

Notice is hereby given that a Meeting of the Stewart Island/Rakiura Community Board will be held on:

Date: Monday, 13 February 2017
Time: 1.30pm
Meeting Room: The Pavilion
Venue: Ayr Street
Stewart Island

Stewart Island/Rakiura Community Board Agenda OPEN

MEMBERSHIP

Chairperson Jon Spraggon
Deputy Chairperson Anita Geeson
Members Dale Chittenden
Aaron Conner
Greg Everest
Steve Lawrence
Councillor Bruce Ford

IN ATTENDANCE

Committee Advisor Kirsten Hicks
Community Partnership Leader Michelle Stevenson

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Full agendas are available on Council's Website
www.southlanddc.govt.nz

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CHAIRPERSON'S REPORT

Chairperson Spraggon to report on activities with which he has been involved since the Board's last meeting.

COUNCILLOR'S REPORT

Councillor Ford to update the Board on Council matters.

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

Community Board 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 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 Community Board, 6 December 2016

Stewart Island/Rakiura Community Board

OPEN MINUTES

Minutes of a meeting of Stewart Island/Rakiura Community Board held in the Pavilion, Ayr Street, Stewart Island on Tuesday, 6 December 2016 at 10.30am.

PRESENT

Chairperson	Jon Spraggon
Deputy Chairperson	Steve Lawrence
Members	Dale Chittenden
	Aaron Conner
	Greg Everest
	Anita Geeson

Councillor	Bruce Ford
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IN ATTENDANCE

Mayor Gary Tong, Chief Executive Steve Ruru, Community Partnership Leader Michelle Stevenson, Senior Policy Planner Courtney Ellison, Communications Advisor Alana Dixon-Calder, Committee Advisor Erica Andrews

1 Apologies and Welcome

Mayor Tong opened the meeting and welcomed attendees to the Inaugural meeting of the Stewart Island/Rakiura Community Board. For the 2016 – 2019 triennium.

Mayor Tong congratulated candidates on their success. He advised them that the role is one of governance and management.

No apologies were received.

2 Making and Attesting of Members' Declarations

Record No: R/16/11/18754

Mayor Tong called the Board Members Elect one by one to make their declaration to be a member of the Stewart Island/Rakiura Community Board.

Members, as follows, read their declaration;

- Dale Richard Chittenden
- Aaron Russell Conner
- Greg Norman Everest
- Anita Joan Geeson
- George Steven Lawrence
- Jon Ross Spraggon

Each declared that they will faithfully and impartially, and according to the best of their skill and judgement, execute and perform, in the best interests of the Stewart Island/Rakiura Community Board, the powers, authorities and duties vested in or imposed upon them as a member of the Stewart Island/Rakiura Community Board by virtue of the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, or any other Act.

Members Declarations were signed by each individual and counter signed by Mayor Tong.

Resolution

Moved Mayor Tong, seconded Aaron Connor , **and resolved;**

That the Stewart Island/Rakiura Community Board:

- a) **Receives the report titled “Making and Attesting of Members' Declarations” dated 28 November 2016.**
- b) **Notes that the Mayor has received and witnessed the declaration of the Community Board Members.**

3 Election of Chair and Deputy Chair

Record No: R/16/11/18394

Mayor Tong called for nominations for the position of Chair of the Stewart Island/Rakiura Community Board.

<u>Nominee</u>	<u>1st Nominator</u>	<u>2nd Nominator</u>
Member Spraggon	Member Conner	Member Chittenden

There were no further nominations.

The nomination of Member Spraggon for Chairperson of the Stewart Island/Rakiura Community Board was PUT and declared CARRIED.

Member Spraggon was duly elected Chairperson of the Stewart Island/Rakiura Community Board.

Mayor Tong then called for nominations for the Deputy Chairperson of the Stewart Island/Rakiura Community Board

<u>Nominee</u>	<u>1st Nominator</u>	<u>2nd Nominator</u>
Member Lawrence	Councillor Ford	Member Geeson

There were no further nominations.

The nomination of Member Lawrence for Deputy Chairperson of the Stewart Island/Rakiura Community Board was PUT and declared CARRIED.

Member Lawrence was duly elected Deputy Chairperson of the Stewart Island/Rakiura Community Board.

Resolution

Moved Member Conner, seconded Member Chittenden **and resolved**

That the Stewart Island/Rakiura Community Board:

- a) **Receives the report titled “Election of Chair and Deputy Chair” dated 28 November 2016.**
- b) **Elects Member Spraggon to be Chair of the Community Board for the 2016/2019 Triennium.**
- c) **Elects Member Lawrence to be Deputy Chair of the Community Board for the 2016/2019 Triennium.**

At this point Mayor Tong vacated the seat, and Chairperson Spraggon proceeded to chair the meeting.

4 Leave of absence

There were no requests for leave of absence .

5 Conflict of Interest

There were no conflicts of interest declared.

6 Extraordinary/Urgent Items

There were no extraordinary / urgent items

7 Public Forum

Moved Member Everest, seconded Member Geeson and **resolved that the Stewart Island/Rakiura Community Board go into public forum to allow members of the public to speak.**

Ms Jen Ross (Department of Conservation) addressed the Board concerning the following:-

- A fire at Pikihatiti/Port Pegasus caused significant damage to a 1km x 1km area
- Two long term volunteers and three Operations Rangers
- Experiencing an increase in visitor numbers to the Visitor Centre
- Weed control has been reprioritised
- Dune restoration is being undertaken with marram grass being targeted
- Possum control is planned for Pikihatiti/Port Pegasus over the 2016/17 season
- Planning and implementation of the field work for Southern New Zealand dotterel continues
- Deer have been removed from Ulva Island and there are no signs rats
- Micro snail research is ongoing
- Yellow Eyed Penguin Trust have started monitoring nests in the Bravo Island group and on the Hananui Coast
- A business case is being developed to seek funding for repairs on the Rakiura track and to improve day shelters and campground facilities on the track
- Volunteers help with annual maintenance of huts in November
- Two paid hut wardens will be in place from Mid - November to March
- Rakiura Hunter Camp Trust completed hut inspections with no major issues found
- Moturau Moana gardens received a welcomed tidy up
- An annual progress report of the Conservation Management Strategy has been completed
- Rakiura DOC staff will co-host a Rakiura trip in July 2017. A portion of the funds received from participants will go towards pest management on Cooper Island, Tamatea Dusky Sound
- Education programme continues talks with Southland schools and Kura is the new name chosen by a Halfmoon Bay student for a kakapo chick,

Mr Willie Gamble and Ms Letitia McRitchie (Stewart Island Rakiura Community Environmental Trust) addressed Members concerning the following:-

- A revised SIRCET proposal for the Stewart Island community Native plant nursery relocation was presented.
- The request to relocate is driven by the sale of the current land, safety issue and declining funding for the Management of the nursery.
- It is proposed to relocate the nursery to Traill Park. The area required is 140 square metres, there is no requirement for use of the existing water source and the location does not impact any of the playing field.

The Board asked a number of questions and agreed to consider the request form SIRCET and will provide a response to Mr Gamble & Ms McRitchie in due course.

Mr Manfred Herzhoff, resident of Stewart Island/Rakiura, addressed Members.

- Mr Herzhoff provided the Community Board some background as to the current state of ownership and condition of Golden Bay Wharf. He advised that he has spent a considerable amount of money on the pontoon however the wharf is neglected and deteriorating which could impact the cruise ship industry.
- Chairman Spraggon advised Mr Herzhoff that under Item 18 on the agenda a project around the medium to long term wharfing infrastructure needs for Stewart Island has been proposed to address a number of issues including maintenance, ownership and levies.

Ms Letitia McRitchie, resident of Stewart Island/Rakiura, addressed the Board.

- Ms McRitchie distributed a letter to the Community Board outlining her concerns over the consultation process undertaken around the Proposed Southland District Plan 2012.
- Staff advised that feedback to the proposed plan was sought through radio, Facebook, newspapers and that letters were sent to all ratepayers who would be affected.

Moved Member Connor, seconded Member Geeson, **and resolved that the Stewart Island/Rakiura Community Board moves out of public forum.**

8 General Explanation from Chief Executive

Record No: R/16/10/17642

Mr Ruru (Chief Executive) advised that Clause 21 (5) of Schedule 7 of the Local Government Act 2002 requires the Chief Executive Office to provide an explanation to elected Members of certain legislation which controls the way in which Council's business may be conducted, and the laws affecting elected Members.

The contents of the report were noted by the Board, and Mr Ruru drew the attention of Members to specific areas of legislation of particular importance.

Resolution

Moved Member Everest, seconded Member Lawrence **and resolved;**

That the Stewart Island/Rakiura Community Board:

Receives the report titled "General Explanation from Chief Executive" dated 28 November 2016

9 Terms of Reference and Delegations 2016/2019

Record No: R/16/11/18596

Members were advised that the Terms of Reference and Delegations that were before the Board for noting were approved by Southland District Council at the meeting held 26 October 2016.

Resolution

Moved member Chittenden seconded Member Geeson **and resolved**

That the Stewart Island/Rakiura Community Board:

- a) **Receives the report titled “Terms of Reference and Delegations 2016/2019” dated 28 November 2016.**
- b) **Notes the Terms of Reference and Delegations for Community Boards approved by Council at its meeting on Wednesday 26 October 2016.**

10 Schedule of Meetings for 2017

Record No: R/16/11/19297

Purpose

The purpose of this report is to approve a schedule of meeting dates for 2017, so that the meetings can be publicly notified in accordance with the requirements set out by the Local Government Official Information and Meetings Act 1987.

The meeting schedule for the Stewart Island/Rakiura Community Board is required to be set for 2017. The Local Government Act 2002 requires that at the first meeting following Triennial Elections the adoption of a schedule of meetings be approved.

Southland District Council approved the Terms of Reference for Community Boards at its meeting on 26 October 2016. In the approved Terms of Reference, the Community Boards will meet in February, April, June, August, October and December.

Resolution

Moved Member Everest , seconded Member Chittenden **and resolved**

That the Stewart Island/Rakiura Community Board:

- a) **Receives the report titled “Schedule of Meetings for 2017” dated 28 November 2016.**
- b) **Determines that this matter or decision be recognised as not significant in terms of Section 76 of the Local Government Act 2002.**
- c) **Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the Act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.**
- d) **Agrees to meet at 1.30pm, at the Stewart Island Pavilion, Ayr Street, Stewart Island on the following dates in 2017.**
 - **Monday 13 February 2017**
 - **Monday 10 April 2017**
 - **Monday 12 June 2017**

- **Monday 14 August 2017**
- **Monday 9 October 2017**
- **Monday 11 December 2017**

11 Standing Orders

Record No: R/16/10/17799

Members were informed that Standing Orders were adopted by Council at the meeting of 26 October 2016.

The Board noted that Standing Orders have been adopted for use at all meetings of the Council. Committees, Subcommittees, Community Boards and Community Development Area Subcommittees.

Resolution

Moved Member Connor, seconded Deputy Chairperson Lawrence **and resolved**

That the Stewart Island/Rakiura Community Board:

- a) **Receives the report titled “Standing Orders” dated 28 November 2016.**
- b) **Notes that Southland District Council at its meeting on Wednesday 26 October 2016 adopted Standing Orders for use at all Council, Committee, Subcommittee, Community Board and Community Development Area Subcommittee meetings of the Southland District Council and that it is required to operate in accordance with the Standing Orders so adopted.**

12 Elected Members Code of Conduct

Record No: R/16/11/18387

Members noted that the Code acts as a guide to ensure a standard of behaviour is expected by all elected Members (Councillors, Community Board and Community Development Area Subcommittees) when they are acting under Council delegations.

Members were informed that Standing Orders were adopted by Council at the meeting of 26 October 2016.

Resolution

Moved Member Chittenden, seconded Member Everest **and resolved**

That the Stewart Island/Rakiura Community Board:

- a) **Receives the report titled “Elected Members Code of Conduct” dated 28 November 2016.**
- 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 the Elected Members Code of Conduct for Councillors and members of the Community Boards and Community Development Area Subcommittees of the Southland District Council which was adopted by Council at its meeting on 26 October 2016.**
- e) **Adopts the Elected Members Code of Conduct when acting under its statutory powers as provided for in the Local Government Act 2002.**
- f) **Notes that the Elected Members Code of Conduct must be complied with when the Board is acting under its delegations approved by Council at its meeting on 26 October 2016.**

13 Annual Plan 2017/2018 - Confirmation of Budgets

Record No: R/16/10/17904

Ms Michelle Stevenson (Community Partnership Leader) advised Members that this report provides an overview of the forecasted services for the Stewart Island/Rakiura Community Board in 2017/2018. It includes any variations from what was forecasted in year three of the 10 Year Plan 2015-2025.

Members were informed that Council has streamlined its 2017/2018 Annual Plan process and as a result the Community Board is only required to review estimates for significant changes. In addition, consideration should be given to funding any significant changes from reserves where appropriate.

The draft estimates will be incorporated into the Council's Draft Annual Plan. If consultation is required, this will occur in February 2017 and March 2017. Once the plan is finalised (and subject to any changes resulting from submissions), the estimates shown for 2017/2018 will be used to set rates for the year beginning 1 July 2017.

Discussion took place regarding getting projects into the Long Term Plan and the Annual Plan. Ms Stevenson, advised that goal setting would be advantageous and that projects should be decided upon before June each year. The Visitor Levy funding and distribution of grants was discussed and a review of the current grants policy is due.

Resolution

Moved Member Geeson , seconded Member Connor **and resolved**

That the Stewart Island/Rakiura Community Board:

- a) **Receives the report titled "Annual Plan 2017/2018 Confirmation of Budgets" dated 28 November 2016.**
- 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 variations in the Stewart Island/Rakiura Community Board estimates from year three of the 10 Year Plan.
- e) Budgets for the year commencing 1 July 2017 be adopted for inclusion in the Council's Draft Annual Plan (subject to any amendments made at the meeting).
- f) Requests the levy of the following rates and charges (including GST) for the year commencing 1 July 2017 based on the approved budgets in (e) above.

<u>Rate Description</u>	<u>Rate (GST Incl)</u>
Stewart Island/Rakiura Community Board Rate	\$92,293
Stewart Island Waste Management Rate	\$132,153

- g) Requests the setting of the Traill Park fees and charges (including GST) for the year commencing 1 July 2017, as attached in Appendix 5, for inclusion in the 2017/2018 Annual Plan.
- h) Advises that there are no key highlights for the local area,

14 Annual Plan 2017/2018 - SIESA Draft Estimates Report

Record No: R/16/11/19210

This report provides an overview of the forecasted services of Stewart Island Electrical Supply Authority (SIESA) which are provided under the governance of the Stewart Island/Rakiura Community Board. It includes any variations from what was forecasted in year three of the Long Term Plan (10 Year Plan) 2015-2025.

Council has streamlined its 2017/2018 Annual Plan process and as a result the Community Board is only required to review estimates for significant changes. In addition, consideration should be given to funding any significant changes from reserves where appropriate.

The draft estimates will be incorporated into the Council's Draft Annual Plan. If consultation is required, this will occur in February 2017 and March 2017. Once the plan is finalised (and subject to any changes resulting from submissions), the estimates shown for 2017/2018 will be used to set electricity rates for the year beginning 1 July 2017

Concerns were raised about the power station not being connected to the sewerage scheme, exposed cables, and the renewal of the Powernet contract. Following this meeting, Ms Stevenson has investigated the above issues and actions to address these concerns are underway. Mr Ruru advised that the Powernet contract is due for renewal in 2018.

Resolution

Moved Cr Ford, seconded Member Conner **and resolved**

That the Stewart Island/Rakiura Community Board:

- a) **Receives the report titled “Annual Plan 2017/2018 - SIESA Draft Estimates Report” dated 29 November 2016.**
- 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 variations in the SIESA estimates from year three of the 10 Year Plan.**
- e) **Budgets for the year commencing 1 July 2017 be adopted for inclusion in the Council’s Draft Annual Plan (subject to any amendments made at the meeting).**
- f) **Requests the levy of the following rates and charges (including GST) for the year commencing 1 July 2017 based on the approved estimates in (e) above, which is consistent with the rates set for 2016/2017 (as recommended under option 1).**

<u>Rate Description:</u>	<u>Rate (GST Incl)</u>
General Rate	\$0.5894
Night Rate	\$0.5126
Fixed Monthly Charge-Residential	\$87.55
Fixed Monthly Charge-Commercial	\$87.55

- g) **Identifies no key highlights for SIESA.**

15 **PowerNet Limited's Reports on SIESA Operations for the month of August 2016**

Record No: R/16/10/17263

Report on SIESA Operations for the month of August 2016, prepared by Mr I Marshall (Group Manager, Services and Assets), was tabled.

Matters drawn to the attention of the Board included:-

- General maintenance on the diesel generators has taken place, including seal and centrifuge replacement on Unit 4, and coupling on Unit 3.
- Fuel problems encountered in May and June appear to have resulted from low temperatures, rather than fuel contamination.
- The back-up HV cable project is almost complete, with commissioning of the protection and control systems expected 15 September.

Recommendation

Moved Deputy Chairperson Lawrence, seconded Member Everest **and resolved**

That the Stewart Island/Rakiura Community Board:

- a) **Receives the report titled “PowerNet Limited's Reports on SIESA Operations for the month of August 2016” dated 29 November 2016.**

16 PowerNet Limited's Reports on SIESA Operations for the month of September 2016

Record No: R/16/10/17361

Report on SIESA Operations for the month of September 2016, prepared by Mr I Marshall (Group Manager, Services and Assets), was tabled.

Matters drawn to the attention of the Board included:-

- There was a transformer fault on 23 September, due to a corroded high voltage fuse connection. This affected one consumer and a pump station
- Scania powered Unit 5 is partially commissioned
- PowerNet Safety Days are scheduled for 11 – 13 October.

Resolution

Moved Member Everest, seconded Member Conner **and resolved**

That the Stewart Island/Rakiura Community Board:

- a) **Receives the reports titled “PowerNet Limited's Reports on SIESA Operations for the month of September 2016” dated 29 November 2016.**

17 Financial Report to Stewart Island/Rakiura Community Board for the year ended 30 June 2016

Record No: R/16/8/12455

Financial report to Stewart Island/Rakiura Community Board for the year ended 30 June, prepared by Mr Brendan Gray (Community Engineer) was tabled.

Matters drawn to the attention of Members included:-

- Painting of the pavilion at Traill Park (\$5K) will be funded from reserves.
- Funding for the next stage of the Horseshoe Bay walking track has been transferred to reserves.
- The stormwater project (\$40K) for Main Road (by proposed Rakiura Heritage Centre Trust building) has been deferred.
- It was noted that the new carparking area on Argyle Street has not been completed as per the project list.

Resolution

Moved Member Everest, seconded Member Chittenden **and resolved**

That the Stewart Island/Rakiura Community Board:

- a) **Receives the report titled “Financial Report to Stewart Island/Rakiura Community Board for the year ended 30 June 2016” dated 28 November 2016.**

18 Stewart Island Wharfing Provision and Future Requirements Project

Record No: R/16/11/18405

This report provides the Stewart Island/Rakiura Community Board with information on a project around the medium to long term wharfing infrastructure needs of Stewart Island. The wharves identified for consideration are Ulva Island, Millars Beach, Fred's Camp, Little Glory, Port William (all SDC owned), and Golden Bay (Southport)

This is a project of strategic importance and has Local, District, Regional and National interest. The project will include a Stewart Island community and stakeholder engagement process, and discussion around how and by whom these facilities are best delivered and how they might be funded. Council would like to inform the Board of this project, and invite the Board's engagement and involvement.

Resolution

Moved Member Everest, seconded Member Geeson **and resolved**

That the Stewart Island/Rakiura Community Board:

- a) **Receives the report titled "Stewart Island Wharfing Provision and Future Requirements Project" dated 28 November 2016.**
- 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) **Supports the process of community and stakeholder engagement prior to June 2017**

19 Recently adopted Bylaws and Policies

Record No: R/16/9/16040

Report advising Recently Adopted Bylaws and Policies, prepared by Ms Robyn Rout (Policy Analyst), was tabled.

Members were informed that the following bylaws and policies have been recently adopted by Council:-

- o The Cemetery Bylaw 2016
- o The Cemetery Management Policy 2016
- o The Ashton Flats Roading Bylaw 2016
- o The Gambling Venue Policy
- o The TAB Venue Policy
- o Signs and Objects on Roads and Footpaths Bylaw (effective 1 July 2017)
- o Reserves Management Policy

Resolution

Moved Member Everest, seconded Deputy Chairperson Lawrence **and resolved**

That the Stewart Island/Rakiura Community Board:

- a) **Receives the report titled “Recently adopted Bylaws and Policies” dated 28 November 2016.**
- b) **Notes that the Cemetery Management Policy, the Cemetery Bylaw 2016, the Ashton Flats Roding Bylaw, and the Gambling Venue and TAB Venue policies came into effect on 1 October 2016.**
- c) **Notes that the Signs and Objects on Roads and Footpaths Bylaw 2016 will come into effect on 1 July 2017.**

The meeting concluded at 12.16pm

CONFIRMED AS A TRUE AND CORRECT RECORD AT A MEETING OF THE STEWART ISLAND/RAKIURA COMMUNITY BOARD HELD ON TUESDAY 6 DECEMBER 2016.

DATE:.....

CHAIRPERSON:.....

Council Report

Record No: R/17/1/1752
Author: Michelle Stevenson, Community Partnership Leader
Approved by: Rex Capil, Group Manager Community and Futures

Decision Recommendation Information

Chief Executive

Southland Regional Development Strategy (SoRDS)

- 1 One of the key attributes of the SoRDS work to date has been the desire to ensure that a 'whole of Southland' or Southland Inc approach is adopted to the development of the region. This approach requires that public, private and volunteer sections of the Southland community come together to drive the development of the region as a whole. Unless a united approach is pursued then there is a very real risk that the changes needed to achieve the goals set through the SoRDS Strategy will not be achieved.
- 2 Work is being progressed via the Mayoral Forum to look at the structures that might be used to drive implementation of the Action Plan. The results of this work will be reported to each of the four Southland Councils and the other entities that need to be formally involved in the new structures over the next few months. There will also be a need for a public consultation process to be completed to enable the proposed model to be implemented. In the interim it is appropriate that Council move to formally endorse the Action Plan. The latter is the subject of separate order paper item.

Rural Fire

- 3 The Fire and Emergency Management Bill, which provides for the establishment of Fire and Emergency Management NZ (FENZ) from 1 July 2017, continues to progress through the parliamentary legislative process with it being reported back from the Select Committee prior to the Christmas break.
- 4 The FENZ Bill provides for the merger of Rural Fire Authorities, which have traditionally been a responsibility of local authorities, and the NZ Fire Service into the new FENZ entity. As such it signals a significant change for local authority responsibilities in this area. Important changes proposed through the Bill include:
 - The transfer of Rural Fire Authority responsibilities to FENZ from 1 July 2017. This includes the assets and operating capability within the Southern Rural Fire Authority
 - The repeal, from 1 July 2018, of territorial authorities' fire prevention and risk reduction powers under the Local Government Act 2002
 - The repeal, from 1 July 2017 of territorial authority specific bylaw making power for preventing the spread of fires.

Fluoridation of Drinking Water

- 5 The Health (Fluoridation of Drinking Water) Amendment Bill is currently before the Health Select Committee with submissions closing on 2 February. The intent of the Bill is to transfer responsibility for making decisions on fluoridation of water supplies from local authorities to District Health Boards (DHBs).
- 6 The Bill as currently drafted allows, but does not require, DHBs to determine whether they should direct local authorities to either fluoridate, or not, community drinking water supplies.

- 7 Under the Bill the cost of fluoridating water would be carried by the local authority concerned. Officers do not see a need for this Council to lodge a submission on the Bill.

Local Government Survey

- 8 Local Government NZ (LGNZ) will be repeating, in March 2017, the New Zealand Local Government Survey that was initially undertaken in 2014. The survey will again be undertaken by Colmar Brunton and cover some 3,000 citizens and businesses across New Zealand. Findings from the 2014 survey included that:
- public and business satisfaction with local government services is generally good
 - there is low awareness of the wide range of services local government provides – and the services tend to be under-valued, especially as they affect our daily lives
 - local government is seen to play an important role in developing the prosperity and wellbeing of New Zealand, although there is a sense that local government can achieve more than it does
 - local government performance factors such as financial management and community leadership are viewed as current weaknesses, although local engagement is generally working
 - local government does not enjoy a strong reputation with the public and businesses. On a comparable basis, New Zealand local government service satisfaction is rated similarly to countries such as the United Kingdom and Australia.
- 9 There is clearly work that the sector as a whole, as well as individual local authorities, can and need to do to enhance their performance and reputation. The findings from the survey will be used to inform the work that is being undertaken in this area.

Local Government Minister

- 10 Following the change in Prime Minister and subsequent Cabinet changes there has been a change in the Minister of Local Government. The Hon Anne Tolley now assumes responsibility for the portfolio taking over from the Hon Peseta Sam Lotu-liga.
- 11 With the change in Minister it can be expected that central government will continue to place a strong focus on sector reform and lifting the performance of local government in relation to the provision of core infrastructure.

Customer Support

Library Services

- 12 In December, the refurbished Stewart Island Library and Area Office was opened. With increased hours for the community, the library now catalogued and a self-issue machine in place, a great space for the community has been created. Feedback from residents at the opening was positive with around 50 people coming through on the day.
- 13 The integration of the Stewart Island Area Office and Library has been completed with positive feedback from the community regarding the increased hours of library availability, the upgraded furniture and the self-issuer. Visitors to the island are making use of the opportunity to access the free wifi indoors, which has lessened any obstruction to the adjoining Community Centre. Sadly we have received the resignation of Volunteer Librarian Mrs Jenny Gell, following 16 years of service. Another volunteer will be sought, to cover one hour on alternate Saturday mornings.

- 14 The District Library was pleased to receive funding to help complete the Vince Boyle Collection to be housed at the Winton Library. An opening is being planned with members of the Boyle family invited to share in this historic resource they have donated.
- 15 Te Anau Library hours have changed with no late nights, a longer Saturday and being open on Monday mornings. Feedback has been positive and customers are enjoying the longer access on Saturdays. Hours across all libraries will be reviewed in 2017.

Customer Service Delivery

- 16 The Customer Support team are completing a review of the most common customer inquiries through Council and analysing how we could make these as simple and easy for customers through a variety of channels. Changing an address has come through as the number one Request for Service across the District. As a result, a project is in progress to look at how we can streamline this process for customers and staff. We are aiming to have a potential solution ready to trial internally in February 2017.
- 17 Customer Support have enlisted the Community Partnership Leaders to prepare a report on what and how our residents want to access Council Services across the District. This will involve market research across the District so we have a clear understanding of what our customers want, combined with our data on how customers choose to interact with us today. The report is anticipated to be completed by June 2017. Since we had been investigating the possibility of moving the Wyndham Library and Area Office to the Wyndham Memorial Hall, we will put this project on hold so as to ensure a consistent approach to the District as a whole.

Environmental Services

Animal Control

- 18 The Environmental Health team is preparing for the introduction of Dog registration fee discounts in July this year. There will be a communications programme developed to raise awareness of the changes. The programme will include promotion on Council's website, First Edition articles, and reviewing online registration.
- 19 Work has also been progressed with a research exercise looking at dog attacks in the District over the last few years to determine whether there are trends or other offence patterns that can be identified to help reduce future attacks. The findings will be reported to the Regulatory Committee in the near future.

Food Act 2014

- 20 The new Food Act 2014 came into effect from 1 March 2016.
- 21 Food businesses have to transition to the new Food Act 2014 according to a schedule set by the Ministry for Primary Industries. In this District the most significant group of businesses that have to transition in the first year (by 31 March 2017) are those with alcohol on-licenses. Most of these businesses have already transitioned. Officers will continue to encourage the small number remaining to transition by the required date.

Freedom Camping

- 22 Freedom Camping has continued to be a topical issue right across the country over the holiday period. In Southland District there has been a considerable amount of freedom camping activity in some parts of the District such as Lumsden, the South Catlins and Clifden Bridge.

- 23 At the time of writing there have been few significant problems or issues and a generally positive response to Council's more proactive approach to liaison with campers in some of these areas. However, Council is also closely watching legislative developments in this area, with a strong push from some parts of the country for a more consistent approach to bylaws and/or a stronger approach to regulating freedom camping, particularly non self-contained vehicles and tents.

Fencing of Swimming Pools

- 24 The Building (Pools) Amendment Act 2016 came into effect on 1 January 2017. The Act repealed the Fencing of Swimming Pools Act 1987 and included new pool safety provisions in the Building Act 2004 including:
- A requirement for three-yearly inspections of all swimming pools. Officers are currently assessing the impact of this change.
 - Allowing safety covers to be used as barriers for spa pools and hot tubs.
 - Introducing additional enforcement tools for territorial authorities, including notices to fix.
- 25 The amendments place more emphasis on the home owner taking responsibility for their pools. The swimming pool register will need to be updated to remove all pools under 5 m sq. The traditional spa pool which made up the bulk of the register is no longer covered by the legalisation. As yet there is no acceptable solution in place to assess barriers as being compliant but the Government has been consulting on options which might assist in this regard.

Earthquake Prone Buildings

- 26 The Earthquake Prone Buildings legalisation has also been updated via an amendment to the Building Act 2004 that was passed into law last year. The new framework draws on lessons learned from the Canterbury earthquakes, the findings of the subsequent Royal Commission, and public submissions. It aims to:
- establish a more effective and nationally consistent framework for identifying and remediating earthquake-prone buildings
 - better target those districts, buildings and parts of buildings that pose the greatest risk
 - provide improved information for territorial authorities (e.g. local councils), building owners, engineers and the public
 - strike an appropriate balance between protecting people from harm in an earthquake, the cost of strengthening or removing earthquake-prone buildings and impacts on heritage.
- 27 The Southland District Council is the only District in the country to have all three earthquake zones in the one District. All of the earthquake prone buildings in the District have been identified and are recorded on a register, and are being identified on LIMs. Council will need to identify buildings of high seismic risk and ensure these are assessed by engineers within the specified time period.

Building Consents

- 28 Building consent numbers for December 2016 are down by 5.33%, the average residential cost and size is approximately the same from those of the corresponding 2015 period. Half way through the year and consent numbers are up slightly but the value is back 16.62%. The number of consents being lodged remains high, these are predominately from the Te Anau area.

Edendale Bypass

- 29 The notice of requirement for the State Highway Bypass in Edendale is expected to be lodged with Council prior to the end of January. The New Zealand Transport Agency have requested that the application be publicly notified and have indicated that they will be requesting that a Commissioner is appointed to make the decision.

District Plan

- 30 Mediation is being scheduled for the remaining appeals on the Proposed Southland District Plan. It is likely that mediation will occur in the first few months of 2017. There are five remaining appeals as four have already been resolved through previous mediation. It is likely that mediation will occur during February.
- 31 The Resource Management policy planners are in the process of preparing Variation 3 to the Proposed District Plan 2012. The list of amendments in the variation is still being prepared for approval by the Regulatory and Consents Committee. Once approved by the Committee the variation will be publicly notified and follow the normal Schedule 1 process.

Community and Futures

2017/2018 Annual Plan

- 32 Significant progress has been made on the preparation of the draft Annual Plan and associated consultation document.
- 33 Local estimates meetings have been completed and staff are preparing the consultation document in line with the feedback and direction provided by Councillors at the workshop in December 2016. Given that the draft plan is largely in line with what the 10 Year Plan forecasted for the 2017/18 year, the consultation document is more of an update on the 10 Year Plan story about how the Council is progressing with the plan.
- 34 The Consultation Document will be used to inform and update the community about the key changes from the LTP and highlight some of the projects/programmes scheduled for the 2017/18 year and advise readers how they can provide feedback to Council about the plan. The draft of the consultation document and supporting documents will be considered by Council in February before being released for public comment.

Strategic Planning Workshop

- 35 Significant work has been put into preparing for the Strategic Planning workshop to be held in early February.
- 36 The workshop provides an opportunity for Councillors to set their goals for the current triennium and the overall strategic framework within which the 2018 10 Year Plan will be developed.

Community Board/CDA Planning

- 37 Leadership Planning and goal setting workshops will be run throughout the District for Community Boards and CDA's during April 2017. The workshops, which are to be run in groups of 3-5 Boards/CDA's per workshop are intended to help each Board develop a Community Leadership Plan outlining the goals and strategic priorities that they have for their community in the current triennium and beyond.
- 38 It will be important that the Plans developed for each community reflect Council's overall priorities for the District as a whole. In this way Council can ensure that Community Boards/CDAs are moving in a direction that is consistent with its goals for the district and that

resources are prioritised between different areas in a way that reflects the resources available to Council as a whole.

- 39 The Leadership Planning and goal setting workshop for the Stewart Island Community Board is scheduled for 10 April 11am, directly preceding the next Stewart Island Community Board meeting. Lunch will be provided, and the workshop will include elected representatives from the Stewart Island Community Board, Chair of the Riverton Community Board, and Chair of the Te Anau Community Board.

Community Organisation & Volunteer Sector Project

- 40 Council have commissioned Venture Southland to undertake this project on its behalf. Council have requested face-to-face interviews be conducted with a representative sample of community organisations to help determine future needs and the level of service throughout the District. This project will be completed by Venture Southland in February 2017, and analysis and recommendations made by the Community Partnership Leader to the Councils Executive Leadership Team in May 2017.

Stewart Island Community Facilities Project

- 41 Council have commissioned Venture Southland to undertake this project on its behalf. Council have requested research to help determine the current and future use of community facilities on the Island. This project will be completed by Venture Southland in March 2017, and analysis and recommendations made by the Community Partnership Leader to the Stewart Island Community Board in June 2017.

Stewart Island Wharfing Infrastructure Project

Council have tendered for registrations of interest to undertake a Community and Stakeholder Engagement process, and Business Operational Plan on Stewart Island wharfing infrastructure. Council currently own 5 of the 7 wharves on the Island, and have been offered opportunity to take over Golden Bay wharf, being divested by Southport NZ. Council identified the need to take a more strategic view of the current and future wharfing infrastructure on the Island, and the importance of the community and stakeholder needs, tourism to the Island and aquaculture, which may have local, district, regional and national implications. Tenders close at the end of February, and the Community and Stakeholder engagement will begin in March 2017.

Milford Opportunities Project

- 42 With the funding announcement made for the Milford Opportunities Project at the launch of SoRDS, work has been underway to set up the Governance Group so that we can get the project underway. The following points outline the intended process:
- Have a Governance Group (GG) appointed and a meeting in place for March. The GG to be made up of an Independent Chair, and one representative from each of the following - Council, DoC, Iwi, Business, and MBIE. Approaches, including a letter formally requesting a representative from these organisations, will be made shortly.
 - Council are likely to receive the funding from MBIE although we will continue working closely with DoC on the project
 - The Government's \$250,000 will be spent on scoping the project including any remuneration required for the GG, the contractor writing the investment proposal, the project manager if the investment proposal gets the go ahead.
 - The GG to be a 'voluntarily' formed group (i.e. not a formal committee of DoC or Council) that will make recommendations to DoC and Council.

- The GG will discuss and finalise the Terms of Reference (ToR) and approve the advertising of the contract to prepare the Investment Proposal – it will be proposed that there is a delegation made to DoC and Council to appoint the contractor so that we can get on with the project
- Initial ToR to include a 9 month time frame for its existence with a decision point milestone on whether or how the project proceeds by September 2017.
- If it proceeds, then the ToR will need to be reviewed to reflect the timeframes for undertaking and reporting on the projects that have been scoped in the Investment Proposal
- Concurrently, with the Investment Proposal work the Project Management Team can be set up and an Expressions of Interest process run to identify potential project manager candidates.

Venture Southland

- 43 Southland will receive \$13.3 million to connect key communities with fibre under the Ultrafast Broadband programme (UFB2). Winton, Te Anau, Riverton West, Bluff and Otatara have been announced as locations which will receive fibre between July 2017 and December 2024. No timetable for each location has yet been published. Stewart Island did not meet the Government's minimum population requirements for the fibre programme.
- 44 Southland is identified as having almost complete wireless coverage, however feedback from communities reveals this is not the case. Results of internet speed tests and the Southland Internet and Mobile Surveys (over 1000 responses were received to these surveys in 2015 and 2016) have been submitted to MBIE and Crown Fibre. Assessment of mobile signal coverage on the Southland road network is also being undertaken.
- 45 The SDC Holiday Programme was recently held again in rural Southland communities, with a 23% growth in the number of participants overall. The programme was run on Stewart Island and there were 19 participants. Feedback has once again been positive.
- 46 Two community projects which we are looking to continue to support are the Motorau Moana Gardens project with the Board and the Stewart Island and Rakiura Heritage Trust's Labour Weekend event.
- 47 Southland tourism will be at its busiest over the next couple of months. Stewart Island has already experienced a 13% growth in visitors to year Oct 2016 (according to the Visitor Levy).
- 48 Cruise season has commenced and support has been provided on Stewart Island with schedules, translation and hosting, and supporting the SIPA promotions officer for the 11 scheduled ships for this year.
- 49 The Air NZ Kia Ora magazine is being hosted in Southland, with a family friendly focus for Stewart Island in February. This is a significant publication with a circulation of 46,000 and readership of 344,000. Adventurer Wildboy completed his circumnavigation of Stewart Island with a reach in excess of 28,000 to date, with more content yet to be shared.

Services and Assets

Roading Contracts

- 50 Tender documents for the Alternative Coastal Route Improvement Project in the Catlins area and the three Maintenance Alliance contracts were finalised and released in December 2016.

- 51 The release of these tender documents represent an important milestone in what are all sizeable projects/contracts for Council. As a result there has been significant work involved in reaching this stage of the process. The four tenders close in mid-February and will be subjected to a tender evaluation process prior to recommendations being made to Council.

NZTA Liaison

- 52 Having a close working relationship with the Planning and Investment division of the NZ Transport Agency (NZTA) is important for both organisations given the size of investment that they make in Southland transport networks.
- 53 In recent months good progress has been made in developing a strong working relationship with our NZTA liaison person. Unfortunately, the relationship that we are developing could be affected by a reorganisation which we understand may be occurring in the near future. This situation creates a risk to the Council that we will not receive the most effective or appropriate level of support.

Te Anau Wastewater

- 54 In December 2016, Council reached a settlement agreement with Fiordland Sewage Options (FSO) in relation to their appeal against the resource consents granted for the wastewater disposal system proposed for the Kepler block.
- 55 The agreement provides for Council agreeing to investigate the potential to develop a disposal system at an alternative site known as the Smith Block, located in Sinclair Road Te Anau, in return for FSO withdrawing the appeal. The agreement has a series of steps in it with Council retaining the right to exercise the Kepler consent should the investigations indicate that the Smith block is not viable at any stage.
- 56 Work is being progressed to 'map out' the tasks that need to be completed and the timelines for them. An outline of the project plan will be brought through to Council and the Te Anau Wastewater Project Committee once finalised. There will also be a need for regular consultation with key stakeholders and affected parties. A Consultation Plan is currently being developed. Making progress on the key tasks will be a priority for the start of 2017.

SIESA

Operations

- 57 The business unit surplus is running ahead of budget. Income from sales is slightly below budget but expenditure is also below budget by a greater amount. Hence a net surplus position. AS in the past the lower than budgeted expenditure is the result of diesel prices being lower than budget. Note though the recent trend is for fuel prices in general to be increasing.

Asset Management

- 58 The most significant asset management issue is assessing the condition of the distribution network. This includes the poles, conductors, insulators and associated hardware. Powernet are working on gathering the information on these assets. This will lead to development of a renewal and repair programme for the future. As always health and safety will be the number one driver for planning the work programme.

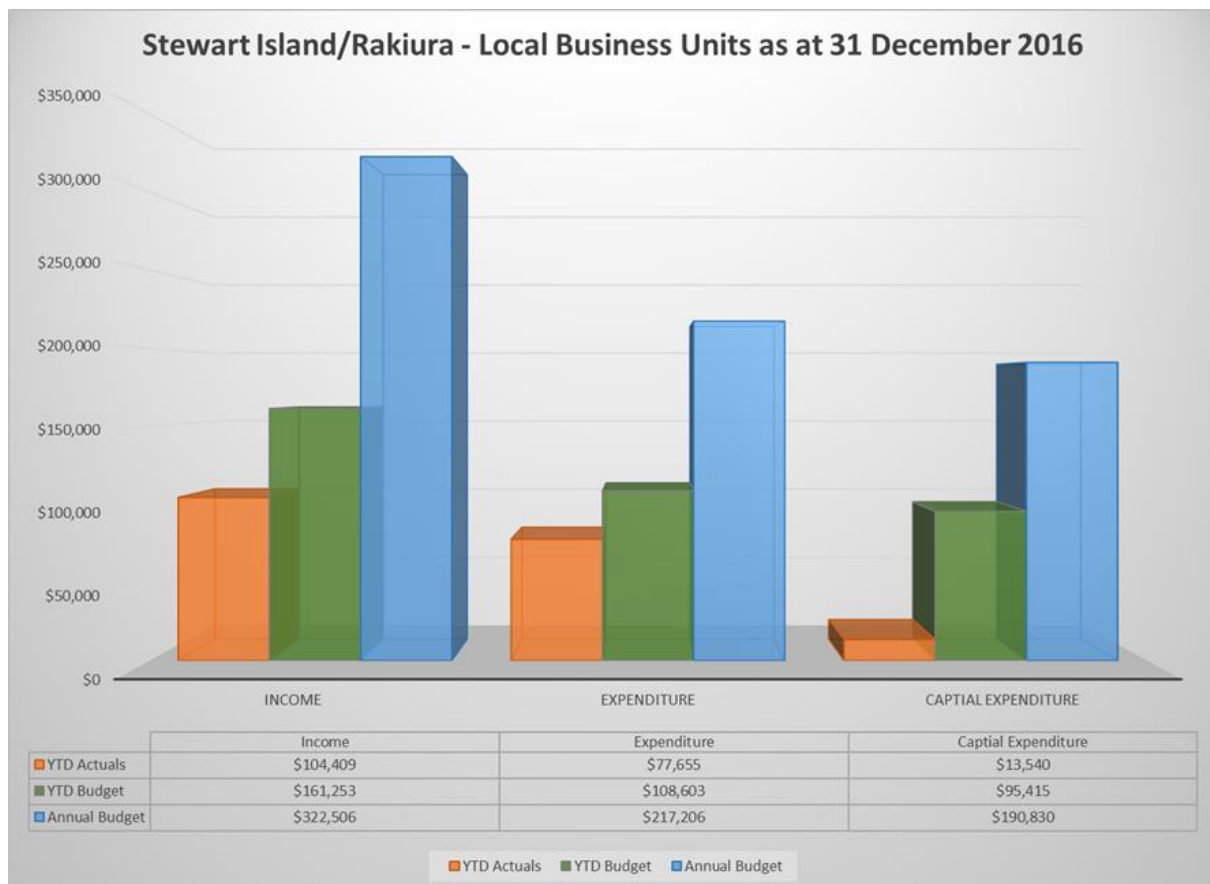
Projects

- 59 The major project in the plan for this year is the replacement of the main fuel tanks. The existing tanks have been assessed and found to be not affected by corrosion. This means the perceived urgency for replacement is not justified on this basis. So the main criteria is to

reduce the environmental risk due to spillage. Secure bunding is the solution to this risk. Options for bunding are being investigated. It is unlikely the \$85k budgeted for the tank renewals will be required this financial year. A revised financial plan will be presented as part of the 8th month reforecasting process.

Finance

- 60 Income and Expenditure for Stewart Island/Rakiura is on track and within expected levels.
- 61 Income variance is to a streetworks grant still to be received, and variance in expenditure is beautification maintenance that has not been undertaken.
- 62 The significant Capital Expenditure variance is due to Projects that are yet to be undertaken. The community engineer advises all projects are expected to be on schedule for 2016/17 with the exception of two. The Argyle St car park and walkway into Golden Bay will require further discussions and scoping with the community engineer before any decisions can be made.
- 63 The development contributions of \$94,649.00 allocated to a footpath on Petersons Hill can only legally be used for the section of Petersons Hill already completed. These funds were therefore already used when the footpath was installed, and cannot be used to extend the existing footpath.



Recommendation

That the Stewart Island/Rakiura Community Board:

- a) Receives the report titled “Council Report” dated 7 February 2017.

Attachments

There are no attachments for this report.

PowerNet Limited's Reports on SIESA Operations for the months of September, October and December 2016

Record No: R/17/1/814
Author: Ian Marshall, Group Manager Services and Assets
Approved by: Ian Marshall, Group Manager Services and Assets

Decision Recommendation Information

- 1 PowerNet Limited's reports advise of operational matters concerning Stewart Island Electrical Supply Authority.
- 2 PowerNet Limited's reports for SIESA operations for the months of September, October and December 2016 are attached.

Recommendation

That the Stewart Island/Rakiura Community Board:

- a) **Receives the reports titled "PowerNet Limited's Reports on SIESA Operations for the months of September, October and December 2016" dated 23 January 2017.**

Attachments

- A Summary Report received from PowerNet for months of September and October 2016 [↓](#)
- B Summary Report received from PowerNet for SIESA - Monthly Report for December 2016 [↓](#)

Summary Report – September / October- 2016



PERFORMANCE

EFFECTIVENESS	Outages	Generator Forced Outages	report cycle	0
		Feeder Forced Outages	report cycle	0
Outages	Consumer Outages	report cycle	1	
	Planned Outages	report cycle	3	
	Station Outages	report cycle	0	
	Connections	New Connections	report cycle	0
Connections	Reconnections	report cycle	0	
	Disconnections	report cycle	0	
Complaints	Quality of Supply	report cycle	0	
	Performance Related	report cycle	0	

PEOPLE / CULTURE	Team Safety	Medical Treatment Intervention	report cycle	0
		Lost Time Injury	report cycle	0
Team Health	Near Miss	report cycle	0	
	Days Off	report cycle	1	
	Annual Leave	report cycle	7	
Training	Safety training	report cycle	2	
	Technical / Personal Development	report cycle	0	

The electrical generation system, distribution and retail service for SIESA was generally good during September / October. The sold units were slightly up on last month.

A fault on 23 September affected on domestic customer and a pump station for the waste water scheme. The cause of the fault was a corroded connection on a high voltage fuse.

Station Operators attended the PowerNet six monthly safety sessions in Invercargill and Chris Dillon was on annual leave during the last two weeks of October. During Chris's absence operator support was provided by Invercargill based technicians.

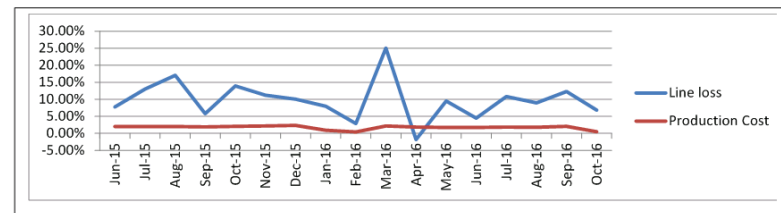
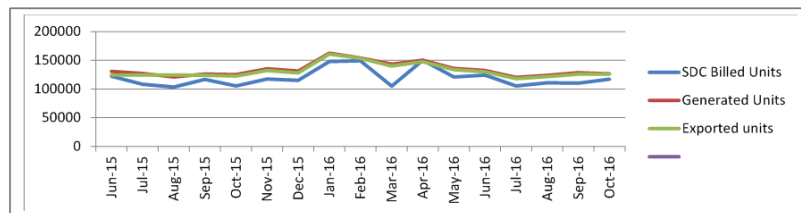
On 30 September the 24 volt battery charge alternator on Unit 4 failed bringing up an engine alarm. The alternator is under warranty and a replacement is being arranged with the supplier. The Unit 4 battery is currently being charged via a mains charger in the engine control cabinet.

On 27 / 28 October distribution line maintenance was undertaken by Invercargill based staff.

- Connect U/G cable in Willet St and remove overhead lines.
- Removing overhead lines in Mapau Rd.
- Replace switch link arm on the Dundee Air Break Switch.
- Replace / refurbish high voltage drop out fuses at pole 808063
- Replace stain insulators at poles 808064 and 813052

PROJECTS

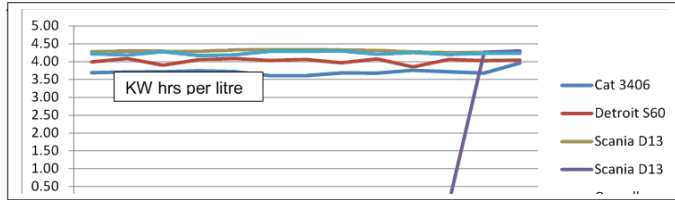
Item	% Completed	Comments
P/O 110985 Back-up cables and G5 commissioning	100%	Complete – final claim submitted to SDC
P/O 116301 New diesel day tank connection and certification	0%	PowerNet preparing job scope for SDC approval
P/O 116412 No New P/O provided GIS maintenance	33%	Invoiced quarterly
P/O 116414 Replacement of 2 x 20,000 fuel tanks	0%	Awaiting a job brief from SIESA
P/O 116416 Replacement of two fuel pumps	0%	Awaiting a job brief from SIESA
P/O 123647 Meter Replacement	5%	No meters replaced during October
P/O 123648 Renewal / Upgrade Projects	0%	Awaiting a job brief from SIESA
P/O 123654 Management fee	33%	Monthly charge
P/O 123664 Distribution Maintenance	5%	Maintenance completed over two days in October
P/O 123918 Maintenance on Units 3 and 4	100%	Repairs and maintenance completed
P/O 125659 Generation Maintenance	0%	Minor materials and specialist work by external service providers



ENGINE MAINTENANCE REPORT

RISK AND STRATEGY UPDATES

	Make / Model	Hours	Hours this Month	Fuel this Month	k/Watt hours	Servicing this Month	Oil Test results
Unit 1	CAT 3406	17417	3	58	230		
Unit 2	CAT 3408	45469	2	13	10		
Unit 3	Detroit 60	18921	93	3999	16180	26/9/16	"A"
Unit 4	Scania D13	20041	570	22935	97856	18/10/16	"A"
Unit 5	Scania D13	89	77	2824	12147		



	Update	
Identified Risks	Structures / Poles	The line survey for 2016 (20% of the network) is planned to be undertaken on completion of current GIS data capture
	Transformers	Two sites have high voltage cable terminations that need replaced; this work is being scoped
	Pillar boxes / Link Boxes / Cabling	Link Boxes have been checked; one box in Excelsior Road will be replaced in December
	Lines / Insulators	To be inspected under Structures / Poles line survey
Generation Equipment	Generation Plant	Ongoing maintenance and monitoring in place
	Control Systems	Protection relays were tested in January 2015
	Fuel systems / Plant	Job scope being prepared for connection of the new day tank
	Buildings	Some interior painting is planned for next winter

PHOTOS



High voltage "strain" insulators from Pole 808064 showing corrosion of metal fittings



The meter box from 3 Willet Street



Pole 808063 drop out fuses where a connection failed on 23 September

Summary Report – December-2016



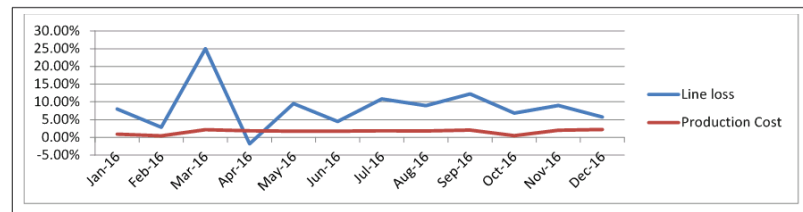
PERFORMANCE

EFFECTIVENESS	Outages	Generator Forced Outages	report cycle	1
		Feeder Forced Outages	report cycle	0
Connections	Consumer Outages	report cycle	0	
	Planned Outages	report cycle	0	
	Station Outages	report cycle	0	
Complaints	New Connections	report cycle	0	
	Reconnections	report cycle	0	
	Disconnections	report cycle	0	
PEOPLE / CULTURE	Team Safety	Quality of Supply	report cycle	0
		Performance Related	report cycle	0

Team Safety	Medical Treatment Intervention	report cycle	0
	Lost Time Injury	report cycle	0
	Near Miss	report cycle	0
Team Health	Days Off	report cycle	2
	Annual Leave	report cycle	7
Training	Safety training	report cycle	0
	Technical / Personal Development	report cycle	0

January Projects.

- Straighten Pole 813038 in Braggs Bay Road
- Continue with the replacement of kidney strain insulators
- Continue with the pole condition survey
- Further the connection of Unit 5 to a fuel supply



The electrical generation system, distribution and retail service for SIESA was generally good during December. The sold units were slightly up on the previous month.

This report covers maintenance and fault response activities during December. Statistical information and graphs are for the period 21 November through to the 20 December to align with the 20th of the month meter reading activities.

On 24 November a fuel restriction valve on Unit 4 failed leaving the engine unable to hold constant speed, the control system opened the circuit breaker on an under frequency fault. With the frequency unstable the control system was not able to synchronize another engine onto the bus before Unit 4 stopped and a full outage resulted. Supply to all consumers was restored after 6 minutes. The faulty fuel valve was replaced and Unit 4 was returned to service.

On 1 December there was a callout to disconnect the supply to 107 Horseshoe Bay Road for the Fire Service. The house was not badly damaged by fire but the electricity supply was not restored until it was inspected.

On 16 December Unit 5 was given a service at 252 hours; manufacturer recommendations are for the first service to be completed at 300 hours with some mechanical checks and adjustments. The mechanical checks were undertaken by Gough Brothers on 20 December.

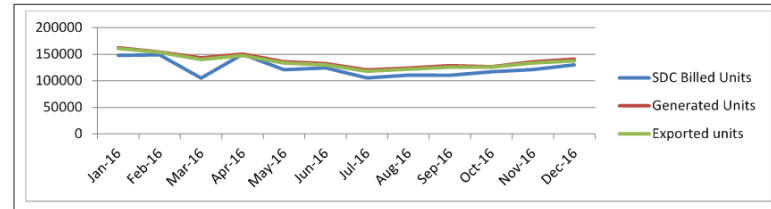
The pole condition survey covering 20% of the network was started late in December.

Tony Nielson has been working on pricing for the pipework associated with the connection of Unit 5 to the new day tank and connection of the day tank to the main tanks.

Overhead lines to 39 Mapau Road and 3 Willet Street have been removed and underground service cables connected.

PROJECTS

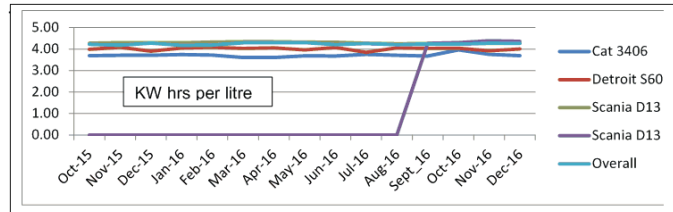
Item	% Completed	Comments
P/O 126806 (110985) Back-up cables and G5 commissioning	100%	Complete – final claim submitted to SDC
P/O 116301 New diesel day tank connection and certification	0%	PowerNet preparing job scope for SDC approval
P/O 116412 GIS maintenance	50%	Invoiced quarterly
P/O 116414 Replacement of 2 x 20,000 fuel tanks	0%	Awaiting a job brief from SIESA
P/O 116416 Replacement of two fuel pumps	0%	Awaiting a job brief from SIESA
P/O 123647 Meter Replacement	6%	Four meters replaced during December
P/O 123648 Renewal / Upgrade Projects	0%	Awaiting a job brief from SIESA
P/O 123654 Management fee	50%	Monthly charge
P/O 123662 Distribution Maintenance	5%	Planning in place to replace old kidney strain insulators in Horseshoe Bay area
P/O 123918 Maintenance on Units 3 and 4	100%	Repairs and maintenance completed
P/O 125659 Generation Maintenance	0%	Minor materials and specialist work by external service providers



ENGINE MAINTENANCE REPORT

RISK AND STRATEGY UPDATES

	Make / Model	Hours	Hours this Month	Fuel this Month	k/Watt hours	Last services	Oil Test results
Unit 1	CAT 3406	17427	8	222	820	25.3.16	
Unit 2	CAT 3408	45476	6	54	190	4.6.15	
Unit 3	Detroit 60	18998	53	1993	7996	4.1.17	"B"
Unit 4	Scania D13	21324	603	26696	114219	16.12.16 4.1.17	"A"
Unit 5	Scania D13	252	93	4070	17769	16.12.16	"A"



		Update
Identified Risks	Structures / Poles	The line survey for 2016 / 2017 (20% of the network) is underway
	Transformers	Replacement of two HV cables is underway. Low Voltage cut-outs require some maintenance
	Pillar boxes / Link Boxes / Cabling	Link Box 5 in Excelsior Road has been replaced. Low Voltage cabling in Horseshoe Bay road has been tested in preparation for connection.
	Lines / Insulators	Issues with Kidney Strains insulators are being addressed
Generation Equipment	Generation Plant	Unit 5 has been running regularly and we will hopefully have a full sign off from Pacific Diesel early in the new year.
	Control Systems	Some minor SCADA alterations have been made and some upgrade to the CCTV security system is planned.
	Fuel systems / Plant	We have authority to obtain prices for replacement fuel lines
	Buildings	Alley way floor has been repainted

PHOTOS



High Voltage "kidney strain" insulators in poor condition



The meter box from 3 Willet Street



Link Box 5 (Excelsior Road) has been replaced after a motor vehicle accident earlier in the year

Proposed District Plan 2012 - Fiordland/Rakiura Zone

Record No: R/16/12/20874
Author: Courtney Ellison, Senior Resource Management Planner - Policy
Approved by: Bruce Halligan, Group Manager Environmental Services

Decision Recommendation Information

Purpose

- 1 To provide an update on the rules that apply to Stewart Island under the Proposed District Plan 2012, and the process that was followed in establishing these rules.

Executive Summary

- 2 The Proposed District Plan 2012 introduced some new rules that apply to Stewart Island. In particular these new rules require a resource consent to construct a building on land outside of the Urban Zone. Some residents have expressed concerns regarding the new rules and the community consultation around those changes. A variety of means were used to advertise and promote the Proposed District Plan to encourage people to read the plan and see if they would like to make a submission. Consultation included a letter sent directly to the residents in the proposed new Fiordland/Rakiura Zone advising them of the proposed new zoning and rules.
- 3 Following the receipt of this information about what the zone changes mean and the process that was followed the Community Board may wish to request further work from the Resource Management staff. Some options for this are detailed in this report and include a review of the rules, or further community engagement and monitoring of the rules.

Recommendation

That the Stewart Island/Rakiura Community Board:

- a) **Receives the report titled “Proposed District Plan 2012 - Fiordland/Rakiura Zone” dated 25 January 2017.**
- b) **Determines that this matter or decision be recognised as not significant in terms of Section 76 of the Local Government Act 2002.**
- c) **Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the Act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.**
- d) **Requests staff report back to the Stewart Island/Rakiura Community Board in 12 months on the number and nature of resource consents that have been required in the Fiordland/Rakiura Zone with respect to Stewart Island/ Rakiura.**
- e) **Requests staff include information explaining the changes to the zoning and rules relating to Stewart Island/ Rakiura in the Stewart Island News.**

Content

Background

- 4 Under the Operative District Plan 2001 (the Council’s first District Plan prepared under the Resource Management Act 1991), Stewart Island/Rakiura was covered by two zones: the Urban Resource Area around Oban and the Coastal Resource Area, which covered the remainder of the Island. The Coastal Resource Area covered a large and diverse area of the District so as part of reviewing the District Plan in 2012, it was recognised that the environment on Stewart Island is unique and more specific zoning would be appropriate. Since the Operative District Plan came into effect, the Rakiura National Park was also created.
- 5 The new Fiordland/Rakiura Zone was introduced in the Proposed District Plan 2012, to recognise the natural and wilderness qualities of the area. While development can still occur in that zone, and on Stewart Island/Rakiura, the plan allows Council to carefully consider that development so that it does not compromise the natural character, landscape and ecological values of the area. This is an important tool in ensuring the special character of the area is protected. This also reflects the Council’s statutory duties under Section 6 (c) of the Resource Management Act 1991, which , as can be seen below, makes “the protection of significant indigenous vegetation and significant habitats of indigenous fauna” a matter of national importance that all councils must recognise and provide for:

6 Matters of national importance

In achieving the purpose of this Act, all persons exercising functions and powers under it, in relation to managing the use, development, and protection of natural and physical resources, shall recognise and provide for the following matters of national importance:

- (a) the preservation of the natural character of the coastal environment (including the coastal marine area), wetlands, and lakes and rivers and their margins, and the protection of them from inappropriate subdivision, use, and development:
- (b) the protection of outstanding natural features and landscapes from inappropriate subdivision, use, and development:
- (c) the protection of areas of significant indigenous vegetation and significant habitats of indigenous fauna:
- (d) the maintenance and enhancement of public access to and along the coastal marine area, lakes, and rivers:
- (e) the relationship of Maori and their culture and traditions with their ancestral lands, water, sites, waahi tapu, and other taonga:
- (f) the protection of historic heritage from inappropriate subdivision, use, and development:
- (g) the protection of protected customary rights.

- 6 The new rules mean that now a resource consent would be required to build a house or garage on a property within the Fiordland/Rakiura Zone. Under the Operative District Plan a house or garage could have been built without requiring consent if the title for the property was older than 1994 (date of notification of the Operative District Plan). If the title was newer than this, resource consent may still have been required. Clearance of vegetation for a building platform may also have triggered consent irrespective of the age of title. Hence, it is important to recognise that even under the First Generation Operative District Plan, development on Stewart Island/ Rakiura still had a level of control which did not exist in other urban areas such as Winton and Otatau. This reflected the unique environmental/ biodiversity values of Stewart Island/ Rakiura and the community's desire that these be largely retained over time.
- 7 The resource consent process can be straight forward and anyone applying for a resource consent is encouraged to phone Council, so that one of its planners can discuss what is required. The type of information that should be included in the resource consent application is the location of the building on the site, the visibility of the building from public spaces/ roads, the materials and colours of the building and how these blend into the environment, any vegetation being cleared, the location of any nearby waterbodies and any proposed earthworks.
- 8 Subdividing a property on Stewart Island - and across the entire Southland District - has always required a resource consent. The changes to the rules just mean that, depending on the size and location of the property, a different activity status may apply. This does not mean properties cannot be subdivided, Council just requires additional information around how the subdivision would meet the objectives of the plan. Surveyors are aware of the requirements and can manage this process for owners.

Consultation undertaken

- 9 The new zoning was introduced through the review of the whole District Plan which commenced in 2009. The new Proposed District Plan was notified for public submissions in November 2012. From several months prior to this and onwards, Council put out public information about the Proposed District Plan as part of the general consultation process. This included newspaper and radio advertisements, posts on Council's Facebook page, stories in the quarterly magazine First Edition, and made information about the changes available on its website www.southlanddc.govt.nz and in all area offices and libraries.

- 10 In addition to this general consultation, there was some specific consultation regarding the changes to the zoning on Stewart Island. A letter was sent to every ratepayer in the proposed new Fiordland/Rakiura Zone on 29 November 2012 (Attachment A), advising them of the proposed changes and giving them the opportunity to make a submission. Flyers (titled 'Our Future Footprint') (Attachment B) were also developed outlining what the changes would mean and advising the public this issue was open for public comment.

Issues

- 11 Staff understand a number of residents on Stewart Island have raised concerns regarding the rules in the Fiordland/Rakiura Zone and the process that was followed in introducing these new rules. The information outlined above has been communicated with those residents who have contacted Council. The Council considers that the appropriate statutory process under the First Schedule of the Resource Management Act 1991 has been followed. It is however always difficult for any council, not just Southland District, to ensure effective engagement with communities on District Plan review processes. Even following statutory processes and with considerable publicity, there can still be instances where property owners only become aware of new rules when they come to do a development, despite the fact that they may have been previously directly notified.

Current status of the rules

- 12 The rules are currently subject to an appeal from Forest & Bird who is seeking new buildings in the Fiordland/Rakiura Zone be treated as discretionary activities, allowing a broader range of effects to be considered.
- 13 The period for lodging appeals and criteria around who can lodge an appeal is contained in the Resource Management Act. The appeal period closes 30 working days after the notice of decision is received, in this case in October 2014. To appeal the decisions, you need to have made a submission on the Proposed District Plan when it was notified in 2012. Therefore it is no longer possible to lodge an appeal against the Proposed District Plan.

How many consents are being triggered?

- 14 Once the decisions were released in October 2014, the rules started to have some legal effect. Because the rule relating to buildings in the Fiordland/Rakiura Zone has been appealed, the rules in both the Operative and Proposed Plan have to be considered and the more restrictive rules apply. Generally this means the new rule requiring a consent for a building in the Fiordland/Rakiura Zone has applied since October 2014.
- 15 Since October 2014, there have been four consents sought for either a dwelling or garage/shed and one consent for a subdivision within the Fiordland/Rakiura Zone. All of the consents have been granted, and none have gone through a public (or limited) notification process (which would be a longer and more costly process).

Factors to Consider

Legal and Statutory Requirements

- 16 The new Fiordland/Rakiura Zone rules were established through the review of the District Plan. The Proposed District Plan was notified and decisions issued in accordance with the requirements of the Resource Management Act 1991.

Community Views

- 17 Community views were sought through the formal consultation process on the Proposed District Plan 2012. At that time two submitters expressed concerns with the zone changes, and these were considered and incorporated into the final decision made by Council.
- 18 Staff have had contact from approximately five residents expressing concerns with the rules that now apply to their property, and it is understood Community Board members have also had contact from residents. The issues raised have been outlined earlier in this report.

Costs and Funding

- 19 Depending on the next steps taken, funding may need to be considered.

Policy Implications

- 20 The Proposed District Plan provides policy direction on how land can be managed and developed within the Southland District. Reviewing the District Plan requires a public consultation process as outlined in the Resource Management Act. This includes two rounds of submissions, hearings and then decisions being made by Council.

Analysis

Options Considered

- 21 The Community Board can request that the rules in the Proposed District Plan be reviewed by staff. Such a request would need to go to the Regulatory Services Committee who would then need to decide whether to initiate a review.
- 22 Alternatively the Community Board could request that staff develop some communications and education material around the rules that apply on Fiordland/Rakiura Zone and what the resource consent process involves, for the community. The Community Board has already requested this and staff are currently preparing some information to go in the February edition of the Stewart Island News. In addition to this, staff could monitor the frequency of consents being triggered under these new rules and report back to the Community Board in six or twelve months' time on this.
- 23 In considering its position with respect to this matter, the long term strategic goals for the Stewart Island/ Rakiura environment should be considered. The unique ecology of Stewart Island/ Rakiura is a unique point of difference, and it is suggested that these are values which the Community Board should be largely seeking to retain for the long term socio-economic and environmental benefit of the community. The new rules have not proven to be unduly onerous for consent applicants, with all consents sought to date having been granted. They do provide for a level of scrutiny around development activity which does not exist in other townships of the District, but that is not necessarily a negative.

Analysis of Options

Option 1 - Request review of Fiordland/Rakiura Zone rules relating to buildings

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> • A review may provide an opportunity for the community to express their views on the rules. 	<ul style="list-style-type: none"> • Any review may not necessarily lead to an easing of the rules as other parties, such as Forest & Bird who currently has an appeal on the rule, may provide other views on the rules. • A review of these rules may set a precedent for other parties to request a review of rules, which have just been through a full review process very recently. • A review of the rules will require some costs and staff time, particularly if a review led to a District Plan variation.

Option 2 - Community engagement on rules and monitor the effect of the rules

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> • Improved awareness of the District Plan and what it means for communities. • Increased understanding for everyone of the impact of the new rules. • May resolve some concerns, particularly around subdivision, where the rules have not changed substantially. 	<ul style="list-style-type: none"> • Community members may still feel they have not had the opportunity to express their views on the rules.

Assessment of Significance

- 24 It is not considered that either option would be significant in terms of Council's Significance and Engagement Policy. The concerns with the Fiordland/Rakiura Zone rules affect a discreet part of the Southland District and is not considered to have a major or long term bearing on resource management issues of the District.

Recommended Option

- 25 It is recommended that further work be undertaken around monitoring the impact of the new rules, and engaging with the community on what these rules mean (Option 2).

Next Steps

- 26 As outlined above, staff are already preparing some information to go in the Stewart Island News to outline what the changes mean and why they were introduced. This can be done regardless of the option chosen above.
- 27 If Option 2 is chosen, staff will report back to the Stewart Island/Rakiura Community Board by the date requested, on the number of resource consents that have been required in the Fiordland/Rakiura Zone and any feedback received on the article in the Stewart Island News.

Attachments

- A Letter to Various - Proposed Southland District Plan - Fiordland/Rakiura Zone [↓](#)
- B Our Future Footprint Flyer - Stewart Island/Rakiura [↓](#)

When replying please quote: 360/35/21/1 L McSoriley

29 November 2012

«Name»

Dear Sir/Madam

Proposed Southland District Plan - Fiordland Rakiura Zone

The purpose of this letter is to inform you that the Southland District Council will publicly notify the proposed Southland District Plan on Friday, 30 November 2012.

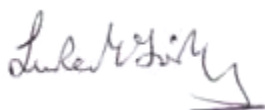
Under the Southland District Plan 2001 your property is either in the Fiordland Resource Area (if it is located in Fiordland) or the Coastal Resource Area (if it is located on Stewart Island/Rakiura). In the Proposed Southland District Plan 2012 the property will be located in the Fiordland Rakiura Zone. The purpose of this letter is to ensure you are aware of the proposed change in zoning for your property and to encourage you to see how this may affect you.

The proposed Southland District Plan 2012 will be open for public submissions from Friday, 30 November 2012 to Monday, 25 February 2013. If you are resident in the Southland District in addition to this letter you will also receive a public notice and a copy of a document providing an overview of the District Plan Review Project.

Copies of the proposed Southland District Plan 2012, District Plan Planning Maps and Section 32 Report are available for public inspection at all public libraries within the Southland District and at all Southland District Council offices. Copies can be supplied on CD free of charge by contacting Council staff. The proposed Plan and related documents can also be viewed on the Southland District Council's website www.southlanddc.govt.nz.

Please contact Rebecca Blyth, or myself at Southland District Council on 0800 732 732 if you have any questions about the implications of the proposed zoning change or the process for making a submission on the proposed Southland District Plan 2012.

Yours faithfully



Luke McSoriley
SENIOR RESOURCE MANAGEMENT PLANNER - POLICY



OUR FUTURE FOOTPRINT

Southland's Proposed District Plan

Stewart Island/Rakiura

Stewart Island currently has a couple of different "resource areas" under the existing Southland District Plan 2001 with different sets of rules. Oban is classified as an "Urban Resource Area" and everything outside of Oban is considered a "Coastal Resource Area".



URBAN AREA

Under the proposed District Plan, the rules for building houses and residential activities do not change significantly in the Urban Resource Area. There are, however, changes to the rules for setting up commercial and industrial businesses which will mean that a resource consent will be automatically required from Council. This is now covered in the proposed District Plan - Urban Zone - Section 3.2.

FIORDLAND RAKIURA ZONE

The Coastal Environment Resource Area is proposed to change its name to "Fiordland Rakiura Zone". To build a house in the Fiordland Rakiura Zone, which is located outside of the National Park, you will require a resource consent. If the building is on an existing title and meets certain requirements relating to size and height of the house, it will be a straight forward process. This is now covered in the proposed District Plan - Section 3.5 Rule FRZ.2.

If you are thinking about subdividing your land, a more complex process will apply than under the current rules due to the Island's special characteristics relating to its landscape and lack of buildings or development. Any application for subdivision would need to be supported by specialist advice to enable Council to consider if the development is appropriate for the site. This potentially increases the cost of putting a subdivision application together. This is now covered in the proposed District Plan - Section 3.5.

PLEASE NOTE

The rules are only proposed at this stage and are open for public comment. They will not have any effect on proposals to build or subdivide until Council has finished its decision making after the public submissions process. If you would like to get involved, you can make a submission to the proposed District Plan.

Stewart/Island Rakiura Community Board Representatives on Stewart Island Jetties Subcommittee and Stewart Island/Rakiura Visitor Allocation Levy Subcommittee

Item 7.4

Record No: R/17/1/1075
Author: Fiona Dunlop, Committee Advisor
Approved by: Rex Capil, Group Manager Community and Futures

Decision Recommendation Information

Purpose of Report

- 1 The purpose of the report is to agree the appointment of Stewart Island/Rakiura Community Board members to the Stewart Island Jetties Subcommittee and Stewart Island/Rakiura Visitor Allocation Levy Subcommittee.
- 2 Southland District Council at its meeting on Wednesday 16 November 2016, adopted a Governance structure for the 2016/2019 Triennium. This structure approved the formation of Standing Committees and Subcommittees. Included in the Subcommittees is the Stewart/Island Rakiura Community Board Representatives on Stewart Island Jetties Subcommittee and Stewart Island/Rakiura Visitor Allocation Levy Subcommittee.
- 3 The terms of reference for each asks for a representative of the Stewart Island Community Board to be on both Subcommittees. The terms of reference adopted by Council are attached to this report.
- 4 The Community Board are asked to nominate members to be appointed to the each of the Subcommittees.

Recommendation

That the Stewart Island/Rakiura Community Board:

- a) **Receives the report titled “Stewart/Island Rakiura Community Board Representatives on Stewart Island Jetties Subcommittee and Stewart Island/Rakiura Visitor Allocation Levy Subcommittee” dated 17 January 2017.**
- b) **Appoints a Community Board member to the Stewart Island Jetties Subcommittee.**
- c) **Appoints a Community Board member to the Stewart/Island Rakiura Community Board Representatives on Stewart Island Jetties Subcommittee and Stewart Island/Rakiura Visitor Allocation Levy Subcommittee.**

Attachments

- A Terms of Reference for Stewart Island Jetties Subcommittee and Stewart Island/Rakiura Visitor Allocation Levy Subcommittee [↓](#)

**SOUTHLAND DISTRICT COUNCIL
STEWART ISLAND JETTIES SUBCOMMITTEE
TERMS OF REFERENCE**

Authorising body	Council
Approval date	16 November 2016

1. SCOPE OF ACTIVITIES

The Stewart Island Jetties Subcommittee is delegated to oversee the development and maintenance of jetties located at Fred's Camp, Millars Beach, Ulva Island, Port William and Little Glory Cove, taking into account Council's goals and objectives and policies.

- (a) The governance of six wharves specifically located at Fred's Camp, Millars Beach, Ulva Island, Golden Bay, Port William and Little Glory Cove.
- (b) Consideration of and reporting on all matters referred by Council or the users of the wharves under the administration of the Subcommittee.
- (c) Guide the preparation of any Asset Management Plans and long term budget relating to expenditure relevant to the wharves, for consideration by Council as part of its planning process including recommendations of any wharf fees.
- (d) Communications with organisations and those who have a special interest with the wharves under the governance of the Subcommittee.
- (e) Annually review any asset management plans, budgets or community services strategy applicable to the wharves under the administration of the Subcommittee.
- (f) Overview the preparation of an annual report for users, payers and any others with an interest in the wharfs.
- (g) Any other activities, as delegated by the Council.

2. MEMBERSHIP

The membership of the Stewart Island Jetties Subcommittee is seven members and will comprise as follows:

- The current Stewart Island/Rakiura Ward Councillor
- One representative appointed by each of the following;
 - Stewart Island/Rakiura Community Board
 - Stewart Island Tourism Industry
 - Stewart Island Fishing Industry
 - Environment Southland
 - Department of Conservation
 - Local Iwi

3. MEETING SCHEDULE

The Stewart Island Jetties Subcommittee will meet three times a year.

4. QUORUM

The quorum of the Stewart Island Jetties Subcommittee will be four members.

5. DELEGATIONS**5.1 Power to Act**

- (a) Overview the compliance and service delivery of the appropriate programmes and plans including legal compliance.

6. POWER TO RECOMMEND

The Stewart Island Jetties Subcommittee has the power to recommend:

- (a) Priorities for maintenance and development for the wharves under the administration of the Subcommittee.
- (b) The level of fees to be collected for use of the wharves under the administration of the Subcommittee.
- (c) The expenditure of funds outside the approved annual budget.
- (d) Long term Asset Management Plans and reports as per the scope of activities.
- (e) To the Services and Assets Committee as it does not have discretionary powers.

**SOUTHLAND DISTRICT COUNCIL
STEWART ISLAND/RAKIURA VISITOR ALLOCATION LEVY
SUBCOMMITTEE**

TERMS OF REFERENCE

Authorising body	Council
Approval date	16 November 2016

1. SCOPE OF ACTIVITIES

The Stewart Island/Rakiura Visitor Levy Allocation 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.

2. MEMBERSHIP

The Subcommittee consists of the following members appointed by Council:

- Chairperson: • A Councillor of Southland District Council who shall be the Chair of the Council Community and Policy Committee.
- Members: • A representative from or recommended by each of the Approved Operators named under the Stewart Island/Rakiura Visitor Levy Policy.
- One Community Board representative.
 - The Councillor for Stewart Island/Rakiura Ward.

3. MEETING SCHEDULE

The Subcommittee will meet at least annually to review applications and allocate funding within the guidelines of the Southland District Council (Stewart Island/Rakiura Visitor Levy) Empowering Act.

The Subcommittee may meet more frequently to undertake administrative and other functions such as the development of a strategic plan. Meetings outside of the regular meeting schedule shall be called by the Chairperson.

4. QUORUM

The quorum at any meeting of the Stewart Island/Rakiura Visitor Levy Allocation Subcommittee shall be not less than three members of the Stewart Island Rakiura Visitor Levy Allocation Subcommittee including a Councillor.

5. DELEGATIONS

The Stewart Island/Rakiura Visitor Levy Allocation Subcommittee shall have the following delegated powers and be accountable to Council for the exercising of these powers¹:

- (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

6. REPORTING

Minutes of all meetings of the Stewart Island/Rakiura Visitor Levy Allocation Subcommittee will be provided to the Community and Policy Committee.

¹ Local Government Act 2002, Schedule 7, Clause 32