

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

Date: Thursday, 19 May 2016
Time: 7.00pm
Meeting Room: Wallacetown Community Centre,
Venue: Dunlop Street,
Wallacetown

Wallacetown Community Board Agenda

OPEN

MEMBERSHIP

Chairperson	Shaun Holland
Deputy Chairperson	Frank Shearing
Members	Trina Eade Peter Laurie George Watkinson Rae Wilson Cr Gavin Macpherson

IN ATTENDANCE

Committee Advisor	Fiona Dunlop
Community Engineer	Moira Tinnock

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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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AREAS OF RESPONSIBILITY

COUNCILLOR'S REPORT

NEXT MEETING

Thursday 21 July 2016 (Rae Wilson)
Thursday 15 September 2016 (Shaun Holland)

1 Apologies

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

2 Leave of absence

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

3 Conflict of Interest

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

4 Public 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 Wallacetown Community Board held on 17 March 2016

Wallacetown Community Board

OPEN MINUTES

Minutes of a meeting of Wallacetown Community Board held in the Wallacetown Community Centre,, Dunlop Street,, Wallacetown on Thursday, 17 March 2016 at 7.06pm.

PRESENT

Chairperson	Shaun Holland
Members	Trina Eade
	Peter Laurie
	George Watkinson
	Rae Wilson
	Councillor Gavin Macpherson

IN ATTENDANCE

Committee Advisor Fiona Dunlop and Community Engineer Leighton Hare

1 Apologies

An apology for absence has been received from the Frank Shearing.

Resolution

Moved Member Eade, seconded Member Laurie and **resolved:**

That the Wallacetown Community Board accept the apology.

2 Leave of absence

There were no requests for leave of absence.

3 Conflict of Interest

There were no conflicts of interest declared.

4 Public Forum

There was no public forum.

5 Extraordinary/Urgent Items

There were no Extraordinary/Urgent items.

6 Confirmation of Minutes

Resolution

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

That the Wallacetown Community Board confirms the minutes of meeting held on 21 January 2016 as a true and correct record.

Reports

7.1 Confirmation of Minutes - Thursday 26 November 2015 Meeting

Record No: R/16/3/3786

Resolution

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

That the Wallacetown Community Board confirms the minutes of the meeting held on Thursday 26 November 2015 as a true and correct record.

7.2 Works and Finance Report to Wallacetown Community Board for the period ended 31 January 2016

Record No: R/16/2/2948

Leighton Hare – Community Engineer was in attendance for this item.

The Community Board noted that:

- Footpath repairs have been completed in Mauchline Street in a timely manner and was appreciated by the Board.
- Wallacetown Cemetery headstone repairs are programmed. A replacement concrete base has to be sourced. This replacement will be done by Southland Monumental Services and is weather dependant.
- A request has been received for consideration for the removal of the cabbage trees along Kirkoswald Street. The leaves blow along the street onto residents frontages and hinder mowing.
- Eilerslie Square expenditure is 4% year to date and that an invoice of \$3,000 has been received this month for mowing.
- Operating Costs are overspent as agreed by the Community Board in relation to new fencing at Ailsa Street.

Water and Waste Services Engineer's Report

The Board noted that there had been no unplanned expenditure exceeding the \$5,000 threshold for the year to date.

Reserves

The Board noted that the Reserves Report was appended to the Community Engineers report.

Project List

The Board also noted that the table below shows the projects that are currently planned for Wallacetown in 2015/2016:

Activity	Project	Type	Year	Budget	Status	Officer's Comments
Stormwater	Outfall Improvement - West and South	LOS	2015/16	\$60,000	Investigation	Stormwater outfalls to be scoped in conjunction with Community Board.

It was also noted that the above project was not approved by the Board it's meeting on 21 January 2016.

There was discussion on the tidying up of trees in Wallacetown. Unfortunately inclement weather has contributed to the work not being able to be completed.

The Chair asked the Board members to have a look at the gum trees in Collean Street and give feed back to the Chair on whether the trees should be removed.

Resolution

Moved Member Watkinson, seconded Member Wilson **recommendation a and new recommendations b, c and d (as indicated)and resolved**

That the Wallacetown Community Board:

- a) **Receives the report titled "Works and Finance Report to Wallacetown**

Community Board for the period ended 31 January 2016” dated 10 March 2016.

- b) Approve the allocation of \$1,000 from the Wallacetown Cemetery Bequest (Edwina Powell) to tidy up the trees in the Wallacetown Cemetery.**
- c) Request that Council arrange for the erection of the ANZAC Day commemoration banners in Wallacetown and that a wreath be laid on the Board’s behalf at the Wallacetown ANZAC Day ceremony.**
- d) Approve the removal of the cabbage trees in Kirkoswald Street.**

AREAS OF RESPONSIBILITY

The Chair advised that the gardening contract for Wallacetown is close to ending or has run out. He commented that the Board should consider that it be “rolled over” for another year and then reviewed to see what level of service is required.

Rae Wilson commented about a section in town that had lots of ragwort and hemlock on it. He was advised that this was an issue for Environment Southland to deal with.

The Chair also advised that there is a need to put some thought into getting general street/roading maintenance programmed. This is something that could be considered by the Board at the time Council is seeking input for the yearly estimates.

The Chair commented regarding dogs being on the recreation reserve. The Board asked about installing signs to advise people whether dogs were welcome or not welcome.

COUNCILLOR’S REPORT

Councillor Macpherson updated the Board on various Council matters. He particularly highlighted the following:

- Approval of the Draft Unmanned Aerial Vehicles policy by the Activities Performance Audit Committee which will be brought to the Community Boards and CDAs for consultation.
- Receipt of over 200 submissions to the 2016/2017 Draft Annual Plan.
- Around the Mountain Cycle Trail Environment Court hearing is progressing.

NEXT MEETING

The Board noted that the next meeting will be held on Thursday 19 May 2016 at 7pm.

The meeting concluded at 8.12pm.

CONFIRMED AS A TRUE AND CORRECT
RECORD AT A MEETING OF THE
WALLACETOWN COMMUNITY BOARD HELD
ON THURSDAY 17 MARCH 2016.

DATE:.....

CHAIRPERSON:.....

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

Item 7.1

Record No: R/16/4/5979
Author: Moira Tinnock, Community Engineer
Approved by: Anne Robson, Chief Financial Officer

Decision Recommendation Information

Community Engineer's Report

- 1 The Wallacetown Cemetery headstone repairs have been completed by Southland Monumental Services and the Dahlenburg family have been advised via email by the Community Engineer.
- 2 Cabbage trees along Kirkoswald Street have been removed.
- 3 Anzac Day flags have been taken down. PowerNet have confirmed that the existing brackets are not suitable and recommend full replacement. The Anzac Day wreath was delivered to Rae Wilson prior to Anzac Day.
- 4 Road cones being held by the school were uplifted by SouthRoads as requested at the meeting of 17 March 2016.
- 5 The trees and grass area have been tidied at the rear of the cemetery.
- 6 Operating Costs are overspent as agreed by the Community Board in relation to new fencing at Ailsa Street.

Water and Waste Services Engineer's Report

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

Financial Considerations

Development and Financial Contributions

- 9 The Development and Financial Contributions for the Wallacetown community to date is \$9,210 in Sewerage Contributions. 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

- 10 Please find the Reserves Report attached.

Project List

- 11 The table below shows all of the projects that are currently planned for Wallacetown in 2015/2016:

Activity	Project	Type	Year	Budget	Status	Officer's Comments
Stormwater	Outfall Improvement - West and South	LOS	2015/16	\$60,000	Deleted	Community Board deleted this project.

Recommendation

That the Wallacetown Community Board:

- a) **Receives the report titled "Works and Finance Report to Wallacetown Community Board for the period ended 31 March 2016" dated 12 May 2016.**

Attachments

- A Wallacetown Financial Reports, 31 March 2016 [View](#)

Wallacetown Community Financial Report

75.00% Of Year

For the Period Ended March 2016

Income	<u>Annual Budget</u>	<u>Actual Income to</u> <u>Date</u>	<u>Income to</u> <u>Date %</u>	<u>Full Year</u> <u>Projection</u>
29100 Administration - Wallacetown	8,161	6,136	75%	8,176
29102 Operating Costs - Wallacetown	12,433	3,383	27%	12,441
29107 Street Works - Wallacetown	13,908	10,457	75%	13,934
29125 Cemetery - Wallacetown	17,548	16,756	95%	22,781
29128 Beautification - Wallacetown	20,422	15,342	75%	20,447
29132 Ellerslie Square	4,152	3,122	75%	4,160
29146 Playground - Ailsa Street	3,000	2,255	75%	3,005
Subtotal Local Business Units	79,624	57,450	72%	84,944
29113 Stormwater Drainage Wallacetow	4,362	3,359	77%	4,505
Subtotal Water & Waste Business Units	4,362	3,359	77%	4,505
Total	83,986	60,809	72%	89,450

Wallacetown Community Financial Report

75.00% Of Year

For the Period Ended March 2016

Expenditure	<u>Annual Budget</u>	<u>Actual Spent to Date</u>	<u>Spent to Date %</u>	<u>Full Year Projection</u>
29100 Administration - Wallacetown	8,161	7,044	86%	9,084
29102 Operating Costs - Wallacetown	4,500	7,408	165%	8,533
29107 Street Works - Wallacetown	9,554	6,950	73%	9,339
29125 Cemetery - Wallacetown	15,365	18,673	122%	22,514
29128 Beautification - Wallacetown	20,422	12,556	61%	17,662
29132 Eilerslie Square	4,152	3,242	78%	4,280
29146 Playground - Ailsa Street	3,000	2,171	72%	2,921
Subtotal Local Business Units	65,154	58,045	89%	74,334
29113 Stormwater Drainage Wallacetow	4,287	2,246	52%	3,253
Subtotal Water & Waste Business Units	4,287	2,246	52%	3,253
Total	69,441	60,291	87%	77,587
Capital Expenditure	<u>Annual Budget</u>	<u>Actual Spent to Date</u>	<u>Spent to Date %</u>	<u>Full Year Projection</u>
Subtotal Local Business Units	0	0	0%	0
29113 Stormwater Drainage Wallacetow	60,000	0	0%	15,000
Subtotal Water & Waste Business Units	60,000	0	0%	15,000
Total	60,000	0	0%	15,000

Wallacetown Community Financial Report

75.00% Of Year

For the Period Ended March 2016

Funding Adjustments (Contributions, Loans, Provisions, Reserves, Forestry Dividend)	<u>Annual Budget</u>	<u>Actual</u> <u>Adjustments to</u> <u>Date</u>	<u>Adjustments</u> <u>to Date %</u>	<u>Full Year</u> <u>Projection</u>
29102 Operating Costs - Wallacetown	(7,933)	0	0%	(1,983)
29107 Street Works - Wallacetown	(4,354)	0	0%	(1,088)
29125 Cemetery - Wallacetown	(2,183)	0	0%	(546)
Subtotal Local Business Units	(14,470)	0	0%	(3,617)
29113 Stormwater Drainage Wallacetow	59,925	0	0%	14,981
Subtotal Water & Waste Business Units	59,925	0	0%	14,981
Total	45,455	0	0%	11,364

Reserve Balances - Annual Plan

Wallacetown	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													
<i>Reserve</i>													
Wallacetown Cemetery Bequest	70,117	72,086	72,405	74,680	74,671	76,808	79,035	79,018	81,338	83,755	83,699	86,215	86,215
Wallacetown General - RES	214,784	166,292	166,292	138,375	145,755	153,444	161,455	169,802	178,499	187,560	197,001	206,837	206,837
Wallacetown Robert Powell Bequ	105	319	-	-	233	475	727	990	1,264	1,550	1,848	2,158	2,158
Total Local Reserve	<u>285,006</u>	<u>238,697</u>	<u>238,697</u>	<u>213,055</u>	<u>220,659</u>	<u>230,727</u>	<u>241,217</u>	<u>249,810</u>	<u>261,101</u>	<u>272,865</u>	<u>282,548</u>	<u>295,210</u>	<u>295,210</u>
Total Local Balance	<u>285,006</u>	<u>238,697</u>	<u>238,697</u>	<u>213,055</u>	<u>220,659</u>	<u>230,727</u>	<u>241,217</u>	<u>249,810</u>	<u>261,101</u>	<u>272,865</u>	<u>282,548</u>	<u>295,210</u>	<u>295,210</u>
Stormwater													
<i>Operating</i>													
Wallacetown Stormwater - OPR	11,296	7,796	7,796	7,799	7,802	7,805	7,809	7,813	7,817	7,821	7,825	7,829	7,829
Total Stormwater Operating	<u>11,296</u>	<u>7,796</u>	<u>7,796</u>	<u>7,799</u>	<u>7,802</u>	<u>7,805</u>	<u>7,809</u>	<u>7,813</u>	<u>7,817</u>	<u>7,821</u>	<u>7,825</u>	<u>7,829</u>	<u>7,829</u>
Total Stormwater Balance	<u>11,296</u>	<u>7,796</u>	<u>7,796</u>	<u>7,799</u>	<u>7,802</u>	<u>7,805</u>	<u>7,809</u>	<u>7,813</u>	<u>7,817</u>	<u>7,821</u>	<u>7,825</u>	<u>7,829</u>	<u>7,829</u>
Total Wallacetown Reserve Balance	296,302	246,493	246,493	220,854	228,461	238,532	249,026	257,623	268,918	280,686	290,373	303,039	303,039

Bylaw Review Process

Record No: R/16/4/5236
Author: Tamara Dytor, Policy Analyst
Approved by: Rex Capil, Group Manager Community and Futures

Decision Recommendation Information

Executive Summary

- 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

- 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

- 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 Wallacetown 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/16/4/5666
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 Wallacetown 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»

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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»

Remuneration for Chairs and Members of Community Boards

Record No: R/16/5/6272
Author: Sheree Marrah, Finance Manager
Approved by: Anne Robson, Chief Financial Officer

Decision Recommendation Information

Purpose

- 1 This memorandum sets out rates of remuneration that apply for Community Board chairs and members from 1 July 2016 until 30 June 2017.
- 2 The amount payable to Council's Community Board members and chairs is determined by the Remuneration Authority (the Authority). This year, the Authority has applied the same approach that was developed in 2013, basing remuneration rates on job size.
- 3 Rates specified in by the Remuneration Authority are the maximum amount that can be paid. The Authority's approach, consistent with previous years, is that Community Board chairs will be paid at twice the amount of Community Board members. At the Council meeting on 27 April 2016, Council has approved the Authorities proposed remuneration rates for all elected members, including Community Board chairs and members.
- 4 As a result, remuneration levels are proposed to increase by 2.5% for all Southland District Council elected members from 1 July 2016. A schedule of the current and proposed remuneration levels for Community Board chairs and members is listed below for your information.

Community Board	2015/2016 Remuneration (Chairperson)	2016/2017 Proposed Remuneration (Chairperson)	2015/2016 Remuneration (Member)	2016/2017 Proposed Remuneration (Member)
Stewart Island/Rakiura	\$2,600	\$2,665	\$1,300	\$1,333
Wallacetown	\$2,600	\$2,665	\$1,300	\$1,333
Otautau	\$7,000	\$7,175	\$3,500	\$3,588
Riverton/Aparima	\$6,200	\$6,355	\$3,100	\$3,178
Tuatapere	\$4,200	\$4,305	\$2,100	\$2,153
Edendale-Wyndham	\$4,400	\$4,510	\$2,200	\$2,255
Winton	\$8,600	\$8,815	\$4,300	\$4,408
Te Anau	\$10,000	\$10,250	\$5,000	\$5,125

- 5 Officers have communicated Council's approval of the proposed remuneration levels to the Authority so they can prepare the formal Elected Members Remuneration Determination for all local authorities.
- 6 The Authority will publish its determination prior to 1 July 2016.

Recommendation

That the Wallacetown Community Board:

- a) **Receives the report titled “Remuneration for Chairs and Members of Community Boards” dated 12 May 2016.**

Attachments

There are no attachments for this report.