

Notice is hereby given that a Meeting of the Colac Bay Community Development Area Subcommittee will be held on:

Date: Tuesday, 12 July 2016
Time: 6pm
Meeting Room: Colac Bay Hall,
Venue: Manuka Street, Colac Bay

Colac Bay Community Development Area Subcommittee Agenda

OPEN

MEMBERSHIP

Chairperson	Lynley Barclay
Members	Warren Bevin Ian Brinsdon Nathan Cleaver Graeme Mckenzie Rowena Tomlin
Councillor	Rodney Dobson

IN ATTENDANCE

Community Engineer	Greg Erskine
Committee Advisor	Alyson Hamilton

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

Terms of Reference for CDAs

This CDA is a subcommittee of Southland District Council and has delegated responsibility.

The CDA members are elected to represent and advocate for their community.

It can make decisions on:

- Managing local halls and cemeteries
- Managing reserves, plantings, drainage, footpaths, street lighting, camping grounds, wharves, jetties, lakeshores and slipways, litter control

It can make recommendations to Council on:

- Priorities for services and development within the community
 - Local rates
 - Spending outside the approved annual budget
-

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UPDATES

8.1 Chairperson's Report

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

8.2 Councillors Report

Councillor Dobson to report on matters from the District Council table.

1 Apologies

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

2 Leave of absence

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

3 Conflict of Interest

Subcommittee 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 Colac Bay Community Development Area Subcommittee, 17 March 2016

Colac Bay Community Development Area Subcommittee OPEN MINUTES

Minutes of a meeting of Colac Bay Community Development Area Subcommittee held in the Colac Bay Hall, Manuka Street, Colac Bay on Thursday, 17 March 2016 at 6pm.

PRESENT

Chairperson	Lynley Barclay
Members	Warren Bevin Rowena Tomlin
Councillor	Rodney Dobson

IN ATTENDANCE

Community Engineer	Greg Erskine
Committee Advisor	Alyson Hamilton

PUBLIC GALLERY

Julie Guise
Carole Elder
Ian Brinsdon

1 Apologies

Moved Member Bevin, seconded Member Tomlin and **resolved:**

That the apology for non-attendance lodged by Member Cleaver and Graeme McKenzie 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

Moved Member Barclay, seconded Cr Dobson and **resolved:**

That the Colac Bay Community Development Area Subcommittee go into public forum to allow members of the public to speak.

Carole Elder

Mrs Elder addressed the meeting outlining her concerns on the following Council issues. These included;

- Council stance on the closure of the Colac Foreshore Road and lack of contact with the community.
- Query regarding the costings of the concrete blocks that have been placed across the road and the on-going maintenance costs.
- Query regrading monies spent on the new footpath when the community, she felt, would prefer all monies spent on the reopening of the Colac Foreshore Road.
- Frustration for the members of the Colac Bay CDA at the lack of action at the installation of the toilet.
- Query in regards to the minute 5.1 Extra-Ordinary Vacancy relating to the Colac Bay CDA; why do the minutes not state what happens if no nominations are received from the community? Mrs Elder was advised that the minutes do not require such information.

Mrs Elder advised in regards to a Council enquiry regarding ownership of the boat ramp, the Colac Bay Progress League has agreed to retain ownership of the ramp and to undertake the necessary repair work at their cost.

Julie Guise

Mrs Guise addressed the meeting expressing frustration at the lack of communication from Council in regards to the closure of the Colac Foreshore road.

Mrs Guise advised that following a public meeting held in Colac Bay (November 2015) and organised by Council it was believed that Council would undertake lodgement of a resource consent application with Environment Southland with which the meeting was led to believe would take 2-3 months.

Mrs Guise stated it was with extreme disappointment that when she recently rung Environment Southland to ascertain progress of this consent Mrs Guise was advised that no application has been lodged to date by the Southland District Council for the Colac Foreshore Road.

Mrs Guise stated Council has care of duty to its ratepayers and felt that this issue has been personal to her and has affected her business within the township.

Mrs Guise commented on Council's recent interest in the boat ramp querying whether it is the intention of the Council to close the ramp?

Mr Dolan suggested that the issues raised by Mrs Guise be responded to by staff under the Works & Finance report.

The Chair expressed appreciation to Mrs Elder and Mrs Guise for their presentations to the Committee.

Moved Member Bevin, seconded Member Tomlin and **resolved:**

That the Colac Bay Community Development Area Subcommittee moves out of public forum.

5 Extraordinary/Urgent Items

There were no Extraordinary/Urgent items.

6 Confirmation of Minutes

Resolution

Moved Cr Dobson, seconded Member Tomlin **and resolved:**

That the minutes of Colac Bay Community Development Area Subcommittee meeting held on 26 November 2015 be confirmed as a true and correct record.

Reports

7.1 Extra-ordinary Vacancy - Colac Bay CDA

Record No: R/16/3/3669

Report by Alyson Hamilton, Committee Advisor, seeking the subcommittee's input on the filling of the extra-ordinary vacancies created by the resignations of Mrs Julie Guise and Mrs Carole Elder, was tabled.

Mrs Hamilton advised that at the previous meeting of the subcommittee the options available to appoint replacements to the vacancies that exist. These being;

Do nothing – i.e. carry the vacancy until the next Triennial meeting which would be held February/March 2017.

Appoint highest unsuccessful candidate at the last CDA Triennial elections; this does not apply for this particular Subcommittee as there were only 6 candidates nominated at the last Triennial elections.

Subcommittee members to canvas the community for suitable nominees to fill the vacancy.

Mrs Hamilton advised that following a mail drop throughout the Township and surrounding areas two nominations were received namely Mr Ian Brinsdon, a resident who is retired farmer and Mr Graeme McKenzie, a resident of the Township and operates as a Business Manager.

The meeting agreed to support the nominations received from Mr Brinsdon and Mr McKenzie, and that a recommendation be made to Council that Mr Ian Brinsdon and Mr Graeme McKenzie be appointed to fill the vacancies on the Subcommittee.

Resolution

Moved Member Tomlin, seconded Member Bevin **and resolved:**

That the Colac Bay Community Development Area Subcommittee:

- a) **Receives the report titled “Extra-ordinary Vacancy - Colac Bay CDA” dated 8 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) **Supports the nominations received from Mr Ian Brinsdon and Mr Graeme McKenzie.**
- e) **That Council confirms Mr Ian Brinsdon and Mr Graeme McKenzie be appointed to fill the vacancies on the Colac Bay Community Development Area Subcommittee.**

7.2 Action Sheet

Record No: R/16/3/3664

The Action Sheet from the subcommittee’s previous meetings was circulated for Members information.

The subcommittee was informed as follows;

Colac Bay Boat Ramp

The meeting was advised that the Colac Bay Progress League has indicated they wish to retain ownership of the boat ramp, such information to be forwarded to the Council’s Strategic Manager, Property.

Resolution

Moved Cr Dobson, seconded Member Brinsdon **and resolved:**

That the Colac Bay Community Development Area Subcommittee:

a) **Receives the report titled “Action Sheet” dated 8 March 2016.**

7.3 Works and Finance Report to Colac Bay Development Area Subcommittee for the period ended 31 January 2016

Record No: R/16/2/2756

The Works and Finance Report for the period ended 31 January 2016, was tabled.

In response to queries raised by Mrs Guise and Mrs Elder in the Public Forum section of the meeting, the Community Engineer advised as follows;

Colac Foreshore Road

Additional traffic barriers have had to be installed at the road closure on Colac Foreshore Road due to the continued vandalism of the original ones. Unfortunately, moving of the barriers and allowing traffic to enter the area was not only putting motorists at risk but liability with the Council and contractor.

A consultant has been delayed putting together a proposal to Environment Southland for on-going maintenance of the foreshore and approval for new rock protection as required but it is hoped this should be completed soon.

Minutes

Mr Dolan reported in regards to a query from Mrs Elder in relation to the Extra-Ordinary Vacancy of the CDA, the information provided in the minutes covered the issues sufficiently.

New Footpath

In discussing the proposed new footpath the meeting agreed that this work be placed on hold and that the monies set aside in the Long Term Plan for 2016/2017 for this project be transferred to the 2017/2018 financial year and be targeted toward maintenance of the Colac Foreshore Road.

Concrete blocks

In regards to Mrs Elder’s query re costing of the concrete blocks placed on the Colac Foreshore Road and the on-going cost of maintaining them. The meeting was informed this information to be forwarded to Mrs Elder by the Community Engineer.

Member Bevin queried the possibility of positioning the concrete blocks on the sea side of the road with the view of there still being a single lane. The Community Engineer responded that this area is hazardous to vehicles with potential for further erosion.

The Community Engineer reported on other township issues as follows;

Hall

A local contractor is to replace the cladding on the south wall of the hall before the end of April. The signwriting will also be reinstated after the new iron is in place.

Tables

Several concrete pads have been installed and have seats bolted to them, a couple of additional ones are planned for some spare tables.

Members advised the new table has yet to be placed on the concrete pad. The Community Engineer is to follow-up on location of the table.

Footpath

The new footpath work on Colac Foreshore Road has been completed.

The meeting advised the recently completed footpath has grass growing over it and requires spraying work. The Community Engineer to arrange for this work to be undertaken.

Bus

The meeting requested an approach be made to Mayor Tong advising that whilst the bus has been shifted a few metres from its original position, it has collapsed and due to being approachable by the public the subcommittee consider this is a health and safety issue therefore the owner needs to be advised that the bus be removed. Councillor Dobson to follow-up with Mayor Tong.

Resolution

Moved Member Tomlin, seconded Cr Dobson **and resolved:**

That the Colac Bay Community Development Area Subcommittee:

- a) **Receives the report titled “Works and Finance Report to Colac Bay Development Area Subcommittee for the period ended 31 January 2016” dated 7 March 2016.**

8.1 Chairperson's Report

The Chairperson, Member Barclay reported on matters with which she has been involved since the subcommittee's last meeting. This included the following;

- Attendance at the NZ Community Boards Executive Committee workshop
- Waitangi weekend – camping ground and freedom camping sites were full
- Successful fishing competition held on January, over 60 entrants
- Surfing championships held at “The Trees”; over 200 persons in attendance. Suggest the possibility of a picnic table being positioned in this area
- Concern at Colac Foreshore road closure which is causing a division in the community

8.2 Councillor's Report

Councillor Dobson reported on matters from the district council table which included the following;

- Around the Mountain Cycle Trail
- Submissions to Annual Plan closed
- Building Consents down on previous years
- Resource Management Committee Hearing – Farmlands Cooperative Society Limited at Otautau

The meeting concluded at 5.50pm

CONFIRMED AS A TRUE AND CORRECT RECORD AT A MEETING OF THE COLAC BAY COMMUNITY DEVELOPMENT AREA SUBCOMMITTEE HELD ON THURSDAY, 17 MARCH 2016.

DATE:.....

CHAIRPERSON:.....

Action Sheet

Record No: R/16/7/10288
Author: Alyson Hamilton, Committee Advisor
Approved by: Alyson Hamilton, Committee Advisor

Decision Recommendation Information

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

Recommendation

That the Colac Bay Community Development Area Subcommittee:

- a) **Receives the report titled "Action Sheet" dated 4 July 2016.**

Attachments

- A Colac Bay Community Development Area Subcommittee - InfoCouncil Action Sheet
[View](#)

Colac Bay Community Development Area Subcommittee Action Sheet - Excluding Public Excluded

Open Action Items

Author	Due Date	Subject	Notes
Greg Erskine	12/03/2015	N Cleaver - repair work to Colac Bay Hall	The south end wall replacement has been completed, 2 lettering options will be presented at the meeting to replace the old signage.
Greg Erskine	15/03/2016	Changing Shed	Requests that the subcommittee be kept informed of the progress of the changing shed to be placed at the Surfies Corner. The shed has been discussed with the Builder and will be completed early summer.
Cr Dobson	15/03/2016	Derelict Bus	Requests that whilst Mr Thompson has shifted the derelict bus a few metres, it has collapsed and is now considered a safety issue and should be removed. Cr Dobson to follow-up with Mayor Tong.
Kevin McNaught	15/03/2016	Colac Bay Boat Ramp	The subcommittee has been advised the Colac Bay Progress League wish to retain ownership of the boat ramp. Request for a letter from the Progress League to confirm their responsibility for maintenance and any associated costs of the ramp. Letter to be forwarded to Property staff.

Recently Closed Action Items

Author	Completion Date	Subject	Notes
Alyson Hamilton	28/06/2016	Extra-ordinary Vacancy - Colac Bay CDA	Action completed by: Alyson Hamilton Council confirms Ian Brinsdon and Graeme McKenzie be appointed to fill the vacancies on the Colac Bay CDA

Works and Finance Report to Colac Bay Development Area Subcommittee for the period ended 31 May 2016

Record No: R/16/5/7856
Author: Greg Erskine, Community Engineer
Approved by: Ian Marshall, Group Manager Services and Assets

Decision Recommendation Information

Community Engineer's Report

- 1 Community Engineer will provide a verbal report on projects and financial variances.

Project List

- 2 The table below shows all of the projects that are currently planned for 2015/2016, including carry forwards from previous years with an update on their progress. Carry forwards are identified in the following table as **bold and italic**.

Activity	Project	Type	Year	Budget	Status	Officer's Comments
Roading and Transport	New tables and beautification	MAINT PLAN	1516	\$5,000	Construction	Tables have been placed on concrete pads, some remaining funding to do more with existing tables.
Roading and Transport	Footpath	REN	1516	\$5,000	Not Started	Possible site has been inspected by the Committee.
<i>Roading and Transport</i>	<i>New Footpath</i>	<i>LOS</i>	<i>1314</i>	<i>\$5,145</i>	<i>Design</i>	<i>Completed by a local contractor.</i>
<i>Public Conveniences</i>	<i>Toilet upgrade</i>	<i>LOS</i>	<i>1112</i>	<i>\$21,480</i>	<i>Design</i>	<i>Toilet has been ordered. Building consent approved, land acquisition complete.</i>

Recommendation

That the Colac Bay Community Development Area Subcommittee:

- a) Receives the report titled "Works and Finance Report to Colac Bay Development Area Subcommittee for the period ended 31 May 2016" dated 4 July 2016.

Attachments

- A Colac Bay Financial Reports, 31 May 2016 [View](#)

Colac Bay Community Financial Report

91.67% Of Year

For the Period Ended May 2016

Income	<u>Annual Budget</u>	<u>Actual Income to Date</u>	<u>Income to Date %</u>	<u>Full Year Projection</u>
22707 Street Works - Colac Bay	8,183	6,834	84%	8,055
22728 Beautification - Colac Bay	7,500	7,055	94%	7,680
22746 Playground - Colac Bay	1,500	1,375	92%	1,500
22750 Hall - Colac Bay	8,045	7,826	97%	8,829
Subtotal Local Business Units	25,228	23,089	92%	26,063
22713 Colac Bay- Stormwater Drainage	777	699	90%	764
Subtotal Water & Waste Business Units	777	699	90%	764
Total	26,005	23,788	91%	26,827
Expenditure	<u>Annual Budget</u>	<u>Actual Spent to Date</u>	<u>Spent to Date %</u>	<u>Full Year Projection</u>
22707 Street Works - Colac Bay	12,595	9,947	79%	10,980
22728 Beautification - Colac Bay	7,500	5,914	79%	6,539
22746 Playground - Colac Bay	1,500	0	0%	125
22750 Hall - Colac Bay	7,682	4,978	65%	5,419
Subtotal Local Business Units	29,277	20,839	71%	23,063
22713 Colac Bay- Stormwater Drainage	777	37	5%	99
Subtotal Water & Waste Business Units	777	37	5%	99
Total	30,054	20,876	69%	23,162

Colac Bay Community Financial Report

91.67% Of Year

For the Period Ended May 2016

Capital Expenditure	<u>Annual Budget</u>	<u>Actual Spent to Date</u>	<u>Spent to Date %</u>	<u>Full Year Projection</u>
22707 StreetWorks - Colac Bay	10,145	4,030	40%	4,876
Subtotal Local Business Units	10,145	4,030	40%	4,876
Total	10,145	4,030	40%	4,876
Funding Adjustments (Contributions, Loans, Provisions, Reserves, Forestry Dividend)	<u>Annual Budget</u>	<u>Actual Adjustments to Date</u>	<u>Adjustments to Date %</u>	<u>Full Year Projection</u>
22707 StreetWorks - Colac Bay	14,557	0	0%	1,213
22750 Hall - Colac Bay	(363)	0	0%	(30)
Subtotal Local Business Units	14,194	0	0%	1,183
Subtotal Water & Waste Business Units	0	0	0%	0
Total	14,194	0	0%	1,183

Reserve Balances - Annual Plan

Colac Bay	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
Community Centre													
<i>Operating</i>													
Comm Centres Colac Bay - OPR	8,834	9,197	9,197	9,575	9,969	1,529	1,586	1,646	1,708	1,773	1,840	1,910	1,910
Total Community Centre Operating	<u>8,834</u>	<u>9,197</u>	<u>9,197</u>	<u>9,575</u>	<u>9,969</u>	<u>1,529</u>	<u>1,586</u>	<u>1,646</u>	<u>1,708</u>	<u>1,773</u>	<u>1,840</u>	<u>1,910</u>	<u>1,910</u>
Total Community Centre Balance	<u>8,834</u>	<u>9,197</u>	<u>9,197</u>	<u>9,575</u>	<u>9,969</u>	<u>1,529</u>	<u>1,586</u>	<u>1,646</u>	<u>1,708</u>	<u>1,773</u>	<u>1,840</u>	<u>1,910</u>	<u>1,910</u>
Local													
<i>Reserve</i>													
Colac Bay General	44,588	35,176	17,531	6,329	6,535	6,750	6,974	7,207	7,450	7,703	3,851	3,953	3,953
Total Local Reserve	<u>44,588</u>	<u>35,176</u>	<u>17,531</u>	<u>6,329</u>	<u>6,535</u>	<u>6,750</u>	<u>6,974</u>	<u>7,207</u>	<u>7,450</u>	<u>7,703</u>	<u>3,851</u>	<u>3,953</u>	<u>3,953</u>
Total Local Balance	<u>44,588</u>	<u>35,176</u>	<u>17,531</u>	<u>6,329</u>	<u>6,535</u>	<u>6,750</u>	<u>6,974</u>	<u>7,207</u>	<u>7,450</u>	<u>7,703</u>	<u>3,851</u>	<u>3,953</u>	<u>3,953</u>
Total Colac Bay Reserve Balance	<u>53,422</u>	<u>44,373</u>	<u>26,728</u>	<u>15,904</u>	<u>16,504</u>	<u>8,279</u>	<u>8,560</u>	<u>8,853</u>	<u>9,158</u>	<u>9,476</u>	<u>5,691</u>	<u>5,863</u>	<u>5,863</u>

Bylaw Review Process

Record No: R/16/4/5182
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 Colac Bay Community Development Area Subcommittee:

- a) **Receives the report titled “Bylaw Review Process” dated 4 July 2016.**

Attachments

There are no attachments for this report.

Elected Members' Expense Reimbursements and Allowances

Record No: R/16/7/10197
Author: Sheree Marrah, Finance Manager
Approved by: Anne Robson, Chief Financial Officer

Decision Recommendation Information

Purpose

- 1 The purpose of this report is to inform Community Boards and Community Development Area Subcommittees of the recent changes to Council's Elected Members' Remuneration and Reimbursements Policy and the associated impact on them. The revised policy amendments were adopted by Council on 8 June 2016 and are effective from 1 July 2016.

Executive Summary

- 2 The Remuneration Authority (RA) sets the framework for the remuneration and reimbursement of local government elected members, namely the Mayor, Councillors and Community Board members. Council recently reviewed its Elected Members' Remuneration and Reimbursements Policy as a result of some minor changes required by the RA to mileage and travel time allowances.
- 3 In undertaking the review, Council staff recommended a number of additional amendments to the policy to allow reimbursement of expenses and the payment of allowances to Community Board members and Council Subcommittee members.
- 4 The revised policy includes the provision of mileage and travel time allowances as well as expenditure reimbursements for Community Board and Subcommittee members, in line with Councillors.

Background

- 5 The RA sets the framework for the remuneration and reimbursement of local government elected members, namely the Mayor, Councillors and Community Board members. The RA sets the maximum level of expenses and allowances available to elected members. Council's policy is required to be in alignment with the maximum levels set by the RA.
- 6 The previous Council policy mistakenly excluded Community Board members from receiving allowances. As Council had no other formal policy on reimbursement and allowances for Council Subcommittee members, it was recommended that Subcommittees also be included in this policy.
- 7 The specific provisions relevant to Community Boards and Council Subcommittees incorporated into the revised policy are as follows:
 - **Mileage allowance**, can be claimed in line with Councillors, where travel exceeds 30 kilometres within a day. The **mileage allowance** will be paid to elected members at a rate of 74 cents per kilometre (consistent with the IRD rates) for the first 5,000 kilometres. The rate for travel in excess of 5,000 kilometres will remain at 37 cents per kilometre. The 30 kilometre round trip threshold (ie, 15 kilometres each way) applies to visits to Council offices (or other regular meeting venues deemed to be a

Council office for the purpose of this policy). For other Council requested travel by elected members, no threshold will apply.

- **Travel time allowance**, can be claimed in line with Councillors, at a rate of \$37.50 per hour, where travel time exceeds 1 hour within a day.
- The policy states that where Community Board or Subcommittee meetings are held at a regular venue other than a Council office, this location will be deemed to be a Council office for the purposes of mileage and travel time allowances.
- **Reimbursement for costs** can be claimed for courses, seminars and training associated with the role of an elected member. Associated travel and accommodation costs may also be reimbursed if in accordance with the policy.
- Community Board and Council Subcommittee members will not be eligible to claim the communication allowance stated in the policy.

- 8 In order to claim an allowance a claim form will need to be completed by the elected member (see sample claim forms attached). For reimbursements a claim form will need to be completed and supporting invoices/receipts attached. Completed forms will be submitted to the relevant Committee Advisor to arrange for approval and payment.

Funding

- 9 Although the revised change in mileage and travel time allowances for Community Board and Council Subcommittee members has not specifically been budgeted for in 2016/2017, it is anticipated that this will not be a significant cost to the communities as the majority of elected members live within 15 kilometres of their nearest Council office and travel less than one hour to attend meetings.
- 10 Payment of allowances and reimbursements will be funded from local operating budgets of the relevant Community Board or sub-committee.

Policy

- 11 A copy of the revised policy, effective from 1 July 2016, is included as attachment A to this report.

Recommendation

That the Colac Bay Community Development Area Subcommittee:

- a) **Receives the report titled “Elected Members’ Expense Reimbursements and Allowances” dated 4 July 2016.**

Attachments

- A FINAL Elected Members’ Remuneration and Reimbursements Policy (effective 1 July 2016) [View](#)
- B Elected Member Allowance Claim Form [View](#)
- C Elected Member Expense Reimbursement Claim Form [View](#)

POLICY: **ELECTED MEMBERS' REMUNERATION AND REIMBURSEMENTS POLICY**

GROUP RESPONSIBLE: Financial Services

DATE APPROVED: 25/6/08, 26/5/10, 26/1/11, 6/4/11, 29/6/11, 9/10/13, 16/4/14, 8/6/16

EFFECTIVE DATE: 1 July 2016

FILE NO: 10/4/3/1, 18/1/6/4, 240/10/7/8, 240/10/1/5, 240/10/1/6
140/20/1/4, 240/10/7/8, R/16/5/7922

POLICY DETAIL:

1.0 SCOPE

1.1 This policy provides the framework for:

- (a) Remuneration of the Mayor and Councillors;
- (b) Expenditure reimbursement and allowances for the Mayor and Councillors;
- (c) The salary of Community Board members; and
- (d) Expenditure reimbursement and mileage and travel time allowances for Community Board members;
- (e) Expenditure reimbursement and mileage and travel time allowances for the elected members of Council subcommittees.

2.0 BACKGROUND

- 2.1 Remuneration for the Mayor, Councillors and Community Board members, and also the rules relating to allowances and expenses are determined by the Remuneration Authority and reviewed on an annual basis. Southland District Council is required to respond to the authority regarding remuneration and its policy for allowances and expenses.
- 2.2 The attached schedule (**Appendix A**) outlines the dollar amounts which will be paid. This schedule may be updated from time to time to reflect the most recent determination and advice of the Remuneration Authority including inflation adjustments.
- 2.3 The Elected Members' Remuneration and Reimbursements Policy is intended to reflect the relevant period's Local Government Elected Members Determination. If inconsistencies arise between this policy and the determination in regards to remuneration and allowance rates, Council will make payments to elected members in accordance with the relevant Local Government Elected Members' Determination.

3.0 DEFINITIONS

Actual means as evidenced by the original receipt attached to the claim form.

Council shall mean the 13 elected members that form the governing body (Council) of the Southland District Council.

Chair shall mean the individual appointed the role of chairperson by formal resolution in the case of Council committees or elected to this role in the case of community boards.

Chief Executive shall mean the Chief Executive of Southland District Council.

Community Board Member shall mean any elected member of the eight community boards throughout the Southland District. These are: Edendale-Wyndham, Otautau, Riverton/Aparima, Stewart Island/Rakiura, Te Anau, Tuatapere, Wallacetown and Winton.

Subcommittee Member shall mean any elected member of a Council appointed subcommittee, including but not limited to the 9 Community Development Area (CDA) subcommittees throughout the Southland District. The CDAs are: Athol, Balfour, Browns, Centre Bush/Limehills, Colac Bay, Dipton, Garston, Gorge Road, Lumsden, Manapouri, Mossburn, Nightcaps, Ohai, Orepuki, Riversdale, Thornbury, Tokanui, Waikaia, Woodlands.

Council Business includes formal Council and community board meetings, committee meetings, workshops, seminars, statutory hearings, training courses, site visits and where required or invited by Council, meetings with staff, meetings with community groups or meetings with members of the public. It does not include events where the primary focus is on social activity.

Councillor shall mean any of the 12 elected members of Council, including the Deputy Mayor, but excluding the Mayor.

Council office shall mean any of the seven Council offices throughout the Southland District. These are: Invercargill, Wyndham, Riverton, Stewart Island, Te Anau, Otautau and Winton. Where Community Board or subcommittee meetings are held at a regular venue other than a Council office, this location will be deemed to be a Council office for the purposes of this policy.

Elected member shall mean any of the Councillors, Community Board members, Community Development Area subcommittee members or other Council appointed subcommittee members.

Expenses means actual and reasonable expenses including but not limited to; accommodation, rental car, air travel, taxis, meals and refreshments, entertainment (hospitality), parking, sundry vehicle costs, alternative travel options and other such costs directly related to the business of Southland District Council.

Mayor shall mean the Mayor of Southland District Council.

Reasonable means that it is within the amount specified by this policy or as deemed reasonable by the Mayor and/or Chief Executive.

Remuneration Authority is an independent body established by the Remuneration Authority Act 1977, with responsibilities under the Local Government Act 2002 to determine remuneration and expense/allowance rules for local authority members.

Southland District Council means the organisation established to administer Council affairs, conduct operations and bring effect to Council policy and strategies.

Travel includes journeys made by air and sea, travel by taxi and travel by hire vehicle or private vehicle.

Travel arrangements include accommodation, travel and seminar registration.

4.0 REMUNERATION

4.1 Mayor and Councillors

4.1.1 The Mayor shall receive the full salary allowable by the determination of the Remuneration Authority, outlined in **Appendix A**.

4.1.2 In addition to the base salary, Councillors can receive extra remuneration for:

- (a) Positions of additional responsibility (including Deputy Mayor and Chair of various committees) and/or
- (b) Taking on significantly extra duties during the District Plan process.

Additional remuneration will be made at the rates outlined below, which have been approved by the Remuneration Authority.

Role	Additional amount
Deputy Mayor	+ 40% of a base councillor salary
Policy Review Committee chair	+ 20% of a base councillor salary
Venture Southland director	+ 15% of a base councillor salary
Activities Performance Audit Committee chair	+ 25% of a base councillor salary

4.1.3 In addition, 50% of a base councillor salary will be retained for allocation to members of the Resource Management Committee for District Plan review. This will be payable to all members of the Resource Management Committee at the rate of \$100 per day for District Plan review meetings.

4.2 Community Board Members

4.2.1 Remuneration for Community Board members and chairs will be made at the full allowable rate determined by the Remuneration Authority, outlined in **Appendix A**.

4.3 Subcommittee Members

4.3.1 No remuneration is payable to those appointed to subcommittees of Council.

5.0 EXPENDITURE REIMBURSEMENTS

5.1 Elected members will perform their roles in a manner that is most cost-effective for households and businesses. Costs for expenses must have a justifiable business purpose, be moderate and conservative having regard to the circumstances, and be appropriate in all respects.

- 5.2 Where possible, reimbursements will be based on actual incurred costs. Where an allowance is made, this will be based on a fair and reasonable estimate consistent with the guidelines of the Remuneration Authority.
- 5.3 If applicable, where reimbursements are claimed it must be specified whether amounts are GST exclusive or GST inclusive.
- 5.4 All actual reimbursements will be submitted on the appropriate form and supported by relevant invoices and/or documentation.
- 5.5 Expense claims will be approved as follows

Claim by the:	Approved by
Mayor	The Chair of the Activities Performance Audit Committee
Deputy Mayor	The Mayor
Councillors	The Mayor or Deputy Mayor

- 5.6 Expense claims for Community Board and Subcommittee members will be approved by the Mayor, Deputy Mayor or Chair of the Activities Performance Audit Committee.
- 5.7 No costs will be reimbursed where they are chargeable to others, including private companies.
- 5.8 Expenses for electioneering will not be reimbursed.

6.0 MILEAGE ALLOWANCE

- 6.1 The Mayor will be provided with a vehicle that will also be available for his/her private use. A deduction will be made from his/her salary as determined by the Remuneration Authority. The Mayor will not be able to claim for vehicle mileage.
- 6.2 A mileage claim can be made where an elected member has been required or invited by Council to a meeting on Council business and is travelling in his/her own vehicle and is taking the most direct route reasonable in the circumstances.
- 6.3 Where possible every effort should be made to share transport and reduce costs.
- 6.4 Mileage claims are based on travel from the elected member’s normal residence to the meeting place.
- 6.5 In accordance with the Remuneration Authority’s determination mileage allowance will be paid as follows:
 - (a) For travel to any Council office, mileage allowance will be paid for kilometres travelled beyond 15 km each way (ie, a 30 km round trip). This distance is calculated from the elected member’s place of residence to the Council office.
 - (b) For all other Council related travel, mileage allowance will be paid for the total kilometres travelled from the elected member’s place of residence.
- 6.6 For travel to any Council office where distance does not exceed 15 km each way (ie, a 30 km round trip), no mileage allowance will be paid.
- 6.7 The mileage rate will be paid at the full rate determined by the Remuneration Authority, outlined in **Appendix A**.

7.0 TRAVEL TIME ALLOWANCE

- 7.1 Travel time will be paid to all elected members at the full allowable rate in accordance with the conditions outlined in the determination of the Remuneration Authority, outlined in **Appendix A**.
- 7.2 In accordance with the Remuneration Authority's determination this allowance will only be paid where travel time exceeds 1 hour within a day.
- 7.3 In accordance with the Remuneration Authority's determination, payment of travel time allowance will not be paid for positions which are considered to be full time. Therefore, travel time allowance will not be paid to the Mayor.

8.0 COMMUNICATIONS ALLOWANCE

- 8.1 An allowance will be paid to Councillors where they supply their own hardware for use in Council business. No allowance is payable in respect of items provided by Southland District Council.
- 8.2 The allowance for communications and technology will be paid at the full allowable rate determined by the Remuneration Authority, outlined in **Appendix A**. The Mayor shall be provided with a mobile phone, laptop or tablet and accessories, and a broadband connection in lieu of the allowance.
- 8.3 No communications allowance is payable to Community Board members and members of Council subcommittees.

9.0 CONFERENCES, SEMINARS AND TRAINING

- 9.1 Conferences, courses, seminars or training events must contribute to the elected members' ability to carry out council business.
- 9.2 All elected members are entitled to payment of actual and reasonable registration, travel, accommodation, meal and related incidental expenses (including travel insurance) incurred in attendance at conferences, courses, seminars or training events, held both within New Zealand and overseas, subject to:
- (a) Related expenditure being accommodated within existing budgets, and
 - (b) The appropriate approvals as outlined in this policy.
- 9.3 In respect of the Mayor, prior approval of the Deputy Mayor or Chair of Activities Performance Audit Committee is required for travel within New Zealand for Council business; attendance at conferences, courses, training events, seminars or other purposes associated with the position of Mayor.
- 9.4 In respect of Councillors; attendance at these events when held in New Zealand must be approved by the Mayor and either the Deputy Mayor or Chair of Activities Performance Audit Committee.
- 9.5 In respect of Community Board and Community Development Area Subcommittee members; attendance at these events when held in New Zealand, prior approval must be obtained from the Mayor, Deputy Mayor or Chair of Activities Performance Audit Committee.

9.6 Attendance at conferences, courses, seminars or training events held overseas must be approved by the Council.

10.0 TRAVEL AND ACCOMMODATION

10.1 Where possible all travel arrangements will be made through the Executive Assistant to the Mayor.

10.2 Where possible costs will be charged to Council; otherwise all fair and reasonable costs will be reimbursed.

10.3 Travel will be arranged in a manner that represents public value in consideration of location, timing and cost. As appropriate, Council may choose to arrange air travel, travel by hire vehicle, travel by sea, travel by taxi or travel by bus.

10.4 Taxi chits issued for travel to approved meetings or conferences will be used only for business purposes of Council. Where a taxi chit has been obtained for purposes other than travel to approved meetings and conferences, any claim must be accompanied by appropriate documentation and reasons for the claim.

10.5 Unless otherwise approved, all international air travel will be economy class. Stopovers during international air travel will be approved on a case-by-case basis.

10.6 Frequent flyer points earned by elected members on Council business may be used for private travel.

10.7 Due to the significant amount of air travel undertaken by the Mayor, Council will pay for membership of an Airline Club (such as the Koru Club).

10.8 Private accommodation may be used on occasions where it is considered appropriate and is approved by the Mayor, Deputy Mayor or Chair of Activities Performance Audit Committee. If private accommodation is used, reimbursement will be fair and reasonable and will not exceed the cost of obtaining accommodation or meals from another source such as a motel or hotel.

10.9 Where Council approves the attendance of the spouse/partner of the Mayor or any Councillor at conferences or meetings, fair and reasonable actual costs will be reimbursed.

APPENDIX A**SCHEDULE OF REMUNERATION AND REIMBURSEMENT AMOUNTS****Remuneration of the Mayor and Councillors**

Mayor	\$104,301 ¹
Deputy Mayor	\$36,019
Policy Review Committee Chair	\$30,874
Venture Southland Director	\$29,587
Activities Performance Audit Committee Chair	\$32,160
Councillor	\$25,728

Available to Resource Management Committee during the District Plan, 50% of a Councillor salary, paid \$100 per day.

Expenditure Reimbursement for the Mayor and Councillors

Mileage Rate (first 5,000 km per annum)	0.74 per km
Mileage Rate (above 5,000 km per annum)	0.37 per km

Personal Computer	\$150 per annum
Electronic Tablet	\$150 per annum
Printer	\$40 per annum
Telephone	\$60 per annum
Internet Connection (maximum)	\$250 per annum
Telephone/Mobile Phone Calls (maximum)	\$400 per annum

Salary of Community Boards

	<i>Chairperson</i>	<i>Member</i>
Edendale/Wyndham Community Board	\$4,510	\$2,255
Otautau Community Board	\$7,175	\$3,588
Riverton/Aparima Community Board	\$6,355	\$3,178
Stewart Island/Rakiura Community Board	\$2,665	\$1,333
Te Anau Community Board	\$10,250	\$5,125
Tuatapere Community Board	\$4,305	\$2,153
Wallacetown Community Board	\$2,665	\$1,333
Winton Community Board	\$8,815	\$4,408

Travel time allowance is paid at a rate of \$37.50 per hour for travel that exceeds one hour per day. Travel time is payable to elected members who are not considered to be full time and is only payable for travel relating to Southland District Council business. Travel time allowance is payable in respect of the quickest form of transport reasonable in the circumstances.

¹ Before adjustment for private use of motor vehicle of \$4,247.



Item 7.4 Attachment B

SOUTHLAND DISTRICT COUNCIL ELECTED MEMBER MILEAGE/TRAVEL TIME ALLOWANCE CLAIM SHEET

Name _____

Address _____

CB/CDA _____

Signature _____

I hereby claim travelling allowances for the use of my car for:

- a) Attending Council meetings.
- b) Attending Committee meetings of the Council.
- c) Carrying out other Council business (only at the request of Council).

I certify that the following information is correct in respect of the amount claimed and that I have not received, nor am I entitled to receive, reimbursement from any other source.

Date _____

Date	Travel From - To	Meeting Details/Purpose	Total km travelled	Less threshold ¹ (30km for a return trip)	Total km payable	Total Travel Time (hours)	Less threshold (1 hour per day)	Travel Time ² Payable	Overnight stay (Y/N)

¹ A 30 km round trip threshold applies to visits to Council offices (or other regular meeting venues deemed to be a Council office for the purpose of the Elected Members Remuneration and Reimbursements Policy TRIM ref R/16/5/7922). For other Council related travel, no threshold applies.

² Travel time allowance is only paid where travelling time for Council business exceeds one hour within a day.

<u>OFFICE USE ONLY</u>				
Mileage (under 5,000kms pa)	_____	kms @ 74 ³ cents	\$ _____	Authorised as appropriate _____
Mileage (over 5,000kms pa)	_____	kms @ 37 cents	\$ _____	
Travel Time	_____	hrs @ \$37.50	\$ _____	Authorised for payment _____
TOTAL			\$ _____	
Business Unit	_____	Account	_____	
Purchase Order number	_____	(for payments via Accounts Payable only)	_____	Copy provided to Payroll / Accounts Payable (delete one)

³ In accordance with the Local Government Elected Members Determination 2016 (effective from 1 July 2016 to 30 June 2017).



SOUTHLAND DISTRICT COUNCIL ELECTED MEMBER EXPENSE REIMBURSEMENT CLAIM SHEET

Item 7.4 Attachment C

Name _____

Address _____

CB/CDA _____

Signature _____

I certify that the following information is correct in respect of the amount claimed and that I have not received, nor am I entitled to receive, reimbursement from any other source.

I confirm all invoices/receipts are attached for expense reimbursements requested in this claim.

Date _____

Date	Supplier	Expense Type (Training/Travel etc)	Details/Purpose	Total claim (GST incl)
TOTAL				\$

<u>OFFICE USE ONLY</u>			
	Business Unit	Account	TOTAL
Training		23512	\$
Travel		23515	\$
Accommodation & Meals		23511	\$
Other			\$
TOTAL			\$
Purchase Order number	_____		

Authorised as appropriate _____

Authorised for payment _____

Copy provided to Accounts Payable

Venture Southland Update on Community Development Initiatives in Colac Bay and Waiau Aparima Ward

Record No: R/16/6/9488
Author: Kathryn Cowie, Community Development Planner
Approved by: Rex Capil, Group Manager Community and Futures

Decision Recommendation Information

Community Development Update

- 1 The purpose of this report is to provide an update on staff changes within the Venture Southland Community Development Team, and to report on community development initiatives and projects regionally, and within the Waiau Aparima ward, and more specifically Colac Bay.

Staff Changes

- 2 Nicola Wills has recently been appointed as Community Development Team Leader. She will also be looking after Stewart Island in a Community Development Planner capacity. Other planner's areas of responsibility are as follows:

Tina Harvey – Waihopai/ToeToes and Winton

Diana Zadavec – Tuatapere, Te Anau and Manapouri

Steven Watson – Mararoa/Waimea

Kathryn Cowie – Waiau/Aparima and Wallacetown

Local Initiatives

- 3 Venture Southland remains focussed on working alongside diverse local communities in rural Southland and undertakes local community planning to ensure priorities are identified and addressed. This supports the Southland District Council's approach to community development and most importantly, supports community organisations to achieve their goals for the benefit of their local communities.

Colac Bay Progress League

- 4 In September 2015 Venture Southland assisted the Colac Bay Progress League with a funding application to the Southland District Council Community Initiatives Fund for a panel at the cemetery, and an application was also made to this fund in March 2016 for a new fridge for the community hall. \$500 and \$1,000 were granted respectively for these two projects.

Colac Bay CDA

- 5 In September 2015 Venture Southland assisted the Colac Bay CDA with a funding application to the Southland District Council Community Initiatives Fund for repairs to the community hall cladding. \$1,000 was granted towards this project.

- 6 In the wider areas surrounding Colac Bay the following are some of the major projects that Venture Southland has assisted with:

Kohi Kohi's Cottage (Riverton)

- 7 This restoration project is now in its second stage (with Stage One being fully funded and the work now complete). Venture Southland has assisted with obtaining \$12,500 of community funding for Stage Two in recent months, with further funding applications pending. The total cost for this part of the restoration is approximately \$45,000.

Taramea Bay Soundshell

- 8 Venture Southland has assisted the Riverton Aparima Community Board to date with the process of demolishing the soundshell, facilitating the community survey which identified public opinion. Venture Southland has subsequently assisted the board with a funding application for the beautification project of Taramea Bay following the demolition.

Regional Initiatives

Health & Safety Workshops for Volunteers & Community Groups

- 9 Venture Southland, in partnership with the Southland Community Law Centre, has held a series of FREE informational workshops throughout the region on the new Health and Safety at Work law. Presented by Denise Lormans (Southland Community Law Centre Manager), these workshops were designed to enlighten and educate Not-for-Profit organisations and their volunteers, trustees and committees on the new legislation - using plain English - whilst also providing some practical guidelines. These workshops took participants through Hazard Risk Management and provided some ideas on how to write up a safety plan for their organisation. It also covered director / governance duties along with due diligence implications.

- 10 There were several workshops held throughout the district, which were very well attended:

Invercargill	Monday 23 rd May	55 attendees
Gore	Thursday 2 nd June	34 attendees
Lumsden	Tuesday 7 th June	22 attendees
Wyndham	Wednesday 8 th June	35 attendees
Winton	Tuesday 14 th June	55 attendees
Otautau	Thursday 16 th June	36 attendees
Te Anau	Thursday 23 rd June	55 attendees

Volunteers Futures Project (CONA)

- 11 This will be an integral piece of work that Venture Southland will complete collaboratively with Southland District Council's Community and Futures team. The brief is currently being developed, but will be associated with gaining an insight into the current state of community organisations and the volunteer sector in Southland. This information would provide baseline data which would then help inform decision making and ensure that the needs are understood from the community's perspective and resource can be targeted appropriately. This research follows on/updates from the work that was facilitated by Venture Southland and the Community Trust of Southland on the volunteer sector in 2010.

Southland Cycling Strategy

- 12 There is a lot of interest in cycling at the moment and Venture Southland is facilitating the development of a joint strategy undertaken with the four Councils and key cycling organisations. This piece of work which has involved a range of community consultation will ensure that there is ensure there is a regional perspective on cycling and the opportunities and challenges associated with it. The process is tracking according to schedule with the draft report due in August.

Recommendation

That the Colac Bay Community Development Area Subcommittee:

- a) **Receives the report titled “Venture Southland Update on Community Development Initiatives in Colac Bay and Waiau Aparima Ward” dated 4 July 2016.**

Attachments

There are no attachments for this report.