



Stewart Island/Rakiura Community Board

OPEN MINUTES

UNCONFIRMED

Minutes of a meeting of Stewart Island/Rakiura Community Board held in the Stewart Island Pavilion, Ayr St, Oban on Monday, 11 November 2019 at 9am.

PRESENT

| | |
|---------------------------|------------------|
| Chairperson | Jon Spraggon |
| Deputy Chairperson | Steve Lawrence |
| | Aaron Conner |
| | Anita Geeson |
| | Gordon Leask |
| | Rakiura Herzhoff |
| | Cr Bruce Ford |

IN ATTENDANCE

Mayor Gary Tong
Group Manager, Community and Futures – Rex Capil
Community Partnership Leader – Karen Purdue
Community Facilities Contract Manager - Jacqui Ligthart
Community Facilities Contract Manager – Angie Hopkinson
Publications Specialist – Chris Chilton
Committee Advisor – Kirsten Hicks

1 Apologies

There were no apologies.

2 Leave of absence

There were no requests for leave of absence.

3 Conflict of Interest

Rakiura Herzhoff declared an interest in item 7.8 Direction-setting for Annual Plan recommendation g) and abstained from voting.

Rakiura Herzhoff also declared an interest in item 7.11 – Work to investigate a new user pays charging regime for non-recreational jetty usage. He abstained from voting on this report.

4 Public Forum

There was no public forum.

5 Extraordinary/Urgent Items

There were no Extraordinary/Urgent items.

Reports

7.1 Making and Attesting of Members' Declarations

Record No: R/19/11/25752

Mayor Tong was in the chair for this item.

Resolution

Moved Mayor Tong, seconded Jon Spraggon

That the Stewart Island/Rakiura Community Board:

- a) Receives the report titled “Making and Attesting of Members' Declarations” dated 6 November 2019.**

- b) **Determines that this matter or decision be recognised not significant in terms of Section 76 of the Local Government Act 2002.**
- c) **Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the Act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.**
- d) **Notes that the Mayor has received and witnessed the declaration of the Stewart Island/Rakiura Community Board members.**

7.2 Election of Chair and Deputy Chair

Record No: R/19/11/25871

Mayor Tong was in the chair for this item.

Resolution

Moved Jon Spraggon, seconded Cr Ford

That the Stewart Island/Rakiura Community Board:

- a) **Receives the report titled "Election of Chair and Deputy Chair" dated 6 November 2019.**
- b) **Determines that this matter or decision be recognised not significant in terms of Section 76 of the Local Government Act 2002.**
- c) **Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.**
- d) **Agrees to use system A the election of the Chair and Deputy Chair.**
- e) **Elects a Jon Spraggon to the Chair of the Community Board for the 2019/2022 triennium.**
- f) **Elects Steve Lawrence to the Deputy Chair of the Community Board for the 2019/2022 triennium.**

7.3 General Explanation from Chief Executive

Record No: R/19/11/25753

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

Resolution

Moved Anita Geeson, seconded Rakiura Herzhoff

That the Stewart Island/Rakiura Community Board:

- a) **Receives the report titled “General Explanation from Chief Executive” dated 5 November 2019.**
- b) **Determines that this matter or decision be recognised not significant in terms of Section 76 of the Local Government Act 2002.**
- c) **Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the Act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.**

7.4 Terms of Reference and Delegations 2019 - 2022 Governance Structure

Record No: R/19/11/25754

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

Resolution

Moved Deputy Chairperson Lawrence, seconded Aaron Conner

That the Stewart Island/Rakiura Community Board:

- a) **Receives the report titled “Terms of Reference and Delegations 2019 - 2022 Governance Structure” dated 5 November 2019.**
- b) **Determines that this matter or decision be recognised not significant in terms of Section 76 of the Local Government Act 2002.**
- c) **Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.**

- d) Notes that the Delegations Manual containing terms of reference and delegations for the governance structure including Community boards was adopted by Council at its meeting on Friday 1 November 2019.

7.5 Date and Time of First Meeting of the Stewart Island/Rakiura Community Board
Record No: R/19/11/25762

Committee Advisor Kirsten Hicks was present for this item.

Resolution

Moved Cr Ford, seconded Aaron Conner

That the Stewart Island/Rakiura Community Board resolves a) – d) and adds a new e) (as indicated)

- a) Receives the report titled “Date and Time of First Meeting of the Stewart Island/Rakiura Community Board” dated 6 November 2019.
- b) Determines that this matter or decision be recognised not significant in terms of Section 76 of the Local Government Act 2002.
- c) Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.
- d) Agrees that the first meeting of the Stewart Island/Rakiura Community Board will be held at 8.45am on Monday 10th February 2020.
- e) Resolves that community board meetings will be held on the second Monday of the months of February, April, June, August, October and December, commencing at 8.45am (in summer) or 9.45am (in winter), and that workshops will be held in December, March, May, July, September, November at a time yet to be confirmed.

Rakiura Herzhoff voted against this recommendation

7.6 Adoption of 2019 Standing Orders
Record No: R/19/11/25852

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

Resolution

Moved Cr Ford, seconded Anita Geeson

That Stewart Island/Rakiura Community Board:

- a) **Receives the report titled “Adoption of 2019 Standing Orders” dated 6 November 2019.**
- b) **Determines that this matter or decision be recognised as significant in terms of Section 76 of the Local Government Act 2002.**
- c) **Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.**
- d) **Agrees to adopt the Standing Orders (attachment a to the officer’s report) and**
 - i. **That the Chair of the Community Board have both a deliberative and casting vote (s.o.19.3)**
 - ii) **That members have the right to attend by an audio or audio-visual link (s.o.13.7)**
 - iii. **That Option C (s.o.22.4) be the default option for speaking and moving motions.**

7.7 Elected Members Code of Conduct

Record No: R/19/11/25755

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

Resolution

Moved Deputy Chairperson Lawrence, seconded Gordon Leask

That the Stewart Island/Rakiura Community Board:

- a) **Receives the report titled “Elected Members Code of Conduct” dated 5 November 2019.**
- b) **Determines that this matter or decision be recognised not significant in terms of Section 76 of the Local Government Act 2002.**

- c) **Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the Act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.**
- d) **Notes the Elected Members Code of Conduct agreed to by Council at its meeting on 1 November 2019 for the Mayor and Councillors and members of the Community Boards, all Committees and Subcommittees of the Southland District Council.**

7.8 Direction-setting for Annual Plan 2020/2021

Record No: R/19/10/23447

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

The Stewart Island/Rakiura Community Board has identified the following variances for year three of the LTP 2018-2028:

- ☒ addition of Golden Bay wharf rebuild project, estimated at \$400,000 and local contribution to footpath renewals, eligible for NZTA funding.
- ☒ proposed changes to operational expenditure are for various increased maintenance budgets as a result of health and safety implications and asset management, as well as changes to loan repayments as a result of a difference in the loan amount expected to be drawn-down.

These proposed budgets also include Stewart Island Electrical Supply Authority ("SIESA"). This report proposes that all SIESA electricity fees and charges, other than bonds, increase by 2.2%. The current fees have not been increased since 1 July 2014.

The direction-setting provided by the Stewart Island/Rakiura Community Board, including any variances, may be incorporated into Council's draft Annual Plan for 2020/2021. Where there are significant changes from the LTP, public consultation is proposed to take place in March/April 2020 so that the community and wider District stakeholders have an opportunity to give feedback on any changes proposed.

The final Annual Plan, including changes made as a result of consultation, will be adopted by Council in June 2020 and will be used to set rates for the year beginning 1 July 2020.

This report outlines two options for consideration by the community board; to accept the direction as proposed in the report, or to make amendments to the direction proposed.

Rakiura Herzhoff abstained from voting on recommendation g), due to a conflict of interest.

Resolution

Moved Cr Ford, seconded Anita Geeson

That the Stewart Island/Rakiura Community Board:

- a) **Receives the report titled "Direction-setting for Annual Plan 2020/2021"**
- b) **Determines that this matter or decision be recognised not significant in terms of Section 76 of the Local Government Act 2002.**
- c) **Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the Act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.**
- d) **Recommends that the budgets for the year commencing 1 July 2020 be adopted for inclusion in Council's Draft 2020/2021 Annual Plan (subject to any amendments made at this meeting).**
- e) **Recommends to Council the setting of the following rates and charges (including GST) for the year commencing 1 July 2020 based on the approved budgets in (d) above.**

| <u>Rate Description</u> | <u>Rate (GST Incl)</u> |
|---|-------------------------------|
| Stewart Island/Rakiura Community Board Rate | \$132,274 |
| Stewart Island Waste Management Rate | \$137,564 |

- f) **Recommends to Council the setting of the following fees and charges (including GST) for the year commencing 1 July 2020, for inclusion in Council's Draft 2020/2021 Annual Plan.**

| <u>Description</u> | <u>Fee/Charge (GST Incl)</u> |
|-----------------------------|-------------------------------------|
| Traill Park - Pavilion Hire | \$50.00 |

- g) **Recommends to Council the setting of the following Stewart Island Jetties fees and charges (including GST) for the year commencing 1 July 2020, for inclusion in Council's Draft 2020/2021 Annual Plan.**

| <u>Stewart Island Jetties Fee/Charge Description</u> | <u>Fee/Charge (GST Incl)</u> |
|---|-------------------------------------|
| Wharf and Jetty user annual fee | \$1,500.00 |
| Boat Park fee | \$287.50 |

- h) **Recommends to Council the setting of the following SIESA electricity fees and charges (including GST) for the year commencing 1 July 2020, for inclusion in Council's Draft 2020/2021 Annual Plan.**

| <u>SIESA Electricity Fee/Charge Description</u> | <u>Fee/Charge (GST Incl)</u> |
|--|-------------------------------------|
| <u>Residential Connections</u> | |
| Standard rate per unit | \$0.6024 |
| Night rate per unit | \$0.5239 |
| Fixed monthly charge | \$89.48 |
| <i>New Connections</i> | |
| New consumer connection fee | \$293.83 |
| Capital development charge | \$1,762.95 |
| <i>Existing Connections</i> | |
| Water heating/night rate meter installation | \$293.83 |
| Disconnection fee (no monthly charge after) | \$94.02 |
| Reconnection fee (new consumer/applicant) | \$141.04 |
| Connection bond (new consumer, if applicable) | \$150.00 |
| <u>Commercial Connections</u> | |
| Standard unit rate | \$0.6024 |
| Night rate per unit | \$0.5239 |
| Fixed monthly charge | \$89.48 |
| <i>New Connections</i> | |
| New consumer connection fee | \$293.83 |
| Capital development charge | \$1,762.95 |
| <i>Existing Connections</i> | |
| Disconnection fee (no monthly charge) | \$470.12 |
| Reconnection fee (new consumer/applicant) | \$470.12 |
| <u>Temporary Supply</u> | |
| Monthly fee (payable in advance) | \$244.46 |
| Standard unit rate (as per residential rate) | \$0.6024 |
| <u>Distributed Generation</u> | |
| Subject to its terms and conditions set out in Schedule 1 of the SIESA Domestic Contract, SIESA will buy the electricity generated by residents at the rate of \$0.20c per kilowatt per hour, inclusive of GST | \$0.20 |
| <u>Other Chargeable Fees</u> | |
| Not metered and special connections | \$564.14 |
| Meter testing | \$99.90 |
| Temporary supply and caravan inspection | \$99.90 |
| Dis/re-connection due to non-payment of account | \$99.90 |

7.9 SIESA Monthly report

Record No: R/19/11/25829

Community Partnership Leader Karen Purdue was in attendance for this item

Resolution

Moved Aaron Conner, seconded Gordon Leask

That the Stewart Island/Rakiura Community Board:

- a) **Receives the report titled "SIESA Monthly report" dated 6 November 2019.**

7.10 SIESA Monthly Report from PowerNet - September 2019

Record No: R/19/10/24014

Community Partnership Leader Karen Purdue was in attendance for this item

Resolution

Moved Deputy Chairperson Lawrence, seconded Aaron Conner

That the Stewart Island/Rakiura Community Board:

- a) **Receives the report titled "SIESA Monthly Report from PowerNet - September 2019" dated 6 November 2019.**

7.11 Work to investigate a new user pays charging regime for non-recreational jetty usage

Record No: R/19/10/23947

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

Purpose

The purpose of this report is to inform the Stewart Island/Rakiura Community Board about work that has been undertaken investigating an appropriate way to charge commercial users of Stewart Island/Rakiura jetties. This report also seeks a recommendation from the board on its preferred charging option.

Executive Summary

Council currently issues licences to non-recreational users of Stewart Island/Rakiura jetties, which allows the licensees to use the jetties for commercial purposes. In 2017, the Jetties Subcommittee raised that a new charging regime based on patronage might be more appropriate.

Council staff have been working to identify how this fee could be charged. At this stage staff have not been investigating how much the fee should be, as this will be discussed at a later stage. Council recognises that jetties have both public and private use and this is taken into account when Council determines appropriate funding sources.

After considering legal requirements on how jetties are funded, staff have identified five potential charging options. The options identified are:

- ☒ option 1 - an annual fee based on vessel tonnage
- ☒ option 2 - an annual fee based on passenger numbers

- ☒ option 3 - a fee based on the number of visits to Council administered jetties (or particular jetties)
- ☒ option 4 - a fee based on both vessel tonnage and the number of visits to Council administered jetties (or particular jetties)
- ☒ option 5 - the status quo (a licence fee charged annually for each vessel).

On 30 September 2019, the Stewart Island Jetties Subcommittee (for the 2016-2019 triennium) recommended a different charging option - that commercial users pay a base fee with an additional fee component based on passenger numbers. In this report, this option is referred to as 'option 6'.

It is important that any charging method implemented is highly practical. It needs to be administratively simple, easy to enforce, cost effective, and Council needs to be able to charge the fee without relying on an agreement or information from commercial operators. Council also needs to be able to prove any fee it charges is accurate.

Following on from this meeting, staff will undertake informal consultation with key stakeholders. All of the feedback received will be incorporated into a report presented to a committee of Council. It is anticipated that any new charging regime and fee would be proposed in the 2021-2031 Long Term Plan that will be consulted on in February/March 2021. This plan will come into effect on 1 July 2021.

Rakiura Herzhoff declared an interest in this item, and abstained from voting

Resolution

Moved Aaron Conner, seconded Cr Ford

That the Stewart Island/Rakiura Community Board:

- a) **Receives the report titled "Work to investigate a new user pays charging regime for non-recreational jetty usage" dated 6 November 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 Stewart Island Jetties Subcommittee for the 2016-2019 triennium, has recommended to a committee of Council that the Subcommittee's preferred charging regime for commercial operators is to have a base fee with an additional fee component based on passenger numbers.**
- e) **Provides feedback on the charging options identified, both by staff and by the Stewart Island Jetties Subcommittee.**
- f) **Recommends to a committee of Council, that the charging regime for commercial jetty usage should be option 6 – the charging regime recommended by the Stewart Island Jetties Subcommittee for the 2016 to 2019 triennium,**

which involves having a base fee with an additional fee component based on passenger numbers.

- g) Undertakes to gather feedback on what a fair and reasonable fee would be, in relation to its preferred option.
- h) Notes that if a new charging regime and fee are implemented, this would not come into effect until 1 July 2021.

7.12 Unbudgeted Expenditure approval for Stewart Island Visitor Levy Funded Projects outside the Annual Plan

Record No: R/19/10/23910

Community Partnership Leader Karen Purdue was in attendance for this item.

Purpose

The Stewart Island/Rakiura Community Board applied, and was successful in obtaining Stewart Island Visitor Levy (SIVL) funding to complete five projects on Stewart Island. Of the five projects, three are outside the annual plan. To progress these projects, the Board must approve the unbudgeted expenditure for these projects.

Executive Summary

This report will outline the projects that were applied for from the SIVL that were outside the annual plan works programme, and further seeks approval from the Board to approve the unbudgeted expenditure so these projects can progress.

Resolution

Moved Deputy Chairperson Lawrence, seconded Anita Geeson

That the Stewart Island/Rakiura Community Board:

- a) **Receives the report titled “Unbudgeted Expenditure approval for Stewart Island Visitor Levy Funded Projects outside the Annual Plan” dated 5 November 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) **Approves the unbudgeted expenditure of up to \$10,000 to complete the street lighting upgrade to bollard style, dark sky compliant lights on Elgin Terrace.**

- e) Approves the unbudgeted expenditure of up to \$5,000 to install a power point on the foreshore adjacent to the monument on Elgin Terrace.
- f) Approves the unbudgeted expenditure of up to \$7,500 to upgrade tracks and facilities at Moturau Moana gardens.

7.13 Playground Update

Record No: R/19/10/24155

Angie Hopkinson, Community Facilities Contract Manager, was in attendance for this item.

Resolution

Moved Deputy Chairperson Lawrence, seconded Aaron Conner

That the Stewart Island/Rakiura Community Board:

- a) Receives the report titled "Playground Update" dated 31 October 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.

The meeting concluded at 11.10am

CONFIRMED AS A TRUE AND CORRECT RECORD AT A
MEETING OF THE STEWART ISLAND/RAKIURA
COMMUNITY BOARD HELD ON MONDAY 11
NOVEMBER 2019

DATE:.....

CHAIRPERSON:.....