

**Date:** Thursday 23 February 2017  
**Time:** 1pm  
**Meeting Room:** Council Chambers  
**Venue:** 15 Forth Street  
Invercargill

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## Council

# MINUTES FOR CONFIRMATION

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# Council

## OPEN MINUTES

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

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### PRESENT

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

### IN ATTENDANCE

Chief Executive Officer – Steve Ruru, Group Manager, Environmental Services – Bruce Halligan, Group Manager, Services and Assets – Ian Marshall, Group Manager, Community and Futures – Rex Capil, Chief Financial Officer – Anne Robson, Group Manager, Customer Support – Trudie Hurst, Communications Manager – Louise Pagan and Committee Advisor – Fiona Dunlop

## 1 Apologies

There were no apologies.

## 2 Leave of absence

There were no requests for leave of absence.

## 3 Conflict of Interest

Please see item 8.1 - Use of proceeds from any potential sale of the current Rakiura Museum property after the opening of the proposed new Rakiura Heritage Centre building for a conflict of interest declaration from Councillor Ford and C10.1 - Transfer of land at 28 Pop Andrew Drive Te Anau to the Fiordland Retirement Housing Trust for a conflict of interest declaration from Councillor Kremer.

## 4 Public Forum

1. Presentation of Southland District Council Youth Council Community Spirit Award to Lane McDuff of Fiordland College.

Mayor Tong presented the Southland District Council Youth Council Community Spirit Award 2016 to Lane McDuff of Fiordland College.

Mayor Tong shared the following with the meeting to outline why Lane was chosen to be the recipient of the Community Spirit Award for 2016:

- Active all-around school and community member with a strong interest in protecting Fiordland's spectacular natural environment
- Student leader for Kids Restore the Kepler – went and spoke to the New Zealand Association of Environmental Education about this project
- Selected from 300 students around the country to attend the Sir Peter Blake Youth Enviro Leaders Forum in Nelson last year
- Strong involvement with Venturers. Gained Chief Scout Award and is currently working towards the Silver Venturer Award. Works with younger kids through Cubs to help develop their own skills
- Equally impressive are his feats at school. He's taken part in the Sheila Wynn Shakespeare competition, gone to Hands On Otago, and tested his skills in the Japanese Language Proficiency Test and the International Competition for Science
- He has also put his hand up to be an open night volunteer and is a member of the Student Council
- To top it all off, Lane has also represented his school and Southland in a number of sporting pursuits including hockey, cross country, orienteering and swimming
- An excellent effort and something for others to aspire to.

2. Brian McCandless, Doug Fraser and Philip van der Bijl addressed the meeting regarding the Around the Mountain Cycle Trail.

They all expressed concern over the funding of the project and asked the Council to 'put an end' to the project in its current state and not take it any further.

John Turner also made a brief presentation to the meeting regarding the Southland District Council Roding Reserve Fund which was established in 1997 following the sale of the Council's Business Unit Southroads in 1996.

Copies of their notes are attached to the minutes.

3. Dave Wilson of The Roding Company Ltd addressed the meeting regarding roading contracts. He expressed his concern that Southland District Council is only looking at bigger contractors to undertake roading works for Council.

### **Adjournment of Meeting**

#### **Resolution**

Moved Mayor Tong, seconded Cr Frazer **and resolved that the Council meeting adjourns until the conclusion of the Community and Policy Committee.**

The meeting adjourned at 9.53am.

The meeting reconvene at 10.19am.

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

### **5 Extraordinary/Urgent Items**

There were no Extraordinary/Urgent items.

### **6 Confirmation of Council Minutes**

#### **Resolution**

Moved Mayor Tong, seconded Cr Frazer **and resolved:**

**That Council confirms the minutes of ordinary Council meeting held on 14 December 2016 and the minutes of Extraordinary Council meeting held on 21 December 2016 as a true and correct record of those meetings.**

### **Reports - Policy and Strategy**

#### **7.1 Southland Regional Development Strategy Action Plan**

**Record No: R/16/12/20900**

Chief Executive Officer – Steve Ruru was in attendance for this item.

Mr Ruru advised that the purpose of the report was to seek Council endorsement of the Southland Regional Development Strategy Action Plan.

The Meeting noted that during 2014 the Mayoral Forum commissioned development of a Southland Regional Development Strategy (SoRDS). Development of the Strategy was led by a Steering Group made up of representatives from local government, business and the non-profit sector from across the Region.

The final Strategy was endorsed by the Mayoral Forum in September and then publicly released on 16 October 2015. This Council formally endorsed the phase 1 Strategy document in December 2015.

Following publication of the Strategy Document work was progressed to develop an Action Plan that detailed the work needed to give effect to the overall goals set through the Strategy document.

The final SoRDS Action Plan was publicly released on 30 November 2016. At that time central Government also confirmed the allocation of some \$2.4 million of funding to assist with the implementation phase.

#### **Resolution**

Moved Cr Douglas, seconded Cr Macpherson **and resolved:**

**That the Council:**

- a) **Receives the report titled “Southland Regional Development Strategy Action Plan” dated 25 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 Southland Regional Development Strategy Action Plan.**
- e) **Agrees that the Actions which are of direct relevance to this Council should be put forward for consideration as part of the appropriate business planning process including the 2017/18 Annual Plan and 2018 Long Term Plan.**
- f) **Asks the Chief Executive to report back on options for progressing the implementation of the Southland Regional Development Strategy Action Plan and regional development in Southland.**

The meeting adjourned for morning tea at 10.29am and reconvened at 10.47am.

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

Muriel Johnstone joined the meeting at this point.

## 7.2 2017/18 Annual Plan Consultation Document

**Record No:** R/17/1/1583

### **Resolution**

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

**That the Council:**

- a) **Receives the report titled “2017/18 Annual Plan Consultation Document” dated 25 January 2017.**

## 7.3 Adoption of the Annual Plan consultation document and supporting documents

**Record No:** R/17/1/651

Project Co-ordinator Corporate Planning – Nicole Taylor was in attendance for this item.

Miss Taylor advised that the purpose of the report was to recommend that Council adopt the Consultation document and associated Supporting Information for the Annual Plan 2017/2018 for public consultation.

The Meeting noted that all Councils are required by legislation to prepare and adopt an Annual Plan for each financial year. As this is Year Three of the Council's Long Term Plan 2015-2025 (LTP or 10 Year Plan) and serves as the base for the Annual Plan 2017/2018 to which activity managers have proposed changes that are considered necessary.

Miss Taylor also advised that in developing the Annual Plan it has become apparent that it is broadly consistent with the LTP. There are no significant changes to the levels of service proposed to be provided by Council and the overall budgeted expenditure is projected to be slightly more than proposed in the LTP. There have been some changes to the timing of some scheduled LTP capital works projects, particularly water and sewerage projects and the Catlins Road seal extension.

The Meeting also noted that the total rates overall are proposed to increase by 3.64%, compared to 3.36% proposed in the LTP. 25.6% (2016: 25.63%) of rates are proposed to be collected from uniform annual charges and targeted rates set on a uniform basis.

Miss Taylor further advised that Local authorities which have significant and material changes to their Annual Plan from what was forecasted in the LTP for that year are required to develop a consultation document as well as making publicly available the information that provides the basis for the preparation of the consultation document (the supporting information). There is no longer a requirement to use the special consultation procedure to consult with the public.

The Meeting further noted that the consultation document primarily sets out any significant or material differences to Year three of the LTP. Public feedback opens on 8 February 2017 and closes at 5pm on 8 March 2017.

## Resolution

Moved Cr Kremer, seconded Cr Dillon recommendations a to c, d with a change to d(ii) (as indicated) and e to m and resolved:

That the Council:

- a) Receives the report titled “Adoption of the Annual Plan consultation document and supporting documents” dated 27 January 2017.
- b) Determines that this matter or decision be recognised as 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) Confirms the key changes to the Annual Plan budgets/programme:
  - i) Removal of Te Anau Wastewater Disposal Project Capital Costs (\$5.6 million).
  - ii) Addition of operational expenditure for alternative site/option investigations related to the Te Anau Wastewater Disposal project (\$500,000) to be funded by a 5 year loan.
  - iii) Addition of expenditure (moved from 2016/2017) to complete the Catlins Road seal extension (\$4.15 million).
  - iv) Addition of a one-off grant to the Loss and Grief centre (\$10,000) and a one-year grant to Swim Safe Southland (\$20,000).
  - v) Addition of expenditure for the Southland District story project to be funded from the District Operations Reserve (\$150,000)
  - vi) Removal of expenditure related to Southern Rural Fire Authority leaving a balance of \$10,000 for transition costs (\$293,814)
  - vii) Recovery of additional Emissions Trading Scheme charges (\$105,000) via an increase in the wheelie bin collection rate (\$70,000) and transfer station fees and charges (\$35,000)
  - viii) Removal of the proposed transfer to the roading reserve (\$500,000)
  - ix) Setting the regional heritage rate at \$35.40 including GST
  - x) Updated Fees and Charges (as outlined in the supporting information attached to the officers report).
- e) Adopts the Draft Prospective Financial Statements as information that is relied on by the content of the consultation document in accordance with Section 95A(4) of the Local Government Act 2002.
- f) Adopts the Draft Funding Impact Statements (All Activities and Rates) as information that is relied on by the content of the consultation document in accordance with Section 95A(4) of the Local Government Act 2002.
- g) Adopts the key assumption changes as information that is relied on by the content of the consultation document in accordance with Section 95A(4) of the Local Government Act 2002.

- h) **Adopts the Draft Roding Rate Model as information that is relied on by the content of the consultation document in accordance with Section 95A(4) of the Local Government Act 2002.**
- i) **Adopts the Draft Schedule of Financial Reserves as information that is relied on by the content of the consultation document in accordance with Section 95A(4) of the Local Government Act 2002.**
- j) **Adopts the Draft Schedule of Projects as information that is relied on by the content of the consultation document in accordance with Section 95A(4) of the Local Government Act 2002.**
- k) **Adopts the Draft Schedule of Variations to Fees and Charges as information that is relied on by the content of the consultation document in accordance with Section 95A(4) of the Local Government Act 2002.**
- l) **Adopts the consultation document for the Annual Plan 2016-2017 to support the consultation process giving due consideration to Council's balanced budget requirements of the Local Government Act 2002.**
- m) **Delegates' authority to the Chief Executive to approve any final edits required to the consultation document in order to finalise the document for printing and distribution.**

## Reports - Operational Matters

### 8.1 **Use of proceeds from any potential sale of the current Rakiura Museum property after the opening of the proposed new Rakiura Heritage Centre building**

**Record No: R/16/12/21217**

Strategic Manager Property - Kevin McNaught and Group Manager, Services and Assets - Ian Marshall were in attendance for this item.

Councillor Ford declared a conflict of interest, withdrew from the table and did not take part in debate or voting on the issue.

Mr McNaught advised that the purpose of the report was that The Rakiura Heritage Centre Trust have sought confirmation from Council that the sale proceeds of any land portion from any subsequent sale of the current Rakiura Museum property be allocated to the Rakiura Heritage Centre Trust as Council's contribution to the project. This is requested so that it may be included in applications to potential funders.

The Meeting noted that the current Rakiura Museum property consists of two parcels of land owned by Council, and upon one of these parcels is situated the existing museum building owned by the Rakiura Heritage Trust. This Trust which runs the museum is separate from the Rakiura Heritage Centre Trust which is developing the new facility on the Island.

Mr McNaught also advised that since the new facility was proposed, it had always been an informal position that when the new facility was opened the existing museum



property was surplus to requirements and would be sold. As the building is owned by the Heritage Trust and the land by Council each party would obtain a relative portion of any sale and make their own decisions regarding the use of the funds.

The Meeting also noted that the feasibility study for the project anticipated that the proceeds from both would be put towards the development of the new facility, however as the Rakiura Heritage Centre Trust is now applying to funders for the project the confirmation of Council's previous informal position has been sought.

### Resolution

Moved Mayor Tong, seconded Cr Keast **and resolved:**

**That the Council:**

- a) **Receives the report titled "Use of proceeds from any potential sale of the current Rakiura Museum property after the opening of the proposed new Rakiura Heritage Centre building" dated 22 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) **Resolves that should after the opening of the new Rakiura Heritage Centre the current Rakiura Museum property being Lot 1, DP 15282 and Section 1, SO 12313 be sold then the net sale proceeds from the land component of the sale be made available to the Rakiura Heritage Centre Trust as Council's contribution to the development.**

## 8.2 Disposal of Edendale Hall Property

**Record No: R/16/12/21248**

Strategic Manager Property - Kevin McNaught and Group Manager, Services and Assets - Ian-Marshall were in attendance for this item.

Mr McNaught advised that the purpose of the report was to declare the Edendale Hall property surplus to requirements and to be disposed of following a recommendation from the Edendale-Wyndham Community Board that the property is surplus to requirements.

The Meeting noted that in August 2014 the Edendale-Wyndham Community Board closed the Edendale Public Hall for public use pending an outcome for a proposed new facility in the town.

## Resolution

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

**That the Council:**

- a) **Receives the report titled “Disposal of Edendale Hall Property” dated 22 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) **Declares the Edendale Hall property being Lot 53, DP 106 and Lot 2, DP 5626 contained in CFR’s SL80/38 and SL216/59 surplus to requirements and to be disposed of.**
- e) **Delegates to the Chief Executive the authority to determine the sale method and to accept any reasonable offer for the property.**

### **8.3 Contribution of Clifden Recreation Reserve funds towards a new shed situated on the reserve for the operations of the Tuatapere Golf Club**

**Record No: R/16/12/21270**

Strategic Manager Property - Kevin McNaught and Group Manager, Services and Assets - Ian–Marshall were in attendance for this item.

Mr McNaught advised that the purpose of the report is to consider a request from the Clifden Recreation Reserve Committee to contribute funds towards a new shed situated on the reserve as part of the operations of the Tuatapere Golf Club.

The Meeting noted that the Clifden Recreation Reserve has two parts. One is the Tuatapere Golf Course held under lease from Council and the other is an area leased out for grazing to generate funds for use on the reserve and within the community.

Mr McNaught also advised that the Clifden Recreation Reserve Committee have requested approval to contribute \$20,000 towards a new shed on the Golf Course for topsoil and tractor storage associated with maintenance of the golf course.

The Meeting also noted that as this is unbudgeted expenditure the approval of Council is required.

## Resolution

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

**That the Council:**

- a) **Receives the report titled “Contribution of Clifden Recreation Reserve funds towards a new shed situated on the reserve for the operations of the Tuatapere Golf Club” 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) **Agrees to a contribution of 60% but limited to \$20,000 from the funds of the Clifden Recreation Reserve towards the construction of a new shed for the storage of topsoil, tractors and mowers used in the maintenance of the Tuatapere Golf Course.**
- e) **Requires payment to be withheld until two quotes are provided for the new shed and until construction has commenced.**

### 8.4 **Contract 16/48 - Longridge Road, Otapiri Gorge Road, South Hillend-Dipton Road Minor Improvements - Approval of Tender Evaluation Process**

**Record No: R/16/12/21317**

Roading Asset Management Engineer - Hartley Hare, Roading Commercial Lead - Dylan Rabbidge and Group Manager, Services and Assets - Ian Marshall were in attendance for this item.

Mr Hare advised that the purpose of the report was to outline the tenders received for the Minor Improvements Project to install safety barriers at Longridge Road, Otapiri Gorge Road, South Hillend-Dipton Road and to seek Council approval to award Contract 16/48 to the recommended tenderer.

The Meeting noted that this report covered the tendering for the Longridge Road, Otapiri Gorge Road, South Hillend-Dipton Road Minor improvements Contract, the tenders received, the evaluation carried out and recommendations for letting the contract.

### Resolution

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

**That the Council:**

- a) **Receives the report titled “Contract 16/48 - Longridge Road, Otapiri Gorge Road, South Hillend-Dipton Road Minor Improvements - Approval of Tender Evaluation Process” 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 of advantages and disadvantages prior to making a decision on this matter.**
- d) **Approves the acceptance of The Roding Company Ltd tender price of \$221,000.00 plus GST for Contract 16/48 - Longridge Road, Otapiri Gorge Road, South Hillend-Dipton Road Minor Improvements.**

### 8.5 Management Report

**Record No: R/17/1/1437**

Chief Executive Officer – Steve Ruru was in attendance for this item.

#### Resolution

Moved Mayor Tong, seconded Cr Kremer **and resolved:**

**That the Council:**

- a) **Receives the report titled “Management Report” dated 25 January 2017.**

### 8.6 MBIE Welcoming Communities Pilot Invitation

**Record No: R/17/1/73**

Group Manager, Community and Futures – Rex Capil was in attendance for this item.

Mr Capil advised that the purpose of this report was to outline the opportunity to Council and seek endorsement of the Welcoming Communities programme and support involvement in a Southland pilot programme. Council was approached in late December 2016 by the Ministry of Business, Innovation and Employment (MBIE) to seek support for Southland District Council to jointly participate in the Welcoming Communities programme. The Welcoming Communities programme is a new proposed migrant settlement programme.

The Meeting noted that MBIE is establishing up to five pilot sites across New Zealand and has identified Southland as one of these pilot areas and that support of the Invercargill City Council, Southland District Council and Gore District Council to jointly participate in the programme as one of up to five pilot sites across New Zealand is also being sought.

Mr Capil also advised that the selection of the Southland Councils is a result of the collaborative approach that the region has brought to working with Immigration NZ. Venture Southland recently developed a Memorandum of Understanding with Immigration NZ.

The Meeting also noted that the Welcoming Communities project is an immediate priority action under the Inclusion and Participation pillar of the recently released Southland Regional Development Strategy Action Plan.

### Resolution

Moved Cr Keast, seconded Cr Frazer **recommendations a to f, g with an addition (as indicated) and h and I, and resolved:**

**That the Council:**

- a) **Receives the report titled “MBIE Welcoming Communities Pilot Invitation” dated 6 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 Welcoming Communities Pilot Programme for Southland.**
- e) **Accepts the invitation from MBIE to jointly participate with Invercargill City Council and Gore District Council (subject to both of their respective involvement and support) in the Welcoming Communities Pilot Programme as one of up to five pilot sites across New Zealand.**
- f) **Supports the two staged approach as identified by MBIE of 1. Establishment Phase and 2. Implementation Phase to deliver the Welcoming Communities Pilot Programme.**
- g) **Agrees to nominate Rex Capil as a Southland District Council representative to participate on the working group – person to be determined once the terms of reference and people attributes are provided by MBIE.**
- h) **Acknowledges that subject to the implementation phase requirements and associated business case development there is a possibility Council may also need to consider allocating a financial contribution as one of the multiagency partners.**
- i) **Acknowledges that if there is an additional investment required by Council an amount which reflects the implementation phase business case findings (yet to be determined) will need to be considered as part of the Annual Plan 2017-2018 consultation and submission process.**

## Reports - Governance

### 9.1 Financial Report for the month ended 30 November 2016

**Record No: R/17/1/519**

Management Accountant - Robert Tweedie and Chief Financial Officer – Anne Robson were in attendance for this item.

Mr Tweedie advised that the purpose of the report was to outline the financial results for the five months to 30 November 2016 or 41.6% of the financial year.

The Meeting noted that the Monthly and Year to Date actual results, in the Monthly Financial Summary Report, are compared to the Full Year Budget (Projection) in the 2016/2017 Annual Plan Budget. The projection values include any carried forward items approved by Council in August 2016 and will include any changes as a result of forecasting when approved by Council. The 2016/2017 Annual Plan budget is shown in the Monthly Financial Summary Report as the Full Year Budget (Budget).

#### **Resolution**

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

**That the Council:**

- a) **Receives the report titled “Financial Report for the month ended 30 November 2016” dated 18 January 2017.**

### 9.2 Forecasted Financial Position for the year ending 30 June 2017

**Record No: R/17/1/996**

Management Accountant - Robert Tweedie and Chief Financial Officer – Anne Robson were in attendance for this item.

Mr Tweedie advised that the purpose of the report was to inform and get approval from Council of the forecasted changes to the 2016/2017 Annual Plan budget which includes unbudgeted expenditure in the forecasts.

The Meeting noted that the forecasting of the financial position for the year ended 30 June 2017 is intended to provide information at an early stage of the year of any variations from the Annual Plan and approved 2015/2016 Carried Forward items.

Mr Tweedie also advised that the forecasting enables the organisation to understand the anticipated year end position at all levels and to also assist with decisions and priorities for spending across Council.

The Meeting also noted that the approval is also sought for unbudgeted expenditure that has been identified as part of this process which has not been advised to Council previously.

## Resolution

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

**That the Council:**

- a) **Receives the report titled “Forecasted Financial Position for the year ending 30 June 2017 dated 25 January 2017.**
- b) **Determines that this matter or decision be recognised as 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) **Approve the forecasted changes to Council’s year-end financial position.**
- e) **Approves the expenditure change below to be incurred during the 2016/2017 financial year:**

<b>Expenditure</b>		
<b>Business Unit</b>	<b>Expense</b>	<b>Amount</b>
<b><i>District Business Units</i></b>		
Finance	Furniture & Fittings - Renewal	\$40,000

### 9.3 Southland District Council - Local Governance Statement

**Record No: R/17/1/50**

Group Manager, Community and Futures – Rex Capil was in attendance for this item.

Mr Capil advised that the purpose of the report was that Section 40 of the Local Government Act 2002 requires the Council to make publicly available a Local Governance Statement providing up to date information about the governance structure and management of the Council.

The Meeting noted that the Local Governance Statement document contains information about the governance structure and management of council to assist in enabling the public and interested parties to participate in local government and governance matters.

Mr Capil also advised that the Local Governance Statement is required to be prepared and made publicly available within six months following the triennial local government election of Council and able to be updated from time to time as required by Council.



## Resolution

Moved Mayor Tong, seconded Cr Keast **and resolved:**

**That the Council:**

- a) **Receives the report titled “Southland District Council - Local Governance Statement” dated 22 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) **Receive the report on the Local Governance Statement.**
- e) **Pursuant to Section 40 of the Local Government Act 2002 adopts the Local Governance Statement as attached to this report**
- f) **Agrees to make the Local Governance Statement publicly available as required by the Local Government Act 2002.**
- g) **Delegates to the Chief Executive Officer the authority to update the Local Governance Statement as necessary and appropriate during the 2016-2019 triennium to ensure it is current and accurate.**

## 9.4 Elected Member Position Descriptions

**Record No: R/17/1/206**

Group Manager, Community and Futures – Rex Capil was in attendance for this item.

Mr Capil advised that the purpose of the report was to outline the requirement to formally establish the roles and responsibilities of elected member positions for Councillors, Deputy Mayor, Chairs of Council Committees and Community Board Chairs and members.

The Meeting noted that the Remuneration Authority requires information detailing the roles to assess and support the distribution of the total remuneration amount allocated to the Southland District Council.

Mr Capil also advised that once the recommendations outlined in the report are approved, the position descriptions for these roles will be forward to the Remuneration Authority accordingly.

The Meeting also noted that at the 14 December 2016 Council meeting approved a recommendation be made to the Remuneration Authority regarding the distribution and allocation of remuneration for additional responsibilities of elected members. This specifically related to additional responsibilities associated with the roles of Deputy Mayor, Council Committee Chairs and District Plan contribution. At the same



meeting, Council also approved changes to the Elected Members Reimbursements and Remuneration Policy subject to the approval by the Remuneration Authority of the recommended allocations for the additional responsibilities.

The updated and revised position descriptions have been developed and are attached to the minutes.

### **Resolution**

Moved Mayor Tong, seconded Cr Perham **and resolved:**

**That the Council:**

- a) **Receives the report titled “Elected Member Position Descriptions” dated 25 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) **Adopts the Southland District Council Elected Member Position Descriptions 2016-2019 developed for:**
  - (i) **Councillors**
  - (ii) **The Deputy Mayor**
  - (iii) **Chairs of Council Committees**
  - (iv) **Community Board Chairs and members**
- e) **Requests that staff provide the adopted Southland District Council Elected Member Position Descriptions 2016-2019 to the Remuneration Authority.**

### **9.5 Minutes of the Thornbury Community Development Area Subcommittee Meeting dated 14 July 2016**

**Record No: R/17/1/231**

### **Resolution**

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

**That Council receives the minutes of the Thornbury Community Development Area Subcommittee meeting held 14 July 2016 as information.**

**9.6 Minutes of the Orepuki Community Development Area Subcommittee Meeting dated 4 August 2016**

**Record No: R/16/12/21338**

**Resolution**

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

**That Council receives the minutes of the Orepuki Community Development Area Subcommittee meeting held 4 August 2016 as information.**

**9.7 Minutes of the Manapouri Community Development Area Subcommittee Meeting dated 16 August 2016**

**Record No: R/17/1/1530**

**Resolution**

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

**That Council receives the minutes of the Manapouri Community Development Area Subcommittee meeting held 16 August 2016 as information.**

**Public Excluded**

**Exclusion of the Public: Local Government Official Information and Meetings Act 1987**

**Resolution**

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

**That the public be excluded from the following part(s) of the proceedings of this meeting.**

**C10.1 Transfer of land at 28 Pop Andrew Drive Te Anau to the Fiordland Retirement Housing Trust, C10.2 Rating Sale - 17 Malta Street, Wyndham and C10.3 Appointment of Chair to Milford Sound Tourism**

**The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:**

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
Transfer of land at 28 Pop Andrew Drive Te Anau to the Fiordland Retirement Housing Trust	s7(2)(b)(ii) - The withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.	That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists.

Rating Sale - 17 Malta Street, Wyndham	s7(2)(a) - The withholding of the information is necessary to protect the privacy of natural persons, including that of a deceased person.	That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists.
Appointment of Chair to Milford Sound Tourism	s7(2)(a) - The withholding of the information is necessary to protect the privacy of natural persons, including that of a deceased person.  s7(2)(h) - The withholding of the information is necessary to enable the local authority to carry out, without prejudice or disadvantage, commercial activities.	That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists.

That the Chief Executive Officer, Group Manager, Environmental Services, Group Manager, Services and Assets, Group Manager, Community and Futures, Chief Financial Officer, Chief Information Officer, Group Manager, Customer Support, Communications Manager, Committee Advisor, Strategic Property Manager and Finance Manager be permitted to remain at this meeting, after the public has been excluded, because of their knowledge of the items C10.1 Transfer of land at 28 Pop Andrew Drive Te Anau to the Fiordland Retirement Housing Trust, C10.2 Rating Sale - 17 Malta Street, Wyndham and C10.3 Appointment of Chair to Milford Sound Tourism. This knowledge, which will be of assistance in relation to the matters to be discussed, is relevant to those matters because of their knowledge on the issues discussed and meeting procedure.

Muriel Johnstone left the meeting at this point.

The public were excluded at 12.05pm.

The meeting concluded at 12.53pm.

**CONFIRMED AS A TRUE AND CORRECT RECORD AT A MEETING OF THE COUNCIL HELD ON WEDNESDAY 1 FEBRUARY 2017.**

**DATE:**.....

**CHAIRPERSON:**.....

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# Colac Bay Community Development Area Subcommittee OPEN MINUTES

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Minutes of a meeting of Colac Bay Community Development Area Subcommittee held in the Colac Bay Hall, 14 Manuka Street, Colac Bay on Tuesday, 12 July 2016 at 6pm.

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## PRESENT

**Chairperson**  
**Members**

Lynley Barclay  
Nathan Cleaver  
Graeme McKenzie  
Rowena Tomlin  
Rodney Dobson

**Councillor**

## IN ATTENDANCE

**Community Partnership Leader**  
**Community Engineer**  
**Community Development Planner**  
**Committee Advisor**

Simon Moran  
Greg Erskine  
Kathryn Cowie  
Alyson Hamilton

**1 Apologies**

Moved Member Tomlin, seconded Member Cleaver and **resolved:**  
**That the apologies lodged by Members Bevin and Brinsdon 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 members of the public seeking speaking rights in the Public Forum section of the meeting.

**5 Extraordinary/Urgent Items**

There were no Extraordinary/Urgent items.

**6 Confirmation of Minutes**

**Resolution**

Moved Cr Dobson, seconded Member Barclay **and resolved:**  
**That the minutes of Colac Bay Community Development Area Subcommittee meeting held on 17 March 2016 be confirmed.**

**Reports**

**7.1 Action Sheet**

**Record No: R/16/7/10288**

Action Sheet from the subcommittee's previous meetings, was tabled.

Issues reported to the subcommittee included;

Colac Bay Hall

The Community Engineer reported repair work to the south-end wall of the Hall has been completed.

Mr Erskine advised in regards to replacing the hall signage he is to obtain a quote for a fibreglass sign and also a quote from a signwriter.

To progress this work Members requested Mr Erskine liaise with the Chair when the quotes have been obtained who in turn is to consult with subcommittee members on the preferred option.

Members expressed appreciation to Member Cleaver for his workmanship at the Hall.

### Changing Shed

The meeting was advised the builder has indicated the shed will be completed early summer.

### Derelict Bus

Councillor Dobson reported to the meeting of a site visit recently undertaken by Mayor Tong and presented to the meeting a map highlighting the location of the bus and the property ownership.

In discussing this issue Members felt they are aware of some of the property owners and it was agreed that the Chair and Member Tomlin to locate these owners with the view of staff ascertaining if they are aware Mr Thompson has placed a derelict bus on their property.

### Colac Bay Boat Ramp

The meeting was advised an approach has been made to the Colac Bay Progress League to confirm their ownership of the ramp.

The Committee Advisor advised a letter of response has yet to be received from Progress League.

### **Resolution**

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

**That the Colac Bay Community Development Area Subcommittee:**

a) **Receives the report titled “Action Sheet” dated 4 July 2016.**

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

**Record No: R/16/5/7856**

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

Issues reported to the subcommittee included;

- Four new wooden tables have been purchased with two to be placed on existing concrete pads and two to be placed on new pads.
- The lawn mowing contract (Waynrit) expires on 30 August 2016. Members commented on the varying standard of the mowing.
- The subcommittee is to receive an update from Ian Marshall (Group Manager, Services and Assets) in approximately two weeks on the progress of the resource consent application lodged with Environment Southland in regard to the upgrade of rock protection work along the Colac Bay Foreshore Road.

### **Resolution**

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

**That the Colac Bay Community Development Area Subcommittee:**

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

### 7.3 Bylaw Review Process

**Record No: R/16/4/5182**

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 the subcommittee is asked to make a submission during the consultation period and individual members can engage during pre-consultation sessions in May.

#### **Resolution**

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

**That the Colac Bay Community Development Area Subcommittee:**

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

### 7.4 Elected Members' Expense Reimbursements and Allowances

**Record No: R/16/7/10197**

Report by Sheree Marrah, Finance Manager, regarding Elected Members' Expense Reimbursements and allowances, was tabled.

Mrs Marrah advised the purpose of the 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.

Members noted the revised policy amendments were adopted by Council on 8 June 2016 and are effective from 1 July 2016.

subcommittee was advised that 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.

Marrah informed 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.

Marrah explained 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.

Subcommittee noted 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.

Marrah advised that 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.

Regarding the funding of any such claims the Board was informed 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.

Marrah advised 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.

The subcommittee noted payment of allowances and reimbursements will be funded from local operating budgets of the relevant Community Board or subcommittee.

#### Resolution

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

**That the Colac Bay Community Development Area Subcommittee:**

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

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

Record No: R/16/6/9488



Report by Kathryn Cowie, Community Development Planner, providing 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, more specifically Otautau, was tabled.

Mrs Cowie outlined involvement with local initiatives in the Colac Bay area and with major projects in the wider area included;

- Colac Bay Progress League
- Colac Bay CDA
- Kohi Kohi's Cottage (Riverton)
- Taramea Bay Soundshell

The subcommittee noted regional initiatives included;

- Health & Safety Workshops for Volunteers & Community Groups
- Volunteers futures project (CONA)
- Southland Cycling Strategy

### **Resolution**

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

**That the Colac Bay Community Development Area Subcommittee:**

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

### **8.1 Chairperson's Report**

The Chair, Member Barclay, reported on activities with which she has been involved since the Board's last meeting. These included;

- Attendance at Community Conversations meeting
- Hall maintenance update, possible kitchen repaint

The Chair expressed concern at the state of creek, becoming overgrown and blocked which is causing adverse effects. Request for the Community Engineer to follow-up on this.

### **8.2 Community Partnership Leader**

Mr Simon Moran reported on activities with which he has been involved. These included;

- Police Review
- Working with Ministry of Education – school bus route

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

Councillor Dobson reported on activities from the Council table. These included;

- Adoption of Annual Plan 2016/2017
- Setting of rates for the financial year 1 July 2016 to 30 June 2017
- Riverton Pool rate increase of \$3.00

The meeting concluded at 7.15pm

CONFIRMED AS A TRUE AND CORRECT RECORD AT A MEETING OF THE COLAC BAY COMMUNITY DEVELOPMENT AREA SUBCOMMITTEE HELD ON TUESDAY, 12 JULY 2016.

**DATE:**.....

**CHAIRPERSON:**.....