours call outs and security fees along with removal of the wording refundable if not required for hire of wet weather venue.**

Te Anau Airport Manapouri Fees and Charges	Fee/Charge (GST Inc)
Description	
Landing Fees (Weight category MCTOW in kg)	
< or = 2,000	\$17.00
2,001 - 4,000	\$34.00
4,001 - 5,700	\$57.00
5,701 - 10,000	\$115.00
10,001 - 20,000	\$230.00
>20,000	\$322.00
Helicopters	\$17.00
Honesty Box Landing Fees (Weight category MCTOW in kg)	
< or = 2,000 (no GST)	\$17.00
2,001 - 4,000 (no GST)	\$34.00
4,001 - 5,700 (no GST)	\$57.00
Helicopters (no GST)	\$17.00
Overnight Fee (Weight category MCTOW in kg)	
< or = 2,000	No charge
2,001 - 4,000	No charge
4,001 - 5,700	No charge
5,701 - 10,000	\$57.00
10,001 - 20,000	\$115.00
>20,000	\$172.00
Helicopters	No charge
Ground Handling Fees	
With baggage	\$322.00
Without baggage	\$241.00
With baggage (two persons assist)	\$339.00
Additional person	\$80.00
Ground power unit assistance (minimum one hour)	\$172.00
After hours call out fees	\$80.00 per hour
Security Fee	\$80.00 per hour
Refueling Fees	
Standard Refuelling	\$57.00
Additional person	\$80.00
Function Centre Fees	
Residential/Local ratepayer full day	\$300.00
Residential/Local ratepayer half day	\$200.00
Non-Rate payer	\$500.00
Corporate hire half day	\$400.00
Corporate hire full day	\$600.00
Cancellation Fee	\$50.00
Wet weather ceremony hire (refundable if not required)	\$100.00
Bond (refundable/no GST)	\$500.00
Optional contract clean	\$250.00

14 Playground Update

Record No: R/19/10/24149

Community Facilities Manager, Mark Day presented this item.

Mr Day advised the purpose of the report was to share information in regards to the management of the Council playgrounds throughout the district as well as the recent playground audit.

Board members requested assurance of frequent playground inspections and auditing processes for the future.

Resolution

Moved Ryan Murray, seconded Benjamin Killeen **and resolved**

That the Fiordland Community Board:

- a) **Receives the report titled "Playground Update" dated 1 November 2019.**
- 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.**

15 Te Anau Manapouri Airport Operations Report

Record No: R/19/11/25924

Community Partnership Leader, Simon Moran presented this report.

Mr Moran advised the purpose of this report is to provide up to date operations context for the Te Anau Manapouri Airport.

Resolution

Moved Diane Holmes, seconded Cr Kremer

That the Fiordland Community Board:

- a) **Receives the report titled "Te Anau Manapouri Airport Operations Report" dated 6 November 2019.**
- b) **Determines that this matter or decision be recognised as not significant in terms of Section 76 of the Local Government Act 2002.**

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- 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.**

The meeting concluded at 3.45pm

CONFIRMED AS A TRUE AND CORRECT RECORD AT A
MEETING OF THE FIORDLAND COMMUNITY BOARD
HELD ON WEDNESDAY 13 NOVEMBER 2019.

DATE:.....

CHAIRPERSON:.....