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# Community and Policy Committee

## OPEN MINUTES

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Minutes of a meeting of Community and Policy Committee held in the Council Chambers, 15 Forth Street, Invercargill on Wednesday, 1 February 2017 at 9am.

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### PRESENT

<b>Chairperson</b>	Julie Keast
<b>Mayor</b>	Gary Tong
<b>Councillors</b>	Stuart Baird
	Brian Dillon
	John Douglas
	Paul Duffy
	Bruce Ford
	Darren Frazer
	George Harpur
	Ebel Kremer
	Gavin Macpherson
	Neil Paterson
	Nick Perham

### IN ATTENDANCE

Group Manager, Community and Futures (Rex Capil), Group Manager, Environmental Services (Bruce Halligan), Group Manager, Services and Assets (Ian Marshall), People and Capability Manager (Janet Ellis), Group Manager, Customer Support (Trudie Hurst), Communications Manager (Louise Pagan) and Committee Advisor (Alyson Hamilton).

## Adjournment of Meeting

Moved Cr Keast, seconded Cr Kremer and **resolved:**

**That the Community and Policy Committee adjourn until the conclusion of Public Forum at the Council meeting.**

The meeting adjourned at 9.05am

The meeting reconvened at 10.15am

Councillors Baird, Dillon, Douglas, Duffy, Ford, Frazer, Harpur, Keast, Kremer, Macpherson, Paterson and Perham were present when the meeting reconvened.

### 1 Apologies

There were no apologies.

### 2 Leave of absence

There were no requests for leave of absence.

### 3 Conflict of Interest

There were no conflicts of interest declared.

### 4 Public Forum

There was no public forum

### 5 Extraordinary/Urgent Items

There were no Extraordinary/Urgent items.

### 6 Confirmation of Minutes

#### Resolution

Moved Cr Dillon, seconded Cr Perham and **resolved:**

**That the Community and Policy Committee confirms the minutes of the meeting held on 14 December 2016 as a true and correct record subject to the declaration of interest declared by Cr Frazer on item 7.1 Use of Unmanned Aerial Vehicles Policy being deleted.**

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## Reports for Recommendation

### 7.1 Draft Remission and Postponement of Rates on Maori Freehold Land Policy

**Record No: R/17/1/352**

Policy Analyst - Robyn Rout presented this item.

Ms Rout advised this report seeks approval from the Community and Policy Committee to endorse the draft Remission and Postponement of Rates on Maori Freehold Land Policy and recommend that Council adopt the Policy at the Council meeting scheduled 22 February 2017.

Ms Rout advised the draft Remission and Postponement of Rates on Maori Freehold Land Policy was released for public consultation from 1 October 2016 to 26 November 2016.

Members noted one submission was received and was included in the report.

Ms Rout explained it is proposed that no alterations be made to the draft Policy following feedback from the submission and officers recommended that the Committee endorse the draft Policy and recommend to Council that the Policy be adopted.

Cr Douglas enquired as to the amount of properties involved.

Mrs Marrah responded there are currently 197 assessments within the Southland District of Maori Freehold land.

Mrs Marrah advised she is currently obtaining a register of Maori freehold land from the Maori Land Court with the view of a comparison so any properties not currently on the Council register are not being disadvantaged.

The Committee was also advised that staff will provide a response to the submitter that will include guidance on his eligibility of obtaining a remission in accordance with this Policy.

#### **Resolution**

Moved Cr Duffy, seconded Cr Ford **and resolved:**

**That the Community and Policy Committee:**

- a) **Receives the report titled “Draft Remission and Postponement of Rates on Maori Freehold Land Policy” dated 18 January 2017.**
- 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) **Endorses the draft Remission of Rates on Maori Freehold Land Policy.**
- e) **Recommends that Council adopt the draft Remission of Rates on Maori Freehold Land Policy at its meeting 22 February 2017.**

## 7.2 Draft Easter Sunday Shop Trading Policy

**Record No: R/16/12/19987**

Policy Analyst - Robyn Rout presented this item.

Ms Rout advised this report seeks approval from the Community and Policy Committee to endorse the draft Easter Sunday Shop Trading Policy and recommends that Council adopt the policy at its meeting on 22 February 2017.

Mrs Rout advised the draft Southland District Council Easter Sunday Shop Trading Policy was released for public consultation in accordance with the Special Consultative Procedure from 21 November 2016 to 13 January 2017.

Members noted six submissions were received and five of them supported the draft policy.

The Committee noted the submissions lodged that were included in the report.

Ms Rout explained a minor alteration has been made to the draft policy following the receipt of submissions.

Ms Rout sought Committee endorsement on the revised draft policy and a recommendation to Council that the policy be adopted.

Cr Duffy queried whether the deletion in item 4.2 of the explanation of the shop employee right to refuse work should be retained in the policy.

Ms Rout responded in regard to shop employee rights the Policy currently states the Employer must comply with the provisions in the Act and the Employment Relations Act 2000.

Ms Rout explained the deletion allows any changes to legislation to have no effect on the Policy.

### **Resolution**

Moved Cr Baird, seconded Cr Perham **and resolved:**

**That the Committee:**

- a) **Receives the report titled “Draft Easter Sunday Shop Trading Policy” dated 17 January 2017.**
- 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) **Endorses the draft Easter Sunday Shop Trading Policy, including the minor amendment made as a result of the submission process.**

- e) **Recommends that Council adopts the Easter Sunday Shop Trading Policy at its meeting on 22 February 2017.**

## Reports

### 8.1 Draft Stewart Island/Rakiura Visitor Levy Policy

**Record No: R/17/1/1097**

Robyn Rout (Policy Analyst) and Louise Pagen (Communications Manager) were present for this item.

Ms Rout advised the report seeks approval from the Community and Policy Committee to endorse the draft Stewart Island/Rakiura Visitor Levy Policy and recommends Council adopt the draft policy at its meeting on 22 February 2017.

Ms Rout informed the Stewart Island/Rakiura Visitor Levy collects revenue from visitors to Stewart Island/ Rakiura through approved operators, collection agents and a collection box.

Members noted the amount of the levy is set out in the Stewart Island/Rakiura Visitor Levy Bylaw 2012 and is currently set at \$5.00.

Ms Rout explained the draft Policy provides guidance on governance and administration of the Stewart Island/Rakiura Visitor Levy. It also outlines who is liable to pay the levy as well as how the levy will be collected, administered, allocated and enforced.

The Committee was advised minor changes have been made to the draft Policy to align it with the Terms of Reference and Delegations that Council adopted in November 2016.

Ms Rout advised changes have also been made to improve readability and a new review time period has been set.

Ms Rout added a more comprehensive review of the policy, including whether it is operating effectively, is scheduled to be completed 2018.

Cr Ford queried how the enforcement of infringement offences is to be undertaken, as infringement officers have yet to be appointed.

Mr Capil responded this process will be included as part of the review of the policy scheduled in 2018.

At this point Mrs Pagan presented correspondence from the Stewart Island Promotion Association seeking an update to the strategic priorities of the Stewart Island/Rakiura Visitor Levy Fund with the view of a change in the criteria to allow organisations the ability to apply for financial assistance for specific operational expenses.

The Committee requested Mrs Pagan respond to the Stewart Island Promotions Group advising a full review of this process is to be undertaken 2018.

**NOTE: Mayor Tong entered the meeting at this point 10.10am.**

Cr Kremer queried if a revisit of the levy amount is included in the review scheduled for 2018. Mrs Pagen confirmed it is included in the review.

The Committee sought clarification on the review period as the policy states Council will review the Bylaw and Policy every 6 years commencing 2015.

Mrs Rout confirmed that whilst the policy states every six years it is intended to undertake a more comprehensive review of the policy, including whether it is operating effectively in 2018.

### **Resolution**

Moved Cr Kremer, seconded Cr Ford **and resolved:**

**That the Community and Policy Committee:**

- a) **Receives the report titled “Draft Stewart Island/Rakiura Visitor Levy Policy” dated 19 January 2017.**
- b) **Determines that this matter or decision be recognised as not significant in terms of Section 76 of the Local Government Act 2002.**
- c) **Endorses the revised Policy and recommends that Council adopt the draft Policy at its meeting 22 February 2017.**

## **8.2 Membership of Creative Communities Community Committee**

**Record No: R/17/1/821**

Communications Manager – Louise Pagan presented this item.

Mrs Pagan sought approval from the Committee to appoint seven members of the public to the Creative Communities Community Committee.

Mrs Pagan advised Creative NZ grants have been traditionally decided on as part of the Allocations Committee which was administered by Venture Southland on behalf of Council.

Mrs Pagan informed that the former Allocations Committee has been disestablished and its responsibilities are now included in the new Community and Policy Committee roles and responsibilities

Mrs Pagan explained under the Creative NZ agreement, the committee deciding on Creative Community Scheme grants requires members of the public to be represented on the Committee.

Mrs Pagan advised at a recent meeting Council approved the establishment of a Committee made up of community representatives that can decide on the grants as per the Creative Communities agreement.

The Committee was informed that advertisements for indications of interest for this Committee has been publically advertised on 2 occasions and has received seven applications, from Te Anau, Riverton, Centre Bush, Hokonui, Stewart Island, Tokanui and Riversdale areas.

**Resolution**

Moved Cr Dillon, seconded Cr Ford **and resolved:**

**That the Community and Policy Committee:**

- a) **Receives the report titled “Membership of Creative Communities Community Committee” dated 16 January 2017.**
- b) **Determines that this matter or decision be recognised 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) **Approves the appointment of Dawn Barry, Glenda Bell, Cheree Downes, Robina Johnston, Janice Broad, Christine O’Connor and Gwen Neave to the Creative Communities Community Committee from 1 February 2017 to 1 October 2019.**

The meeting concluded at 10.15am

CONFIRMED AS A TRUE AND CORRECT  
RECORD AT A MEETING OF THE  
COMMUNITY AND POLICY COMMITTEE HELD  
ON WEDNESDAY 1 FEBRUARY 2017.

**DATE:**.....

**CHAIRPERSON:**.....