

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

**Date:** Tuesday, 9 August 2016  
**Time:** 5.30pm  
**Meeting Room:** Ohai Hall  
**Venue:** 10 Richmond Street, Ohai

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## **Ohai Community Development Area Subcommittee Agenda**

### **OPEN**

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#### **MEMBERSHIP**

<b>Chairperson</b>	Mark Wishart
<b>Deputy Chairperson</b>	Ivan Sunde
<b>Members</b>	Pamela Bennett Peter Emtage Christopher Mangion
<b>Councillor</b>	Stuart Baird

#### **IN ATTENDANCE**

<b>Committee Advisor</b>	Alyson Hamilton
<b>Community Engineer</b>	Leighton Hare

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**Full agendas are available on Council's Website**  
**[www.southlanddc.govt.nz](http://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 Local Liaison Person Reports

▪ Township Works	Ivan Sunde	Chris Mangion
▪ Parks & Reserves	Ivan Sunde	Chris Mangion
▪ Community Housing	Ivan Sunde	
▪ Hall	Mark Wishart	Chris Mangion
▪ Ohai/Nightcaps/Wairio Water Supply	Peter Emtage	
▪ Ohai/Nightcaps & Districts Doctors House & Surgery Committee		
▪ Takitimu Heritage Trail	Peter Emtage	Chris Mangion

#### 8.2 Chairperson's Report

The Chairperson, Member Wishart to report on matters with which he has been involved since the subcommittee's last meeting.

#### 8.3 Councillor's Report

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

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**1 Apologies**

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

**1 Leave of absence**

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

**2 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.

**3 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](http://www.southlanddc.govt.nz) or phoning 0800 732 732.

**4 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.”

**5 Confirmation of Minutes**

- 6.1 Meeting minutes of Ohai Community Development Area Subcommittee, 10 May 2016

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# Ohai Community Development Area Subcommittee OPEN MINUTES

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Minutes of a meeting of Ohai Community Development Area Subcommittee held in the Ohai Hall, Richmond Street, Ohai on Tuesday, 10 May 2016 at 7.30pm.

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## PRESENT

<b>Chairperson</b>	Mark Wishart
<b>Deputy Chairperson</b>	Ivan Sunde
<b>Members</b>	Pamela Bennett
	Peter Emtage
	Christopher Mangion
<b>Councillor</b>	Stuart Baird

## IN ATTENDANCE

<b>Community Engineer</b>	Leighton Hare
<b>Community Partner Leader</b>	Kelly Tagg
<b>Committee Advisor</b>	Alyson Hamilton

## PUBLIC GALLERY

Mrs Sunde

**1 Apologies**

There were no apologies received.

**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**

Moved Member Mangion, seconded Member Sunde and **resolved:**

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

**Item 1: Peter Emtage – Formal Request for Travel Assistance**

**6 Confirmation of Minutes**

**Resolution**

Moved Member Sunde, seconded Member Emtage **and resolved:**

**That the minutes of Ohai Community Development Area Subcommittee meeting, held on 16 February 2016 be confirmed as a true and correct record.**

**Reports**

**7.1 Works and Finance Report to Ohai Community Development Area Subcommittee for the period ended 31 March 2016**

**Record No: R/16/4/5818**

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

**Resolution**

Moved Member Emtage, seconded Member Bennett **and resolved:**

**That the Ohai Community Development Area Subcommittee:**

- a) Receives the report titled “Works and Finance Report to Ohai Community Development Area Subcommittee for the period ended 31 March 2016” dated 25 April 2016.**

## 7.2 Bylaw Review Process

**Record No: R/16/4/5202**

Report by T Dytor (Policy Analyst) outlining that 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, was tabled.

Ms Dytor outlined the approach that will be taken to consultation and review proposed.

The subcommittee noted the submission period is 9 to 30 June 2016 and that community views will be considered during formal consultation and during pre-consultation engagement.

Ms Dytor added that Community Development Area Subcommittees are asked to make submissions during the consultation period and individual members can engage during pre-consultation sessions in May.

### Resolution

Moved Member Emtage, seconded Member Mangion **and resolved:**

**That the Ohai Community Development Area Subcommittee:**

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

## 7.3 Draft Unmanned Aerial Vehicles Policy

**Record No: R/16/4/5653**

Report by T Dytor (Policy Analyst) outlining the draft Use of Unmanned Aerial Vehicles Policy, was tabled.

In her report Ms Dytor advised that 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.

Ms Dytor advised feedback is sought from the Board regarding local areas that should be considered for prohibition or restriction of unmanned aerial vehicle use.

In discussing the report members considered areas that could be affected by the use of unmanned aerial vehicles and felt there were none affecting the Ohai area.

### Resolution

Moved Member Mangion, seconded Member Emtage **and resolved:**

**That the Ohai 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) **Advises that it considers there are no local areas that should be considered as restricted or prohibited areas for the use of unmanned aerial vehicles.**

#### **7.4 Community Partnership Leader - Overview of role**

**Record No: R/16/5/6278**

Report by Kelly Tagg, Community Partnership Leader, Northern and Western Southland, providing an update on the newly established Community Partnership positions and the role they will have in the community, was tabled.

Mrs Tagg gave an overview of her role highlighting the areas with which she will be involved and clarifying how her role will lead Community Boards and CDA's into a broader scope of community involvement and align community initiatives to a district and regional approach.

#### **Resolution**

Moved Member Bennett, seconded Member Emtage **and resolved:**

**That the Ohai Community Development Area Subcommittee:**

- a) **Receives the report titled "Community Partnership Leader - Overview of role" dated 2 May 2016.**

#### **Updates**

##### **8.1 Local Liaison Persons Report**

###### Township works

The meeting was advised weed spraying and footpath repair works has been undertaken in the township. The new mowing contractor is making a good job.

###### Parks & Reserves

Query regarding the Licence to Graze - Recreation Reserve currently in the name of Jim Malcolm, who has left the township. The meeting was advised that Council, prior to undertaking further action, requires written confirmation from Mr Malcolm that he wishes to resign the lease.

###### Community Housing

The meeting suggested that in regards to the vacant flat at the community housing complex that an advertisement be placed in the Takitimu Community News Facebook page. Property staff to follow-up this action.

###### Hall

The Chair advised that the Hall Custodian position has yet to be advertised. Property staff has forwarded the contract agreement for members perusal, however confirmation is being sought from the subcommittee on payment which is currently \$20.00 per hour.



Following discussion the meeting agreed that the contract be amended to ten cleans per month and that the rate be confirmed at \$25.00 per hour (incl GST). Property staff to follow-up this action.

#### Heritage Trail

The Chair advised the new Heritage Trail brochures have been circulated to various areas. Request for staff to investigate the “advertising apps” and report back to the subcommittee.

#### Ohai/Nightcaps and Districts Doctors House and Surgery Committee

A \$2,000 grant was granted to the Takitimu Medical Centre for the purchase of a new pharmaceutical fridge for storage of vaccines.

#### Water Supply

The meeting was advised of a number of rural properties on the town scheme with no restrictor in place which has possible implications of stock welfare if water restrictions were put in place.

#### Resolution

Moved Member Bennett, seconded Member Emtage **and resolved:**

**That the Ohai Community Development Area Subcommittee:**

- a) **Agrees the Ohai Hall Custodian contract be amended to ten cleans per month and the rate be confirmed at \$25.00 per hour (incl GST).**

### **8.2 Chairperson's Report**

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

- Apology for non-attendance at the recent NZ Community Boards Executive Committee workshop
- Takitimu Community Development Committee survey to be available at the next meeting of the subcommittee – the Chair to arrange survey documentation to be circulated to members prior to the meeting
- The Chair advised of two tentative expressions of interest received for the vacancy on the subcommittee, created by the resignation of Mr Jim Malcolm. Member Wishart to liaise with the local residents to confirm their acceptance of the nominations and report back to the next meeting of the subcommittee.

The Committee noted that if there are more nominees than required an election on “first past the post” process will be held at the next subcommittee meeting.

### **8.3 Councillor's Report**

Councillor Baird reported on matters from the District Council table which included the following;

- Community conversations meetings
- Dog Registration fees; status quo

- Attendance at Ohai Railway Fund Committee meeting
- Update on the Ohai Railway Rolling Stock sale
- Taramea Bay Soundshell demolishing and proposed upgrade of area

### **Urgent Business**

#### **9.1 Peter Emtage - Formal Request for Travel Assistance**

Communication from Mr Peter Emtage seeking a mileage claim from his address in Invercargill to the Ohai Hall for his attendance at the Ohai Community Development Area Subcommittee meetings, was tabled.

The meeting requested staff investigate options available to Mr Emtage and report back to the next meeting of the subcommittee.

Moved Member Wishart, seconded Member Sunde **and resolved:**

**That the Ohai Community Development Area Subcommittee:**

- Receive the communication from Mr Peter Emtage - Formal Request for Travel Assistance dated 16 February 2016.**
- Requests staff investigate options available to Mr Emtage and report back to the next meeting of the subcommittee.**

The meeting concluded at 8.50pm.

CONFIRMED AS A TRUE AND CORRECT  
RECORD AT A MEETING OF THE OHAI  
COMMUNITY DEVELOPMENT AREA  
SUBCOMMITTEE HELD ON TUESDAY, 10 MAY  
2016

**DATE:**.....

**CHAIRPERSON:**.....

## Action Sheet

**Record No:** R/16/8/12089  
**Author:** Alyson Hamilton, Committee Advisor  
**Approved by:** Alyson Hamilton, Committee Advisor

☐ Decision ☐ Recommendation ☒ Information

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

## Recommendation

**That the Ohai Community Development Area Subcommittee:**

- a) **Receives the report titled "Action Sheet" dated 2 August 2016.**

## Attachments

- A Ohai Community Development Area Subcommittee - InfoCouncil Action Sheet - 9 August 2016 [View](#)

# Ohai Community Development Area Subcommittee Action Sheet - Excluding Public Excluded

## Open Action Items

Author	Due Date	Subject	Notes
Alyson Hamilton	09/08/2016	Peter Emtage - Formal Request for Travel Assistance	Direction of the Subcommittee is sought. Copy of the letter from Mr Emtage is circulated separately.

## Recently Closed Action Items

Author	Completion Date	Subject	Notes
Tamara Dytor	09/08/2016	Draft Unmanned Aerial Vehicles Policy	Action completed by Tamara Dytor:  Noted – that the Subcommittee advises that it considers there are no local areas that should be considered as restricted or prohibited areas for the use of unmanned aerial vehicles.

## Works and Finance Report to Ohai Community Development Area Subcommittee for the period ended 30 June 2016

Record No: R/16/7/10766  
Author: Leighton Hare, Community Engineer  
Approved by: Ian Marshall, Group Manager Services and Assets

☐ Decision ☐ Recommendation ☒ Information

### Community Engineer's Report

- 1 Normal quiet winter months - routine maintenance carried out as required.

Code	Cost Centre	Comment
25500	Administration	Not CDA / CE controlled.
25502	Operating Costs	Managed underexpenditure for anticipated over expenditure in other cost centres.
25507	Street Works	Slightly over - anticipated.
25528	Beautification	Slightly over - anticipated.
25532	Recreation Reserve	No budget - \$\$ indicated should be with Beautification.
25546	Playground	On budget.
25550	Hall	Virtually on budget.
25513	Stormwater	Slightly under - Works carried out as required.
25515	Toilet	Not CDA cost centre.
General Comment: No surprises. Income below budget but due to Administration cost centre income lower than budgeted - not CDA managed. Expenditure close to budgeted amount as can be expected.		

### Water and Waste Engineer's Report

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

**Item 7.2**

## Financial Considerations

### Reserves

- 4 Please find the reserves report attached.

## Project List

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

Activity	Project Name	Type	Year	Budget	Status	Comments
Sewerage	In ground reticulation - early replacement Milton Street	REN	1516	\$10,000	Completed.	Completed in July.

## Recommendation

That the Ohai Community Development Area Subcommittee:

- a) Receives the report titled “Works and Finance Report to Ohai Community Development Area Subcommittee for the period ended 30 June 2016” dated 21 July 2016.

## Attachments

- A Ohai Financial Reports, 30 June 2016 [View](#)

## Ohai Community Financial Report

100.00% Of Year

For the Period Ended June 2016

Income	<u>Annual Budget</u>	<u>Actual Income to Date</u>	<u>Income to Date %</u>	<u>Full Year Projection</u>
25500 Administration - Ohai	6,526	1,583	24%	1,583
25502 Operating Costs - Ohai	5,310	5,287	100%	5,287
25507 Street Works - Ohai	11,000	10,952	100%	10,952
25528 Beautification - Ohai	14,700	14,569	99%	14,569
25532 Recreation Reserve - Ohai	0	208	0%	208
25546 Playground - Ohai	3,200	3,193	100%	3,193
25550 Hall - Ohai	11,184	10,961	98%	10,961
Subtotal Local Business Units	51,920	46,753	90%	46,753
25513 Stormwater Drainage-Ohai	13,647	8,476	62%	8,476
25570 Sewerage Scheme Ohai	10,000	0	0%	0
Subtotal Water & Waste Business Units	23,647	8,476	36%	8,476

## Ohai Community Financial Report

100.00% Of Year

For the Period Ended June 2016

Expenditure	<u>Annual Budget</u>	<u>Actual Spent to Date</u>	<u>Spent to Date %</u>	<u>Full Year Projection</u>
25500 Administration - Ohai	1,590	1,590	100%	1,590
25502 Operating Costs - Ohai	5,310	3,872	73%	3,872
25507 Street Works - Ohai	11,000	11,753	107%	11,753
25528 Beautification - Ohai	14,700	14,928	102%	14,928
25532 Recreation Reserve - Ohai	0	303	0%	303
25546 Playground - Ohai	3,200	3,128	98%	3,128
25550 Hall - Ohai	11,053	10,078	91%	10,078
Subtotal Local Business Units	46,853	45,652	97%	45,652
25513 Stormwater Drainage-Ohai	8,513	7,421	87%	7,421
Subtotal Water & Waste Business Units	8,513	7,421	87%	7,421
Total	55,366	53,073	96%	53,073
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
25570 Sewerage Scheme Ohai	10,000	0	0%	0
Subtotal Water & Waste Business Units	10,000	0	0%	0
Total	10,000	0	0%	0



## Ohai Community Financial Report

100.00% Of Year

**For the Period Ended June 2016**

<b>Funding Adjustments</b> (Contributions, Loans, Provisions, Reserves, Forestry Dividend)	<u>Annual Budget</u>	<u>Actual</u> <u>Adjustments to</u> <u>Date</u>	<u>Adjustments</u> <u>to Date %</u>	<u>Full Year</u> <u>Projection</u>
25500 Administration - Ohai	(4,936)	0	0%	0
25550 Hall - Ohai	(131)	0	0%	0
Subtotal Local Business Units	(5,067)	0	0%	0
25513 Stormwater Drainage-Ohai	(5,134)	0	0%	0
Subtotal Water & Waste Business Units	(5,134)	0	0%	0
Total	(10,201)	0	0%	0

## Reserve Balances - Annual Plan

Ohai	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
<b>Community Centre</b>													
<i>Operating</i>													
Ohai Community Centre - OPR	5,896	6,027	6,027	164	307	456	611	772	940	(2,086)	(2,038)	(1,988)	(1,988)
<b>Total Community Centre Operating</b>	<u>5,896</u>	<u>6,027</u>	<u>6,027</u>	<u>164</u>	<u>307</u>	<u>456</u>	<u>611</u>	<u>772</u>	<u>940</u>	<u>(2,086)</u>	<u>(2,038)</u>	<u>(1,988)</u>	<u>(1,988)</u>
<b>Total Community Centre Balance</b>	<u>5,896</u>	<u>6,027</u>	<u>6,027</u>	<u>164</u>	<u>307</u>	<u>456</u>	<u>611</u>	<u>772</u>	<u>940</u>	<u>(2,086)</u>	<u>(2,038)</u>	<u>(1,988)</u>	<u>(1,988)</u>
<b>Local</b>													
<i>Reserve</i>													
Ohai General - RES	121,443	126,379	126,379	111,521	116,879	122,461	128,277	134,337	140,651	147,229	154,083	161,224	161,224
<b>Total Local Reserve</b>	<u>121,443</u>	<u>126,379</u>	<u>126,379</u>	<u>111,521</u>	<u>116,879</u>	<u>122,461</u>	<u>128,277</u>	<u>134,337</u>	<u>140,651</u>	<u>147,229</u>	<u>154,083</u>	<u>161,224</u>	<u>161,224</u>
<b>Total Local Balance</b>	<u>121,443</u>	<u>126,379</u>	<u>126,379</u>	<u>111,521</u>	<u>116,879</u>	<u>122,461</u>	<u>128,277</u>	<u>134,337</u>	<u>140,651</u>	<u>147,229</u>	<u>154,083</u>	<u>161,224</u>	<u>161,224</u>
<b>Stormwater</b>													
<i>Reserve</i>													
Ohai Stormwater - RES	136,292	141,426	141,426	146,775	152,348	158,155	164,205	170,509	177,077	183,920	191,050	198,478	198,478
<b>Total Stormwater Reserve</b>	<u>136,292</u>	<u>141,426</u>	<u>141,426</u>	<u>146,775</u>	<u>152,348</u>	<u>158,155</u>	<u>164,205</u>	<u>170,509</u>	<u>177,077</u>	<u>183,920</u>	<u>191,050</u>	<u>198,478</u>	<u>198,478</u>
<b>Total Stormwater Balance</b>	<u>136,292</u>	<u>141,426</u>	<u>141,426</u>	<u>146,775</u>	<u>152,348</u>	<u>158,155</u>	<u>164,205</u>	<u>170,509</u>	<u>177,077</u>	<u>183,920</u>	<u>191,050</u>	<u>198,478</u>	<u>198,478</u>
<b>Total Ohai Reserve Balance</b>	263,631	273,832	273,832	258,460	269,534	281,072	293,093	305,618	318,668	329,063	343,095	357,714	357,714

## Elected Members' Expense Reimbursements and Allowances

Record No: R/16/7/10225  
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 Ohai 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 <sup>1</sup>
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.

<sup>1</sup> Before adjustment for private use of motor vehicle of \$4,247.



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

### Item 7.3 Attachment B

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 <sup>1</sup> (30km for a return trip)	Total km payable	Total Travel Time (hours)	Less threshold (1 hour per day)	Travel Time <sup>2</sup> Payable	Overnight stay (Y/N)

<sup>1</sup> 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.

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

OFFICE USE ONLY

Mileage (under 5,000kms pa)kms @ 74<sup>3</sup> cents\$

Mileage (over 5,000kms pa)kms @ 37 cents\$

Travel Timehrs @ \$37.50\$

TOTAL\$

Business UnitAccount

Purchase Order number(for payments via Accounts Payable only)

Authorised as appropriate

Authorised for payment

Copy provided toPayroll / Accounts Payable (delete one)

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

7.3 Attachment B

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# SOUTHLAND DISTRICT COUNCIL ELECTED MEMBER EXPENSE REIMBURSEMENT CLAIM SHEET

**Address**

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

**Signature**

Date \_\_\_\_\_

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

<b><u>OFFICE USE ONLY</u></b>			
	<b>Business Unit</b>	<b>Account</b>	<b>TOTAL</b>
Training		23512	\$
Travel		23515	\$
Accommodation & Meals		23511	\$
Other			\$
<b>TOTAL</b>			\$
Purchase Order number			
		Copy provided to	Accounts Payable





## Venture Southland Update on Community Initiatives

Record No: R/16/7/11007

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 Ohai.

### 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 Zadravec – 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.

#### Ohai Hall

- 4 Venture Southland will work with the Ohai CDA and Southland District Council staff over the coming months on funding applications for upgrade work to be done on the Ohai Hall.

#### Community Futures Forum

- 5 Venture Southland facilitated Natalie Jackson's visit and population research and is looking forward to continuing to work alongside the Southland District Council Community Futures team on the next steps. I attended both the public and community stakeholders forums in February and March this year, and will assist the Community Futures team where required.

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

#### Otautau St Johns Health Shuttle

- 7 Towards the end of 2015 Venture Southland assisted the Otautau St Johns with several funding applications for the purchase of a new health shuttle. Their health shuttle provides a vital service for residents of Otautau, Ohai, Nightcaps, Tuatapere and Riverton transporting people to medical appointments. Without this service many would have no way of attending these appointments. Along with other funds raised and donated to the group, \$21,000 was

secured from these funding applications for the new vehicle, which has meant that they are now in a position to purchase a brand new shuttle.

## Regional Initiatives

### Health & Safety Workshops for Volunteers & Community Groups

- 8 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.

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

Invercargill	Monday 23 <sup>rd</sup> May	45 attendees
Gore	Thursday 2 <sup>nd</sup> June	34 attendees
Lumsden	Tuesday 7 <sup>th</sup> June	22 attendees
Wyndham	Wednesday 8 <sup>th</sup> June	35 attendees
Winton	Tuesday 14 <sup>th</sup> June	46 attendees
Otautau	Thursday 16 <sup>th</sup> June	36 attendees
Te Anau	Thursday 23 <sup>rd</sup> June	40 attendees

### Community Organisation and Volunteer Futures Sector Research

- 10 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

- 11 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 Ohai Community Development Area Subcommittee:

- a) Receives the report titled “Venture Southland Update on Community Initiatives” dated 2 August 2016.

## **Attachments**

There are no attachments for this report.



## Response from Ministry of Social Development

Record No: R/16/7/11309

Author: Tamara Dytor, Policy Analyst

Approved by: Rex Capil, Group Manager Community and Futures

☐ Decision

☐ Recommendation

☒ Information

### Background

- 1 Southland District Council is engaging with the Ohai and Nightcaps communities around the impacts of demographic change. A forum for community stakeholders to discuss the issue was held in the Nightcaps Community Hall 10 March 2016.
- 2 At the forum, some community members raised the issue of the inability for seasonal workers to obtain an unemployment benefit in Ohai and Nightcaps. One attendee claimed that this was also the case in Tuatapere but that the Community Board had been able to influence a change in policy by Work and Income New Zealand (WINZ).

### Follow up action

- 3 Contact was made with WINZ and with stakeholders in Tuatapere. Stakeholders in Tuatapere indicated that the Tuatapere Community Board was not involved in influencing a change in WINZ policy.
- 4 A response from the Ministry of Social Development (MSD) confirms a lack of Community Board involvement in influencing MSD policy and explains the issue further. The MSD response is attached to this report.

### Recommendation

**That the Ohai Community Development Area Subcommittee:**

- a) **Receives the report titled “Response from Ministry of Social Development” dated 19 July 2016.**

### Attachments

- A Response from Ministry of Social Development [View](#)



**MINISTRY OF SOCIAL  
DEVELOPMENT**  
TE MANATŪ WHAKAHIATO ORA

24 JUN 2016

Tamara Dytor  
[Tamara.Dytor@southlanddc.govt.nz](mailto:Tamara.Dytor@southlanddc.govt.nz)

Dear Ms Dytor

Thank you for your email of 21 April 2016 addressed to the Ministry of Social Development's Southern Regional Office. Your email has been referred to me for response. I apologise for the delay in this reply.

You have asked for information regarding Work and Income's policies surrounding people who move to locations such as Ohai, Nightcaps and Tuatapere. You understand that people cannot move to these locations and claim an unemployment benefit, and you have asked the following questions:

- *Is there a policy which prevents people claiming unemployment benefits if they move to Ohai and Nightcaps?*

*And if so:*

- *Where can I find public documentation of this?*
- *How was this decision reached and why (I assume it is because of a lack of employment opportunities in these townships but I need to be able to reference the decisions made by MSD)?*
- *When was this policy made/implemented and when was it last reviewed?*
- *Is there any intention of reviewing this policy in the future?*
- *What community feedback was received regarding this decision at the time it was made?*

The policy you refer to is the Limited Employment Location Policy (LEL). The LEL policy was formally introduced in February 2004, and provides that if a work-tested beneficiary is unable to meet their work test obligations following a move to a designated LEL (principally if they do not have access to reliable transport so that they can seek, and take up, paid work), then they may lose their entitlement to their benefit following the end of a sanction process.

The three key criteria used by the Ministry of Social Development in the identification of LELs included:

- limited availability of work;
- lack of seasonal work expected over the next year;
- lack of public transport to take commuters out of LELs.

Additional criteria that were also taken into account during the identification of LELs included:

- the number of unemployed clients living in LELs and
- local job placement data (less than five employment placements from that community over the last year was an important benchmark for LEL categorisation).

A draft list of LELs was approved by the then Minister in October 2003, and prepared for stakeholder consultation. Regional Commissioners consulted with affected Mayors who in

Bowen State Building / Bowen Street / Wellington 6011  
PO Box 1556 / Wellington 6140 / New Zealand  
Fax: +64 4 918 0099 / [www.msd.govt.nz](http://www.msd.govt.nz)

turn were charged with consulting with their communities. Consultation also occurred during this time with beneficiary advocacy groups, and the Mayors' Taskforce for Jobs and Local Government New Zealand. The list was then released to Labour Party MPs to consult with their electorates. From this consultation, and further feedback received from affected Mayors, some communities were excluded and the final list was issued in February 2004.

The Ministry recognises that movement to a LEL can be for a number of reasons (including escaping a difficult domestic situation, seeking lower housing and living costs, owning property in the LEL, caring for a sick relative, and for 'cultural' reasons). Movement is also influenced by cultural and personal factors – including quality of life and, for Maori, hapu and iwi connections. However, none of these reasons affect the requirement to demonstrate that a work-tested beneficiary recipient is meeting their work test obligations.

The list of LEL areas has not been substantively reviewed since it was first introduced. Any review would need to go through a process similar to the initial introduction and there are no plans to carry out such a review at this time.

Public documentation about this policy can be found on Work and Income's website at the following location:

<http://www.workandincome.govt.nz/map/income-support/main-benefits/jobseeker-support/limited-employment-locations-01.html>

You will also find a list of limited employment locations at this link, sorted by Ministry of Social Development regions.


You have also asked the following questions regarding Tuatapere:

- *Whether Tuatapere was ever affected by a similar policy to the one I have been told exists regarding unemployment benefits Ohai and Nightcaps?*
  - *If so, was what period was this policy implemented for Tuatapere and why was it changed?*
  - *If not, is there any unofficial strategy to discourage people from moving to Tuatapere if they are unemployed?*
  - *Has the Tuatapere Community Board ever been involved in lobbying WINZ for changes to policies affecting the local area and if so, what was the outcome of this?*

Tuatapere is situated on edge of Orepuke which is a limited employment location. Work and Income's Southern Regional office advise that they have had no involvement with the Tuatapere Community Board. There is no official strategy to prevent people moving to the area. If a client did say they were moving to Tuatapere they would be asked about job opportunities in the area and their availability to take up employment. However, this is what Work and Income would do with any client moving to a different town.

I hope this information is of interest to you. Please let me know if I can be of further assistance.

Yours sincerely



Rachel Sutherland  
General Manager  
Ministerial and Executive Services