

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

Date: Wednesday, 22 July 2015
Time: 2pm
Meeting Room: Community Room, Fiordland Medical Centre,
Venue: Luxmore Drive, Te Anau

Te Anau Community Board Agenda

OPEN

MEMBERSHIP

Chairperson	Ann Carran
Deputy Chairperson	Rachel Cockburn
Members	Mark Deaker
	Sarah Greaney
	Kara Matheson
	Tony O'Loughlin
	Councillor Ebel Kremer

IN ATTENDANCE

Area Officer, Te Anau	Jenny Labruyere
Area Engineer	Nick Lewis

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Full agendas are available on Council's Website
www.southlanddc.govt.nz

Terms of Reference for Community Boards

This Community Board is a statutory body with delegated responsibility from Southland District Council. The board members are elected to represent their community and advocate on behalf of their community.

It can make decisions on:

- Tenders for leases of land and buildings within its area up to \$10,000. For tenders above that value, the board can make a recommendation to either the Group Manager Services and Assets or Council's Activities Performance Audit Committee.
- Managing local halls and cemeteries
- Managing reserves, plantings, drainage, footpaths, street lighting, camping grounds, wharves, jetties, lakeshores and slipways, litter control
- Stewart Island – governance of the Stewart Island Electrical Supply Authority
- Te Anau – management of the Te Anau Airport Manapouri

It can make recommendations to Council on:

- Estimates, traffic management, roading, recreation, elderly persons' housing, noxious plants control, pest destruction control, temporary road closures, local civil defence, local welfare, waste management, economic development, resource consent applications which are referred to the board for feedback, toilets and local assets.
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UPDATES

8.1 Local Liaison Persons Reports

▪ Works	Members Deaker & O'Loughlin
▪ Parks & Reserves	Members Deaker & O'Loughlin
▪ Resource Consents	Members Carran & Cockburn
▪ Rural	Members Cockburn & Deaker
▪ Tourism/Events Centre	Member Greaney
▪ Fiordland Trails Trust	Member Cockburn
▪ Fiordland Elderly Housing	Member Greaney

8.2 Chairperson's Report

The Chairperson, Member Carran, to report on matters with which she has been involved since the Board's last meeting.

8.3 Councillor's Report

Councillor Kremer to report on activities from the District Council table.

1 Apologies

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

2 Leave of absence

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

3 Conflict of Interest

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

4 Public Forum

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

5 Extraordinary/Urgent Items

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

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

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

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

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

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

6 Confirmation of Minutes

6.1 Meeting minutes of Te Anau Community Board, 10 June 2015

Te Anau Community Board

OPEN MINUTES

Minutes of a meeting of Te Anau Community Board held in the Community Room, Fiordland Medical Centre, Luxmore Drive, Te Anau on Wednesday, 10 June 2015 at 2pm.

PRESENT

Chairperson	Rachel Cockburn
Members	Mark Deaker
	Ebel Kremer
	Kara Matheson
	Tony O'Loughlin

IN ATTENDANCE

Area Officer, Te Anau	Jenny Labruyere
Area Engineer	Nick Lewis

1 Apologies

Apologies for non-attendance were received from Members Carran and Greaney.

Moved Member Matheson, seconded Member O'Loughlin and **resolved:**

That the Te Anau Community Board accept the apologies from Members Carran and Greaney.

2 Leave of absence

There were no requests for leave of absence.

3 Conflict of Interest

There were no conflicts of interest declared.

4 Public Forum

There were no persons seeking speaking rights in Public Forum.

5 Extraordinary/Urgent Items

Moved Member Deaker, seconded Member Matheson and **resolved:**

That the Te Anau Community Board consider the following item as a matter of urgent business in order that a decision can be made before the next ordinary meeting, subject to Section 46A of the Local Government Official Information and Meetings Act 1987

Item 1: Freedom Camping

6 Confirmation of Minutes

Resolution

Moved Member Deaker, seconded Member O'Loughlin

That the minutes of Te Anau Community Board meeting, held on 29 April 2015 be confirmed.

Reports for Resolution

7.1 Action Sheet

Record No: R/15/6/9677

Items noted by the Board included;

Library Upgrade:

The Board noted Coles Consulting Services have been contracted to draw up structural/construction drawings for new doors in the entrance foyer and related work requires consent. The Board was advised completion date for all related works is expected to be October 2015.

The Area Engineer advised signage indicating public toilets within the library building are being progressed.

Skatepark Development:

Area Engineer advised he has meet with Te Anau Cycle Incorporated who will become the driving group for development of the pump track project, with input from users. The Area Engineer is to arrange a field investigation trip. Furthermore, the Te Anau Cycle Inc have started discussions with designer/builder.

Floating Pontoon:

Area Engineer advised that the Department of Conservation Board has given its support to the concession to allow a jetty/pontoon to enable passengers to embark and disembark near Bluegum Point.

Members requested the Area Engineer to investigate and progress design concepts for such structure located near the public boat ramp towards Bluegum Point.

In discussing this matter further Members questioned the future of the public wharf at Real Journeys and the likelihood of any progress through private interested parties to develop the wharf for commercial purposes.

Members agreed for the Area Engineer to make contact with both Real Journeys and the private party that recently showed an interest in the development of the wharf to ascertain the status of such negotiations; the Board is supportive in principle of any future development.

Rubbish/Recycling:

In discussing the matter of rubbish/recycling in regard to increased refuse due to larger tourism numbers in the area, the Board felt a proactive approach would be appropriate and agreed the Area Engineer investigate trialling the provision of more refuse bins within high usage areas in the township.

Resolution

Moved Member O'Loughlin, seconded Member Deaker

That the Te Anau Community Board:

- a) **Receives the report titled "Action Sheet" dated 3 June 2015.**
- 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 the Area Engineer investigate and progress design concepts for jetty/pontoon at boat ramp located near Bluegum Point .**

- e) **Requests a letter be sent to Real Journeys and Mr Oremland to ascertain the status of negotiations in regard to the public wharf at Real Journeys.**
- f) **Requests the Area Engineer to investigate and put in place a trial of extra rubbish/recycle bins in high use areas within the town.**

7.2 Works and Finance Report to Te Anau Community Board for the period ended 30 April 2015

Record No: R/15/5/9167

Works & Finance Report for the period ended 30 April 2015, prepared by N Lewis (Area Engineer) was tabled.

The Area Engineer advised the campervan dump station located to the boat harbour scheduled in the project list and the scope of upgrade is being investigated with input from the New Zealand Motor Caravan Association (NZMCA). He added NZMCA has shown interest in this project and depending on the outcomes of the Long Term Plan there maybe a funding source.

The Area Engineer advised the public barbecue has been well used with a count of over 250 at the end of the summer period, furthermore Mr Lewis advised there is to be Council signage installed.

Mr Lewis informed members of a surplus in the current year budget due to a loan that has not been utilised and enquired whether the Board may like to repay the Te Anau Lakefront loan a year early with the balance being \$41,595. Members agreed for this load to be repaid from surplus monies projected at the end of this current financial year.

Resolution

Moved Member O'Loughlin, seconded Member Deaker

That the Te Anau Community Board:

- a) **Receives the report titled "Works and Finance Report to Te Anau Community Board for the period ended 30 April 2015" dated 10 June 2015.**
- 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) **Agree to repay the Te Anau Lakefront loan balance of \$41,595 now, such loan being repaid from the surplus monies that is projected at the end of the financial year ending 30 June 2015.**

7.3 User Charges Lions Park Toilets

Record No: R/15/5/9226

Report by Mr McNaught (Strategic Manager, Property) following the Board's request that Council review its policy in regard to the charging regime that is in place for the Lions Park toilets, was tabled.

Mr McNaught commented that he noted the Board is seeking operating maintenance costs be a District charge on the same footing as other public toilets on other tourist routes within Southland District.

Tabled with the report was a submission to the Council's Long Term Plan (2007) which submitted the desire of the Board to have many features that are not included in any other toilets within Southland District.

Mr McNaught outlined a number of issues relating to the Board's request, these being;

- Lions Park toilets when constructed, provided and still operate, at a significantly greater level of service than other toilets with the Southland District.
- The current toilets were constructed with many features at the request of the Te Anau Community Board – these include an entry charge, user pay showers, employment of an onsite attendant.
- The entry fee is used to offset the additional operating costs including the costs associated with the on-site attendant.
- Removing of the user pays charges would mean these costs would have to be funded from somewhere else.
- The upgrades carried out at Mossburn and Garston toilets have just been completed and not given the same level of service that the Lions Park toilets provides.
- As the level of service at the Lions Park toilets is significantly higher than other toilets in the District dropping the user charge and spreading these costs across all other ratepayers in the District is not considered reasonable. However, the Board does have the option to recommend that Council consider a "local target rate" to offset this drop in income.

At this point Mr McNaught outlined the conditions relating to the opening hours at the Lions Park toilets.

Mr McNaught added that historically there have been instances where large events in Te Anau access to the toilets has been made free of charge. He stated this is expected to continue on a case by case basis.

In discussing this report members raised a number of issues as follows;

- Expenditure and income per annum
- Variances of upgrade at other public toilets i.e Mossburn from previous plans to upgrade to user paid, now only general upgrade
- Mention made of funding that has in the past been available to small towns with large infrastructure requirements
- Concern expressed that if a ratepayer fee is charged it will not only be Te Anau ratepayers affected, hence it should be a district wide rate.
- Pressure from other local businesses to provide public toilets in the centre of town to ease the burden on individual businesses

- Requested balance and term remaining of loan, debit servicing costs and cost to ratepayers if rate is district wide rate.

As a result of discussions the members requested a further report be provided to the Board which is to include financial details.

Resolution

Moved Chairperson Cockburn, seconded Member Matheson

That the Te Anau Community Board:

- a) Receives the report titled “User Charges Lions Park Toilets” dated 3 June 2015.**
- 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) Requests staff prepare a report which is to include all financial information relative to loan options and a “local targeted rate” .**

7.4 Dog Control Bylaw and Policy Review 2015-Submission

Record No: R/15/6/9526

A copy of the submission lodged on behalf of the Te Anau Community Board concerning Council's Dog Control Bylaw and Policy Review 2015, was tabled.

In discussing the submission members requested an amendment to Ivon Wilson Park, such amendment to read “dogs under control on a leash” be altered to “dogs off a leash under control” in the Park.

Resolution

Moved Member O'Loughlin, seconded Cr Kremer

That the Te Anau Community Board:

- a) Receives the report titled “Dog Control Bylaw and Policy Review 2015-Submission” dated 3 June 2015.**
- 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 the submission being amended for Ivon Wilson Park from dogs “under control on a leash” to dogs “off a leash under control.”**

A.1 Freedom Camping

Record No: R/15/6/9624

Report by M Sarfaiti (Manager, Environment Health) which gives the Board an opportunity to discuss freedom camping in preparation for an upcoming freedom camping review, and also to discuss interest in Te Anau becoming a New Zealand Motor Caravan “motorhome friendly town”, was tabled.

Mr Sarfaiti stated it is expected that Council will be carrying out preliminary consultation before drafting a new Freedom Camping Bylaw 2015.

Mr Sarfaiti added the Board is invited to discuss freedom camping in light of this review and also motorhome friendly town status, and provide feedback to Council.

Issues drawn to the attention of the Board included;

- Council will be carrying out preliminary consultation before drafting a new Freedom Camping Bylaw 2015.
- A draft bylaw may be considered by Council on 5 August 2015, and if approved after a formal consultation process, would be in force in time at the start of summer.
- One of the reasons for the early review of Council’s Camping Control Bylaw 2012 is to resolve serious concerns with the Waikawa freedom camping site, and to standardise with the New Zealand Motor Caravan Association model bylaw.
- Freedom camping means camping in public places, as opposed to camping in a camping ground.
- Back country freedom camping cannot be regulated under Council’s Camping Control Bylaw.
- Councils can have different rules for self-contained camping (eg a motor caravan that has its own toilet, shower, and waste water storage) and non-self-contained camping (eg a tent, car).
- Council can regulate freedom camping on Council controlled land by making a bylaw.
- Currently in the Southland District, freedom camping is generally permitted except in sensitive areas (townships), and also has designated camping sites at Nightcaps, Mandeville, Dunsdale, Otautau, Haldane and Waikawa.
- Camping is currently prohibited in the Te Anau township.
- Communities such as Winton, Riverton and Otautau have expressed interest in being designated as motorhome friendly towns by the NZMCA. The NZMCA has advised that for SDC towns to achieve motorhome friendly status, Council would need to resolve NZMCA concerns with the current SDC bylaw, and also has had concerns with the extent of the Te Anau prohibited area.

At this point Mr Sarfaiti circulated a survey entitled "Freedom Camping Review-Preliminary Consultation". It was noted the survey contained 24 issues to respond to and that the survey closing date is 6 July 2015.

Members agreed to hold a workshop to discuss the survey further and provide a summary of responses to the Manager, Environment Health prior to the close of submissions.

Resolution

Moved Member Matheson, seconded Member Deaker

That the Te Anau Community Board:

- a) **Receives the report titled "Freedom Camping" dated 4 June 2015.**
- 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 hold a workshop to complete the survey entitled "Freedom Camping Review – Preliminary Consultation; following which a summary will be prepared and used as a submission to the freedom camping review.**
- e) **Agrees that this Board pursue the issue of Te Anau being granted motorhome friendly status and that staff liaise with NZ Motor Caravan Association for this to happen.**

8.0 UPDATES

8.1 Local Liaison Persons Reports

Rural:

- River liaison workshop and meeting from which a report is to be prepared by Environment Southland to Council.
- Concerns over the protection of both the Upukerora bridge and Council sewer ponds.

Tourism/Events:

- Winter Illumination to take place for the third year with the "light up" commencing 6 July 2015.

Milford Community Trust:

- Milford Community Association concerns over the closure of the Pub at Milford
- Advertising for MERT Team Leader replacement for next season
- Trustee Shanks to retire, by rotation.

8.2 Chairperson's Report

Member Cockburn reported on behalf of the absence of the Chair on the following;

- Heritage subdivision; electricity provider issues
- Illumination Festival – lights being repaired for installation and operation prior to event start-up.
- Attended “Let’s Go Te Anau” meeting.
- Attended River Liaison meeting.

8.3 Councillor's Report

Cr Kremer reported on the following matters from the District Council table;

- Long Term Plan workshops
- Alfresco Dining new fees and charges
- Dog Control Review
- First meeting of the Te Anau Wastewater Discharge Project Committee set down for 17 June 2015.
- Speed Limit through district townships being investigated.

4.30pm

CONFIRMED AS A TRUE AND CORRECT
RECORD AT A MEETING OF THE TE ANAU
COMMUNITY BOARD HELD ON 10 JUNE 2015.

DATE:.....

CHAIRPERSON:.....

Action Sheet

Record No: R/15/7/12247
Author: Kelly Tagg, Otautau Area Officer
Approved by: Bruce Halligan, GM - Environment and Community

☐ Decision ☐ Recommendation ☒ Information

The Action Sheets from the Board's previous meetings are circulated for Member's information.

Recommendation

That the Te Anau Community Board:

- a) Receives the report titled "Action Sheet" dated 14 July 2015.
- 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.

Attachments

- A Te Anau Community Board InfoCouncil Action Sheet - 22 July 2015 [View](#)
B Te Anau Community Board Action Sheet - 22 July 2015 [View](#)

Te Anau Community Board Action Sheet

Open Action Items

Item 7.1 Attachment A

Author	Due Date	Subject	Notes
Nick Lewis	24/06/2015	Engineering Items	1) Communication to be sent to Real Journeys and Mr Oremland to ascertain negotiations regarding the public wharf at Real Journeys. 2) Area Engineer to investigate trial of rubbish/recycle bins in high user areas within the town.
Shelley Dela Llana	24/06/2015	Works and Finance Report to Te Anau Community Board for the period ended 30 April 2015	Te Anau Lakefront loan balance of \$41,595 to be repaid from surplus monies projected at end of the financial year.
Kevin McNaught	24/06/2015	User Charges Lions Park Toilets	Board requests a report be prepared outlining all financial information relative to loan options and a local targeted rate. Cr Kremer has requested this matter be put on hold in the meantime.
Jenny Labruyere	24/06/2015	Dog Control Bylaw and Policy Review 2015-Submission	Amendment to submission completed and relevant staff advised.
Michael Sarfai	24/06/2015	Freedom Camping	1) Board agrees to hold a workshop to discuss Freedom Camping Review. 2) Board to pursue the granting of motorhome friendly status and liaise with NZMCA to progress.
Sarah Wilson	25/12/2014	Proposed Use of Old Exeloo Site for Mobile Food Shops	Property Manager and Area Engineer to pursue outcomes discussed at video conference workshop held on 9 July 2015.
Mark Simpson	25/12/2014	Contract 14/7 Caswell Road Stormwater Upgrade	Final tidy up underway.

Recently Closed Action Items

Author	Completion Date	Subject	Notes
Shelley Dela Llana	06/07/2015	Te Anau-Manapouri Airport Draft Estimates and Local Activity Plan Information for the Draft Long Term Plan (LTP) 2015-2025	Action completed by: Shelley Dela Llana Finalised
Shelley Dela Llana	06/07/2015	Draft Estimates and Local Activity Plan Information for the Draft Long Term Plan (LTP) 2015-2025	Action completed by: Shelley Dela Llana All good
Ian Marshall	25/06/2015	Te Anau Community Board Representation on the Te Anau Wastewater Discharge Project Committee.	Action completed by: Ian Marshall Nominations advised to Council via Council report

Action Sheet

Te Anau Community Board

- | | <u>Name</u> | <u>Response Date</u> |
|--|-------------|----------------------|
| <p>1 <u>Stormwater Update</u>
 Updated 29 October 2014
 Proposed consent and monitoring conditions have been discussed and are currently awaiting these to be finalised.</p> <p>Updated 25 May 2015
 <i>Still awaiting confirmation of acceptance of draft conditions from Environment Southland. As of 11 May, Environment Southland have advised they are considering proposed conditions and will advise accordingly.</i></p> | I Evans | 31/08/2015 |
| <p>2 <u>Library Upgrade</u>
 Updated 20 April 2015
 The Manager Library Services advises that, contractors have provided quotations for replacement of automatic doors to be installed as the first phase of the foyer area following-on with tiling, painting and small building alterations then Counter alterations and the lighting upgrade will follow at a later date.</p> <p>These projects should be completed by the end of the financial year.</p> <p><i>Board request consideration be given to make signage available indicating Public Toilet within the library building.</i></p> <p><i>Updated 2 June 2014</i>
 <i>Area Engineer has signage in progress.</i></p> <p><i>Board request investigation be carried out for possibility of library public toilet to open outside library hours and report back to the Library project group.</i></p> <p><i>Updated 28 May 2015</i>
 <i>Renovations;</i>
 <i>"Coles Consulting Services have been contracted to draw up structural/construction drawings for new doors in the entrance foyer as these are to be side opening. There has been the need to create sufficient space in the ceiling cavity above the existing doors to accommodate the door controller. This involves constructing a new steel lintel and support beams, making good the existing ceiling and including retiling the floor and undertaking internal painting." This requires consent to be obtained.</i></p> <p><i>Following this the front counter will be moved and a self-issue machine installed at the same time. Best guestimate for completion is around Sept/Oct 2015</i></p> | L Hodge | 13/07/2015 |

Toilets;

I have requested the Area Engineer to erect signage in the area of the Library directing potential users to the Public Toilets in the Library. Realistically it is not possible to have the Library toilets open outside Library hours without incurring considerable additional costs. The security of Library stock and resources would be at risk if unattended and I can see no simple way of isolating the area to prevent this happening. There are a range of toilet facilities in the area, attached to other commercial premises, and these have reasonably broad opening hours.

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| 3 | <u>Skatepark/Pumptrack Development</u>
Updated 6 November 2014 | N Lewis
D Zadravec | 13/07/2015 |
|---|---|-----------------------|------------|

Area Engineer and Venture Southland staff to pursue the Pump Track proposal in conjunction with the development of the skatepark and report back to the Board.

Updated 20 April 2015

Area Engineer has canvassed both local schools, Response has been minimal, will install a notice at the skate park.

Board request Area Engineer liaise with Te Anau Cycle Inc to pursue design concepts of a pumptrack. Area Engineer to coordinate relevant parties for the creation of such a project group.

Updated 2 June 2015

Area Engineer has meet with Te Anau Cycle Inc who will become the driving group for development of the pump track project, with input from users. The Area Engineer to arrange field investigations trip.

Te Anau Cycle Inc have started discussions with designer/builder.

- | | | | |
|---|--|---------|------------|
| 4 | <u>Roading/Signage Workshop</u>
Updated 6 November 2014 | N Lewis | 13/07/2015 |
|---|--|---------|------------|

Area Engineer to contact newly appointed NZTA person (Graeme Hall) and establish current position relating to this action sheet item.

Area Engineer to advise NZTA of changes to signage suggestion including the discussed Loop signage to be erected on the intersection of State highway 94/95.

Updated 2 June 2015

NZTA have responded advising sign installation due 28 May 2015.

- | | | | |
|---|--|---------|------------|
| 5 | <u>Floating/Pontoon</u>
Updated 3 March 2015. | N Lewis | 13/07/2015 |
|---|--|---------|------------|

Awaiting DOC to confirm whether provision for new structure is permitted.

Property Manager and Area Engineer has had a

progress meeting with DOC, DOC to supply written confirmation as to the provision and approval as requested. DOC confirmed this will be received by week ending 24th April.

Updated 2 June 2015

Response from DOC is attached at the rear of the Action Sheet.

Updated 16 July 2015

Area Engineer to investigate and progress concept for jetty/pontoon adjacent Bluegum Point.

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|---|---|---------|------------|
| 6 | <u>Bluegum Point Development</u>
Updated 27 February 2015
Area Engineer advised this project will be developed in stages and is awaiting pricing for the removal of tree stumps.
Picnic area work to start once the busy summer period is over.

<i>The picnic area to be deferred due to budget expenditure re erosion works.</i> | N Lewis | 05/10/2015 |
|---|---|---------|------------|

Works and Finance Report to Te Anau Community Board for the period ended 30 June 2015

Record No: R/15/7/11797
Author: Nick Lewis, Area Engineer
Approved by: Ian Marshall, GM - Services and Assets

☐ Decision ☐ Recommendation ☒ Information

Area Engineer's Report

- 1 The new Frisbee Golf Course at Ivon Wilson Park has been installed and usable, course map and information signage to follow.
- 2 The Caswell stormwater line has been completed less the final tidy up works which weather depending may be closer to spring.
- 3 Desludging works at the Te Anau sewer ponds are ongoing with the lined bund works progressing before the desludging process starts; this is in conjunction with the Winton ponds.
- 4 Some of the festive lights including the Christmas tree lights required repairs for the Illumination festival; this was undertaken by Fiordland Electrical with the aim to have it reinstalled before the festival kick off night.

Water and Waste Engineer's Report

- 5 The monthly operations reports from Downer are provided to the Board Secretary as they are published. They include data on Downer's district-wide operations activities which are presented on a town by town basis.
- 6 For the year to date there has been no unplanned expenditure exceeding the \$5,000 threshold.

Financial Considerations

- 7 The table below outlines the balances of Development and Financial contributions for your community to date. Spending of these funds is considered by Council staff when projects are in the planning stage. Once identified as a potential funding source for a project, confirmation from the Group Manager Services and Assets is sought before undertaking the project to ensure that the relevant policy and legislative requirements are met.

Te Anau Community Board
22 July 2015

Te Anau

Reserves Contributions	\$119,805
Roading Contributions	\$210,103
Sewerage Contributions	\$350,896
Water Contributions	\$62,711

Te Anau Ward

Reserves Contributions	\$1,521
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Loans

- 8 The table below outlines the community loans as at 30 June 2014. The interest rate applicable on these loans for the 2014/15 year is 5.84%.

	Business Unit	Balance June 2014	Years Remaining
Sandy Brown Road	26879	\$65,703	6
Te Anau Lakefront	26807	\$80,846	3

Recommendation

That the Te Anau Community Board:

- a) **Receives the report titled “Works and Finance Report to Te Anau Community Board for the period ended 30 June 2015” dated 22 July 2015.**
- 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.**

Attachments

- A Te Anau, 30 June 2015, Project List and Financial Reports [View](#)

Project List

The table below shows all of the projects that were planned for Te Anau in 2014/15. Items in ***bold and italics*** are carried over from previous financial years.

Activity	Project Name	Type	Year	Budget	Status	Officer's Comment
Library Services	Upgrade lighting to LED	LOS	2014/2015	\$30,710	Design	Options being priced, awaiting quotes.
Library Services	Reconfigure and refurbish building	LOS	2014/2015	\$32,500	Design	Options being priced, awaiting quotes.
<i>Parks and Reserves</i>	<i>Upukerora walkway</i>	<i>DEM</i>	<i>2013/2014</i>	<i>\$11,135</i>	<i>Construction</i>	<i>Vesting process from DOC ongoing, track and garden plot improvements started.</i>
Parks and Reserves	Lions Park Playground Improvements	DEM	2014/2015	\$21,054	Investigation	New equipment options being investigated, awaiting various equipment price quotes.
Public Conveniences	Dump Station - Upgrade	REN	2014/2015	\$5,263	Investigation	Awaiting outcome of LTP following NZMCA interest in this dump station and its new park over the property in Te Anau and possible outside funding.
Roading and Transport	Miscellaneous patch renewals	REN	2014/2015	\$53,251	Investigation	Investigation into scope of footpath renewals ongoing.
<i>Roading and Transport</i>	<i>Street Lighting</i>	<i>LOS</i>	<i>2013/2014</i>	<i>\$11,352</i>	<i>Design</i>	<i>Contract to be updated for LED technology prior to release for tendering.</i>
<i>Roading and Transport</i>	<i>Street Lighting</i>	<i>REN</i>	<i>2013/2014</i>	<i>\$34,056</i>	<i>Design</i>	<i>Contract to be updated for LED technology prior to release for tendering.</i>
Sewerage	Reticulation Renewal	REN	2014/2015	\$25,557	Completed	Aparima Drive PS upgrade. Completed August.
<i>Sewerage</i>	<i>Interim upgrade</i>	<i>LOS</i>	<i>2013/2014</i>	<i>\$750,000</i>	<i>Construction</i>	<i>Screens and blowers ordered - will continue into 2016.</i>
Stormwater	Stormwater Connection Identification Project	LOS	2014/2015	\$30,870	Deferred	This project was introduced to establish areas of cross connections - Agreed at estimates meeting to defer until 2016/2017.
Stormwater	Reticulation Upgrade	LOS	2014/2015	\$75,293	Construction	Work underway, 50% complete.
<i>Water Supply</i>	<i>Telemetry Sandy Brown Road</i>	<i>LOS</i>	<i>2013/2014</i>	<i>\$15,510</i>	<i>Complete</i>	<i>Completed March 2015.</i>

Te Anau Community Financial Report

100.00% Of Year

For the Period Ended June 2015

Income	Annual Budget	Actual Income to Date	Income to Date %	Full Year Projection
26800 Administration - Te Anau	55,458	54,606	98%	54,606
26801 Library - Te Anau	208,051	208,374	100%	208,374
26802 Operating Costs - Te Anau	119,653	118,083	99%	118,083
26807 Street Works - Te Anau	119,565	119,528	100%	119,528
26810 Refuse Collection - Te Anau	49,013	48,998	100%	48,998
26825 Cemetery - Te Anau	10,798	13,833	128%	13,833
26828 Beautification - Te Anau	36,546	36,535	100%	36,535
26833 Sportsground/Boating - Te Anau	20,357	19,026	93%	19,026
26835 Lakefront	21,975	21,968	100%	21,968
26846 Parks & Reserves General	174,183	142,989	82%	142,989
26849 Information Kiosk	70	70	100%	70
26886 Luxmore Subdivision	27,085	5,048	19%	5,048
Subtotal Local Business Units	842,754	789,058	94%	789,058
26813 Stormwater Drainage Te Anau	26,301	26,293	100%	26,293
26860 Water Supply Te Anau	15,585	14,469	93%	14,469
26870 Sewerage Scheme Te Anau	826,817	1,020,488	123%	1,020,488
26879 Sandy Brown Utilities Loan	17,162	17,312	101%	17,312
Subtotal Water & Waste Business Units	885,865	1,078,562	122%	1,078,562
Total	1,728,619	1,867,620	108%	1,867,620

Te Anau Community Financial Report

100.00% Of Year

For the Period Ended June 2015

Expenditure	Annual Budget	Actual Spent to Date	Spent to Date %	Full Year Projection
26800 Administration - Te Anau	54,623	57,622	105%	57,622
26801 Library - Te Anau	127,445	131,022	103%	131,022
26802 Operating Costs - Te Anau	40,185	22,135	55%	22,135
26807 Street Works - Te Anau	27,063	21,474	79%	21,474
26810 Refuse Collection - Te Anau	49,013	45,099	92%	45,099
26825 Cemetery - Te Anau	10,767	13,148	122%	13,148
26828 Beautification - Te Anau	36,546	25,220	69%	25,220
26833 Sportsground/Boating - Te Anau	20,357	19,503	96%	19,503
26835 Lakefront	21,975	22,923	104%	22,923
26846 Parks & Reserves General	141,871	147,813	104%	147,813
26849 Information Kiosk	70	0	0%	0
26886 Luxmore Subdivision	23,434	21,606	92%	21,606
Subtotal Local Business Units	553,349	527,566	95%	527,566
26813 Stormwater Drainage Te Anau	23,550	16,699	71%	16,699
26879 Sandy Brown Utilities Loan	3,585	3,585	100%	3,585
Subtotal Water & Waste Business Units	27,135	20,284	75%	20,284
Total	580,484	547,849	94%	547,849

Te Anau Community Financial Report

100.00% Of Year

For the Period Ended June 2015

Capital Expenditure	Annual Budget	Actual Spent to Date	Spent to Date %	Full Year Projection
26801 Library - Te Anau	89,232	20,226	23%	20,226
26802 Operating Costs - Te Anau	0	10,987	0%	10,987
26807 Street Works - Te Anau	98,659	0	0%	0
26828 Beautification - Te Anau	0	(122)	0%	(122)
26846 Parks & Reserves General	32,312	11,317	35%	11,317
Subtotal Local Business Units	220,203	42,408	19%	42,408
26813 Stormwater Drainage Te Anau	75,293	197,345	262%	197,345
26860 Water Supply Te Anau	15,585	14,469	93%	14,469
26870 Sewerage Scheme Te Anau	826,817	1,020,488	123%	1,020,488
Subtotal Water & Waste Business Units	917,695	1,232,302	134%	1,232,302
Total	1,137,898	1,274,710	112%	1,274,710

Te Anau Community Financial Report

100.00% Of Year

For the Period Ended June 2015

Funding Adjustments (Contributions, Loans, Provisions, Reserves, Forestry Dividend)	Annual Budget	Actual Adjustments to Date	Adjustments to Date %	Full Year Projection
26800 Administration - Te Anau	(835)	0	0%	0
26801 Library - Te Anau	8,626	0	0%	0
26802 Operating Costs - Te Anau	(79,468)	0	0%	0
26807 Street Works - Te Anau	6,157	(80,846)	(1,313%)	(80,846)
26825 Cemetery - Te Anau	(31)	0	0%	0
26886 Luxmore Subdivision	(3,651)	0	0%	0
Subtotal Local Business Units	(69,202)	(80,846)	117%	(80,846)
26813 Stormwater Drainage Te Anau	72,542	0	0%	0
26879 Sandy Brown Utilities Loan	(13,577)	(11,663)	86%	(11,663)
Subtotal Water & Waste Business Units	58,965	(11,663)	(20%)	(11,663)
Total	(10,237)	(92,509)	904%	(92,509)

Reserve Balances - Annual Plan

Te Anau

	Opening Balance	Current Budget	Forecast Budget	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025
Local													
<i>Operating</i>													
Sandy Brown Loan - OP	(16,924)	(15,010)	(15,010)	(13,407)	(11,737)	(9,997)	(8,184)	212	212	212	212	212	212
Total Local Operating	<u>(16,924)</u>	<u>(15,010)</u>	<u>(15,010)</u>	<u>(13,407)</u>	<u>(11,737)</u>	<u>(9,997)</u>	<u>(8,184)</u>	<u>212</u>	<u>212</u>	<u>212</u>	<u>212</u>	<u>212</u>	<u>212</u>
<i>Reserve</i>													
Te Anau Car park Reserve	20,929	21,400	21,400	22,297	23,231	24,204	25,218	26,275	27,376	28,523	29,718	30,963	32,260
Te Anau Cemetery Improvements	1,386	1,417	1,417	1,476	1,538	1,602	1,669	292	304	317	330	344	358
Te Anau General - OPR	247,247	271,349	221,141	158,940	73,714	87,012	100,867	109,942	124,758	140,195	156,279	173,037	190,497
Te Anau Luxmore Subdivision -	4,711,244	1,006,968	1,006,968	1,051,410	1,097,770	1,146,133	1,196,586	1,249,223	1,304,142	1,361,441	1,421,229	1,483,615	1,548,718
Total Local Reserve	<u>4,980,807</u>	<u>1,301,134</u>	<u>1,250,926</u>	<u>1,234,123</u>	<u>1,196,253</u>	<u>1,258,951</u>	<u>1,324,340</u>	<u>1,385,732</u>	<u>1,456,580</u>	<u>1,530,476</u>	<u>1,607,556</u>	<u>1,687,959</u>	<u>1,771,833</u>
Total Local Balance	<u>4,963,883</u>	<u>1,286,124</u>	<u>1,235,916</u>	<u>1,220,716</u>	<u>1,184,516</u>	<u>1,248,954</u>	<u>1,316,156</u>	<u>1,385,944</u>	<u>1,456,792</u>	<u>1,530,688</u>	<u>1,607,768</u>	<u>1,688,171</u>	<u>1,772,045</u>
Stormwater													
<i>Reserve</i>													
Te Anau Stormwater - RES	486,663	501,936	355,739	370,644	377,637	373,261	388,901	405,196	422,174	439,863	458,293	477,495	497,502
Total Stormwater Reserve	<u>486,663</u>	<u>501,936</u>	<u>355,739</u>	<u>370,644</u>	<u>377,637</u>	<u>373,261</u>	<u>388,901</u>	<u>405,196</u>	<u>422,174</u>	<u>439,863</u>	<u>458,293</u>	<u>477,495</u>	<u>497,502</u>
Total Stormwater Balance	<u>486,663</u>	<u>501,936</u>	<u>355,739</u>	<u>370,644</u>	<u>377,637</u>	<u>373,261</u>	<u>388,901</u>	<u>405,196</u>	<u>422,174</u>	<u>439,863</u>	<u>458,293</u>	<u>477,495</u>	<u>497,502</u>
Total Te Anau Reserve Balance	5,450,546	1,788,060	1,591,655	1,591,360	1,562,153	1,622,215	1,705,057	1,791,140	1,878,966	1,970,551	2,066,061	2,165,666	2,269,547

Te Anau Airport Manapouri Works and Finance Report for the period ending 31 May 2015

Record No: R/15/7/11513
Author: Ian Marshall, GM - Services and Assets
Approved by: Ian Marshall, GM - Services and Assets

☐ Decision ☐ Recommendation ☒ Information

- 1 Attached is the Te Anau Airport Manapouri Works and Finance report for the period ending 31 May 2015.

Recommendation

That the Te Anau Community Board:

- a) Receives the report titled “Te Anau Airport Manapouri Works and Finance Report for the period ending 31 May 2015” dated 14 July 2015.
- 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.

Attachments

- A Te Anau Airport Manapouri - Interim Financial Report - May 2015 [View](#)
- B Te Anau Airport Manapouri - Budget Vs Actual - May 2015 [View](#)

Interim Financial Report May 2015

General Statement

Most of the large aircraft movements have now concluded for the summer season and have provided a small increase in income compared to last year but a reasonable increase in the last four years. As mentioned in previous reports an increase in large aircraft income should benefit the communities associated with the airport activity, as large aircraft movement chargeout rates have not moved much in recent years and simply means more flights and more passengers.

We are now seeing some of the financial impact on the issues surrounding the non-operational areas of the airport, with losses attributed to losing a customer that formed part of our bulk landing fee budget and additional unbudgeted costs associated with paying for a consultant to help resolve these issues. Although these are regrettable, I am sure the long term future of the hangar venture will pay its dividends.

Income

Income levels for this report has indicated a better than budget result and should hold us over until the finish of this financial year as very little financial gain will occur in the next month or so during the winter months.

This report provides for a slight increase in budget income of 2% variance or approximately \$6,000 over budget. This is due to a 37% increase in landing fees mainly attributed to large aircraft movements, 101% increase in ground handling fees (although artificial due to refuelling charges that were contracted to a third party) but still a net increase, unbudgeted overnight parking and function room increases.

Expenditure

Notably there has been some large savings in some of the expenditure codes due to anticipated unbudgeted costs in other expenditure codes associated with building compliance, consultant fees associated with the non-operational area of the aerodrome and a doubtful debt associated with a skydive operation some years ago and a failed attempt in recovering losses through debt collection agencies. This increase in expenditure amounts to an approximate over budget value of about 76% or an extra \$13,000.

Although the amounts individually are small in value the unbudgeted totals have impacted on some projects that were planned for this year such as a dedicated helipad and internal road maintenance.

We have had a slight increase in the number of grass mows that have been required to keep the grass areas in compliance with the civil aviation rules due to the unseasonable growth which is up by about 17%.

Overall we are still on target to come under budget for expenditure this year, this is presently tracking at about 19% below that budgeted to run and further develop the airport.

Budget vs Actual



Cost Centre: 27081 Manapouri Airport
For the period May 2015

	Monthly				YTD			
	Actual	Budget	Variance	Var %	Actual	Budget	Variance	Var %
Income								
Internal Income	0	107	(107)	(100)	1,365	1,176	189	16
Other Income	2,100	675	1,425	211	14,975	7,425	7,550	102
Rates	24,857	24,629	228	1	271,948	270,917	1,031	0
User Charges and Fees	2,889	5,254	(2,364)	(45)	55,285	57,789	(2,505)	(4)
	29,846	30,664	(818)	(3)	343,573	337,308	6,265	2
Direct Expenditure								
Advertising	0	(50)	50	(100)	(149)	(550)	401	(73)
Airport Expenses	(1,864)	(400)	(1,464)	366	(5,626)	(4,400)	(1,226)	28
Communications	(149)	(216)	67	(31)	(1,472)	(2,377)	905	(38)
Electricity	(457)	(476)	19	(4)	(4,348)	(5,239)	891	(17)
Fees and Charges	0	0	0	0	0	0	0	0
Financial Expenses	0	0	0	0	5,103	0	5,103	5,103
Insurance	0	0	0	0	(16,899)	(17,826)	927	(5)
Other Expenditure	166	(225)	391	(174)	(97)	(2,475)	2,378	(96)
Postage and Stationery	0	(21)	21	(100)	(5)	(229)	224	(98)
Professional Services	(14,870)	(7,958)	(6,912)	87	(73,924)	(87,542)	13,617	(16)
Rates	0	(20)	20	(100)	(250)	(219)	(31)	14
Repairs and	(5,163)	(2,133)	(3,031)	142	(23,716)	(23,460)	(256)	1
Travel and Accommodation	(249)	(775)	526	(68)	(2,227)	(8,525)	6,298	(74)
Vehicle Expenses	(3)	(42)	39	(93)	(310)	(458)	149	(33)
	(22,588)	(12,316)	(10,272)	83	(123,919)	(153,300)	29,381	(19)
Indirect								
Depreciation (Funded)	(0)	0	0	0	(0)	1	(1)	(100)
Internal Expenses	(10,034)	(10,005)	(29)	0	(110,227)	(111,211)	984	(1)
	(10,034)	(10,005)	(29)	0	(110,227)	(111,210)	983	(1)
Net	(2,776)	8,343	(11,120)	(133)	109,426	72,798	36,629	50
Capital								
Capital Expenditure	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0
Funding								
(Contributions, Loans, Provisions, Reserves, Forestry Dividend)								
Loans	(4,374)	157,778	(162,152)	(103)	1,876,337	1,735,561	140,776	8
Reserve Transfers	0	(164,596)	164,596	(100)	(1,924,453)	(1,810,558)	(113,895)	6
	(4,374)	(6,818)	2,444	(36)	(48,116)	(74,997)	26,881	(36)
	(7,150)	1,525	(8,676)	(569)	61,311	(2,199)	63,510	(2,888)

17/06/2015 10:22:37 a.m.

Te Anau Airport Manapouri Manager Report

Record No: R/15/7/11341
Author: Ian Marshall, GM - Services and Assets
Approved by: Ian Marshall, GM - Services and Assets

☐ Decision ☐ Recommendation ☒ Information

- 1 The Airport Manager's report discusses operational issues, aircraft movements, operator changes and management matters.
- 2 The Airport Manager's report is attached.

Recommendation

That the Te Anau Community Board:

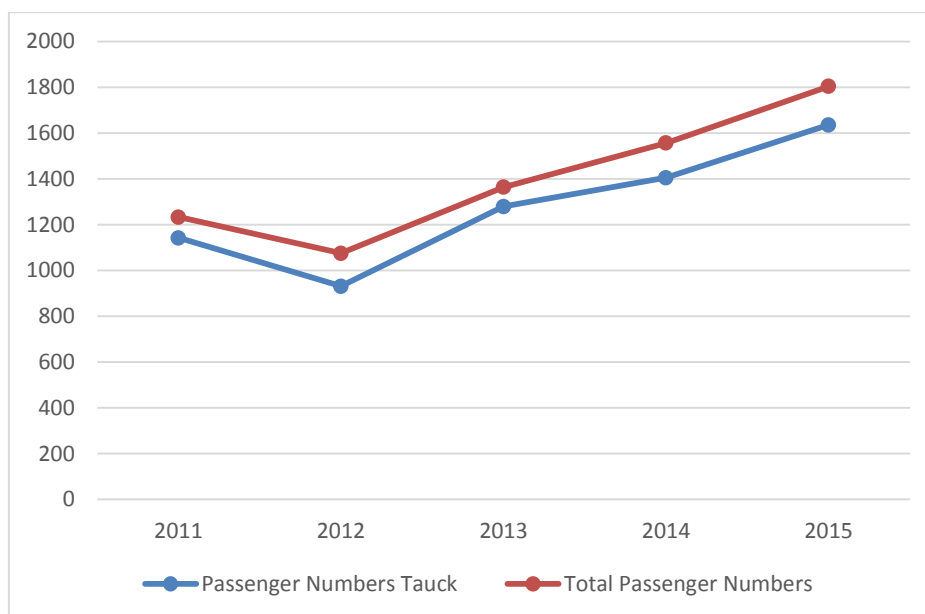
- a) Receives the report titled "Te Anau Airport Manapouri Manager Report" dated 7 July 2015.
- b) Determines that this matter or decision be recognised as not significant in terms of Section 76 of the Local Government Act 2002.
- c) Determines that it has complied with the decision-making provisions 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.

Attachments

- A Te Anau Airport Manager Report - received June 2015 [View](#)

Te Anau Airport Manager Report - Received 28 June 2015**Operations**

The summer season at the airport has concluded with some positive results. These results are measured in aircraft landings and passenger numbers entering the region by air. Below are three graphs that best describe the outcomes for the last four seasons showing a modest growth. Again although we get an income from each landing, the important contribution to the community is the increase in tourist numbers by air through the airport facility.



The information gathered by Lee our Operations Manager, provides confidence that there is a steady growth in passenger numbers getting off inbound aircraft and contributing to the local economy from aircraft over and above 5,700 kg (large aircraft). Tauck Tours clearly provides most of our business at the airport and is a valuable client although it is interesting to note that more and more aircraft requiring an airport ground handling structure to support their operations are increasing.

Due to the nature of aircraft below this weight category, it is difficult to monitor and differentiate between tourists and private passengers.

Safety and Security

A review of our health and safety system was undertaken two months ago and found to be of a high standard. 4x4 bike training has been completed through written education and additional equipment has been purchased to ensure safety. A new bird scaring gun has been purchased and has proven to be an effective method of reducing risk of bird strike.

Additional work has been carried out to complete the requirements to cater for physically impaired persons that visit our airport. The additional costs associated with this work was unbudgeted and forms part of the brief in the finance report.

Fencing is now complete and now ensures the public cannot enter or tamper with the sewerage station near the terminal building.



Further fencing of the helicopter area adjacent to the terminal area is required and the aero club will quote to have this completed. This fence is designed to deter unwanted guests from entering a dangerous environment.

Function Centre

Functions: the function centre again this year has performed above budget and contributes to the community as a high standard venue.

Alfresco Dining

Record No: R/15/7/11744
Author: Nick Lewis, Area Engineer
Approved by: Ian Marshall, GM - Services and Assets

☒ Decision ☐ Recommendation ☐ Information

Purpose

- 1 This report provides the Te Anau Community Board with information regarding the Alfresco Dining Policy. It also requests a decision from the Community Board regarding the application or remission of alfresco dining annual fees.

Executive Summary

- 2 On 3 June 2015, Council adopted the Alfresco Dining Policy (attached). The Policy applies to the whole of the Southland District and provides Community Boards and Community Development Area Subcommittees with the option to apply annual fees or remit these fees in their area.

Recommendation

That the Te Anau Community Board:

- a) Receives the report titled “Alfresco Dining” dated 14 July 2015.
- 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) Decides whether annual fees relating to alfresco dining should apply in the Te Anau area.

Content

Background

- 3 The Alfresco Dining Policy was adopted by Council on 3 June 2015. The Alfresco Dining Policy allows Council to regulate alfresco dining and charge fees in relation to this activity. These fees are outlined in the attached policy and in Council's Schedule of Fees and Charges.
- 4 Council decided to adopt a policy which applies at a district level however, it also decided to allow Community Boards and Community Development Area Subcommittees to choose whether to apply or remit annual fees in their areas. Licencing fees and other conditions of the policy will apply across the district and decisions relating to the remission of annual fees apply to local areas rather than individual businesses. This will ensure a more fair and consistent approach.

Issues

- 5 In considering whether to apply annual fees relating to alfresco dining, Community Boards and Community Development Area Subcommittees should consider the impacts on economic growth and business sustainability as well as the vibrancy of townships in the District. Affordability for businesses should also be considered.

Factors to Consider

Legal and Statutory Requirements

- 6 Alfresco dining is affected by a range of legislation and bylaws including:
- Building Act (1991) and amendments;
 - Food Hygiene Regulations (1974) and amendments;
 - Health and Safety in Employment Act (1992) and amendments;
 - Litter Act (1979) and amendments;
 - Local Government Act (2002) and amendments;
 - Public Works Act (1981) and amendments;
 - Resource Management Act (1991) and amendments;
 - Sale and Supply of Alcohol Act (2012) and amendments;
 - Southland District Council Roading Bylaw (2015);
 - Southland District Council Trading in Public Places Bylaw (2012).

- 7 The Policy uses an approach which encourages compliance through a “three strike” mechanism, where written warnings are sent out to non-compliant licence holders. At this stage no bylaw provisions enabling enforcement have been developed. Should compliance become an issue, this can be revisited at a later stage.

Community Views

- 8 During the development of this policy, targeted consultation with the Te Anau Community Board took place. The Policy has also been considered by the Policy Review Committee on two occasions and the Council.
- 9 The fee structure was also included in the Schedule of Fees and Charges which was the subject of special consultation as part of the Long Term Plan 2015-25 process. During this consultation, no submissions were received regarding alfresco dining.
- 10 Community Boards and Community Development Area Subcommittees in conjunction with Area Engineers need to identify those who will be affected by the policy so that they can be informed.

Costs and Funding

- 11 Fees are inclusive of GST and will consist of an administration fee and annual fees (or part thereof), as set out in the Schedule of Fees and Charges.
- 12 Annual fees (per m²) for the first year of a licence are pro rata.
- 13 Premises which already hold an alfresco dining licence may be subject to additional inspections to ensure that they continue to comply with their original licence conditions.
- 14 The costs of the alfresco dining licences have been increased slightly to reflect more accurately the costs incurred by Council to administer and monitor the licencing of alfresco type dining. This is minor, and is expected to bring in revenue of ~\$1,440 per annum (based on 12 restaurants currently known as undertaking alfresco type dining - 10 in Te Anau and two in Winton).
- 15 The initial administration fees cover the Area Engineer’s time to check the premise, as well as the financial costs of invoicing the restaurant. This fee will be directed to the Area Engineers business unit within Council. The annual fees will provide local revenue for footpath maintenance etc.
- 16 The fees in the Schedule of Fees and Charges (2015-2025) have been set at:
- *Administration/Application fee: \$120.00 (one off);*
 - *Occupation fee calculated on the area used: \$20.00 per m² / per year.*

By comparison some fees from other cities in New Zealand are:

- Auckland: \$69.00 per m² / per year;
- Wellington (CBD): \$85.00 per m² / per year;
- Taupo: \$43.35 per m² / per year;
- Queenstown: \$185.00 per m² / per year (highest fee per m² in New Zealand);
- Gisborne: \$0.00 - no fees at all.

Policy Implications

Fees relating to alfresco dining have already been included in Southland District Council's Schedule of Fees and Charges 2015/16.

Analysis

Options Considered

18 The Te Anau Community Board could:

- Option 1: Choose to remit the annual fee component;
- Option 2: Choose to apply the annual fee component.

19 Regardless of the option chosen by the Community Board, the initial licensing/inspection fees and other provisions of the Alfresco Dining Policy will be applied consistently throughout the district.

Analysis of Options

Option 1 - Remit the Annual Fee component

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> • Supports local businesses by limiting their expenses. • Encourages vibrant streetscapes in local townships. • May limit costs which could be passed on to local consumers. 	<ul style="list-style-type: none"> • Does not reflect any costs of regulating alfresco dining.

Option 2 - Apply the Annual Fee component

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> • Reflect costs of regulating alfresco dining. 	<ul style="list-style-type: none"> • Increases costs to local businesses which may have a flow on effect for customers or reduce the viability of such businesses.

Assessment of Significance

20 This issue has not been assessed as significant within the framework of Southland District Council's Significance and Engagement Policy. It affects a limited number of stakeholders throughout the district and the financial amounts involved are small.

Recommended Option

21 It is recommended that Community Boards and Community Development Area Subcommittees choose the most appropriate fee option for their local area in consideration of the demand created by alfresco dining activities and the affordability of fees for local businesses.

Next Steps

- 22 Once a decision has been made regarding whether or not annual fees will be remitted, affected parties need to be notified. This can be done via a letter advising businesses of the new policy, how it will be implemented and what costs they will become liable for.
- 23 Any businesses which will need to be inspected and licenced shall be approached by the appropriate Area Engineer. Licences will be issued by Area Engineers and registered against the premises.

Attachments

- A Alfresco Dining Policy [View](#)
- B Alfresco Dining Process [View](#)
- C Application for Alfresco Dining Licence [View](#)
- D Alfresco Dining Licence [View](#)

SOUTHLAND DISTRICT COUNCIL ALFRESCO DINING POLICY

This policy applies to:

DOCUMENT CONTROL

Policy owner: Manager - Operations and Community Services	TRIM reference number: r/14/12/18441	Effective date: 1 July 2015
Approved by: Council	Date approved: 3 June 2015	Next review date: 3 June 2017

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ALFRESCO DINING POLICY

1. PURPOSE

Alfresco dining in public spaces brings vibrancy to towns within the District, suggesting street life and energetic towns. Outdoor seating areas for food service provide a space for social interaction and the opportunity to rest and observe street activity. They also increase the sense of safety and security in the streets, due to increased occupancy.

These areas also provide restaurant and café owners with the opportunity of extending business and promoting patronage with a more visible presence, promoting economic development in our townships.

The Alfresco Dining Policy (the Policy) has been developed to regulate the use of street dining furniture so as to keep our streets clean, safe and not hindering pedestrian flow while encouraging our towns to be dynamic.

For regulations regarding sandwich boards, please see the District Plan.

2. DEFINITIONS AND ABBREVIATIONS

Term	Meaning
Alfresco Dining	The serving and eating of food in a public space, namely footpaths, in open air or under a tent, marquee or other temporary shelter.

3. POLICY DETAILS

3.1 Background

Principles by which decisions regarding the Policy are made are:

- Licensing activities on footpaths should be reflective of Council's vision and mission.
- Pedestrian priority should be enhanced to facilitate efficient and safe walking routes in our townships and encourage people to walk as their primary mode of transport through townships.
- Streetscapes of our townships should be vibrant, safe and attractive, and when setting any rebate, Council will consider how a proposed activity might positively contribute to achieving this principle.
- Our townships should provide opportunities for pedestrians to participate in the public environment through leisure, retail, recreation and entertainment activities.

- Businesses and groups that use footpaths should do so in a fair and balanced way, that does not impair safe and efficient pedestrian movement. Footpaths shall be managed in accordance with:
 - Relevant Council guidelines and the District Plan.
 - NZ standard 4121:2001 *Design of Access and Mobility - Buildings and Associated Facilities* (NZS4121) for accessible journeys and design elements.
 - Relevant legislation and standards for health and safety and advertising.

3.2 Regulations

To be able to have street furniture for use in alfresco dining, restaurateurs must hold a current licence for alfresco dining, obtained from Council.

A minimum of 1.5 metres of footpath will be available for pedestrian use at all times.

Umbrellas shall be confined to the area and not encroach onto the pedestrian way, and shall be at a height that is safe for pedestrians.

Alfresco dining and associated street furniture must be confined to the area of footpath directly outside the premises. Any other locations will be determined through the relevant Area Engineer on advice from the Community Board or Community Development Area Subcommittee.

This policy will apply to each town across the District unless a Community Board or Community Development Area Subcommittee has advised Council that they do not wish to charge fees in their area. In this case, the policy will still apply; however, the fees will be remitted.

3.3 Licensing and Applications

An initial application to have alfresco dining is to be made in writing and approval will be granted following an inspection of the premise by an Area Engineer.

All applications must contain:

- A map of the location of any street plantings/trees and Council-owned street furniture.
- A sketch showing the location of any proposed chairs, umbrellas, outdoor heating devices and any other furniture that will be used in this activity.
- Proposed hours of operation.
- Letters of support from the adjoining (on either side of the location and the same side of the street) business owners or lessees will be obtained. Council staff can request other nearby business/lessees' opinions if the alfresco dining furniture is likely to have an effect on them.
- Proof of building consent (if applicable).
- Proof of valid Alcohol Premise Licence (if applicable).
- Proof of public liability (refer to Section 3.4).

Any building as defined in Section Three of the Building Act (1991) that is required for this activity shall require a building consent unless it is exempted by the Third Schedule of the Building Act (1991).

If the restaurateur holds an Alcohol Premise Licence, they must show that they intend to either obtain a new Alcohol Premise Licence for this area, or how they will not serve alcohol in that area.

Once granted, licences will be placed on property files as an advice for all Council staff dealing with the property.

Individual licences shall be issued by the local Area Engineer in consultation with the Property Department and relevant elected body, and shall be valid for a maximum period of three years, before renewal is necessary.

3.4 Operational Details

Licensees will hold public liability for a minimum of \$1,000,000 and shall take full responsibility for indemnifying Council against any claims, demands, or actions made upon Council arising out of licensees' operations.

Licensees will be responsible for keeping their licence areas clean and tidy. All stained or damaged pavement surfacing must be cleaned or replaced promptly by licensees at no cost to Council.

Licensees must control all litter arising from their activities and shall not use Council provided street litter bins for this purpose.

Licensees are not able to assign or sublet the licensed area without the approval of Council.

Licensees will comply with all statutory requirements, Acts, Regulations, Bylaws, Ordinances, Rules and lawful directions of Council, including but not limited to, the following:

- Building Act (1991) and amendments;
- Food Hygiene Regulations (1974) and amendments;
- Health and Safety in Employment Act (1992) and amendments;
- Litter Act (1979) and amendments;
- Local Government Act (2002) and Amendments;
- Public Works Act (1981) and amendments;
- Resource Management Act (1991) and amendments;
- Sale and Supply of Alcohol Act (2012) and amendments;
- Southland District Council Roding Bylaw;
- Southland District Council Trading in Public Places Bylaw (2012).

Where the applicant for a licence to occupy a public place is the holder of an On Licence, then the occupation of the public place may not commence until such time as the applicant has sought and obtained an Alcohol Premise Licence before the sale and consumption of liquor can occur in the alfresco dining specified area.

3.5 Fees

Fees are to be set by Council (inclusive of GST) and will consist of an administration fee and annual fees (or part thereof), as set out in the Schedule of Fees and Charges. Annual fees for the first year of a licence are pro rata.

The Community Board or Community Development Area Subcommittee for each area will decide whether or not annual fees in relation to this activity shall be remitted. In the case of remission, other regulatory aspects of this policy still apply.

3.6 Enforcement

If a licence holder does not comply with the conditions of this policy, the Council will, on the first occasion:

- Provide information to ensure all parties know what is required.
- Verbally notify the business, individual or group of the issue and provide a warning to the business, individual or group of the issue and provide a warning of the consequences of future violation of the policy.

For a second violation of the policy, the Council will provide a written second warning to the business, group or individual identifying the issue(s), required remedy and timeframe, and consequences of future violation of the policy.

For a third violation of the policy, the Council will take appropriate action, selecting from such options as revocation of the licence.

3.7 Revocation of Licence

The Area Engineer may revoke an Alfresco Dining Licence if significant breaches of the policy are unable to be resolved by other means (such as verbal or written warnings).

3.8 Transitional Procedures

This policy will take effect from 1 July 2015. Current licence holders will not be required to re-apply for licences, but will be required to pay their annual fees from this date. Any restaurants currently operating alfresco dining without a licence will be required to apply for a licence and pay the licence application fee.

4. ROLES AND RESPONSIBILITIES

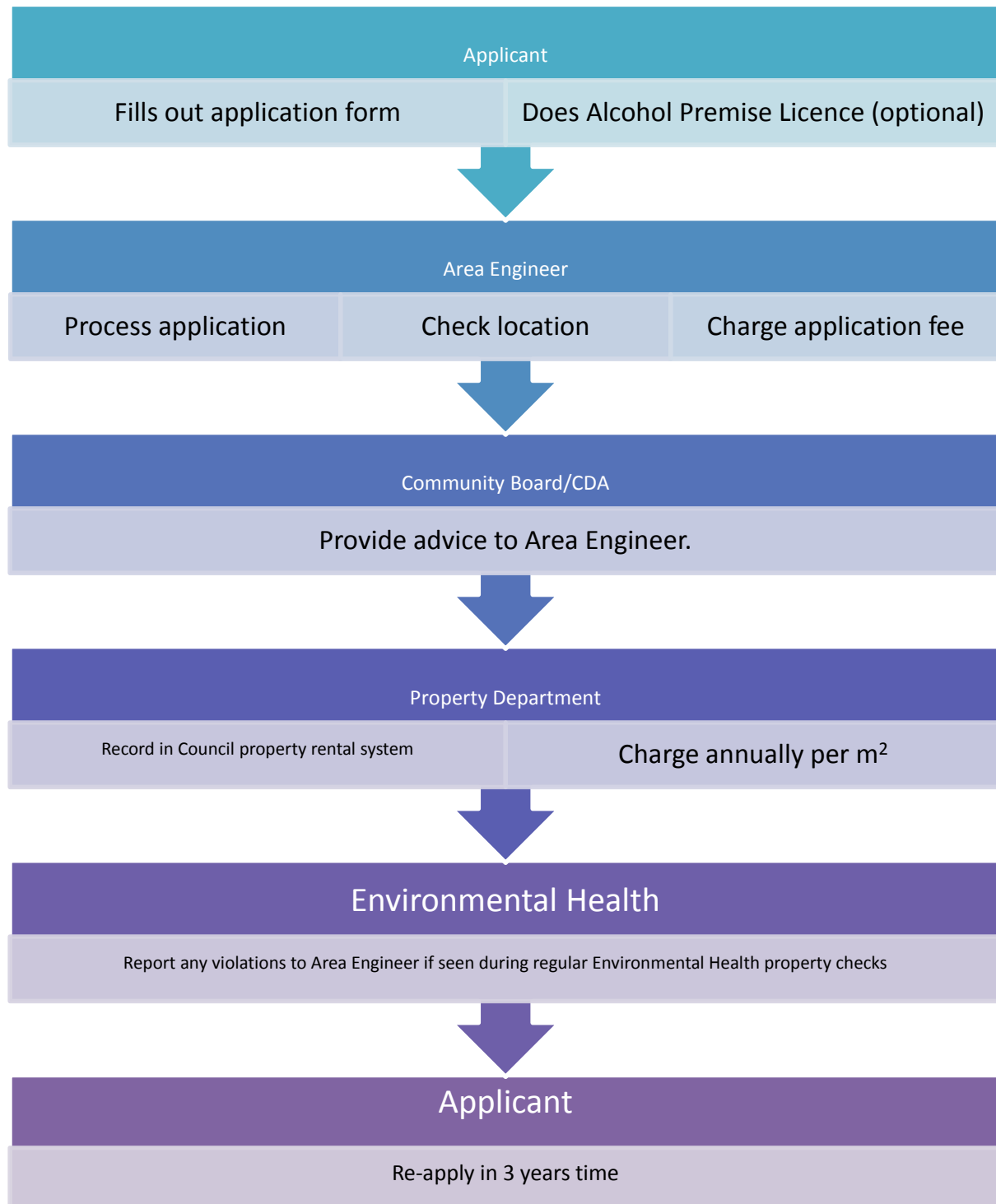
Party/Parties	Roles and Responsibilities
Area Engineer	Receive, process and finalise licence applications (in consideration of any advice from the relevant Community Board/Community Development Area Subcommittee) including the inspection of the location during application. Enforce the policy, including revoking the licence if necessary.
Environmental Health	To report any offences of the policy to the Area Engineer, if seen during regular restaurant inspections.
Property Department	Invoice for fees and require that fees be


Party/Parties	Roles and Responsibilities
	paid to Council.
Community Board/Community Development Area Subcommittee	Give advice to the Area Engineer as required. Decide whether the policy is to apply in their local area.

5. REVISION RECORD

Date	Version	Revision Description
24/7/03	r/09/9/13466	This policy supersedes the Alfresco Type Dining on Public Land Policy (2003)

Alfresco Type Dining Licence Process



 <p>People First Southland District Council Te Rohe Pōtae O Murihiku</p>		TRIM Reference: Container:		Contact Area Engineers for enquiries: 0800 732 732 www.southlanddc.govt.nz	
<p>This application allows a decision to be made regarding the allocation of an Alfresco Dining Licence. As part of the application, an Area Engineer will be required to assess the site and plans.</p> <p>An Alfresco Dining Licence is valid for three years, when a renewal of the licence is necessary.</p>					
APPLICANT DETAILS					
Name of business					
Applicant(s)		First Names:		Surname:	
Full Address:		Physical:			
		Postal (if different)			
Phone:		Home:		Mobile:	
RESTAURANT OPERATION					
Q1:	Do you have an Alcohol Premises Licence?			YES (please provide evidence)	NO
Q2:	What are your hours of operation?				
	Mon	Tues	Wed	Thurs	Fri Sat Sun
Q3:	What is the area (m ²) of the Alfresco Dining space you wish to use?				
PAYMENT DETAILS					
The restaurant using the area described in this application is required to be registered as using Alfresco Dining with the Southland District Council The application fees must be paid within SEVEN DAYS after this date: / /				TOTAL FEE PAYABLE: <div style="font-size: 2em; font-weight: bold;">\$</div>	
NOTE: Please check Council's Schedule of Fees and Charges for the set Alfresco Dining Fees.					

Applicant

I understand the purpose and requirement of this application and believe that the contents are true and correct to the best of my knowledge.

SIGNED: _____ Date _____
 Applicant

TO INCLUDE IN THE APPLICATION

Each application should incorporate:

- Map of location of street plantings/trees and Council-owned furniture, property boundary showing entrance, and which indicates the location of proposed chairs, umbrellas, outdoor heating devices and any other furniture to be used in this activity (see next page).
- Letters of support from the adjoining (on either side of the location and the same side of the street) business owners or lessees.
- Proof of building consent [unless exempted by Schedule 3 of the Building Act (1991)].
- Proof of public liability for a minimum of \$1,000,000 (please see below for details).
- Any applicable Alcohol Premises Licence held and its licensed area definition plan (please see note below).

ALCOHOL LICENCES

When alcohol licences are issued there is a licensed premises definition plan that is date stamped and referred to in the licence. This shows the area that is covered by the alcohol licence.

If you hold an alcohol licence (ie On Licence) you will also need to update the area to which the alcohol licence relates. Once the alfresco licence has been granted, you can then submit a variation application, including a new licensed premises definition plan, to the Southland District Licensing Committee. For more information about this process please contact Council's Environmental Health Officers.

Consumption of alcohol must not commence outdoors unless the area is covered by the alcohol licence and the alfresco dining licence is granted.

STANDARD CRITERIA

Licensees must hold public liability for a minimum of \$1,000,000 and shall take full responsibility for indemnifying Council against any claims, demands, or actions made upon Council arising out of licensees' operations

Licensees will be responsible for keeping their licenses areas clean and tidy. All stained or damaged pavement surfacing must be cleaned or replaced promptly by licensees at no cost to Council.

Licensees must control all litter arising from their activities within a 15 metre radius of their licensed area and shall not use Council provided street litter bins for this purpose.

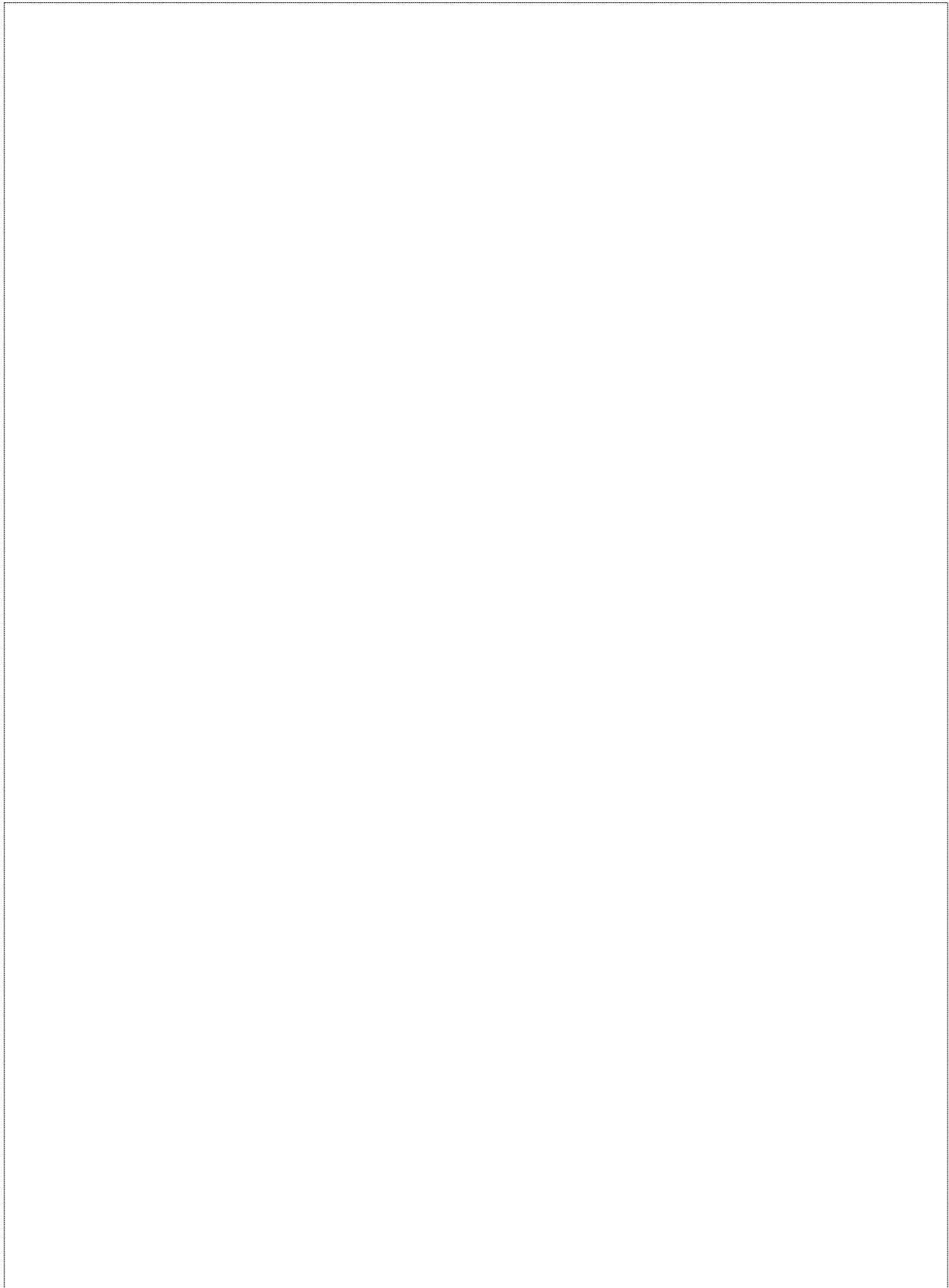
Licensees are not able to be assigned or sublet the licensed area without the approval of Council.

Licensees will comply with all statutory requirements, Acts, Regulations, Bylaws, Ordinances, Rules and lawful directions of Council, including but not limited to, the following:

- Building Act (1991) and Amendments.
- Food Hygiene Regulations (1974) and Amendments.
- Health and Safety in Employment Act (1992) and Amendments.
- Litter Act (1979) and Amendments.
- Local Government Act (2002) and Amendments.
- Public Works Act (1981) and Amendments.
- Resource Management Act (1991) and Amendments.
- Sale and Supply of Alcohol Act (2012) and Amendments.

PROPOSED LOCATION (MAP/SKETCH)

Map should include location of street plantings/trees and Council-owned furniture, property boundary showing entrance, and indicates the location of proposed chairs, umbrellas, outdoor heating devices and any other furniture used in this activity.



ALFRESCO DINING LICENCE

Licence is hereby granted to [insert restaurant name here] to occupy [insert area in metres here] of street frontage or road reserve adjacent to the business premises known as [insert restaurant name here] at [insert address here] for the purposes of providing an alfresco dining facility in accordance with the site plan attached to this licence. This licence is subject to the standard and specific operating listed conditions.

This licence shall remain in force to 30 June ____ [insert year 3 years from application].

An annual licence fee is required to be paid to Southland District Council, pursuant to Council's Alfresco Dining Policy, unless the licence is otherwise revoked.

Dated at _____ [place], _____ Date.

[name]
AREA ENGINEER

Standard Conditions

Licensees will hold public liability for a minimum of \$1,000,000 and shall take full responsibility for indemnifying Council against any claims, demands, or actions made upon Council arising out of licensees' operations.

Licensees will be responsible for keeping their licence areas clean and tidy. All stained or damaged pavement surfacing must be cleaned or replaced promptly by licensees at no cost to Council.

Licensees must control all litter arising from their activities and shall not use Council provided street litter bins for this purpose.

Licensees are not able to assign or sublet the licensed area without the approval of Council.

Licensees will comply with all statutory requirements, Acts, Regulations, Bylaws, Ordinances, Rules and lawful directions of Council, including but not limited to, the following:

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- Resource Management Act (1991) and amendments;
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- Southland District Council Trading in Public Places Bylaw (2012).

Where the applicant for a licence to occupy a public place is the holder of an On Licence, then the occupation of the public place may not commence until such time as the applicant has sought and obtained an Alcohol Premise Licence before the sale and consumption of liquor can occur in the alfresco dining specified area.

Specific Conditions

[Insert specific licence conditions here].

Trees - Dusky Street

Record No: R/15/7/12219

Author: Kelly Tagg, Otautau Area Officer

Approved by: Bruce Halligan, GM - Environment and Community

☒ Decision

☐ Recommendation

☐ Information

- 1 Communication from Geoff & Sylvia Fischer expressing concern at the problems caused by four deciduous trees in Dusky Street, Te Anau adjacent the Fischers' residence, is circulated.
- 2 Mr & Mrs Fischer advise the trees are restricting sunlight and views, and the leaves and pollen are a nuisance for residents.
- 3 Solutions suggested by Mr & Mrs Fischer include Council providing spouting cleaning or removal of the trees.

Recommendation

That the Te Anau Community Board:

- a) **Receives the report titled "Trees - Dusky Street" dated 14 July 2015.**
- 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) **Considers the communication and directs accordingly.**

Attachments

- A Letter to Te Anau Community Board - Geoff and Sylvia Fischer - Problems with 4 deciduous trees (between Rugby Clubhouse and Dusky Street, Sports Domain) [View](#)

Te Anau Community Board.

Geoff and Sylvia Fischer,

12-07-2015

24 Dusky St,

Te Anau, 9600.

Dear Members,

Re: Problems with 4 deciduous trees between the Rugby Clubhouse & Dusky St, Sports Domain, adjacent to our residence.

- Wind blown pollen from nearest tree provoking an allergic reaction from Sylvia Fischer requiring medical treatment (details available)
- Wind blown leaves accumulating in our spoutings, section & gravel drive.
- Restricted sunlight. Shading from trees most of year, including even when these are bare, except for a few summer months.
- Restricting views. This section was selected when Te Anau was in its infancy in 1950's, for views of lake & mountains over the reserve.

SUGGESTED SOLUTION;

Council to provide spouting cleaning of reserve leaves: it is a hazardous undertaking for us at our age.

A better solution would be the removal of these four trees.

Please note the problem will only worsen over time, with danger to the power lines to the rugby club. Also Dusky St gutters would benefit, drainage would improve & maintenance would be minimised.

Yours Faithfully,

Geoff & Sylvia Fischer.



1

Freedom Camping Review - Submission

Record No: R/15/7/11779
Author: Jenny Labruyere, Te Anau Area Officer
Approved by: Bruce Halligan, GM - Environment and Community

☒ Decision ☐ Recommendation ☐ Information

- 1 A copy of the submission lodged on behalf of the Te Anau Community Board concerning Council's Freedom Camping Review 2015, is circulated for the Board's confirmation.

Recommendation

That the Te Anau Community Board:

- a) Receives the report titled "Freedom Camping Review - Submission" dated 14 July 2015.
- 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) Confirms the contents of the submission concerning Freedom Camping Review 2015.

Attachments

- A Freedom Camping Review - Submission -Te Anau Community Board [View](#)

When replying please quote: 240/20/24/1 Jenny Labruyère

26 June 2015

TO: Michael Sarfaiti

SUBJECT: Freedom Camping Review - Submission

MEMO:

Members of the Te Anau Community Board discussed the above, and agreed on the following as the Board's submission to the Freedom Camping Review;

- (i) To allow up to two nights stay but for no more than six self-contained freedom campers at the Kiosk at the entrance to Te Anau on Te Anau Mossburn Highway.
- (ii) To allow up to two nights stay but for no more than four self-contained freedom campers at the Real Journeys Events Centre carpark in the parallel parks located at the north end of the carpark.
- (iii) To allow up to two nights stay but for no more than two self-contained Freedom Campers at the Real Journeys Events Centre carpark in the bus parks located at the south end of the car park adjacent the fire station.
- (iv) Red Zone map T1 would not be relevant as the "rural" rule would apply.
- (v) Board would pursue an application to become a Motor Home friendly town after the submission process is concluded dependant on the outcome of submissions.
- (vi) In relation to question 19 of the Review it was agreed for self-contained and for non self-contained units to be "generally prohibited except at designated sites".

The Board made comment that many of the issues arising from Freedom Camping have been addressed through the Freedom Camping Bylaw.

Please put in place the above submission on behalf of the Te Anau Community Board.

Please note that the Manapouri Chairperson requested no changes for the Manapouri Township and surrounding areas, i.e. no freedom camping permitted.

Jenny Labruyère
AREA OFFICER, TE ANAU