

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

Date: Thursday, 14 July 2016
Time: 6pm
Meeting Room: Thornbury Hall
Venue: 14 Broderick Street, Thornbury

Thornbury Community Development Area Subcommittee Agenda

OPEN

MEMBERSHIP

Chairperson	Annette Horrell
Deputy Chairperson	Nathan Ronald
Members	Iain Bulling Andrew Hall Stuart Shaw
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 Horrell, 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

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

4 Public Forum

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

5 Extraordinary/Urgent Items

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

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

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

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

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

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

6 Confirmation of Minutes

- 6.1 Meeting minutes of Thornbury Community Development Area Subcommittee, 10 March 2016

Thornbury Community Development Area Subcommittee OPEN MINUTES

Minutes of a meeting of Thornbury Community Development Area Subcommittee held in the Thornbury Hall, 14 Broderick Street, Thornbury on Thursday, 10 March 2016 at 6pm.

PRESENT

Chairperson
Members

Annette Horrell
Iain Bulling
Andrew Hall
Stuart Shaw
Nathan Ronald
Rodney Dobson

Councillor

IN ATTENDANCE

Community Engineer
Committee Advisor

Greg Erskine
Alyson Hamilton

PUBLIC GALLERY

Lynley Shaw

1 Apologies

Moved Member Shaw, seconded Member Ronald and **resolved:**

That the apology for non-attendance lodged by Member Wills be accepted.

2 Leave of absence

There were no requests for leave of absence received.

3 Conflict of Interest

There were no conflicts of interest declared.

4 Public Forum

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

5 Extraordinary/Urgent Items

There were no Extraordinary/Urgent items.

6 Confirmation of Minutes

Resolution

Moved Member Ronald, seconded Councillor Dobson **and resolved:**

That the minutes of Thornbury Community Development Area Subcommittee, held on 24 November 2015 be confirmed as a true and correct record.

7 Reports

7.1 Action Sheet

Record No: R/16/2/3030

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

The Subcommittee was informed as follows;

Railway Tracks

The meeting requested that in addition to roading repair work required to the track on the Limestone Plains Road that the Community Engineer request Kiwi Rail check the visual and roading condition of the railway lines situated on the Limestone Plains Road and the two situated on the Thornbury Waimatuku Road.

Information Panel

The Community Engineer to liaise with the Chair, Member Horrell, prior to the next meeting of the subcommittee in regards to costings for the proposed information panel and the necessary information required.

The Meeting was advised a funding application has been lodged by the Community Planner to an appropriate funding agency.

Resolution

Moved Member Hall, seconded Member Bulling **and resolved:**

That the Thornbury Community Development Area Subcommittee:

- a) **Receives the report titled “Action Sheet” dated 1 March 2016.**
- b) **Notes the responses from staff on the action sheet.**

7.2 Works and Finance Reports to Thornbury Community Development Area Subcommittee for the period ended 31 January 2016

Record No: R/16/2/2471

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

The Subcommittee was informed as follows;

- Members noted an increase of freedom campers in the area by the bridge.

The Community Engineer confirmed that 2 picnic tables for that area have been ordered and are to be placed on each side of the bridge for the campers.

Mr Erskine requested Members consider beautification ideas for the site with the view of further discussions to be held at the next meeting of the subcommittee.

- The meeting was presented a quote from Riverton Electrical regarding heating options for the Hall. These being:

Description	Quantity	Unit price	Price
Option 1			
Energostrip 2.0KW radiant ceiling heater	10	618.18	\$6181.80 ex GST
Option 2			
Blackheat heater no canopy	10	220.23	\$2203.30 ex GST
Blackheat canopy	10	112.00	\$1120.00 ex GST

Following discussion the meeting agreed to accept the quote from Riverton Electrical for option B being the Blackheat heater with a canopy at a total cost of \$3,820 (incl GST).

The Community Engineer advised funding for this project is by way of reserves and that the Community Development Planner is to lodge funding applications with appropriate funding agencies.

Issues raised by the Subcommittee for staff to action included;

- Request for roadside ditches situated along Foster Road toward the Thornbury Otautau Road be weed free due to the long grass being a safety hazard for motorists and cyclists.

Resolution

Moved Member Bulling, seconded Member Shaw **and resolved:**

That the Thornbury Community Development Area Subcommittee:

- a) Receives the report titled “Works and Finance Reports to Thornbury Community Development Area Subcommittee for the period ended 31 January 2016” dated 1 March 2016.**
- b) Determines that this matter or decision be recognised as not significant in terms of Section 76 of the Local Government Act 2002.**
- c) Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the Act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.**
- d) Requests Members consider beautification ideas for the Freedom Camping site situated adjacent the Thornbury Bridge with the view of further discussions to be held at the next meeting of the subcommittee.**
- e) Resolves that the quote from Riverton Electrical for Hall Heating be accepted for option B being the Blackheat heater with a canopy at a total cost of \$3,820 (incl GST) and that funding applications be lodged by the Community Development Planner with appropriate funding agencies.**
- f) Request the Community Engineer arrange for the culverts situated on both sides of Foster Road toward the Thornbury Otautau Road be weed free due to the long grass being a possible safety hazard to motorists and cyclists .**

8 Updates

8.1 Chairperson's Report

The Chairperson, Member Horrell, reported on activities with which she has been involved since the Subcommittee’s last meeting. These being;

- Appreciation to all subcommittee Members and members of the public involved with painting of the Hall.
- Upcoming Chairpersons meeting to be held at the Invercargill office, Tuesday, 5 April 2016.
- CDA Member Wills has sold his house and is relocating to Invercargill, he has indicated he will tender his resignation from the CDA. Members to consider looking to the community for nominations to fill the vacancy.

8.2 Councillor's Report

Councillor Dobson reported on matters from the District Council table. These being:-

- Submissions to the Annual Plan have closed and Hearings to be held in April
- Around the Mountain Cycle Trail update
- Resource Management Hearing - Farmlands Co-operative Society Limited
- Building Consent downturn to previous year
- Aeromagnetic survey being undertaken in the Southland District area

The Meeting closed at 6.45pm

CONFIRMED AS A TRUE AND CORRECT
RECORD AT A MEETING OF THE
THORNBURY COMMUNITY DEVELOPMENT
AREA SUBCOMMITTEE HELD ON 10 MARCH
2016.

DATE:.....

CHAIRPERSON:.....

Action Sheet

Record No: R/16/7/10353
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 Thornbury Community Development Area Subcommittee:

- a) Receives the report titled "Action Sheet" dated 5 July 2016.

Attachments

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

Item 7.1 Attachment A

Thornbury Community Development Area Subcommittee Action Sheet - Excluding Public Excluded

Open Action Items

Author	Due Date	Subject	Notes
Graeme Hall	14/07/2016	Hall Heating	Riverton Electrical has been advised to proceed with installation of heaters. There has been a delay due to Black Heat running out of stock and are currently having more heaters made, due date is approximately 8 weeks.
Greg Erskine	14/07/2016	Ditches	Request the Community Engineer arrange for the ditches situated on both sides of Foster Road toward the Thornbury Otatau Road to be weed-eated due to the long grass being a possible safety hazard to motorists and cyclists. The mowing contractor has been requested to mow the long grass prior to the next meeting and then have it included in regular mowing contract.
CDA Members	14/07/2016	Beautification of Freedom Camping site	Requests Members consider beautification ideas for the Freedom Camping site situated at the Thornbury Bridge with the view of further discussions to be held at the next meeting of the Subcommittee. CE is going to meet Mr Bulling on-site prior to the meeting to investigate some options.
Greg Erskine	14/07/2016	KiwiRail	Request for Area Engineer to make an approach to KiwiRail expressing concern at roading repair work to be undertaken adjacent the track on Limestone Plains Road. Work has been undertaken.
Greg Erskine	14/07/2016	Information Panel	Requests the Area Engineer obtain costings for a proposed information panel to be placed at the Thornbury War Memorial such costings to be presented at the next meeting of the subcommittee. An example from Drummond will be presented at the meeting.

Recently Closed Action Items

Author	Completion	Subject	Notes
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	Date		
Greg Erskine	14/07/2016	Reserve footpath	Action completed by Greg Erskine. Reinstatement work to the lawn adjacent the Vintage Club has been completed.

Works and Finance Reports to Thornbury Community Development Area Subcommittee for the period ended 31 May 2016

Record No: R/16/5/7885
Author: Greg Erskine, Community Engineer
Approved by: Ian Marshall, Group Manager Services and Assets

Decision Recommendation Information

Community Engineer's Report

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

Financial Considerations

Reserves

- 2 Please find the reserves report attached.

Recommendation

That the Thornbury Community Development Area Subcommittee:

- a) Receives the report titled "Works and Finance Reports to Thornbury Community Development Area Subcommittee for the period ended 31 May 2016" dated 28 June 2016.

Attachments

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

Thornbury 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>
27407 Street Works - Thornbury	4,001	3,248	81%	4,001
27428 Beautification - Thornbury	5,951	5,455	92%	5,951
27447 Playground - Thornbury	1,500	1,375	92%	1,500
27450 Hall - Thornbury	6,793	6,680	98%	7,265
Subtotal Local Business Units	18,245	16,758	92%	18,717
Subtotal Water & Waste Business Units	0	0	0%	0
Total	18,245	16,758	92%	18,717
Expenditure	<u>Annual Budget</u>	<u>Actual Spent to Date</u>	<u>Spent to Date %</u>	<u>Full Year Projection</u>
27407 Street Works - Thornbury	3,883	654	17%	977
27428 Beautification - Thornbury	5,951	4,782	80%	5,278
27447 Playground - Thornbury	1,500	1,210	81%	1,335
27450 Hall - Thornbury	5,819	6,382	110%	6,640
Subtotal Local Business Units	17,153	13,028	76%	14,231
Total	17,153	13,028	76%	14,231

Item 7.2 Attachment A

Thornbury 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>
Subtotal Local Business Units	0	0	0%	0
Total	0	0	0%	0
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>
27407 Street Works - Thornbury	(118)	0	0%	(10)
27450 Hall - Thornbury	(974)	0	0%	(81)
Subtotal Local Business Units	(1,092)	0	0%	(91)
Total	(1,092)	0	0%	(91)

Item 7.2 Attachment A

Reserve Balances - Annual Plan

Thornbury	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 Thornbury - OPR	2,197	3,171	3,171	2,238	2,240	2,242	2,244	2,246	2,248	2,250	2,252	2,254	2,254
Total Community Centre Operating	<u>2,197</u>	<u>3,171</u>	<u>3,171</u>	<u>2,238</u>	<u>2,240</u>	<u>2,242</u>	<u>2,244</u>	<u>2,246</u>	<u>2,248</u>	<u>2,250</u>	<u>2,252</u>	<u>2,254</u>	<u>2,254</u>
Total Community Centre Balance	<u>2,197</u>	<u>3,171</u>	<u>3,171</u>	<u>2,238</u>	<u>2,240</u>	<u>2,242</u>	<u>2,244</u>	<u>2,246</u>	<u>2,248</u>	<u>2,250</u>	<u>2,252</u>	<u>2,254</u>	<u>2,254</u>
Local													
<i>Reserve</i>													
Thornbury General	17,637	17,755	17,755	18,225	18,715	7,884	7,941	8,000	8,062	8,126	8,193	8,263	8,263
Total Local Reserve	<u>17,637</u>	<u>17,755</u>	<u>17,755</u>	<u>18,225</u>	<u>18,715</u>	<u>7,884</u>	<u>7,941</u>	<u>8,000</u>	<u>8,062</u>	<u>8,126</u>	<u>8,193</u>	<u>8,263</u>	<u>8,263</u>
Total Local Balance	<u>17,637</u>	<u>17,755</u>	<u>17,755</u>	<u>18,225</u>	<u>18,715</u>	<u>7,884</u>	<u>7,941</u>	<u>8,000</u>	<u>8,062</u>	<u>8,126</u>	<u>8,193</u>	<u>8,263</u>	<u>8,263</u>
Total Thornbury Reserve Balance	19,833	20,926	20,926	20,463	20,955	10,126	10,185	10,246	10,310	10,376	10,445	10,517	10,517

Extra-ordinary Vacancy - Thornbury CDA

Record No: R/16/7/10505
Author: Alyson Hamilton, Committee Advisor
Approved by: Rex Capil, Group Manager Community and Futures

Decision Recommendation Information

Purpose

- 1 The Thornbury Community Development Area Subcommittee (CDA) is to consider and decide on the filling of the extra-ordinary vacancy on the subcommittee created by the resignation of Mr Robbie Wills.

Background

- 2 Mr Robbie Wills tendered his resignation as a member of the Thornbury CDA effective from 30 March 2016.
- 3 The CDA now has the opportunity to fill the vacancy. Options to fill the vacancy are as follows;
 - 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.

Recommendation

That the Thornbury Community Development Area Subcommittee:

- a) **Receives the report titled “Extra-ordinary Vacancy - Thornbury CDA” dated 6 July 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) **Decides on one of the options available to fill the vacancy.**

Attachments

- A Resignation from Robbie Wills - Thornbury Community Development Area Subcommittee [View](#)

From:Kaye-lee mawer[SMTP:kayeleeemawer@gmail.com]
To:General[EX:/O=SOUTHLAND DISTRICT COUNCIL/OU=SDC/cn=Recipients/cn=General]
Received-Date:20160329
Received-Time:11:50:58 p.m.
Sent-Date:20160329
Sent-Time:11:50:52 p.m.
Subject:Fwd: Resignation from the CDA Robbie Wills

----- Forwarded message -----
From: Kaye-lee mawer <kayeleeemawer@gmail.com>
Date: Wednesday, 30 March 2016
Subject: Resignation from the CDA Robbie Wills
To: alyson.hamilton.@southland.govt.nz

Dear Alyson

I writing in regards to my change in circumstances which as a result has left me with the decision to resign from the Thornbury CDA. As you are aware being that I will be residing in Invercargill and have sold my home in Thornbury.

I wish to thank you all for the opportunity to have had a say over the past few years and wish you all well with your upcoming plans and decisions for Thornbury.

Thank you once again, I have enjoyed the experience.

Regards
Robbie Wills

Bylaw Review Process

Record No: R/16/4/5229
Author: Tamara Dytor, Policy Analyst
Approved by: Rex Capil, Group Manager Community and Futures

Decision Recommendation Information

Executive Summary

- In 2016, Council will commence a review of the Cemetery Bylaw 2006, the Keeping of Animals, Poultry and Bees Bylaw 2010 and the Control of Advertising Signs Bylaw 2008. 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 for the Cemetery Bylaw 2006 and the Control of Advertising Signs Bylaw 2008. It also details the approach to public engagement.
- A review of the Keeping of Animals, Poultry and Bees Bylaw 2010 will commence in 2016 but will be undertaken over a longer time period. Updates will be provided once consultation periods have been determined. This is expected to occur in late 2016 or early 2017.

Date	Task
23 May - 13 June	Pre-consultation engagement through 'Community Conversation' sessions.
29 June	Council meeting to endorse draft bylaws for public consultation.
30 June	Notification given to Area Offices, Knowledge Management and customer services. Committee Advisors to liaise with CB and CDAs
30 June	Draft bylaws advertised
30 June – 21 July	Submission period

Thornbury Community Development Area Subcommittee
14 July 2016

Item 7.4

17 August	Council meeting (Submission Hearings)
7 September	Council meeting (Deliberations)
28 September	Council meeting (Adoption of bylaws)
October	Communication of adopted bylaws.
Nov – Dec	Present report to CBs and CDAs on new bylaws

Consultation and engagement

- 5 Community views will be considered during formal consultation and during pre-consultation engagement. The timeline above details when this will occur.
- 6 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 Thornbury Community Development Area Subcommittee:

- a) **Receives the report titled “Bylaw Review Process” dated 2 June 2016.**

Attachments

There are no attachments for this report.

Draft Unmanned Aerial Vehicles Policy

Record No: R/16/4/5661
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 Thornbury Community Development Area Subcommittee:

- 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

Item 7.5 Attachment A

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»

Elected Members' Expense Reimbursements and Allowances

Record No: R/16/7/10234
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 Thornbury 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 7.6 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 7.6 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