

Notice is hereby given that a Meeting of the Edendale-Wyndham Community Board will be held on:

Date: Wednesday, 26 April 2017
Time: 8.30pm
Venue: Memorial Hall
Balaclava Street
Wyndham

Edendale-Wyndham Community Board Agenda

OPEN

MEMBERSHIP

Chairperson	Pam Yorke
Deputy Chairperson	Denise Fodie
Members	David McKenzie
	Andrew Roy
	Melanie Shepherd
	Calvin Wood
	Councillor Paul Duffy

IN ATTENDANCE

Committee Advisor	Fiona Dunlop
Community Partnership Leader	Michelle Stevenson

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

TABLE OF CONTENTS

ITEM **PAGE**

PROCEDURAL

1	Apologies	5
2	Leave of absence	5
3	Conflict of Interest	5
4	Public Forum	5
5	Extraordinary/Urgent Items	5
6	Confirmation of Minutes	5

REPORTS

7.1	New Triennium 2016-2019 - New Approach	13
7.2	Council Report	27
7.3	Recently Adopted Policies	41

CHAIR'S REPORT

The Chair to report on matters which she has been involved with since the Board's last meeting.

COUNCILLOR'S REPORT

Councillor Duffy to report on matters which he has been involved with since the Board's last meeting.

Next Meeting

The next meeting of the Community Board is scheduled for 7.30pm, Tuesday 27 June 2017.

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 Edendale-Wyndham Community Board, 28 February 2017

Edendale-Wyndham Community Board

OPEN MINUTES

Minutes of a meeting of Edendale-Wyndham Community Board held in the Edendale Presbyterian Church, Corner of Melvin and Brydone Streets, Edendale on Tuesday, 28 February 2017 at 7.30pm.

PRESENT

Chairperson	Pam Yorke
Deputy Chairperson	Denise Fodie
Members	David McKenzie
	Andrew Roy
	Melanie Shepherd
	Calvin Wood

IN ATTENDANCE

Councillor Julie Keast, Committee Advisor - Fiona Dunlop and Community Partnership Leader - Michelle Stevenson

1 Apologies

Apologies for absence were received from Councillor Paul Duffy.

Resolution

Moved Deputy Chairperson Fodie, seconded Member Roy and **resolved:**

That the Edendale-Wyndham Community Board accept the apology.

2 Making and Attesting of Members' Declarations

Record No: R/16/11/18749

Board Member's Elect McKenzie and Wood were called forward one by one to make their declaration to be a member of the Edendale-Wyndham Community Board.

I, David James Charles McKenzie and Calvin Louis Wood declare that I will faithfully and impartially, and according to the best of my skill and judgement, execute and perform, in the best interests of the Edendale-Wyndham Community Board, the powers, authorities, and duties vested in or imposed upon me as a member of the Edendale-Wyndham Community Board by virtue of the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, or any other Act.

Each of the members declarations were signed by them and counter signed by Chair Yorke.

Resolution

Moved Chairperson Yorke, seconded Member Shepherd **and resolved:**

That the Edendale-Wyndham Community Board:

- a) **Receives the report titled "Making and Attesting of Members' Declarations" dated 9 February 2017.**
- b) **Notes that ~~Deputy Mayor Duffy~~ Chair Yorke has received and witnessed the declaration of the Community Board Members.**

The Committee Advisor presented Members McKenzie and Wood with a memorandum from the Chief Executive Officer. The memorandum covered the general explanation that the is required to be given to Elected Members when they have made their declarations to be a Community Board member.

The memo also included the reports on the General Explanation, Terms of Reference, Standing Orders and Elected Members Code of Conduct that were considered and agreed to by the Community Board at their meeting on Tuesday 22 November 2016.

3 Leave of absence

There were no requests for leave of absence.

4 Conflict of Interest

There were no conflicts of interest declared.

5 Public Forum

There was no public forum.

6 Extraordinary/Urgent Items

There were no Extraordinary/Urgent items.

7 Confirmation of Minutes

Resolution

Moved Deputy Chairperson Fodie, seconded Member Roy **and resolved:**

That the Edendale-Wyndham Community Board confirms the minutes of the meeting held on 22 November 2016 as a true and accurate record of that meeting.

Reports

8 Council Report

Record No: R/17/1/1761

Community Partnerships Leader – Michelle Stevenson was in attendance for this item.

Miss Stevenson took the Board through the Council report and particularly highlighted the following:

- Southland Regional Development Strategy
- Rural Fire
- Local Government Survey
- Customer Support
- Customer Service Delivery
- Freedom Campers
- Fencing of Pools
- Earthquake Prone Buildings
- Building Consents
- Edendale Bypass
- District Plan
- Annual Plan
- Goal Setting and Leadership Planning Workshop
- Community Organisation and Volunteer Sector Project
- Stewart Island Community Facilities Project
- Activities of Venture Southland
- Edendale Hall disposal
- Wyndham Museum

The Board noted that following the condition rating report which was conducted on footpaths in Edendale and Wyndham that the assessment results are to be plotted onto Council maps to see the location of the worst to best. This work is to be undertaken by the Community Engineer.

The Board were advised that on Wednesday 26 April 2017 at 6.30pm there would be a Goal Setting and Leadership Planning Workshop. The Board would be joined by the Tokanui, Gorge Road and Districts and Woodlands Community Development Area Subcommittees in the Memorial Hall, Wyndham for the workshop.

Resolution

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

That the Edendale-Wyndham Community Board:

- a) **Receives the report titled “Council Report” dated 20 February 2017.**

9 Southland Internet and Mobile Services - Update for Edendale-Wyndham Community Board

Record No: R/17/2/2678

Community Partnerships Leader – Michelle Stevenson was in attendance for this item.

The Chair asked Officers to enquire with Venture Southland as to why there isn't better cellphone coverage in Wyndham.

Resolution

Moved Deputy Chairperson Fodie, seconded Member Roy **and resolved:**

That the Edendale-Wyndham Community Board:

- a) **Receives the report titled “Southland Internet and Mobile Services - Update for Edendale-Wyndham Community Board” dated 20 February 2017.**
- b) **Request that Officers advise the Board as to why there isn't better cellphone coverage in Wyndham.**

10 Grazing Part Wyndham Cemetery Land

Record No: R/17/2/1866

Community Partnerships Leader – Michelle Stevenson was in attendance for this item.

Miss Stevenson advised that the purpose of the report is to consider a recommendation that grazing of part of the Wyndham cemetery be allocated to John and Katherine McLaren.

The Board noted that the Licence issued to John and Katherine McLaren for grazing stock on part of the Wyndham Cemetery expired on 31 January 2017 and this report proposes to issue a new licence to Mr and Mrs McLaren for a term of five years from 1 February 2017.

Resolution

Moved Deputy Chairperson Fodie, seconded Member McKenzie **and resolved:**

That the Edendale-Wyndham Community Board:

- a) **Receives the report titled “Grazing Part Wyndham Cemetery Land” dated 21 February 2017.**
- b) **Determines that this matter or decision be recognised as not significant in terms of Section 76 of the Local Government Act 2002.**
- c) **Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the Act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.**
- d) **Resolves that a licence under the Reserves Act 1977 over part of the Wyndham cemetery being part of Section 26, Block I, Wyndham Survey District be issued to John Robert McLaren and Katherine Jane McLaren for a term of five years from 1 February 2017 at an annual rental of \$100 plus GST.**
- e) **Resolves that the draft licence agreement as appended be approved.**

11 Community Liaison Persons

Record No: R/17/1/1164

Committee Advisor – Fiona Dunlop was in attendance for this item.

Miss Dunlop advised that the purpose of the report is to appoint Edendale-Wyndham Community Board members as liaison persons to numerous entities in the Edendale and Wyndham communities.

Following discussion on the matter, the Board decided to re-appoint Stuart “Digger” Eunson as the Board’s representative as Community Housing liaison person for Wyndham. The liaison person for Edendale was proposed as Jamie Agnew. This appointment would be subject to the Chair approaching Mr Agnew to see if he is agreeable to the proposal.

Resolution

Moved Deputy Chairperson Fodie, seconded Member Shepherd **recommendations a and b, c and d (with changes as indicated in underline and ~~strike through~~) and resolved:**

That the Edendale-Wyndham Community Board:

- a) **Receives the report titled “Community Liaison Persons” dated 19 January 2017.**
- b) **Agrees to appoint Jamie Agnew as the Board member representative as the Community Housing liaison person for Edendale for the 2016/2019 triennium and note that this appointment is subject to the Chair approaching Mr Agnew to see if he is agreeable to the proposal.**
- c) **Agrees to appoint Stuart “Digger” Eunson as the Board member representative as the Community Housing liaison person for Wyndham for the 2016/2019 triennium.**
- d) **Agrees to appoint Board members for the 2016/2019 triennium as liaison persons for the following:**
 - **Resource Management – Pam Yorke and David McKenzie**
 - **Fonterra Edendale Factory – Pam Yorke, Melanie Shepherd and David McKenzie**
 - **Ensign/Edendale Informer/Wyndham Messenger – Denise Fodie**
 - **Edendale Community Pool – Denise Fodie and Andrew Roy**
 - **Edendale Wyndham Community Health Trust – Pam Yorke**
 - **RSA Scholarship – Andrew Roy**
 - **Memorial Hall Wyndham/~~Community Centre~~ – Pam Yorke**
 - **John Beange Trust – Pam Yorke, Melanie Shepherd and Calvin Wood.**

Community Liaison Reports

There were no updates from liaison persons.

Chair’s Report

The Chair advised that she had attended various meetings.

Mrs Yorke highlighted the following:

- She would be attending a meeting with Southland District Council officers at the Edendale Recreation Ground on 6 March 2017
- Had met new Community Engineer, Steve Manaena
- Kerb painting in Wyndham has been held delayed due to the inclement weather
- New signs have been erected at the Wyndham Camping ground
- Fallen trees at the Wyndham Racecourse had caused a power outage and as a result Powernet have advised that the remaining trees have to be removed.

Councillor’s Report

There was no Councillors report as Councillor Duffy was not in attendance.

Next Meeting

The Board noted that the next meeting of the Community Board is to be held on Wednesday 26 April 2017 at the Memorial Hall Wyndham and would commence at 8.30pm.

The meeting concluded at 9.05pm.

CONFIRMED AS A TRUE AND CORRECT
RECORD AT A MEETING OF THE EDENDALE-
WYNDHAM COMMUNITY BOARD HELD ON
TUESDAY 28 FEBRUARY 2017.

DATE:.....

CHAIRPERSON:.....

New Triennium 2016-2019 - New Approach

Record No: R/17/3/4147
Author: Rex Capil, Group Manager Community and Futures
Approved by: Steve Ruru, Chief Executive

☐ Decision ☐ Recommendation ☒ Information

Introduction

- 1 The Southland District Council has been undertaking some significant change over the past two years.
- 2 This has been reflected in considering business improvement opportunities for Council from both an internal and external perspective.
- 3 Many of the internal operational changes have been embedded in over the past 12 months following an Organisation Redesign which resulted in the current operational and staffing structure.
- 4 Council has utilised the new triennium 2016-2019 and the October 2016 election to introduce a number of the changes that have a greater external focus – and involve the interface with communities and the Council's own community governance structures.
- 5 This report covers off the next stage of induction for the eight Community Boards of the Southland District Council.

New Triennium 2016-2019 – New Approach

- 6 The Southland District Council is considering how it engages and liaises with its communities and external stakeholders.
- 7 As part of this approach it has developed some clarity around the approach and way of working with its community governance structures – being Community Boards and Community Development Area Subcommittees – for the 2016-2019 triennium.
- 8 The Council's governance structure is based on the Southland District Council (1 Mayor and 12 Councillors) as being the territorial authority and the Local Government Act 2002 establishes how Council can delegate decisionmaking – while acknowledging that Council is ultimately responsible for a delegated decision.
- 9 Council approved, at its 26 October 2016 meeting, the Southland District Council Community Board Terms of Reference which clearly define the scope of activities and delegations for the Community Boards within the status, role and powers defined in the Local Government Act 2002.
- 10 Community Boards are unincorporated bodies resourced by Council and are part of the Council governance structure. Therefore as an elected representative of the Community Board members represent Council when they act under a Council delegation.
- 11 It is acknowledged that Council and Community Boards share the common objective to assist in contributing to delivery of services and activities for the betterment of the communities Council serves.
- 12 As was mentioned explicitly by the Mayor and Chief Executive Officer at the inaugural meetings of Community Boards in November 2016 – a key focus for this triennium is that

Council supports its Community Boards to be future focussed and think wider communities of interest – both geographic and issues based.

- 13 This means Council and Community Boards need to look at HOW we do things to ensure long term sustainability and affordability of service provision across the District is maintained at an appropriate level for future generations.
- 14 There are many challenges and opportunities facing the Southland region and district and Council is committed to leading the way with its Community Boards to view these bigger picture issues in a strategic and collaborative way.
- 15 Council is supporting elected Community Board representatives to acknowledge and understand they are part of the bigger district wide picture and have a significant role to play to ensure the district continues to develop and prosper as one.
- 16 Council is also promoting a multi-agency approach when addressing future issues and opportunities – and to this end sees Community Boards playing a significant role in leading and addressing various community wide initiatives on behalf of their wider communities of interest.
- 17 Council is advocating across the region and district for more of a partnering and collaborating approach in working together for a better Southland. Council should not be seen as the sole solution – but as being part of the solution.
- 18 The attached presentation provides an overview and a rationale for the new approach and new way of working to be developed and implemented for the 2016-2019 triennium. The new approach does mean that we will be changing and doing things differently to the way in which they have been done in the past. It is essential that we do change if Southland is to prosper in the future.

Recommendation

That the Edendale-Wyndham Community Board:

- a) **Receives the report titled “New Triennium 2016-2019 - New Approach” dated 19 April 2017.**

Attachments

- A Community Board Meetings - April 2017 - new triennium new approach [↓](#)



New Triennium 2016-2019 – New Approach

Community Board Meetings – April 2017

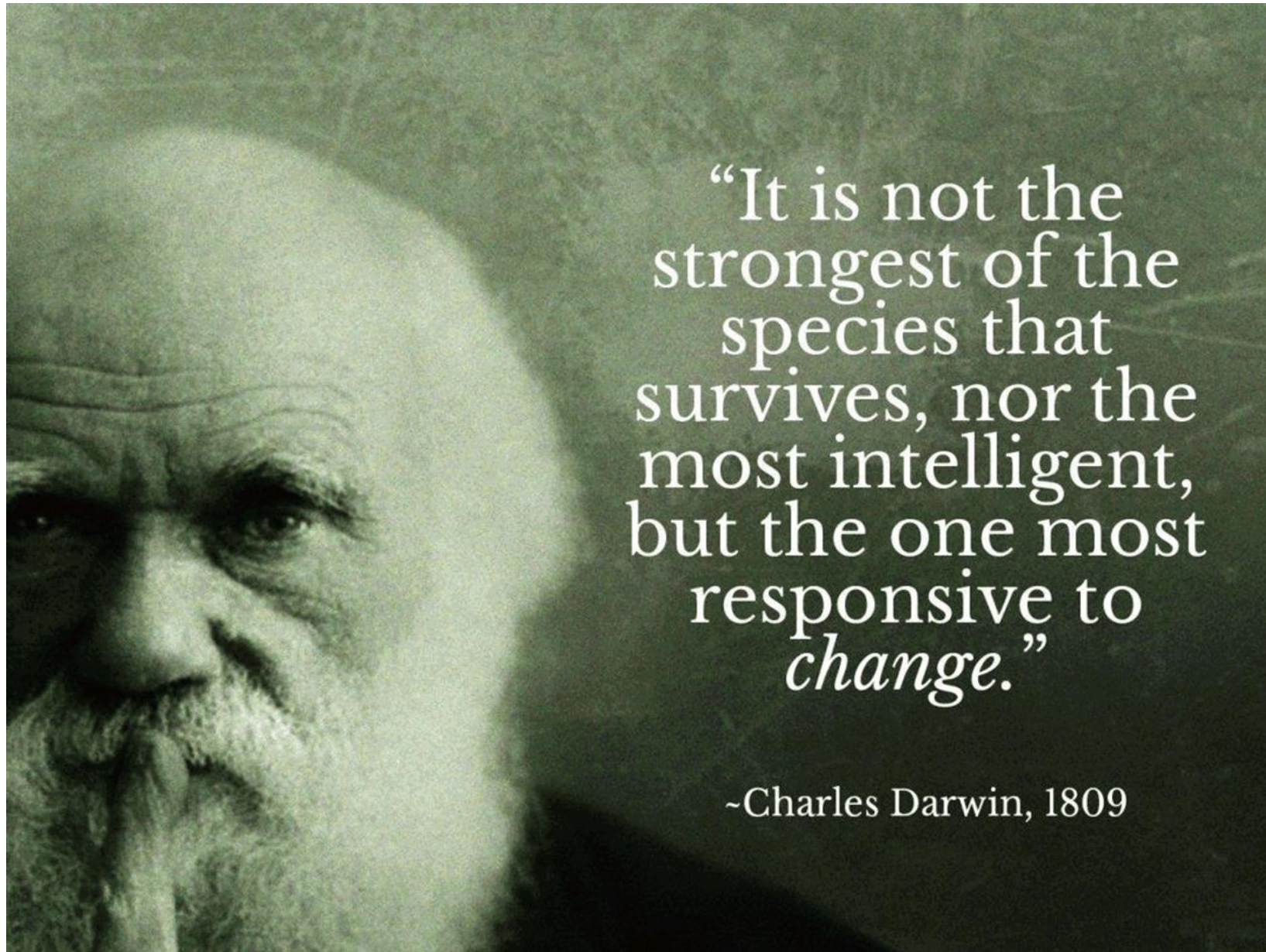
Item 7.1 Attachment A

Item 7.1 Attachment A



- National and regional pressures
- Doing more with less
- Seeking improvements
- Not about what – but how
- Fit for purpose
- Fit for future
- What we do today – how we did it 25 years ago – significantly different
- Only constant is change
- Opportunity to embrace change

Nothing stayed the same and farmers had been required to adapt to stay in business, Baird said.
 If a farmer tried to farm his land in 2017 as it was done in the 1960s he would go broke, Baird said.
 He said some of the farming practices presently being undertaken could be improved on and farmers were focusing on the need to improve their environmental practices.
 But he believed there was a degree of antagonism from Fish and Game towards farmers, which annoyed him.



Item 7.1 Attachment A



- Council's work programme is made up of many components – national, regional, district, local inputs
- The overall work programme is ultimately the responsibility of the SDC
- Council's work programme must reflect Council's direction which reflects community aspirations
- This is based on a 10 year planning model with a 3 year focus with a 1 year priority – operationalising the 10 Year LTP with the Annual Plan
- Council's organisational and operational structure reflects this
- To this end Council staff work for Council (CEO) and work with Community Boards/CDAs



Some of the fundamentals

- Our WOW – Way of Working – must reflect this approach
- Constantly need to ask – what is a CB/CDA matter vs. what is an RFS
- What is a Board matter vs. what is a Board meeting matter?
- It seems there has been a tendency to work to the meeting schedule rather than work to the work programme – this new approach is about the work programme
- Work programme is not about the meetings
- Meetings are about a future focus, community relationships and community leadership

Item 7.1 Attachment A



- Correspondence – how it is treated
 - if it requires a Board decision – Board Chair will be informed the correspondence has been received and it will be referred to the appropriate staff member to prepare a report for next meeting
 - If it requires staff follow up – Board Chair will be informed the correspondence has been received and referred to appropriate staff member to deal with direct and Chair will be informed when this has been done

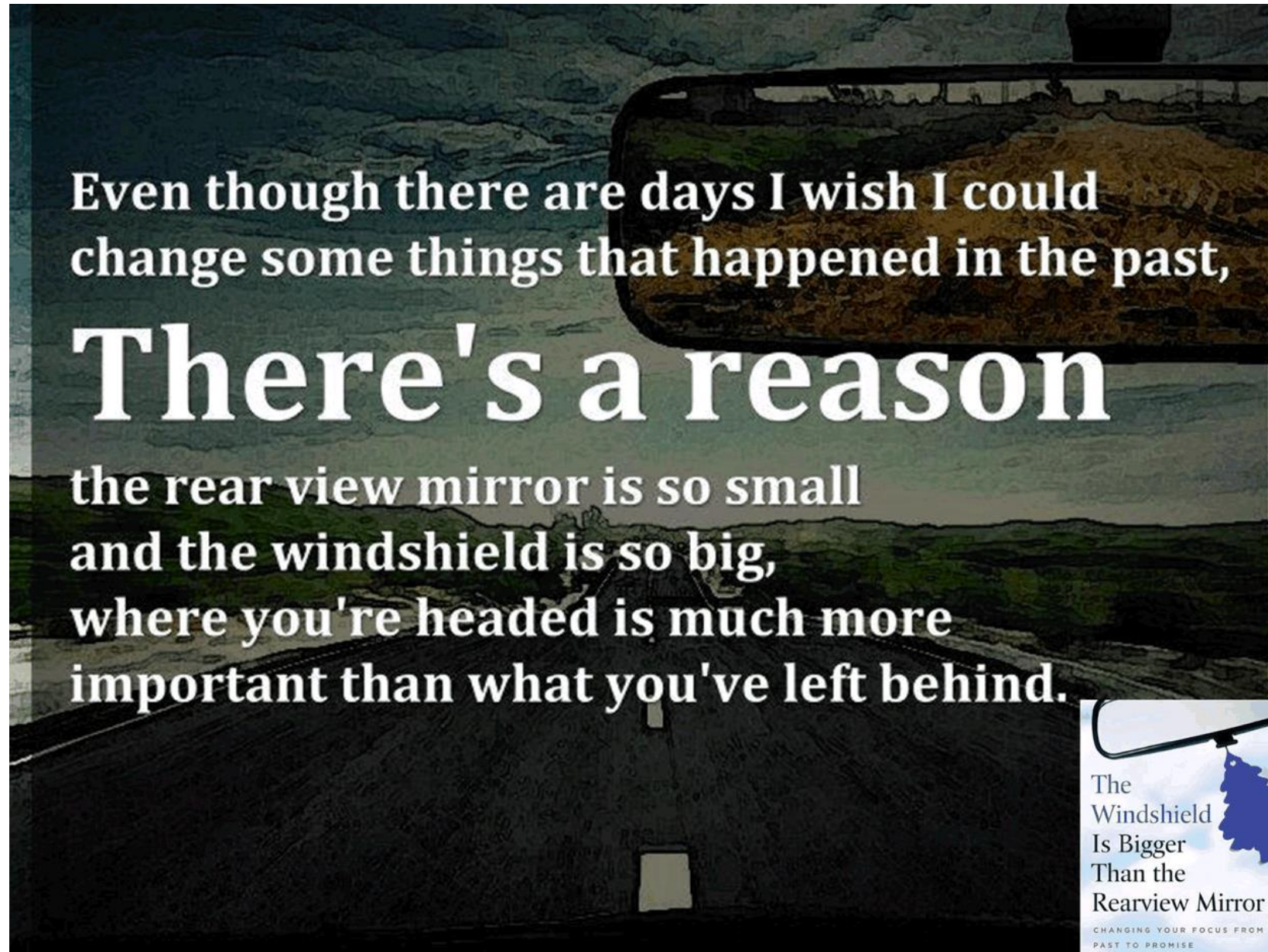


- Planning – future focus – 10 Year LTP 2018 – 2028
 - Think wider communities of interest – not just your village/township
 - Think demands and needs
 - Think longer term
 - Think changing demographics, community awareness, lifestyles, consumer choice and expectations
- Decisionmaking requirements
 - Boards need to provide staff with a clearly understood project scope and defined brief or work request
 - Good governance is about providing a clear direction to have staff get on and deliver to that direction. Good direction requires clarity

Item 7.1 Attachment A



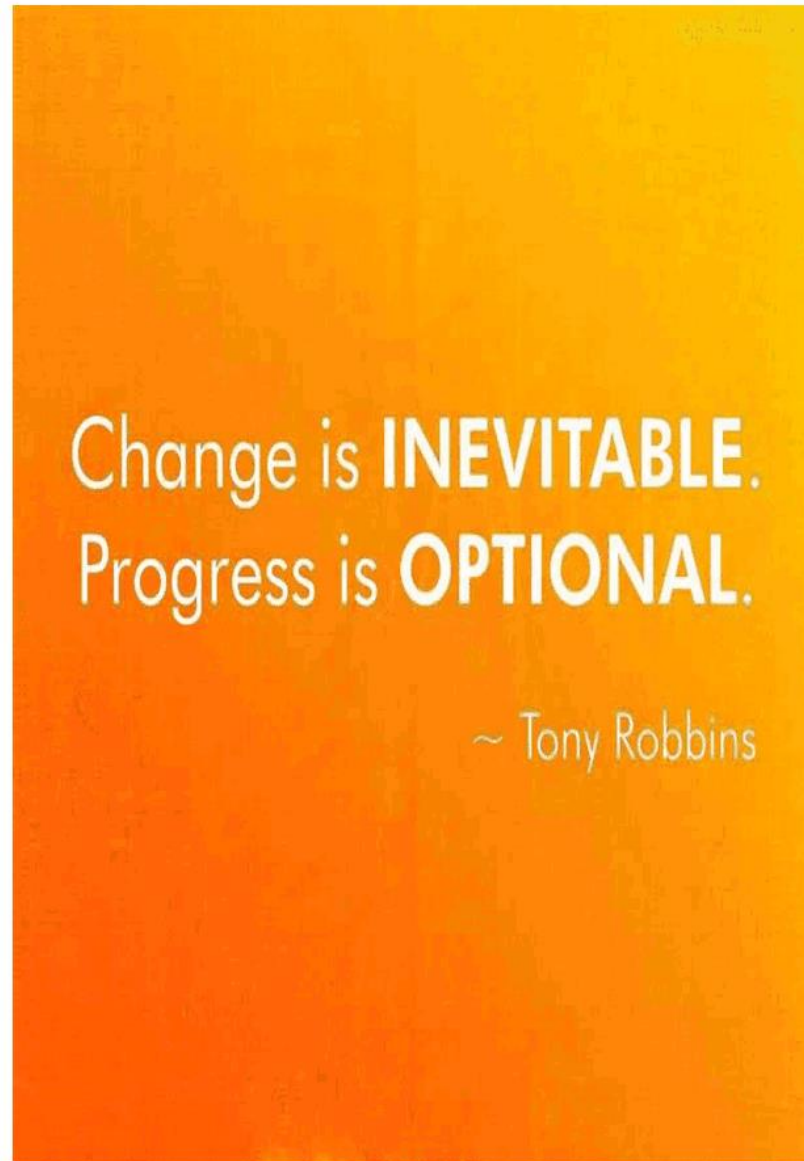
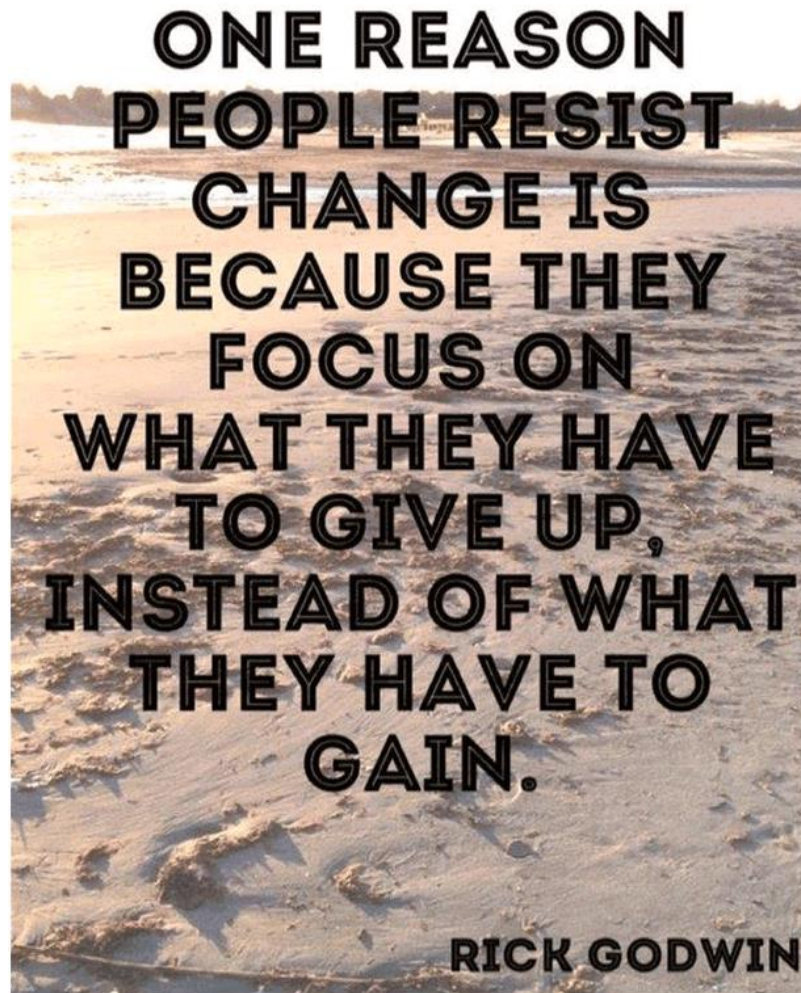
- Need to foster the 'working with' approach
- Not 'a them and us' mentality
- Purpose of the meetings are future focussed and making decisions for the future good of the Southland District
- If there are queries around work programme progress – there is a process in place that doesn't rely on waiting for a meeting to get information
- And there is the use of the RFS system for dealing with service related issues
- Use the meetings for their purpose – to be future focussed, to confirm your direction, to monitor and assess against where are in relation to where you want to be going in the future



Item 7.1 Attachment A



- To build trust
- Respecting roles and responsibilities
- Understanding that the change is already embedded in – and it will continue....
- Accepting this will be different – not the what but the how we do things
- To focus on the gains – not the perceived losses
- About being brave and owning the change....
- Being champions for the District and its future



Item 7.1 Attachment A



Questions, Comments, Feedback

Council Report

Record No: R/17/3/5889
Author: Michelle Stevenson, Community Partnership Leader
Approved by: Rex Capil, Group Manager Community and Futures

☐ Decision ☐ Recommendation ☒ Information

Chief Executive

Fresh Water Management

- 1 In mid-February Government announced a number of initiatives aimed at improving the quality of fresh water. The 'headline' announcement was the setting of a target to make 90% of NZ's rivers and lakes swimmable by 2040 which is seen as being a challenging national objective.
- 2 The package of announcements made included:
 - Proposed amendments to the National Policy Statement on Freshwater Management to require that specific requirements be included in the relevant resource management plans to manage nitrogen and phosphorous, monitor macroinvertebrate to monitor ecological health of waterways and generally strengthen the requirements to monitor and improve water quality
 - The release of 'swimmability maps' for each region in New Zealand which compare water quality between regions
 - The establishment of a \$100 million Freshwater Improvement Fund to assist projects aimed at improving water quality
 - The promotion of national regulations to exclude stock from waterways. On rolling and steep land the requirement will apply where the waterway is over 1 metre wide. The regulations will progressively come into effect from now until 2030.
- 3 Local authorities are required to give effect to the provisions included in a National Policy Statement. As a result it can be expected that the Land and Water Plan being promoted by Environment Southland will be amended to take account of these new requirements once they are formally confirmed.
- 4 It can be expected that there will be further amendments made to the way in which water is managed in the future. It is seen, for example, that there is a need to create a more integrated approach to the development of water policy across both central and local government so that policy related to water management standards, allocation rules, land use, the development of three waters infrastructure and the funding of such is developed within a coherent framework.
- 5 The amendments will have an impact on this Council as an infrastructure provider where there will be an expectation that we will continue to 'raise the bar' in terms of the standard of our discharges and the way in which we utilise drinking water etc.

LGNZ Excellence Programme

- 6 As part of a broader programme of work designed to lift the performance and reputation of the sector as a whole LGNZ launched, last year, the Local Government Excellence Programme.

- 7 The programme provides for an independent assessment of participating Councils by an independent panel. While the assessment is performed against a limited number of metrics it is still a valuable tool for identifying opportunities for improvement.
- 8 The results for the first of the Foundation Councils to have participated in the programme are expected to be released in the near future. Officers are of the view that this Council should also choose to participate in the programme at an appropriate time. Consideration will be given to the timing of when this should be.

Around the Mountain Cycle Trail (ATMCT)

- 9 Work is continuing to look at the options that Council has in relation to how it might progress development of the ATMCT following release of the Environment Court decision to overturn the resource consent for the proposed upper Oreti section of the trail.
- 10 While Council has appealed the Environment Court decision it is appropriate that Council complete a wider review of its options in light of that decision and the current status of the project more generally. As part of the current review process there are a range of factors that need to be considered. These include:
- The current stage of development and the reasons for Council originally becoming involved in developing the trail
 - The range of community views that exist on how Council should move from here
 - The contractual commitments that Council has with other funders including the Crown. In this regard it is noted that Council has a contractual commitment to complete stages 1 and 2 of the Trail
 - The costs and benefits associated with each of the different options
 - The risks associated with each option.
- 11 Officers are currently drafting a report that outlines the options that exist and the factors that Council needs to consider in making a decision about it might move forward from here. It is expected that this report will be presented to Council in the near future.

Southland Regional Development Strategy (SoRDS)

- 12 A meeting of Councillors from the four Southland Councils was held in Gore last Monday to discuss options for the future model for the delivery of Regional Development services, including SoRDS. There was good representation from all councillors at the meeting with more than 40+ in attendance.
- 13 As was highlighted through the SoRDS strategy development work there is a need for a new model for all Regional Development activity to be put in place if Southland is to compete on the national, let alone international stage.
- 14 It is proposed that a new entity, which will include stakeholders/shareholders from across sectors i.e. local government, central government, iwi, community and business, will be formed. The entity will be majority owned by the four local authorities, given that they will continue to be the major funders and as such, the entity will be a Council Controlled Organisation (CCO) most likely operating under a company structure. The current Venture Southland operations will be merged into the new entity.
- 15 During the Mayoral Forum discussions there has also been considerable emphasis placed on the need to have a purely skills based Board managing any new Agency and also ensure that a separate strategic tourism entity is created. The need to make a significant lift in the way in which the Region approaches the development of Tourism was one of the key recommendations coming out of the SoRDS Action Team for this area.

- 16 There will be a need to go through a community consultation process before the new entity can be legally formed as a CCO. It is envisaged that the community consultation process will be done via a joint committee made up of Councillors from all four Councils. To move forward from here the Mayoral Forum is having further work done to refine the proposal before it is formally presented to the four individual Councils and other community organisations for formal consideration.

Aquaculture opportunities

- 17 A new ecological survey is set to get under way early April to investigate the environmental and commercial feasibility of salmon farming at a site on Stewart Island. SoRDS has identified aquaculture, particularly salmon farming, in the Southland Regional Development Strategy Action Plan, as a leading opportunity to create economic diversity and boost regional economic and social development.
- 18 Scientists from the Nelson-based Cawthron Institute will carry out fieldwork including detailed seabed surveys in the north arm of Port Pegasus in an effort to understand whether the area is suitable for aquaculture.

Urban Development Authorities

- 19 To facilitate faster development within urban areas the Government is currently giving consideration to passing legislation that would allow for the creation of Urban Development Authorities.
- 20 The legislation would allow nationally or locally significant urban development projects to access more enabling development powers and land use rules. The new urban development authorities could have, for example, the power to assemble parcels of land, develop site specific plans, reconfigure infrastructure and to construct a mix of public and private buildings within the defined development area.
- 21 While the proposal is largely of relevance to cities and major urban areas it is part of the wider resource management package that Government is looking at to make development more enabling.

Information Management

Digitisation Project

- 22 Work is continuing on the Property File Digitisation project which has seen almost two thirds of the paper volume previously held at Council shipped for processing.

GIS Web Tool

- 23 Council has also changed the GIS tool used by the public to access property data. This has been received positively from the main users of the tool. The tool will be updated in June which will provide additional functionality enabling users to interact with the data/images/maps more easily.

Environmental Services Group

Service Delivery Review

- 24 Under the Local Govt Act all local authorities are required to complete Service Delivery Reviews for all activities that they undertake. These reviews are intended to provide an assessment of what might constitute the most efficient way of delivering each activity or

service provided by the local authority. The Council's Section 17A Local Government Act Service Delivery Review for Regulatory and Environmental Services was presented to the first meeting of the Regulatory and Consents Committee on 23rd February 2017, by Alicia McKay the external local government and business practice consultant who provided inputs into this process.

- 25 Generally the review found that key statutory functions were being well delivered, but there were opportunities for improvement in on-line delivery, further collaboration with other Councils, possible further outsourcing, and greater competition in some procurement methods. This was a very useful continuous improvement process, and an action plan around recommendations will be developed and brought forward to the Committee in the future.

Building Control

- 26 The audit team from IANZ was at Council from 27 February to 1 March for the Council's 2-yearly Building Control reaccreditation audit. The auditors have recommended that Council be reaccredited, with 1 Corrective Action Required (CAR) and 7 strong recommendations. This is a positive outcome for Michael Marron Team Leader of Building Solutions and the Building Control team. The auditors commented positively on the technical knowledge within the team, the general robustness of processes, and the cooperative approach from staff to the audit process.
- 27 The CAR related essentially to the processes followed in three of the sample commercial consents audited. The auditors commented that the staff involved were technically competent, but the material submitted with the applications was not as robust as it should have been and should not have been approved on that basis. They have requested an action plan from Council as to how we will address this issue moving forward to avoid a reoccurrence, and this will be formulated and forwarded back to IANZ within their specified two month timeframe, hopefully considerably sooner.
- 28 Most of the strong recommendations were in the area of document and process control and these were not issues with regard to approval of substandard work. These will also be talked through in the team and an action plan formulated to address these strong recommendations.
- 29 The value of consents continue to track behind that of last year which can be attributed to the overall down turn in the economy. The value of farm buildings is up dramatically this can be attributed to the new dairy hub being constructed in the District. Average cost of a residence has increased from \$946 to \$1315 or .39%. This highlights the additional complexity in the builds. If the consented work is to be carried out in the next 12 months it will equate to about 240 inspections.

Resource Management

- 30 An application for resource consents for the proposed Rakiura Heritage Centre in Oban was received on 1 March for a site in central Oban. This application is currently on hold, awaiting further information. It will be limited notified to property owners in close proximity to the site, who are likely to be affected by the development. A notification date is yet to be set, and accordingly a decision on this application is still some time away.

Realignment of State Highway 1 at Edendale

- 31 Southland District Council has received notice of a requirement (NoR) for alteration of existing designation D239 "State Highway 1" which is designated for State Highway Purposes. A realignment of State Highway 1 (SH 1) at Edendale is proposed - specifically

construction of a State Highway bypass to the west of Edendale Township. The aim of the project is to improve highway functionality. The Project will involve construction of approximately 2.7km of new highway alignment northwest of the township across an area currently utilised for rural land use purposes and wastewater treatment and disposal. A Notice of Requirement is required for the alteration of the existing SH 1 designation.

- 32 New vehicle accesses off the new SH 1 alignment are proposed to the Fonterra Edendale Dairy Factory site. The new accesses will be constructed on land owned by Fonterra and will not be declared road. The proposed accesses to the Fonterra site are works ancillary to the SH1 realignment. The NOR application proposes designation of the Fonterra accesses for construction purposes on a temporary basis, which will then be uplifted post construction.
- 33 The Edendale Bypass was publically notified 8 April and is an open submission process where any member of the public or organisation can make a submission irrespective of their proximity to the site. A notice has been posted directly to all property owners within 500m of the new highway location. The application is available on the SDC website and there is a link on the website for online submissions.
- 34 Following the close of submissions 11 May, a report will be prepared and circulated to all submitters prior to a hearing being held by an Independent Commissioner.

Animal Control

- 35 The Council's Annual Dog Control report, a legal requirement of the Dog Control Act 1996, was considered and approved by the Regulatory and Consents Committee on 23 February 2017 and has been forwarded to the Department of Internal Affairs .
- 36 Council has entered into contractual arrangements with ADT Armourguard and the Invercargill City Council which will assist in providing better overall coverage for Animal Control functions throughout the District, by supplementing Council's in-house team as required. Those agencies' staff have been suitably warranted by Council and given appropriate training in our processes. Another advantage of these arrangements is that it mitigates some key health and safety risks in a series of functions which are some of the Council's higher risk areas.
- 37 The local Dog Control Officer endeavours to patrol Wyndham and Edendale on a weekly basis. While doing so the Officer speaks to mail delivery officers, and also members of the public who are walking on the streets to determine if there are any at risk dogs, and will also patrol the towns if called there for other routine duties.
- 38 Staff advise that things are settled in the two towns and have not observed wandering dogs, as were evident in the past. Staff report there are not any significant issues presently in the towns. The dog control team is working on new reporting systems, which will be able to show trends. There are 195 registered dogs in Edendale, and 191 in Wyndham.

Environmental Health/Alcohol Licensing

- 39 A key focus in the Alcohol Licensing area currently is clearing a backlog of existing premises renewals by 1 July 2017. This work was progressing pre-Christmas but was delayed somewhat by a raft of special license applications for pre-Christmas and post-Christmas events.
- 40 There is also a strong focus on transferring on-licensees to the new Food Act 2014 regime by 31 March 2017; they are in the first group of businesses that have to transition. The majority have transferred, and the team are following up with the small number remaining.

Heritage

- 41 The Roving Museum Officer presented to the Regulatory and Consents Committee on 23rd February 2017 on the Waikaia Museum redevelopment. Work on this exciting heritage project is continuing at the time of writing, the stone cladding was being applied to the exterior of the building.

Community & Futures

Community Partnership

- 42 Consultant Sandra James from Christchurch has been contracted to undertake the Stewart Island Wharves Community and Stakeholder engagement. Sandra has significant experience in Local Authority and community-led engagement and had her first visit to the Island on 22

March to speak with a few key stakeholders. This will help Sandra determine the engagement process, and the way in which the Islanders are best to be consulted. While on the Island Sandra will have a tour by road, and then by water taxi to see the wharves first hand. Following this initial visit, Sandra will return to the Island and Invercargill in the weeks following to facilitate the community and stakeholder engagement process. We anticipate this will be completed by early-mid May.

- 43 Information has been sent to approximately 1,300 ratepayers and residents in the Edendale/Wyndham Community Board area that provides an update on Council services and facilities. The update includes information on the old Area office, Wyndham Hall, and the Museum Building.
- 44 Feedback is being sought from the Te Anau community regarding how they would like to see Te Anau be “even better”. The project will be completed by October 2017 in order to feed into the Long Term Plan.
- 45 Investigations into the Smith’s Block on Sinclair Road as a suitable solution to the disposal of treated wastewater from Te Anau have now ceased. Due to circumstances out of Council’s and Fiordland Sewerage Options’ control, the Smith block on Sinclair Road is no longer a viable option. A report will go to Council in May on what the next steps for this project will be.

Council Strategic Workshop

- 46 Council hosted a Strategic Workshop from 1-3 February 2017 at which Councillors and officers worked through various strategic issues and opportunities facing the District. The format of the workshop involved staff facilitating a variety of sessions in which Councillors were provided with opportunities to consider various scenarios and offer their future aspirations for the district and Council.
- 47 There were some common themes which emerged throughout the discussions and these will be captured to assist with the development of the Council’s LTP 2018-2028 – specifically related to Councils, Vision, Mission and Strategic Objectives. A summary of the Workshop discussions is currently being collated and prepared to provide an overview of the workshop. The key themes from the workshop have been well utilised by officers in discussions with local community boards, CDA election meetings and other community organisations.

CDA Election Process

- 48 The month of March sees Council facilitating the CDA Subcommittee election process – with 19 election meetings to be held from 1 March to 25 March 2017. The Mayor, Deputy Mayor, local Councillors and officers attend and lead the election meetings.
- 49 The meetings also provide an opportunity for public feedback and conversations relating to local and district wide issues. The election process is based on the SDC Community

Development Area Subcommittee Terms of Reference as approved by Council in October 2016. As part of the Terms of Reference there is clearly defined candidate, nominator and voting eligibility criteria for these Council Subcommittees. Whilst this has created some concerns in some areas it has provided a consistent approach for the process. It has also informed and identified wider issues and opportunities related to future community governance options which will be considered as part of the Community Governance Review and Representation Review to be completed in 2018.

Community Governance Project and Representation Review

- 50 Further work continues to investigate opportunities for the development of Council's Community Governance Structure for 2019 and beyond.
- 51 The work undertaken involves in the next 12 months the need for explicit community engagement and involvement in understanding the future focus and structures required to achieve this. The outputs from this phase of the project will inform the representation review process which is to be undertaken in 2018.

Corporate Performance Framework

- 52 An effective Corporate Performance Framework is fundamental for Council in support of effective planning, delivery, reporting, evaluating and creating accountabilities for organisational performance.
- 53 This project will support and inform the design and implementation of business improvement processes and core systems to drive accountabilities and the monitoring of performance against objectives. It has been identified that there is a significant amount of work required to be undertaken over a period of time to develop and implement an effective Corporate Performance Framework for Council. A report will be presented to the Community and Policy Committee in due course explaining in greater detail the scope of this project and key milestones required.

Risk Management

- 54 Work in the risk management area is a 'work in progress' and will require a priority focus over the next three years. The journey will involve revising and refining the development of a risk policy and framework; development of a top down risk profile; integration into the Finance and Audit Committee work programme; alignment with strategy; articulating the risk appetite; rationalising the risk register; undertaking monitoring; and development of a risk based internal audit programme.

Venture Southland Community Development

- 55 The new Community Development Team leader is Amy Bird. Amy has considerable experience working with local government and communities in rural Queensland, Australia.
- 56 Venture Southland staff have been working with the Edendale Scouts with project planning and funding advice for upgrades to the Scout Den facility.
- 57 Venture Southland staff continue to work alongside representatives of the Wyndham Rugby Club and Menzies Rugby Club with funding advice and planning for the Raglan Street Reserve development.
- 58 Ongoing planning assistance and advice is being provided regarding the investigation of future options for the Wyndham Museum facility, Society and collections. The Society are investigating possible options for the relocation of the Museum due to the seismic issues with the current building they are located in.

Cellphone Coverage – Edendale/Wyndham

- 59 The telecommunications companies (Spark and Vodafone) determine where to invest in cellphone towers and do not release information on future investments as they believe this information to be commercially confidential.
- 60 The attached map (Digital Infrastructure November 2016) shows that the nearest towers to Wyndham are two 4G towers in Edendale. The attached diagrams show that mobile coverage within the Wyndham, as measured by Venture Southland in January 2017, varies between marginal to unreliable with a few areas of no signal on both networks.
- 61 The cause of this poor service is likely to be the nature of the topography. The issues raised by the Wyndham community are consistent with many other communities in the region. Venture Southland have passed the concerns of communities directly to service providers, as well as to Government as part of their consultation process around the Mobile Blackspot Fund.
- 62 Venture Southland has advocated strongly for improved services for the region, including through enhanced investment in infrastructure and through mandated roaming across networks, which could significantly enhance customer experience in many communities.

Attracting and Retaining a Skilled Workforce Update:

- 63 In May 2016 Dairy Herd Manager and Assistant Herd Manager positions were removed from Immigration New Zealand's skill shortage list, in addition in October the qualifying points threshold required for each migrant worker was lifted from 140 to 160.
- 64 Lifting the points threshold means that less workers qualify and for many they no longer have a pathway to residency. Removing the roles from the skill shortage list adds significantly to the application timeframe and undermines future job certainty.
- 65 Venture Southland alongside DairyNZ and Primary ITO conducted a survey of migrants to get their thoughts on the impact on them and their families of the changes. The survey closed on the 31st of March and the responses are now being analysed and will be used as an evidence base for advocacy to retain the migrant worker skills in the region and to establish a more balanced approach to skills shortages.

People and Capability

- 66 In February 2017, Council contracted Simpson Grierson to undertake a Health and Safety Gap Analysis. The gap analysis included a review of Council's Health and Safety Management System, discussions with key operational leaders and visits to operational locations and discussions with workers and key contractors. The result of the Gap Analysis is a written report, which is due early March 2017. The report will cover findings and include recommendations.
- 67 Clare Sullivan has been appointed as the new Governance and Democracy Team Manager and begins early April. She comes from a strong background of governance with Councils in Wellington and Christchurch. Clare will lead the team of Committee Advisors.
- 68 Another group of Leaders at Southland District Council are undertaking the Accelerated Leadership Programme. This is the third cohort of leaders at Southland District Council to undertake this programme. The five month programme, developed by SOLGM, is a highly interactive and practical programme that is designed to allow participants, over 5 workshops, to increase their leadership capacity.

Customer Support

- 69 The Winton Library has seen a decline over the last year in people utilising our late night service. After reviewing the numbers of people using the services on the late nights, we have established there is less need for the evenings and more need for a longer Saturday. After consultation with Councillors, Staff and the Community Board, we will be moving to Monday – Friday 8:30am - 5pm and Saturday 10am – 3pm. This will begin from 3rd April 2017.
- 70 In Nightcaps we are consulting with active borrowers and the Takitimu Primary School regarding the current library service given the low usage of the service we currently provide. Our aim to provide a sustainable service that meets the demand for the residents at Nightcaps. A number of options will be explored including a regular Book Bus service or books couriered to customers. At this stage a meeting with impacted borrowers and representatives from the school is planned for 7 March 2017, and from here we will look at potential solutions for the community.

Vince Boyle Heritage Collection

- 71 The Boyle Family of Winton very generously donated a selection of works, and uncompleted manuscripts, by the late Vince Boyle to the Winton Library and their wish is that these be made available for members of the public to use. With the help of a grant from the Southland Heritage Fund a cabinet and comfortable seating was purchased and a “living room” space has been set up in the Library for all users to enjoy.
- 72 Vince was a long time library user, a local historian, teacher, reporter and raconteur who was well known and respected in the area and whose writings meticulously record many local events.
The collection was officially handed over to the community at an afternoon tea in March, with a number of the Boyle Family present, and is now available for all users to peruse.

Services and Assets Group

Te Anau Manapouri Aerodrome Usage

- 73 The final aircraft movement statistics have come in for 2016. Data has been collected for all aircraft movements from 2009. There has been a 74% increase in the number of flights over the period up until the end of 2016. The peak year for movements was 2012 with 1,211 aircraft landings. Following this period a moderate decline occurred with 945 occurring in 2014. A steady recovery has occurred following the 2014 dip to 1,063 at the end of 2016. A steady increase in large aircraft movements has attributed to dedicated services for the Tauck Tours, aircraft reliability and the increased reliability of the approach system into the airport.

Land and Water Plan Implementation

- 74 Under the National Policy Statement for Freshwater Management (NPS-FM) water quality and quantity are to be maintained and improved, and any over allocation to be phased out over time. Environment Southland (ES) is required to set environmental limits by 2025, with all “communities” required to meet those limits in due course. They are progressing this work via their proposed Water and Land Plan.
- 75 To assist with addressing the impacts of these changes on local authority infrastructure ES have formed a 3 Waters officer working group. The objectives of the Group are to work through the implications of the new freshwater standards, develop an agreed approach to the

re-consenting of local authority infrastructure and ensure that the organisational objectives are aligned.

Property

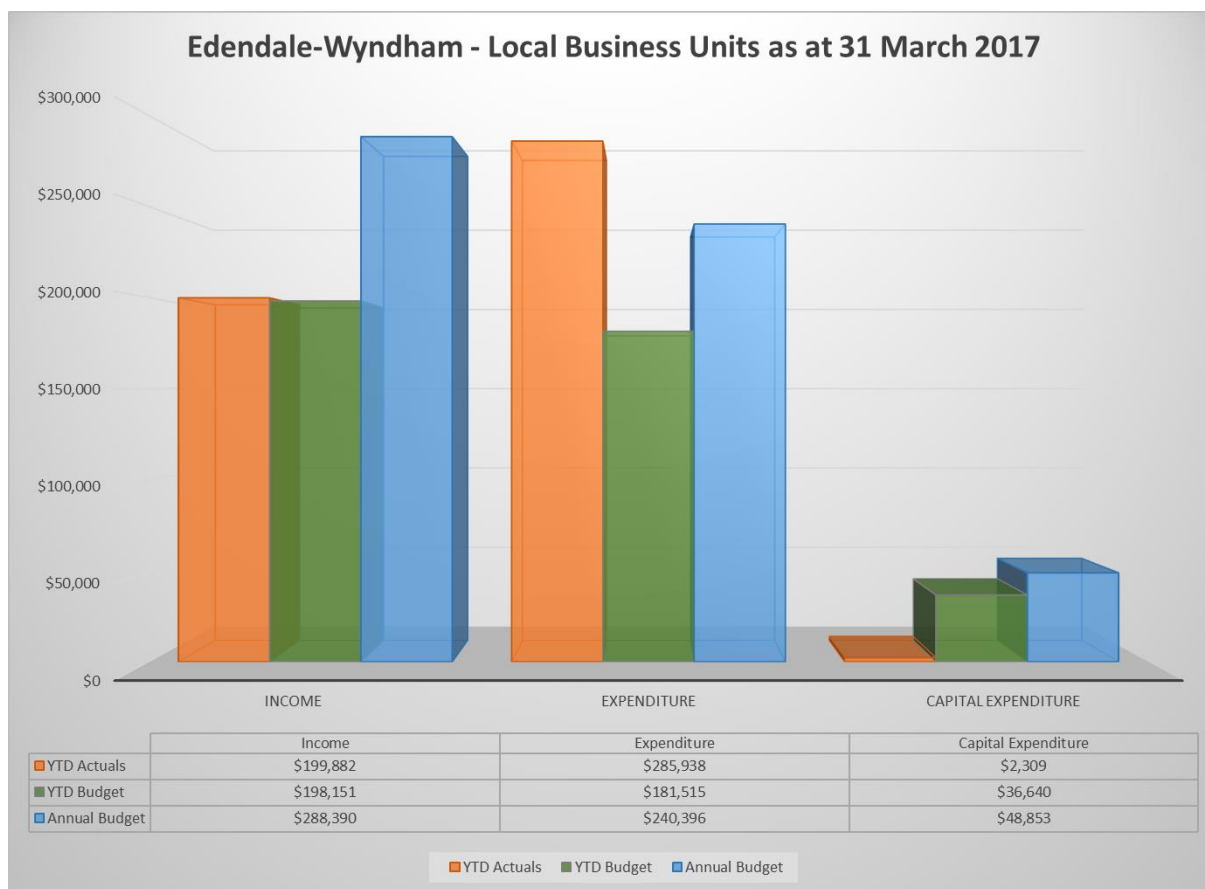
- 76 Staff advise the Board that painters are currently on-site to upgrade the Community Housing in Edendale and Wyndham. Old water tanks at the Wyndham Housing are also to be drained and collapsed, and the ground levelled and resown.
- 77 The old SDC office building located in Wyndham is currently on the market for sale.

Community Engineering

- 78 The stormwater soakhole for Ferry Rd, Edendale has been agreed to by all parties, with the landowner providing consent to have the soakhole located on their property. Works will commence in the first week of May, and anticipated completion by the end of that month.
- 79 The water tank at the Edendale cemetery has been completed, and the trees from the Ferry Rd entrance to Wyndham have been removed as requested.

Finance

- 80 Income for the Edendale/Wyndham Community Board is on track and within expected levels.
- 81 Expenditure is over budget due to a historical grant of \$105,000 requiring to be refunded; the Edendale Hall project is no longer being undertaken. Due to this, the expenditure will track over budget for the remainder of the financial year.
- 82 Capital expenditure project forecast for this financial year has not yet commenced. This is a project to upgrade footpaths. The project will be started in this financial year, however expenditure will not show until after 1 July 2017. The footpath upgrade will be a mixture of full replacement, hazard repair and consideration of footpath removal in some streets, following consultation with the Board.



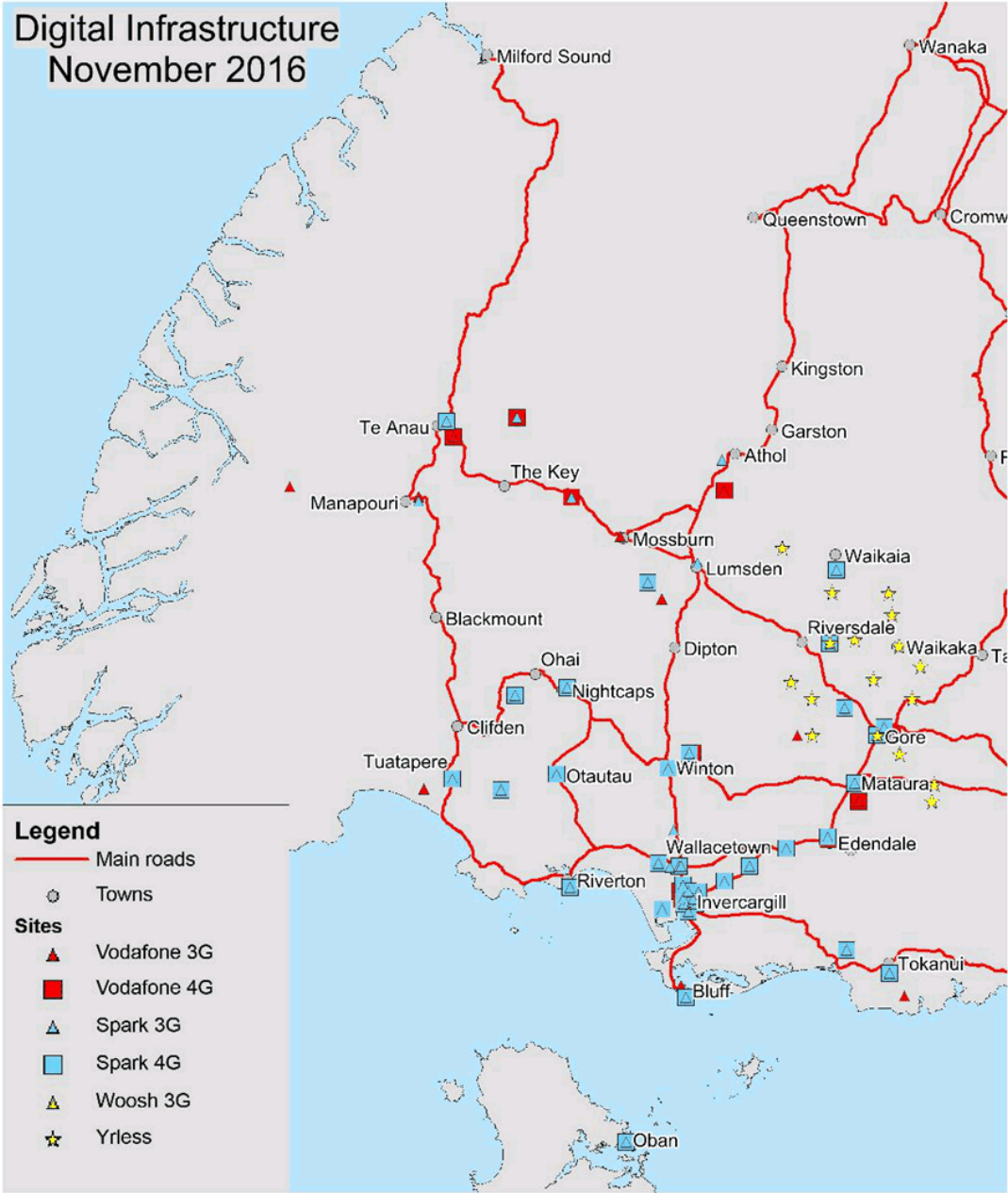
Recommendation

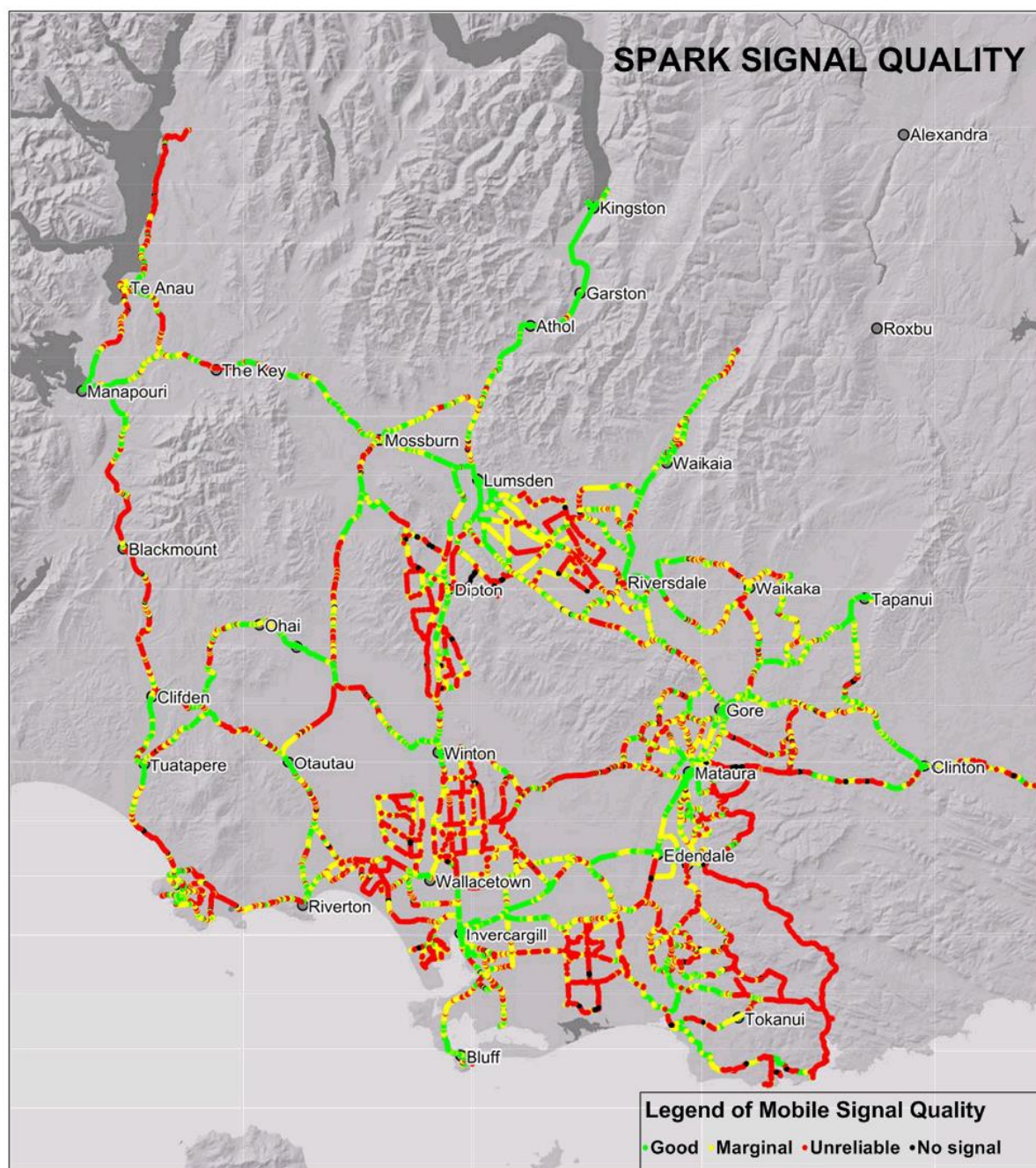
That the Edendale-Wyndham Community Board:

- a) Receives the report titled “Council Report” dated 19 April 2017.**

Attachments

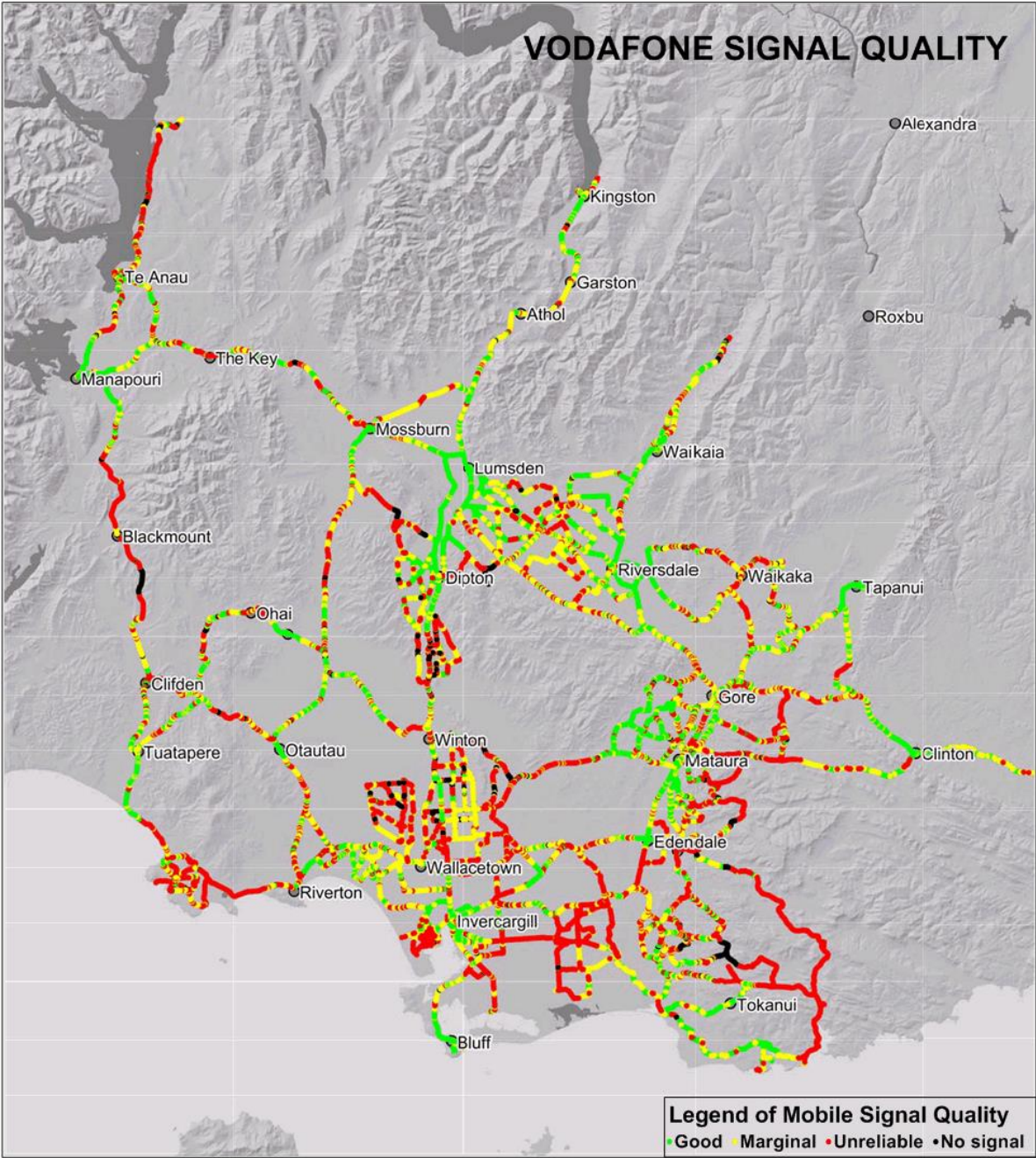
- A Southland Cellphone Coverage [↓](#)**





Item 7.2 Attachment A

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Recently Adopted Policies

Record No: R/17/3/3785
Author: Robyn Rout, Policy Analyst
Approved by: Rex Capil, Group Manager Community and Futures

☐ Decision ☐ Recommendation ☒ Information

Purpose

- 1 This report notifies the Community Board of policies that have recently been adopted by Council. Copies of the policies are included as attachments to this document, for the member's information.

New Policies

- 2 Members may be aware that Council has been reviewing and developing a number of policies. The following policies came into effect when they were adopted at a Council meeting on the 23rd of February:
 - **The Easter Sunday Shop Trading Policy** – this is a new Policy that allows all shops in the District to trade on Easter Sunday.
 - **The Stewart Island/Rakiura Visitor Levy Policy** – this Policy gives guidance on the governance and administration of the Levy. The Policy has been updated to bring it into alignment with current roles within Council, and so it aligns with recently adopted terms of reference and delegations. A more comprehensive review of the Stewart Island/Rakiura Levy is scheduled to be completed next year.
- 3 **The Remission and Postponement of Rates on Maori Freehold Land Policy** was also adopted at the meeting on the 23rd of February, and will come into effect on the 1st of July. This Policy allows rates to be remitted on Māori Freehold Land when the land meets the criteria outlined in the Policy. The Policy has been updated to bring it into alignment with current roles within Council, and some minor matters have been clarified.
- 4 If any further information about the policies is needed, please contact the Strategy and Policy team.

Recommendation

That the Edendale-Wyndham Community Board:

- a) **Receives the report titled “Recently Adopted Policies” dated 14 March 2017.**
- b) **Notes that the Council has recently adopted three new policies, two of which came into effect on the 23rd of February 2017.**

Attachments

- A Easter Sunday Shop Trading Policy [↓](#)
- B Stewart Island/Rakiura Visitor Levy Policy [↓](#)
- C Remission and Postponement of Rates on Maori Freehold Land Policy [↓](#)

SOUTHLAND DISTRICT COUNCIL EASTER SUNDAY SHOP TRADING POLICY

This policy applies to: the Southland District

DOCUMENT CONTROL

Policy owner: Group Manager Environmental Services	TRIM reference number: R/2016/10/17248	Effective date: 23 February 2017
Approved by: Council	Date approved: 23 February 2017	Next review date: 2022

CONTENTS

1.	PURPOSE.....	1
2.	DEFINITIONS AND ABBREVIATIONS.....	1
3	BACKGROUND	1
4.	POLICY DETAILS.....	2
5.	ROLES AND RESPONSIBILITIES	2
6.	ASSOCIATED DOCUMENTS	2
7.	REVISION RECORD.....	3

EASTER SUNDAY SHOP TRADING POLICY

1. PURPOSE

The purpose of this policy is to allow all shops in the Southland District to open on Easter Sunday. This policy will:

- promote ease of business;
- recognise the needs of the retail and tourism sectors;
- apply a consistent and simple approach to Easter Sunday shop trading.

2. DEFINITIONS AND ABBREVIATIONS

Term	Meaning
Shop	Is a building, place, or part of a building or place, where goods are kept, sold, or offered for sale, by retail; and includes an auction mart, and a barrow, stall, or other subdivision of a market; but does not include - (a) a private home where the owner or occupier's effects are being sold (by auction or otherwise); or (b) a building or place where the only business carried on is that of selling by auction agricultural products, pastoral products, and livestock, or any of them; or (c) a building or place where the only business carried on is that of selling goods to people who are dealers, and buy the goods to sell them again.
Employer	Has the same meaning as in Section 5 of the Employment Relations Act 2000
Shop Employee	Means an employee within the meaning of Section 6 of the Employment Relations Act 2000 who works in or from a shop.
Southland District	Is the area depicted in Appendix 1.

3 BACKGROUND

In 2016 the Shop Trading Hours Act 1990 (the Act) was amended, allowing councils to introduce a policy letting shops trade on Easter Sunday.

Council can apply the policy to the whole District, or just to a particular region or regions. A policy cannot define specific opening hours, what types of shops may open, or for what purposes a shop may open.

4. POLICY DETAILS

4.1 Shop Trading Permitted

This policy allows all shops to trade on Easter Sunday.

4.2 Right to refuse to work

Employers must comply with the provisions relating to a Shop Employees right to refuse to work, as is set out in the Act and in the Employment Relations Act 2000.

Employers and Shop Employees must also give notice in accordance with the time provisions set out in the Act.

4.3 Scope

This Policy applies to the whole of the Southland District. A map outlining the boundaries of the Southland District is included as Appendix 1.

This Policy does not apply to the sale or supply of alcohol. Alcohol sale and supply is regulated under the Sale and Supply of Alcohol Act 2012.

4.4 Review

This Policy will be reviewed within five years of adoption. The Act requires the use of the Special Consultative Procedure when adopting, reviewing and determining whether to amend, revoke, replace or continue the policy.

5. ROLES AND RESPONSIBILITIES

Party/Parties	Roles and Responsibilities
Environmental Services	Providing advice on the content and scope of the policy. Advising on adopting, reviewing, amending, revoking, replacing or continuing the policy.
Strategy and Policy	Adopting, reviewing, amending, revoking, replacing or continuing the policy. Undertaking consultation in accordance with the Special Consultative Procedure.
Communications	Developing a communications strategy and assisting with consultation.

6. ASSOCIATED DOCUMENTS

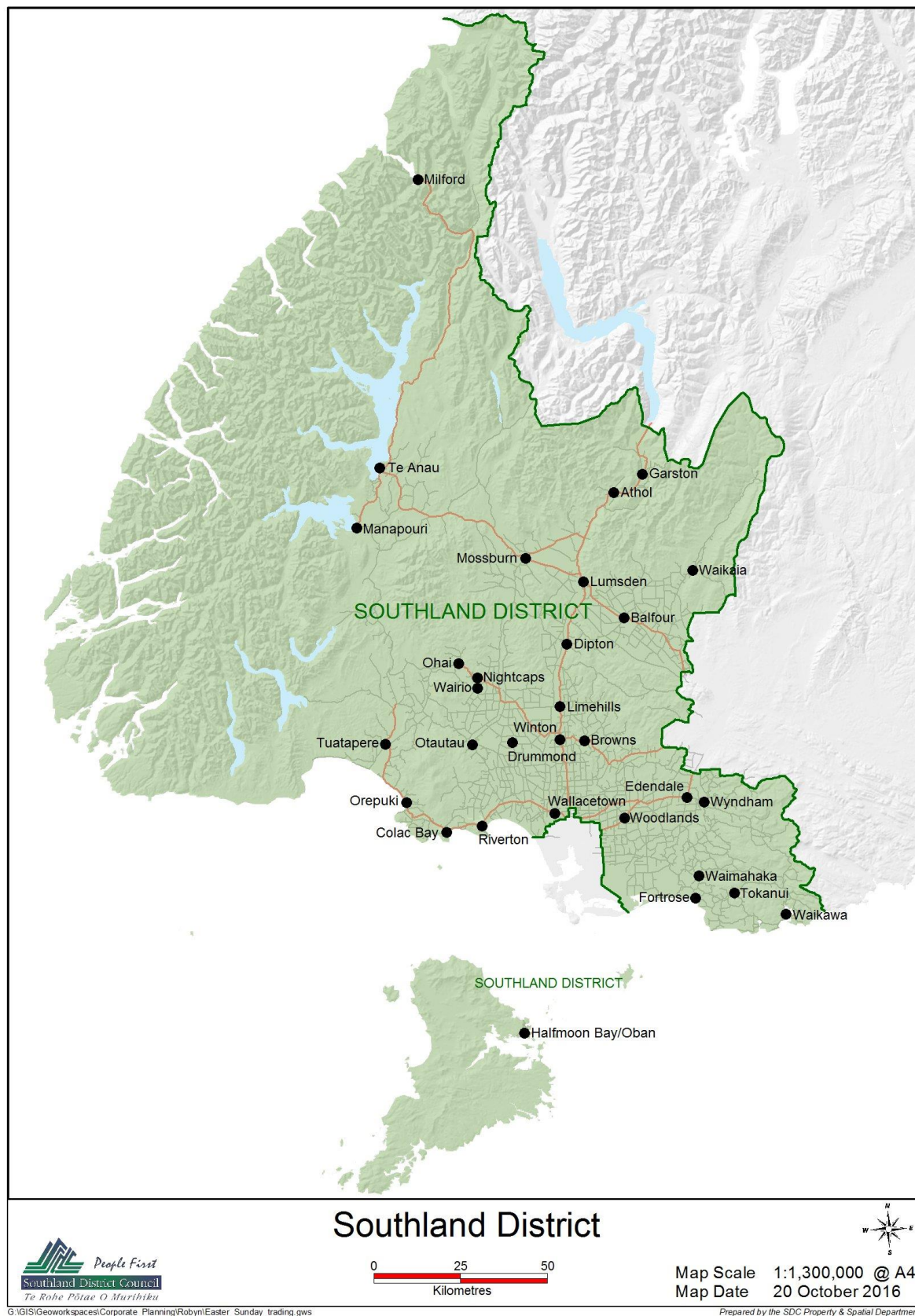
The sale and supply of alcohol on Easter Sunday aligns with the Act. The sale and supply of alcohol is restricted by the Sale and Supply of Alcohol Act 2012.

This policy aligns with the Southland Regional Development Strategy's objective of generating an ease of doing business in Southland.

7. REVISION RECORD

Date	Version	Revision Description
23 February	R/16/10/17248	Policy introduced

APPENDIX 1. Map of the Southland District



Item 7.3 Attachment A

POLICY: **STEWART ISLAND/RAKIURA VISITOR LEVY**

ROLE RESPONSIBLE: Activity Manager Community Assistance

DATE APPROVED: 23 February 2017

DATE AMENDED:

FILE NO: R/17/1/1098

1.0 PURPOSE

This policy provides guidance on governance and administration of the Stewart Island/Rakiura Visitor Levy. The policy outlines who is liable to pay the levy as well as how the levy will be collected, administered, allocated and enforced.

2.0 BACKGROUND

Although Stewart Island/Rakiura has a small resident population, it is a destination for a large number of short-term visitors. This creates a unique funding challenge for Southland District Council.

The Southland District Council (Stewart Island/ Rakiura Visitor Levy) Empowering Act 2012 (the Act) was passed into law on 26 March 2012. The Act empowers Southland District Council set and collect levies and obtain revenue from visitors to Stewart Island/ Rakiura. Under the Act, funds must be used to better provide services, facilities, and amenities for Island visitors.

3.0 DEFINITIONS

The Act - the Southland District Council (Stewart Island/ Rakiura Visitor Levy) Empowering Act 2012.

Council - the Southland District Council.

Island - Stewart Island/Rakiura.

Levy - the sum of money (inclusive of GST) collected under Stewart Island/ Rakiura Visitor Levy Bylaw 2012.

Revenue - revenue (inclusive of GST) collected under Stewart Island/ Rakiura Visitor Levy Bylaw 2012, by an approved operator in accordance with contractual arrangements with the Council.

Visitor - any person who travels to the Island and is not exempt from payment of levy or revenue under the Act or the provisions of this policy.

Approved Operator - once an agreement is reached between Southland District Council and a transport vessel operator for the collection and payment of revenue, the operator becomes an Approved Operator. The Approved Operators are Real Journeys on behalf of Stewart Island Experience, Stewart Island Flights and ISS McKay on behalf of the cruise ships.

Agent - a business entity that enters into a contractual arrangement with Southland District Council to collect the Levy from its passengers on behalf of the Council.

Resident - a person recognised as living on the Island for electoral residency purposes under Section 23 of the Local Electoral Act 2001.

Ratepayer - a person who is named on a current rates notice of a rating unit on the Island. Only persons who are named on current rates notices are considered to be ratepayers, regardless of who funds rates payments.

Tenant - a person who has a tenancy agreement for a rating unit on the Island under the provisions of the Residential Tenancies Act 1986.

Dependant - a person primarily under the care and responsibility of another person, living with that person as a member of their family and substantially reliant on that person for financial support.

Activity - has the meaning given in Section 5(1) of the Local Government Act 2002. This includes:

- (a) the provision of facilities and amenities; and
- (b) the making of grants; and
- (c) the performance of regulatory and other governmental functions.

Freedom traveller - a visitor who travels to the Island by means other than as a passenger of an approved operator. This includes chartered vessels and independent travel. It does not include people who travel via the ferry (Stewart Island Experience) or scheduled flight (Stewart Island Flights) or cruise ships.

Rakiura Māori Land Trust - the Rakiura Māori Lands Trust is governed by six Trustees appointed by the Māori Land Court upon recommendation from the beneficial owners. The Rakiura Māori Land Trust holds lands and funds in trust for many Rakiura Māori descendants.

4.0 COLLECTION

The Act provides for the collection of money from two sources:

1. **Revenue** collected on behalf of Southland District Council by Approved Operators; and
2. **Levy** income from visitors arriving as freedom travellers.

Through contractual arrangements, Southland District Council will collect *revenue* from Approved Operators. Approved Operators include Stewart Island Experience (the ferry), Stewart Island Flights (scheduled airline service) and cruise ships. Passengers will pay the Approved Operator in accordance with the terms of carriage ie, the levy will form part of their ticket price.

However, if the person travels via an Approved Operator and pays a local or child fare, the Approved Operator will not charge the levy.

Under the Stewart Island/Rakiura Visitor Levy Bylaw 2012, Southland District Council will collect the *levy*. The *levy* will be collected from freedom travellers, ie those who are visitors under the Act but do not travel as passengers of an Approved Operator. Where a person is a freedom traveller the categories of exemption in Clause 4.1 apply. This means that if a person is not exempt, he or she will have to pay the levy.

The Act exempts people visiting the Island for a continuous period of 21 days. If revenue is collected from such individuals, they can seek a refund from Southland District Council by providing proof they have been on the Island for at least 21 days.

4.1 Who Pays

All individuals travelling to Stewart Island/Rakiura must pay the levy or pay revenue to an Approved Operator unless they are exempt under the Act or pay a local fare.

The Act provides several categories of exemption. These are:

1. Residents, ratepayers and tenants of Stewart Island/Rakiura and their spouses, civil union partners, de facto partners, or dependants;
2. Beneficiaries of the Rakiura Māori Land Trust or individuals who have an ownership interest in a Māori land block on the Island;
3. Visitors who remain on the Island for any continuous period of 21 days or more;
4. Owners of a transport vessel or individuals employed under contract to work on a transport vessel;
5. Individuals whose visit is entirely within the boundaries of the Rakiura National Park;
6. Persons under the age of 18 years on the date of arrival on the Island.

Where the resident or ratepayer exemption applies to a person, the exemption does not automatically apply to the whole family or group. The exemption applies to the ratepayer(s) set out on the rates notice and their spouse, civil union partner, de facto partner or dependant. This does not include visiting adult children or grandchildren (unless they are dependants). Holiday home owners are exempt if they are a ratepayer on the Council's rates notice. However, beneficiaries of family trusts are unlikely to be exempt if they are not designated by name as ratepayers on the Southland District Council rates notice.

The exemption does not apply to visiting trades-people unless the person stays for more than 21 days. Volunteer visitors are also required to pay the levy unless they fall within a category of exemption.

Visiting entirely within the boundaries of the Rakiura National Park means the person visiting does not arrive or leave through the township of Oban.

5.0 CALCULATION

The amount of the levy is set out in the Stewart Island/Rakiura Visitor Levy Bylaw 2012 and is currently set at \$5.00.

In the event an increase in the levy amount is considered, public consultation will occur via the Southland District Council Annual/ Long Term Plan process. If Council decides to increase the levy amount, the increase will not take effect until 1 October in the year following the decision ie, Approved Operators will receive 15 months lead in time before they start collecting the new amount.

5.1 Arrangements with Approved Operators

Approved Operators will collect revenue on behalf of Southland District Council in accordance with contractual arrangements. The contractual arrangements will be negotiated for each Approved Operator taking into account the individual circumstances of each transport business.

Apart from cruise ships, Approved Operators will charge the levy for both inbound and outbound journeys (\$2.50 each way). This allows for passengers who use different modes of transport to travel to and from the Island and allows the levy to be apportioned across the modes of transport on an equitable basis.

5.2 Collection of the Levy from Freedom Travellers

The Stewart Island/Rakiura Visitor Levy Bylaw 2012 outlines levy collection from visitors who travel to the Island via private or chartered transportation ie, freedom travellers. A levy of \$5.00 will be payable when the person arrives on the Island. Southland District Council has provided a collection box to receive payments, placed at the Southland District Council office at 10 Ayr Street, Oban. Freedom travellers can deposit levy payments at this location at any time. Southland District Council will also enter into agreements with an agent(s) operating chartered vessels to collect the levy from passengers on behalf of Southland District Council.

Only one payment is required per person for the duration of their stay on the Island. Travel to neighbouring Islands (excluding the mainland) will not constitute leaving the Island.

6.0 PROOF OF EXEMPTION

Persons exempt under the Act can apply for a Southland District Council photo identification card. Southland District Council photo identification cards will be accepted as proof of exemption by Approved Operators and agents. They will also be accepted by enforcement officers monitoring compliance with the Stewart Island/Rakiura Visitor Levy Bylaw 2012.

A Southland District Council photo identification card will be issued and renewed at no cost to exempt applicants. Renewing a Southland District Council photo identification card will require confirmation of entitlement using documentation as set out in Appendix A. Photographs will also be updated at the time of renewal. It is the responsibility of the card holder to advise the Council of any change in contact details or exemption status.

The card remains the property of Southland District Council. Cards are not transferable and cardholders retain sole responsibility for use of the card issued to them. A replacement fee will apply to lost or damaged cards. This fee will be set out in the Southland District Council Schedule of Fees and Charges.

Agreements between Southland District Council and Approved Operators are reached on an individual basis and may differ. A Southland District Council photo identification card may be required by the Approved Operator at the time of ticket purchase or boarding the vessel for an exemption to be granted.

Each Approved Operator may choose to compile a list of names eligible for local fares. Eligibility for a local fare is a commercial decision made at the discretion of Approved Operators and is not influenced or administered by Southland District Council. Individuals can contact Approved Operators to ascertain whether they maintain such a list and to determine their eligibility for inclusion. Eligibility for local fares may mean that there is no requirement to apply for and carry a photo identification card when travelling.

6.1 Application for Exemption

An application to receive a Southland District Council photo identification card can be made by attending the Southland District Council office located at 15 Forth Street, Invercargill or by sending a completed application form to PO Box 903, Invercargill 9840 accompanied by a colour passport sized photo of each applicant.

Applicants are also required to provide documentation which proves their exemption. Examples of accepted documentation to prove exemption status are set out in Appendix A.

Two categories of card will exist, distinguished from one another by colouring. The first category will cover people with long term exemptions, including ratepayers, residents and beneficiaries of the Rakiura Māori Land Trust. Cards issued to individuals in this category will be valid for a period of up to five years.

A second category of card will be issued to people who have a temporary exemption due to circumstances such as seasonal work or extended temporary stay on the Island. These cards will be valid for a fixed period of time up to six months. To align with seasonal work trends, fixed periods for temporary cards will be from 1 October to 31 March and from 1 April to 30 September each year.

7.0 REFUNDS

People who have been charged the levy but believe that they are exempt under the Act can apply to Southland District Council to receive a refund. Refund applications should state the reason for the claim, along with a copy of supporting documentation as set out in Appendix A.

An application for a refund must be made within six months of the date of travel.

8.0 AUDIT

Southland District Council has the ability to audit the collection and payment of the levy by agents and revenue by Approved Transport Operators. Audit procedures may include a review of visitor numbers against funds received.

9.0 ENFORCEMENT

Part 2 of the Act outlines infringement offences. Any person considered a visitor that has evaded payment or falsely claims that they are not a visitor will be considered to have committed an infringement offence.

An infringement fee is set by way of regulation and will be displayed on signs erected on the Island. Infringement notices can be issued by Southland District Council Enforcement Officers. Enforcement Officers are authorised to request proof of payment or exemption from individuals.

Southland District Council photo identification cards are accepted as proof of exemption. A ticket issued by an approved transport operator, a cruise ship boarding pass or a receipt from the collection box or a levy collection agent will also be accepted as proof of payment.

10.0 ADMINISTRATION

The Stewart Island/Rakiura Visitor Levy Subcommittee (the Subcommittee) has delegated responsibility to make decisions regarding funding from the Stewart Island/Rakiura Visitor Levy Fund. Decisions will be based on the compatibility of applications with allocation criteria and alignment with strategic outcomes determined by the Subcommittee.

The Stewart Island/Rakiura Visitor Levy Subcommittee is a Subcommittee of the Community and Policy Committee and is subject to standard audit procedures. The Community and Policy Committee will be informed of funding decisions via memoranda. Southland District Council's Annual Report will contain an itemised statement of the Stewart Island/ Rakiura Visitor Levy Fund each year.

10.1 Stewart Island/ Rakiura Visitor Levy Subcommittee Membership

The Subcommittee will meet annually to review applications and allocate funding. The Subcommittee will consist of the following members appointed by Council:

- A representative recommended by each of the Approved Operators (three in total).
- One Community Board representative and the Councillor for Stewart Island.
- One independent Councillor who will act as a representative of Southland District Council and be appointed by the Council. The independent Councillor will act as Chair of the Subcommittee.

The Chair of the Subcommittee will have a casting vote, which can only be exercised to resolve an evenly split vote.

10.2 Technical Advisory Group

The Subcommittee will be supported by a Technical Advisory Group (TAG). The TAG will be appointed by Southland District Council to provide strategic insight and technical expertise regarding funding applications. The Technical Advisory Group will provide recommendations to the Subcommittee based on an assessment of the demand for projects, their viability, likely impact and alignment with strategic outcomes.

10.3 Allocation Criteria

Allocations will be made in May of each year. The application process will be administered by Venture Southland. Advertisements will be placed once the fund is open to receive applications and will include the deadline for receipt of applications. Late applications will not be considered.

Only funds that have been received by Southland District Council at the time of advertisement will be allocated.

To be considered for funding, applications must be consistent with Section 6(b) of the Act. Section 6(b) states that revenue and levies collected must be used to fund:

1. Activities used by visitors;
2. Activities on the Island for the benefit of visitors; or
3. To mitigate the adverse effects of visitors on the environment of the Island.

These criteria do not exclude applications for funding in relation to the development or maintenance of existing facilities, services and projects. However, no funds will be allocated retrospectively for projects that have already been completed.

In considering applications, the Subcommittee will give priority to applications for activities or projects that can demonstrate the widest public benefit. Applications that primarily benefit a single or limited number of persons or entities will be given a low priority.

Applications to the Stewart Island/Rakiura Visitor Levy Fund must be made using the appropriate documentation provided by Venture Southland. All applications must include:

- An outline of the project or work requiring funding, including a timeline.
- If the project involves physical works, scale conceptual plans including site plans.
- Any requirement for resource or building consent.
- A business plan for the project including costs and on-going funding requirements, if any.
- Evidence of legal status of the applicant (eg, charitable trust or body corporate).
- An assessment of how the project meets the purposes of the Act and responds to the set strategic outcomes.
- Declarations of interest.

If a Subcommittee member has any connection to an application greater than that of the general public that member should declare an interest in the relevant application, prior to it being considered. In such circumstances, the member affected shall still be entitled to speaking and voting rights, unless the member has a pecuniary interest in the application.

11.0 REVIEW

Southland District Council will review the Stewart Island Rakiura Bylaw and this Policy within 6 years of adoption.

APPENDIX A: DOCUMENTS WHICH CAN BE USED TO CLAIM EXEMPTION OR REFUND

The table below contains a list of documents which will be accepted as proof of exemption from the need to pay the Stewart Island/Rakiura Levy.

These documents will be accepted in relation to 1) applying for a photo identification card and 2) applying for a refund.

Original documentation from both Category A and Category B must be presented concurrently. Southland District Council requires proof of both identity and levy exemption status. A current address will need to be provided to receive notice of renewals and other information.

This is not a comprehensive list and other equivalent documents may be accepted when applying for a Southland District Council photo identification card or applying for levy refund.

At least one photo ID must be produced from Category A	
The name on the document must be exactly the same as the applicant's name	
<ul style="list-style-type: none"> • Passport (Passports can be accepted up to two years after the expiry date). • Proof of Age Card with photo. • Drivers Licence. • Public Service Employee ID Card bearing a photo. • Education ID Card with photo. • Firearms licence. 	
At least one form of identification from Category B	
Reason for exemption	Example of accepted proof of exemption
<ul style="list-style-type: none"> • <i>Ratepayers.</i> • <i>Tenants.</i> • <i>Residents.</i> 	<p>One or more of the following documents showing name and address on Stewart Island:</p> <ul style="list-style-type: none"> • Notice of rates or VG number verified by Rates Department. Rates Notices must state that the applicant is the owner of the property to which the Rates Notice was sent and the document must be current at the time of the application. • Tenancy Agreement. • Utilities bill. • Insurance Renewal Advice. • Motor Vehicle Registration. • Electoral roll number. • Mortgage documents. • Current Land Titles Office records.
<ul style="list-style-type: none"> • <i>Spouses of a ratepayer or tenant.</i> • <i>Civil union or de facto partner of a ratepayer or tenant.</i> • <i>Dependants of a ratepayer or tenant.</i> 	<ul style="list-style-type: none"> • Application to be made in conjunction with the respective person.
<ul style="list-style-type: none"> • <i>Rakiura Māori Land Trust beneficiaries.</i> 	<ul style="list-style-type: none"> • Southland District Council may be able to check property rights via the www.Maorilandonline.govt.nz website or work with the Rakiura Māori Land Trust to access its database of beneficiaries.
<ul style="list-style-type: none"> • <i>People under the age of 18.</i> 	<ul style="list-style-type: none"> • Passport. • School student concession card. • Birth Certificate.
<ul style="list-style-type: none"> • <i>Owners or those working on transport vessels.</i> 	<ul style="list-style-type: none"> • Employment documentation (eg, payslips, letter from employer).
<ul style="list-style-type: none"> • <i>Visitors whose visit is for 21 days or more.</i> 	<ul style="list-style-type: none"> • Tickets or invoices showing names and dates of arrival and departure. • Receipts for accommodation covering the relevant time period.

SOUTHLAND DISTRICT COUNCIL DRAFT REMISSION AND POSTPONEMENT OF RATES ON MĀORI FREEHOLD LAND

This policy applies to: Council and owners of Māori freehold land

DOCUMENT CONTROL

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CONTENTS

1.	PURPOSE.....	2
2.	DEFINITIONS AND ABBREVIATIONS.....	2
3.	POLICY DETAILS.....	2
3.1	Background	2
3.2	Objectives	3
3.3	Conditions and Criteria for the Postponement and Remission of Rates on Maori Freehold Land	3
3.4	Postponement of Rates	3
3.5	Remission of Penalties	3
3.6	Remission of Rates	4
3.7	Existing decisions on Maori Freehold land.....	4
3.8	Length of decision	4
4.	ROLES AND RESPONSIBILITIES	4
5.	ASSOCIATED DOCUMENTS	5
6.	REVISION RECORD.....	5

REMISSION AND POSTPONEMENT OF RATES ON MĀORI FREEHOLD LAND

1. PURPOSE

Southland District Council has developed the Remission and Postponement of Rates on Māori Freehold Land Policy (the Policy) to ensure fair and equitable collection of rates from all sectors of the community. The Policy recognises that certain Māori-owned lands have particular features, ownership structures or other circumstances that make it appropriate to provide rates relief.

The Policy provides the framework for granting remissions and postponements for the payment of rates and penalties on Māori freehold land, as is adopted under Section 102(2)(e) and Section 108 of the Local Government Act (2002).

2. DEFINITIONS AND ABBREVIATIONS

Term	Meaning
LGA	Local Government Act (2002)
LGRA	Local Government (Rating) Act (2002)
Maori freehold land	Land whose beneficial ownership has been determined by the Māori Land Court by freehold order.
Service Rates	Sewerage and water rates, recycling and rubbish bin collection rates
Waahi Tapu	Place sacred to Maori in the traditional, religious, ritual or mythological sense.

3. POLICY DETAILS

3.1 Background

The Southland District Council carries out its rating function in accordance with the requirements of the LGRA and the LGA.

All Māori freehold land in the Southland District is liable for rates in the same manner as if it were general land (as per section 91 LGRA).

Māori Freehold land is defined in the LGRA as land whose beneficial ownership has been determined by a freehold order issued by the Māori Land Court. Only land that is the subject of such an order may qualify for remission or postponement under this policy.

Whether rates are remitted in any individual case will depend on the individual circumstances of each application. Schedule 11 of the LGA identifies the matters which must be taken into account by Council when considering rates relief on Māori freehold land.

When considering the objectives listed below Council must take into account:

- the desirability and importance of the objectives (3.2) to the District; and
- whether remitting the rates would assist attainment of those objectives.

3.2 Objectives

The objectives of rates remission and postponement on Māori freehold land by Council are:

- (a) supporting the use of the land by the owners for traditional purposes;
- (b) recognising and supporting the relationship of Māori and their culture and traditions with their ancestral lands;
- (c) avoiding further alienation of Māori freehold land;
- (d) facilitating any wish of the owners to develop the land for economic use;
- (e) recognising and taking account of the presence of Waahi Tapu that may affect the use of the land for other purposes;
- (f) recognising and taking account the importance of the land in providing economic and infrastructure support for marae and associated papakainga housing (whether on the land or elsewhere);
- (g) recognising and taking account of the importance of the land for community goals relating to:
 - i. the preservation of the natural character of the coastal environment,
 - ii. the protection of outstanding natural features,
 - iii. the protection of significant indigenous vegetation and significant habitats of indigenous fauna;
- (h) recognising the level of community services provided to the land and its occupiers;
- (i) recognising matters related to the physical accessibility of the land.

3.3 Conditions and Criteria for the Postponement and Remission of Rates on Maori Freehold Land

Conditions for the rates to receive rates remission include for defined Maori freehold land to be:

- Maori freehold land as set out in the definitions
- not occupied by a dwelling, out-building or commercial building; and
- not used for economic benefit.

Applications for remission of rates on Māori freehold land must be made in writing, and should include:

- a description of the size, position and current use of the land,
- an indication of the ownership and documentation that shows the land which is subject to the application for rates remission is Māori freehold land,
- outline future plans for the land (if any),
- sources and level of income generated by the land (if any),
- financial accounts if requested,
- outline the reason for the request,
- describe how the application meets any one or more of the objectives listed in 3.2.

Council may grant a remission of up to 100% of all rates, except Service Rates.

3.4 Postponement of Rates

Council does not postpone rates for Māori freehold land; however, it will remit 100% of rates (excluding Service Rates) on application, if the application meets the criteria set out in 3.3.

3.5 Remission of Penalties

Remission on rates penalties on Māori freehold land will be subject to application meeting the criteria set out in 3.3. Each application will be considered on its merits and remission will be granted where it is considered just and equitable to do so.

Where significant arrears exist, penalties may be remitted whilst regular payments are made to reduce the arrears balance.

Decisions on remission of penalties will be made on the same basis as remission of rates, with the delegated authority to remit penalties being given to the Chief Financial Officer, with recommendations from the Finance Manager.

3.6 Remission of Rates

An application for remission of rates must be considered by the Chief Financial Officer.

All rates on Māori freehold land whose owners name or names (or the name of the lessee) appears on the valuation roll (under Section 92 of the LGRA) will be collected in the usual manner of rate collection and follow up.

All rates, rates arrears and penalties on Māori freehold land vested in trustees will be collected from income derived from that land and held by the trustees for the beneficial owners, but limited to the extent of the money derived from the land and held by the trustees on behalf of the beneficial owner or owners (as per Section 93 LGRA).

For Māori freehold land, any person who actually uses the land whether for residing, farming, storage or any other use, whether they have a lease or not, is liable to pay the rates (as per Section 96 LGRA). The rates invoice will be delivered to that person and the rates will be collected in the usual manner. Section 97 of the LGRA provides for the person to be treated as having used the whole of the land for the whole financial year, unless they can establish otherwise.

Rates arrears on Māori freehold land shall be reviewed annually and amounts determined by Council as uncollectible shall be written off (for accounting purposes) on such land.

3.7 Existing decisions on Māori Freehold land

Any decisions made by Council regarding rates remissions on Māori freehold land before 1 July 2017 remain recognised by Council.

3.8 Length of decision

Decisions regarding rates remission on Māori freehold land remain in perpetuity, unless the land becomes occupied or used for economic benefit. In this case, it is expected that the landowners would advise Council of the change in land use. If there is evidence of the use of the land for occupation or economic benefit, Council may request financial statements regarding the property in order to review a decision. Reviews of decisions regarding rates remission for Māori freehold land will be made by the Chief Financial Officer.

4. ROLES AND RESPONSIBILITIES

Party/Parties	Roles and Responsibilities
Finance Manager	Receive applications and make recommendations to Chief Financial Officer for remission of rates on Māori freehold land.
	May request financial statements regarding the property if there is evidence that the land is occupied or being used for economic benefit.

	May write off rates if the application is accepted
Chief Financial Officer	Accept or decline applications for remission of rates on Māori freehold land. Review applications, if applicable, for remission of rates on Māori freehold land.

5. ASSOCIATED DOCUMENTS

- Local Government Act (2002),
- Local Government (Rating) Act (2002)

6. REVISION RECORD

Date	Version	Revision Description
2016	Remission and Postponement of Rates on Māori Freehold Land	R/16/8/13717 – Long Term Plan 2018-2028
2015	Remission and Postponement of Rates on Māori Freehold Land	R/15/6/10846 – Long Term Plan 2015-2025
2012	Remission and Postponement of Rates on Māori Freehold Land	R/13/8/11136 - Long Term Plan 2012-2022
2007	Rates Remission Policy for Māori Freehold Land	2007/05/4523
26 June 2003	Remission and Postponement of Rates on Māori Freehold Land	
30 January 1997	Remission and Postponement of Rates on Māori Freehold Land	