

Notice is hereby given that a Meeting of the Riverton/Aparima Community Board will be held on:

Date: Monday, 2 May 2016
Time: 5.30pm
Meeting Room: Southland District Council Office
Venue: 117 Palmerston Street, Riverton

Riverton/Aparima Community Board Agenda

OPEN

MEMBERSHIP

Chairperson	Blair Stewart
Deputy Chairperson	Jan Breayley
Members	Timothy Anderson
	Neil Linscott
	Bruce Shields
	Andrew Wilson
Councillor	Rodney Dobson

IN ATTENDANCE

Community Engineer	Greg Erskine
Committee Advisor	Alyson Hamilton

Contact Telephone: 0800 732 732
Postal Address: PO Box 903, Invercargill 9840
Email: emailsdc@southlanddc.govt.nz
Website: www.southlanddc.govt.nz

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.
-

TABLE OF CONTENTS

ITEM	PAGE
------	------

PROCEDURAL

1	Apologies	4
2	Leave of absence	4
3	Conflict of Interest	4
4	Public Forum	4
5	Extraordinary/Urgent Items	4
6	Confirmation of Minutes	4

REPORTS

7.1	Action Sheet	13
7.2	Works and Finance Report to Riverton Community Board for the period ended 31 March 2016	17
7.3	Riverton Office & Library Hours	27
7.4	Bylaw Review Process	29
7.5	Draft Unmanned Aerial Vehicles Policy	31
7.6	Community Partnership Leader - Overview of role	41

UPDATES

8.1 Local Liaison Persons Report

The following is a list portfolios by each Member;

Community Housing	Member Breayley
Community Pool	Member Shields
Emergency Management	Member Linscott
Parks & Reserves	Member Breayley
Resource Consents	Member Shields
Riverton Harbour Subcommittee	Member Stewart
Riverton Heritage & Tourist Centre Trust	Member Linscott
Venture Southland	Kathryn Cowie
Works	Member Wilson
Water & Waste	Member Anderson

8.2 Chairman's Report

The Chairman, Member Stewart, to report on matters with which he has been involved since the Board's last meeting.

8.3 Councillor's Report

Councillor Dobson to report on matters from the 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 Riverton/Aparima Community Board, 21 March 2016

Riverton/Aparima Community Board

OPEN MINUTES

Minutes of a meeting of Riverton/Aparima Community Board held in the Southland District Council Office, 117 Palmerston Street, Riverton on Monday, 21 March 2016 at 5.35pm.

PRESENT

Chairperson
Deputy Chairperson
Members

Blair Stewart
Jan Breayley
Neil Linscott
Andrew Wilson

IN ATTENDANCE

Community Engineer
Community Development Planner
Committee Advisor

Greg Erskine
Kathryn Cowie
Alyson Hamilton

PUBLIC GALLERY

David North

1 Apologies

Apologies for non-attendance were lodged by Members Shields, Anderson and Councillor Dobson.

Moved Member Breayley, seconded Member Wilson and **resolved:**

That the apologies for non-attendance lodged by Members Anderson, Shields and Councillor Dobson be accepted.

2 Leave of absence

There were no requests for leave of absence received.

3 Conflict of Interest

There were no conflicts of interest declared.

4 Public Forum

There were no members of the public seeking speaking rights in the Public Forum section of the meeting.

5 Extraordinary/Urgent Items

There were no Extraordinary/Urgent items.

6 Confirmation of Minutes

Resolution

Moved Member Linscott, seconded Member Stewart and **resolved:**

That the minutes of Riverton/Aparima Community Board, held on 9 February 2016 be confirmed as a true and correct record.

7 Reports

7.1 Action Sheet

Record No: R/16/3/4033

Action Sheet from the Board's previous meetings, was tabled.

Issues reported to the Board included;

Riverton Dump Station Site

The Community Engineer reported to the meeting of costings up to \$4,000 for a notified resource consent application for the proposed dump station to be sited at Taramea Bay.

The meeting agreed that the Community Engineer and the Chair liaise with the affected property owners within the vicinity of the proposed site with the view of the consent being non-notified so as to reduce consent fees.

Taramea Bay Barbeque (BBQ)

The Community Engineer reported to the meeting of the arrival of the BBQ, which is currently being held in storage at the South Roads depot in Riverton.

Members noted that it is expected the BBQ will be installed following demolition of the Soundshell.

Soundshell Demolition

The meeting was informed the contractor is liaising with the local electrician and Community Engineer to progress the demolition work. It is expected to commence after Easter.

Riverton and District Baths Society

The Chair, Member Stewart, reported at the previous meeting of the Community Board a staff report was presented to the Board following the Riverton and District Baths Society seeking on-going monetary support for the 2016/2017 financial year.

Member Stewart advised the Board resolved at that meeting to retain the status quo and continue its monetary support to the Baths for the 2016/2017 financial year such support to be the same as last year i.e. \$20.68 per unit within the Baths rating boundary.

Member Stewart informed the Baths Society has since lodged a submission to the Southland District Council Draft Annual Plan seeking an increase to the Pool rate for the 2016/2017 financial year of \$15,000, an increase per unit of approximately \$9.00 taking the levy to \$30.00 per unit.

The meeting noted the \$15,000 increase in the pool rate is to fund an operating shortfall, not capital works.

The Committee Advisor, Mrs Hamilton informed that as part of the annual plan submission process staff will refer the Society's submission to the Board for its comments.

The meeting agreed not to support the submission lodged by the Baths Society, however agreed that further application will be considered by the Board at its Estimates meeting scheduled for December 2016.

Resolution

Moved Member Stewart, seconded Member Linscott **and resolved:**

That the Riverton/Aparima Community Board:

- a) **Receives the report titled "Action Sheet" dated 15 March 2016.**
- 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 the Community Engineer along with the Chair liaise with the affected property owners within the vicinity of the proposed dump station site with the view of the consent being non-notified so as to reduce consent fees.**
- e) **Agrees not to support the submission lodged by the Baths Society, however agreed that further application will be considered by the Board at its Estimates meeting scheduled for December 2016.**

7.2 Works and Finance Report to Riverton Community Board for the period ended 29 February 2016

Record No: R/16/3/3193

Works and Finance report for the period ended 29 February 2016, was tabled.

Issues reported to the Board included;

- 1 The new flying fox at Taramea Bay has had a great response from the local and visiting children.
- 2
- 3 The major drainage work on Palmerston Street will be completed in early April and Bay Road will follow on from that. There will be temporary traffic disruptions due to the location of the pipelines.
- 4 The Walker Street upgrade is awaiting confirmation of New Zealand Transport Agency funding prior to the work going out to tender.
- 5 The open ditch situated at the end of Hamlet street has been filled in and the area levelled out. Staff to arrange for area to be grassed in due course.
- 6 Member Breayley raised the issue of the possibility of plaques being placed on projects completed by the Board around the township i.e. name of project and date completed for members of the public to refer too.
- 7 Members felt this was a worthwhile suggestion and requested Member Breayley note projects around the township and forward list to staff to arrange for the necessary plaques.
- 8 Mr Erskine updated on progress of the development of the new grandstand advising Graeme Cole (Coles Consulting Limited) has been tasked at a cost of up to \$10,000 to provide an engineering design and drawings of a 3-bay style shed with seating for up to 120 people
- 9 Mr Erskine provided to the meeting a sketch of the proposed building highlighting a possible issue with the required poles situated in the centre of the building.

- 10 Mr Erskine added he will discuss options with the Consultant and liaise with the Chair in due course.

Resolution

Moved Member Linscott, seconded Member Wilson **and resolved:**

That the Riverton/Aparima Community Board:

- a) **Receives the report titled “Works and Finance Report to Riverton Community Board for the period ended 29 February 2016” dated 14 March 2016.**
- 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 Member Breayley collate a list of projects completed around the township by the Board with the view of placing a plaque at these sites for information purposes.**

7.3 Issue of Licence - Riverton Endowment Land, 164 Richard Street, Riverton

Record No: R/16/3/3416

Report by Virginia Dillon, Property Officer, seeking Board approval of the issue of a licence to graze endowment land situated at 164 Richard Street to Mr Malcolm John Sellars, was tabled.

The meeting was advised Mr Allan Goble has indicated verbally that he does not wish to enter into a new licence to graze land at 164 Richard Street, Riverton.

Mrs Dillon added that due to access issues to the land, an adjoining landowner is the ideal person to graze stock on the site; the Board noted Mr Sellars leases the adjoining land owned by Mr Goble and has expressed an interest in grazing stock on the Council land.

The Board was informed Council is the owner of freehold endowment land at 164 Richard Street, Riverton and that the current licence issued to Mr Allan Goble expires on 31 March 2016 and Mr Goble has indicated that he does not wish to enter into another licence.

Members noted the licence permits grazing of sheep only.

Mrs Dillon explained Mr Malcolm Sellars of Riverton grazes stock on Mr Goble's land which adjoins the endowment land and has indicated that he wishes to enter into a licence to graze stock on the Council land.

Mrs Dillon added the rental payable under the current licence is \$2,500 plus GST per annum and that access to the site is either through Mr Goble's property or through the Council pound site.

Following discussion Members offered no objection to the issue of a licence to Mr Sellars as per the draft licence as presented to the Board.

Resolution

Moved Member Stewart, seconded Member Breayley **and resolved:**

That the Riverton/Aparima Community Board:

- a) **Receives the report titled “Issue of Licence - Riverton Endowment Land, 164 Richard Street, Riverton” dated 16 March 2016.**
- 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) **Determines that a licence over the Council land at 164 Richard Street, Riverton described as Sections 22-27, Part of Sections 25-27 and Section 39, Block II, and Part of Section 81, Block I, Jacobs River Hundred to Matthew John Sellars for a term of two years from 1 April 2016 at an annual rental of \$2,500 plus GST.**
- e) **Approves of the draft licence as presented.**

8 Updates

8.1 Local Liaison Persons Report

Record No: R/16/3/3722

Community Housing

Members were informed all units are now occupied.

Member Breayley advised a meeting is to be held onsite at Trotter Court with Property Management staff to discuss the untidy nature of the section and the damaged boundary fence.

Parks & Reserves

Member Breayley informed the Riverton Returned Services Association (RSA) is to place the Memorial Cross's at the Focal Point with the RSA to arrange mowing of the lawn prior to installation.

Riverton Harbour

Members queried when repair work to be undertaken to Berth L37 due to the amount of foot track on this wharf by members of the public using it for access to the water for fishing purposes. Staff are requested to investigate this issue.

Riverton Heritage and Tourist Centre Trust

Member Linscott advised of a meeting to be held next week. He advised tentative plans are being discussed to build onto the museum for display and storage purposes.

Venture Southland

Mrs Cowie advised following a recent funding round \$10,000 was awarded for the refurbishment of Koi Koi Cottage.

Works

Member Wilson queried reinstatement of the footpath adjacent the new dwelling along Towack Street.

In response Mr Erskine advised that due to no response being received from the builder the repair work is to be undertaken by a Council approved contractor with an invoice to be forwarded to the property owner.

8.2 Chairperson's Report

Record No: R/16/3/3723

Chairperson, Member Stewart, reported on activities with which he has been involved since the Board's last meeting. These included:

- Attendance at a Riverton Probus meeting
- Attendance at a Aparima Rotary Club meeting

8.3 Councillor's Report

Record No: R/16/3/3720

Due to the absence of Councillor Dobson there was no Councillor's report.

Public Excluded

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

Resolution

Moved Member Breayley, seconded Member Stewart **and resolved:**

That the public be excluded from the following part(s) of the proceedings of this meeting.

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

C10.1 Riverton Skate Park Shelter update

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
---	---	--

Riverton Skate Park Shelter update	s7(2)(b)(ii) - The withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.	That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists.
------------------------------------	--	--

That the Community Engineer, Greg Erskine, Committee Advisor, Alyson Hamilton and Community Development Planner, Kathryn Cowie be permitted to remain at this meeting, after the public has been excluded, because of their knowledge of the item C10.1 Riverton Skate Park Shelter update. This knowledge, which will be of assistance in relation to the matters to be discussed, is relevant to those matters because of their knowledge on the issues discussed and meeting procedure.

6.55pm The public were excluded.

The meeting concluded at 7.15pm

CONFIRMED AS A TRUE AND CORRECT
 RECORD AT A MEETING OF THE
 RIVERTON/APARIMA COMMUNITY BOARD
 HELD ON 21 MARCH 2016.

DATE:.....

CHAIRPERSON:.....

Action Sheet

Record No: R/16/4/6062
Author: Alyson Hamilton, Committee Advisor
Approved by: Alyson Hamilton, Committee Advisor

☐ Decision ☐ Recommendation ☒ Information

- 1 The Action Sheet from the Board's previous meeting is circulated for Members' information.

Recommendation

That the Riverton/Aparima Community Board:

- a) Receives the report titled "Action Sheet" dated 26 April 2016.

Attachments

- A Riverton/Aparima Community Board - InfoCouncil Action Sheet - 2 May 2016 [View](#)

Item 7.1 Attachment A

Riverton/Aparima Community Board Action Sheet - Excluding Public Excluded

Open Action Items

Author	Due Date	Subject	Notes
Greg Erskine	02/05/2016	<u>Dump Station Site</u> Requests the Community Engineer along with the Chair liaise with the affected property owners within the vicinity of the proposed dump station site with the view of the consent being non-notified so as to reduce consent fees.	Community Engineer collating necessary paper work required and ascertaining the property owners.
Greg Erskine	02/05/2016	<u>Information Plaques</u> Requests Member Breasley collate a list of projects completed around the township by the Board with the view of placing a plaque at these sites for information purposes.	Member Breasley to update on progress of the proposed plaques to be situated around the township.
Virginia Dillon	02/05/2016	<u>Issue of Licence - Riverton Endowment Land, 164 Richard Street, Riverton</u> Board determines that a licence over the Council land at 164 Richard Street Riverton described as Sections 22-27 Part of Sections 25-27 and Section 39 Block II and Part of Section 81 Block I Jacobs River Hundred to Matthew John Sellars for a term of two years from 1 April 2016 at an annual rental of \$2,500 plus GST Board approves of the draft licence as presented.	Mrs Dillon advised documentation sent for signing.
Kevin McNaught	02/05/2016	<u>Railway Esplanade</u> Requests staff follow-up with Ms Quirke to ascertain the response from LINZ regarding the renewal of the licence/lease agreement to D.T Kings of the Railway Esplanade area. Communication received that decision still with LINZ in Wellington.	Mr McNaught advises no response has been received from Rose Quirke to date.
Greg Erskine	02/05/2016	<u>Riverton Signage</u> Requests the Community Engineer liaise with the Chair on progress of the Signage to be placed in the traffic island at the corner of Downing & High Street.	The Community Engineer advises of a delay due to the new highway administration.

Greg Erskine	02/05/2016	<p><u>Township maintenance</u></p> <p>Requests staff arrange a meeting to include the Chair Member Stewart Strategic Manager Property Kevin McNaught and the Area Engineer to discuss the option of utilizing local contractors for lawn mowing and garden maintenance within the Riverton Township.</p>	The Community Engineer advised a new foreman has been appointed in the task Force and this should significantly increase the work capacity.
Alyson Hamilton	02/05/2016	<p><u>Riverton and District Baths Society</u></p>	The Board agree not to support the submission lodged by the Baths Society, however agreed that further application will be considered at its Estimates meeting scheduled for December 2016.
Alyson Hamilton	02/05/2016	<p><u>Township Entrance Beautification</u></p> <p>Byron Dodge, Highways South Network Engineer confirms the area of land that the Board are referring to is Government owned.</p> <p>Mr Dodge advises he will now undertake an onsite meeting which will include photos, evaluate the fencing and report back to the Board.</p>	Mrs Hamilton advises no response has been received from Mr Dodge to date, however a reminder has been forwarded with comments to be presented to the Board at its next meeting.
Greg Erskine	02/05/2016	<p><u>Public BBQ</u></p> <p>Resolves to contribute \$11,436.00 excluding GST for the proposed installation of a BBQ and shelter for community use at Taramea Bay such expenditure to be funded from the Board's Taramea Bay Rocks Reserve.</p> <p>Board resolves to commit funds for the ongoing operation and maintenance of the BBQ.</p>	Siting of proposed BBQ to be included in the Taramea Bay Landscape plan to be presented to the Board at its May meeting by Nigel Cowburn Landscape Architect.
Greg Erskine	02/05/2016	<p><u>Taramea Bay Soundshell</u></p>	Demolition of the Soundshell is completed.
Kathryn Cowie	02/05/2016	<p><u>Funding Applications</u></p> <p>Requests funding application be made to appropriate funding agencies for the purchase of an electric BBQ approximate costing being \$11,436.00 exclusive GST.</p>	Funding applications have been lodged with funding agencies for the March Funding round.

Recently Closed Action Items

Author	Completion Date	Subject	Notes
--------	-----------------	---------	-------

Works and Finance Report to Riverton Community Board for the period ended 31 March 2016

Record No: R/16/4/5404

Author: Greg Erskine, Community Engineer

Approved by: Ian Marshall, Group Manager Services and Assets

☐ Decision

☐ Recommendation

☒ Information

Community Engineer's Report

- 1 The Soundshell demolition has been completed and a meeting has been held with a design landscaper to look at options for the area.



- 2 Unusually high tides in the last few weeks have caused some surface flooding problems around the Taramea Bay area. Frequent clearing of the beach outlets has worked most of the time but the Board may have to look at some long term solutions eg pump stations. The tide action has caused some scour along the foreshore closer to Roy Street.



- 3 Work is continuing on the sewer main replacement in Bay Road.
- 4 The special ANZAC flags have been placed in Palmerston Street again this year and the remembrance crosses placed in front of Te Hikoi.

- 5 A draft plan of the proposed grandstand has been viewed by the Board and the next stage is being followed up with.

Water and Waste Engineer's Report

- 6 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 is presented on a town by town basis.
- 7 For the year to date there has been no unplanned expenditure exceeding the \$5,000 threshold.

Financial Considerations

Community Engineer's Comments

- 8 Expenditure is on target for this time of the year with some minor over expenditure. Footpath expenditure has included the carry-over from last year with the total being in excess of \$95K.

Development and Financial Contributions

- 9 The table below outlines the balances of Development and Financial contributions for your Board to 30 June 2015 plus any amounts invoiced for this financial year 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.

Reserves Contributions	\$106,136
Sewerage Contributions	\$281,752
Water Contributions	\$101,454

Reserves

- 10 Please find the reserves report attached.

Loan

- 11 The table below outlines the community loans as at 30 June 2015. The interest rate applicable on this loan for the 2015/2016 year is 6.25%.

	Business Unit	Balance June 2015	Years Remaining
Focal Point (1015)	26307	\$153,269	2
Pool	26391	\$35,742	6

Recommendation

That the Riverton/Aparima Community Board:

- a) **Receives the report titled "Works and Finance Report to Riverton Community Board for the period ended 31 March 2016" dated 25 April 2016.**

Attachments

- A Riverton Projects List and Financial Reports, 31 March 2016 [View](#)

Project List

The table below shows all of the projects that are currently planned for Riverton in 2015/2016. Items in ***Bold and Italics*** are carried over from previous financial years.

Activity	Project	Type	Year	Budget	Status	Officer's Comments
Roading and Transport	Footpaths	REN	1516	\$48,000	Complete	Bay Road, Verdun Street and Rocks Highway.
<i>Library Services</i>	<i>Furniture & Fittings</i>		<i>1415</i>	<i>\$2,000</i>	<i>Completed</i>	<i>Bean bags and chairs supplied.</i>
Parks and Reserves	Replacement Grandstand Facility	LOS	1516	\$100,000	Investigation	Design underway but 50/50 call if it will be built by 30 June. Tender process and construction timeframes.
Parks and Reserves	Widen track	MAINT PLAN	1516	\$5,000	Not started	To commence in April.
Parks and Reserves	New Flying Fox	LOS	1516	\$20,000	Completed	Completed January 2016
Roading and Transport	Streetlight Renewal	LOS	1516	\$5,000	Deferred	Delay with site confirmation
Roading and Transport	Kerb work on Havelock Street	REN	1516	\$130,000	Deferred	This project is for 750 metres of new street kerb and channel in Havelock Street. Applying for NZTA subsidy through annual plan so will not be started before 30 June, 2016.
<i>Roading and Transport</i>	<i>Road & kerbing</i>	<i>LOS</i>	<i>1314</i>	<i>\$105,884</i>	<i>Deferred</i>	<i>This project is being undertaken in conjunction with the Roding Team, agreement on the final design has delayed construction until the 16/17 year.</i>
<i>Roading and Transport</i>	<i>Footpaths</i>	<i>REN</i>	<i>1415</i>	<i>\$46,778</i>	<i>Completed</i>	<i>Completed January</i>
Roading and Transport	Palmerston Street Beautification	MAINT PLAN	1516	\$15,000	Investigation	Planter boxes in place.
Sewerage	Replace main- Bay Street	REN	1516	\$90,000	Construction	Completed by June, 2016
Sewerage	Dropper Renewals	REN	1516	\$80,000	Construction	Work progresses. Completed by June 2016
Sewerage	Urgent Stabilising work to pump station opposite 77 Towack St	LOS	1516	\$60,000	Completed	Completed.
Sewerage	RPZ Project	REN	1516	\$50,000	Completed	Work completed.
Stormwater	Palmerston & Jetty Street early renewal	REN	1516	\$75,000	Construction	In progress. To be completed by May 2016.

Activity	Project	Type	Year	Budget	Status	Officer's Comments
<i>Water Supply</i>	<i>Capacity</i>	<i>LOS</i>	<i>1415</i>	<i>\$92,319</i>	<i>Construction</i>	<i>To be completed by June,2016</i>
<i>Water Supply</i>	<i>Scheme Improvements</i>	<i>LOS</i>	<i>1213</i>	<i>\$1,384,191</i>	<i>Construction</i>	<i>To be completed by June,2016</i>

Riverton/Aparima Community Financial Report

75.00% Of Year

For the Period Ended March 2016

Income	Annual Budget	Actual Income to Date	Income to Date %	Full Year Projection
26300 Administration - Riverton	55,378	29,786	54%	55,389
26301 Library - Riverton	62,370	44,986	72%	62,381
26302 Operating Costs - Riverton	41,947	31,092	74%	41,578
26307 Street Works - Riverton	177,530	133,200	75%	177,582
26310 Refuse Collection - Riverton	25,043	18,790	75%	25,050
26325 Cemetery - Riverton	49,755	36,749	74%	50,258
26328 Beautification - Riverton	56,383	43,296	77%	57,391
26332 Recreation Reserve - Riverton	11,382	8,510	75%	11,355
26333 Taramea (Howells Point)	6,992	5,137	73%	6,994
26337 Taramea Bay	21,891	14,251	65%	21,897
26338 Koikoi Park Inactive	0	1,862	0%	1,862
26340 War Memorial Reserve	1,744	1,128	65%	1,744
26346 Playground - Riverton	5,800	4,352	75%	5,802
26391 Riverton Pool	29,690	22,276	75%	29,699
Subtotal Local Business Units	545,905	395,415	72%	548,984
26313 Stormwater Drainage - Riverton	25,223	19,105	76%	25,411
26360 Water Supply Riverton	1,476,510	123,227	8%	492,355
26370 Sewerage Scheme Riverton	280,000	24,712	9%	94,712
Subtotal Water & Waste Business Units	1,781,733	167,044	9%	612,478
Total	2,327,638	562,459	24%	1,161,462

Riverton/Aparima Community Financial Report

75.00% Of Year

For the Period Ended March 2016

Expenditure	Annual Budget	Actual Spent to Date	Spent to Date %	Full Year Projection
26300 Administration - Riverton	39,699	28,358	71%	38,282
26301 Library - Riverton	51,502	32,709	64%	40,889
26302 Operating Costs - Riverton	36,696	23,654	64%	31,296
26307 Street Works - Riverton	46,636	23,123	50%	34,510
26310 Refuse Collection - Riverton	25,043	17,773	71%	24,034
26325 Cemetery - Riverton	43,328	30,352	70%	41,181
26328 Beautification - Riverton	56,383	35,907	64%	50,003
26332 Recreation Reserve - Riverton	11,382	4,585	40%	7,148
26333 Taramea (Howells Point)	10,347	3,902	38%	6,489
26337 Taramea Bay	18,994	21,205	112%	25,758
26340 War Memorial Reserve	1,504	0	0%	376
26346 Playground - Riverton	5,800	5,377	93%	6,827
26391 Riverton Pool	24,617	12,837	52%	18,992
Subtotal Local Business Units	371,931	239,781	64%	325,784
26313 Stormwater Drainage - Riverton	25,223	17,387	69%	23,585
Subtotal Water & Waste Business Units	25,223	17,387	69%	23,585
Total	397,154	257,169	65%	349,369

Riverton/Aparima Community Financial Report

75.00% Of Year

For the Period Ended March 2016

Capital Expenditure	<u>Annual Budget</u>	<u>Actual Spent to Date</u>	<u>Spent to Date %</u>	<u>Full Year Projection</u>
26301 Library - Riverton	10,465	4,162	40%	6,778
26307 Street Works - Riverton	288,884	97,477	34%	169,698
26332 Recreation Reserve - Riverton	100,000	0	0%	25,000
26337 Taramea Bay	20,000	24,403	122%	29,403
Subtotal Local Business Units	419,349	126,042	30%	230,879
26313 Stormwater Drainage - Riverton	75,000	0	0%	18,750
26314 SW - STO554 & PLS54A Riverton	0	62,645	0%	62,645
26360 Water Supply Riverton	1,476,510	123,227	8%	492,355
26370 Sewerage Scheme Riverton	280,000	24,712	9%	94,712
Subtotal Water & Waste Business Units	1,831,510	210,584	11%	668,462
Total	2,250,859	336,626	15%	899,341

Riverton/Aparima Community Financial Report

75.00% Of Year

For the Period Ended March 2016

Funding Adjustments (Contributions, Loans, Provisions, Reserves, Forestry Dividend)	Annual Budget	Actual Adjustments to Date	Adjustments to Date %	Full Year Projection
26300 Administration - Riverton	(15,679)	0	0%	(3,920)
26301 Library - Riverton	(403)	161	(40%)	61
26302 Operating Costs - Riverton	(5,251)	0	0%	(1,313)
26307 Street Works - Riverton	204,768	(55,694)	(27%)	(4,502)
26325 Cemetery - Riverton	(6,427)	0	0%	(1,607)
26332 Recreation Reserve - Riverton	100,000	0	0%	25,000
26333 Taramea (Howells Point)	3,355	0	0%	839
26337 Taramea Bay	17,103	0	0%	4,276
26340 War Memorial Reserve	(240)	0	0%	(60)
26391 Riverton Pool	(5,073)	(3,805)	75%	(5,073)
Subtotal Local Business Units	292,153	(59,338)	(20%)	13,701
26313 Stormwater Drainage - Riverton	75,000	0	0%	18,750
Subtotal Water & Waste Business Units	75,000	0	0%	18,750
Total	367,153	(59,338)	(16%)	32,451

Reserve Balances - Annual Plan

Riverton

	Opening Balance	Current Budget	Forecast Budget	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025	2025/2026
Local													
Reserve													
Riverton Cemetery Maintenance	32,117	38,544	38,544	45,240	52,216	52,869	60,165	67,767	75,687	83,939	84,815	24,530	24,530
Riverton Doc Profits Lib Sale	58,391	60,794	60,794	63,298	65,907	68,625	71,457	74,408	77,482	80,685	84,022	87,499	87,499
Riverton General - OPR	280,185	135,006	161,228	160,852	160,544	136,606	137,366	138,158	138,983	139,843	131,531	132,078	132,078
Riverton Parks & Res Develop -	21,199	22,071	22,071	22,980	23,927	24,913	25,941	27,012	19,143	19,929	20,745	16,731	16,731
Riverton Property Sales	291,098	191,098	191,098	191,098	191,098	191,098	191,098	191,098	191,098	191,098	191,098	(68)	(68)
Riverton Property Sales - RES	-	10,237	10,237	18,808	27,738	37,042	46,736	56,836	67,359	78,323	89,747	97,644	97,644
Riverton War Memorial - OP	6,437	6,677	6,677	6,927	7,187	7,458	7,740	8,034	8,341	8,660	8,993	3,499	3,499
Taramea Bay/Rocks Development	84,476	67,373	20,373	3,203	5,911	8,733	11,673	14,736	17,928	21,253	24,718	28,328	28,328
Taramea Howells Point	7,609	4,254	4,254	6,266	8,255	10,327	6,813	8,825	10,921	13,105	15,381	17,752	17,752
Total Local Reserve	781,511	536,054	515,276	518,672	542,783	537,671	558,989	586,874	606,942	636,835	651,050	407,993	407,993
Total Local Balance	781,511	536,054	515,276	518,672	542,783	537,671	558,989	586,874	606,942	636,835	651,050	407,993	407,993
Total Riverton Reserve Balance	781,511	536,054	515,276	518,672	542,783	537,671	558,989	586,874	606,942	636,835	651,050	407,993	407,993

Riverton Office & Library Hours

Record No: R/16/4/5603

Author: Janet Thomas, Team Leader Customer Support

Approved by: Trudie Hurst, Group Manager Customer Support

☐ Decision

☐ Recommendation

☒ Information

Alteration to Riverton Office & Library Hours

- 1 I would like to advise the Community Board that as of 1 May 2016, the Riverton area office and library will be open from 8.30am – 5pm Monday to Friday.

With changing demographics we have noted the decline in customers on a Friday evening and believe that staying open until 5pm each week night will be more beneficial to users than being open that half an hour earlier in the morning.

There are options that can be provided for those who cannot come to the library during the day with a more personalised service, whereby books can be chosen on behalf of and left out for collection after hours, or in some instances even dropped off to houses.

Recommendation

That the Riverton/Aparima Community Board:

- a) Receives the report titled “Riverton Office & Library Hours” dated 18 April 2016.

Attachments

There are no attachments for this report.

Bylaw Review Process

Record No: R/16/4/5209
Author: Tamara Dytor, Policy Analyst
Approved by: Rex Capil, Group Manager Community and Futures

☐ Decision ☐ Recommendation ☒ Information

Executive Summary

- 1 In 2016, the Cemetery Bylaw 2006, the Keeping of Animals, Poultry and Bees Bylaw 2010 and the Control of Advertising Signs Bylaw 2008 will be reviewed. This report outlines the approach that will be taken to consultation and review.

Background

- 2 Council will be reviewing three bylaws in 2016. The drivers for each review are outlined below:
 - The Cemetery Bylaw 2006 requires review in 2016 to remain current.
 - A review of the Keeping of Animals, Poultry and Bees Bylaw 2010 is recommended to address local issues. This bylaw was reviewed in 2010 however, since this time additional issues have arisen. The keeping of animals in urban areas has become an area of contention in some communities.
 - A review of the Control of Advertising Signs Bylaw 2008 is recommended to align with the District Plan. This will provide clarity for the public and address issues across the District relating to signage. The proposed bylaw review would address the placement of signs in the road reserve, for example sandwich boards on footpaths. Changes to the bylaw are intended to increase the ease of doing business with Council and provide clarity and consistency.

Timeline

- 3 The timeline below outlines key milestones in the process of review and details the approach to public engagement.

Date	Task
Mid-May 2016	Pre-consultation engagement sessions. Sessions are also for other Long Term Plan issues.
8 June 2016	Council meeting (Endorse draft bylaws for public consultation)
8 June 2016	Notification given to Area Offices, and customer services. Committee Advisors to liaise with CB and CDA chairs to remind them of the submission period.
9 June 2016	Draft bylaws advertised.
9 Jun – 30 Jun 2016	Submission period.
20 July 2016	Council meeting (Submission Hearings)

2 Aug 2016	Amendments made to draft bylaws.
17 Aug 2016	Council meeting (Deliberations)
7 Sep 2016	Council meeting (Adoption of bylaws)
8 Sep 2016	Advertising of adopted bylaws.
Sep – Oct 2016	Present report to CDAs on new bylaws.
Nov – Dec 2016	Present report to CBs on new bylaws.

Consultation and engagement

- 4 Community views will be considered during formal consultation and during pre-consultation engagement. The timeline above details when this will occur.
- 5 Community Boards and Community Development Area Subcommittees are asked to make submissions during the consultation period and individual members can engage during pre-consultation sessions in May.

Recommendation

That the Riverton/Aparima Community Board:

- a) **Receives the report titled “Bylaw Review Process” dated 12 April 2016.**

Attachments

There are no attachments for this report.

Draft Unmanned Aerial Vehicles Policy

Record No: R/16/4/5658
Author: Tamara Dytor, Policy Analyst
Approved by: Rex Capil, Group Manager Community and Futures

☒ Decision ☐ Recommendation ☐ Information

Purpose

- 1 This report presents the draft Use of Unmanned Aerial Vehicles Policy. A recommendation is sought from Community Boards and Community Development Area Subcommittees regarding local areas that should be considered for restriction or prohibition of unmanned aerial vehicle use.

Executive Summary

- 2 Under new rules introduced by the Civil Aviation Authority (CAA), Council can grant or decline consent for the use of Unmanned Aerial Vehicles (UAVs) on property that it owns or controls. The draft Unmanned Aerial Vehicle Policy sets a framework to allow Council to do this.
- 3 The draft Use of Unmanned Aerial Vehicle Policy contains broad conditions which would apply throughout the District. Feedback is requested from Community Boards and Community Development Area Subcommittees to determine whether Council should consider prohibition or restriction in specific local areas.

Recommendation

That the Riverton/Aparima Community Board:

- a) **Receives the report titled “Draft Unmanned Aerial Vehicles Policy” dated 19 April 2016.**
- 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) **Recommend any local areas that should be considered as restricted or prohibited areas for the use of unmanned aerial vehicles.**

Content

Background

- 4 Rules introduced by the Civil Aviation Authority (CAA) came into effect on 1 August 2015. The rules require people to obtain Council approval to operate UAVs on public land.
- 5 The draft Use of Unmanned Aerial Vehicles Policy broadly allows for the use of unmanned aerial vehicles in the District, provided that users comply with conditions within the policy. These conditions exist in addition to those already imposed across New Zealand by the CAA.
- 6 The majority of UAV use is likely to occur in Council's parks, reserves and open spaces.

What is an UAV?

The term UAV covers all electric powered remote controlled model aircraft of the type commonly referred to as "drones" that are capable of vertical take-off and landing and small hand-launched gliders less than a 1.5 metre wing span. It does not cover the following:

- Fixed wing electric-powered model aircraft greater than 1 metre wing span.
- All fixed - winged model aircraft that are internal combustion engine (petrol) powered.
- Gliders greater than a 1.5 metre wing span and bungee-launched gliders.
- Single rotor helicopters that are electric powered or internal combustion engine (petrol) powered.
- Jet powered models.

CAA Regulations

CAA rules apply to all UAV operators throughout New Zealand. CAA rules Part 101 require 12 key things from UAV operators. Operators must:

1. Not operate an UAV 25 kg or larger and always ensure that the UAV is safe to operate;
2. Take all practicable steps to minimise hazards to persons, property and other aircraft;
3. Fly only in daylight;
4. Give way to all crewed aircraft;
5. Be able to see the UAV with their own eyes;
6. Not fly higher than 120 metres (400 feet) (unless certain conditions are met);
7. Have knowledge of airspace restrictions;
8. Not fly closer than four kilometres from any aerodrome (unless certain conditions are met);
9. Obtain an air traffic control clearance issued by Airways (when flying in controlled airspace);
10. Not fly in special use airspace without the permission of the controlling authority of the area (eg, military operating areas, low flying zones, danger areas or restricted areas);
11. Have consent from anyone you want to fly above;
12. Have the consent of the property owner or person in charge of the area you want to fly above.

- 7 Rules are enforceable by the CAA and a breach could result in a fine, a written warning, or prosecution.

Issues

Approach taken in the draft Use of Unmanned Aerial Vehicles Policy

- 8 The draft policy nominates some circumstances in which UAV use is not permitted without specific approval from Council. These restrictions apply:
- Over a sports field if in use by others, or within 50 metres of any organised activity taking place in a reserve or Council controlled open space;
 - Over or above Council owned or controlled cemeteries or formed roads;
 - Over or within 50 metres of other users of open spaces;
 - Over or within 50 metres of any building on Council land or any playground equipment, furniture, swimming pool, or track on a reserve;
 - Within 50 metres of livestock, wildlife or sensitive wildlife habitats; and
 - Within 50 metres of a reserve boundary where residential housing or stock farming adjoins.
- 9 In addition to these conditions, Community Boards and Community Area Subcommittees are being asked whether there are any local areas that should be considered for restriction or prohibition.
- 10 Council is keen to ensure that UAV use is appropriate to community needs. There is no benefit in allowing use where it is inappropriate or unsafe. Conversely, there is also no benefit in being unnecessarily restrictive in regards to this recreational activity.
- 11 Since the definition of an UAV includes model airplanes, it is important to consider the impact of this policy on existing clubs and associations.

Current use and incidents

- 12 The extent of UAV use in the Southland District is currently unknown. No complaints to Council regarding the use of UAVs were identified during the development of this report. However, across New Zealand the number of incidents reported to the CAA has grown significantly in recent years. The tables below detail the number of incidents across New Zealand by year and by incident type.

Total incidents annually

Year	Total incidents
2008	1
2009	0
2010	1
2011	4
2012	11
2013	10
2014	33
2015	120
Total	184

Number of incidents by incident type

Incident type*	Total incidents
Aviation-related concern	116
Airspace incident	61
Incident	5
Accident	2
Grand Total	184

***Incident definitions**

Aviation-related concern: these are 'concerns' relating to aviation safety or securing, and include complaints and allegations about suspected rule breaches, etc.

Airspace incident: incidents that involve deviations from airspace rules and procedures (minimum distances for aircraft separation, for example).

Incident: a general incident category that covers situations where there is a risk of harm occurring but this does not eventuate.

- 13 There have been four incidents involving UAVs in the Southland region, one of which was in the Southland District. Three of these were aviation-related concerns, one was an airspace incident. The details of each are in the table below:

Date	Description	Location
30-Oct-13	Concern UAV flying on farms and potentially causing a hazard to other aircraft in the area.	Otama Hill Road, Gore
13-Jun-14	Concern about UAV flying near an airliner and a low flying area. Referred to the Regulatory Investigations Unit.	Invercargill
14-Apr-15	Concern that a UAV was flown in close proximity to the airport.	Invercargill
11-Nov-15	Unauthorised UAV operations 100 metres from the airport. The operators were two foreign nationals.	Milford Sound

- 14 To date, 10 enforcement actions have been undertaken by the CAA's Regulatory Investigations Unit in relation to UAV operations. Five of these have been written warnings, and five have been infringement notices with fines ranging from \$500 to \$3,500.
- 15 At this stage staff have not identified any complaints to Council regarding the use of UAVs in the Southland District. To balance the fact that there is not a current significant issue with UAVs and the likelihood of risks in the future, a moderate and proportionate response to manage this issue would be appropriate. Council also needs to be mindful of existing UAV users such as the Fiordland Cloudbusters Model Aircraft Club, who have operated UAVs to date without any issues.

Enforcement

- 16 The CAA has the power to regulate UAV use through mechanisms ranging from warnings to prosecution, depending on the nature of incidents.
- 17 CAA officers have indicated that if reported issues are of a serious nature involving the endangerment of people or property or reckless use of UAVs, an investigation with a view towards prosecution would be likely to occur. For less serious breaches, warnings or infringements are more likely to be considered.
- 18 In the event of a breach of the policy, Council staff would report any incident to the CAA. The incident would be recorded so that the CAA can gather a realistic picture of issues relating to drones and of any operators who breach the rules on multiple occasions. In the opinion of staff in the CAA investigations team, a Council bylaw would be an unnecessary duplication of existing powers under the CAA Regulatory Enforcement Policy.

Factors to Consider

Legal and Statutory Requirements

- 19 Council is empowered to adopt a position by CAA rules. The CAA has power to enforce its rules (including permission and conditions of land owners) using mechanisms ranging from warnings and infringements to prosecutions.
- 20 Since there is currently insufficient evidence of a serious issue relating to UAV use in the Southland District a bylaw is not a proportionate response. Also, enforcement powers of a bylaw largely duplicate enforcement that could be undertaken through CAA legislation. While Council could state its position through guidelines, staff recommend a policy approach to ensure clarity.

Community Views

- 21 This report is part of the process of gathering community views and forming a policy that meets local needs.

Costs and Funding

- 22 There are no costs associated with implementing an Use of Unmanned Aerial Vehicles Policy, other than those associated with advertising and consultation. This is because any enforcement action would be referred to the CAA.

Policy Implications

- 23 If an Use of Unmanned Aerial Vehicles Policy is adopted, it will be referred to in Council's Reserves Management Policy.

Analysis

Options Considered

- 24 Community Boards and Community Development Area Subcommittees could:
- Option 1: Nominate local areas that should be considered for inclusion in the policy as restricted or prohibited areas; or
 - Option 2: Not nominate local areas that should be considered for inclusion in the policy as restricted or prohibited areas.

Analysis of Options

Option 1 – Nominate local areas that should be considered for inclusion in the policy as restricted or prohibited areas.

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> • Responds to any circumstances or requirements specific to local communities. 	<ul style="list-style-type: none"> • It is important for recommendations not to be unnecessarily restrictive because Council's general proposed approach is broadly permissive.

Option 2 – Not nominate local areas that should be considered for inclusion in the policy as restricted or prohibited areas.

<i>Advantages</i>	<i>Disadvantages</i>

<ul style="list-style-type: none">• Provides a clear, fair and consistent approach across the District.	<ul style="list-style-type: none">• The broad approach may or may not meet local needs and match local circumstances.
---	---

Assessment of Significance

- 25 This issue has not been assessed as significant because at this stage it is not affecting a large number of people or stakeholders or a specific community. Council's ability to make decisions in relation to UAV use are established by CAA rules and the proposed approach is generally permissive.

Recommended Option

- 26 It is recommended that Community Boards and Community Development Area Subcommittees only propose restricted or prohibited areas for inclusion in the policy if this reflects community needs and local circumstances and if these areas are not already adequately managed through the existing broad conditions within the draft policy.

Next Steps

- 27 Following input from Community Boards and Community Development Area Subcommittees, this policy will be subject to public consultation.

Attachments

- A Draft Use of Unmanned Aerial Vehicles Policy [View](#)

SOUTHLAND DISTRICT COUNCIL

USE OF UNMANNED AERIAL VEHICLES POLICY

This policy applies to:

DOCUMENT CONTROL

Administered by: Strategic Manager (Property)	TRIM reference number: r/15/12/22465	Effective date: «type date»
Approved by: Council	Date approved: «type date»	Next review date: «type date»

CONTENTS

1.	PURPOSE.....	1
2.	DEFINITIONS AND ABBREVIATIONS.....	1
3	BACKGROUND	2
4.	POLICY DETAILS.....	2
4.1	General Criteria	2
4.2	Restrictions	2
4.3	Prohibited Areas	2
4.4	Enforcement	3
5.	ASSOCIATED DOCUMENTS	3
6.	REVISION RECORD.....	3

USE OF UNMANNED AERIAL VEHICLES POLICY

1. PURPOSE

This policy sets out the conditions for use of Unmanned Aerial Vehicles (UAVs) on Council owned or controlled land.

2. DEFINITIONS AND ABBREVIATIONS

Term	Meaning
Unmanned Aerial Vehicle (UAV)	<p>The term UAV covers all electric powered remote controlled model aircraft, including the type commonly referred to as “drones” that are capable of vertical take-off and landing and small hand-launched gliders less than 1.5 metre wing span.</p> <p>UAVs are also known as drones, Remotely Piloted Aircraft Systems and Unmanned Aerial Systems.</p> <p>The term UAV does not include the following:</p> <ul style="list-style-type: none"> • Fixed wing electric-powered model aircraft greater than 1 metre wing span. • All fixed - winged model aircraft that are internal combustion engine (petrol) powered. • Gliders greater than 1.5 metre wing span and bungee-launched gliders. • Single rotor helicopters that are electric powered or internal combustion engine (petrol) powered. • Jet powered models.
Civil Aviation Authority Rules / CAA rules	<p>Civil Aviation Rules are set by the Minister of Transport. The rules are divided into parts. The two parts relevant to UAVs are:</p> <ul style="list-style-type: none"> • Part 101: <i>Gyrogliders and Parasails, Unmanned Aircraft (including Balloons), Kites, and Rockets - Operating Rules</i>, and • Part 102: <i>Unmanned Aircraft Operator Certification</i>.

3 BACKGROUND

Under rules introduced by the Civil Aviation Authority (CAA) on 1 August 2015, Council can grant or decline consent for the use of UAVs on property that it owns or controls. This policy establishes criteria for UAV use over Council owned and controlled land in the Southland District.

4. POLICY DETAILS

4.1 General Criteria

In addition to CAA rules, the following criteria apply to the use of UAVs over land or property owned or controlled by Southland District Council. They do not apply to the use of UAVs by Southland District Council.

Operators of UAVs must:

- Comply with the Office of the Privacy Commissioner guidance on preserving peoples' personal privacy by not flying over other people or adjoining private property without their consent.
- Be courteous of other park users, who often are there for the quiet enjoyment of Council's parks, reserves and open spaces.

4.2 Restrictions

Operators must not use UAVs under the following conditions unless specific written approval has been granted by Council:

- If requested to cease by Council officers. Users must land their UAV immediately if requested by Council officers.
- Over a sports field if in use by others, or within 50 metres of any organised activity taking place in a reserve or Council controlled open space.
- Over or above Council owned or controlled cemeteries or formed roads.
- Over or within 50 metres of other users of open spaces. If another open space user moves within this range, the UAV user must immediately land their UAV.
- Over or within 50 metres of any building on Council land or any playground equipment, furniture, swimming pool, or track on a reserve.
- Within 50 metres of livestock, wildlife or sensitive wildlife habitats. If livestock or wildlife move within this range, the UAV user must immediately land their UAV.
- Within 50 metres of a reserve boundary where residential housing or stock farming adjoins.

Written Council approval must also be obtained for any organised event involving the use of UAVs.

Operators of UAVs must comply with any additional conditions of lease holders.

4.3 Prohibited Areas

There are some areas where the use of UAVs is prohibited unless written approval has been granted by Council. These areas are:

- Local areas will be determined by Council following feedback from Community Boards and Community Development Area Subcommittees.

4.4 Reporting incidents and near misses

UAV users must report all incidents and near misses to Southland District Council. This obligation also extends to other reserve users involved in any incident or near miss relating to UAV use.

4.5 Enforcement

Any breach of the above conditions could result in termination of your permission to fly unmanned aircraft over Council land.

Council will report breaches to the Civil Aviation Authority, which may result in infringements or prosecution.

5. ASSOCIATED DOCUMENTS

- Civil Aviation Authority Rules and Guidelines: <http://www.caa.govt.nz/rpas/>
- Southland District Council District Reserves Management Policy

6. REVISION RECORD

Date	Version	Revision Description
«Type Date»	«Version»	«Revision»
«Type Date»	«Version»	«Revision»
«Type Date»	«Version»	«Revision»

Community Partnership Leader - Overview of role

Record No: R/16/4/5366
Author: Simon Moran, Manager - Resource Management
Approved by: Rex Capil, Group Manager Community and Futures

☐ Decision ☒ Recommendation ☐ Information

Purpose

- 1 The role of Community Partnership Leader (CPL) has been established through Council's reorganisation. Simon Moran (CPL – Fiordland and South West Coast) will provide an update on the new positions and the role they will have in the community.

Recommendation

That the Riverton/Aparima Community Board:

- a) Receives the report titled "Community Partnership Leader - Overview of role" dated 26 April 2016.

Attachments

- A Community Partnership Leader - Overview of role [View](#)

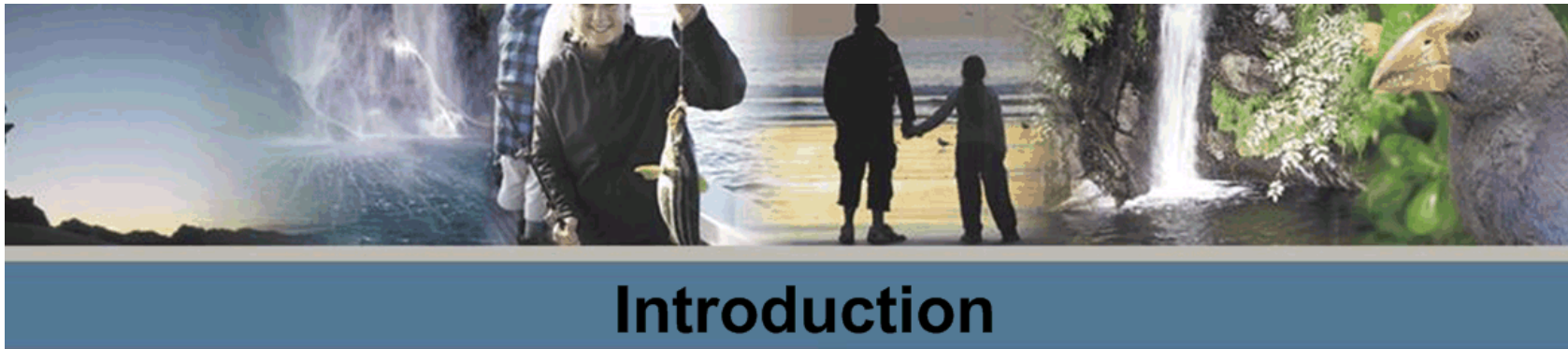
Item 7.6 Attachment A



Community Partnership Leader

Overview of role

Community Board and CDA Chairs
Meeting – April 2016



- Important strategic roles to assist Council in delivering the three priority goals – but especially
 - Growing our communities
 - Working with other agencies to support the region in a coordinated and integrated way. Southland leads the way in local government and having a coordinated approach to investment
 - Empowering our communities
 - We help our communities help themselves and we work in partnership with them
- About what Council needs to be doing looking forward and working with our communities and other stakeholders to ensure the best for our communities futures
- About Council being part of the solution – not necessarily the solution

Item 7.6 Attachment A



Organisation review saw the establishment of Community and Futures Group

Identified Council as playing a key role in community leadership

Focuses resource into an area of need to support communities

Offers strategic input into community futures and planning

Offers a key resource linking community to Council and Council to community



What?

Connector

Influencer

Relationship manager

People leader

Aligns key stakeholders

Item 7.6 Attachment A



How?

- Access to staff to align and coordinate Council delivery of services
- Partner with multiple agencies and stakeholders to align community outcomes
- Access to Venture Southland community development staff to focus projects of priority
- Focus approach on 'the bigger picture' and broader communities and projects of interest
- Lead our Community Boards and CDAs into a broader scope of community involvement and align community initiatives to a district and regional approach



Who and where?

- Three new roles established
- Simon Moran - covers Fiordland - South West Coast
- Kelly Tagg – covers Western Northern Southland
- TBC – covers Central Southern Southland

Item 7.6 Attachment A



What not to be?

- A duplicator or replicator of service delivery
- A doer of other peoples work
- Captured by
 - An individual in a community
 - Other staff
 - A geographic area or community of interest
 - A project of interest



What does this mean for you?

- Greater resource operating with your communities
- Retention of Community Engineer to deliver the services and assets programme
- Continued Committee Advisor support
- Continued Venture Southland Community Development Planner support
- Community Partnership Leader working alongside the Board/CDA to align and develop opportunities for the community and Council

Item 7.6 Attachment A



Project Examples

- Ensure our community governors (yourselves) view the community and its future in the widest possible sense
- Milford Opportunities
- Community Leadership Clusters
- Government Ministry led initiatives – education, health, police reviews
- Regional stakeholder agency led initiatives



Next Steps

QUESTIONS??