

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

Date: Wednesday, 24 August 2016
Time: 6pm
Meeting Room: Riversdale Community Centre,
Venue: Lumsden/Riversdale Hwy, Riversdale

Riversdale Community Development Area Subcommittee Agenda

OPEN

MEMBERSHIP

Chairperson Paul Langford
Deputy Chairperson Colin Elder
Members Richard Clarkson
Rohan Horrell
Barry O'Connor
Daryl Will

Councillor Brian Dillon

IN ATTENDANCE

Committee Advisor Rose Knowles
Community Engineer Bruce Miller

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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 Chairman's Report

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

8.2 Councillor's Report

Councillor Dillon to report on activities 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 Riversdale Community Development Area Subcommittee, 25 May 2016

Riversdale Community Development Area Subcommittee OPEN MINUTES

Minutes of a meeting of Riversdale Community Development Area Subcommittee held in the Riversdale Community Centre on Wednesday, 25 May 2016 at 6pm.

PRESENT

Chairperson	Paul Langford
Deputy Chairperson	Colin Elder
Members	Richard Clarkson Barry O'Connor Daryl Will

IN ATTENDANCE

Committee Advisor	Rose Knowles
Community Engineer	Bruce Miller
Community Partnership Leader	Kelly Tagg

PUBLIC GALLERY Adam Roberts

1 Apologies

Moved Member Elder, seconded Member Clarkson and **resolved**;

That the apologies for non-attendance lodged by Member Horrell and Councillor Dillon be accepted.

2 Leave of absence

There were no requests for leave of absence.

3 Conflict of Interest

There were no conflicts of interest declared.

4 Public Forum

There were no persons seeking speaking rights in Public Forum.

5 Extraordinary/Urgent Items

There were no Extraordinary/Urgent items.

6 Confirmation of Minutes

Resolution

Moved Member Clarkson, seconded Member O'Connor

That the minutes of Riversdale Community Development Area Subcommittee meeting held on 24 February 2016, be confirmed.

Reports

7.1 Action Sheet - Riversdale CDA

Record No: R/16/5/7189

The Action sheet was circulated for Members information.

Issues arising included the following;

- The upgrade of the public toilets will be completed by the end of June.
- The Keeping of Animals Bylaw will be reviewed later this year.

Resolution

Moved Member Clarkson, seconded Chairman Langford

That the Riversdale Community Development Area Subcommittee:

- a) Receives the report titled "Action Sheet - Riversdale CDA" dated 16 May 2016.**
- b) Notes the responses from staff on the action sheet.**

7.2 Works and Finance Report to Riversdale Community Development Area Subcommittee for the period ended 30 April 2016

Record No: R/16/5/6455

Works and Finance report to Riversdale Community Development Area Subcommittee for the period ended 30 April 2016, was tabled.

Issues noted by the subcommittee included;

- Inorganic collection subsidy still to be received
- The footpath section to be replaced will be completed today.
- Blue reflectors have been sourced for marking the township fire hydrants and working with the local fire brigade to install them.
- 3 new street lights to be installed once the locations have been received.

Resolution

Moved Member Will, seconded Chairman Langford

That the Riversdale Community Development Area Subcommittee:

- a) Receives the report titled “Works and Finance Report to Riversdale Community Development Area Subcommittee for the period ended 30 April 2016” dated 16 May 2016.**

7.3 Bylaw Review Process

Record No: R/16/4/5208

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.

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

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 Chairman Langford, seconded Member Clarkson

That the Riversdale Community Development Area Subcommittee:

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

7.4 Draft Unmanned Aerial Vehicles Policy

Record No: R/16/4/5657

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 a recommendation is sought from the subcommittee regarding local areas that should be considered for restriction or prohibition of unmanned aerial vehicle use.

In discussing the report members considered there were no local areas that could be affected by the use of unmanned vehicles.

Resolution

Moved Chairman Langford, seconded Member Elder

That the Riversdale Community Development Area Subcommittee:

- a) **Receives the report titled “Draft Unmanned Aerial Vehicles Policy” dated 16 May 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) **Advised that it considers there are no local areas that should be considered as restricted or prohibited areas for the use of unmanned aerial vehicles.**

7.5 Community Partnership Leader - Overview of role

Record No: R/16/5/6281

The Community Partnership Leader – Overview of Role report prepared by the Community Partnership Leader Mrs Kelly Tagg, was tabled.

Mrs Kelly Tagg (Community Partnership Leader, Northern and Western Southland) provided an update to the CDA on the newly established Community Partnership Leader positions and the role they will have in the community going forward.

Resolution

Moved Member Will, seconded Member O'Connor

That the Riversdale Community Development Area Subcommittee:

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

8.0 Updates

8.1 Chairperson’s Report

The Chairman, Paul Langford, reported on matters with which he has been involved since the subcommittee’s last meeting.

- Installation of new flags and removal
- Meetings with Council Staff
- Greenwaste site has been tidied
- Chairman’s meeting in Invercargill

8.2 Councillor’s Report

Councillor Dillon was absent from the meeting, hence no Councillor’s report.

The meeting concluded at
7.10pm

The Chairperson thanked Members for their attendance and attention to business and declared the meeting closed.

CONFIRMED AS A TRUE AND CORRECT
RECORD AT A MEETING OF THE
RIVERSDALE COMMUNITY DEVELOPMENT
AREA SUBCOMMITTEE HELD ON 25 MAY
2016

DATE:.....

CHAIRPERSON:.....

Action Sheet

Record No: R/16/8/13431
Author: Rose Knowles, Committee Advisor
Approved by: Rose Knowles, Committee Advisor

Decision Recommendation Information

The Action Sheet from the Subcommittees previous meeting for member's information.

Recommendation

That the Riversdale Community Development Area Subcommittee:

- a) Receives the report titled "Action Sheet" dated 17 August 2016.

Attachments

A Action Sheet [View](#)

Riversdale Community Development Area Subcommittee Action Sheet - Including Public Excluded

Open Action Items

Bruce Miller	28/12/2016	Public Toilets Upgrade	16/05/16 Funding agreement has been finalised with the Progress League, project to be completed
Michael Sarfaiti	28/12/2016	Keeping of Animals Bylaw	16/05/16 Report on the Keeping of Animals Bylaw included in this Agenda.
Bruce Miller	25/08/2016	New Street Lights	16/05/16 Powernet to install the 3 new street lights.

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

Record No: R/16/7/11035
Author: Bruce Miller, Community Engineer
Approved by: Ian Marshall, Group Manager Services and Assets

Decision Recommendation Information

Community Engineer's Report

- 1 Street lights - I have had trouble with PowerNet trying to trace what has happened to this job and where it went.
- 2 The toilet job is still waiting on the flooring contractor to start.
- 3 Estimates meeting - Any projects should be given thought as early as possible. The Subcommittee should start from a long term objective view about what the town needs and from that viewpoint consider what needs to be done to achieve the long term view.

Water and Waste Engineer's Report

- 4 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.
- 5 For the year to date there has been no unplanned expenditure exceeding the \$5,000 threshold.

Financial Contributions

- 6 The table below outlines the balances of Development and Financial Contributions for your community to date. Spending of these funds is considered by Council staff when projects are in the planning stage. Once identified as a potential funding source for a project, confirmation from the Group Manager Services and Assets is sought before undertaking the project to ensure that the relevant policy and legislative requirements are met.

Reserves Contributions	\$9,844
Sewerage Contributions	\$63,152

Reserves

- 7 Please refer to the reserve report attached.

Financial Contributions

- 8 The table below shows all of the projects that are currently planned for Riversdale in 2015/2016. Carry forwards are identified in the following table as ***bold and italic***:

Activity	Project	Type	Year	Budget	Status	Officer's Comments
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**Riversdale Community Development Area Subcommittee
24 August 2016**

Item 7.2

Activity	Project	Type	Year	Budget	Status	Officer's Comments
Roading and Transport	New street lighting	LOS	1516	\$12,000	Investigation	Meetings held still deciding on location of lights.
Sewerage	Sludge removal	LOS	1314	\$116,986	Design phase	Finalising desludging sequence.
Sewerage	Treatment Upgrade	LOS	1516	\$300,000	Deferred	Project deferred to 2016/17 awaiting Environment Southland consent.
Sewerage	Treatment Upgrade Stage 1	LOS	1516	\$400,000	Deferred	Project deferred to 2016/17

Recommendation

That the Riversdale Community Development Area Subcommittee:

- a) **Receives the report titled "Works and Finance Report to Riversdale Community Development Area Subcommittee for the period ended 30 June 2016" dated 16 August 2016.**

Attachments

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

Riversdale 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>
26100 Administration - Riversdale	5,775	0	0%	0
26102 Operating Costs - Riversdale	2,000	1,992	100%	1,992
26107 Street Works - Riversdale	7,000	6,974	100%	6,974
26128 Beautification - Riversdale	19,410	19,344	100%	19,344
26146 Playground - Riversdale	1,200	1,198	100%	1,198
Subtotal Local Business Units	35,385	29,508	83%	29,508
26113 Stormwater Drainage Riversdale	4,967	4,948	100%	4,948
26170 Sewerage Scheme - Riversdale	816,986	36,350	4%	36,350
Subtotal Water & Waste Business Units	821,953	41,299	5%	41,299
Total	857,338	70,806	8%	70,806

Item 7.2 Attachment A

Riversdale Community Financial Report

100.00% Of Year

For the Period Ended June 2016

<u>Expenditure</u>	<u>Annual Budget</u>	<u>Actual Spent to Date</u>	<u>Spent to Date %</u>	<u>Full Year Projection</u>
26102 Operating Costs - Riversdale	2,000	976	49%	976
26107 Street Works - Riversdale	7,000	13,406	192%	13,406
26128 Beautification - Riversdale	19,410	17,325	89%	17,325
26146 Playground - Riversdale	1,200	1,013	84%	1,013
Subtotal Local Business Units	29,610	32,721	111%	32,721
26113 Stormwater Drainage Riversdale	4,967	1,486	30%	1,486
Subtotal Water & Waste Business Units	4,967	1,486	30%	1,486
Total	34,577	34,207	99%	34,207
Capital Expenditure	Annual Budget	Actual Spent to Date	Spent to Date %	Full Year Projection
26107 Street Works - Riversdale	12,000	6,225	52%	6,225
Subtotal Local Business Units	12,000	6,225	52%	6,225
26170 Sewerage Scheme - Riversdale	816,986	36,350	4%	36,350
Subtotal Water & Waste Business Units	816,986	36,350	4%	36,350
Total	828,986	42,575	5%	42,575

Item 7.2 Attachment A

Riversdale Community Financial Report

100.00% Of Year

For the Period Ended June 2016

Funding Adjustments (Contributions, Loans, Provisions, Reserves, Forestry Dividend)	<u>Annual Budget</u>	<u>Actual</u> <u>Adjustments to</u> <u>Date</u>	<u>Adjustments</u> <u>to Date %</u>	<u>Full Year</u> <u>Projection</u>
26100 Administration - Riversdale	(5,775)	0	0%	0
26102 Operating Costs - Riversdale	0	(1,017)	0%	(1,017)
26107 Street Works - Riversdale	12,000	12,658	105%	12,658
26128 Beautification - Riversdale	0	(2,018)	0%	(2,018)
26146 Playground - Riversdale	0	(185)	0%	(185)
Subtotal Local Business Units	6,225	9,438	152%	9,438
26113 Stormwater Drainage Riversdale	0	(3,462)	0%	(3,462)
Subtotal Water & Waste Business Units	0	(3,462)	0%	(3,462)
Total	6,225	5,976	96%	5,976

Reserve Balances - Annual Plan

Riversdale	Opening Balance	Current Budget	Forecast Budget	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025	2025/2026	2026/2027
Local													
<i>Reserve</i>													
Riversdale Fire Bore - RES	5,293	5,555	5,555	5,828	6,113	6,410	6,719	7,041	7,377	7,727	8,091	8,091	8,091
Riversdale General - RES	85,413	87,577	87,577	90,680	93,913	97,281	100,790	104,446	108,255	112,224	116,359	116,359	116,359
Total Local Reserve	<u>90,706</u>	<u>93,132</u>	<u>93,132</u>	<u>96,508</u>	<u>100,026</u>	<u>103,691</u>	<u>107,509</u>	<u>111,487</u>	<u>115,632</u>	<u>119,951</u>	<u>124,450</u>	<u>124,450</u>	<u>124,450</u>
Total Local Balance	<u>90,706</u>	<u>93,132</u>	<u>93,132</u>	<u>96,508</u>	<u>100,026</u>	<u>103,691</u>	<u>107,509</u>	<u>111,487</u>	<u>115,632</u>	<u>119,951</u>	<u>124,450</u>	<u>124,450</u>	<u>124,450</u>
Total Riversdale Reserve Balance	90,706	93,132	93,132	96,508	100,026	103,691	107,509	111,487	115,632	119,951	124,450	124,450	124,450

Item 7.2 Attachment A

Elected Members' Expense Reimbursements and Allowances

Record No: R/16/7/10229
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 Riversdale 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.



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.

Item 7.3 Attachment B

<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



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				\$

Item 7.3 Attachment C

Item 7.3 Attachment C

<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

Request to review the Keeping of Animals Poultry and Bees Bylaw 2010

Record No: R/16/8/12201
Author: Michael Sarfai, Environmental Health Manager
Approved by: Kevin O'Connor, Acting Group Manager Environmental Services

Decision Recommendation Information

- 1 The minutes of the Riversdale Community Development Area Subcommittee Tuesday, 24 November 2015 contains the following resolution:

“Requests Council to review the Keeping of Animals, Poultry and Bees Bylaw 2010, for the purpose of recognising differing local community expectations.”

- 2 Council requested staff to review the bylaw, and the decision has been made to not review the bylaw at this time. The reasons for this decision are:
 - The Policy team’s work schedule is full for the next two years, and insertion of this work could not be justified.
 - A review of the bylaw is required by 2020, and it is inefficient to review bylaws within their review timeframes.

Recommendation

That the Riversdale Community Development Area Subcommittee:

- a) **Receives the report titled “Request to review the Keeping of Animals Poultry and Bees Bylaw 2010” dated 5 August 2016 as information.**

Attachments

There are no attachments for this report.

Report to Riversdale Community Development Area Subcommittee 24 August 2016 - Venture Southland Update on Community Initiatives

Record No: R/16/7/11818
Author: Steven Watson, Community Development Planner
Approved by: Rex Capil, Group Manager Community and Futures

Decision Recommendation Information

1 Community Development Update

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 Mararoa Waimea Ward.

2 Staff Changes

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

Tina Harvey – Waihopai/ToeToes and Winton

Kathryn Cowie – Waiiau/Aparima, Wallacetown and Tuatapere

Steven Watson – Mararoa/Waimea

3 Local Initiatives

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.

Anzac Street Banners in Riversdale

In April 2016 Venture Southland assisted the Riversdale CDA to order new Anzac Banners for the Main Street of Riversdale.

Riversdale Golf Club

Venture Southland is working with the Riversdale Golf Club to provide assistance with upcoming projects for the club.

In the wider areas surrounding Northern Southland the following are some of the projects that Venture Southland has assisted with:

Lumsden Hall

In April 2016 Venture Southland assisted the Lumsden CDA with an application to the Meridian Energy White Hill Fund and Community Initiatives Fund requesting funding towards the Lumsden Hall upgrade. Funding of \$5000 has been secured towards the project.

Lumsden Heritage Trust

Venture Southland assisted the Lumsden Heritage Trust with their proposal to the Southland District Council for the lease of Railway Carriages from Wairio. Ongoing assistance will be provided to the Lumsden Heritage Trust as they progress with this project.

Northern Southland Development Trust

The purpose of the Northern Southland Development Trust is a collective approach towards the marketing of the Northern Southland region.

Venture Southland has assisted the Trust with funding applications to Southland Regional Heritage Fund, Northern Southland Development Fund and Community Initiatives Fund for the updating and printing of the Northern Southland Heritage Brochure. These funding applications were successful with \$3250 received.

Venture Southland also assisted the Trust with their AGM in June.

Mossburn Information Kiosk

In April 2016 Venture Southland assisted the Mossburn CDA with their renovation of the Mossburn Information kiosk. A funding application to the Meridian Energy White Hill Fund was successful and the Mossburn CDA received \$3600 towards the renovation. This complimented the existing funding received in September 2015 from Northern Southland Development Fund and Southland District Council Community Initiatives Fund.

Mossburn Rugby Club

Venture Southland has assisted the Mossburn Rugby Club with funding for the upgrade of the rugby grounds. Funding of \$3000 was successfully secured from Northern Southland Development Trust and Community Initiatives Fund towards this project.

Switzers Waikaia Museum Redevelopment

Venture Southland continues to work alongside the Switzers Waikaia Museum Committee to redevelop their museum. This partnership has been going for 15 years and it is exciting to see recent progress with construction of the new museum building. Venture Southland has performed varied roles including searching for, securing and accounting for funding as well overall project planning support etc.

4 Regional Initiatives

Health & Safety Workshops for Volunteers & Community Groups

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.

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

Invercargill	Monday 23 rd May	45 attendees
Gore	Thursday 2 nd June	34 attendees
Lumsden	Tuesday 7 th June	22 attendees

**Riversdale Community Development Area Subcommittee
24 August 2016**

Wyndham	Wednesday 8 th June	35 attendees
Winton	Tuesday 14 th June	46 attendees
Otautau	Thursday 16 th June	36 attendees
Te Anau	Thursday 23 rd June	40 attendees

Community Organisation and Volunteer Futures Project

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

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 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 Riversdale Community Development Area Subcommittee:

- a) **Receives the report titled "Report to Riversdale Community Development Area Subcommittee 24 August 2016 - Venture Southland Update on Community Initiatives" dated 4 August 2016.**

Attachments

There are no attachments for this report.