



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

Date: Tuesday, 6 December 2022  
Time: 7pm  
Meeting room: Memorial Hall Wyndham  
Venue: 44 Balaclava Street  
Wyndham

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## Waihopai Toetoe Community Board Agenda OPEN

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### MEMBERSHIP

Chairperson	Pam Yorke
Deputy Chairperson	Denise Fodie
Members	Emily Butters
	Fiona McCabe
	John McIntyre
	George Stevenson
	Andrea Straith
	Councillor Julie Keast

### IN ATTENDANCE

Committee advisor	Fiona Dunlop
Community liaison officer	Gordon Crombie
Community partnership leader	Karen Purdue

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



## Health and safety – emergency procedures

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

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

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

Phones – Please turn your mobile devices to silent mode.

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

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To confirm at that the next meeting of the Waihopai Toetoe Community Board is scheduled for Tuesday 28 February 2023 at 7pm in the Wyndham Hall, 44 Balaclava Street, Wyndham.

1 Apologies

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

2 Leave of absence

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

3 Conflict of interest

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

4 Public participation

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

5 Extraordinary/urgent items

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

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

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

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

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

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

6 CONFIRMATION OF MINUTES

6.1 MEETING MINUTES OF WAIHOPAI TOETOE COMMUNITY BOARD, 22 NOVEMBER 2022



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# WAIHOPAI TOETOE COMMUNITY BOARD

## OPEN MINUTES

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MINUTES OF A MEETING OF WAIHOPAI TOETOE COMMUNITY BOARD HELD IN THE MEMORIAL HALL WYNDHAM, 44 BALACLAVA STREET, WYNDHAM ON TUESDAY, 22 NOVEMBER 2022 AT 7.03PM. (7.03PM – 7.55PM)

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### PRESENT

CHAIRPERSON	PAM YORKE
DEPUTY	DENISE FODIE
CHAIRPERSON	
MEMBERS	EMILY BUTTERS
	FIONA MCCABE
	JOHN MCINTYRE
	GEORGE STEVENSON
	ANDREA STRAITH
	COUNCILLOR JULIE KEAST

### IN ATTENDANCE

MAYOR SCOTT  
DEPUTY MAYOR – COUNCILLOR CHRISTINE MENZIES  
COUNCILLOR PAUL DUFFY  
CHIEF EXECUTIVE – CAMERON MCINTOSH  
COMMITTEE ADVISOR - FIONA DUNLOP  
COMMUNITY PARTNERSHIP LEADER - KAREN PURDUE

CHIEF EXECUTIVE – CAMERON MCINTOSH OPENED THE MEETING AND WELCOMED ALL PRESENT. HE HANDED OVER TO MAYOR SCOTT WHO WAS PRESENT TO WITNESS AND SIGN THE DECLARATIONS THE BOARD MEMBER'S ELECT WOULD BE MAKING.

1 APOLOGIES

THERE WERE NO APOLOGIES.

2 MAKING AND ATTESTING OF MEMBERS' DECLARATIONS

RECORD NO: R/22/11/65512

MAYOR SCOTT WAS PRESENT TO WITNESS THE DECLARATIONS FROM EACH OF THE BOARD MEMBERS AND CALLED EACH MEMBER FORWARD TO MAKE THEIR DECLARATION AS AN ELECTED MEMBER OF THE WAIHOPAI TOETOE COMMUNITY BOARD.

I, EMILY JEAN BUTTERS, DENISE MARY FODIE, FIONA MAVIS MCCABE, JOHN STEPHEN MCINTYRE, GEORGE VERNON STEVENSON, ANDREA NOVA STRAITH, PAMELA JOAN YORKE, AND JULIE ANN KEAST, DECLARE THAT I WILL FAITHFULLY AND IMPARTIALLY, AND ACCORDING TO THE BEST OF MY SKILL AND JUDGMENT, EXECUTE AND PERFORM, IN THE BEST INTERESTS OF SOUTHLAND DISTRICT, THE POWERS, AUTHORITIES, AND DUTIES VESTED IN, OR IMPOSED UPON ME AS MEMBER OF THE WAIHOPAI TOETOE COMMUNITY BOARD BY VIRTUE OF THE LOCAL GOVERNMENT ACT 2002, THE LOCAL GOVERNMENT OFFICIAL INFORMATION AND MEETINGS ACT 1987, OR ANY OTHER ACT.

EACH OF THE MEMBERS SIGNED THEIR DECLARATION WHICH WERE COUNTER SIGNED BY MAYOR SCOTT.

RESOLUTION

MOVED PAM YORKE, SECONDED ANDREA STRAITH AND RESOLVED:

THAT THE WAIHOPAI TOETOE COMMUNITY BOARD:

- A) RECEIVES THE REPORT TITLED **"MAKING AND ATTESTING OF MEMBERS' DECLARATIONS" DATED 3 NOVEMBER 2022**
- 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) AFFIRMS THAT THE MAYOR HAS RECEIVED AND WITNESSED THE DECLARATION OF THE WAIHOPAI TOETOE COMMUNITY BOARD MEMBERS.

3 ELECTION OF CHAIR AND DEPUTY CHAIR

RECORD NO: R/22/11/65515

MAYOR ROB SCOTT WAS IN ATTENDANCE FOR THIS ITEM.

MAYOR SCOTT ADVISED THAT THE PURPOSE OF THE REPORT WAS FOR THE BOARD TO ELECT A CHAIR AND A DEPUTY CHAIR FOR THE BOARD.

THE BOARD NOTED THAT THE REPORT CALLED FOR THE ELECTION OF A COMMUNITY BOARD CHAIRPERSON AS REQUIRED UNDER CLAUSE 37, SCHEDULE 7 OF THE LOCAL GOVERNMENT ACT 2002 AND ALSO PROVIDES THE OPPORTUNITY FOR THE BOARD TO APPOINT A DEPUTY CHAIRPERSON TO ACT FOR THE CHAIRPERSON IF SHE/HE IS UNABLE TO PERFORM HIS OR HER DUTIES. ALSO INCLUDED IN THE REPORT WAS THE VOTING SYSTEM TO BE USED FOR THE ELECTION. THE BOARD CHOSE TO USE SYSTEM A

MAYOR SCOTT TOOK THE BOARD THROUGH THE PROCESS OF ELECTING A CHAIR AND DEPUTY CHAIR.

MOVED DENISE FODIE SECONDED COUNCILLOR KEAST THE MOTION RECOMMENDATIONS A TO D.

THE MOTION WAS PUT AND DECLARED CARRIED.

NOMINATIONS FOR THE CHAIR WERE CALLED FOR.

DENISE FODIE WAS NOMINATED BY FIONA MCCABE AND THE NOMINATION WAS SECONDED BY JOHN MCINTYRE.

PAM YORKE WAS NOMINATED BY EMILY BUTTERS AND THE NOMINATION WAS SECONDED BY ANDREA STRAITH.

NO MORE NOMINATIONS WERE RECEIVED.

AS THERE WERE TWO NOMINATIONS FOR CHAIR, A VOTE WAS HELD.

THERE WERE TWO VOTES FOR DENISE FODIE AND FOUR VOTES FOR PAM YORKE. MAYOR SCOTT ADVISED THAT AS PAM YORKE HAD RECEIVED MORE VOTES THAT SHE WOULD BE CHAIR.

NOMINATIONS FOR THE DEPUTY CHAIR WERE CALLED FOR.

DENISE FODIE WAS NOMINATED BY ANDREA STRAITH AND THE NOMINATION WAS SECONDED BY FIONA MCCABE.

FIONA MCCABE WAS NOMINATED BY JOHN MCINTYRE AND THE NOMINATION WAS SECONDED BY DENISE FODIE.

AS THERE WERE TWO NOMINATIONS FOR DEPUTY CHAIR, A VOTE WAS HELD.



THERE WERE SEVEN VOTES FOR DENISE FODIE AND NO VOTES FOR FIONA MCCABE. MAYOR SCOTT ADVISED THAT AS DENISE FODIE HAD RECEIVED MORE VOTES THAT SHE WOULD BE DEPUTY CHAIR.

MOVED COUNCILLOR KEAST, SECONDED EMILY BUTTERS THE FOLLOWING MOTION:

THAT THE WAIHOPAI TOETOE COMMUNITY BOARD:

- E) ELECTS PAM YORKE TO BE THE CHAIR OF THE WAIHOPAI TOETOE COMMUNITY BOARD FOR THE 2022/2025 TRIENNIUM
- F) ELECTS DENISE FODIE TO BE THE DEPUTY CHAIR OF THE WAIHOPAI TOETOE COMMUNITY BOARD FOR THE 2022/2025 TRIENNIUM.

THE MOTION WAS PUT AND DECLARED CARRIED.

FINAL RESOLUTION:

THAT THE WAIHOPAI TOETOE COMMUNITY BOARD:

- A) RECEIVES THE REPORT TITLED **"ELECTION OF CHAIR AND DEPUTY CHAIR"** DATED 2 NOVEMBER 2022
- 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 VOTING SYSTEM A TO ELECT THE CHAIR AND DEPUTY CHAIR
- E) ELECTS PAM YORK TO BE THE CHAIR OF THE WAIHOPAI TOETOE COMMUNITY BOARD FOR THE 2022/2025 TRIENNIUM
- F) ELECTS DENISE FODIE TO BE THE DEPUTY CHAIR OF THE WAIHOPAI TOETOE COMMUNITY BOARD FOR THE 2022/2025 TRIENNIUM.

MAYOR SCOTT VACATED THE CHAIR AND PAM YORKE ASSUMED THE CHAIR.

#### 4 LEAVE OF ABSENCE

THERE WERE NO REQUESTS FOR LEAVE OF ABSENCE.

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5 CONFLICT OF INTEREST

THERE WERE NO CONFLICTS OF INTEREST DECLARED.

6 EXTRAORDINARY/URGENT ITEMS

THERE WERE NO EXTRAORDINARY/URGENT ITEMS.

7 GENERAL EXPLANATION FROM CHIEF EXECUTIVE

RECORD NO: R/22/11/65518

CHIEF EXECUTIVE – CAMERON MCINTOSH WAS PRESENT FOR THIS ITEM.

MR MACINTOSH ADVISED THAT 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 KEAST, SECONDED ANDREA STRAITH AND RESOLVED:

THAT THE WAIHOPAI TOETOE COMMUNITY BOARD:

- A) RECEIVES THE REPORT TITLED "**GENERAL EXPLANATION FROM CHIEF EXECUTIVE**" DATED 2 NOVEMBER 2022
- 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) RECEIVES INFORMATION PROVIDED BY THE CHIEF EXECUTIVE ON:
  - THE LOCAL GOVERNMENT ACT 2002
  - THE LOCAL GOVERNMENT OFFICIAL INFORMATION AND MEETINGS ACT 1987
  - THE APPROPRIATE PROVISIONS OF THE LOCAL AUTHORITIES (**MEMBERS'** INTERESTS) ACT 1968
  - SECTIONS 99, 105, AND 105A OF THE CRIMES ACT 1961
  - THE SECRET COMMISSIONS ACT 1910
  - THE FINANCIAL MARKETS CONDUCT ACT 2013
  - THE HEALTH AND SAFETY AT WORK ACT 2015

- THE PUBLIC AUDIT ACT 2001.

8 DATE AND TIME OF FIRST MEETING OF THE WAIHOPAI TOETOE COMMUNITY BOARD

RECORD NO: R/22/11/65479

COMMITTEE ADVISOR – FIONA DUNLOP WAS IN ATTENDANCE FOR THIS ITEM.

MISS DUNLOP ADVISED THAT THE PURPOSE OF THE REPORT RECOMMENDS THE SETTING OF THE DATE FOR THE FIRST COMMUNITY BOARD MEETING OF THE 2022/2025 TRIENNIUM.

THE BOARD NOTED THAT THE LOCAL GOVERNMENT ACT 2002 [SCHEDULE 7, CLAUSE 21(5)(D)] REQUIRES THE BOARD, 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.

FOLLOWING DISCUSSION THE BOARD AGREED THAT IT WOULD MEET FOR THE FIRST TIME POST THE ELECTION AT 7PM ON TUESDAY 6 DECEMBER 2022 AT THE MEMORIAL HALL WYNDHAM, 44 BALACLAVA STREET, WYNDHAM.

RESOLUTION

MOVED ANDREA STRAITH, SECONDED EMILY BUTTERS AND RESOLVED:

THAT THE WAIHOPAI TOETOE COMMUNITY BOARD:

- A) RECEIVES THE REPORT **TITLED "DATE AND TIME OF FIRST MEETING OF THE WAIHOPAI TOETOE COMMUNITY BOARD" DATED** 2 NOVEMBER 2022
- 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 WAIHOPAI TOETOE COMMUNITY BOARD WILL BE HELD AT 7PM ON TUESDAY 6 DECEMBER 2022 AT THE MEMORIAL HALL WYNDHAM, 44 BALACLAVA STREET, WYNDHAM.

9 ADOPTION OF 2022 COMMUNITY BOARD STANDING ORDERS

RECORD NO: R/22/11/65592

COMMITTEE ADVISOR – FIONA DUNLOP WAS PRESENT FOR THIS ITEM.

MISS DUNLOP ADVISED THAT THE PURPOSE OF THE REPORT WAS TO RECOMMEND THAT THE WAIHOPAI TOETOE COMMUNITY BOARD ADOPTS THE SET OF STANDING ORDERS AS ATTACHED TO THE OFFICERS REPORT.

RESOLUTION

MOVED CR KEAST, SECONDED EMILY BUTTERS RECOMMENDATIONS A TO C, D WITH A CHANGE (AS INDICATED BY ~~STRIKETHROUGH~~ AND UNDERLINE) AND E AND RESOLVED:

THAT WAIHOPAI TOETOE COMMUNITY BOARD:

- A) RECEIVES THE REPORT **TITLED "ADOPTION OF 2022 COMMUNITY BOARD STANDING ORDERS" DATED 3 NOVEMBER 2022**
- B) DETERMINES THAT THIS MATTER OR DECISION BE RECOGNISED AS NOT SIGNIFICANT IN TERMS OF SECTION 76 OF THE LOCAL GOVERNMENT ACT 2002
- C) DETERMINES THAT IT HAS COMPLIED WITH THE DECISION-MAKING PROVISIONS OF THE LOCAL GOVERNMENT ACT 2002 TO THE EXTENT NECESSARY IN RELATION TO THIS DECISION; AND IN ACCORDANCE WITH SECTION 79 OF THE ACT DETERMINES THAT IT DOES NOT REQUIRE FURTHER INFORMATION, FURTHER ASSESSMENT OF OPTIONS OR FURTHER ANALYSIS OF COSTS AND BENEFITS OR ADVANTAGES AND DISADVANTAGES PRIOR TO MAKING A DECISION ON THIS MATTER
- D) AGREES TO REPLACE THE **BOARD'S CURRENT SET** OF STANDING ORDERS WITH NEW STANDING ORDERS (ATTACHMENT A OF **THE OFFICER'S REPORT**) WITH THE FOLLOWING PROVISIONS INCLUDED:
  - I. THAT THE ~~MAYOR AND~~ CHAIRPERSON ~~HAVE~~ 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
- E) AUTHORISES THE CHIEF EXECUTIVE TO APPROVE ANY NON-MATERIAL CHANGES THAT MAY BE REQUIRED BEFORE THE NEW STANDING ORDERS ARE PUBLISHED.

10 ELECTED MEMBERS CODE OF CONDUCT

RECORD NO: R/22/11/65602

COMMITTEE ADVISOR – FIONA DUNLOP WAS IN ATTENDANCE FOR THIS ITEM.

MISS DUNLOP ADVISED THAT THE PURPOSE OF THE REPORT WAS TO PRESENT TO THE BOARD AN AMENDED CODE OF CONDUCT.

THE BOARD NOTED THAT IT IS A REQUIREMENT OF CLAUSE 15 OF SCHEDULE 7 OF THE LOCAL GOVERNMENT ACT 2002 TO HAVE A CODE OF CONDUCT IN PLACE THAT APPLIES TO

THE MAYOR AND COUNCILLORS WHICH THAT ENSURES AN APPROPRIATE STANDARD OF BEHAVIOUR IS SHOWN BY ELECTED MEMBERS. THIS WAS ADOPTED BY COUNCIL AT ITS MEETING ON 2 NOVEMBER 2022. HOWEVER THIS CLAUSE DOES NOT APPLY TO COMMUNITY BOARDS.

**THE COUNCIL'S CODE OF CONDUCT** WAS PRESENTED TO COMMUNITY BOARDS AND WITH THE RECOMMENDATION THAT THE BOARD ADOPTS THE CODE.

THERE IS A NEW MODEL CODE OF CONDUCT THAT HAS BEEN PRODUCED BY LOCAL GOVERNMENT NEW ZEALAND WHICH WILL BE DISCUSSED WITH ELECTED MEMBERS EARLY IN 2023. THE BOARD MAY WISH TO ADOPT A CODE THAT MORE CLOSELY ALIGNS TO THE LOCAL GOVERNMENT NEW ZEALAND MODEL.

RESOLUTION

MOVED CHAIRPERSON YORKE, SECONDED GEORGE STEVENSON AND RESOLVED:

THAT THE WAIHOPAI TOETOE COMMUNITY BOARD:

- A) RECEIVES THE REPORT **TITLED "ELECTED MEMBERS CODE OF CONDUCT"** DATED 3 NOVEMBER 2022.
- 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) ADOPTS THE SOUTHLAND DISTRICT COUNCIL CODE OF CONDUCT (ATTACHMENT A OF THE **OFFICER'S REPORT**).

BOARD MEMBERS DENISE FODIE, FIONA MCCABE AND JOHN MCINTYRE REQUESTED THAT THEIR DISSENTING VOTES BE RECORDED.

THE MEETING CONCLUDED AT 7.55PM.

CONFIRMED AS A TRUE AND CORRECT RECORD AT A MEETING OF THE WAIHOPAI TOETOE COMMUNITY BOARD HELD ON TUESDAY 22 NOVEMBER 2022.

DATE:.....

CHAIRPERSON:.....

## Declaration by Community Board Member

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I, EMILY JEAN BUTTERS, declare that I will faithfully and impartially, and according to the best of my skill and judgment, execute and perform, in the best interests of Southland District, the powers, authorities, and duties vested in, or imposed upon me as member of the Waihopai Toetoe Community Board by virtue of the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, or any other Act.

Dated at Wyndham, Tuesday 22 November 2022

Signature:  \_\_\_\_\_

Signed in the presence of:



Robin Hugh Scott  
Mayor  
Southland District Council

## Declaration by Community Board Member

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I, DENISE MARY FODIE, declare that I will faithfully and impartially, and according to the best of my skill and judgment, execute and perform, in the best interests of Southland District, the powers, authorities, and duties vested in, or imposed upon me as member of the Waihopai Toetoe Community Board by virtue of the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, or any other Act.

Dated at Wyndham, Tuesday 22 November 2022

Signature:  \_\_\_\_\_

Signed in the presence of:



Robin Hugh Scott  
Mayor  
Southland District Council



## Declaration by Community Board Member

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I, FIONA MAVIS McCABE, declare that I will faithfully and impartially, and according to the best of my skill and judgment, execute and perform, in the best interests of Southland District, the powers, authorities, and duties vested in, or imposed upon me as member of the Waihopai Toetoe Community Board by virtue of the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, or any other Act.

Dated at Wyndham, Tuesday 22 November 2022

Signature: 

Signed in the presence of:



Robin Hugh Scott  
Mayor  
Southland District Council

## Declaration by Community Board Member

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I, JOHN STEPHEN McINTYRE, declare that I will faithfully and impartially, and according to the best of my skill and judgment, execute and perform, in the best interests of Southland District, the powers, authorities, and duties vested in, or imposed upon me as member of the Waihopai Toetoe Community Board by virtue of the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, or any other Act.

Dated at Wyndham, Tuesday 22 November 2022

Signature: 

Signed in the presence of:



Robin Hugh Scott  
Mayor  
Southland District Council

## Declaration by Community Board Member

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I, GEORGE VERNON STEVENSON, declare that I will faithfully and impartially, and according to the best of my skill and judgment, execute and perform, in the best interests of Southland District, the powers, authorities, and duties vested in, or imposed upon me as member of the Waihopai Toetoe Community Board by virtue of the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, or any other Act.

Dated at Wyndham, Tuesday 22 November 2022

Signature:  \_\_\_\_\_

Signed in the presence of:



Robin Hugh Scott  
Mayor  
Southland District Council

## Declaration by Community Board Member

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I, ANDREA NOVA STRAITH, declare that I will faithfully and impartially, and according to the best of my skill and judgment, execute and perform, in the best interests of Southland District, the powers, authorities, and duties vested in, or imposed upon me as member of the Waihopai Toetoe Community Board by virtue of the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, or any other Act.

Dated at Wyndham, Tuesday 22 November 2022

Signature: \_\_\_\_\_



Signed in the presence of:



Robin Hugh Scott  
Mayor  
Southland District Council

## Declaration by Community Board Member

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I, PAMELA JOAN YORKE, declare that I will faithfully and impartially, and according to the best of my skill and judgment, execute and perform, in the best interests of Southland District, the powers, authorities, and duties vested in, or imposed upon me as member of the Waihopai Toetoe Community Board by virtue of the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, or any other Act.

Dated at Wyndham, Tuesday 22 November 2022

Signature:  \_\_\_\_\_

Signed in the presence of:




Robin Hugh Scott  
Mayor  
Southland District Council

## Declaration by Community Board Member

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I, JULIE ANN KEAST, declare that I will faithfully and impartially, and according to the best of my skill and judgment, execute and perform, in the best interests of Southland District, the powers, authorities, and duties vested in, or imposed upon me as member of the Waihopai Toetoe Community Board by virtue of the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, or any other Act.

Dated at Wyndham, Tuesday 22 November 2022

Signature:  \_\_\_\_\_

Signed in the presence of:



Robin Hugh Scott  
Mayor  
Southland District Council

## Terms of reference and delegations to community boards

Record no: R/22/11/70232

Author: Robyn Rout, Governance legal manager

Approved by: Fran Mikulicic, Group manager democracy and community

Decision

Recommendation

Information

### Purpose

- 1 The purpose of this report is to inform the community board of the terms of reference and delegations Council has adopted for community boards for the 2022/2025 triennium. This report also provides information on the governance structure and elected member appointments that Council is likely to make at its 30 November 2022 meeting.

### Executive summary

- 2 Each triennium Council considers the terms of reference and delegations for boards, and decides to give some of its powers and responsibilities to community boards as it values the connection boards have to their communities and the knowledge boards have of local services and assets. It is anticipated that on 30 November 2022, Council will adopt new terms of reference and delegations for boards.
- 3 This report includes, in Attachment A, the terms of reference and delegations for community boards that are being presented to Council on 30 November 2022. Over the last year, staff have reviewed community board delegations. This report highlights the proposed changes to the terms of reference and delegations for boards (compared to those adopted by Council for the 2019-22 term).
- 4 If Council alter the terms of reference and delegations to community boards at its meeting on 30 November 2022 (when staff anticipate Council will adopt them), staff will verbally inform the board of any updates at this meeting, and staff will also present the final version of the terms of reference and delegations at the board's February meeting.
- 5 Terms of reference outline the role of community boards. The Local Government Act 2002 (LGA) outlines that community boards have particular roles, and Council has also added other roles to the terms of reference that it believes would be good practice for the community board to undertake. The delegations to boards are also outlined in Attachment A. Delegations give boards different powers and responsibilities. Delegations also allow decisions to be made at an appropriate level (such as by community boards or by staff), so Council does not have to make all of the decisions itself.
- 6 This report also contains information on the governance structure that Council is likely to adopt for the 2022-2025 triennium. A link is provided where board members can access further information about this structure, and the roles the entities will undertake. Attachment B to this report also provides the board with the elected member appointments that are likely to have been approved by Council on 30 November 2022.

## Recommendation

That the Waihopai Toetoe Community Board:

- a) **receives the report titled “Terms of reference and delegations to community boards ” dated 29 November 2022.**
- b) determines that this matter or decision be recognised as not significant in terms of Section 76 of the Local Government Act 2002.
- c) determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.
- d) Notes the terms of reference and delegations Council is likely to adopt for community boards, that are included with this report as Attachment A.
- e) Notes the governance structure that Council is likely to endorse and bring into effect at its meeting on 30 November 2022.
- f) Notes the elected member appointments that Council is likely to make at its meeting on 30 November 2022, that are included with this report as Attachment B.

## Background

- 7 At the Council meeting on Wednesday 30 November, staff are presenting a delegations manual to Council for adoption. This manual presents all of Council’s delegations of governance activities to Council committees, subcommittees, joint committees and community boards and Council’s delegations of management activities to the chief executive and to Council staff. The manual also contains the terms of reference for boards, committees and subcommittees.
- 8 A delegations manual helps Council to operate efficiently and effectively, allowing it to concentrate on strategic matters and empower the chief executive and staff to implement and administer policies. The manual also provides a practical mechanism that enables decisions to be made at an appropriate level.
- 9 In exercising delegations, committees, subcommittees, community boards and staff need to act within the policies and guidelines established by Council, and within the budgets set by Council.

## ISSUES

- 10 Council is given a large number of responsibilities and powers by different statutes. As it is not practical or appropriate for Council to exercise all of the powers and to undertake all of the responsibilities itself, Council makes a number of delegations. On 30 November 2022, it is anticipated that Council will decide the terms of reference it would like community boards to undertake, and also outline the powers and responsibilities it would like community boards to have. The proposed terms of reference and delegations to boards are included as Attachment A.



- 11 If Council do amend the community board terms of reference or delegations when it considers this matter on 30 November 2022, staff will verbally update the board at this meeting, and also re-present the terms of reference and delegations to the board at its February meeting.

### **Terms of reference**

- 12 Section 52 of the LGA outlines the legal role of community boards, and these responsibilities have been included in the attached terms of reference for community boards. Council also believe it would be good practice for community boards to undertake other roles in their community, so these additional terms of reference have also been included. This triennium, staff have suggested changes to the terms of reference presented to Council for adoption, to try and make it clear the role boards are legally required to undertake, and the additional roles Council would like boards to undertake.

- 13 The roles of boards outlined in the terms of reference include:

- representing and advocating for the interests of the community
- maintaining an overview of services provided by Council within the community
- preparing an annual submission to Council for expenditure within the community
- promoting and monitoring community wellbeing
- developing relationships and communicating with community organisations, groups, residents and businesses
- advocating by making submissions and outlining community priorities
- providing recommendations about local activities and monitoring whether local services meet community needs
- making recommendations and providing input and advice on environmental management and spatial planning.

### **Review of community board delegations**

- 14 Work undertaken in 2021 identified that the community board delegations in place at that time did not make it easy for board members to understand their responsibilities. It was suggested that a simpler and clearer delegations framework be drafted. It was also suggested by some board members that boards should have more extensive delegations. Staff sought feedback from board members on their delegations via a survey, and feedback was also sought from Councillors. In June 2022, staff created a draft version of community board delegations, and these were discussed with community board chairs.

- 15 The new community board delegations included in the manual have been drafted to:

- make delegations as clear and easy to understand as possible
- separate out delegations from roles and responsibilities
- remove any superfluous content/jargon/legalese
- incorporate feedback from board members and internal team members (where appropriate).

- 16 When the community board delegations were reviewed, staff and community board members also discussed amending the community board delegations around unbudgeted expenditure to prevent delays where the project cost was only slightly over the approved budget and particularly where an alternative uncommitted funding source was available (e.g. reserves or grant funding). A number of suggestions were made including considering whether community board chairs should be able to approve small amounts of unbudgeted expenditure or whether approval could be given by boards informally by email and then ratified at the next board meeting. The amount of unbudgeted expenditure able to be approved directly by boards was also raised.
- 17 Currently, community boards can approve unbudgeted expenditure of up to \$20,000 for operating expenditure and \$20,000 for the capital expenditure (where the budgeted capital project/item is included in the annual or long term plan). The current delegations are designed to ensure that there are controls around additional expenditure risks whilst enabling boards to be able to make decisions within the limits provided for by Council.
- 18 The community board delegations presented to Council on 30 November 2022 did not propose changes to the current unbudgeted expenditure delegations for boards. This is because staff believe that there are a number of process improvements that can be considered outside of delegations that would reduce instances of unbudgeted expenditure approval being needed in most instances. This includes refining project scoping/costing as part of the budget development, review and approval process and identifying the expenditure limit at which projects would need to be reconsidered by boards.

**The content of community board delegations (that are likely to be adopted by Council on 30 November)**

- 19 The community board delegations presented to Council on 30 November 2022 are included as Attachment A. These delegations give boards powers and responsibilities. The delegations proposed to be given to boards include:
- developing local strategies and outcomes
  - reviewing community board plans
  - making decisions on locally funded assets and services
  - approving specific unbudgeted expenditure
  - approving leases and licenses and preferred allocations of leases and licences, where the rental is more than \$10,000
  - making community assistance decisions such as granting funds from the community partnership fund.
- 20 Specific changes to the community board delegations presented to Council on 30 November 2022 include:
- updating the wording around community board plans, as these have been produced by boards and now need to be kept relevant and up to date
  - raising the value of donations that can be accepted to being less than \$30,000 (this was previously set at less than \$20,000)

- updating and providing more clarity on district and local activities.

- 21 The proposed delegations will mean a board will be able to approve a business case for an approved budgeted capital expenditure of up to \$300,000 – this is for particular projects that are in the long term plan. The board will also be able to accept donations of a local asset – for example a barbeque or park bench with a value less than \$30,000.
- 22 The proposed delegations outline that community boards will have a number of powers and responsibilities in relation to local activities. Local activities include community facilities such as halls and community centres, and it also includes wharves, harbour facilities, local parks and reserves. The board will also have authority to name reserves, structures and commemorative places and roads.

### **Delegations to specific community boards**

- 23 In addition to the delegations to each community board, there are several delegations proposed that relate to one or two community boards in particular. It is proposed that the Northern Community Board will have the power to make decisions regarding funding applications to the Northern Southland Development Fund. It is outlined that the Fiordland Community Board will recommend levels of service and an annual budget to Council and monitor the performance and delivery of the Te Anau/Manapouri Airport. Similarly, there are provisions that the Stewart Island/Rakiura Community Board will recommend levels of service and annual budget to Council and monitor the performance and delivery of the Stewart Island Electricity Supply Authority (SIESA).
- 24 It is proposed that the Riverton Harbour subcommittee, Te Anau Basin, Five Rivers and Matuku water supply subcommittees, the Stewart Island/Rakiura Visitor Levy subcommittee and the Ohai Railway Fund Committee will each have a relationship with their respective community board. Staff acknowledges that several of these subcommittees and the Ohai Railway Fund committee are likely to be given power to act on certain matters. Board members can view the terms of reference and delegations being presented to Council for these subcommittees and committees, from page 45 of the meeting agenda for 30 November 2022 – see weblink ([http://southland.infocouncil.biz/Open/2022/11/CO\\_20221130\\_AGN\\_1996\\_AT.PDF](http://southland.infocouncil.biz/Open/2022/11/CO_20221130_AGN_1996_AT.PDF)).

### **Governance structure presented to Council on 30 November 2022**

- 25 On 30 November 2022, a report was also presented that proposed Council approve and bring into effect the following governance structure:
- Finance and Assurance Committee
  - District Licensing Committee
  - Ohai Railway Fund Committee
  - Riverton Harbour Subcommittee
  - Te Anau Basin, Matuku and Five Rivers Water Supply Subcommittees
  - Stewart Island/Rakiura Visitor Levy Subcommittee
  - Wastenet (Waste Advisory Group)

- Southland Regional Heritage Joint Committee
- Civil Defence Emergency Management Group
- Southland Regional Land Transport Joint Committee
- Joint Shareholder Committee for Great South.

26 Further information on these entities can be found in the Council meeting report referenced in paragraph 24 above. If council endorse the proposed governance structure on 30 November 2022, Council will not re-establish some of the committees that were in place last triennium, including the Services and Assets Committee, Community and Strategy Committee and the Regulatory and Consents Committee. The mayor has proposed to have more frequent Council meetings so Council business can still progress efficiently. The mayor is still considering whether or not to establish additional committees as part of Council's governance structure, and he has indicated he will decide on this early in 2023.

### **Elected member appointments**

27 On 30 November 2022, Council are also deciding the elected members and staff that will represent Council on various committees, subcommittees, joint committees and Council organisations. Staff have included the list of proposed appointments in Attachment B.

#### Factors to consider

##### Legal and statutory requirements

28 Council is given a range of powers and responsibilities in legislation. Under the LGA Council has a wide discretion to determine the extent it can delegate matters to its committee and community board structures. The statutory authority for Council to delegate is provided for in clause 32 of Schedule 7 of the LGA. There are specific powers and decisions Council is not able to delegate.

29 When Council gives a delegation to a community board it means that the board has the full authority of Council to carry out the decision-making powers defined in the delegation. Council is still legally responsible for the exercise of any powers it has delegated, but it cannot overturn or amend a decision made by the board, where the board is acting in accordance with its delegation.

30 Under section 53 of the LGA, it outlines that community boards have the powers that are delegated to it by Council. That section also outlines that community boards may not acquire, hold, or dispose of property, or appoint, suspend, or remove staff.

##### Community views

31 Community views were not sought when Council decided to give delegations, as delegations relate to Council's operational practices. It is anticipated that the community would expect Council to operate in accordance with recognised good practice standards in this regard.

##### Costs and funding

32 There are no cost or funding implications.

Policy implications

- 33 There are no policy implications associated with noting that Council is likely to adopt community board terms of reference and delegations.

Analysis

Options Considered

- 34 The board could proceed by either:
- **Option 1** – noting the community board delegations, governance structure and elected member appointments that are likely to be made by Council on 30 November 2022
  - **Option 2** - not making resolutions noting the decisions that are likely to be made by Council.

Analysis of Options

Option 1 – noting the community board delegations, governance structure and elected member appointments that are likely to be made by Council on 30 November 2022

<i>Advantage</i>	<i>Disadvantage</i>
<ul style="list-style-type: none"> <li>• It will be formally recorded that the board are aware these matters have been considered by Council, and that decisions are likely to have been made.</li> </ul>	<ul style="list-style-type: none"> <li>• There are no disadvantages.</li> </ul>

Option 2 – not making resolutions noting the likely Council decisions

<i>Advantage</i>	<i>Disadvantage</i>
<ul style="list-style-type: none"> <li>• There are no advantages.</li> </ul>	<ul style="list-style-type: none"> <li>• It will not be formally recorded that the board are aware these matters have been considered by Council, and that decisions are likely to have been made.</li> </ul>

Assessment of significance

- 35 This matter is not considered significant in relation to the LGA and Council’s Significance and Engagement Policy.

Recommended option

- 36 It is recommended the board proceed with Option 1 and note the community board delegations, governance structure and elected member appointments are likely to be made by Council on 30 November 2022.

### Next steps

- 37 Community board members are to note the report and consider the terms of reference and delegations when undertaking their duties.

### Attachments

- A Community board terms of reference and delegations likely to be adopted by Council on 30 November 2022 [↓](#)
- B Elected member appointments Council is likely to make on 30 November 2022 [↓](#)

**Community board terms of reference and delegations that Council is likely to adopt on 30 November 2022**

<b>TYPE OF COMMITTEE</b>	Community board (board)
<b>RESPONSIBLE TO</b>	Boards are responsible to Council  Each board will also have relationships with Council committees (these committees are outlined in the delegations manual).
<b>SUBCOMMITTEES</b>	Some subcommittees will report to community boards – these are outlined in section 8.5 of the delegations manual.
<b>MEMBERSHIP</b>	Oreti and Waihopai Toetoe boards have seven members elected by the local authority triennial elections plus a member appointed by Council. All other boards have six members plus a member appointed by Council.  The chairperson is elected by the board. Councillors who are not appointed to boards can only remain for the public section of the board meeting. They cannot stay for the public excluded section unless the board agrees.
<b>FREQUENCY OF MEETINGS</b>	Every second month, but up to 12 ordinary meetings a year with the approval of the chief executive.
<b>QUORUM</b>	Not less than four members
<b>THE ROLE OF COMMUNITY BOARDS</b>	<p><b>Governance</b></p> <p>Elected members are responsible for providing leadership, setting direction and for overseeing performance (at a high level).</p> <p>The chief executive and staff are responsible for management activities including the allocation of resources, overseeing the day to day operations of the community board, providing policy advice and implementing governance decisions.</p> <p><b>Roles outlined in the Local Government Act 2002</b></p> <ul style="list-style-type: none"> <li>• appoint a chairperson and deputy chairperson</li> <li>• represent, and act as an advocate for, the interests of its community</li> <li>• consider and report on all matters referred to it by the territorial authority, or any matter of interest or concern to the board</li> <li>• maintain an overview of services provided by the territorial authority within the community</li> <li>• prepare an annual submission to the territorial authority for expenditure within the community</li> <li>• communicate with community organisations and special interest groups within the community</li> <li>• undertake any other responsibilities that are delegated to it by the territorial authority.</li> </ul>

	<p><b>Additional roles of boards</b></p> <p><b>Community wellbeing</b></p> <ul style="list-style-type: none"> <li>a) promote the social, economic, environmental and cultural well-being of local communities</li> <li>b) monitor the overall well-being of local communities.</li> </ul> <p><b>Community leadership</b></p> <ul style="list-style-type: none"> <li>a) to provide leadership to local communities on the strategic issues and opportunities that they face</li> <li>b) identify key issues and opportunities that will affect the future of the board's community and work with Council staff and other local representatives to facilitate multi-agency collaborative opportunities</li> <li>c) promote a shared vision for the board's community and develop and promote ways to work with others to achieve positive outcomes</li> <li>d) provide a local community perspective on Council's long term plan key performance indicators and levels of service as detailed in the long term plan, and on local expenditure, rating impacts and priorities</li> <li>e) develop and manage community board plans including keeping these up to date and relevant to community needs and aspirations.</li> </ul> <p><b>Engagement and relationships</b></p> <ul style="list-style-type: none"> <li>a) to develop relationships and communicate with key community organisations, special interest groups, residents and businesses within the community.</li> </ul> <p><b>Advocacy</b></p> <ul style="list-style-type: none"> <li>a) as part of the long term plan or annual plan process, prepare a submission to Council on the proposed levels of service, income and expenditure within the community of interest</li> <li>b) as part of the long term plan or annual plan process, outline the relative priorities for the delivery of District services and levels of service within the board area (Council sets the levels of service for district activities<sup>i</sup> – if a board seeks a higher level of service, they need to recommend that to Council, and the higher level of service will need to be funded in an appropriate way (locally).</li> </ul> <p><b>Local activities</b></p> <p>For local activities<sup>ii</sup></p> <ul style="list-style-type: none"> <li>a) recommend to Council levels of service<sup>iii</sup> and budgets for local activities, having regard to Council budgets in the long term plan or annual plan process</li> <li>b) recommend to Council rates, user charges and fees to fund local activities</li> <li>c) recommend to Council or a relevant committee the approval of project definitions or business cases and procurement plans for capital expenditure over \$300,000</li> </ul>
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	<ul style="list-style-type: none"> <li>d) recommend to Council or a relevant committee unbudgeted capital expenditure</li> <li>e) monitor the services Council delivers its communities and assess the extent these services meet community needs or the expected level of service</li> <li>f) support the development of local management plans where required by statute or in support of the district plan, or other plans (reserves, harbours, or other community facilities).</li> </ul> <p>These plans should then be recommended to Council. There are times when local management plans<sup>26</sup> should not be developed</p> <p><b>Environmental management and spatial planning</b></p> <ul style="list-style-type: none"> <li>a) provide comment on resource consent applications referred to the community board for comment</li> <li>b) to make recommendations to Council about bylaws and about enforcing bylaws within the community, having regard to the need to maintain consistency across the District</li> <li>c) provide advice to Council and its committees on any matter of interest or concern to the community board in relation to the sale of alcohol, where statutory ability exists to seek such feedback</li> <li>d) provide input into regulatory activities not otherwise specified above, where process allows</li> <li>e) recommend to Council initiating an appeal to the environment court on decisions relating to resource consent applications that the board has made submissions on</li> <li>f) provide support to the development of community plans for a civil defence emergency and the recovery afterwards.</li> </ul>
<b>DELEGATIONS</b>	<p>In exercising the delegated powers, boards will operate within:</p> <ul style="list-style-type: none"> <li>a) policies, plans, standards or guidelines that have been established and approved by Council</li> <li>b) the needs of the local communities</li> <li>c) the approved budgets for the activity.</li> </ul> <p>Boards shall have the following delegated powers and be accountable to Council for the exercising of these powers<sup>27</sup>.</p> <p><b>Community wellbeing</b></p> <ul style="list-style-type: none"> <li>a) develop local strategies to improve areas of wellbeing (where a need has been identified)</li> <li>b) to develop local community outcomes that reflect the desired goals for their community or place.</li> </ul> <p><b>Community board plans</b></p> <ul style="list-style-type: none"> <li>a) Regularly review and update the community board plan to keep the plan relevant.</li> </ul> <p><b>Decisions on locally funded assets and services</b></p> <ul style="list-style-type: none"> <li>a) accept donations of a local asset (e.g. a gas barbeque, park bench, etc) with a value of less than \$30,000</li> </ul>

	<p>b) approve project definitions or business cases for approved budgeted capital expenditure up to \$300,000.</p> <p><b>Unbudgeted expenditure</b></p> <p>a) approve unbudgeted operating expenditure for local activities of up to \$20,000</p> <p>b) approve up to a \$20,000 increase in the projected cost of a budgeted capital works project/item that is included in the annual plan or long term plan</p> <p>c) authority to delegate to the chief executive, when approving a project definition or business case, over-expenditure of up to \$10,000 for capital expenditure against the budget detailed in the annual plan or long term plan.</p> <p><b>Leases and licenses</b></p> <p>In relation to all leases and licences of land and buildings for local activities within their own area, and subject to any relevant legislation and/or policy requirement, on behalf of Council;</p> <p>a) accept the highest tenders for rentals more than \$10,000</p> <p>b) approve the preferential allocation<sup>m</sup> of leases and licenses where the rental is \$10,000 or more per annum.</p> <p><b>Community assistance</b></p> <p>a) establish a system for prioritising allocations, based on criteria provided by Council</p> <p>b) grant funds from the Community Partnership Fund</p> <p>c) allocate bequests or grants generated locally, consistent with the terms of the bequest or grant fund.</p> <p><b>Northern Southland development fund</b></p> <p>a) the Northern board can make decisions regarding funding applications to the Northern Southland development fund.</p>
<p><b>LIMITS TO DELEGATIONS</b></p>	<p>Boards have no financial or decision-making delegations other than those specifically delegated by Council.</p> <p>Boards shall only expend funding on purposes for which that funding was originally raised and in accordance with the budgets approved by Council through its long term plan or annual plan.</p> <p>In accordance with the provisions of section 39(2) of Schedule 7 of the Local Government Act 2022 the board may not incur expenditure in excess of the approved budget.</p> <p><b>Matters that are not delegated</b></p> <p>Council has not delegated to boards the power to:</p> <p>a) make a rate or bylaw</p> <p>b) acquire, hold or dispose of property</p> <p>c) direct, appoint, suspend or remove staff</p> <p>d) engage or enter into contracts and agreements and financial commitments</p>

	<p>e) institute an action for recovery of any amount</p> <p>f) issue and police building consents, notices, authorisations and requirements under acts, statutes, regulations, bylaws and the like;</p> <p>g) institute legal proceedings other than the delegation to recommend to Council the initiating of an appeal to the environment court on decisions in respect to resource consent applications on which the board has made submissions.</p>
<b>CONTACT WITH MEDIA</b>	<p>The board chairperson is the authorised spokesperson for the board in all matters where the board has authority or a particular interest.</p> <p>Board members, including the chairperson, do not have delegated authority to speak to the media or outside agencies on behalf of Council on matters outside of the board's delegations.</p> <p>The leadership team member will manage the formal communications between the board and its constituents and for the board in the exercise of its business. Correspondence with central government, other local government agencies or official agencies will only take place through Council staff and will be undertaken under the name of Council.</p>
<b>REPORTING</b>	<p>Boards are unincorporated statutory bodies which are elected to represent the communities they serve.</p> <p>Copies of board meeting minutes are retained by Council.</p>

- i District activities include:
- a) community leadership at a district level (including district community grants)
  - b) wastewater
  - c) waste services
  - d) water supply
  - e) district open spaces (parks and reserves)
  - f) roading
  - g) district community services (library services, cemeteries, community housing and heritage/culture)
  - h) district community facilities (public toilets, library buildings, offices and amenity buildings)
  - i) environmental services (building services, resource management, environmental health, animal services, emergency management)
  - j) stormwater
  - k) corporate support services
- ii Local activities include:
- a) community leadership at a local board level (including local community grants)
  - b) local community facilities (halls and other amenity buildings within Council's overarching policy for community facilities)
  - c) water facilities (boat ramps, wharves, jetties and harbour facilities)
  - d) local open spaces (parks and reserves, playgrounds and streetscapes)
  - e) parking limits, footpaths and streetlights
  - f) Te Anau/Manapouri Airport (Fiordland board)
  - g) Stewart Island Electricity Supply Authority (SIESA) (Stewart Island/Rakiura board)
  - h) for the above two local activities only
  - i) recommend levels of service and annual budget to Council or a relevant committee

- j) monitor the performance and delivery of the service
  - k) naming reserves, structures and commemorative places
  - l) authority to decide upon requests from the community, regarding names of reserves, the placement of structures and commemorative places.
  - m) naming roads
  - n) authority to decide on the naming for public roads, private roads and rights of way
  - o) assisting the chief executive by providing comment (through the board chairperson) to consider and determine temporary road closures applications where there are objections to the proposed road closure.
- iii Levels of service is a term in asset management referring to the quality of a given service. Defining and measuring levels of service is a key activity in developing infrastructure asset management plans. Levels of service may be tied to physical performance of assets or be defined by customer expectation and satisfaction.
- iv Local management plans should not be developed where powers:
- a) have been delegated to Council staff
  - b) would have significance beyond the board's area or otherwise involves a matter of national importance (Section 6 Resource Management Act 1991)
  - c) involve the alienation of any part of a proposed or existing esplanade reserve by way of width reduction, easement, lease or otherwise.
- v Local Government Act 2002, s.53
- vi A preferential allocation is when there is a preference that a lease or license is given to a particular person or group, rather than having an open process. For example, a neighbouring land owner or a community group that use a building may be asked if they want to lease the land/building, rather than giving the wider public the opportunity to tender or apply.

**Elected member appointments Council is likely to make on 30 November 2022**

<b>Committee</b>	<b>Representation</b>
<b>Finance and Assurance Committee</b>	<b>Mr Bruce Robertson (chairperson), all councillors and the mayor</b>
<b>District Licensing Committee</b>	<b>To be confirmed in a subsequent report</b>
<b>Ohai Railway Fund Committee</b>	<b>The mayor and councillors Derek Chamberlain and Jaspreet Boparai</b>
<b>Subcommittee</b>	<b>Representation</b>
<b>Riverton Harbor Subcommittee</b>	<b>Councillor Don Byars</b>
<b>Matuku and Five Rivers Water Supply Subcommittees</b>	<b>Councilor Matt Wilson for Matuku Water Supply Subcommittee Councillor Tom O'Brien for Five Rivers Water Supply Subcommittee</b>
<b>Stewart Island/Rakiura Visitor Levy Subcommittee</b>	<b>Councillor Julie Keast as chairperson, Councillor Jon Spraggon as Councillor for Stewart Island/Rakiura and Mr Bruce Robertson as chair of the Finance and Assurance Committee</b>
<b>Joint Committee</b>	<b>Representation</b>
<b>Wastenet (Waste Advisory Group)</b>	<b>Mayor Robin Scott and Deputy Mayor Christine Menzies</b>
<b>Southland Regional Heritage Joint Committee</b>	<b>Deputy Mayor Christine Menzies and Councillor Paul Duffy</b>
<b>Civil Defence Emergency Management Group</b>	<b>Mayor Robin Scott and Deputy Mayor Christine Menzies as the alternate</b>
<b>Southland Regional Land Transport Joint Committee</b>	<b>Deputy Mayor Christine Menzies and Mayor Robin Scott as the alternate</b>
<b>Joint Shareholder Committee for Great South</b>	<b>Mayor Robin Scott</b>
<b>Council organisation</b>	<b>Representation</b>
<b>Age Concern</b>	<b>Staff member Kelly Tagg (Community Partnership Leader)</b>
<b>Around the Mountains Cycle Trail Trust</b>	<b>Deputy Mayor Christine Menzies</b>
<b>Creative Communities</b>	<b>Councillor Margie Ruddenklau</b>
<b>Gore and Districts Community Counselling Centre Inc</b>	<b>Councillor Julie Keast</b>

<b>Pioneer Women's Memorial Trust (Gore)</b>	<b>Councillor Julie Keast</b>
<b>Southland Indoor Leisure Centre Charitable Trust</b>	<b>Councillor Darren Frazer</b>
<b>Southland Medical Foundation</b>	<b>Mayor Robin Scott</b>
<b>Southland Regional Heritage Building and Preservation Trust</b>	<b>Councillor Paul Duffy</b>
<b>Te Puka-Rakiura Trust</b>	<b>Staff member Fran Mikulicic (General Manager Democracy and Community)</b>
<b>Te Roopu Taiao</b>	<b>Mayor Robin Scott, and both Deputy Mayor Christine Menzies and Councillor Paul Duffy as alternates</b>
<b>Tuatapere Amenities Trust</b>	<b>Councillor Jaspreet Boparai</b>
<b>Waiau Working Party</b>	<b>Councillor Derek Chamberlain</b>
<b>Whakamana te Waituna Trust</b>	<b>Councillors Paul Duffy and Julie Keast</b>

## Direction-setting for Annual Plan 2023/2024

Record No: R/22/10/64037

Author: Robyn Laidlaw, Corporate performance lead

Approved by: Anne Robson, Chief financial officer

 Decision Recommendation Information

### Purpose

- 1 The Waihopai Toetoe Community Board is being asked to review the third year of the Long Term Plan 2021-2031 (LTP) including any projects and associated rate, reserve and loan funding. The report identifies the movement from the current budget to 2023/2024, as well as any changes proposed to the third year of the LTP.

### Executive Summary

- 2 The purpose of local government is to enable local decision-making and to promote the social, economic, environmental and cultural well-being of communities in the present and in the future.
- 3 The Annual Plan process ensures that planned community initiatives, projects and rates align with the LTP overall strategic vision. Where extraordinary projects or changes to the level of service are needed outside of the LTP process, the Annual Plan provides an opportunity to raise these to ensure the ongoing needs of the community are met.
- 4 Staff have carried out an initial review of the LTP budgets for year three (2023/2024) and have updated the budgets for known changes. Workshops were also held with the new community Board around finances, these outline the components of the local rates, how they were funded and potential factors that may change the rates for 2023.
- 5 The changes proposed to year three of the LTP are around projects, operational expenditure, loans and overall local community board rate changes. The changes are noted below, further explanations are included in the report.

### Project changes

- increasing the Edendale Wyndham drinking fountain project by 30% from \$21,136 to \$27,477 due to cost pressures.
- moving part one of the Edendale Wyndham Multi Use Track project \$312,500 from 2022/2023 to 2023/2024 and increasing it by 30% to \$406,250 due to cost pressures. Moving part two planned in 2023/2024 of \$638,600 to 2024/2025
- increasing the Tokanui Rata park playground equipment renewal by 30% from \$48,348 to \$62,842
- adding the Tokanui Hall heating project \$15,000 in 2023/2024.

Other changes

- changes to operational expenditure including the correction to term loan interest and principal repayments, maintenance and mowing to better reflect recent actual costs. A more detailed explanation can be found in paragraph 41.
- 6 Based on this, the rates needed to fund the community board would increase from \$244,811 in 2022/2023 to \$260,459 in 2023/2024 (GST inclusive). Using the current estimate of rating units, this equates to an increase in the urban charge from \$209.82 to \$221.53 per unit, increase in the semi-urban charge from \$104.91 to \$110.76 per unit and increase in the rural charge from \$52.46 to \$55.38 per unit.
- 7 The halls, pool and septic tank cleaning rate changes are shown in paragraph 44.
- 8 Please note, the Fortrose hall committee has decided to close the hall and accordingly the hall rate has therefore been reduced from \$11.50 to \$0 per unit. The decision on whether to sell for removal or demolish the building has not yet been made, however, it is anticipated there should be sufficient funds available from the reserves and the hall committee's funds to cover the costs associated with either option.
- 9 The Waihopai Toetoe Community Board chair and staff have also been reviewing the rating boundaries for other halls in the board area. This review is looking at:
- whether there are parts of the board area that are not currently being rated for a hall that should be (this relates to areas adjacent to the Tuturau and Mokoreta Redan halls); and
  - considering feedback from members of the Tuturau hall committee about where the rating boundary for this hall should be (particularly where the boundary runs between Tuturau and Edendale/Wyndham halls).
- 10 Staff have been unable to complete the analysis and associated boundary maps in time for this agenda, but are intending to table information regarding this at the meeting for initial discussion with a separate report on any proposals to follow if required.
- 11 The board is now being asked to review the budgets and identify whether any changes are required. The revised budget (incorporating any changes/feedback) will then be recommended to Council to be included into Council's Annual Plan for 2023/2024 (expected to be adopted in June 2023).
- 12 The adopted budget will then be used to set rates for the year beginning 1 July 2023.
- 13 This report outlines two options for consideration by the board; to accept the direction and budgets as proposed in the report, or to make amendments.



## 1 Recommendation

That the Waihopai Toetoe Community Board:

- a) **Receives the report titled “Direction-setting for Annual Plan 2023/2024”**
- 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 to Council that it set unit rates for the following rates described to recover the total amounts stated below for the year commencing 1 July 2023 subject to resolution (f) and (g).

<u>Rate</u>	<u>Rate GST inclusive</u>
Waihopai Toetoe Community Board rate	\$260,459
Edendale/Wyndham Hall rate	\$21,433
Mokoreta/Redan Hall rate	\$6,227
Fortrose Hall rate	Removed
Waikawa Hall rate	\$11,064
Tokanui Hall rate	\$16,785
Waihopai Toetoe Community Pool rate	\$11.50 per SUIP
Woodlands Septic Tank Cleaning rate	\$8,395

- e) Recommends to Council the setting of the following hall fees and charges (including GST) for the year commencing 1 July 2023 (subject to any amendments made at this meeting).

<u>Fee/Charge Description</u>	<u>Fee/Charge (GST Incl)</u>
<u>Edendale-Wyndham Hall</u>	
Main hall - all day hire (up to 8 hours)	\$80.00
Main hall - day and night hire	\$200.00
Committee room (hourly)	\$30.00
Supper room	\$30.00
Kitchen and supper room	\$40.00
Kitchen and committee room	\$40.00
Diesel heating (per litre) (charged at cost)	
Breakages/damages (charged at repair/replacement cost)	
Bond (refundable) (may be imposed at the discretion of the Custodian (No GST)	\$1,000.00
Cleaning (general) (per hour)	\$35.00

Cleaning - If excessive staining of the floor and commercial cleaning is required, the cost of such will be charged to the hirer	
<u>Fortrose Hall</u>	
All day hire (8 hours)	\$35.00
All day and night hire	\$80.00
Bond (refundable) (No GST)	\$50.00
<u>Mokoreta Hall</u>	
Hire (hourly)	\$12.00
Cleaning (per hour)	\$25.00
Heater (per hour)	\$8.00
Bond (refundable) (No GST)	\$50.00
<u>Tokanui Hall</u>	
Weddings, Cabarets, Birthday Parties & Night Hire	\$200.00
All day hire (8 hours)	\$70.00
Half day hire	\$30.00
Sports club (regular)	\$15.00
Sports club (occasional)	\$20.00
Supper room	\$20.00
Supper room and kitchen	\$30.00
Funerals	No Charge
Chair hire (each)	\$1.00
Trestles hire (each)	\$10.00
Pie warmer (each)	\$10.00
Cups (per drawer)	\$10.00
Heating (\$2 coin per 20 minutes)	\$2.00
Damage/breakages (charged at repair/replacement cost)	
Bond (refundable) (may be imposed at discretion of the custodian)	\$400.00
<u>Waikawa Hall</u>	
Hall – full day	\$200.00
Hall – half day	\$50.00
Meetings	\$25.00
Funerals and elections	\$150.00
Social functions (5pm to 1am)	\$120.00
Lounge/supper room – full day	\$80.00
Lounge/supper room – half day	\$60.00
Chairs	\$20.00
Tables	\$5.00
Damages/breakages (charged at repair/replacement cost)	
Bond (refundable)	\$50.00
Cleaning (if required)	\$100.00
Heaters (\$1 coin per 20 minutes)	\$1.00

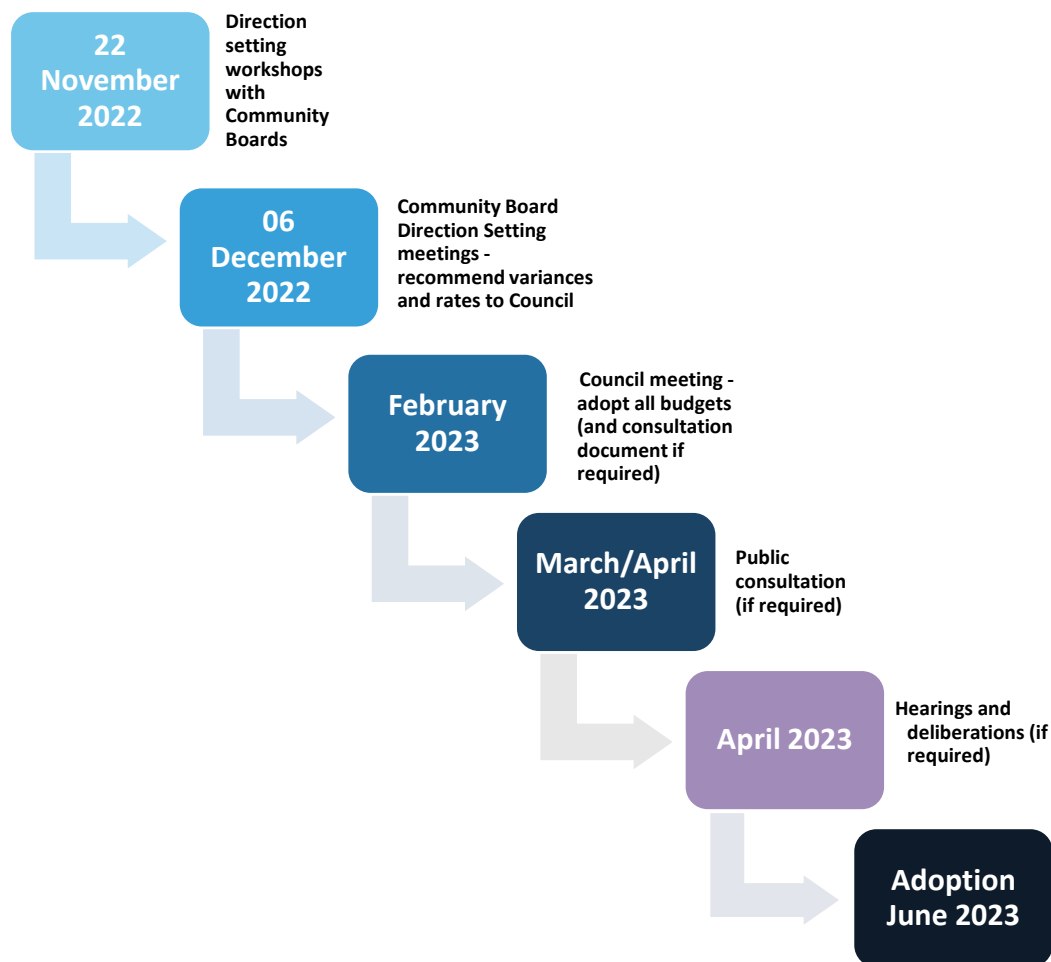
- f) Delegates authority to the board chair to approve any further minor changes required to the budgets following this meeting.
- g) Notes that Council has yet to approve the assumptions on which the draft budgets have been prepared which may impact the proposed rate.

- h) Notes that staff will advise the board of the final rates approved for inclusion in the Annual Plan.

## Background

- 14 The Annual Plan process ensures that planned community initiatives, projects and rates align with the LTP strategic vision. The LTP community outcomes for Southland District are:
- kaitiakitanga for future generations (environmental),
  - inclusive connected communities (cultural),
  - a diverse economy creating healthy and affordable lifestyles (economic), and
  - empowered communities with the right tools to deliver the best outcomes (social).
- 15 The purpose of this report is to confirm the direction determined for the third year of the 2021-2031 LTP.
- 16 The 2021-2031 LTP concentrated on setting what is needed to deliver on the agreed levels of service for each activity. As such, it sets the envelope within which Council is planning to operate. There are occasions where extraordinary projects or changes to the level of service may be needed outside of the LTP process. The Annual Plan is an opportunity to incorporate any changes to ensure that the ongoing needs of the community are being met.
- 17 Given the work that has gone into the LTP, it is not expected that the board are likely to have a large number of changes. However, there may be some areas where projects and/or costs need to be updated to reflect known changes such as contract variations or changes in timing/priorities or projects.
- 18 As such, the board has the opportunity to recommend any such changes to Council for incorporation in the Annual Plan 2023/2024.
- 19 Any proposed changes will also need to be considered within the wider district work programme to ensure that the required resources are available to deliver on the programme within the 2023/2024 financial year. If there are any issues relating to this, staff will liaise with the board to discuss options.
- 20 In addition, prior to the adoption of the plan, staff are proposing to update community boards on any changes relating the budgets/rates for local activities as well as district projects. This will include a list of example rates for various properties in the board area to show what the overall impact of the Council's plan on various properties.

The draft budgets for the Waihopai Toetoe Community Board for 2023/2024 have been based on forecasted information from year two of the LTP.



## Issues

### Changes proposed to the Waihopai Toetoe Community Board rate.

- 21 The key issues that the board are being asked to review include:
- changes to the rates as shown in paragraph 38 and 39
  - the status of loans and reserves as shown in attachment B and C.
  - the proposed schedule of projects as shown in attachment D.
  - a detailed list of fees and charges as shown in attachment E.
  - a detailed breakdown of the funding and spending for each rate type and activity is included in attachment F
  - the following changes to projects
    - increasing the Edendale Wyndham drinking fountain project by 30% from \$21,136 to \$27,477 due to cost pressures.
    - moving part one of the Edendale Wyndham Multi Use Track project \$312,500 from 2022/2023 to 2023/2024 and increasing it by 30% to \$406,250 due cost pressures. Moving part two planned in 2023/2024 of \$638,600 to 2024/2025

- increasing the Tokanui Rata park playground equipment renewal by 30% from \$48,348 to \$62,842
- adding the Tokanui Hall heating project \$15,000 in 2023/2024.
- changes to operational expenditure including the correction to term loan interest and principal repayments, maintenance and mowing to better reflect recent actual costs. A more detailed explanation can be found in paragraph 38.

22 **Based on this, the rates needed to fund the community board would increase from \$244,811 in 2022/2023 to \$260,459 in 2023/2024 (GST inclusive). Using the current estimate of rating units, this equates to an increase in the urban charge from \$209.82 to \$221.53 per unit, increase in the semi-urban charge from \$104.91 to \$110.76 per unit and increase in the rural charge from \$52.46 to \$55.38 per unit.**

**Changes proposed to other Community Board area rates**

23 The Edendale-Wyndham Hall rate, Fortrose Hall rate, Mokoreta/Redan Hall rate, Tokanui Hall rate, Waikawa Hall rate, Waihopai Toetoe Pool rate and Woodlands Septic Tank Cleaning rate changes are shown in paragraph 40.

24 As noted in the executive summary, a review is currently being carried out about the rating boundaries for the Tuturau, Mokoreta/Redan and Edendale/Wyndham halls. Any changes to the boundaries may affect the rating units and the amount of rates paid per unit. More information on this will be tabled at the meeting for discussion.

**Three waters reform**

25 Central Government have established a National Transition Unit (NTU) to assist Council in transitioning their three waters service delivery functions to the proposed four entities for three waters service delivery across the country. The reform scope excludes rural stock water supplies. This work has been ramping up over recent months.

26 There are a number of work streams underway impacting a significant number of staff across multiple areas of the organisation. As an example, these streams include; data, finances, workforce, asset management, operations and stormwater. This work and the subsequent impacts are anticipated to continue through 2023, onto and potentially beyond mid 2024.

27 Three waters resources constraints are a risk for SDC over this time. Further, work is being undertaken internally to produce information regarding the future needs for Southland District in relation to three waters infrastructure and service delivery. In order to inform this context, staff are assessing the likely future demand and climate change impacts over time with a view to determine investment priorities over the next 18 months and beyond. These long-term investment priorities will be communicated to both the NTU and Entity D once established.

28 **Assumptions made in preparing the budgets**

29 All assumptions that were made when preparing the LTP 2021-2031 (LTP 2031) have been applied in these budgets with the exception of the interest rate on borrowings and price level changes (inflation).

- 30 Interest on community reserves (monies held on reserve by the community for various purposes) has been calculated at 2% on the average of these balances at year end, and is consistent with the LTP 2031.
- 31 The proposed interest rate on borrowing assumption included in the LTP 2031 of 2% was based on LGFA long term fixed rates for up to 17 years (current maximum term) for an unrated guarantor as at June 2021.
- 32 During the 2022/2023 Annual Plan process the average LGFA interest rate was recalculated and had increased from 2% to 3%. This new rate of 3% was adopted in the 2022/2023 Annual Plan reflecting the increase in interest rates since the LTP 2031 was adopted and incorporating the actual interest rates on borrowings to date.
- 33 The same interest rate recalculation has been performed for the 2023/2024 Annual Plan and the average LGFA interest rate is now 4.35%, reflecting the increase in interest rates since the 2022/2023 Annual Plan was adopted. The interest rate of 4.35% has been applied to these budgets.
- 34 As part of the LTP process, Council is required to include a level of price level changes (inflation). The inflation rates currently being used are those rates established by Business and Economic Research Limited (BERL) in October 2020 and adopted as part of Council's Long Term Plan 2021-2031. For this Annual Plan the decision has been made to base the initial budgets on the 2022/2023 Annual Plan without incorporating the BERL inflation rate which is normally added automatically. Instead where a commitment is known, the budget will be based on that commitment including any allowance for the relevant market indices. In all other cases, the budget will be based on an appropriate estimate which may also include an allowance for inflation which will be either based on BERL or a relevant market estimate.
- 35 The out-going Finance & Assurance Committee endorsed the following resolutions on financial assumptions at the 28 September 2022 meeting:
- **interest rate on borrowing** - interest on new and existing internal and external borrowings is allowed for at 4.35% per annum over the term of the borrowing.
  - **price level changes (inflation)** – where a commitment is known, the budget will be based on that commitment including any allowance for the relevant market indices. In all other cases, the budget will be based on an appropriate estimate which may also include an allowance for inflation based on BERL or a relevant market estimate.
  - **return on investment/reserves** - confirm there is no change to the LTP 2021-2031 assumption, therefore the return on investment remains at 5.5%, return on restricted reserves 4.4%, and return on local and strategic asset reserves 2%.
- 36 Council has yet to approve the assumptions to be used in the Annual Plan which means that the budgets proposed in this document may alter. As such, staff will advise the board about any further changes and the final budgets/charges included in the Annual Plan

Factors to Consider

Legal and Statutory Requirements

- 37 The Annual Plan 2023/2024 is a requirement of the Local Government Act 2002 and is also closely aligned with the Local Government (2002) Rating Act.

Community Views

- 38 Council is yet to consider whether it will consult on the Annual Plan. This decision is dependent on the nature of the changes proposed from the LTP and will be considered later this year.
- 39 If Council decides to consult on the Annual Plan, there is an opportunity for any significant issues affecting local communities to be included in the official consultation document which will be publicly available (likely during March/April 2023).
- 40 If formal consultation is not required, Council will also consider what form of community engagement is required, if any.

Costs and Funding

- 41 The key reasons for the change in overall **community board rate** from 2022-23 to 2023-24 are outlined below. A more detailed breakdown of the change in rates and related expenditure are show in attachment A and F

Waihopai Toetoe Community Board Rate		
Nature of change	Movement (\$)	Reason for increase/(decrease)
Current rate: 2022/2023 (excl GST)	\$212,879	
<i>Draft Annual Plan (2023/2024) increases/(decreases)</i>		
Loan interest and principal repayments	\$10,178	An increase in term loan interest and principal repayments for new project loans planned in 2022/2023 (refer to attachment B) as well as increased interest rates on loans (from 2% to 4.35%)
Maintenance and electricity	\$3,165	An increase in cost of mowing, tree/hedge trimming and electricity offset by reductions in the cost of gardening
Other	\$264	A small increase in the cost of insurance partially offset by increases in other funding
Proposed rate: Annual Plan 2023/2024 (excl GST)	\$226,486	
Plus GST	\$33,973	
Proposed rate: Annual Plan 2023/2024 (incl GST)	\$260,459	

## Overall Impact on Rates

- 42 The changes noted above impact on the community board rate. The table below shows what the potential 2023/2024 rate per unit would be based on the updated budgets and number of units, compared to the current rate.

Community Board Rates	Basis of Rate	Current budget 2022/2023 (Incl GST)	Proposed budget 2023/2024 (Incl GST)	Change
Waihopai Toetoe Community Board Rate - Urban	Per rating unit	\$209.82	\$221.53	\$11.71
Waihopai Toetoe Community Board Rate - Semi-Urban	Per rating unit	\$104.91	\$110.76	\$5.85
Waihopai Toetoe Community Board Rate - Rural	Per rating unit	\$52.46	\$55.38	\$2.92

- 43 The main driver for the increase in the community board rate is higher loan interest and principal repayments and increases in maintenance and electricity costs.

Other Rates (e.g. Hall and Pool)	Basis of Rate	Current budget 2022/2023 (Incl GST)	Proposed budget 2023/2024 (Incl GST)	Change
Fortrose Domain Rate	Per SUIP	\$11.50	\$0.00	(\$11.50)
Mokoreta/Redan Hall Rate	Per SUIP	\$90.23	\$90.25	\$0.02
Tokanui/Quarry Hills Hall Rate	Per SUIP	\$125.23	\$122.75	(\$2.48)
Waikawa Niagara Hall Rate	Per SUIP	\$69.18	\$76.83	\$7.65
Edendale-Wyndham Hall Rate	Per SUIP	\$27.22	\$28.85	\$1.63
Waihopai Toetoe Pool	Per SUIP	\$11.50	\$11.50	(\$0.00)
Woodlands Septic Tank	Per SUIP	\$122.12	\$131.17	\$9.05

- 44 The main drivers for the following changes in rates (excluding GST) are:

- Fortrose Domain rate - removal of rate pending sale/demolition of hall building and decision on properties to be amalgamated into other hall rating area(s). Staff are in discussion with the hall committee about how they would like to proceed.
- Tokanui/Quarry Hills hall rate - small reduction in rate resulting from lower loan interest and principal repayments (\$980) due the actual loan drawn down in 2020/2021 being less than budgeted, offset by an increase in insurance (\$548).
- Waikawa Niagara hall rate - increase as a result of insurance costs increasing (\$1,654) offset by reduction in electricity costs (\$699).
- Edendale /Wyndham hall rate - small increase as a result of insurance costs increasing (\$1,823) offset by reduction in electricity costs (\$704). Please note that the board chair has also indicated a desire to review the location of the hall rating boundary between Edendale/Wyndham hall and Tututrau hall. This may result in a slight reduction in the number of rating units being charged the Edendale/Wyndham hall rate and result in a further increase the rate per SUIP for this hall. More information on this item will be tabled at the meeting for further discussion by the board.
- Woodlands Septic Tank rate - increase as a result of the removal of a transfer from reserve from the prior year (\$504) with no reserves available in 2023/2024.



- 45 The final rates will be calculated using the number of units at the time the Annual Plan is finalised. Where relevant, the board may also want to consider if all or some of any additional costs/projects could be funded from reserves or loans.

### Overall funding and spending changes

- 46 The table below summarises the total funding and spending information for **all** the community board related activities. A more detailed breakdown by each rate type and activity type is included in attachment F. The tables and commentary above provide an explanation of the main reasons for the changes in rates income and expenditure.

All community board related activities	Current budget 2022/2023 (excl GST)	Proposed budget 2023/2024 (excl GST)	Change (excl GST)
Funding	\$1,040,810	\$1,027,748	(\$13,062)
Rates income	\$294,720	\$309,945	\$15,225
Subsidies & grants	-	-	
Other income	\$19,517	\$19,178	(\$339)
Internal income	\$15,396	\$51,390	\$35,994
Funding Adjustments			
<i>Loan drawdown</i>	\$579,281	\$547,595	(\$31,686)
<i>Transfer from reserve</i>	\$103,185	\$27,326	(\$75,859)
<i>Transfer to reserve</i>	(\$4,187)	(\$12,375)	(\$8,188)
<i>Loan repayment (LGFA)</i>	(\$6,485)	(\$9,638)	(\$3,153)
<i>Depn - Add back</i>	\$39,383	\$94,327	\$54,944
Spending	\$1,040,810	\$1,027,748	(\$13,062)
Opex	\$509,578	\$453,048	(\$56,530)
Capex	\$531,232	\$574,700	\$43,468

### Assumptions made in preparing the budgets

- 47 As mentioned in the issues section, Council has yet to approve the assumptions to be used in the Annual Plan which means that the budgets proposed in this document may alter. As such, staff will advise the board about any further changes and the final budgets/charges included in the Annual Plan.

#### Policy Implications

- 48 There are no policy implications in the direction setting for the Annual Plan 2023/2024.

- 49 Assumptions made in preparing the budgets

- 50 As mentioned in the issues section, Council has yet to approve the assumptions to be used in the Annual Plan which means that the budgets proposed in this document may alter. As such, staff will advise the board about any further changes and the final budgets/charges included in the Annual Plan.

## Analysis

### Options Considered

51 There are two options to be considered in this report:

- option 1: accept the direction as proposed in the report
- option 2: accept the direction proposed in the report with minor variations recommended to the Annual Plan.

### Analysis of Options

#### Option 1 – Accept the direction as proposed in the report

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> <li>• ensures that Council has the recommendations from the board prior to determining whether formal consultation on the Annual Plan will be required. This decision needs to be made by December 2022</li> <li>• ensures that the changes required by the board to ensure community needs are met are incorporated into the 2023/2024 Annual Plan, subject to resourcing confirmation.</li> </ul>	<ul style="list-style-type: none"> <li>• if the community board wants any further changes not discussed and included as part of this meeting they will not be funded and unbudgeted expenditure reports will be required during the year to undertake the work.</li> </ul>

#### Option 2 – Accept the direction as proposed in the report with minor variations recommended to the Annual Plan

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> <li>• allows for any further amendments that staff may not have factored in</li> <li>• ensures that the changes required by the community board to ensure community needs are met are incorporated into the 2023/2024 Annual Plan, subject to resourcing confirmation</li> </ul>	<ul style="list-style-type: none"> <li>• There may not be sufficient time for staff to adequately scope new initiatives and projects for inclusion in the Annual Plan.</li> <li>• if the community board wants any further changes not discussed and included as part of this meeting they will not be funded and unbudgeted expenditure reports will be required during the year to undertake the work.</li> </ul>

### Assessment of Significance

52 The contents of this report is not deemed significant under the Significance and Engagement Policy.

### Recommended Option

53 Staff recommend Option 1, accept the direction as proposed in the report.

### Next Steps

- 54 The recommendations passed in this report will be incorporated into Council's draft Annual Plan 2023/2024. Staff will consider any changes proposed by the board to ensure that the required resources are available to deliver on the programme within the 2023/2024 financial year. If there are any issues relating to this, staff will liaise with the board to discuss options.
- 55 If there are significant or materially different variances from the LTP, these may be included in a consultation document and released for consultation or as part of informal engagement in March/April 2023.
- 56 The final Annual Plan including changes made as a result of consultation, will be adopted by Council in June 2023.

### Attachments

- A A. Rate Calculation [↓](#)
- B B. Loans [↓](#)
- C C. Reserves [↓](#)
- D D. Projects [↓](#)
- E E. Fees & Charges [↓](#)
- F F. Funding & Spending Breakdown [↓](#)

### Attachment A. Rate Calculation

Waihopai Toetoe CB Rate		Current Budget	Proposed Budget	Variance
Rate Type	Activity	2022/23 (incl GST)	2023/24 (incl GST)	(incl GST)
<b>Waihopai Toetoe CB Rate</b>		<b>\$244,811</b>	<b>\$260,459</b>	\$15,648
	Parks & Reserves	\$137,404	\$168,421	\$31,017
	Streetscapes	\$84,767	\$57,423	(\$27,344)
	Footpaths	\$6,199	\$17,862	\$11,663
	Other Property	\$1,649	\$1,961	\$312
	Community & Futures	\$14,792	\$14,792	-

Rate (including GST)	Differential	Units rated	2022/23	2023/24	Variance
Waihopai Toetoe CB Urban	1.00	614	\$209.82	<b>\$221.53</b>	<b>\$11.71</b>
Waihopai Toetoe CB Semi Urban	0.50	92	\$104.91	<b>\$110.76</b>	<b>\$5.85</b>
Waihopai Toetoe CB Rural	0.25	2,063	\$52.46	<b>\$55.38</b>	<b>\$2.92</b>

Other Local Rates (including GST)		Current Budget	Proposed Budget	Variance
Rate Type	Activity	2022/23 (incl GST)	2023/24 (incl GST)	(incl GST)
<b>Fortose Domain Rate</b>	Halls	\$782	<b>\$0</b>	(\$782)
<b>Mokoreta/Redan Hall Rate</b>	Halls	\$6,227	<b>\$6,227</b>	-
<b>Tokanui/Quarry Hills Hall Rate</b>	Halls	\$17,282	<b>\$16,785</b>	(\$497)
<b>Waikawa Niagara Hall Rate</b>	Halls	\$9,961	<b>\$11,064</b>	\$1,103
<b>Edendale-Wyndham Hall Rate</b>	Halls	\$20,146	<b>\$21,433</b>	\$1,287
<b>Waihopai Toetoe Pool</b>	Parks & Reserves	\$31,903	<b>\$32,074</b>	\$170
<b>Woodlands Septic Tank</b>	Sewerage	\$7,815	<b>\$8,395</b>	\$580

Rate (including GST)	Differential	Units rated	2022/23	2023/24	Variance
Fortose Domain Rate	-	68	\$11.50	<b>\$0.00</b>	(\$11.50)
Mokoreta/Redan Hall Rate	-	69	\$90.23	<b>\$90.25</b>	<b>\$0.02</b>
Tokanui/Quarry Hills Hall Rate	-	137	\$125.23	<b>\$122.75</b>	(\$2.48)
Waikawa Niagara Hall Rate	-	144	\$69.18	<b>\$76.83</b>	<b>\$7.65</b>
Edendale-Wyndham Hall Rate	-	743	\$27.22	<b>\$28.85</b>	<b>\$1.63</b>
Waihopai Toetoe Pool	-	2,789	\$11.50	<b>\$11.50</b>	(\$0.00)
Woodlands Septic Tank	-	64	\$122.12	<b>\$131.17</b>	<b>\$9.05</b>

Impact of rate changes
For every extra \$1,000 of rates, the 23/24 rate per unit will increase by:
\$0.98
\$0.49
\$0.24
\$16.91
\$16.67
\$8.41
\$7.99
\$1.55
\$0.41
\$17.97

## Attachment B. Loans

Description	Existing/ Planned/New	Loan Balance as at 30 June 2023	Term of Loan as at 1 July 2023	2023/24 Repayments		Loan Balance as at 30 June 2024
				Principal	Interest	
Waikawa Hall recladding	Existing	\$39,536	18	\$1,493	\$1,720	\$38,043
Edendale Wyndham streetworks new streetlighting	Existing	\$1,229	19	\$43	\$53	\$1,186
Waihopai Toetoe street lighting Waikawa	Existing	\$819	9	\$76	\$36	\$743
Waihopai Toetoe rec reserve -Waikawa investigation project	Existing	\$8,043	14	\$429	\$350	\$7,614
Tokenui hall painting (P-10580A)	Existing	\$17,619	6	\$2,633	\$766	\$14,986
Waihopai-Toetoe street lights	Planned 2022/2023	\$2,149	10	\$176	\$93	\$1,973
Edendale Wyndham streetworks footpaths	Planned 2022/2023	\$28,624	20	\$927	\$1,245	\$27,697
Edendale Wyndham streetworks footpaths	Planned 2022/2023	\$119,232	10	\$3,861	\$5,187	\$115,371
		<b>\$217,251</b>		<b>\$9,638</b>	<b>\$9,450</b>	
Edendale Wyndham streetworks footpaths	Planned 2023/2024		20			\$50,365
Edendale Wyndham Rec reserve multi use track (note: planned mixture of grant/reserves/loans TBC once information available)	Planned 2023/2024		15			\$406,250
Tokenui streetworks footpaths	Planned 2023/2024		20			\$10,290
Tokenui Rata Park playground equipment renewal (P-10819)	Planned 2023/2024		15			\$62,842
Tokenui Hall heating system	Planned 2023/2024		15			\$15,000
Woodlands streetworks footpaths	Planned 2023/2024		10			\$2,848
				<b>\$9,638</b>	<b>\$9,450</b>	<b>\$755,208</b>

In some cases planned loans may not be drawn down, eg. if a decision is made to defer the project to a later year, or fund it from a different source.

## Attachment C. Reserve Balances

Waihopai Toetoe	Actual 30 June 2022	Budget 30 June 2023	Forecast 30 June 2023	Forecast 30 June 2024
<i>Waihopai Toetoe community board</i>	\$1,675	\$1,749	\$1,749	\$67,200
<i>Waihopai Toetoe Pool</i>	\$55,720	\$45,401	\$40,384	\$231
<b>Total - Waihopai Toetoe</b>	<b>\$57,395</b>	<b>\$47,150</b>	<b>\$42,133</b>	<b>\$67,431</b>
<i>Edendale Wyndham community centre</i>	\$64,760	\$66,370	\$65,439	\$67,081
<i>Edendale cemetery</i>	\$7,584	\$3,728	\$3,728	\$3,835
<i>Edendale Wyndham footpath</i>	\$36,294	\$36,297	\$36,297	\$36,300
<i>Edendale Wyndham general</i>	\$519,813	\$492,368	\$477,368	\$486,563
<b>Total - Edendale Wyndham</b>	<b>\$628,451</b>	<b>\$598,763</b>	<b>\$582,832</b>	<b>\$593,779</b>
<i>Gorge Road general</i>	\$36,815	\$37,479	\$37,479	\$34,066
<b>Total - Gorge Road</b>	<b>\$36,815</b>	<b>\$37,479</b>	<b>\$37,479</b>	<b>\$34,066</b>
<i>Tokanui community centre</i>	\$1,708	\$1,709	\$1,709	\$1,711
<i>Tokanui general</i>	\$54,986	\$55,801	\$55,801	\$47,326
<b>Total - Tokanui</b>	<b>\$56,694</b>	<b>\$57,510</b>	<b>\$57,510</b>	<b>\$49,037</b>
<i>Woodlands general</i>	\$53,463	\$52,126	\$49,977	\$36,431
<i>Woodlands septic tank</i>	\$326	(\$42)	(\$42)	\$87
<b>Total - Woodlands</b>	<b>\$53,789</b>	<b>\$52,084</b>	<b>\$49,935</b>	<b>\$36,518</b>
<i>Menzies Ferry hall</i>	\$8,606	\$8,761	\$8,761	\$8,919
<i>Fortrose hall</i>	\$12,129	\$12,191	\$12,191	\$12,255
<i>Mataura Island hall</i>	\$5,928	\$6,021	\$6,021	\$6,142
<i>Mokoreta/Redan hall</i>	\$24,223	\$24,584	\$24,584	\$24,952
<i>Waikawa/Niagara hall</i>	\$7,875	\$7,875	\$2,875	\$2,875
<b>Total - Other halls</b>	<b>\$58,761</b>	<b>\$59,432</b>	<b>\$54,432</b>	<b>\$55,143</b>
<b>Total Reserves</b>	<b>\$891,905</b>	<b>\$852,418</b>	<b>\$824,321</b>	<b>\$835,974</b>

### District Reserve Balance of interest

District Reserve	Actual 30 June 2022	Budget 30 June 2023	Forecast 30 June 2023	Forecast 30 June 2024
<i>Alloc Ctttee Waihopai Toetoe**</i>	\$227,972	\$227,972	\$227,972	\$229,890

\*\* Please note utilisation of this reserve must be approved by Council.

### Attachment D. Projects

Area	Project Name	Project Code	Description	Cost (excl GST)	Updated Cost (excl GST)	Funding Source	Year	Comment
<b>Local Projects 2022-23</b>								
Edendale/Wyndham	Edendale/Wyndham - Tree Removal Ferry Street and Malta Street	P-10869	Remove the trees along Ferry Street and Malta Street Wyndham that were identified in the garden management plan produced by Nigel Cowburn in 2020	\$ 30,870	\$ 30,870	Rates	2022/23	Additional resolution required to claim \$25,000 from Fonterra Contribution Fund
Edendale/Wyndham	Edendale Wyndham - Multi use track	P-10863	Part one of a three year project to create a multiuse trail between Edendale and Wyndham. This includes the provision of access across the Maitara River bridge.	\$ 412,000	\$ 100,000	Edendale Wyndham general reserve	2022/23	21/22 carry forward \$500 Then \$312,500 moved to 23/24. Changed to reserve funded 1/11/22 workshop.
Edendale/Wyndham	Street Works - Waihopai-Toetoe		Street lighting	\$ -	\$ 2,149	Loan	2022/23	21/22 carry forward
Edendale/Wyndham	Street Works - EdenWyn		Street lighting	\$ -	\$ 28,624	Loan	2022/23	21/22 carry forward
Edendale/Wyndham	Street Works - EdenWyn		Footpaths - Internal Capital	\$ 119,232	\$ 119,232	Loan	2022/23	
Edendale/Wyndham	Edendale Wyndham Hall kitchen upgrade	P-10870	Kitchen upgrade completed last year with just the oven fan still to be installed	\$ -	\$ 931	Edendale Wyndham community hall reserve	2022/23	21/22 carry forward. Changed name of reserve at 1/11/22 workshop.
Fortrose	Fortrose - Investigation project	P-10942	Draft report prepared but waiting on final community consultation before presenting final report to the community board	\$ -	\$ 7,500	District Reserve Balance of Interest - Alloc Cttee Waihopai Toetoe	2022/23	21/22 carry forward. Changed to reserve funded 1/11/22 workshop. Needs Council report.
Waihopai-Toetoe	Waihopai-Toetoe Rec Reserve	P-10868	Waihopai Toetoe rec reserve waikawa investigation project, Curio Bay reserve mgmt plan	\$ 50,000	\$ 50,000	District Reserve Balance of Interest - Alloc Cttee Waihopai Toetoe or Open Spaces	2022/23	Changed to reserve funded 1/11/22 workshop. Needs Council report.
Waikawa	Waikawa/Niagara Hall reclad	P-10298	Delay due to Covid affecting contractors and sub-contractors	\$ -	\$ 5,000	Comm Centre Waikawa Niagara reserve	2022/23	21/22 carry forward.
Waikawa	Waikawa - Investigation project	P-10867	Draft report prepared but waiting on final community consultation before presenting final report to the community board	\$ -	\$ 1,500	Waihopai Toetoe CB reserve	2022/23	21/22 carry forward. Changed to reserve funded 1/11/22
Woodlands	Street Works - Woodlands		Street lighting	\$ -	\$ 2,149	Woodlands General Reserve	2022/23	21/22 carry forward
				<b>\$ 612,102</b>	<b>\$ 345,806</b>			

Area	Project Name	Project Code	Description	Cost (excl GST)	Updated Cost (excl GST)	Funding Source	Year	Comment
<b>Local Projects 2023-24</b>								
Edendale/Wyndham	Street Works - EdenWyn		Footpaths - LOS	\$ 16,243	\$ 16,243	Loan	2023/24	
Edendale/Wyndham	Street Works - EdenWyn		Footpaths -Renewal	\$ 34,122	\$ 34,122	Loan	2023/24	
Edendale/Wyndham	EdenWyn maintenance	P-10927	Edendale-Wyndham Drinking Fountain	\$ 21,136	\$ 27,477	Fonterra Contribution Fund Interest grant	2023/24	30% increase as per Jul-Sep CB meetings. Changed reserve 1/11/22 workshop.
Edendale/Wyndham	Edendale Wyndham - Multi use track	P-10863	Part one (continued) of a three year project to create a multiuse trail between Edendale and Wyndham including access across the Mataura River bridge.	\$ 638,600	\$ 406,250	Grants/reserve/loan TBC	2023/24	CF from 22/23 with 30% cost increase. Part 2 moved to 24/25. Changed funding 1/11/22 workshop TBC.
Gorge Road	Street Works - Gorge Road		Footpaths - Renewal	\$ 4,050	\$ 4,050	Gorge Road general reserve	2023/24	
Tokenui	Street Works - Tokenui		Footpaths - LOS	\$ 10,290	\$ 10,290	Loan	2023/24	
Tokenui	Street Works - Tokenui		Footpaths - internal capital	\$ 9,214	\$ 9,214	Internal capital	2023/24	
Tokenui	Playground - Tokenui	P-10819- A	Tokenui Rata Park Playground - Equipment Renewal	\$ 48,348	\$ 62,842	Loan	2023/24	
Tokenui	Tokenui Hall maintenance		New heating system	\$ -	\$ 15,000	Loan	2023/24	Added 23/24
Woodlands	Street Works - Woodlands		Footpaths - LOS	\$ 2,919	\$ 2,848	Loan	2023/24	
				\$ 8,894	\$ 8,677	Internal capital		
Woodlands	Street Works - Woodlands		Footpaths - internal capital	\$ 5,164	\$ 5,164	Internal capital	2023/24	
				<b>\$ 798,980</b>	<b>\$ 602,177</b>			

\*Please note the Initial Cost column is as per the LTP and Annual Plan 2022/2023. The Updated Cost column shows changes from projects moving between years, or cost increases (due to the impacts of Covid and supply constraints) after the 2023/2024 projects were scoped in July-September 2022 with the out-going Community Boards.

\*Please note that Council received less funding from Waka Kotahi for footpaths than what was budgeted for in the LTP. As such staff are currently working through the impacts of the reduced funding on the proposed footpath programme and will come out early in 2023 to discuss both the 2022/23 and 2023/24 footpath programme at the same time.

Area	Project Name	Project Code	Description	Cost (excl GST)	Updated Cost (excl GST)	Funding Source	Year	Comment
<b>District Projects 2022-23</b>								
District	Cemetery - Edendale		New memorial wall	\$ 10,300	\$ 10,300		2022/23	
District	Cemetery - Woodlands		New memorial wall	\$ 10,300	\$ 10,300		2022/23	
District	Cemetery - Wyndham		New memorial wall	\$ 10,300	\$ 10,300		2022/23	
District	Water Supply Scheme Eden/Wyn		Consent renewal preparation	\$ 51,750	\$ 51,750		2022/23	
				<b>\$ 82,650</b>	<b>\$ 82,650</b>			

Area	Project Name	Project Code	Description	Cost (excl GST)	Updated Cost (excl GST)	Funding Source	Year	Comment
<b>District Projects 2023-24</b>								
District	Sewerage Scheme - Edendale/Wyndham		Sewerage upgrade	\$ 1,592,865	\$ 1,592,865		2023/24	
District	Public Conveniences	P-10621	Edendale Kamahi Reserve Toilet refurbishment	\$ 52,736	\$ 52,736		2023/24	
District	Public Conveniences	P-10624	Fortrose Toilet renewal	\$ 211,356	\$ 211,356		2023/24	
				<b>\$ 1,856,957</b>	<b>\$ 1,856,957</b>			



<b>Attachment E. Fees and Charges</b>				
<b>Waihopai Toetoe Schedule of Fees and Charges - 2023/2024</b>	<b>Explanations/ Comments</b>	<b>2022/2023</b>	<b>2023/2024 Proposed</b>	<b>2023/2024 Proposed Changes</b>
		<b>(GST incl)</b>	<b>(GST incl)</b>	<b>Comments/Reasons</b>
<b>Edendale-Wyndham hall</b>				
Main hall - all day hire	up to 8 hours	\$80.00	\$80.00	Board to confirm
Main hall - day and night hire		\$200.00	\$200.00	Board to confirm
Committee room	Hourly	\$30.00	\$30.00	Board to confirm
Supper room		\$30.00	\$30.00	Board to confirm
Kitchen and supper room		\$40.00	\$40.00	Board to confirm
Kitchen and committee room		\$40.00	\$40.00	Board to confirm
Diesel heating	charged per litre used			
Breakages/Damage	charged at repair/replacement cost			
Bond (refundable) (may be imposed at discretion of the custodian)	No GST	\$1,000.00	\$1,000.00	Board to confirm
Cleaning (general)	per hour	\$35.00	\$35.00	Board to confirm
Cleaning - If excessive staining on the floor and commercial cleaning is required the cost of such will be charged to the hirer.				
<b>Fortrose hall</b>				
All day hire	8 hours	\$35.00	\$35.00	Board to confirm
All day and night hire		\$80.00	\$80.00	Board to confirm
Bond (refundable)	No GST	\$50.00	\$50.00	Board to confirm
<b>Mokoreta/Redan hall</b>				
Hire	Hourly	\$12.00	\$12.00	Board to confirm
Cleaning	Per hour	\$25.00	\$25.00	Board to confirm
Heater	Per hour	\$8.00	\$8.00	Board to confirm
Bond (refundable)	No GST	\$50.00	\$50.00	Board to confirm
<b>Tokanui hall</b>				
Weddings, cabarets, birthday parties and night hire		\$200.00	\$200.00	Board to confirm
All day hire	up to 8 hours	\$70.00	\$70.00	Board to confirm
Half day hire		\$30.00	\$30.00	Board to confirm
Sports club (regular)		\$15.00	\$15.00	Board to confirm
Sports club (occasional)		\$20.00	\$20.00	Board to confirm
Supper room		\$20.00	\$20.00	Board to confirm
Supper room and kitchen		\$30.00	\$30.00	Board to confirm
Funerals	No charge	\$0.00	\$0.00	Board to confirm
Chairs	Each	\$1.00	\$1.00	Board to confirm
Trestles	Each	\$10.00	\$10.00	Board to confirm
Pie warmer	Each	\$10.00	\$10.00	Board to confirm
Cups	Per drawer	\$10.00	\$10.00	Board to confirm
Heating	\$2 coin per 20 minutes	\$2.00	\$2.00	Board to confirm
Damage/Breakages	charged at			
Bond (refundable) (may be imposed at discretion of the custodian)	No GST	\$400.00	\$400.00	Board to confirm
<b>Waikawa hall</b>				
Hall - full day	All day & night hire	\$200.00	\$200.00	Board to confirm
Hall - half days	No more than 4 hours	\$50.00	\$50.00	Board to confirm
Meetings		\$25.00	\$25.00	Board to confirm
Funerals and elections		\$150.00	\$150.00	Board to confirm
Social functions	5pm to 1am	\$120.00	\$120.00	Board to confirm
Lounge/Supper room - full day	All day	\$80.00	\$80.00	Board to confirm
Lounge/Supper room - half day	No more than 4 hours	\$60.00	\$60.00	Board to confirm
Chairs	per day	\$20.00	\$20.00	Board to confirm
Tables	per day	\$5.00	\$5.00	Board to confirm
Damage/Breakages	charged at			
Bond (refundable)	No GST	\$50.00	\$50.00	Board to confirm
Cleaning (if required)		\$100.00	\$100.00	Board to confirm
Heaters	\$1 coin per 20 minutes	\$1.00	\$1.00	Board to confirm

## Attachment F. Funding & Spending Breakdown

By Rate Type & Activity	Current Budget 2022/23 (excl GST)	Proposed Budget 2023/24 (excl GST)	Variance (excl GST)
<b>Waihopai Toetoe CB Rate</b>			
<b>Parks &amp; Reserves</b>			
<b>Funding</b>	<b>(642,815)</b>	<b>(728,538)</b>	<b>(85,723)</b>
Rates income	(119,482)	(146,453)	(26,971)
Other income	(7,852)	(7,523)	329
Internal income	(1,434)	(28,900)	(27,466)
Funding Adjustment			
Loan drawdown	(460,049)	(469,092)	(9,043)
Transfer from reserve	(32,821)	-	32,821
Transfer to reserve	1,763	1,423	(340)
Loan repayment (LGFA)	538	429	(109)
Depn - Add back	(23,478)	(78,422)	(54,944)
<b>Opex</b>	<b>230,815</b>	<b>259,446</b>	<b>28,631</b>
Maintenance & operating			
Maintenance	50,606	50,606	-
Mowing	32,644	57,303	24,659
Gardening, spraying, trimming	3,619	5,189	1,570
Work scheme (internal)	19,165	19,165	-
Project	80,870	27,477	(53,393)
Electricity & fuel	3,117	3,714	597
Insurance	366	570	204
Finance cost	300	350	50
Other costs	4,340	4,340	-
Internal cost	12,310	12,310	-
Depreciation	23,478	78,422	54,944
<b>Capex</b>	<b>412,000</b>	<b>469,092</b>	<b>57,092</b>
Renewal	412,000	469,092	57,092
<b>Streetscapes</b>			
<b>Funding</b>	<b>(75,017)</b>	<b>(51,240)</b>	<b>23,777</b>
Rates income	(73,710)	(49,933)	23,777
Other income	(1,307)	(1,307)	-
Internal income	(1,861)	(10,450)	(8,589)
Funding Adjustment			
Transfer to reserve	1,861	10,450	8,589
<b>Opex</b>	<b>75,017</b>	<b>51,240</b>	<b>(23,777)</b>
Maintenance & operating			
Maintenance	7,431	7,431	-
Mowing	41,245	17,768	(23,477)
Gardening, spraying, trimming	14,743	14,603	(140)
Work scheme (internal)	7,586	7,586	-
Project	-	-	-
Electricity & fuel	462	292	(170)
Governance & employee costs	159	159	-
Insurance	7	17	10
Other costs	101	101	-
Internal cost	3,283	3,283	-

By Rate Type & Activity	Current Budget	Proposed Budget	Variance
	2022/23 (excl GST)	2023/24 (excl GST)	(excl GST)
<b>Footpaths</b>			
<b>Funding</b>	<b>(135,933)</b>	<b>(113,448)</b>	<b>22,485</b>
Rates income	(5,390)	(15,532)	(10,142)
Internal income	(3)	(3)	-
Funding Adjustment			
Loan drawdown	(119,232)	(63,503)	55,729
Transfer from reserve	-	(27,326)	(27,326)
Transfer to reserve	3	3	-
Loan repayment (LGFA)	859	5,083	4,224
Depn - Add back	(12,170)	(12,170)	-
<b>Opex</b>	<b>16,701</b>	<b>22,840</b>	<b>6,139</b>
Maintenance & operating			
Footpath costs	3,959	4,056	97
Finance cost	572	6,614	6,042
Depreciation	12,170	12,170	-
<b>Capex</b>	<b>119,232</b>	<b>90,608</b>	<b>(28,624)</b>
Renewal	119,232	52,550	(66,682)
LOS	-	38,058	38,058
<b>Other Property</b>			
<b>Funding</b>	<b>(77,579)</b>	<b>(7,980)</b>	<b>69,599</b>
Rates income	(1,434)	(1,705)	(271)
Other income	(5,227)	(5,217)	10
Funding Adjustment			
Transfer from reserve	(69,860)	-	69,860
Depn - Add back	(1,058)	(1,058)	-
<b>Opex</b>	<b>77,579</b>	<b>7,980</b>	<b>(69,599)</b>
Maintenance & operating			
Maintenance	70,937	1,077	(69,860)
Work scheme (internal)	1,074	1,074	-
Insurance	1,311	1,572	261
Other costs	146	146	-
Internal cost	3,053	3,053	-
Depreciation	1,058	1,058	-
<b>Community &amp; Futures</b>			
<b>Funding</b>	<b>(24,401)</b>	<b>(24,401)</b>	<b>-</b>
Rates income	(12,863)	(12,863)	-
Internal income	(11,538)	(11,538)	-
<b>Opex</b>	<b>24,401</b>	<b>24,401</b>	<b>-</b>
Grants	24,401	24,401	-

By Rate Type & Activity	Current Budget	Proposed Budget	Variance
	2022/23 (excl GST)	2023/24 (excl GST)	(excl GST)
<b>Edendale-Wyndham Hall Rate</b>			
<b>Halls</b>			
<b>Funding</b>	<b>(19,060)</b>	<b>(20,179)</b>	<b>(1,119)</b>
Rates income	(17,518)	(18,637)	(1,119)
Other income	(1,131)	(1,131)	-
Funding Adjustment			
Depn - Add back	(411)	(411)	-
<b>Opex</b>	<b>19,060</b>	<b>20,179</b>	<b>1,119</b>
Maintenance & operating			
Maintenance	2,573	2,573	-
Work scheme (internal)	2,573	2,573	-
Cleaning costs	2,881	2,881	-
Electricity & fuel	4,270	3,566	(704)
Insurance	4,348	6,171	1,823
Internal cost	2,004	2,004	-
Depreciation	411	411	-
<b>Capex</b>	<b>-</b>	<b>-</b>	<b>-</b>
LOS	-	-	-
<b>Fortose Domain Rate</b>			
<b>Halls</b>			
<b>Funding</b>	<b>(680)</b>	<b>-</b>	<b>680</b>
Rates income	(680)	-	680
Internal income	(62)	-	62
Funding Adjustment			
Transfer to reserve	62	-	(62)
Loan repayment (LGFA)	-	-	-
<b>Opex</b>	<b>680</b>	<b>-</b>	<b>(680)</b>
Maintenance & operating			
Maintenance	-	-	-
Work scheme (internal)	680	-	(680)
Insurance	-	-	-
Finance cost	-	-	-
<b>Mokoreta/Redan Hall Rate</b>			
<b>Halls</b>			
<b>Funding</b>	<b>(5,415)</b>	<b>(5,415)</b>	<b>-</b>
Rates income	(5,415)	(5,415)	-
Internal income	(361)	(368)	(7)
Funding Adjustment			
Transfer to reserve	361	368	7
<b>Opex</b>	<b>5,415</b>	<b>5,415</b>	<b>-</b>
Maintenance & operating			
Maintenance	349	-	(349)
Work scheme (internal)	2,573	-	(2,573)
Supplier costs	-	2,358	2,358
Insurance	2,493	3,057	564

By Rate Type & Activity	Current Budget 2022/23 (excl GST)	Proposed Budget 2023/24 (excl GST)	Variance (excl GST)
<b>Tokanui/Quarry Hills Hall Rate</b>			
<b>Halls</b>			
<b>Funding</b>	<b>(13,770)</b>	<b>(28,963)</b>	<b>(15,193)</b>
Rates income	(15,028)	(14,596)	432
Other income	(2,000)	(2,000)	-
Internal income	(1)	(2)	(1)
Funding Adjustment			
Loan drawdown	-	(15,000)	(15,000)
Transfer to reserve	1	2	1
Loan repayment (LGFA)	3,258	2,633	(625)
<b>Opex</b>	<b>13,770</b>	<b>13,963</b>	<b>193</b>
Maintenance & operating			
Maintenance	2,573	2,573	-
Work scheme (internal)	2,573	2,573	-
Electricity & fuel	2,150	3,224	1,074
Supplier costs	1,074	-	(1,074)
Insurance	2,677	3,225	548
Finance cost	1,121	766	(355)
Internal cost	1,602	1,602	-
<b>Capex</b>	<b>-</b>	<b>15,000</b>	<b>15,000</b>
Renewal	-	15,000	15,000
<b>Waikawa Niagara Hall Rate</b>			
<b>Halls</b>			
<b>Funding</b>	<b>(11,098)</b>	<b>(12,394)</b>	<b>(1,296)</b>
Rates income	(8,662)	(9,621)	(959)
Other income	(2,000)	(2,000)	-
Funding Adjustment			
Loan repayment (LGFA)	1,830	1,493	(337)
Depn - Add back	(2,266)	(2,266)	-
<b>Opex</b>	<b>11,098</b>	<b>12,394</b>	<b>1,296</b>
Maintenance & operating			
Maintenance	2,573	2,573	-
Work scheme (internal)	2,573	2,573	-
Electricity & fuel	2,166	1,467	(699)
Insurance	141	1,795	1,654
Finance cost	1,379	1,720	341
Depreciation	2,266	2,266	-
<b>Capex</b>	<b>-</b>	<b>-</b>	<b>-</b>
Renewal	-	-	-
<b>Waihopai Toetoe Pool</b>			
<b>Parks &amp; Reserves</b>			
<b>Funding</b>	<b>(27,742)</b>	<b>(27,890)</b>	<b>(148)</b>
Rates income	(27,742)	(27,890)	(148)
<b>Opex</b>	<b>27,742</b>	<b>27,890</b>	<b>148</b>
Grants	27,742	27,890	148
<b>Woodlands Septic Tank</b>			
<b>Sewerage</b>			
<b>Funding</b>	<b>(7,300)</b>	<b>(7,300)</b>	<b>-</b>
Rates income	(6,796)	(7,300)	(504)
Internal income	(136)	(129)	7
Funding Adjustment			
Transfer from reserve	(504)	-	504
Transfer to reserve	136	129	(7)
<b>Opex</b>	<b>7,300</b>	<b>7,300</b>	<b>-</b>
Supplier costs	7,300	7,300	-
	-	-	-



## Policies and bylaws coming up for review

Record no: R/22/11/68591  
Author: Michelle Fowler-Stevenson, Strategy and policy manager  
Approved by: Fran Mikulicic, Group manager democracy and community

Decision  Recommendation  Information

### Purpose

- 1 The purpose of this report is to provide information to the Waihopai Toetoe community board (the board) on the upcoming policies and bylaws that Council will review over the next 6 months.
- 2 Inform the board of the draft policies and bylaws that will come to the next meeting once scheduled for 2023, so that the board can consider providing feedback to staff prior to the draft policies and bylaws being endorsed by Council and released for public consultation in May 2023.

### Executive summary

- 3 There are a number of policies and bylaws that Council will be reviewing concurrently in early-mid 2023. In April 2023, Council will be asked to release five policies and two bylaws in May 2023 for public consultation.
- 4 These policies and bylaws are being considered as a suite of work to help minimise consultation fatigue within our communities, and to provide efficiencies in costs and resources.
- 5 Each policy and bylaw will be presented in draft to the board at the next meeting once scheduled for the new year, and any feedback will help inform the final draft that goes to Council in April 2023 to be released to the public for formal consultation.
- 6 The board may wish to consider whether the matters raised in the policies and bylaws being reviewed are relevant to their communities, and if any new issues or concerns need to be raised along with the wider views of their communities. Throughout the consultation period the board may also wish to make a formal submission to Council on any or all of the policies and bylaws.
- 7 This report provides a high-level overview of the policies and bylaws that will be reviewed, so that the board has time to consider any input it may like to provide at the next scheduled meeting, prior to any drafts being presented to Council April 2023.

### Recommendation

That the Waihopai Toetoe Community Board:

- a) **receives the report titled “Policies and bylaws coming up for review” dated 30 November 2022.**

### Background

- 8 Council has a number of policies and bylaws that are scheduled for review in early 2023.

- 9 So that feedback and submissions can be made in an efficient way, staff are proposing to develop and consult on two bylaws and five policies concurrently, rather than spacing them out over a number of months.
- 10 This will allow for greater efficiency in advertising and consultation costs, and a more coordinated approach in seeking feedback from the board and wider communities on issues that may be of interest to people or that they may be affected by.

#### ISSUES

- 11 There are a number of policies and bylaws that will be reviewed concurrently in early-mid 2023. Council will be asked to release five policies and two bylaws in May 2023 for public consultation. The policy suite being reviewed contains the following:

- Rooding Bylaw
- Public Places Bylaw
- Easter Sunday Shop Trading Policy
- Dangerous, Affected and Insanitary Buildings Policy
- Use of Unmanned Aerial Vehicles Policy
- Smoke-Free Open Spaces Policy
- Contract Management Policy

- 12 The current bylaw and policy documents can be viewed on Councils website and via the link provided; <https://www.southlanddc.govt.nz/my-council/bylaws-and-policies/>
- 13 Council has traditionally only received very small numbers of submissions on the majority of policies and bylaws it consults on. In some instances, there are no submissions at all.
- 14 While this may not be of any significant concern in itself, staff would like to ensure that Council is offering the easiest and most efficient way for people to have their say on matters which may affect them within the district. By running a single month-long consultation process which incorporates a number of issues Council is seeking feedback on, it is anticipated that a more robust advertising campaign can be undertaken to encourage people within the district to have a say on any or all issues that they might like to provide feedback to Council on.
- 15 A brief description of each policy and bylaw that is in the process of being drafted is provided below.

#### **Rooding Bylaw and Interim Speed Management Plan**

- 16 The purpose of the rooding bylaw and policy is to define the role of Council for one of the largest and most diverse rooding networks within New Zealand. The rooding bylaw and the directly linked policy focus on management of stock on roads, parking restrictions, one-way roads, vehicular accessways, and heavy traffic prohibitions.
- 17 Speed management plans are a new, whole of network approach to speed management. Councils must prepare speed management plans which include a ten-year vision and a three-year implementation plan which incorporates elements of speed limits, safety infrastructure, safety cameras, monitoring and enforcement.



- 18 Workshops concerning roading were held with community boards during 2021. Common matters raised at the time related to:
- formalising parking restrictions
  - introducing parking restrictions for urban grass verges, electric vehicles, boat trailers and other areas
  - enforcement options in certain areas, such as prosecution for infringements/repeated infringements (i.e. a three strikes system).
- 19 Separately the bylaw which controls access to Ashton Flats Road, near the Mavora Lakes, is set to lapse in 2023 and Council will need to determine if this bylaw will continue.
- 20 Council will also need to explore whether dust suppression is better addressed within the bylaw or under a policy/procedure.

### **Public Places Bylaw**

- 21 Council currently has in place a number of bylaws and policies to regulate issues in public places. To create review efficiencies and a more user-friendly public document, an omnibus public places bylaw is being developed. The proposed omnibus bylaw will incorporate content from the bylaws and policy listed below along with any other regulations that are considered necessary and appropriate following consultation with the community. The existing bylaws and policy below would then be revoked following the consultation process:
- Trading in Public Places Bylaw. This bylaw regulates the conduct of persons selling goods in public places. There is also a list associated with the bylaw, of ‘approved trading sites’, that outlines the physical sites where people are able to trade.
  - Alfresco Policy. This policy requires licences to be held for, and regulates, dining furniture outside food premises. Te Anau currently has the majority of the District’s licensed premises, followed by Riverton and Winton.
  - Signs and Objects On Roads and Footpaths Bylaw. This bylaw is to ensure the health and safety of people in the District by regulating / controlling / prohibiting the placement of signs or objects on roads and footpaths.

### **Easter Sunday Shop Trading Policy**

- 22 The Shop Trading Hours Act 1990 was amended in 2016 to allow Councils to adopt a local ‘Easter Sunday Shop Trading Policy’. The policy:
- can permit shops to open on Easter Sunday in an area comprising a) the whole of its district; or b) any part or parts of its district.
  - can not specify the shop purpose or type, opening hours or any other conditions.
- 23 Council's existing policy was adopted in 2017 and allows all shops in the Southland district to open on Easter Sunday if they choose to. This policy is set for review as it is 5 years from adoption. Points to consider are whether to retain the existing policy, or amend the areas to which it relates.

- 24 Without a Council policy, only certain shops can remain open under the Act under certain conditions, these include garden centres, service stations, food takeaways, restaurants, cafes, souvenir shops, pharmacies and dairies.

### **Dangerous, Affected and Insanitary Buildings Policy**

- 25 This policy allows Council to identify and manage dangerous, affected and insanitary buildings in the District so that people who use buildings can do so safely and without endangering their health.
- 26 The policy sets out Council's responsibilities under the Building Act 2004 and ensures that when dangerous or affected buildings are identified, the danger is appropriately reduced. Similarly, if insanitary conditions are found, that appropriate and timely measures are undertaken to remedy this.

### **Use of Unmanned Aerial Vehicles (UAV) Policy**

- 27 In addition to the rules set by the Civil Aviation Authority, Council has the ability to approve or decline use of UAVs over land it owns or controls.
- 28 While Council generally seeks to enable UAV usage, the policy sets out the criteria where written approval might need to be sought in areas assessed as restricted such as over sports fields or swimming pools. While there are currently no areas assessed as prohibited, the policy also allows Council to identify any areas where UAV use may be prohibited in all instances.

### **Smoke-Free Open Spaces Policy**

- 29 Council's existing 'Smoke-Free Open Spaces Policy' was approved in 2014 and aims to discourage smoking in public outdoor areas where people, particularly children and young people gather. This policy is not enforceable so is not a ban on smoking but serves as an educational tool. The objectives are to promote a smoke-free lifestyle, reduce the uptake of smoking by children and young people, and support the government's goal for a smoke free New Zealand by 2025.
- 30 The primary focus is playgrounds, skate parks and sports fields where signage and awareness initiatives are implemented (type 1 areas). The secondary focus is gardens, parks, reserves, cemeteries, roads, streets and footpaths where signage may be put in place (type 2 areas).
- 31 The recent Smoke-Free Environments and Regulated Products (Vaping) Amendment Act 2020 requires all regulated products, such as vaping and heated tobacco products, to be included in smoke-free legislation. As a result, Council are assessing the existing policy. Points to consider are whether to retain the existing policy, amend the existing policy to include vaping and heated tobacco products, or other amendments such as location types.

### **Contract Management Policy**

- 32 Council recognises that it is a significant user of public money and as such, this policy sets out the objectives and guiding principles that ensure that all Council's contracts are managed in a way consistent with legislation, good practice and a sound business approach.
- 33 The purpose is to ensure Council maintains effective relationships with suppliers, and undertakes responsible, effective and fit-for-purpose contract management.

- 34 The policy outlines a consistent and robust framework to manage the contracts that Council enters in to with contractors, consultants, or other third parties, and it applies once a contract has been awarded, while it is in effect, and throughout its closure and review.

#### Factors to consider

##### Legal and statutory requirements

- 35 There are no legal or statutory requirements involved in the board receiving this information report.

##### Community views

- 36 Council has yet to seek wider community views on the suite of policies and bylaws to be reviewed.
- 37 As representatives of the community that board members have been elected to, staff will be presenting a report to the board in February or March 2023 seeking any input into the draft policies and bylaws prior to being endorsed by Council.
- 38 Council will be asked at its meeting in April 2023 to endorse the draft policies and bylaws for public consultation throughout May 2023. Following a period of 1 month, whereby members of the public, boards, iwi, and interested organisations and stakeholders can make submissions on the policies and bylaws, Council will conduct hearings and deliberate prior to making any decisions.
- 39 During the formal submission period boards would be encouraged to make a submission to Council on any or all of the polices and bylaws that they determined represented the views and preferences of people likely to be affected by, or who might have an interest in, the matter.

##### Costs and funding

- 40 All costs associated with the review of Council policies and bylaws are met within existing budgets. There are no additional or unbudgeted costs expected throughout this review process.

##### Policy implications

- 41 There are no policy implications for the board receiving this information report.
- 42 When staff present a report to the board in February or March 2023, the board may wish to provide feedback that helps inform the draft policies and bylaws that will go to Council for consideration in April 2023, prior to any formal consultation process.
- 43 Following consultation, and at the time Council adopts the policies and bylaws, there may be changes made that have policy implications for people within the district.

##### Assessment of significance

- 44 This information report is not considered significant in relation to Councils significance and engagement policy.
- 45 In order to determine the level of significance, staff measure the degree of importance of an issue, proposal, decision, or matter. Council has to determine how people, services, facilities and infrastructure in the district will be affected. Significance is a continuum ranging from matters

that have a low impact/risk and therefore low significance, right up to matters that have very high levels of impact/risk and significance.

- 46 Each issue, proposal or decision will be considered on a case by case basis to determine whether the decision is significant. Council will consider the following factors when determining the level of significance. These factors are of equal weighting. The greater the cumulative impact of the matter as assessed by these factors, the more significant the issue, proposal, decision or matter will be:
- the likely impact/consequences of the issue, decision or proposal on the current and future social, economic, environmental or cultural wellbeing of the district or region
  - the effect on people who are likely to be particularly affected by or interested in the issue, decision or proposal
  - the financial and non-financial costs and implications of the issue, decision or proposal on Council's capability and capacity
  - the scale of any proposed change to levels of service
  - the ownership or function of a strategic asset.
- 47 Council may also consider knowledge it has previously gained about the community and its views on an issue to assess whether the matter has a high level of significance.

#### Next steps

- 48 Once a meeting of the board is scheduled for early 2023, staff will bring to the board meeting a report that will include the draft policies and bylaws, seeking any feedback that the board might have.
- 49 This feedback will be incorporated into the development of the draft policies and bylaws that will then be presented to Council in April 2023. Included with the drafts to Council will be a Statement of Proposal which sets out the issue or decision to be made and clearly shows how people can make submissions on it.
- 50 Council will be asked to release the draft policies and bylaws for public consultation, and following this will hold hearings if there are people who would like to speak to Council about their submission. The board would have further opportunity to make a formal submission to Council on any or all of the policies and bylaws that are released for public consultation at this time also.
- 51 Council will then consider submissions (deliberate) and make their final decision on the policies and bylaws (and potentially adopt) in June or July 2023.

#### Attachments

There are no attachments for this report.

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## Community partnership funding applications - September 2022 funding round

Record no: R/22/11/69070

Author: Gordon Crombie, Community liaison officer

Approved by: Fran Mikulicic, Group manager democracy and community

Decision

Recommendation

Information

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### Purpose

- 1 The purpose of this report is for the Waihopai Toetoe Community Board to allocate funding for the September 2022 round of the Waihopai Toetoe Community Partnership Fund.

### Executive summary

- 2 A total of two applications have been received for the September 2022 funding round of the Waihopai Toetoe Community Partnership Fund. The applications are included as an attachment to this report. Please note that the attachment to the applications (including financials) are not attached to this report as they contain information sensitive to the applicant's privacy. These attachments were provided to the community board with the applications for their perusal prior to the meeting.
- 3 The Waihopai Toetoe Community Board has \$22,857 available to allocate through the Waihopai Toetoe Community Partnership Fund in the 2022/2023 financial year.
- 4 A total of \$7,500 in requests have been received for this round of funding.

## Recommendation

That the Waihopai Toetoe Community Board:

- a) **Receives the report titled “Community partnership funding applications - September 2022 funding round” dated 24 November 2022.**
- b) Determines that this matter or decision be recognised as not significant in terms of Section 76 of the Local Government Act 2002.
- c) Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.
- d) Receives applications from the following:
  1. Wyndham Golf Club
  2. Edendale Presbyterian Church
- e) Approves/declines a grant of \$4,000 to the Wyndham Golf Club for assistance towards the laying of underground power cables.
- f) Approves/declines a grant of \$3,500 to the Edendale Presbyterian Church for assistance towards the costs of the Messy Church programme.

## Background

- 5 Southland District Council’s community assistance activity seeks to contribute to a District of ‘proud, connected communities that have an attractive and affordable lifestyle’ by enabling Southland’s communities to be desirable place to live, grow up, work and run a business, raise a family and enjoy a safe and satisfying life. Through providing financial assistance by way of grant funding, community groups and individuals are supported to undertake their desired activities.
- 6 A review of community assistance was completed in early 2019, which resulted in the establishment of the Community Partnership Fund whereby the nine community boards in the District allocate funding directly to their communities.
- 7 The Waihopai Toetoe Community Board set the following criteria for their Community Partnership Fund:
  - consideration will be given to all funding requests, however requests must be not for profit and demonstrate community benefit
  - the board will give preference to applications that directly benefit the community board area and align to the community board plan outcomes
  - applications for salaries and operating costs will not be considered
  - there is no cap on the amount applicants can request
  - co-funding is preferable but not essential. This will be assessed on a case by case basis

- more than one quote is preferable but if it is not possible to get more than one quote then an explanation why will be sufficient
- applicants may be requested to speak to the board about their funding request
- applicants do not have to be a legal entity to apply
- the board can grant money 'subject to the balance of the funding being secured'.

<b>Applications received</b>	<b>2</b>
<b>Total amount requested</b>	<b>\$7,500</b>
<b>Total amount available for distribution</b>	<b>\$22,857</b>

**1 Wyndham Golf Club**

Request assistance towards the costs of laying underground power cables.

Total project cost **\$5,362**

Amount requested **\$4,000**

**2 Edendale Presbyterian Church**

Request assistance towards the costs of the Messy Church programme.

Total project cost **\$3,500**

Amount requested **\$3,500**

Issues

8 There are no issues identified.

Factors to consider

Legal and statutory requirements

9 There are no legal or statutory requirements to consider.

Community views

10 The board, as representatives from the Waihopai Toetoe area will consider each application and how it benefits their communities.

Costs and funding

11 The Waihopai Toetoe Community Board has \$22,857 available to be allocated through the Waihopai Toetoe Community Partnership Fund in the 2022/2023 financial year.

12 There is a total of \$7,500 in requests for this funding round.

Policy implications

13 There are no policy implications.

## Analysis

### Options considered

- 14 The options for consideration are to allocate funding pursuant to the funding criteria set by the community board or decline the applications.

### Analysis of options

Option 1 – Approves and allocate funding pursuant to the funding criteria set by the community board.

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> <li>support community groups to achieve local initiatives</li> </ul>	<ul style="list-style-type: none"> <li>there are no disadvantages</li> </ul>

Option 2 – Declines the applications

<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>no funds awarded could hinder the progress of community led development due to lack of financial support</li> </ul>

### Assessment of significance

- 15 This is not considered significant.

### Recommended option

- 16 The recommended option is ‘option 1 – approves and allocates funding pursuant to the funding criteria set by the community board.

### Next steps

- 17 Inform the applicants of the allocation decisions.

## Attachments

- A Waihopai Toetoe CPF Applications [↓](#)



**Community Partnership Fund Application Form**

**PLEASE TICK WHICH COMMUNITY PARTNERSHIP FUND YOU ARE APPLYING FOR:**

- Fiordland Community Board
- Oreti Community Board
- Oraka Aparima Community Board
- Northern Community Board
- Ardlussa Community Board
- Waihopai Toetoe Community Board
- Tuatapere Te Waewae Community Board
- Wallace Takitimu Community Board
- Stewart Island/Rakiura Community Board



**YOUR DETAILS**

Name of organisation	WYNDHAM GOLF CLUB
Postal address	c/- 4 RAGLAN ST WYNDHAM 9831
Street address	77 MEMORIAL DR WYNDHAM

**CONTACT NAMES**

Please give the names of two people who can be contacted if further information is required. The first contact must be the person who filled out the form. Under the Privacy Act (1993) consent from these people must be given before their details are recorded here.

Name	GLEN SUTHERLAND	Phone	(day)	027 809 9323
Email	glen.sutherland@forsterg.com		(evening)	206 6754
Name	BRYAN DYNES	Phone	(day)	027 337 3009
Email	bryandynes64@gmail.com		(evening)	027 337 3009

**BANK ACCOUNT NUMBER TO DIRECT CREDIT GRANT PAYMENT IF APPLICATION SUCCESSFUL:**


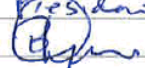
To help speed the process up in the event of your grant being approved, can you please provide verification of your bank account details. This can be a screen shot or banking slip and it must be attached to your application.

**PROJECT DETAILS**

How many members belong to your club/organisation?	80
Please describe fully: (Continue on a separate sheet if necessary)	
For what purpose does your organisation seek a Community Partnership Fund subsidy?	
PUT IN UNDERGROUND CABLE TO PUMP SITED AS OVERHEAD POWER SUPPLY CURRENTLY USED THE POLES DEEMED UNSAFE	

If your application relates to a facility – who uses the facility and how often?		
Does the facility have a long term development and maintenance plan? <input type="checkbox"/> Yes <input type="checkbox"/> No		
How will your project benefit the organisation or community?		
INSTALL UNDERGROUND POWER SUPPLY SO THAT UNSAFE POWER POLES AT EAST END OF RUGBY GROUND CAN BE REMOVED AND LINES FROM RAGLAN STREET DISCONNECTED		
Start date of your project	~ 10/10/22	Finish date of your project ~ 17/10/22
<b>FINANCIAL DETAILS</b>		
Are you registered for GST?	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	GST number 11 995 128
Applicants that are not GST-registered need to provide budget figures that include GST		
Applicants that are GST-registered need to provide budget figures that exclude GST.		
Successful applicants who are GST-registered will be required to submit a GST invoice, after being notified the result of the application and prior to the grant being paid out.		

PLEASE ROUND ALL FIGURES TO THE NEAREST DOLLAR				
EXPENDITURE	\$	INCOME	\$	
Project costs	<del>GST inclusive</del> or GST exclusive	Your contribution		
5362		Fees/subs		
		Fundraising		
		Loan/mortgage		
		Cash savings	1362	
		Other		
		Sub-total		
<b>Other grants and sponsorship applied for</b>				
		Sponsorship		
		Grants (successful and proposed)	<b>Amount requested</b>	<b>Result date</b>
			4000	

		<b>Sub-total</b>	
<b>Total cost of the project is</b>	5362	<b>Total Income</b>	5362
How much money are you applying for?	\$ 4000		
Briefly describe any voluntary effort or donated materials provided for the project.			
Voluntary effort (eg number of hours)			
UNABLE TO DUE TO ELECTRICAL WORK.			
Donated materials (eg approximate \$ value)			
How do you envisage paying for the future operational costs of this project?			
WILL ONLY BE MONTHLY ELECTRICAL CHARGES			
<b>DECLARATION (PLEASE PROVIDE TWO SIGNATURES)</b>			
We	WYNJHAM GOLF CLUB.	consent to Southland District Council	
collecting the personal contact details provided on this form. The consent is given in accordance with the requirements of the Privacy Act 1994. We also confirm that the information provided is accurate and complete and that the organisation committee has agreed to this project/funding application.			
Name	GLEN SUTHERLAND		
Position in organisation	SECRETARY		
Signature		Date	27/9/22
Name	Roder Dines		
Position in organisation	President		
Signature		Date	29/9/22
<b>Please attach</b>	<b>Check</b>		
a current statement of income and expenditure	<input checked="" type="checkbox"/>		
a current bank statement from your organisation	<input checked="" type="checkbox"/>		
quotations, where relevant	<input checked="" type="checkbox"/>		
letters of support (if applicable)	<input type="checkbox"/>		
These items will complete your application			
<b>PLEASE ENSURE THAT ALL QUESTIONS ARE ANSWERED IN FULL AND THAT RELEVANT DOCUMENTATION ACCOMPANIES THE APPLICATION FORM.</b>			
<b>NOW YOU CAN SUBMIT YOUR APPLICATION IN ONE OF THE FOLLOWING WAYS:</b>			





## Community Partnership Fund Application Form

**PLEASE TICK WHICH COMMUNITY PARTNERSHIP FUND YOU ARE APPLYING FOR:**

- Fiordland Community Board
- Oreti Community Board
- Oraka Aparima Community Board
- Northern Community Board
- Ardlussa Community Board
- Waihopai Toetoe Community Board
- Tuatapere Te Waewae Community Board
- Wallace Takitimu Community Board
- Stewart Island/Rakiura Community Board



**YOUR DETAILS**

Name of organisation	Edendale Presbyterian Church
Postal address	31 Inkermann Street, Wyndham
Street address	26 Brydone Street, Edendale

**CONTACT NAMES**

Coralie McFadzien + Joanne Hook

Please give the names of two people who can be contacted if further information is required. The first contact must be the person who filled out the form. Under the Privacy Act (1993) consent from these people must be given before their details are recorded here.

Name	Coralie McFadzien	Phone	(day)	027 329 8781
Email	coralie_jane@hotmail.com		(evening)	
Name	Joanne Hook	Phone	(day)	03 208 8265
Email	jhooky@hotmail.com		(evening)	027 417 5870

**BANK ACCOUNT NUMBER TO DIRECT CREDIT GRANT PAYMENT IF APPLICATION SUCCESSFUL:**

To help speed the process up in the event of your grant being approved, can you please provide verification of your bank account details. This can be a screen shot or banking slip and it must be attached to your application.

**PROJECT DETAILS**

How many members belong to your club/organisation? 50

Please describe fully: (Continue on a separate sheet if necessary)

For what purpose does your organisation seek a Community Partnership Fund subsidy?

Edendale Presbyterian Church runs a program called Messy Church. This is a church suitable for all ages and especially for those who may not feel comfortable attending a 'normal' church service and who may not already belong to a church. We run this program once a term and it normally consists of an ice-breaker, hands on activity, such as arts + craft etc then we finish off with a meal.

At the moment our Messy Church team cover the cost of the session, but this isn't viable long term. So we are applying for funding to help cover the cost of Messy Church for a year. Included in this application

is a freezer to store food and an air fryer to help with cooking.



If your application relates to a facility – who uses the facility and how often?

Does the facility have a long term development and maintenance plan?  Yes  No

How will your project benefit the organisation or community? *This program provides an opportunity to connect the community by coming together and engaging with each other by having fun through fellowship and food. This has been especially important over the last few years with covid and since food prices are at an all time high.*

Start date of your project *Dec 2020* Finish date of your project *ngoing*

**FINANCIAL DETAILS**

Are you registered for GST?  No  Yes GST number *10266394*

Applicants that are not GST-registered need to provide budget figures that include GST

Applicants that are GST-registered need to provide budget figures that exclude GST.

Successful applicants who are GST-registered will be required to submit a GST invoice, after being notified the result of the application and prior to the grant being paid out.

PLEASE ROUND ALL FIGURES TO THE NEAREST DOLLAR

*Over a year*

EXPENDITURE	\$	INCOME	\$
Project costs	GST inclusive or GST exclusive	Your contribution	
		Fees/subs	0
<i>Craft</i>	<i>\$400</i>	Fundraising	0
<i>Food</i>	<i>\$1,200</i>	Loan/mortgage	0
		Cash savings	0
<i>Airfryer</i>	<i>\$500</i>	Other	0
<i>Freezer</i>	<i>\$1,400</i>	Sub-total	0
<b>Other grants and sponsorship applied for</b>			
		Sponsorship	
		Grants (successful and proposed)	<b>Amount requested</b>
		<i>Community Partnership Fund</i>	<i>\$3,500</i>
			<b>Result date</b>
			<i>?</i>



		<b>Sub-total</b>	
<b>Total cost of the project is</b>	\$3,500	<b>Total Income</b>	\$3,500
How much money are you applying for?	\$ 3,500		
Briefly describe any voluntary effort or donated materials provided for the project.			
Voluntary effort (eg number of hours)	12 hours per year		
Donated materials (eg approximate \$ value)			
(\$400) Currently use of building, along with materials for craft and food. (\$1,200) Use of the deep fryer from the rugby club. (?)			
How do you envisage paying for the future operational costs of this project?			
We will include a donation box at the door of each session and look into some fundraising.			
<b>DECLARATION (PLEASE PROVIDE TWO SIGNATURES)</b>			
We	Coralie and Joanne		consent to Southland District Council
collecting the personal contact details provided on this form. The consent is given in accordance with the requirements of the Privacy Act 1994. We also confirm that the information provided is accurate and complete and that the organisation committee has agreed to this project/funding application.			
Name	Coralie McFadzien		
Position in organisation	Messy Church Co-ordinator		
Signature	<i>C McFadzien</i>	Date	29/9/22
Name	Joanne Hook		
Position in organisation	Elder / Messy church Team Member		
Signature	<i>J Hook</i>	Date	25/9/22
<b>Please attach</b>			<b>Check</b>
a current statement of income and expenditure			<input checked="" type="checkbox"/>
a current bank statement from your organisation			<input type="checkbox"/>
quotations, where relevant			<input checked="" type="checkbox"/>
letters of support (if applicable)			<input type="checkbox"/>
These items will complete your application			
<b>PLEASE ENSURE THAT ALL QUESTIONS ARE ANSWERED IN FULL AND THAT RELEVANT DOCUMENTATION ACCOMPANIES THE APPLICATION FORM.</b>			
<b>NOW YOU CAN SUBMIT YOUR APPLICATION IN ONE OF THE FOLLOWING WAYS:</b>			





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## Schedule of meetings up to October 2025

Record No: R/22/11/68727

Author: Fiona Dunlop, Committee advisor

Approved by: Fran Mikulicic, Group manager democracy and community

Decision

Recommendation

Information

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### Purpose

- 1 The purpose of the report is to approve a schedule of meeting dates up to October 2025 so meetings can be publicly notified in accordance with the requirements set by the Local Government Official Information and Meetings Act 1987.

### Executive Summary

- 2 The adoption of a meeting schedule allows plenty of time to give public notice and it allows staff to plan for meeting agendas. The Local Government Official Information and Meetings Act 1987 has requirements for local authorities to follow for public notification of meetings.
- 3 Staff are anticipating that Council will approve the terms of reference for community boards at its meeting on 30 November 2022. The approved terms of reference outline the frequency of board meetings. It is proposed that community boards meet six times a year (February, April, June, August, October and December).
- 4 It is anticipated Council, at its meeting on 30 November 2022, will adopt a schedule of meetings up to 5 April 2023. While Council is only adopting a schedule of meetings for a short period of time, it is appropriate that the board sets meetings for the triennium.
- 5 The meeting schedule for the board is proposed to be set until the beginning of October 2025, as the triennial elections are on Saturday 11 October 2025.

## Recommendation

That the Waihopai Toetoe Community Board:

- a) **Receives the report titled “Schedule of meetings up to October 2025” dated 29 November 2022.**
- b) Determines that this matter or decision be recognised not 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) Agree to meet at 7pm on the following dates at the Memorial Hall Wyndham, 44 Balaclava Street, Wyndham:
  - Tuesday 28 February 2023
  - Wednesday 26 April 2023
  - Tuesday 27 June 2023
  - Tuesday 22 August 2023
  - Tuesday 24 October 2023
  - Tuesday 12 December 2023
  - Tuesday 27 February 2024
  - Tuesday 23 April 2024
  - Tuesday 25 June 2024
  - Tuesday 27 August 2024
  - Tuesday 22 October 2024
  - Tuesday 17 December 2024
  - Tuesday 25 February 2025
  - Tuesday 29 April 2025
  - Tuesday 24 June 2025
  - Tuesday 26 August 2025

## Background

- 6 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.

## Issues

- 7 It is proposed that the board adopt the meeting schedule outlined in recommendation ‘d’ of this report.

Factors to Consider

Legal and Statutory Requirements

- 8 The legal and statutory requirements for meetings of Council, committees and community boards are outlined out in the Local Government Act 2002 and the Local Government Official Information and Meetings Act 1987. Staff will ensure these requirements are met.

Community Views

- 9 No community views have been sought on this matter. It benefits the public when meeting times are set well in advance, so people can arrange to attend if they wish.

Costs and Funding

- 10 Meetings are publicly notified via the newspaper once a month, in accordance with the Local Government Official Information and Meetings Act 1987.

Policy Implications

- 11 There are no policy implications.

Analysis

Options Considered

- 12 Options considered are
- Option 1 – adopt a meeting schedule
  - Option 2 – do not adopt a meeting schedule

Analysis of Options

Option 1 – Adopt a meeting schedule

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> <li>• Council officers and the board are able to achieve work in the board area, as meetings are being held on a regular basis.</li> <li>• Staff, board members and the public will know when meetings are.</li> </ul>	<ul style="list-style-type: none"> <li>• There are no disadvantages.</li> </ul>

Option 2 – Do not adopt a 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 board will be unable to achieve work in Board area, as no meetings will be held.</li> <li>• Staff, board members and the public will not know when meetings are.</li> </ul>

### Assessment of Significance

- 13 This decision is not significant in accordance with the Local Government Act 2002 and Council's Significance and Engagement Policy.

### Recommended Option

- 14 The recommended option is option 1 – adoption of a schedule of meetings.

### Next Steps

- 15 The next step, 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.

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## Chairperson's report

Record no: R/22/11/70537

Author: Fiona Dunlop, Committee advisor

Approved by: Fran Mikulicic, Group manager democracy and community

Decision

Recommendation

Information

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### Purpose of report

The purpose of the report is for the chair to provide an update to the Waihopai Toetoe Community Board and also provides an opportunity for the board chairperson to present an overview of the issues she has been involved with.

1 Items of interest that Chair Yorke will be reporting on at the meeting are as follows:

- Waikawa Hall
- Menzies College footpath
- Stump area by Wyndham Golf course
- Gorge Road bell tower
- Active Southland holiday programme
- Wyndham library – 1 December 2022

### Recommendation

That the Waihopai Toetoe Community Board:

- a) **receives the report titled “Chairperson's report” dated** 30 November 2022.

### Attachments

There are no attachments for this report.