

Date: Wednesday 19 July 2017
Time: 10am
Meeting Room: Council Chambers
Venue: 15 Forth Street
Invercargill

Council

OPEN MINUTES FOR CONFIRMATION

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Council

OPEN MINUTES

Minutes of a meeting of Council held in the Council Chambers, 15 Forth Street, Invercargill on Wednesday, 21 June 2017 at 1.04pm.

PRESENT

Mayor	Mayor Gary Tong
Councillors	Stuart Baird
	Brian Dillon
	John Douglas
	Bruce Ford
	Darren Frazer
	George Harpur
	Gavin Macpherson
	Neil Paterson

IN ATTENDANCE

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

1 Apologies

Apologies for absence were received from Councillors Duffy, Keast, Kremer and Perham.

Resolution

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

That Council accept the 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 Council Minutes

Resolution

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

That Council confirms the minutes of ordinary Council meeting held on 6 April 2017 and 7 June 2017 as a true and correct record of those meetings.

Reports - Policy and Strategy

7.1 Significance and Engagement Policy

Record No: R/17/5/11419

Policy Analyst – Robyn Rout was in attendance for this item.

Mrs Rout advised that the report presented the draft Significance and Engagement Policy to Council for adoption.

Resolution

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

That the Council:

- a) **Receives the report titled “Significance and Engagement Policy” dated 26 May 2017.**
- b) **Adopts the Significance and Engagement Policy (appended to the minutes as appendix 1).**

7.2 Risk management review project

Record No: R/17/6/12873

Planning and Reporting Analyst – Shannon Oliver was in attendance for this item.

Miss Oliver advised that the purpose of the report was to provide a project scope and terms of reference for reviewing council’s risk management practices for approval.

The Meeting noted that the report included in the scope the development of a risk management framework and a review of the current policy.

Resolution

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

That the Council:

- a) **Receives the report titled “Risk management review project” dated 14 June 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) **Approves of the project scope and terms of reference for the risk management review project.**

7.3 Recent Changes to the Resource Management Act and implementation

Record No: R/17/6/12412

Team Leader - Resource Management - Marcus Roy was in attendance for this item.

Mr Roy advised that the purpose of the report was to update the Councillors on the recently amended Resource Management Act 1991 with the passage of the Resource Legislation Amendment Act 2017 which was enacted on 18 April 2017.

The Meeting noted that the amendments are considered the most comprehensive

package of reforms to the Resource Management Act since its inception which contains numerous changes to the Resource Management Act many of which have significant implications for territorial authorities.

Resolution

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

That the Council:

- a) **Receives the report titled “Recent Changes to the Resource Management Act and implementation” dated 15 June 2017.**

Reports - Operational Matters

8.1 Bridge Weight Restriction Postings 2017/2018

Record No: R/17/5/11486

Roading Asset Management Engineer – Hartley Hare, Group Manager, Services and Assets – Ian Marshall and John Laskewitz - Client Service Manager at MWH Global (part of Stantec) were in attendance for this item.

Mr Hare advised that the purpose of the report was to comply with the Transport Act 1962 and Heavy Motor Vehicle Regulations 1974 and this report provides the information to be able to fulfil this requirement. Council last confirmed its bridge postings in late June 2016.

The Meeting noted that the road controlling authority for any territorial area is required to confirm, at least annually, any weight limit postings necessary for bridges on the roading network and to revoke any restrictions which no longer apply.

Resolution

Moved Mayor Tong, seconded Cr Paterson **recommendations a to e and f with an addition (as indicated) and resolved:**

That the Council:

- a) **Receives the report titled “Bridge Weight Restriction Postings 2017/2018” dated 13 June 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) **Confirms that in accordance with the Transport Act 1962 and Heavy Motor Vehicle Regulations 1974 the maximum weight and speed limits for heavy motor vehicles on bridges as listed on the attached schedule (Appendix A of the officers report) be imposed.**

- e) Continue to rely on the Central on Bridge (COB) restriction to limit posting restrictions but it mitigates some of this risk by taking further action to promote compliance, particularly for those restrictions which have curved approaches and where posting restriction between central on bridge and no central on bridge are at least 20% and carry more than two heavy vehicles a day.
- f) Notifies the weight limits to the New Zealand Police, New Zealand Transport Agency, Road Transport Forum and by public notice in daily newspapers.

8.2 Unbudgeted expenditure request for a contribution to the Fiordland Retirement Housing Trust

Record No: R/17/6/12941

Chief Financial Officer – Anne Robson was in attendance for this item.

Miss Robson advised that this report advises that the Te Anau Community Board had received a request from the Fiordland Retirement Housing Trust for a grant of \$40,000.

The Meeting noted that the Te Anau Community Board met on the 14 June 2017 and resolved to recommend to Council to approve the request subject to a number of conditions noting that the monies will be advanced from the Te Anau Luxmore Subdivision Reserve, which is monies collected from property development that Council undertook on property within the Te Anau area.

Resolution

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

That the Council:

- a) **Receives the report titled “Unbudgeted expenditure request for a contribution to the Fiordland Retirement Housing Trust” dated 15 June 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) **Approves unbudgeted expenditure in the form of a \$40,000 contribution to the Fiordland Retirement Housing Trust from the Luxmore Subdivision Reserve subject to the following conditions:**
 - a) **That in the event that the trust does not proceed with the project, that any plans and work undertaken by the Trust becomes the intellectual**

property of the Southland District Council.

- b) That the trust repay the \$40,000 when practically possible.
- c) That the \$40,000 returned, will not be subject to any conditions that the Trust may impose on any other funds returned to Council.
- e) Acknowledges that the \$40,000 contribution is not secured and that there is a level of risk that the monies may not be returned to the Community Board.

Reports - Governance

9.1 Southland Cycling Strategy - Governance Group Council Representative

Record No: R/17/6/12918

Group Manager, Services and Assets – Ian Marshall was in attendance for this item.

Mr Marshall advised that the Southland Cycling Strategy was developed in late 2016 in order to form the basis of a coordinated approach to cycling in the region. The Strategy is a joint vision of the Invercargill City Council, Southland District Council, Gore District Council and Environment Southland and has had significant input from the public and from key stakeholders in the cycling community.

The Meeting noted that one Councillor is required to be a member of the Governance Group.

Resolution

Moved Mayor Tong, seconded Cr Ford **recommendation a with an addition to recommendation b (as indicated) and resolved:**

That the Council:

- a) **Receives the report titled “Southland Cycling Strategy - Governance Group Council Representative” dated 15 June 2017.**
- b) **Appoints Councillor Frazer to be the Southland District Council representative on the Southland Cycling Strategy Governance Group.**

9.2 Unbudgeted expenditure - Waikaia Community Development Area - Footpath Paving in front of Switzers Museum

Record No: R/17/6/12963

Community Partnership Leader – Kelly Tagg was in attendance for this item.

Mrs Tagg advised that the purpose of the report was to seek approval from Council for the payment of a grant of \$25,000 plus GST to Switzers Museum Inc to assist with the cost of completing the paving in front of the Switzers Museum in Waikaia.

Resolution

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

That the Council:

- a) **Receives the report titled “Unbudgeted expenditure - Waikaia Community Development Area - Footpath Paving in front of Switzers Museum” dated 15 June 2017.**
- b) **Approves the payment of an unbudgeted grant to Switzers Museum Inc in the amount of \$25,000 plus GST to be funded from the Waikaia General Reserve.**

9.3 Minutes of the Finance and Audit Committee Meeting dated 15 March 2017

Record No: R/17/6/12848

Resolution

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

That Council receives the minutes of the Finance and Audit Committee meeting held 15 March 2017 as information.

9.4 Minutes of the Finance and Audit Committee Meeting dated 26 April 2017

Record No: R/17/6/12850

Resolution

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

That Council receives the minutes of the Finance and Audit Committee meeting held 26 April 2017 as information.

9.5 Minutes of the Athol Community Development Area Subcommittee Meeting dated 22 March 2017

Record No: R/17/6/12929

Resolution

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

That Council receives the minutes of the Athol Community Development Area Subcommittee meeting held 22 March 2017 as information.

9.6 Minutes of the Garston Community Development Area Subcommittee Meeting dated 22 March 2017

Record No: R/17/6/12928

Resolution

Moved Cr Frazer, seconded Cr Ford and resolved:

That Council receives the minutes of the Garston Community Development Area Subcommittee meeting held 22 March 2017 as information.

9.7 Minutes of the Mossburn Community Development Area Subcommittee Meeting dated 13 March 2017

Record No: R/17/6/12926

Resolution

Moved Cr Frazer, seconded Cr Ford and resolved:

That Council receives the minutes of the Mossburn Community Development Area Subcommittee meeting held 13 March 2017 as information.

9.8 Minutes of the Waikaia Community Development Area Subcommittee Meeting dated 20 March 2017

Record No: R/17/6/12925

Resolution

Moved Cr Frazer, seconded Cr Ford and resolved:

That Council receives the minutes of the Waikaia Community Development Area Subcommittee meeting held 20 March 2017 as information.

Public Excluded

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

Resolution

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

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

C10.1 Stewart Island/Rakiura Golden Bay Wharf Ownership

C10.2 Public Excluded Minutes of the Finance and Audit Committee Meeting dated 15 March 2017

C10.3 Public Excluded Minutes of the Finance and Audit Committee Meeting dated 26 April 2017

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
Stewart Island/Rakiura Golden Bay Wharf Ownership	<p>s7(2)(a) - The withholding of the information is necessary to protect the privacy of natural persons, including that of a deceased person.</p> <p>s7(2)(h) - The withholding of the information is necessary to enable the local authority to carry out, without prejudice or disadvantage, commercial activities.</p> <p>s7(2)(i) - The withholding of the information is necessary to enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).</p>	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.
Public Excluded Minutes of the Finance and Audit Committee Meeting dated 15 March 2017	<p>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.</p> <p>s7(2)(h) - The withholding of the information is necessary to enable the local authority to carry out, without prejudice or disadvantage, commercial activities.</p>	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.

	s7(2)(i) - The withholding of the information is necessary to enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).	
Public Excluded Minutes of the Finance and Audit Committee Meeting dated 26 April 2017	<p>s7(2)(a) - The withholding of the information is necessary to protect the privacy of natural persons, including that of a deceased person.</p> <p>s7(2)(h) - The withholding of the information is necessary to enable the local authority to carry out, without prejudice or disadvantage, commercial activities.</p> <p>s7(2)(i) - The withholding of the information is necessary to enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).</p>	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 Group Manager, Environmental Services, Group Manager, Services and Assets, Group Manager, Community and Futures, Chief Financial Officer, Group Manager, Customer Support, Communications Manager, Governance and Democracy Manager and Committee Advisor be permitted to remain at this meeting, after the public has been excluded, because of their knowledge of the items C10.1 Stewart Island/Rakiura Golden Bay Wharf Ownership, C10.2 Public Excluded Minutes of the Finance and Audit Committee Meeting dated 15 March 2017 and C10.3 Public Excluded Minutes of the Finance and Audit Committee Meeting dated 26 April 2017. 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.

That the Community Partnership Leader (Michelle Stevenson) and Management Accountant – Financial Services be permitted to remain at this meeting, after the public has been excluded, because of their knowledge of the items C10.1 Stewart Island/Rakiura Golden Bay Wharf Ownership. 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.

The public were excluded at 1.59pm.

Resolutions in relation to the confidential items are recorded in the confidential section of these minutes and are not publicly available unless released here.

C10.1 Stewart Island/Rakiura Golden Bay Wharf Ownership

Record No: R/17/6/12732

The meeting agreed to release recommendations d to f in the open minutes.

That the Council:

- d) Supports the preparation of a report to Council for 6 September Council meeting that will include the capital development and asset management plan for Golden Bay wharf, and will also outline the engineering requirements, costs and any associated investment and health and safety implications for ownership of the wharf.**
- e) Endorses staff to continue to work with Southport NZ to investigate Council ownership of Golden Bay wharf.**
- f) Endorses staff to investigate the immediate, medium and long term costs and funding options associated with Golden Bay wharf as a Council asset as per the capital development plan and asset management plan preparation.**

The meeting concluded at 2.30pm.

CONFIRMED AS A TRUE AND CORRECT
RECORD AT A MEETING OF THE COUNCIL
HELD ON WEDNESDAY 21 JUNE 2017.

DATE:.....

CHAIRPERSON:.....

APPENDIX 1



SOUTHLAND DISTRICT COUNCIL SIGNIFICANCE AND ENGAGEMENT POLICY

This policy applies to: Council, Elected members, Council staff and the general public

DOCUMENT CONTROL

Policy owner: Chief Executive	TRIM reference number: r/16/11/19694	Effective date: 21 June 2017
Approved by: Council	Date approved: 21 June 2017	Next review date: 2020

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SIGNIFICANCE AND ENGAGEMENT POLICY

Southland District Council has developed the Significance and Engagement Policy (the Policy) to determine the significance of issues within the District, and how to align our engagement with the public based on the degree of significance of the issue. The Policy aligns with provisions the Local Government Act (2002) (the Act).

1 PURPOSE

1.1 The purpose of this policy is:

- to enable the local authority and its communities to identify the degree of significance attached to particular issues, proposals, decisions or matters; and
- to provide clarity about how and when communities can expect to be engaged in decisions about different issues, proposals, decisions or matters; and
- to inform Council, from the beginning of a decision-making process about
 - the extent of any public engagement that is expected before a particular decision is made; and
 - the form or type of engagement required.

1.2 This policy will also guide staff on:

- the extent that options are identified and assessed; and
- the degree benefits and costs are quantified; and
- the extent and detail of information considered; and
- the extent and nature of any written record kept on legal compliance; and
- on the extent Council must consider the views and preferences of people likely to be affected by, or to have an interest in a matter;

as these decisions should be undertaken in proportion to significance of the matter.

2 THE GENERAL APPROACH

The Council will follow a three-step process to inform decision-making:

Step 1 - Determine significance - the Council will use particular factors to decide if a matter is of higher or lower significance. This part of the policy also gives guidance on what to do if a matter is of high significance.

Step 2 - Identify community views - the Council will determine what it knows about community views and identify if there is a need for more information.

Step 3 - Deciding on an approach to community engagement - the level of significance and what the Council wants to know about community views will guide Council on an appropriate level of engagement, and how and when to engage. This part of the Policy provides clarity on how and when communities can expect to be engaged in different issues. It also identifies how Council will respond to community preferences about engagement.

3 STEP 1 - DETERMINING THE LEVEL OF SIGNIFICANCE

3.1 Significance is about measuring the degree of importance of an issue, proposal, decision, or matter. Council has to determine how people, services, facilities and infrastructure in the District will be affected. Significance is a continuum ranging from matters that have a low impact/risk and therefore low significance, right up to matters that have very high levels of impact/risk and significance.

3.2 During the development stages of an issue, proposal, decision or matter, significance should be considered as it will guide both the extent options should be developed, and the degree to which advantages and disadvantages are assessed. Significance should also be considered when determining the appropriate extent and type of community engagement.

Factors to Assess Significance

3.3 Council will take into account the following factors when determining the level of significance. These factors are of equal weighting. The greater the cumulative impact of the matter as assessed by these factors, the more significant the issue, proposal, decision or matter will be. Significance means the degree of importance of the matter as assessed by its likely impact on, and likely consequences for:

- the current and future social, economic, environmental or cultural wellbeing of the district or region;
- people who are likely to be particularly affected by or interested in, the issue, proposal decision or matter;
- the capacity of Council to perform its role, and the financial and other costs of doing so;
- the ownership or function of a strategic asset.

3.4 Council may also take into account knowledge it has previously gained about the community and its views on an issue to assess whether the matter has a high level of significance.

3.5 When determining the significance of a matter that could have a high level of significance, it is recommended that Council staff discuss the importance of the matter to Māori through Council's partnership with Te Ao Mārama Incorporated, or to take the matter to Te Roopu Taiao forum, which is a meeting of local councils and iwi.

3.6 Committees of Council and elected bodies can also be used to help assess the significance of a matter.

Strategic Assets

3.7 In respect to "strategic assets", a key consideration is whether an asset is essential to the continued delivery of an "outcome" that Council considers important for the well-being of the community. Decisions to transfer ownership or control of a strategic asset to or from Council cannot be made unless they are first included in the Long Term Plan.

3.8 For the purpose of section 76AA(3) of the Act, Council considers the following assets, or a network of assets, to be strategic assets:

- Rooding/bridge network as a whole.
- Individual water treatment plants and reticulation networks.
- Individual township sewerage treatment plants and reticulation networks.

- Individual township stormwater reticulation networks.
- Portfolio of District Reserves (Parks/Reserves).
- Stewart Island Electricity Supply Authority.
- Te Anau Airport at Manapouri.
- Community housing as a whole.

What to do if a matter is significant

- 3.9 If a matter is considered to be significant, reports will include a statement indicating why this conclusion was reached. The statement will include an explanation of which factors indicate the decision is significant, the potential implications of the decision, the range of community views that might exist, and whether there is a need for a further degree of community engagement before a final decision is made.
- 3.10 Where the proposal or decision is considered to be significant, the report will also include a statement addressing the appropriate observance of Sections 77, 78, 79, 80, 81, 82 and 82A of the Act as applicable, together with the corresponding degree of community engagement considered.

4 STEP 2 - IDENTIFY COMMUNITY VIEWS

- 4.1 Step 2 involves Council identifying what it already knows about the community views on a matter, and identifying if there is a need to get more information about community views. Community views are the views and preferences of people likely to be affected by, or to have an interest in, the matter. Determining how Council will identify community views may lead to community engagement. The process of how Council will decide if it needs to seek more information to understand the views in the community is outlined in Appendix 1. In general, Council will take steps to identify community views in the circumstances described below.

When Council will identify community views

When it is required by legislation

- 4.2 The Council will consider community views when it has a legislative requirement to do so (as set out by the Local Government Act 2002, Resource Management Act 1991, Reserves Act 1977, and Land Transport Management Act 2003). Examples of when Council will identify community views include the adoption and amendment/s to both the Long Term Plan and a bylaw, transfer of ownership of a significant strategic asset, and changes to financial policies. Council may identify community views more broadly than what is legally required.

When it relates to a significant matter

- 4.3 Subject to consideration of factors in paragraph 3.3 of this Policy, the Council will identify community views whenever a 'significant decision' needs to be made. A significant decision is one which has been identified as such under this Policy. *Note:* a 'significant' decision will not automatically trigger consultation or application of the Special Consultative Procedure (SCP). An outline of what Council must do when it is required to use or adopt the special consultative procedure is outlined in Appendix 4. Further information on the SCP is in sections 86, 87, and 93A of the LGA 2002.

For some matters that are not considered significant

- 4.4 In general, where a matter is not considered significant under this Policy, the Council is unlikely to seek additional information on community views. However, in some situations where Council staff deem community involvement or notification is appropriate, informal feedback or notification processes may be followed.

When Council may not seek additional information on community views

- 4.5 Information is always necessary for the decision making process. However, there are times when it is not necessary, appropriate or possible to seek additional information on community views. If this is the case, Council will make this determination in accordance with the criteria below and not withstanding any legislative requirements. The Council will not identify community views when:
- The matter is not of a nature or significance that requires consultation (LGA 2002, s82(4)(c))
 - The Council already has a sound understanding of the views and preferences of the persons likely to be affected by or interested in the matter (s82(4)(b) LGA 2002);
 - There is a need for confidentiality or commercial sensitivity (s82(4)(d) LGA 2002);
 - The costs of consultation outweigh the benefits of it (s82(4)(e) LGA 2002);
 - Engagement will not be beneficial as it will not influence the decision (for example if there is only one or very limited viable options available, there may be no benefit in engaging with the community);
 - The matter has already been addressed by the Council's policies or plans, which have previously been consulted on;
 - An immediate or quick response or decision is needed or it is not reasonably practicable to engage;
 - Works are required unexpectedly or following further investigations on projects, already approved by the Council;
 - Business as usual - the works required are related to the operation and maintenance of a Council asset and responsible management requires the works to take place;
 - When Council has consulted on the unchanged issue in the last 24 months.
- 4.6 Where the above listed circumstances apply and community feedback is not sought, the Council is still required to give consideration to the views and preferences of persons likely to be affected by, or to have an interest in, the matter (LGA 2002 section 78 (1)). The LGA 2002 requires that this consideration be in proportion to the significance of the matters affected by the decision (section 79 (1)).

5 STEP 3 - DECIDING ON AN APPROACH TO COMMUNITY ENGAGEMENT

- 5.1 Once Council has determined the significance of a matter and has determined it needs more information on the range of views held, Council will consider how and when it should engage with the community. Depending on the matter being considered and the stakeholders involved, the preferred method(s) or combination of engagement tools will be identified and applied to meet the goals of the specific engagement.

- 5.2 Council will respond to community preferences about engagement, including the form of consultation that may be desirable, by informing and seeking guidance from Councillors. Council will also use engagement methods that have proven over time to be effective at informing the public and generating responses.
- 5.3 There is a variety of ways in which the Council engages with the community. In this policy, the types of engagement described relate specifically to Council, Community Board and delegated decision-making. The types of engagement described are given as a guide, and Council is not limited to or by the stated methods of engagement.
- 5.4 The significance of the issue, proposal or decision will influence the extent Council explores and evaluates options and obtains the views of affected and interested parties.
- 5.5 Council will apply the principles of s82 of the Act when determining engagement. Council will select the engagement method that it considers most appropriate in the circumstance.

Factors to Consider

Southland District Council's strong community focus

- 5.6 The Southland community is at the heart of Council's purpose, vision and mission; therefore, engagement will reflect the need for community input into Council decision-making.
- 5.7 The Council is also keen to build on existing relationships and networks with individuals and communities, and look to extend the range of parties involved in the community engagement as appropriate. The Council will work to ensure the community is sufficiently informed to understand the issue(s) or proposal, options and impacts and has time to respond, so they are able to participate in engagement processes with confidence.

Legislative Considerations

- 5.8 When Council makes decisions, often legislation will prescribe the consultation and decision-making procedures required. This includes the procedures to be used for public notification, considering submissions and making decisions. Section 82(5) of the LGA 2002 says that where specific consultation is required under the LGA, or any other enactment, and if inconsistent with any s82 principle – the other provisions will prevail (to the extent of the inconsistency). Those other Acts include, among others, the Reserves Act 1977, the Biosecurity Act 1993, Land Transport Act 1998 and the Resource Management Act 1991.
- 5.9 There are a number of decisions that can only be made if they are explicitly provided for in the Council's LTP as set out by the LGA 2002 Amendment Act 2014. These are:
 - to alter significantly the intended level of service provision for any significant activity undertaken by or on behalf of the Council, including a decision to commence or cease any such activity;
 - to transfer the ownership or control of a strategic asset to or from the Council.

- 5.10 In addition, Council is required at times to use a Special Consultative Procedure (SCP), as set out in section 83 of the LGA. The SCP is a prescribed process for consultation set out in the LGA. In brief, the SCP requires Council to issue and widely distribute a proposal, which is open for consultation for at least a month, and the community can provide its views. The SCP may also be used for any other decision Council wishes to consult on, and generally this will be when a matter is of high significance. The requirement or use of the SCP does not preclude the need to engage with affected communities. The use of the SCP is predominantly a reflection of the significance of an issue, which in turn identifies the need for appropriate community engagement. Schedule 2 outlines when an SCP is required, and what is required under Section 83.

Remaining flexible

- 5.11 It is important that Council does not use a homogenous approach, and that engagement tools are appropriate to the location, significance of the issue, and community affected. Differing levels and forms of engagement may be required during the varying phases of consideration and decision-making on an issue or proposal, and for different community groups or stakeholders. The Council will review the appropriateness and effectiveness of the engagement strategy and methods as the process proceeds. There may be occasions in which the Council chooses to carry out engagement at a level higher than that indicated by the significance of the decision as part of its commitment to promote participatory democracy.
- 5.12 Council will also be open to new and developing methods of engagement through the use of technology and innovation.

The role of Elected Members

- 5.13 This policy recognises the role of elected representatives, both Councillors and Community Board members, as valued and recognised conduits to the communities they represent. Council, when engaging with affected or interested communities, will recognise the relationship elected members have with the location, specific communities and individuals affected by consultation or engagement initiatives. Participation of elected representatives is an essential step to consider, in light of broader community good, when initiating any project requiring engagement.

Engagement with Iwi/Māori

- 5.14 A strategic focus for Council is maintaining and enhancing our partnership with Maori. Council has a strong partnership with Te Ao Mārama Incorporated, and encourages openly engaging with iwi/Maori through this channel or through the Te Roopu Taiao forum.

The Level of Engagement

- 5.15 Using the International Association of Public Participation engagement spectrum as a basis¹, the method(s) of engagement adopted by the Council before it makes a decision may depend on whether or not:
- The matter is of low or no significance (eg, technical and/or minor amendments to a bylaw or Council policy) and there may be a very small group of people affected by or with an interest in the decision. Council is unlikely to engage on these matters;

¹ International Association of Public Participation [IAP2]. (2007). IAP2 Spectrum of Public Participation. Retrieved from http://c.yimcdn.com/sites/www.iap2.org/resource/resmgr/imported/IAP2%20Spectrum_vertical.pdf on 2 January 2017.

- The matter is significant only to a relatively small group of people or is of low impact to many. They should be **informed** about the problem, alternatives, opportunities and/or solutions and/or **consulted** so that any concerns, alternatives and aspirations they have are understood and considered;
 - The matter is significant not only to a small group of people particularly affected but also to a wider community that may have an interest in the decision to be made. They may be **informed**, **consulted** and/or **involved** to seek public input and feedback on analysis, alternatives and/or decisions.
 - For more significant matters the Council may elect to **collaborate**, or partner, with a community in any aspect of a decision including the development of alternatives and the identification of preferred solutions. This is more likely to occur where there is a distinct group of affected or particularly interested people.
- 5.16 Depending on the level of significance and the nature of the issue, proposal or decision being made, by using a range of engagement methods communities may be **empowered** to participate in the decision-making process.

How and when we will Engage

- 5.17 Once the appropriate level of engagement has been assessed (in accordance with paragraphs 5.15 and 5.16 above), Council will then consider the range of engagement methods that are appropriate. This process support community participation through an Engagement Spectrum Approach.
- 5.18 Council will select the method it considers appropriate in the circumstance, taking into account a range of factors, such as who is affected or who is likely to have a view. Council will remain flexible in its approach to engagement, to ensure that the most appropriate methods are used.
- 5.19 Table 1 below outlines Southland District Council's engagement spectrum. The table gives guidance on how and when communities can expect to be engaged in particular matters, relative to their significance. The table also gives examples of what significance has been placed on particular matters in the past, and what types of community engagement has been used for those matters. The table is also a valuable tool for Council staff to inform on the extent of public engagement that might be expected on a matter before a decision is made, and the form or type of engagement that may be required and appropriate.

Low level of significance			High level of significance		
Level	Inform	Consult	Involve	Collaborate	Empower
What it involves	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision making is in the hands of the public.

Low level of significance		High level of significance			
Level	Inform	Consult	Involve	Collaborate	Empower
Types of matters we might use this type of engagement for	Minor change to how Council manages groups of activities Upgrade of a reserve area	Long Term Plan and Annual Plan where there are significant changes from the content of the LTP for that financial year. Policies such as the Easter Sunday Shop Trading Policy and the Unmanned Aerial Vehicle Policy.	Development of options for a policy change that is deemed significant e.g. moving from land to capital value for rating purposes.	Development of options for a new large capital project which has a community focus and has a large number of options e.g. Te Anau Waste Water Project	Community halls
Examples of engagement tools Council might use	Council newsletter, Weekly/daily newspapers, Community newsletters, Electronic messages (eg, email, online newsletters, social media posts), Flyers, Website, Radio.	Submissions, Hearings, Feedback processes, Surveys, Open Days.	Local meetings, Social media, Targeting existing organisations within the community eg, service clubs.	Talking with communities, Key partnerships with existing community organisations, Hall committees.	Community Boards, Community Development Area Subcommittees.
When the community can expect to be involved	Council will generally advise the community when a decision is made.	Council will advise the community when a draft decision is made and generally provides the community with up to four (4) weeks to participate and respond.	Council will generally provide the community with a greater lead-in time to allow them time to be involved in the process.	Council will generally involve the community at the start to scope the issue, again after information has been collected and again when options are being considered.	Council will generally involve the community at the start to scope the issue

Table 1: Southland District Council's Engagement Spectrum Approach

6 ROLES AND RESPONSIBILITIES

Party/Parties	Roles and Responsibilities
Communications Manager, Management Team	Ensure that engagement with the community meets the degree of significance determined by Council
Council	<ul style="list-style-type: none"> Determine degree of significance of an issue Determine whether or not to engage Link level of significance to appropriate levels of engagement Use determined level of significance to decide how much time, money and effort the Council will invest in exploring and evaluating options and obtaining the views of affected and interested parties.

7 ASSOCIATED DOCUMENTS

Local Government Act (2002).
Southland District Council Engagement Strategy

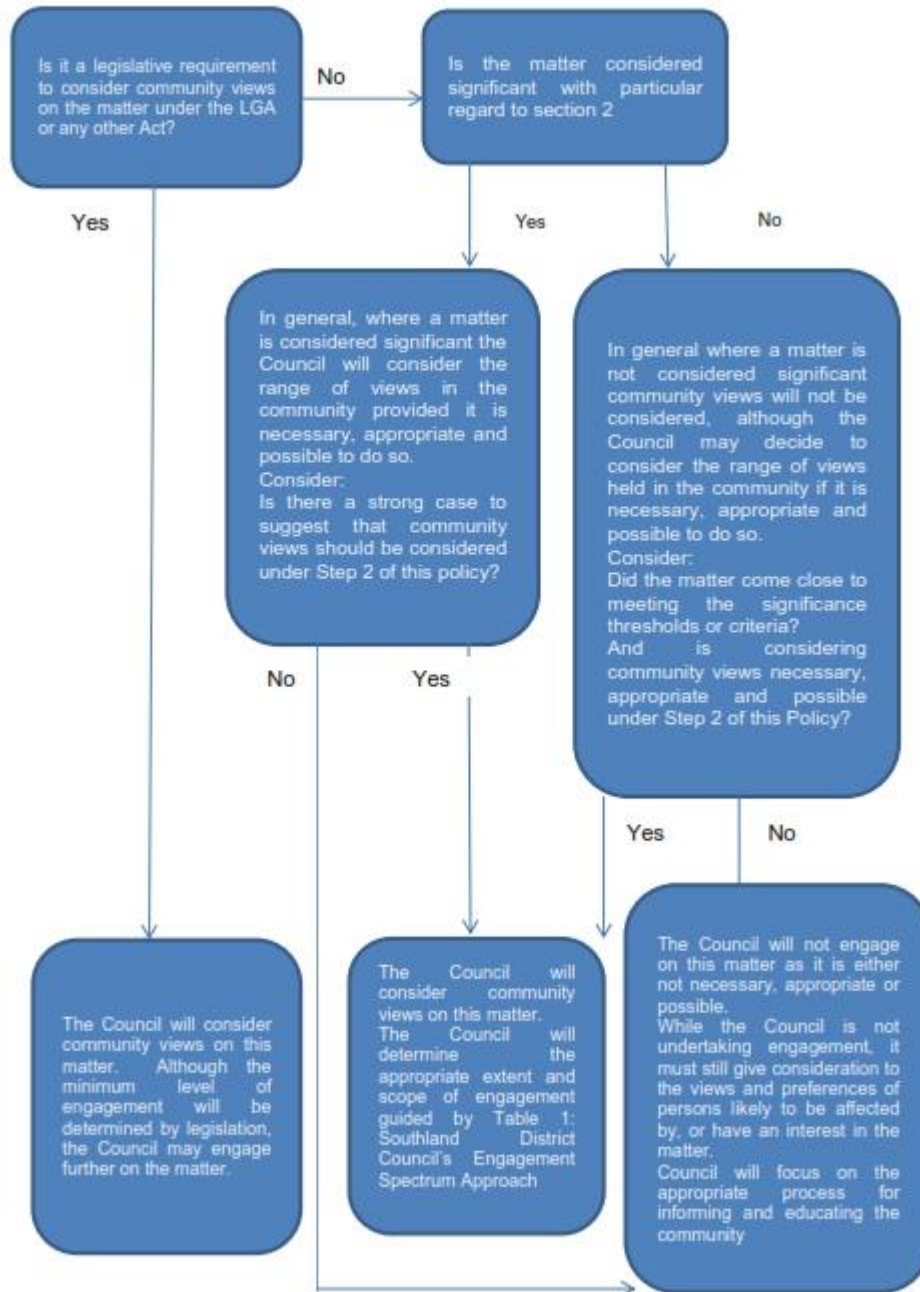
8 REVISION RECORD

The Policy will be reviewed at each triennial, aligned with Council elections.

Date	Version	Revision Description
28 January 1999	N/A	Consultation Policy
27 November 2003	R/03/7/6677	Consultation Policy
26 June 2003	R/09/9/13601	Significance Policy
28 June 2006	R/12/1/808	Significance Policy
29 October 2014	R/14/8/11821	Significance and Engagement Strategy
2017	R/16/11/19694	Significance and Engagement Strategy

9 APPENDICES

APPENDIX 1: SIGNIFICANCE AND ENGAGEMENT FLOWCHART



APPENDIX 2: SPECIAL CONSULTATIVE PROCEDURE

The Local Government Act 2002 requires Council to use the Special Consultative Procedure for:

- adoption of or amendment to the LTP (including significant amendments to the Revenue and Financing Policy)
- revocation, adoption or amendment to a bylaw
- transfer of ownership of a significant strategic asset

It is important to note that formal consultation by a special consultative procedure is a structured process outlined in legislation and supported by case-law. This type of consultation still applies in some decision making processes. In other engagement processes, however, there are no explicit statutory or legal rules constraining or defining community engagement processes. The Local Government Act 2002 has given local authorities the ability to determine this as appropriate for their communities.

At the time of writing this policy there are a number of other acts that require use of the Special Consultative Procedure, including but not limited to:

- Sale and Supply of Liquor Act 2012,
- Local Government Act 1974,
- Building Act 2004,
- Local Government (Rating) Act 2002,
- Psychoactive Substances Act 2013,
- Dog Control Act 1996,
- Waste Minimisation Act 2008,
- Freedom Camping Act 2011,
- Land Transport Management Act 2003
- Biosecurity Act 1993
- Civil Defence Emergency Management Act 2001
- Maritime Transport Act 1994.

Section 83 of the LGA states the requirements of the SCP. This section is included below.

83 Special Consultative Procedure

- 1 Where this Act or any other enactment requires a local authority to use or adopt the special consultative procedure, that local authority must -
 - (a) prepare and adopt -
 - (i) a statement of proposal; and
 - (ii) if the local authority considers on reasonable grounds that it is necessary to enable public understanding of the proposal, a summary of the information contained in the statement of proposal (which summary must comply with section 83AA of the Act; and
 - (b) ensure that the following is publicly available:
 - (i) the statement of proposal; and

- (ii) a description of how the local authority will provide persons interested in the proposal with an opportunity to present their views to the local authority in accordance with section 82(1)(d) of the Act; and
 - (iii) a statement of the period within which views on the proposal may be provided to the local authority (the period being not less than 1 month from the date the statement is issued); and
 - (c) make the summary of the information contained in the statement of proposal prepared in accordance with paragraph (a)(ii) of the Act (or the statement of proposal, if a summary is not prepared) as widely available as reasonably practicable as a basis for consultation; and
 - (d) provide an opportunity for persons to present their views to the local authority in a manner that enables spoken English, Māori, and/or New Zealand sign language interaction between the person and the local authority, or any representatives to whom an appropriate delegation has been made in accordance with Schedule 7 of the Act; and
 - (e) ensure that any person who wishes to present his or her views to the local authority or its representatives as described in paragraph (d)
 - (i) is given a reasonable opportunity to do so; and
 - (ii) is informed about how and when he or she may take up that opportunity.
2. For the purpose of, but without limiting, subsection (1)(d), a local authority may allow any person to present his or her views to the local authority by way of audio link or audio visual link.

Community and Policy Committee

OPEN MINUTES

Minutes of a meeting of Community and Policy Committee held in the Council Chambers, 15 Forth Street, Invercargill on Wednesday, 17 May 2017 at 11am.

PRESENT

Chairperson

Julie Keast
Mayor Gary Tong

Councillors

Stuart Baird
Brian Dillon
Paul Duffy (arrived @ 12.15pm)
Bruce Ford
Darren Frazer
George Harpur
Ebel Kremer
Gavin Macpherson
Neil Paterson
Nick Perham (arrived @11.55am)

IN ATTENDANCE

Chief Executive (Steve Ruru) Group Manager, Community and Futures (Rex Capil), Group Manager, Services and Assets (Ian Marshall), Group Manager, Environmental Services (Bruce Halligan), Communications Manager (Louise Pagan), and Committee Advisor (Alyson Hamilton).

1 Apologies

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

That the Community and Policy Committee accept the apology for non-attendance from Councillor Douglas and for lateness from Councillors Duffy and Perham.

2 Leave of absence

There were no requests for leave of absence.

3 Conflict of Interest

Cr Ford declared an interest on Item 7.1 - in regards to the Rakiura Heritage Trust funding application

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 Macpherson, seconded Cr Dillon **and resolved:**

That the minutes of Community and Policy Committee meeting, held on 5 April 2017 be confirmed as a true and correct record.

Reports for Resolution

7.1 Community Initiatives Fund Financial Report and Application Summary

Record No: R/17/5/9140

Bronwyn Affleck (Administration Manager) and Bobbi Brown (Group Manager, Events Tourism and Community) presented the report.

Mrs Affleck advised the purpose of the Southland District Council Community Initiatives fund is to support the development of community facilities and amenities, sport and recreational activities and community programmes.

The Committee noted \$100,000 is available for distribution per annum.

Mrs Affleck proceeded to provide a list of applicants and proposed funding recommendations for consideration by the Committee.

Resolution

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

That the Community and Policy Committee:

- a) **Receives the report titled “Community Initiatives Fund Financial Report and Application Summary” dated 11 May 2017.**
- b) **Approves the allocation of funds for the Community Initiatives Fund as per the schedule including amendments made indicated by a strikethrough;**

Alzheimer's Society Southland Inc	Nil
Dipton Community Baths Trust	\$3,000
Edendale Scouts	\$2,000
Friends of Lumsden School	\$750
Gorge Road Swimming Pool	\$1,000
Lions Club of Lumsden	\$1,200
Makarewa Squash Club	\$1,500
Milford Community Trust	\$1,000
Mossburn School	\$3,000
New Zealand Red Cross - Invercargill Branch	Nil
Northern Southland Amateur Swimming Club	\$1,000
Northern Southland Community Pool Trust	\$2,000
Northern Southland Community Resource Centre Charitable Trust	\$750
Oreti Plains Community Hall	\$1,200
Otautau Community Board	\$1,500
Otautau Museum Trust	\$2,000
Otautau Skate Park Committee	\$2,000
Rakiura Heritage Trust	\$850
Riverton Baths Society	\$1,200
Riverton/Aparima Community Board	a \$706
	b \$750
Riverton Heritage & Tourist Centre Trust	\$600
South Coast Environment Society	a \$750
	b Nil
Southern Reap Incorporated	Defer
Southland District Council - Stewart Island Library	Nil
Southland Heritage & Building Preservation Trust	\$1,000
Stewart Island Community Centre	\$2,500
Taki Rua Productions Society Inc	Nil
Te Anau Lions	\$1,500
The Parenting Place - Attitude Youth Division	\$2,000
Thornbury Vintage Tractor & Implement Club Inc	\$2,500
Venture Southland for ILT Kidzone Festival	\$1,800
Waimumu Exhibition	Nil
Western District Country & Variety Music Club Inc	\$800
	Nil
Winton Community Centre	\$750
Winton Croquet Club	\$1,000
	\$1,800
Toi Toes Scout & Guide Committee	\$600
Woodlands Primary School – Riparian Planting Committee	\$1,500
Garston Gun Club	Defer

Cr Perham arrived at this point 11.55am

7.2 District Heritage Fund Financial Report and Application Summary

Record No: R/17/5/9159

Bronwyn Affleck (Administration Manager) and Bobbi Brown (Group Manager, Events Tourism and Community) presented the report.

Mrs Affleck reported the purpose of the Southland District Heritage Fund is to support

the conservation of heritage collections and encourage the development and application of professional museum standards to heritage collections held within the Southland District Council boundaries.

Mrs Affleck explained the fund is available to assist with the day to day running of the local museum, heritage centre or similar type organisations.

The Committee noted \$60,000 is available for distribution per annum.

Mrs Affleck provided a summary of applicants and proposed recommendations for the Committee to consider.

Resolution

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

That the Community and Policy Committee:

- a) **Receives the report titled “District Heritage Fund Financial Report and Application Summary” dated 11 May 2017.**
- b) **Approves the allocation of funds for the District Heritage Fund as per the schedule.**

Central Southland Vintage Machinery Club	\$5,400
Fiordland Vintage Machinery Museum Inc	\$5,280
Otautau Museum Trust	\$2,500
Rakiura Heritage Trust	\$11,500
Waikawa Museum	Nil

7.3 SportNZ Rural Travel Fund Financial Report and Application Summary - May 2017

Record No: R/17/5/9185

Bronwyn Affleck (Administration Manager) and Bobbi Brown (Group Manager, Events Tourism and Community) presented the report.

Mrs Affleck reported the purpose of the SportNZ fund is to assist with transport expenses associated with participating in regular local competitions.

Mrs Affleck advised sports clubs and school based clubs for age groups between 5-19 years are eligible to apply.

Members noted \$13,000 is available for distribution per annum.

Mrs Affleck provided a summary of applicants and proposed recommendations for the committee to consider.

Resolution

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

That the Community and Policy Committee:

- a) **Receives the report titled “SportNZ Rural Travel Fund Financial Report and Application Summary - May 2017” dated 11 May 2017.**

b) Approves the allocation of funds for the SportNZ Rural Travel Fund as follows;

Aparima College – Basketball & Clay Bird Shooting Teams	\$1,000
Aurora College – Rugby – 15% of players from SDC area	\$75
Central Southland College - Clay Bird Shooting Teams	\$750
Fiordland Athletics Club	\$1,000
Makarewa Squash Club	\$750
Northern Southland College – Rugby, Hockey, Basketball	\$750
Northern Southland College – Young Farmers Agri Kids Team Grand Final	Nil
Riverton Athletics Club	\$750
Southland Girl's High School - 30% of players from SDC area	\$225
Tokanui Netball Club	\$750
Verdon College – Rugby Boys & Girls Teams – 30% of players from SDC area	\$225
Winton Football Club Inc	\$750

7.4 Additional Community Initiatives Fund Application for Consideration

Record No: R/17/5/9724

Bronwyn Affleck (Administration Manager) and Bobbi Brown (Group Manager, Events Tourism and Community) presented the report.

Mrs Affleck advised a request has been received from the Lumsden Swimming Pool Committee for financial assistance toward the costs associated with the design and painting of a mural on the Lumsden swimming pool walls.

Mrs Affleck explained the costs include paints and brushes, promotion, mural design and artist fees.

Members noted the total project cost is \$1,725.

Resolution

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

That the Community and Policy Committee:

- a) **Receives the report titled “Additional Community Initiatives Fund Application for Consideration” dated 11 May 2017.**
- b) **Approves a grant of \$600 from the Community Initiatives Fund to enable the Lumsden Swimming Pool Mural project to proceed prior to the next funding round.**

Reports for Recommendation

8.1 Use of Unmanned Aerial Vehicles Policy

Record No: R/17/4/7951

Kevin McNaught (Strategic Manager Property) and Robyn Rout (Policy Analyst) presented the report.

Mr McNaught advised this report outlines the feedback that has been received on the draft Use of Unmanned Aerial Vehicle (UAV) Policy and discusses how that feedback has been considered and incorporated.

Mr McNaught explained the draft Use of Unmanned Aerial Vehicle Policy is a policy that generally allows UAVs (such as drones) to be flown on or above Council owned or controlled land. Mr McNaught added there are some situations where flying UAVs is restricted, and in these situations, Council approval is required.

The Committee noted three submissions were received on the draft Policy, which raised a number of suggestions and as a result, some minor amendments have been made to the draft Policy.

This report advises the Community and Policy Committee has the delegation to endorse the Policy and recommend to Council that the Policy be adopted (with any other desired amendments).

Cr Kremer raised the issue of the use of drones on the Te Anau lakefront and queried the possibility of appropriate signage being placed in this area to deter drone users. It was agreed that staff approach Civil Aviation Authority for clarification on this issue.

Cr Duffy arrived at this point 12.15pm.

Resolution

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

That the Community and Policy Committee:

- a) **Receives the report titled “Use of Unmanned Aerial Vehicles Policy” dated 4 May 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 “Use of Unmanned Aerial Vehicle Policy”.**
- e) **Recommend that Council adopt the revised Use of Unmanned Aerial Vehicle Policy.**

8.2 Draft Significance and Engagement Policy

Record No: R/17/4/8939

Robyn Rout (Policy Analyst) presented the report.

Ms Rout advised the purpose of this report is to request the Community and Policy Committee to endorse the draft Significance and Engagement Policy and recommend to Council that the draft Policy be adopted.

Miss Rout informed the Significance and Engagement Policy enables Council and its communities to identify the degree of significance attached to particular matters, and it provides clarity about how and when communities will be engaged.

Ms Rout conceded the draft Significance and Engagement Policy is clearer and easier to understand than Council's current Policy.

Ms Rout added the draft Policy outlines a 3-step process which involves:

- Determining significance;
- Identifying community views; and
- Deciding how and when to engage with the community.

Ms Rout advised the draft Policy was put out for consultation in March and April this year, but no submissions were received. Ms Rout added this report recommends the Committee to endorse the Policy and recommend to Council that the Policy be adopted (with any other desired amendments).

Resolution

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

That the Community and Policy Committee:

- a) **Receives the report titled "Draft Significance and Engagement Policy" dated 2 May 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 Significance and Engagement Policy.**
- e) **Recommends to Council that the draft Significance and Engagement Policy be adopted.**

Reports

9.1 Southland District Council Creative New Zealand Creative Communities Scheme Grants Awarded May 2017

Record No: R/17/5/9286

Rex Capil (Group Manager, Community and Policy) presented the report.

Mr Capil advised the purpose of the report is to inform the Committee that the Creative Communities Scheme Community Committee met on 2 May 2017 to consider applications received in the funding round closing 31 March 2017 and to advise of the subsequent decisions made.

The Committee noted the total amount allocated was \$14,427, and as follows;

Southland Competitions Society	\$1,000
Southland Art Foundation	\$1,206
Southland Workers Education Assn	\$3,160

Southland Museum & Art Gallery	\$1,325
Invercargill Repertory Society	\$1,000
Riverton Heritage & Tourist Centre Trust	
Withdrawn	
Toi Rakiura Arts Trust	\$281
Studio Seed - Lumsden	\$500
Jay Coote	
\$400	
Murihiku Maori and Pasifika Cultural Trust	\$2,500
Southern REAP Inc	\$1,555
Waimumu Exhibition	\$1,000
Jazz Time Dance – Paul Horo	\$500

Resolution

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

That the Community and Policy Committee:

- a) **Receives the report titled “Southland District Council Creative New Zealand Creative Communities Scheme Grants Awarded May 2017” dated 11 May 2017.**

9.2 Financial and Reserve Contribution Fund Financial Report to 31 March 2017

Record No: R/17/5/9415

Rex Capil (Group Manager, Community and Policy) presented the report.

Mr Capil advised this report is for information purposes only and that no applications or project requests were received in this funding round.

Members noted the funds available for distribution total \$627,015.

Resolution

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

That the Community and Policy Committee:

- a) **Receives the report titled “Financial and Reserve Contribution Fund Financial Report to 31 March 2017” dated 5 May 2017.**

The meeting adjourned at 12.26pm and to reconvene at the conclusion of the Council meeting.

(Mayor Tong left the meeting at 11.35am).

The meeting reconvened at 3.02pm.

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

Public Excluded

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

Resolution

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

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

C10.1 Milford Opportunities Update

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
Milford Opportunities Update	s7(2)(i) - The withholding of the information is necessary to enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).	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 – Services and Assets, Chief Financial Officer, Group Manager – Environmental Services, Group Manager – Customer Support, Group Manager – Community and Services, Communications Manager, Governance and Democracy Manager and Committee Advisor be permitted to remain at this meeting, after the public has been excluded, because of their knowledge of the items C10.1 Milford Opportunities Update. 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.

The public were excluded at 3.03pm.

The meeting returned to open session at 3.17pm.

Adjournment of Meeting

Moved Cr Keast, seconded Cr Ford **and resolved that the Community and Policy Committee adjourns until Tuesday 6 June 2017 at a time to be advised.**

The meeting reconvened at 2.05pm on Tuesday 6 June 2017.

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

Group Manager, Services and Assets (Ian Marshall), Governance and Democracy Manager, (Clare Sullivan), Communications Manager (Louise Pagan), and Committee Advisor (Alyson Hamilton) were in attendance.

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

That the Community and Policy Committee accept the apologies for non-attendance from Councillors Baird, Frazer and Duffy.

9.3 Community Futures 2040

Record No: R/17/4/8615

Rex Capil, Group Manager, Communities and Futures spoke to the report.

Mr Capil advised the purpose of this report is to continue to build on the conversations and future thinking work that has started to be undertaken by this Council.

Mr Capil informed this report aims to make Councillors aware in more detail of some of the topics associated with the future thinking necessary. It also provides information to assist in developing an initial understanding of why there is a need to invest in this work.

Mr Capil explained it is anticipated further detail and discussion documents will be developed as the thinking evolves which will be submitted for consideration as part of the LTP 2018 – 2028 development and associated resource allocation requirement discussions.

The Committee noted the two most significant demographic trends are population ageing and rural depopulation.

Mr Capil explained ageing will increasingly affect demand for services, transport and connection networks, and housing patterns. An ageing population will generally place greater demands on health services. Mr Capil added there will also be different needs for education, recreation, retail and community services.

Members were advised of ongoing technological change and that computers, the internet and smartphones are now old technology.

Mr Capil explained new technologies are rapidly arising that will change the way we live and work – such as drones, robotics, artificial intelligence, virtual reality.

Resolution

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

That the Community and Policy Committee:

- a) **Receives the report titled “Community Futures 2040” dated 11 May 2017.**
- b) **Endorses the approach to undertake the ‘big picture research and analytics’ work to inform the associated work programme as part of the 2018-2028 LTP consultation process.**
- c) **Endorses the approach to proceed with scoping the next stage planning and implementation requirements post the initial ‘big picture research and analytics’ work and to report back to this Committee once scoped.**

9.4 Community Organisation and Volunteer Futures Sector Research

Record No: R/17/4/8254

Community Partnerships Leader, Michelle Stevenson, presented the report.

Ms Stevenson advised the purpose of this report is to submit to the Committee the Community Organisation and Volunteer Futures Sector Research, commissioned by Southland District Council to be undertaken as part of the Letter of Expectation to Venture Southland Community Development.

Ms Stevenson added the report, completed by Venture Southland in March 2017 is in response to a project brief provided by Council in August 2016.

Ms Stevenson explained the purpose of this research was to investigate the not-for-profit Community Organisation and Volunteer sector in the Southland District in order to gain an understanding of the current situation and identify future opportunities, and to determine the level of service in the Southland District from the not-for-profit sector.

Ms Stevenson advised the service provision at a community level can be categorised into four areas; central government, local government, private enterprise and not for profit sector – or a combination of some or all.

Ms Stevenson informed the not-for-profit sector is a significant service delivery arm in the Southland district. Services range from Community Organisations delivering Central Government contracts to groups run entirely by volunteers, and cover a wide range of sectors including education, health, social services, culture, social groups, sporting and recreation, faith based, and emergency.

The Committee noted there were three key objectives to be achieved from this research, linked to both evaluating the current situation and assessing future options and strategies.

- Objective one was the development of a database to determine Community Organisation service delivery to rural Southland;
- Objective two was a service map of the District to determine what this level of service delivery is; and
- Objective three was to provide a summary of findings and key observations and recommendations as we look to the future of Community Organisation service delivery in Southland.

Ms Stevenson explained the Southland Community Organisation Database has not been included as it contains personal details relating to community organisation and volunteer members.

Ms Stevenson added the not-for-profit sector plays a significant role in the Southland District, and the need to identify opportunities for ensuring this continues into the future may be critical to the success of the District as a whole.

Ms Stevenson commented that the effectiveness of the not-for-profit sector relies heavily on the demand for services and groups, and on the ability of rural communities to service that demand.

Members noted considerations for succession planning of an aging volunteer sector base, and reliance on annual contracts and grant funding may leave much of the sector in a vulnerable position and require the sector to adapt to changing demographics and situations that impact their ability to deliver services. Therefore, a strong focus on the future opportunities for not-for-profit service delivery in the District is a crucial component of this brief.

Ms Stevenson explained there are a number of recommendations that have been put forward in this research, and Council staff will investigate the merit of any or all of the recommendations that may influence future work of Council throughout the District.

The Committee noted the cost of this research was allocated according to the Letter of Expectation between Southland District Council and Venture Southland 2016/17. Ms Stevenson confirmed funding for this project is within budget.

Resolution

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

That the Community and Policy Committee:

- a) **Receives the report titled “Community Organisation and Volunteer Futures Sector Research” dated 3 May 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 Council staff to assess the recommendations and findings identified from the research and determine any future opportunities in relation to**
 - **Council activities and work streams**
 - **Multi agency partnership opportunities**
- e) **Acknowledges and supports that additional work identified (where appropriate) to be undertaken on behalf of Southland District Council by Venture Southland as part of the Letter of Expectation 2017/18 priority community development projects.**

9.5 Venture Southland Quarterly Report March 2017

Record No: R/17/4/8723

Chief Executive, Venture Southland, Paul Casson spoke to the report.

Mr Casson explained the key points highlighted in the report including;

- Tourism continues to perform strongly, particularly the international visitor market and recent figures back up anecdotal industry feedback.
- Another success this quarter has been the World Shearing and Woolhandling Championships.
- Tourism Growth Partnership funding successes - Business case development complete for 2 Tourism Growth Fund applications to a total funding value of \$1,050,000.
- A funding agreement has been entered into between Education New Zealand and Venture Southland until June 2019 for the delivery of the Regional Business Programme.
- Methane development programme.
- Renewable energy sources.
- Oyster Festival and spin-offs for the tourists.

- Asia New Zealand Foundation keen to work with internship (youth being encouraged to study in China).

Mr Casson responded to various queries raised by the Committee.

Mayor Tong congratulated Venture Southland staff namely Steve Canny and Robyn McNeil on their being recipients of Queens Birthday Honours.

Resolution

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

That the Community and Policy Committee:

- a) Receives the report titled “Venture Southland Quarterly Report March 2017” dated 26 April 2017.**

Resolutions in relation to the confidential items are recorded in the confidential section of these minutes and are not publicly available unless released here.

The meeting concluded at 3.15pm
on Tuesday 6 June 2017

CONFIRMED AS A TRUE AND CORRECT
RECORD AT A MEETING OF THE
COMMUNITY AND POLICY COMMITTEE HELD
ON TUESDAY 6 JUNE 2017.

DATE:.....

CHAIRPERSON:.....

Regulatory and Consents Committee

OPEN MINUTES

Minutes of a meeting of Regulatory and Consents Committee held in the Council Chambers, 15 Forth Street, Invercargill on Wednesday, 17 May 2017 at 9am.

PRESENT

Chairperson	Gavin Macpherson
Councillors	Brian Dillon
	Paul Duffy
	Darren Frazer
	Julie Keast
	Neil Paterson

IN ATTENDANCE

Group Manager, Environmental Services (Bruce Halligan), Team Leader, Resource Management (Marcus Roy), Team Leader, Building Solutions (Michael Marron), Environmental Health Manager (Michael Sarfati), Communications Manager (Louise Pagan), Group Manager, Customer Support (Trudie Hurst), Courtney Ellison (Senior Resource Management Planner - Policy) and Committee Advisor (Alyson Hamilton).

1 Apologies

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

That the Regulatory and Consents Committee accept the apology from Mayor Tong.

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 Keast, seconded Cr Dillon **and resolved:**

That the minutes of Regulatory and Consents Committee meeting, held on 6 April 2017 be confirmed as a true and correct record subject to the declaration of interest noted by Cr Duffy to his being a member of the South Catlins Charitable Trust.

Reports for Resolution

7.1 District Plan Effectiveness Monitoring Report

Record No: R/17/4/7505

Marcus Roy (Team Leader, Resource Management) and Courtney Ellison (Senior Resource Management Planner - Policy) presented the report.

Mrs Ellison advised the purpose of the report is to present the District Plan Effectiveness Monitoring Report and associated recommendations.

Mrs Ellison explained Council is required to monitor the effectiveness of the District Plan and the State of the Environment under section 35 of the Resource Management Act 1991.

Mrs Ellison added plan monitoring is also useful in understanding what changes might be needed to the District Plan or how it is implemented and to identify any key or emerging issues.

The Committee noted staff have prepared a baseline District Plan Effectiveness Monitoring Report with a number of recommendations for consideration. Mrs Ellison advised further development is being undertaken to these recommendations and will be presented at a future meeting of the Committee.

Resolution

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

That the Regulatory and Consents Committee:

- a) **Receive the report titled “District Plan Effectiveness Monitoring Report” dated 8 May 2017.**
- b) **Determine that this matter or decision be recognised as not significant in terms of Section 76 of the Local Government Act 2002.**
- c) **Determine 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) **Notes the recommendations from the District Plan Effectiveness Monitoring Report 2017.**

7.2 Draft Variation 3 for Preliminary Consultation

Record No: R/17/4/8680

Marcus Roy (Team Leader, Resource Management) and Courtney Ellison (Senior Resource Management Planner - Policy) presented the report.

Mrs Ellison advised the purpose of the report is to seek the Committee’s approval of the draft variation for consultation with key stakeholders.

Mrs Ellison informed on 15 March 2017, Council gave approval for staff to draft a variation to address various matters that have arisen through the implementation of the plan. She added staff have prepared a draft variation which shows the proposed changes to the text of the Proposed District Plan 2012.

Mrs Ellison explained it is proposed to consult with the key stakeholders and relevant communities on the proposed changes prior to starting the formal process under the Resource Management Act (RMA) to provide more flexibility for the communities to shape the rules that will affect them.

Ellison advised in summary the proposed changes include:

- Removal of rules relating to sandwich boards as these are now covered by the ‘Signs and Objects on Roads and Footpaths Bylaw 2016’.
- Inclusion of a rule to reduce the duplication for people having to go through both the resource consent process under the RMA and the concessions process under the Conservation Act.
- Clarification and refinement of general standards relating to infrastructure.

- Provision for esplanade reserves/strips to be created along the coastline through the subdivision process.
- Changes to the earthworks provisions within the coastal environment.
- Reduction in carparking requirements for commercial activities in existing buildings.
- Provision for commercial activities in townships that do not have an identified 'Commercial Precinct'.
- Clarification that administrative buildings are included in permitted scope of the Edendale Concept Plan.
- Addressing the bulk of accessory buildings permitted.

Mrs Ellison further advised that meetings will be held with key stakeholders for these proposed changes including, but not limited to:

- Relevant Community Boards and Community Development Area Subcommittees.
- In relation to the proposed concessions rule: Department of Conservation, Forest & Bird, Fish & Game, major concessionaires.
- In relation to the infrastructure changes: major infrastructure providers and Forest & Bird who currently have an appeal on some aspects of the infrastructure rules.
- In relation to changes to accessory buildings rules: local surveyors / planning consultants.

Resolution

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

That the Regulatory and Consents Committee:

- Receive the report titled "Draft Variation 3 for Preliminary Consultation" dated 4 May 2017.**
- Determine that this matter or decision be recognised as not significant in terms of Section 76 of the Local Government Act 2002.**
- Determine 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.**
- Approves the draft variation to the Proposed District Plan 2012 for informal consultation.**

Reports

8.1 Dog Attacks - Research and Recommendations

Record No: R/17/3/6549

Michael Sarfaiti (Environmental Health Manager) presented the report.

Mr Sarfaiti advised Dog Control has completed a research exercise looking at dog attack data over the last three years.

Sarfaiti explained historically there has been on average about one dog attack a week reported in the District. Most are attacks on dogs or other animals, with few attacks each year on people. Mr Sarfaiti advised severe attacks on people are a rarity in the District, the worst by far being the attack on a lady in a wheelchair and her dog in Riverton, in 2014.

Sarfaiti advised attacks on animals on the other hand, particularly lambs, can be severely gruesome, and horrific for the owners of the injured or killed stock or dogs.

Committee was advised Council's recent review of the Dog Control Bylaw was designed in part to reduce aggression incidents, by:

- Introducing new dog registration discounts, that encourage neutering, containment, and responsible ownership.
- Introducing multiple dogs licensing.
- Mandatory neutering of menacing dogs.

Mr Sarfaiti added the Government is also looking at amending the Dog Control Act, with the aim of reducing the number of dog attacks.

Sarfaiti advised staff wished to analyse dog attacks over the last few years in order to identify any trends, or any actions that could prevent attacks from occurring. Mr Sarfaiti confirmed this work will not conflict with any Government proposals.

Sarfaiti explained there were difficulties with gathering information for this research, and the accuracy of the data may contain some errors. The Committee noted the collation of the data was a manual exercise.

Mr Sarfaiti informed the main findings of the analysis are:

- a) Most bites occur near to where the dog lives. Typically a person, or a person with a dog, walks/runs/bikes past a house and the dog escapes the property and bites the person or dog.
- b) Incidents that occur on the dog's property usually involve a meter reader courier or postie, or another visitor to the property.
- c) Non-registration history was a significant factor, just over 50%. Combined with other history such as wandering warnings or failure to control, the figure jumps to around two-thirds.
- d) Most dogs were not neutered, however data is not clear enough to give a percentage.
- e) The dogs being kept in rental properties was another factor of interest, with around two-thirds being on rental properties.

Mr Sarfaiti advised the findings of the research are consistent with the general understanding of what SDC Dog Control officers would consider to be the risk factors in attacks.

arfaiti explained some councils have had amnesties, where people with unregistered dogs are invited to register their dogs for free with no consequences. Another type of amnesty is where owners of menacing breeds are invited to register their dogs for free with cheap de-sexing.

arfaiti outlined the benefits of an amnesty are a safer community due to a number of unknown higher risk dogs becoming compliant through the amnesty.

The Committee noted drawbacks included that some responsible dog owners may feel aggrieved that this rewards bad behaviour, and the same result could be achieved through door to door monitoring; and funded by the issuing of infringements for non-registration.

Mr Sarfaiti sought feedback from the Committee on the following points whether further actions with respect to dog attacks are warranted.

- support the provision of signs for gates for free, eg “Please use back door”?
- support the Dog Control team organising a workshop for Posties and meter readers, to discuss health and safety?
- support the Dog Control team identifying higher risk properties, for the purpose of smarter monitoring?
- support the Dog Control team systematically identifying unregistered dogs on properties by District wide monitoring?
- support the concept of an amnesty for either/both unregistered dogs and menacing dogs?

Members agreed to support the concept of an amnesty subject to consultation with other councils who provide an amnesty and the issues that may arise.

Resolution

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

That the Regulatory and Consents Committee:

- a) **Receives the report titled “Dog Attacks - Research and Recommendations” dated 1 May 2017.**
- b) **Agrees to support the provision of signs for gates for free, eg “please use back door”.**
- c) **Agrees to support the Dog Control Team organising a workshop for Posties and meter readers, to discuss health and safety.**
- d) **Agrees to support the Dog Control Team identifying higher risk properties, for the purpose of smarter monitoring.**
- e) **Agrees to support the Dog Control Team systematically identifying unregistered dogs and their owners on properties by District wide monitoring.**

- f) **Agrees to support the concept of an amnesty, for a month, subject to**
staff **providing further information on how this issue is managed/enforced by**
other councils.

The meeting concluded at 10.23am.

CONFIRMED AS A TRUE AND CORRECT
RECORD AT A MEETING OF THE
REGULATORY AND CONSENTS COMMITTEE
HELD ON 17 MAY 2017.

DATE:.....

CHAIRPERSON:.....

Thornbury Community Development Area Subcommittee Triennial Public Meeting OPEN MINUTES

Minutes of a meeting of Thornbury Community Development Area Subcommittee held in the Thornbury Hall, 14 Broderick Street, Thornbury on Thursday, 9 March 2017 at 6.00pm.

PRESENT

Annette Horrell
Iain Bulling
Nathan Ronald
Dianne Wilson
Andrew Hall
Stuart Shaw
Neville Hancox
Anne Irwin
Councillor Baird

IN ATTENDANCE

Mayor Tong	Alyson Hamilton
Committee Advisor	Simon Moran
Community Partnership Leader	

1 Welcome from Mayor Tong

Mayor Tong opened the meeting and welcomed those in attendance.

Mayor Tong advised that Southland District Council approved at its 26 October 2016 meeting the Community Development Area Subcommittees (CDA) Terms of Reference which clearly define the scope, membership, and delegations of subcommittee's.

Mayor Tong advised it is important to note that CDA's are Subcommittees of Council and as a consequence of this they are part of the Council governance structure. Therefore as an elected representative Subcommittee members represent Council and are part of Council. Subcommittees are not "ratepayers associations" or Council "watchdogs" but in a positive and constructive way assist in contributing to Council delivery of quality services and activities for the betterment of the communities Council serves.

Mayor Tong informed subcommittees operate as per the terms of reference and members are required to operate as per the Southland District Council Code of Conduct which all members for this triennium will receive as part of the first subcommittee meeting and induction process for elected members

Mayor Tong also advised that as part of the process for CDA subcommittees and Community Boards going forward, there is a Community Leadership Plan Workshop to be held on Tuesday, 11 April 2017 at 6.00pm in the Waiau Town and Country Club where the CDA will be joined by the Tuatapere, Riverton/Aparima Community Board and the Colac Bay and Orepuki Community Development Area subcommittees. There are various other Workshops to be held in other locations across Southland for the remaining Community Boards and Community Development Area Subcommittees.

All present were requested to sign the attendance register (appended to the minutes).

2 Apologies

An apology was received from Robert Shearing.

Moved Annette Horrell, seconded Nathan Ronald and **resolved:**

That the apology be accepted.

3 Chairperson's Report

Mrs Horrell in her role of Chairperson for the 2013 - 2016 Triennium reported to the meeting on issues affecting the Township over the past three year term as follows:

- Appointment of Chief Executive Officer 2014
- Community Governance Review
- Health and Safety Act
- Freedom Camping review
- Repaint of Hall completed, heating upgrade in process
- WW I Memorial upgrade
- WW II Memorial Gates - new flag poles

Mrs Horrell advised key matters for the Thornbury Community to consider over the next few years include; playground equipment upgrade, kerb and channelling on Foster Road and an Information Panel to be placed at the WW1 Memorial.

At this point Mrs Horrell thanked the Members of the Subcommittee, Councillors and staff for their support and input received during the last three years.

4 Public Forum

Mayor Tong expressed appreciation to Mrs Horrell and Mr Hall for their contribution to the Thornbury Township over the past twenty five years and Mr Ronald over the past two trienniums.

There were no issues raised in public forum.

5 Election and Appointment of Scrutineers

Mayor Tong called for nominations from the public at the meeting to be members of the Thornbury Community Development Area Subcommittee for the 2016/2019 Triennium.

Nominee	Mover	Second
Iain Bulling	Annette Horrell	Stuart Shaw
Stuart Shaw	Dianne Wilson	Neville Hancox
Annette Horrell	Dianne Wilson	Iain Bulling
Robert Shearing	Iain Bulling	Nathan Ronald
Dianne Wilson	Iain Bulling	Anne Irwin
Andrew Hall	Annette Horrell	Dianne Wilson
Anne Irwin	Andrew Hall	Annette Horrell
Neville Hancox	Anne Irwin	Iain Bulling

Moved Iain Bulling, seconded Diane Wilson and **resolved that the nominations be closed.**

Mayor Tong advised there being eight nominations for six positions there would need to be an election and scrutineers appointed. However it was noted that due to A Horrell and A Hall residing outside the Thornbury Township boundary they do not comply with the Terms of Reference applicable to CDA's and withdrew their nominations.

Mayor Tong advised that due to Annette Horrell and Andrew Hall withdrawing their nominations there were now six people for six positions and there would now be no election or appointment of scrutineers required.

6 Announcements of Results and Conclusion of Meeting

Mayor Tong advised that the successful nominees for the Thornbury Community Development Area Subcommittee for the 2016 – 2019 term are as follows, in alphabetical order:-

Iain Bulling, Neville Hancox, Anne Irwin, Stuart Shaw, Robert Shearing and Diane Wilson.

Moved I Bulling, seconded Councillor Baird and **resolved:**

That Iain Bulling, Neville Hancox, Anne Irwin, Stuart Shaw, Robert Shearing and Diane Wilson be elected to the Thornbury Community Development Area Subcommittee for the 2016-2019 Triennium.

The meeting concluded at 6.35pm

CONFIRMED AS A TRUE AND CORRECT
RECORD AT A MEETING OF THE
THORNBURY COMMUNITY DEVELOPMENT
AREA SUBCOMMITTEE HELD ON THURSDAY,
9 MARCH 2017.

DATE:.....

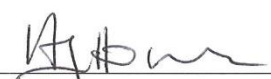
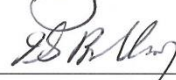

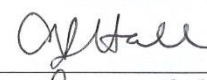

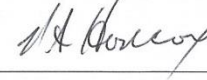

CHAIRPERSON:.....



THORNBURY COMMUNITY DEVELOPMENT AREA SUBCOMMITTEE

ATTENDANCE REGISTER

9 MARCH 2017

NAME	RESIDENTIAL ADDRESS	SIGNATURE
Annette Irvell	246 Limestone Plains Rd	
Joan Bully	15 Middleton St	
Nathan Randall	1531 Riverton Waiwaka Highway	
Dianne Wilson	18 Broderick Street	DC Wilson
Andrew Hall	1412 Riverton-Waiwaka Hwy 203 Riverton	
Stuart Shaw	19 Broderick St Thornbury	
Heide Horcop	8th Gate Rd Thornbury	
Anne Iwin	15 Murchie St	

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