



Notice is hereby given that a Meeting of the Stewart Island/Rakiura Visitor Levy Subcommittee will be held on:

**Date:** Tuesday, 28 May 2019  
**Time:** 9.30am  
**Meeting Room:** Stewart Island Pavilion  
**Venue:** Ayr St, Oban

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## **Stewart Island/Rakiura Visitor Levy Subcommittee Agenda OPEN**

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### **MEMBERSHIP**

**Chairperson** Councillor Julie Keast  
**Members** Lyndon Cleaver  
Greg Everest  
Councillor Bruce Ford  
Jason Steele  
Bill Moffatt

### **IN ATTENDANCE**

**Committee Advisor** Kirsten Hicks

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

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### **Terms of Reference – Stewart/Island Visitor Levy Subcommittee**

The Stewart Island/Rakiura Visitor Levy Subcommittee is responsible for governance of the Stewart Island/Rakiura Visitor Levy Fund and setting strategic objectives to act as the basis for assessing applications for funding.

The Subcommittee will be supported by a Technical Advisory Group, appointed by Southland District Council. The role of the Technical Advisory group will be to provide technical expertise in relation to strategic objectives and applications for funding.

The Stewart Island/Rakiura Visitor Levy Subcommittee shall have the following delegated powers and be accountable to Council for the exercising of these powers.

- (a) Determining strategic outcomes for the Stewart Island/Rakiura Visitor Levy Fund.
- (b) Making decisions regarding funding applications to the Stewart Island/ Rakiura Visitor Levy Fund.
- (c) Setting policy in relation to the collection and enforcement of the Stewart Island/Rakiura Visitor Levy

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**1 Apologies**

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

**2 Leave of absence**

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

**3 Conflict of Interest**

Committee Members are reminded of the need to be vigilant to stand aside from decision-making when a conflict arises between their role as a member and any private or other external interest they might have.

**4 Public Forum**

Notification to speak is required by 5pm at least two days before the meeting. Further information is available on [www.southlanddc.govt.nz](http://www.southlanddc.govt.nz) or phoning 0800 732 732.

**5 Extraordinary/Urgent Items**

To consider, and if thought fit, to pass a resolution to permit the committee to consider any further items which do not appear on the Agenda of this meeting and/or the meeting to be held with the public excluded.

Such resolution is required to be made pursuant to Section 46A(7) of the Local Government Official Information and Meetings Act 1987, and the Chairperson must advise:

- (i) the reason why the item was not on the Agenda, and
- (ii) the reason why the discussion of this item cannot be delayed until a subsequent meeting.

Section 46A(7A) of the Local Government Official Information and Meetings Act 1987 (as amended) states:

"Where an item is not on the agenda for a meeting,-

- (a) that item may be discussed at that meeting if-
  - (i) that item is a minor matter relating to the general business of the local authority; and
  - (ii) the presiding member explains at the beginning of the meeting, at a time when it is open to the public, that the item will be discussed at the meeting; but
- (b) no resolution, decision or recommendation may be made in respect of that item except to refer that item to a subsequent meeting of the local authority for further discussion."

**6 Confirmation of Minutes**

- 6.1 Meeting minutes of Stewart Island/Rakiura Visitor Levy Subcommittee, 01 June 2018

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# **Stewart Island/Rakiura Visitor Levy Subcommittee**

## **OPEN MINUTES**

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Minutes of a meeting of Stewart Island/Rakiura Visitor Levy Subcommittee held in the Stewart Island Pavilion, Ayr St, Oban on Friday, 1 June 2018 at 9.50am.

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### **PRESENT**

#### **Chairperson Members**

Councillor Julie Keast	
Lyndon Cleaver	ISS McKay
Bruce Ford	Councillor
Steve Lawrence	Stewart Island/Rakiura Community Board
Bill Moffatt	South East Air
Jason Steele	Real Journeys

### **IN ATTENDANCE**

Committee Advisor	Kirsten Hicks
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**1 Apologies**

There were no apologies.

**2 Leave of absence**

There were no requests for leave of absence.

**3 Conflict of Interest**

There were no conflicts of interest declared.

**4 Public Forum**

- Dale Chittenden (Department of Conservation) addressed members on his application to develop the viewing platform at Observation Rock.
- Margaret Hopkins (Rakiura Heritage Centre Trust) informed the subcommittee on matters relating to her application for funds for development costs.

**5 Extraordinary/Urgent Items**

There were no Extraordinary/Urgent items.

**6 Confirmation of Minutes**

**Resolution**

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

**That the Stewart Island/Rakiura Visitor Levy Subcommittee confirms the minutes of the meeting held on 29 June 2017 as a true and correct record of that meeting.**

**That the Stewart Island/Rakiura Visitor Levy Subcommittee confirms the minutes of the extraordinary meeting held on 1 September 2017 as a true and correct record of that meeting.**

**Reports**

**7.1 Stewart Island / Rakiura Visitor Levy Fund Financial Report and Application Summary - March 2018**

**Record No: R/18/5/11728**

The subcommittee considered the Financial Report and Application Summary, and resolved as follows:

**Resolution**

Moved Member Moffatt, seconded Member Steele **and resolved:**

**That the Stewart Island/Rakiura Visitor Levy Subcommittee:**

- a) **Receives the report titled "Stewart Island / Rakiura Visitor Levy Fund Financial Report and Application Summary - March 2018" dated 23 May 2018.**
- b) **Approve the allocation of funds for the Stewart Island / Rakiura Visitor Levy Fund as follows:**
  1. **Department of Conservation – Development of Observation Rock viewing platform \$80,000, with \$10,000 (plans and consents) to be available for immediate uplift, and the balance of \$70,000 when the work can be guaranteed to progress.**
  2. **Rakiura Heritage Centre Trust - \$22,500 towards museum development costs.**
  3. **Rakiura Heritage Trust - \$800 for Historical Walkabout pamphlet**
  4. **Stewart Island Promotion Association - \$1658 for the printing of the Stewart Island street map.**
  5. **Stewart Island Promotion Association - \$2849 for the installation of wifi**
  6. **Stewart Island/Rakiura Community and Environment Trust (SIRCET) – \$5,000 for vehicle replacement.**
  7. **Stewart Island/Rakiura Community and Environment Trust (SIRCET) – \$5,000 for habitat restoration.**
  8. **Stewart Island/Rakiura Community Board - \$0 for the Horseshoe Bay Road footpath**

The meeting concluded at 11.40am

CONFIRMED AS A TRUE AND CORRECT RECORD AT A  
MEETING OF THE STEWART ISLAND/RAKIURA  
VISITOR LEVY SUBCOMMITTEE HELD ON 1 JUNE  
2018

**DATE:**.....

**CHAIRPERSON:**.....





## Southland District Council Stewart Island/Rakiura Visitor Levy Fund Financial Report to 31 March 2019 and Application Summary

Record No: R/19/5/8988

Author: Bronwyn Affleck, Administration Manager

Approved by: Steve Ruru, Chief Executive

☒ Decision

☐ Recommendation

☐ Information

### Purpose

- 1 The purpose of the report is for the subcommittee to consider the nine applications received, seeking grants for a variety of projects.

### Executive Summary

- 2 The Southland District Council Stewart Island/Rakiura Visitor Levy Fund financial report to 31 March 2019 and summary of applications received for consideration in the funding round closing 31 March 2019, are contained in the report for review and approval.
- 3 The Technical Advisory Group (TAG) was appointed by Southland District Council to provide strategic insight and technical expertise regarding funding applications. The TAG provide recommendations to the subcommittee for review and approval, based on an assessment of the demand for projects, their viability, likely impact and alignment with strategic outcomes.
- 4 The Stewart Island/Rakiura Visitor Levy Fund is available to groups and organisations to assist with projects, activities and/or services used by visitors; for the benefit of visitors; or to mitigate the adverse effects of visitors on the environment of the Island.
- 5 Nine applications have been received for the current funding round. Funding available for distribution is \$184,595.

# Stewart Island/Rakiura Visitor Levy Subcommittee

28 May 2019

## Southland District Council Stewart Island/Rakiura Visitor Levy as at 31 March 2019

2017/18 Year	Summary	Actual to date	Annual Budget
21,391	Opening Balance, 1 July 2019	33,222	-
193,144	SI Levy *	148,037	136,715
-	Fund reserved for prior year commitments (not yet uplifted)	80,000	-
179	Interest - Operating Investment	3,590	-
-	Interest 2018/19**	-	724
<b>214,713</b>	<b>Total Funds</b>	<b>264,849</b>	<b>137,439</b>
	<u>Less</u>		
-	Current year commitments	-	-
-	Prior year commitments	80,000	-
-	Conditional grants	-	-
-	Postage	-	-
-	Printer & printing costs	-	-
-	General Expenses	67	-
181,491	Miscellaneous Grant	-	136,715
-	Travel	187	-
<b>181,491</b>	<b>Total</b>	<b>80,254</b>	<b>136,715</b>
<b>33,222</b>	<b>Funds Held in Reserves (Available for distribution)</b>	<b>184,595</b>	<b>724</b>

**Notes:**

\* Levies collected by Real Journeys and SI Flights have been accrued based on the average of the prior two years collections, this ensures all income is to the 31 March 2019. Visitor numbers from Real Journeys and SI Flights were received after month end.

\*\* Interest earned on reserves for the period has not been included. The actual amount will not be known until the end of the financial year when the interest allocation across Council's total investments and associated reconciliation of reserves is finalised at the end of the financial year.

Year Committed	<u>PRIOR YEAR COMMITMENTS</u>	Committed	Uplifted	Balance	PO Number
2014-2015	Rakiura Heritage Centre Trust	50,000	50,000	-	132946
2016-2017	Rakiura Heritage Trust	400	400	-	132396
2016-2017	Stewart Is. Promotions Assn Inc	850	850	-	132397
2016-2017	Stewart Is. Promotions Assn Inc	3,390	3,390	-	132398
2016-2017	Stewart Is. Promotions Assn Inc	3,700	3,700	-	132397
2016-2017	SIRCET	6,500	6,500	-	132396
2016-2017	Southland District Council	25,600	25,600	-	Internal Tfr
2016-2017	Southland District Council	8,200	8,200	-	Internal Tfr
2016-2017	Southland District Council	2,223	2,223	-	Internal Tfr
2016-2017	Southland District Council	41,000	41,000	-	Internal Tfr
2016-2017	Stewart Is. Jetties Subcommittee - Ulva Is Wharf	80,000	80,000	-	Internal Tfr
2017-2018	Stewart Is. Jetties Subcommittee - Golden Bay Wharf	75,000	75,000	-	Internal Tfr
2017-2018	Department of Conservation	70,000	-	70,000	138443
2017-2018	Department of Conservation	10,000	-	10,000	138443
2017-2018	Stewart Is. Promotions Assn Inc	1,658	1,658	-	138446
2017-2018	Stewart Is. Promotions Assn Inc	2,849	2,849	-	138446
2017-2018	Stewart Island/Rakiura Community Environment Trust	5,000	5,000	-	138447
2017-2018	Stewart Island/Rakiura Community Environment Trust	5,000	5,000	-	138447
2017-2018	Rakiura Heritage Centre Trust	800	800	-	138445
2017-2018	Rakiura Heritage Centre Trust	22,500	22,500	-	138444
	<b>Total</b>	<b>414,670</b>	<b>334,670</b>	<b>80,000</b>	

<u>CURRENT YEAR COMMITMENTS</u>	Committed	Uplifted	Balance	Payment/ Transfer Date
	-	-	-	
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	

## Stewart Island/Rakiura Visitor Levy Subcommittee

28 May 2019

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### Stewart Island/Rakiura Visitor Levy Fund Summary of Applications

Funding available \$184,595

Total of Recommendation: \$183,141

#### 1 Mamaku Point Conservation Trust

##### **Project – Parking for Mamaku Point Conservation Reserve Visitors**

Request assistance towards costs associated with creating parking off Lee Bay Road, via an existing paper road.

The Trust is in the process of opening up the Reserve for visitors, via local tour operators. Currently two operators take tours on the Reserve and visitor number are increasing. Currently visitors to the Reserve must park on the shoulder of Lee Bay Road, which causes health and safety issues given the road is narrow and has a high number of pedestrians walking along the shoulder of the road. At present only 4WD vehicles can use the existing paper road and only then in the drier months. To be useable as a safe vehicle access point and parking area the paper road needs drainage installed and the surface metalled.

The Reserve contributes towards the objective of the Predator Free Rakiura initiative in that the Reserve acts as a representative example of what might be achieved across the rest of Stewart Island once rid of pests and as such provides visitors nature at its best.

Total Project Cost	\$43,700		
Amount Requested	\$30,000	Recommendation	<b>Decline</b>

##### **TAG Comment:**

*Low Priority - Development on own land which would restrict access and limit visitor benefit.*

#### 2 Stewart Island Promotion Association

##### (a) **Project – Visitor Information Collateral**

Request assistance towards printing costs of the Stewart Island street map (\$1,766) and also towards costs associated with digitizing (\$580) the Stewart Island visitor guide.

Total Project Cost	\$2,346		
Amount Requested	\$2,346	Recommendation	<b>\$1,766</b>

##### **TAG Comment:**

*Support printing cost of street map.*

*Consider costs associated with digitizing the visitor guide the responsibility of advertisers.*

##### (b) **Project – Cruise Ship Visitor Experience**

Request assistance towards costs associated with providing a cruise visitor specific map (\$1,757) and hosting passengers on arrival (\$3,375 = 27 ships @ 5 hrs).

Total Project Cost	\$5,132		
Amount Requested	\$5,132	Recommendation	<b>\$3,375</b>

##### **TAG Comment:**

*Support hosting cruise ship passengers.*

*Recommend using the 12 month supply of maps already printed.*

**3 Stewart Island Rakiura Community Board****(a) Project – Walking Track / Footpath Horseshoe Bay Road  
Stage 1 (Kamahi Road to Mill Creek)**

Request assistance towards costs associated with the installation of a footpath along Horseshoe Bay Road so tourists and locals can walk on this rather than walking on the road, which is a health and safety concern.

Total Project Cost	\$173,349		
Amount Requested	\$52,000	Recommendation	<b>\$52,000</b>

\$25,000	Apr-14	Upgrade of Horseshoe Bay walking track
\$25,000	May-15	Upgrade of the Horseshoe Bay Walking Track from Dead Man's Beach towards Horseshoe Point Road
\$40,000	May-16	Towards the third and final stage of the upgrade of the Horseshoe Point walking track.

**TAG Comment**

*Priority – support this application.*

**(b) Project – Street Lighting**

Request assistance towards costs associated with supporting and complying with the requirements of being a Dark Sky Sanctuary.

The proposed changes will increase pedestrian safety and enhance visitor experience. It is anticipated there will be more visitors to the Island in the 'off season' due to Dark Sky status. (Materials \$6,400, installation \$3,600)

Total Project Cost	\$10,000		
Amount Requested	\$10,000	Recommendation	<b>\$10,000</b>

**TAG Comment:**

*Support compliance with Dark Sky Sanctuary requirements.*

**(c) Project –Moturau Moana Gardens - Upgrade tracks, signage and interpretation**

Request assistance towards costs associated with upgrading tracks and signage (historical, interpretation/interactive panels) and building maintenance.

The facility is in need of an upgrade to support the increasing visitor numbers and to ensure a safe and enjoyable visitor experience.

Total Project Cost	\$10,000		
Amount Requested	\$7,500	Recommendation	<b>\$7,500</b>

**TAG Comment:**

*Support this application.*

**(d) Project – Ulva Island Jetty**

Request assistance towards costs associated with the rebuild of the Ulva Island Jetty.

This asset is a vital link for visitors to access Ulva Island and provide safe passenger access and egress.

Total Project Cost	\$800,000		
Amount Requested	\$100,000	Recommendation	<b>\$100,000</b>

\$20,000 May-15 Towards investigation, design and consenting for the upgrade of Ulva Island Wharf.

\$80,000 May-16 Towards Ulva Island Wharf rebuild

\$80,000 Jun-17 Ulva Island Jetty rebuild

**TAG Comment:**

*Priority – support this application.*

**(e) Project –Foresore power point**

Request assistance towards costs associated with the installation of an outdoor power point facility which would be utilised for Gala Days, ANZAC Day and other community events.

Total Project Cost	\$5,000		
Amount Requested	\$3,500	Recommendation	<b>\$3,500</b>

**TAG Comment:**

*Support this application.*

**4 Stewart Island Rakiura Community and Environment Trust****Project – Halfmoon Bay Habitat Restoration Project**

Request assistance towards operational costs associated with SIRCET's Halfmoon Bay Habitat Restoration project including vehicle, bait, traps and field equipment. The goal is to improve the coastal forest from Golden Bay to Ackers Point; by controlling rats, cats, possums and wekas we allow the native plants and wildlife to thrive.

This improves the look and feel of Oban Township and provides volunteer opportunities for visitors and residents, giving people a chance to engage in meaningful conservation.

Total Project Cost	\$45,908		
Amount Requested	\$5,000	Recommendation	<b>\$5,000</b>

**TAG Comment:**

*Support this application.*

## Recommendation

**That the Stewart Island/Rakiura Visitor Levy Subcommittee:**

- a) **Receives the report titled “Southland District Council Stewart Island/Rakiura Visitor Levy Fund Financial Report to 31 March 2019 and Application Summary” dated 22 May 2019.**
- 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) **Notes that the current budget provides for the allocation of \$136,715 in grants from the Stewart Island/Rakiura Visitor Levy Fund as compared with the proposed allocation of \$183,141.**
- e) **Recommends to Council that it approve unbudgeted expenditure of \$46,426 in Visitor Levy Fund allocations to be funded from the revenue collected from the Visitor Levy to date.**
- f) **Approve the allocation of funds for the Stewart Island/Rakiura Visitor Levy Fund as follows, subject to Council approval of the unbudgeted expenditure:**

<b>1</b>	<b>Mamaku Point Conservation Trust</b>	<b>Decline</b>
<b>2a</b>	<b>Stewart Island Promotion Association</b>	<b>\$1,766</b>
<b>2b</b>	<b>Stewart Island Promotion Association</b>	<b>\$3,375</b>
<b>3a</b>	<b>Stewart Island/Rakiura Community Board</b>	<b>\$52,000</b>
<b>3b</b>	<b>Stewart Island/Rakiura Community Board</b>	<b>\$10,000</b>
<b>3c</b>	<b>Stewart Island/Rakiura Community Board</b>	<b>\$7,500</b>
<b>3d</b>	<b>Stewart Island/Rakiura Community Board</b>	<b>\$100,000</b>
<b>3e</b>	<b>Stewart Island/Rakiura Community Board</b>	<b>\$3,500</b>
<b>4</b>	<b>Stewart Island Rakiura Community and Environment Trust</b>	<b>\$5,000</b>

## Background

- 6 The Stewart Island/Rakiura Visitor Levy Fund was established in March 2012 and funds collected must be used to better provide services, facilities and amenities for Island visitors including:
- Activities used by visitors.
  - Activities on the Island for the benefit of visitors.
  - Mitigation of the adverse effects of visitors on the environment of the Island.

## **Issues**

- 7 The applicants have to meet the requirements of the Stewart Island/Rakiura Visitor Levy Fund.

## **Factors to Consider**

### **Legal and Statutory Requirements**

- 8 Aligns with Southland District Council's Stewart Island/Rakiura Visitor Levy Fund Policy.

### **Community Views**

- 9 The Fund is part of Council's Annual Plan process.

### **Costs and Funding**

- 10 While above the budgeted level the grants proposed to be awarded are covered by the funding available for distribution through the Stewart Island/Rakiura Visitor Levy Fund.

### **Policy Implications**

- 11 The process meets the current Southland District Council policy relating to the Stewart Island/Rakiura Visitor Levy Fund.

## **Analysis**

### **Options Considered**

- 12 The option for consideration is to either review and award grants to the applicant groups to assist with various projects – or decline the applications.

### **Analysis of Options**

#### **Option 1 –**

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"><li>Fulfil Southland District Council's commitment to offer and award grants to groups and organisations to assist with various project and initiatives that enhance visitor experience.</li></ul>	<ul style="list-style-type: none"><li>Southland District Council would not fulfil its commitment to offer and award grants to eligible groups and organisations to assist with projects and initiatives that would enhance visitor experience.</li></ul>

#### **Option 2 –**

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"><li>There is more monies retained in the Stewart Island/Rakiura Visitor Levy Fund</li></ul>	<ul style="list-style-type: none"><li>Eligible groups and organisations may not secure the required funding to carry out their proposed projects and initiatives.</li></ul>

### **Assessment of Significance**

- 13 Not considered to be significant.

**Recommended Option**

- 14 Option 1 – review and award grants to applicant groups meeting the fund’s criteria.

**Next Steps**

- 15 Advise applicants the outcome of their application and arrange payment of grants awarded.

**Attachments**

There are no attachments for this report.