

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

**Date:** Thursday, 20 April 2017  
**Time:** 2pm  
**Meeting Room:** Southland District Council Office  
**Venue:** 176 Main Street, Otautau

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## Otautau Community Board Agenda

### OPEN

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#### MEMBERSHIP

<b>Chairperson</b>	Andre' Bekhuis
<b>Deputy Chairperson</b>	Peter Gutsell
<b>Members</b>	David Cowie
	Maureen Johnston
	Amber Joyce
	Bill Marshall
<b>Councillor</b>	Stuart Baird

#### IN ATTENDANCE

<b>Group Manager, Community and Futures</b>	Rex Capil
<b>Committee Advisor</b>	Alyson Hamilton
<b>Community Partnership Leader</b>	Kelly Tagg

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



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**UPDATES**

**8.1 Chairperson's Report**

The Chairperson, Member Bekhuis to report on matters with which he has been involved since the Board's last meeting.

**8.2 Councillor's Report**

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

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**1 Apologies**

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

**2 Leave of absence**

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

**3 Conflict of Interest**

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](http://www.southlanddc.govt.nz) or phoning 0800 732 732.

**5 Extraordinary/Urgent Items**

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

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

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

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

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

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

**6 Confirmation of Minutes**

6.1 Meeting minutes of Otautau Community Board, 16 February 2017

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## Otautau Community Board

### OPEN MINUTES

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Minutes of a meeting of Otautau Community Board held in the Southland District Council Office 176 Main Street, Otautau on Thursday, 16 February 2017 at 2pm.

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#### PRESENT

<b>Chairperson</b>	Andre' Bekhuis
<b>Deputy Chairperson</b>	Peter Gutsell
<b>Members</b>	David Cowie
	Maureen Johnston
	Amber Joyce
	Bill Marshall
<b>Councillor</b>	Stuart Baird

#### IN ATTENDANCE

<b>Committee Advisor</b>	Alyson Hamilton
<b>Community Partnership Leader</b>	Kelly Tagg
<b>Dog Control Officer</b>	Jill Munro

#### PUBLIC GALLERY

Peter Morris  
Graeme Carran  
Nathan Surendran

**1 Apologies**

There were no apologies received.

**2 Leave of absence**

There were no requests for leave of absence received.

**3 Conflict of Interest**

There were no conflicts of interest declared.

**4 Public Forum**

Moved Member Johnston, seconded Member Gutsell and **resolved:**

**That the Otautau Community Board go into public forum to allow members of the public to speak.**

Peter Morris

Mr Morris addressed the meeting seeking Board support for the Otautau Sports Complex Incorporated to be considered as the Community Centre for Otautau.

Mr Morris advised he has previously addressed this Board seeking support as to how the Otautau Combined Sports Complex can become the Community Centre for Otautau and expressed disappointment at the lack of feedback from the Board.

The Chair responded that it had been explained at that meeting that the Board would require a formal approach (in writing) advising of a name change for the facility and further the Board would need to be satisfied that the operating guise of the premises provided a benefit to the wider community and this would likely require a change to the Society's constitution.

Mr Morris advised that since the closure of the town hall the complex has already been filling the void created to cater for social gatherings, seminars meetings, weddings, funerals, fundraisers and school functions.

Mr Morris queried whether the Board had investigated the suitability of the New Life Church project of becoming the Community Hub as he felt the development does not cater to the wider community i.e. the consumption of alcohol would not be permitted.

Mr Morris acknowledged that a change to the constitution is required and the society are currently in the process of setting up meetings with lawyers and council staff to progress this action.

Mr Morris outlined the benefits of the complex, including the number of persons the complex can hold and advised discussions have taken place on proposed extensions to the building to accommodate extra meeting rooms.

Mr Morris further commented that he felt a public meeting of the community should be held to gauge local resident support in what the community actually want as a community centre.

Graeme Carran

Mr Carran introduced himself to the Board advising he is currently the President of the Otautau Rugby Football Club and supports the concept of the Otautau Sports Complex becoming the community centre for Otautau.

Mr Carran advised that whilst the complex was built as a sporting facility discussions have taken place within the Society for changes for it to become a community centre facility.

Mr Carran reiterated Mr Morris comments in regards to a public meeting being held to discuss the wants of the community.

The Chair expressed appreciation to Mr Morris and Mr Carran for their presentation to the Board.

Moved Member Cowie, seconded Member Marshall and **resolved:**

**That the Otautau Community Board moves out of public forum.**

**5 Extraordinary/Urgent Items**

There were no Extraordinary/Urgent items.

**6 Confirmation of Minutes**

**Resolution**

Moved Member Johnston, seconded Member Joyce **and resolved:**

**That the minutes of Otautau Community Board meeting held on 24 November 2016 be confirmed as a true and correct record.**

**Reports**

**7.4 Dog Control at the Alex McKenzie Memorial Arboretum**

**Record No: R/17/2/2155**

Jill Munro (Animal Control Officer) spoke to this report.

Mrs Munro advised the purpose of the report follows a request from the Chair, Member Bekhuis, in regards to a possible amendment to the dog access rules in the Dog Control Bylaw 2015 for Otautau due to an approach being made by members of the public for a secure area to exercise dogs off the leash and a suggestion was made for the Arboretum, in particular the area across the creek, being a suitable area.

Members were informed the Arboretum (both sides of the creek), is designated as a dogs on-leash area which was agreed to by the Board during the 2015 dog control review.

Mrs Munro advised the current designated dog exercise area within the Otautau township is two strips of Railway reserve land which Mrs Munro pointed out has road access on either side of the strip and could be a possible safety issue for children and dogs running out on the road.

Mrs Munro explained for the area across the bridge at the Arboretum to be designated as a dog exercise area the fencing must be deemed adequate, owners must have verbal control of their dogs at all times, and signage indicating ‘pick-up-poop’ and “dogs must be under control at all times” to be erected in appropriate sites.

Mrs Munro added that an amendment may either be completed by delegated authority to staff, or need to be considered by Council and then go through the special consultative process, which would provide an opportunity for public submissions.

Following discussion on this issue members felt that the arboretum (across the creek) is a more suitable area as a dog exercise area as it is a secure contained area and large enough for dogs to run around.

The Board requested staff take the necessary action for the dog access rules in the Dog Control Bylaw 2015 for Otautau to be altered.

### **Resolution**

Moved Member Joyce, seconded Member Johnston **and resolved:**

**That the Otautau Community Board:**

- a) **Receives the report titled “Dog Control at the Alex McKenzie Memorial Arboretum” dated 9 February 2017.**
- b) **Requests Environmental Services staff be approached seeking an amendment to the dog access rules in the Dog Control Bylaw 2015 for Otautau that the area across the bridge at the Arboretum to be designated a dog exercise area.**

### **7.1 Venture Southland Report to Otautau Community Board regarding proposed Otautau Skate Park**

**Record No: R/17/1/1652**

Kelly Tagg (Community Partnership Leader) presented this report.

Mrs Tagg advised the purpose of the report is to provide information and background to the Otautau Community Board regarding a potential project to construct a skate park in the Otautau township.

Mrs Tagg explained Venture Southland was approached in September 2016 by a group in Otautau interested in setting up a skate park in the town. The group requested information and advice regarding how to operate their group and how to access community funding.

Mrs Tagg advised the group consists of a number of the Otautau community who from talking to various others in the community feel that the addition of a small skate park would be a popular and well used asset for Otautau.

The Board was advised information was given to the group regarding setting up as a legal entity and the various community funding agencies available for this type of project.

Members noted the proposed location of the skate park would be adjacent to the BMX track on Hulme Street.



Mrs Tagg informed the proposed facility is based on replicating the current Lumsden skate park. The total project cost is estimated at \$20,333 (including GST).

Mrs Tagg advised as the project committee is not currently set up as a legal entity (e.g. charitable trust), the only community funding they could access would be from the Southland District Council Community Initiatives Fund and the most they could expect to receive would be between \$1,000 and \$2,000. The rest of the project costs would need to be met through fundraising efforts.

Mrs Tagg explained in order to access any other community funding such as the Community Trust of Southland, Lotteries Regional Facilities or The Southern Trust, the project committee would need to either set themselves up as a legal entity (by establishing a trust deed, registering with Charities Services and filing annual returns), or they would need to approach another organisation/legal entity who would act as the applicant organisation on their behalf.

Members noted the comment of a possible approach to the Otautau Community Board at a more appropriate time during the year for financial assistance towards the project.

#### **Resolution**

Moved Member Gutsell, seconded Member Marshall **and resolved:**

**That the Otautau Community Board:**

- a) **Receives the report titled “Venture Southland Report to Otautau Community Board regarding proposed Otautau Skate Park ” dated 7 February 2017.**

## **7.2 Council Report**

**Record No: R/17/1/1757**

Kelly Tagg (Community Partnership Leader) presented this report.

Mrs Tagg advised the purpose of the report is to provide an overview of key issues across the Southland District, as well as high level local issues from various Council units.

Mrs Tagg spoke to the report highlighting various issues of interest. Particular highlights were the upcoming research to be undertaken on Council Services across the District to ensure that the Council has an understanding of what the customers want and how they choose to interact.

Mrs Tagg advised Leadership Planning and Goal setting workshops are to be run throughout the District for Community Boards and CDA's during April 2017. Mrs Tagg explained the workshops are intended to help each Community Board/CDA develop a Community Leadership Plan outlining the goals and strategic priorities that they have for their communities in the current triennium and beyond.

The Board noted the leadership and goal setting workshop that is scheduled for Monday 6 April 2017 at the SDC Otautau office and includes attendance from members of the Ohai and Nightcaps Community Development Area Subcommittees.

Mrs Tagg advised in regards to the finance report, income and expenditure is on track year to date and there are several capital expenditure projects forecast for this financial year which include the Holt Park Camping ground upgrade, re-sealing of the Otautau Combined Sports Complex Carpark, driveways in Mary Street and kerb and channel work in Alderley Street.

**Resolution**

Moved Member Joyce, seconded Member Johnston **and resolved:**

**That the Otautau Community Board:**

- a) **Receives the report titled “Council Report” dated 8 February 2017.**

**7.3 Southland Internet and Mobile Services - Information update for Otautau Community Board**

**Record No: R/17/2/2065**

Kelly Tagg (Community Partnership Leader) presented this report.

Mrs Tagg advised Venture Southland is leading work for the region to advocate for improved internet and mobile services for Southland’s rural communities.

Mrs Tagg explained the process (determined by the Ministry of Business Innovation and Employment) and the achievements from March 2015 to date.

Members noted that Otautau did not meet the population criteria to receive fibre under the UFB2 programme and the Government has no plans to install fibre for Otautau.

Mrs Tagg advised the Board has an opportunity to provide feedback to Venture Southland staff to discuss community and individual concerns with their internet and mobile services with the view of enabling Venture staff to continue advocacy on behalf of the region.

**Resolution**

Moved Member Cowie, seconded Member Gutsell **and resolved:**

**That the Otautau Community Board:**

- a) **Receives the report titled “Southland Internet and Mobile Services - Information update for Otautau Community Board” dated 7 February 2017.**

**7.5 Request for Letter of Support - Otautau New Life Church**

**Record No: R/17/2/2335**

Kelly Tagg (Community Partnership Leader) presented this report.

Mrs Tagg advised the purpose of the report is to circulate a request from the Otautau New Life Church for the Board to give further consideration to the Church’s request for a letter of support to be used in their funding applications for their Community Hub project.

Mrs Tagg advised the Church first approached the Board in August 2016 advising of their project and sought a letter of support to accompany their funding applications for grant monies from the Lotteries Commission and Community Trust of Southland.

Mrs Tagg explained the Board was supportive of the original project which was a building extension to their existing premises in Chester Street, Otautau, however requested the results of the survey carried out by the organisation plus any relevant data that would assist the Board in its deliberations.

Members noted the Church has now purchased the former Otautau Town Hall and plans to demolish same and build their new community hub at this site.

Mrs Tagg advised Board Members have been provided with a copy of the feasibility study carried out by the Southern Institute of Technology which contains the survey of households and clubs in the Otautau township and surrounding district, information regarding the proposed development and the capital and operating budget.

In discussing this issue the Board took into account the presentation from Mr Peter Morris and Mr Graeme Carran representing the Otautau Combined Sports Complex Incorporated in the Public Forum section of this meeting.

Following a lengthy discussion Members commented that they support the Group project as a church development agreeing that it will be a great facility for the organisation and certainly modernise Otautau Main Street, however Members felt they cannot support this project as a community hub as they felt this development does not cater to the wider community and could be a possible detriment to other groups with potential projects within the town which may also seek external funding at a later date.

Councillor Baird commented that Members do need to be mindful of other organisations seeking endorsement from the Board to accompany their funding applications for grant monies from the Lotteries Commission and Community Trust of Southland.

Further to this the Board discussed the possibility of a public meeting being held as was raised by Mr Morris and Mr Carran in the Public Forum section of the meeting to gauge local resident support in what the community actually want as a community centre.

Members agreed to this idea however felt the arrangements be deferred to a later date.

### **Resolution**

Moved Member Cowie, seconded Member Gutsell **and resolved:**

**That the Otautau Community Board:**

- a) **Receives the report titled "Request for Letter of Support - Otautau New Life Church" dated 10 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) **Requests a letter be forwarded to the Otautau New Life Church advising the Board supports the Group project as a church development however are reluctant to give support as a community hub.**
- e) **Requests a letter be forwarded to the Otautau Combined Sports Complex Incorporated and Otautau Rugby Football Club clarifying as to how the Complex can become the community centre and outlining the current Otautau Hall rate.**

### 8.1 Chairperson's Report

The Chairman, Member Bekhuis requested staff investigate the possibility of waterblasting and a repaint of the bridge situated on the main street.

### 8.2 Councillor's Report

Councillor Baird reported on issues from the Council table which included;

- Draft Annual Plan 2017/2018 and supporting documents released for public comment
- Increase in Tourism numbers in Southland
- Council Strategic Planning workshop held in Te Anau
- Tender documentation for Edendale Town Hall has been released to the public

The meeting concluded at 4.15pm

CONFIRMED AS A TRUE AND CORRECT  
RECORD AT A MEETING OF THE OTAUTAU  
COMMUNITY BOARD HELD ON THURSDAY,  
16 FEBRUARY 2017.

**DATE:**.....

**CHAIRPERSON:**.....

[illegible]



## New Triennium 2016-2019 - New Approach

Record No: R/17/3/4148

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 Otautau Community Board:**

- a) **Receives the report titled “New Triennium 2016-2019 - New Approach” dated 11 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

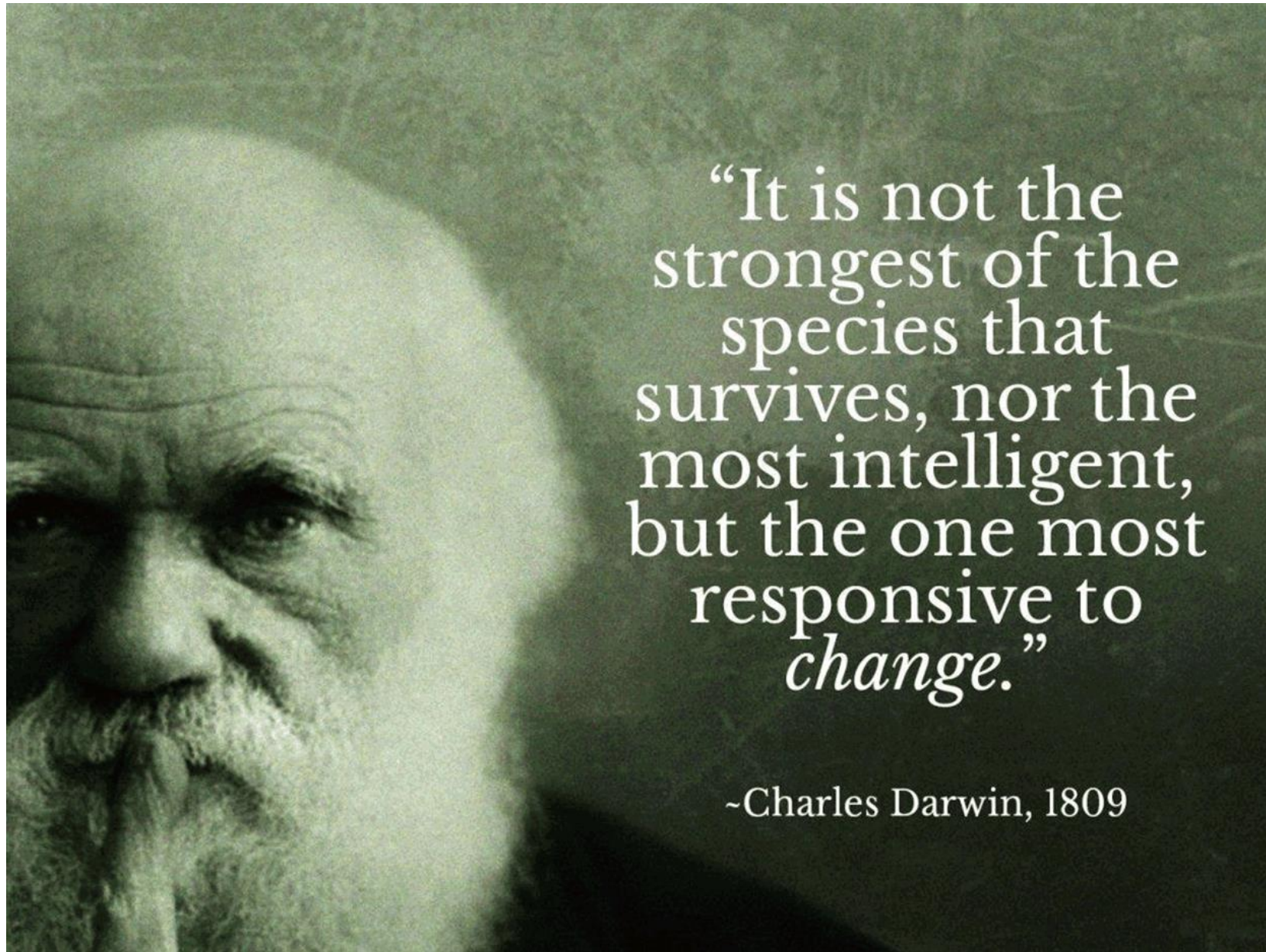
## Item 7.1 Attachment A



- 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

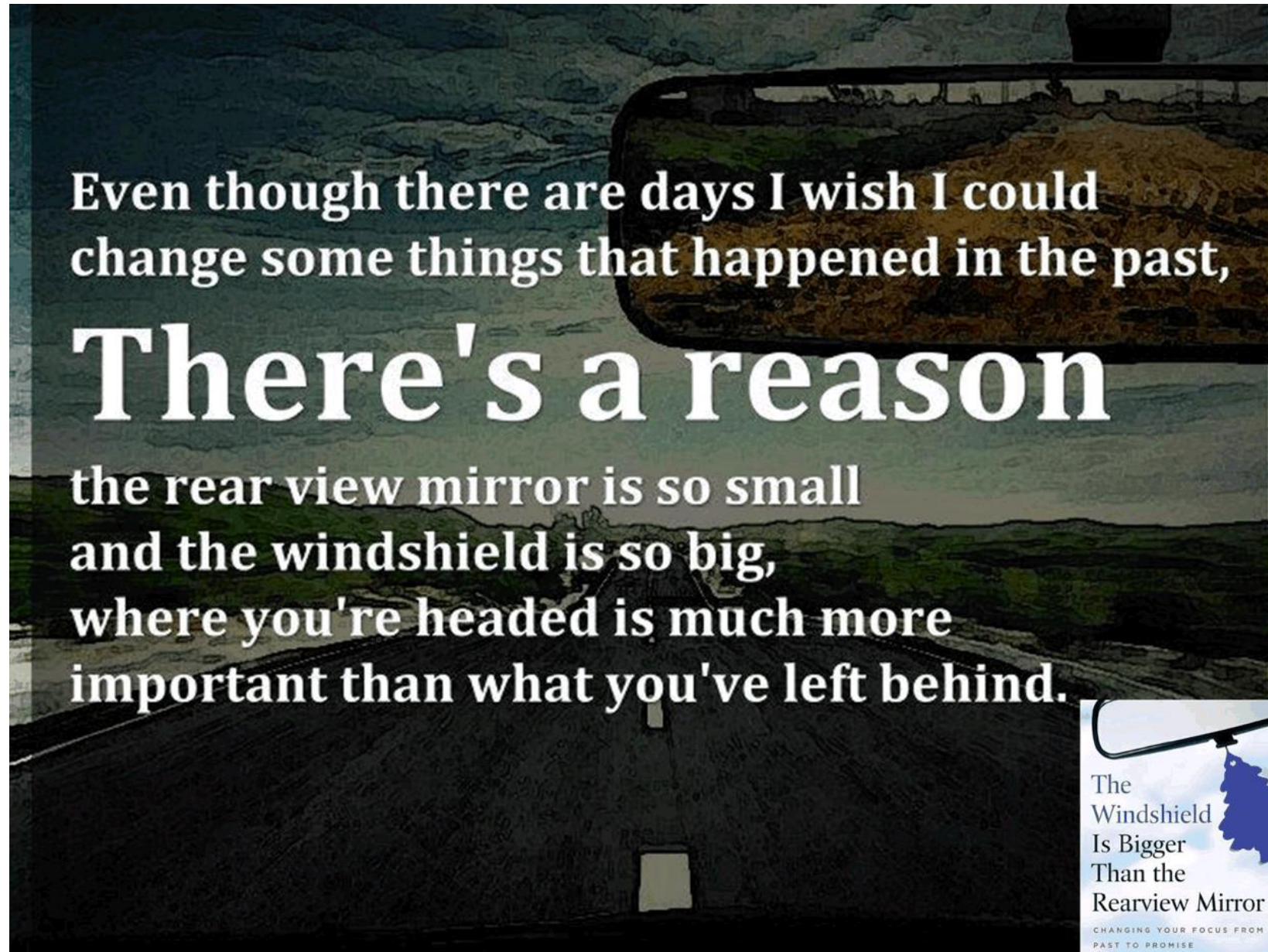


## Item 7.1 Attachment A



- 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



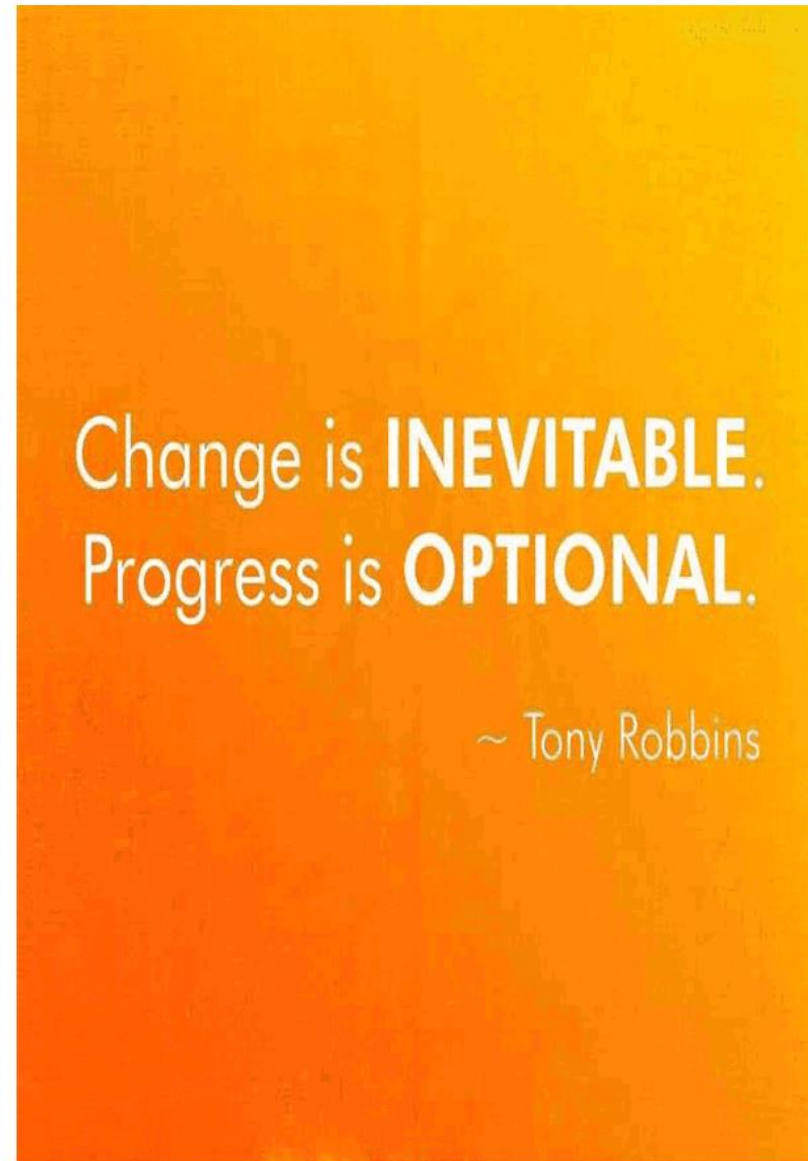
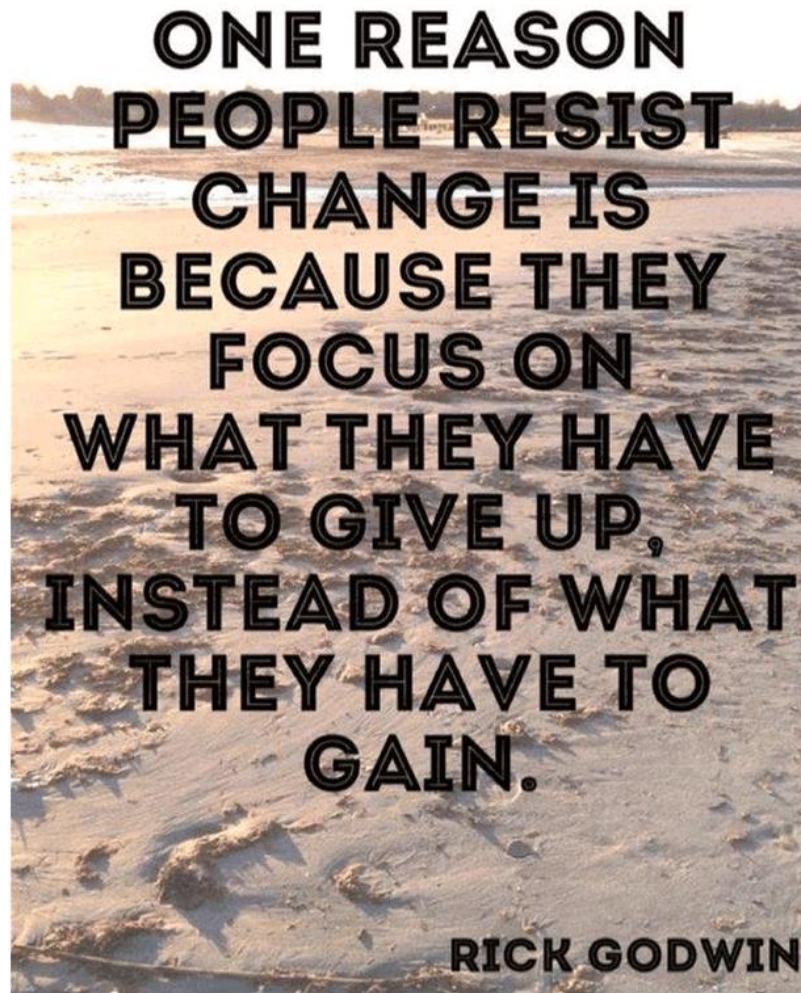


## Item 7.1 Attachment A



- 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/17/3/5908  
Author: Kelly Tagg, 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 recently 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.

### **Dashboards**

- 23 Council officers are also progressively developing a new dashboard and reporting systems for staff to be able to access data held within the various applications and external sources of data. These are being developed to operate in real time with the data being used able to highlight trends and issues early to allow Council officers to investigate in a proactive manner.

### **GIS Web Tool**

- 24 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**

- 25 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.
- 26 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**

- 27 The audit team from IANZ was at Council from 27 February to 1 March for the Council's two-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.
- 28 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.
- 29 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.
- 30 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**

- 31 An application for resource consents for the proposed Rakiura Heritage Centre has been received on 1 March for a site in central Oban. At time of writing, the Resource Planning team were reviewing the application.



- 32 As recently reported in the Southland Times, an application to alter the designation for State Highway 1 in the Edendale area is pending and expected to be received by mid- March. This will then proceed through the formal processing and decisionmaking path as outlined in the Resource Management Act 1991.
- 33 Mediation on the remaining District Plan appeals has been delayed by extended judicial leave, but is scheduled to commence with two days in April.
- 34 Council approved a resource consent for a carpark for the proposed New Life Church.

### **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.

### **Environmental Health/Alcohol Licensing**

- 37 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.
- 38 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**

- 39 Johanna Massey, 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**

- 40 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 will have 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.

- 41 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.
- 42 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.
- 43 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.
- 44 Council’s Community Partnership Leaders are conducting a series of “Community Leadership Plan” workshops across the district during the month of April. At the time of writing this report, three workshops have been held with positive feedback being received from attendees.

### **Council Strategic Workshop**

- 45 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.
- 46 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**

- 47 The month of March saw 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 attended and lead the election meetings.
- 48 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**

- 49 Further work continues to investigate opportunities for the development of Council’s Community Governance Structure for 2019 and beyond.
- 50 Officers are considering the current situation and undertaking a comparative analysis of the current structure against various scenarios. This requires consideration and clarification of the purpose of community governance entities and how they can assist in achieving community and council desired outcomes. 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**

- 51 An effective Corporate Performance Framework is fundamental for Council in support of effective planning, delivery, reporting, evaluating and creating accountabilities for organisational performance.
- 52 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**

- 53 Officers recently attended a SOLGM facilitated Risk Management Forum. This highlighted that 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 Update:**

- 54 The new Community Development Team leader is Amy Bird. Amy has considerable experience working with local government and communities in rural Queensland, Australia.
- 55 Venture Staff have also submitted a funding application to SDC Community Initiatives Fund on behalf of the Otautau Community Board for their proposed "Church Bell Display" at the Otautau Cemetery. It is proposed to repurpose the church bell from the Presbyterian Church which has recently closed in Otautau – placing it in a wooden lighthouse type structure, preserving it for future generations.
- 56 Staff have continued to work with the Otautau Museum Trust on funding applications for their roof.
- 57 The Otautau Flowers, Quilts, & Crafts Day group had a great event on February 25<sup>th</sup>; Venture staff are now working with them (alongside Denise Lormans from the Community Law Centre) on advice regarding a new trust deed and setting up as a registered charity.
- 58 Staff have also assisted the Otautau Skate Park Committee in submitting funding application to the SDC Community Initiatives Fund for the proposed skate park on the Main Street in Otautau (based on the design of the current Lumsden Skate Park).

### **Attracting and Retaining a Skilled Workforce Update**

- 59 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.

**Item 7.2**

- 60 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.
- 61 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 31<sup>st</sup> 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**

- 62 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.
- 63 Clare Sullivan has been appointed as the new Governance and Democracy Team Manager and joined Council in early April. She comes from a strong background of governance with Councils in Wellington and Christchurch. Clare will lead the team of Committee Advisors.
- 64 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**

- 65 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.
- 66 In Nightcaps, Council is 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.
- 67 From 1 January 2017 until 28 March 2017, 62 requests for service were logged with Council for the Otautau area. The request types ranged from animal and stock related, roading issues, noise control and community engineer enquiries.

### **Vince Boyle Heritage Collection**

- 68 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.
- 69 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.
- 70 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**

- 71 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.

#### **Community Engineer Update**

- 72 Several streets have been sealed in Otautau as part of Council’s annual sealing programme.
- 73 A letter was received questioning why driveways had not been re-sealed at the same time as per the Otautau Community Board’s policy. The Community Engineer advises that Otautau is the only township in the district that has a policy of sealing private driveways to the boundary and that this practice will continue. Furthermore, some of the driveways have now been re-sealed however, several will need to be completed next season due to their poor condition at present.
- 74 A local architectural firm has been requested to re-draw the plans for the Otautau Camping Ground upgrade following the Board’s decision to work within the existing footprint and not extend the building as previously planned. Once the plans have been received a building consent will be lodged. It is still intended that work on this project will commence in this financial year i.e prior to 30 June 2017.

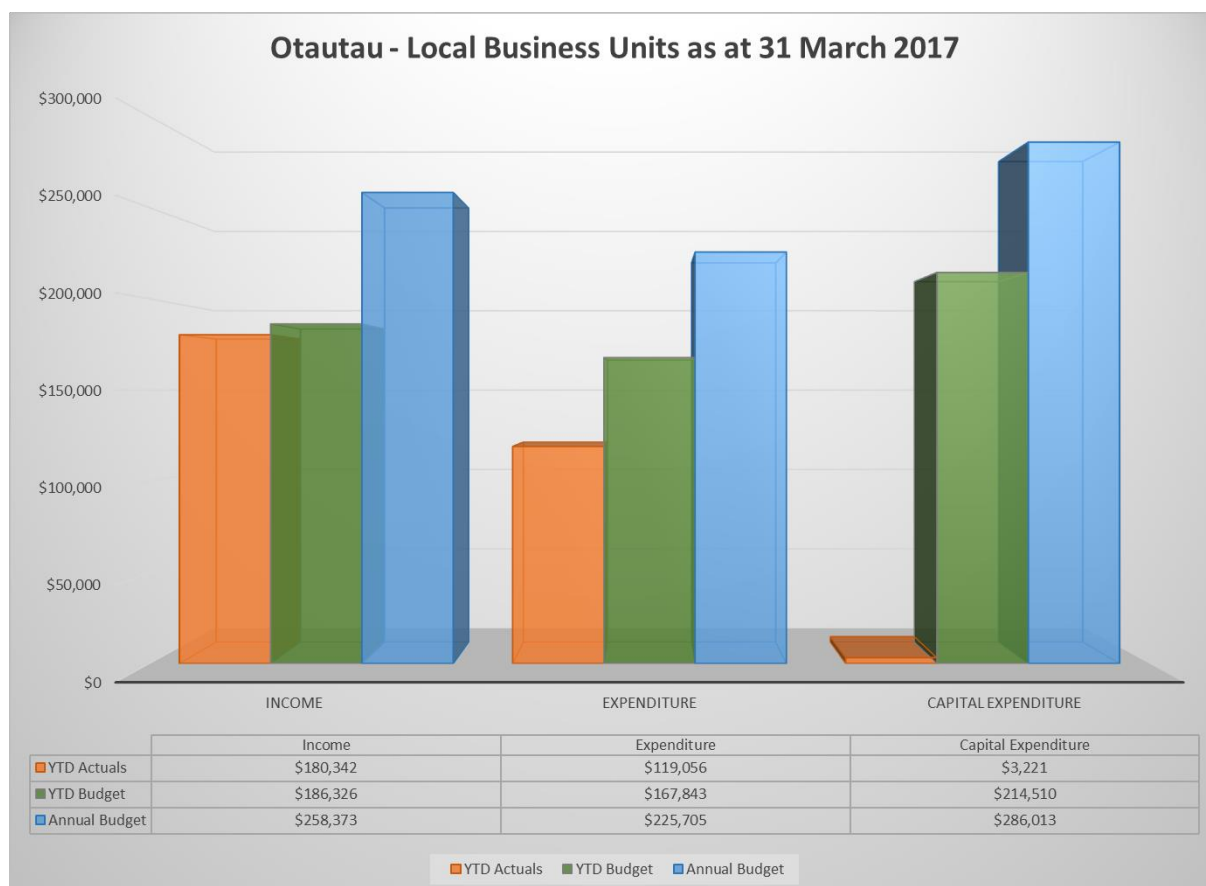
#### **Land and Water Plan Implementation**

- 75 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.

- 76 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.

## Finance

- 77 Income is slightly down on budget year to date which is largely due to a lower than expected number of interments in the Otautau cemetery. All other local income business units are within budget year to date.
- 78 Overall, expenditure is sitting at 71% of the year to date budget due to under expenditure (i.e no maintenance projects occurring) in streetworks and stormwater drainage year to date. Other business units that are under budget year to date include the Hall (which has been disposed of) and the swimming pool (funds will be transferred to the pool reserve if not used).
- 79 Capital expenditure is well below year to date due to the camping ground upgrade work not having commenced as yet. The Otautau Combined Sports Complex car park has recently been sealing and the other capital expenditure projects planned for this financial year in Mary Street and Alderly Street are programmed to be finished mid-May.



## **Recommendation**

That the Otautau Community Board:

- a) Receives the report titled “Council Report” dated 10 April 2017.

## **Attachments**

There are no attachments for this report.





## Recently Adopted Policies

**Record No:** R/17/3/3804  
**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 23<sup>rd</sup> 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 23<sup>rd</sup> of February, and will come into effect on the 1<sup>st</sup> 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 Otautau 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 23<sup>rd</sup> 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

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## 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
<b>Shop</b>	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.
<b>Employer</b>	Has the same meaning as in Section 5 of the Employment Relations Act 2000
<b>Shop Employee</b>	Means an employee within the meaning of Section 6 of the Employment Relations Act 2000 who works in or from a shop.
<b>Southland District</b>	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

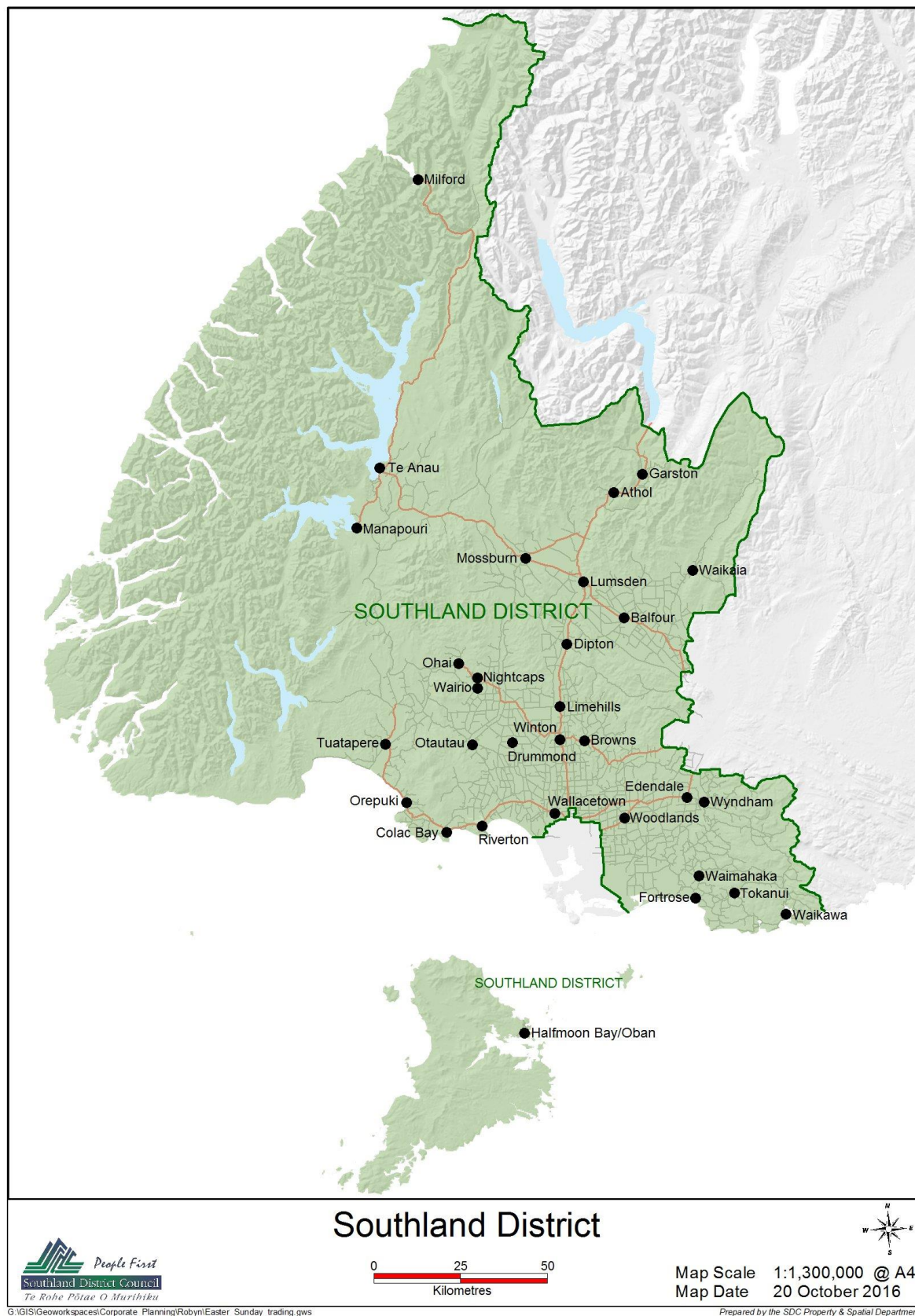
The sale and supply of alcohol on Easter Sunday aligns with the Act. The sale and supply of alcohol is restricted by the Sale and Supply of Alcohol Act 2012.

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

# 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

<b>Policy owner:</b> Community and Futures	<b>TRIM reference number:</b> R/16/8/13717	<b>Effective date:</b> 1/07/2017
<b>Approved by:</b> Council	<b>Date approved:</b> 23 February 2017	<b>Next review date:</b> 1/07/2020

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# 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.
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## 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	

## Community Liaison Persons

**Record No:** R/17/3/4177

**Author:** Alyson Hamilton, 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 appoint Otautau Community Board members as liaison persons to numerous entities in the Otautau community.
2. One of the main liaison positions that needs to be appointed is the Community Housing liaison person. One appointment needs to be made.
3. A copy of the Community Housing Policy is attached to the report. Section 6 of this policy contains a description of the role that the liaison person is expected to undertake on behalf of the Board.
4. There are also numerous other entities/organisations that the Community Board have previously appointed members to as a liaison/point of contact. These are as follows - Works, Cemeteries, Parks and Reserves, Community Housing, Emergency Management, Promotions/Young Achievers, and Alex McKenzie Arboretum.
5. The Board may choose to appoint members to all of the positions or not. At each Community Board meeting there is an opportunity for Board members to update the Board on happenings with the entity that they have been tasked with as the liaison person.

### Recommendation

**That the Otautau Community Board:**

- a) **Receives the report titled “Community Liaison Persons” dated 10 April 2017.**
- b) **Agrees to appoint a Board member as the Community Housing liaison person for Otautau for the 2016/2019 triennium.**
- c) **Agrees to appoint Board members for the 2016/2019 triennium as liaison persons for the following:**
  - **Works**
  - **Cemeteries**
  - **Parks and Reserves**
  - **Community Housing**
  - **Emergency Management**
  - **Promotions/Young Achievers**
  - **Alex McKenzie Arboretum**

### Attachments

- A Community Housing Policy - Approved 1 March 2001 [↓](#)



**POLICY:** **COMMUNITY HOUSING**

**GROUP RESPONSIBLE:** Asset Management

**DATE APPROVED:** 27/5/93

**DATE AMENDED:** 30/6/94, 23/4/98, 1/3/01

**FILE NO:** 20/2/2/1, 340/20/3/4

**POLICY DETAIL:**

**1. GENERAL POLICY**

That the Southland District Council will provide Community Housing within the District which will enable residents to remain living in their local community. The units to be provided will only be those in existence as at 1 March 2001.

**2. FUNDING**

- (a) Community Housing is to be self-funding with no rates input to cover any operational costs. All corporate overhead charges are to be recovered from 1 July 2004.
- (b) Council has a non-replacement policy of units therefore building depreciation will not be required to be funded from rentals.
- (c) Replacement costs of chattels supplied by Council is required to be funded from rentals charged.

**3. RENTAL REVIEWS**

Council shall review the rentals for all Community Housing properties on an annual basis.

**4. ELIGIBILITY**

- (a) Units will be let primarily to persons being 60 years of age and older, or to those other persons that are considered to be in need of Community Housing.
- (b) In the event of there being more than one person to be considered for placement, it shall be the responsibility of the local Allocation Committee to decide on order of priority.

- (c) Where a unit has been vacant for two months and there is no known demand from those priority persons, then the unit may be let to any person by the Property Manager, provided that:

- The person is considered appropriate to be placed in Community Housing environment.
- The local liaison person is consulted on the prospective tenant.
- The rental shall be no less than \$5 per week more than is charged for the unit.

#### 5. LOCAL ALLOCATION COMMITTEE

Where the letting of a unit requires a decision as to the order of priority, the local Allocation Committee shall consist of the following:-

- The liaison person, as appointed by the local Community Board or the Community Development Area Subcommittee.
- A member of Southland District Council staff, as appointed by the Property Manager.
- The local doctor/health nurse or Councillor, as the case may require.

#### 6. LOCAL LIAISON PERSONS

- (a) Each community shall provide a Liaison Person who is a member of or appointed by the Community Board or Community Development Area Subcommittee.
- (b) The role of the Liaison Person shall be:
- To link Council and the tenants by being the first point of contact.
  - To receive any requests for repairs and maintenance and pass onto the Property Maintenance Supervisor.
  - To authorise any maintenance work up to a value of \$250, provided that such work be of an emergency nature only.

#### 7. PROVISION OF WHITEWARE

- (a) All new tenancies from 1 March 2001 shall be subject to a condition that Council will only be obliged to supply an electric range (and in some cases a washing machine where other laundry facilities are not provided in the unit). Where other whiteware exists in a unit at the date of tenanting these will not be replaced when they reach the end of their functional life as determined by the Property Manager.
- (b) Tenancies in existence at 1 March 2001 shall remain on the same terms and conditions.

**8. DISPOSAL OF UNITS**

- (a) When units reach the end of their functional life they will not be replaced or rebuilt. If a unit is damaged or destroyed by artificial means ie fire or earthquake, etc, and it is able to be replaced or repaired by insurance payment, then any decision shall be made by Council after consulting the local community.
- (b) Where any block of units has under a 50% occupancy rate for a continuous three month period, and there is no known interest to tenant the vacant units, the whole block shall be considered for disposal. Council will examine the possibilities of placing the unit for disposal after consulting the local community.
- (c) Any relocatable unit not situated as part of a Community Housing block shall be disposed of to the tenant; or any other person when the unit becomes vacant.

**9. LOCAL SUBSIDY**

Local communities may decide whether to subsidise rentals or pay for any additional facilities or services provided at their local housing units.

**10. GARDENING AND PLANTING**

- (a) Council will only provide gardening and plantings of a general nature at each block of flats.
- (b) Tenants may have a garden adjacent to their unit with costs for the development and maintenance being met by the tenant.
- (c) In the event of a garden being no longer required or not being maintained to a reasonable standard, the Council will reinstate the area to grass.