

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

**Date:** Thursday, 29 June 2017  
**Time:** 1pm  
**Venue:** Stewart Island Pavilion  
Ayr Street  
Stewart Island

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## Stewart Island/Rakiura Visitor Levy Subcommittee Agenda

### OPEN

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#### MEMBERSHIP

<b>Chairperson</b>	Councillor Julie Keast	Ward Councillor
<b>Members</b>	Councillor Bruce Ford	Stewart Island/Rakiura Community Board representative
	Greg Everest	Stewart Island Flights representative
	Bill Moffatt	Real Journeys representative
	Jane Grant	ISS McKay representative
	Lyndon Cleaver	

#### IN ATTENDANCE

**Committee Advisor** Fiona Dunlop

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

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

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

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

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

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

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**1 Apologies**

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

**2 Leave of absence**

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

**3 Conflict of Interest**

Subcommittee 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 Subcommittee 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** – There are no minutes to confirm as this is the first meeting of the Subcommittee for this Triennium.



## Minutes of the Stewart Island/Rakiura Visitor Levy Allocations Committee Meeting held 1 June 2016

Record No: R/17/6/13862  
Author: Bronwyn Affleck, Administration Manager  
Approved by: Rex Capil, Group Manager Community and Futures

☐ Decision ☒ Recommendation ☐ Information

### Minutes of the 2016 Stewart Island/Rakiura Visitor Levy Fund Allocations Committee Meeting

- 1 The minutes from the meeting held on 1 June 2016 are attached for information.

### Recommendation

That the Stewart Island/Rakiura Visitor Levy Subcommittee:

- a) Receive the report titled “Minutes of the Stewart Island/Rakiura Visitor Levy Allocations Committee Meeting held 1 June 2016” dated 22 June 2017.

### Attachments

- A Minutes - Stewart Island/Rakiura Visitor Levy Allocation Committee - 1 June 2016 [↓](#)



# Stewart Island/Rakiura Visitor Levy Allocations Committee

## OPEN MINUTES

Minutes of a meeting of Stewart Island/Rakiura Visitor Levy Allocations Subcommittee held in the Stewart Island Pavilion, Ayr St, Stewart Island on Wednesday, 1 June 2016 at 9.45am.

### MEMBERSHIP

<b>Chairperson</b>	Neil Paterson	Councillor
<b>Members</b>	Greg Everest Bruce Ford Bill Moffatt Kevin O'Sullivan Jane Grant	SI/Rakiura Community Board Councillor South East Air ISS-McKay Real Journeys

### IN ATTENDANCE

Community Engineer Brendan Gray, Community Development Team Leader Nicola Wills,  
Committee Advisor Kirsten Hicks



**1 Apologies**

There were no apologies lodged

**2 Leave of absence**

There were no leaves of absence requested.

**3 Conflict of Interest**

The following Members declared a conflict of interest with the below mentioned applications:-

- Wharf webcams – Cr Ford
- Rakiura Heritage Centre Trust – Cr Ford
- Ulva Island Jetty rebuild – Cr Ford, Member O’Sullivan
- Maintenance to Millars Beach jetty – Cr Ford, Member O’Sullivan
- Main Road footpath upgrade – Cr Ford, Member Everest
- Footpath Fuschia Walk to Traill Park and Golden Bay – Cr Ford, Member Everest
- Horseshoe Point walking track – Cr Ford, Member Everest

Members discussed the difficulty of reaching agreement due to the number of conflicts of interest Members are required to declare.

**Resolution**

Moved Member O’Sullivan, seconded Member Grant

**That the Stewart Island/Rakiura Visitor Levy Allocations Committee**

- a) seeks clarification on Conflicts of Interest**
- b) agrees that Members who do not have a pecuniary interest still be available to discuss and/or vote on applications**

**4 Public Forum**

There were no persons seeking speaking rights in Public Forum.

**5 Extraordinary/Urgent Items**

There were no Extraordinary/Urgent items

**6 Confirmation of Minutes**

**Resolution**

Moved Member O’Sullivan, seconded Member Everest

**and resolved that the Stewart Island/Rakiura Visitor Levy Allocations Committee confirms the minutes of the meeting held on 26 May 2015.**

**Reports**

**7.1 Venture Southland Report on Successful Grants Allocated from the Stewart Island Rakiura Visitor Levy in 2014 and 2015**

**Record No: R/16/5/6848**

Venture Southland report on Successful Grants Allocated from the Stewart Island/Rakiura Visitor Levy in 2014 and 2015, prepared by Nicola Wills, Community Development Team Leader, was tabled.

Members were informed that in 2015 grants were allocated to SIRCET (\$2000), Rakiura Heritage Centre Trust (\$50,000), Horseshoe Point walking track (\$25,000), Main Road foot path upgrade (\$20,000), and the Ulva Island Wharf upgrade (\$20,000).

In 2014, the first year of allocations, grants were made to the following applicants; Port William Jetty (\$50,000), Horseshoe Point walking track (\$25,000), Lions Club (\$3000), SI Promotion Assoc. (\$2,400), and SIRCET (\$5,285).

**Resolution**

Moved Member Everest, seconded Member O'Sullivan

**That the Stewart Island/Rakiura Visitor Levy Allocations Committee:**

- a) Receives the report titled "Venture Southland Report on Successful Grants Allocated from the Stewart Island Rakiura Visitor Levy in 2014 and 2015" dated 25 May 2016.**

**7.2 Venture Southland Report on Visitor Numbers to Stewart Island and Southland**

**Record No: R/16/5/7145**

Venture Southland report on Visitor Numbers to Stewart Island and Southland, prepared by Nicola Wells, Community Development Team Leader, was tabled.

Members were informed that the approximate numbers of visitors to Stewart Island are as follows:-

- 1 October 2013 – 31 March 2014      21,000 visitors
- 1 April 2014 – 31 March 2015      30,000 visitors
- 1 April 2015 – 31 March 2016      35,000 visitors

The Committee was advised these figures are reached by dividing the total collection figure for each period by the levy fee (\$5), and is an estimation only. It does not include residents, ratepayers or children.

Staff informed Members that there has been a significant increase in visitor number to Southland. In the year ended 31 March 2016, international guest nights rose by 20.9% (to 133,010), domestic guest nights rose by 6.7% (to 304,335), and the length of stay increased from 32.3% to 35.6%.

**Resolution**

Moved Chairperson Paterson, seconded Member Grant

That the Stewart Island/Rakiura Visitor Levy Allocations Committee:

- a) **Receives the report titled “Venture Southland Report on Visitor Numbers to Stewart Island and Southland ” dated 16 May 2016.**

**7.3 Summary of 2016 Applications Received and Technical Advisory Group (TAG) Recommendations**

**Record No: R/16/5/7670**

Report Summary of 2016 Applications Received and Technical Advisory Group (TAG) recommendations, prepared by Bronwyn Affleck Administrative Manager, Venture Southland), was tabled.

The following applications were discussed in detail, including the comments from the Technical Advisory Group.

- **Bruce Ford**

Mr Bruce Ford sought the purchase and installation of web cameras at Halfmoon Bay Wharf.

Members were informed that the presence of web cams would provide weather updates, views of the area, security, Health and Safety, and monitoring of Visitor Levy paying vessels.

Mr Ford requests \$5,000 of a total project cost of \$5,000.

Member Ford declared an interest in this application

**Resolution**

Moved Member Moffatt, seconded Member Everest

**the Committee considered this project to be of low priority, and declined this application.**

- **Rakiura Heritage Centre Trust**

The Committee was informed that plans have been drawn up for a new Heritage Centre to replace the existing Rakiura Museum, which no longer meets the needs of the community. In order to progress the development of this facility, the local share of funding is urgently required to enable eligibility for government and lottery grant applications.

Members noted that \$50,000 was awarded to the Trust in the 2015 allocations round, on the proviso that the balance of funding to enable the project to proceed be secured by June 2018.

The Rakiura Heritage Centre Trust request \$100,000 of a total project cost of \$2,936,000.

Members expressed concern at the lack of a long term management for the Centre, and consequentially was not supportive of the application at this time.

Member Ford declared an interest in this application.

Moved Member Grant, seconded Member Moffatt

**and resolved that the Committee decline the application.**

- Southland District Council - Stewart Island Jetties Subcommittee

a) Ulva Island Wharf Rebuild

The Committee noted the applicant seeks assistance for the partial purchase of timber for this project in order that it may be weathered before construction commences. A grant of \$20,000 was allocated in the 2015 round of applications, for the purpose of scoping this rebuild.

Members were informed that once this scoping report is finalised, the subcommittee would be in a position to explore other funding avenues. It is also expected that the size of this project may result in multi-year funding applications.

The Committee noted the Stewart Island Jetties Subcommittee seek \$80,000 of a total materials cost of \$80,000.

Committee Members Ford and O'Sullivan declared an interest in this application.

Moved Member Everest, seconded Member Moffatt

**and resolved that the Committee supports the Ulva Island wharf rebuild, and approves a grant of \$80,000.**

b) Maintenance of Millars Beach Jetty

The Committee noted that the applicant seeks assistance for the undertaking of a thorough investigation of the jetty at Millars Beach. Members were informed that the jetty requires urgent maintenance to ensure it remains in a safe and usable condition.

Members noted that the jetty is utilised by visitors to the popular Norwegian Whalers Base, which is classified as a Marine Historic Places Trust site.

Members further noted that it would be unfortunate if health and safety concerns led to a closure of this facility; also that two access points would be beneficial.

Members Ford and O'Sullivan declared an interest in this application.

The Committee noted Stewart Island Jetties Subcommittee request \$10,000, of a total project cost of \$10,000.

Moved Member Moffatt, seconded Member Everest

**and resolved that the Committee supports the maintenance of the Millars Beach Jetty, and approves a grant of \$6,624.**

- Stewart Island Community Centre Trust

Mr Phil Dove of the Stewart Island Community Centre Trust informed Members that the Centre has never had any signage on its building. He believed that

appropriate signage would be of benefit to visitors and residents alike. The Centre is a popular venue for meetings and events.

He further informed Members that of a total project cost of \$2,300, \$925 has been sourced through fundraising and another successful grant application. Therefore, the Centre requests a grant of \$1,375.

Moved Member O'Sullivan, seconded Member Grant

**and resolved that the Committee supports this application lodged by Stewart Island Community Centre Trust for signage, and approves a grant of \$1,375.**

- Stewart Island Promotion Association

Assistance is requested towards printing costs of an updated tear-off street map. Members were informed that the map would show businesses, places of interest and local walking tracks. Stewart Island Promotion Association would undertake the preparation of information prior to printing.

The Association requests \$2,000 of a total project cost of \$2,000.

Moved Member Ford, seconded Member O'Sullivan

**and resolved that the Committee supports this application lodged by the Stewart Island Promotion Association to produce a Stewart Island Street Map, and approves a grant of \$2,000.**

- Stewart Island/Rakiura Community Board

- a) Main Road Footpath upgrade

The Stewart Island/Rakiura Community Board seeks assistance with costs associated with upgrading the Main Road footpath from the Cinema to the corner of Morris Street.

Members were informed that the Community Board successfully sought a grant of \$20,000 in 2015, for the purpose of upgrading the footpath from the cinema to the Stewart Island Gift Shop. It was then decided that it is more cost effective to complete the larger quantum of work by upgrading the full length of footpath from the cinema to Morris Street.

Members Ford and Everest declared an interest in this application.

The Board seeks \$23,608 of a total project cost of \$43,608.

Moved Member O'Sullivan, seconded Member Grant

**and resolved that the Committee supports this application for the Main Road footpath upgrade, and approves a grant of \$20,000.**

- b) New footpath to connect the Fuschia Walk with Traill Park and Golden Bay Road

The Stewart Island /Rakiura Community Board seeks assistance to establish a new footpath connecting the Fuschia Walk with Traill Park and Golden Bay Road.

Members were informed that the establishment of such a footpath would ensure safety and enhance visitor experience by supplying access to the frequently used areas of Traill Park and the Fuschia Walk.

Members noted that this project would likely result in multi-year applications, and that there exists no current defined scope of work.

Members Ford and Everest declared an interest in this application.

Moved Member Moffatt, seconded Chairperson Paterson

**and resolved that the application lodged by Stewart Island/Rakiura Community Board for funds to establish a new footpath to connect the Fuschia Walk with Traill Park and Golden Bay Road, be declined.**

c) Horseshoe Point Walking Track upgrade

The Stewart Island/Rakiura Community Board seeks funding towards the third and final stage of the upgrade of the Horseshoe Point walking track.

Members noted that stages one and two have now been completed, upgrading the track from Bragg Bay to Deadman Beach.

Members Ford and Everest declared an interest in this application.

The Community Board seek \$40,000, of a total project cost of \$40,000.

Moved Member O'Sullivan, seconded Member Grant

**and resolved that the Committee supports this application lodged by Stewart Island/Rakiura Community Board to upgrade the third section of the Horseshoe Bay Walking Track, and approves a grant of \$40,000.**

- Stewart Island/Rakiura Community Environmental Trust

The Stewart Island/Rakiura Community Environmental Trust (SIRCET) requests financial assistance with operational costs incurred by the on-going Halfmoon Bay Habitat Restoration project ( especially vehicle costs, bait, traps and field equipment).

Members noted that visitors benefited from the increase in native birdlife and the opportunity to volunteer for this organisation. The impact of visitors is also mitigated against by work undertaken in Halfmoon Bay and Ackers Point.

SIRCET seek \$4,800 of a total project cost of \$42,300

Moved Member Grant, seconded Member Everest

**and resolved that the Committee supports this application lodged by SIRCET for running costs, and approves a grant of \$4,800.**

## 7.4 Financial Report

### Stewart Island/Rakiura Visitor Levy Financial Report

Stewart Island/Rakiura Visitor Levy Financial Report Mrs A Reyes (Accountant), was tabled.

Members discussed the financial document, and noted that it was based on funds received rather than those anticipated. Members were informed that the figures are GST exclusive, which needs to be kept in mind when looking at visitor numbers.

Moved Chairperson Paterson, seconded Member O'Sullivan

**and resolved that the Financial Report for the 2017 Visitor Levy Allocations meeting contain visitor numbers and figures up to 31 March, and also the amount available for allocation be shown within the Financial Report.**

Moved Chairperson Paterson, seconded Member O'Sullivan

**and resolved that the Stewart Island/Rakiura Visitor Levy Allocations Committee:**

- a) **Receives the report titled "Stewart Island/Rakiura Visitor Levy Financial Report" dated 26 May 2016.**
- b) **Determines that this matter or decision be recognised as not significant in terms of Section 76 of the Local Government Act 2002.**
- c) **Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the Act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.**

## 8.0 Chairperson's Report.

Chairperson Paterson suggested that every alternate year, committee members undertake site visits to examine the projects of successful past applicants. Members suggested that in some cases it might be more practical to have photos requested as part of the Accountability process.

Moved Member Grant, seconded Member O'Sullivan

**and resolved that Stewart Island/Rakiura Visitor Levy Allocation Committee Members undertake site visits of past and current grant applicants in the morning of the next meeting date, followed by the formal Committee meeting.**

The meeting closed at 11.15am

The Chairperson thanked Members for their attendance and attention to business and declared the meeting closed.

CONFIRMED AS A TRUE AND CORRECT  
RECORD AT A MEETING OF THE STEWART  
ISLAND/RAKIURA VISITOR LEVY  
ALLOCATIONS COMMITTEE HELD ON

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1 JUNE 2016

**DATE:**.....

**CHAIRPERSON:**.....



## Correspondence - E-mail received from Carolyn Squires

**Record No:** R/17/6/13870  
**Author:** Bronwyn Affleck, Administration Manager  
**Approved by:** Rex Capil, Group Manager Community and Futures

☐ Decision ☐ Recommendation ☒ Information

### Correspondence from Carolyn Squires highlighting safety issues relating to roading and visitors.

- 1 The Stewart Island Visitor Levy Fund Technical Advisory Group recommend forwarding this correspondence to the Stewart Island/Rakiura Community Board for a response.

### Recommendation

That the Stewart Island/Rakiura Visitor Levy Subcommittee:

- a) Receive the report titled “Correspondence - E-mail received from Carolyn Squires” dated 22 June 2017.
- b) Refer the correspondence from Carolyn Squires, highlighting roading and visitor safety issues, to the Stewart Island/Rakiura Community Board to consider and respond.

### Attachments

- A E-mail from Carolyn Squires to the Stewart Island/Rakiura Visitor Levy Subcommittee highlighting safety issues relating to roading and visitors [↓](#)

**Bronwyn Affleck**

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**From:** Russell & Carolyn Squires <r-c-squires@clear.net.nz>  
**Sent:** Tuesday, 11 April 2017 1:09 p.m.  
**To:** Bronwyn Affleck  
**Subject:** Re: Rakiura visitor levy fund.

Hello there thought the deadline is over for the Levy applications. Could you please forward this suggestion as I'm on the afternoon flight off the Island, thank you. Carolyn Squires

> On 3/04/2017, at 5:41 pm, Bronwyn Affleck <bronwyn@venturesouthland.co.nz> wrote:

>

> Hi Carolyn

>

> Do you wish to make an application to the Stewart Island/Rakiura Visitor Levy Fund - or is your intent just to highlight the issues..?

>

> Kind Regards

> Bronwyn

>

> Bronwyn Affleck ADMINISTRATION MANAGER Venture Southland -----Original

> Message-----

> From: Russell & Carolyn Squires [mailto:r-c-squires@clear.net.nz]

> Sent: Saturday, 1 April 2017 12:42 p.m.

> To: Bronwyn Affleck

> Subject: Rakiura visitor levy fund.

>

> Hello there have lived on Rakiura since 1974.

>

> The safety issues with the roading & visitors is a constant worry.

>

> The corner you turn prior to getting to Lonnerkers Beach the residence

> with rapid dispatch number 116 Lindsay & Loraine Squires, plus 4 more

> neighbours the Hopkins family, is very narrow

>

> difficult with people walking, & the rental cars is almost an accident waiting to happen.

>

> Theres no where to widen road re a footpath, so consider erecting a walkway thats dropped over the side of the road at that corner, would need to be aluminium or some such metal.

>

> This is done in Europe very successfully, (Italy with their steep narrow roads) comes to mind.

>

> Its defensive driving all the way here with the amount of visitors, perhaps the speed limit could also be dropped to 40 kilometres, & 20 km along the waterfront from the post office to the wharf.

>

>

> Yours faithfully

> Mrs Carolyn Squires

> Box 17

> Oban

>

>

> -----

> ----- This Message has been successfully scanned by Mail

> Marshal at Venture Southland Please forward your enquiries to

## Stewart Island Rakiura Visitor Levy Policy - January 2017

**Record No:** R/17/6/13871  
**Author:** Bronwyn Affleck, Administration Manager  
**Approved by:** Rex Capil, Group Manager Community and Futures

☐ Decision ☐ Recommendation ☒ Information

### Stewart Island Rakiura Visitor Levy Policy – January 2017

- 1 The Stewart Island Rakiura Visitor Levy Policy was reviewed by Southland District Council in January 2017. The Policy is attached for your information.
- 2 Please note a further review of the policy will be undertaken.

### Recommendation

That the Stewart Island/Rakiura Visitor Levy Subcommittee:

- a) Receive the report titled “Stewart Island Rakiura Visitor Levy Policy - January 2017” dated 22 June 2017.

### Attachments

- A Final Stewart Island Rakiura Visitor Levy Policy - January 2017 [↓](#)

**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>



## Stewart Island/Rakiura Visitor Levy Fund Financial Report

**Record No:** R/17/6/13794  
**Author:** Bronwyn Affleck, Administration Manager  
**Approved by:** Rex Capil, Group Manager Community and Futures

☐ Decision ☐ Recommendation ☒ Information

### Stewart Island/Rakiura Visitor Levy Fund

- 1 This report presents the Financial Report to the Stewart Island/Rakiura Fund as at 31 March 2017.

### Recommendation

That the Stewart Island/Rakiura Visitor Levy Subcommittee:

- a) Receive the report titled “Stewart Island/Rakiura Visitor Levy Fund Financial Report” dated 22 June 2017.

### Attachments

- A Stewart Island/Rakiura Visitor Levy Fund Financial Report to 31 March 2017 [↓](#)

**Southland District Council  
Stewart Island/Rakiura Visitor Levy  
as at 31 March 2017**

<u>Summary</u>	<b>Actual to date</b>	<b>Annual Budget</b>
Opening Balance, 1 July 2016	83,089	-
SI Levy *	130,246	133,250
Fund reserved for prior year commitments (not yet uplifted)	50,000	
Interest - Operating Investment	579	-
Interest 2016/17 **	-	557
<b>Total Funds</b>	<b>263,913</b>	<b>133,807</b>
<u>Less</u>		
Current year commitments	-	-
Prior year commitments	50,000	-
Postage	-	-
Printer & printing costs	-	-
General Expenses	43	-
Miscellaneous Grant ***	(176)	133,250
Travel	-	-
<b>Total</b>	<b>49,867</b>	<b>133,250</b>
<b>Funds Held in Reserves (Available for distribution)</b>	<b>214,046</b>	<b>557</b>

**Notes:**

\* Total of \$24,239 has been accrued for Real Journeys and SI Flights to ensure all income is to the 31 March 2017. Visitor numbers from Real Journeys and SI Flights were received after month end.

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

\*\*\* A refund was received from the Stewart Island Promotions Association

Year					
Committed	<u>PRIOR YEAR COMMITMENTS</u>	<b>Committed</b>	<b>Uplifted</b>	<b>Balance</b>	<b>PO Number</b>
2014-2015	Rakiura Heritage Centre Trust	50,000	-	50,000	
2015-2016	SI/Rakiura Community Environment Trust	4,800	4,800	-	123520
2015-2016	SI/Rakiura Community Board - Upgrade Horseshoe Point Track	40,000	40,000	-	
2015-2016	SI/Rakiura Community Board - Upgrade of Main Road footpath from Rakiura Charters to Morris St	20,000	20,000	-	
2015-2016	S.I. Jetties Subcommittee - Timber purchase for Ulva Is Wharf rebuild	80,000	80,000	-	
2015-2016	S.I. Jetties Subcommittee - Maintenance Millars Beach wharf	6,624	6,624	-	
2015-2016	SI Promotions Assoc. - Street Map	2,000	2,000	-	123521
2015-2016	SI Community Centre - Signage	1,375	1,375	-	123522
<b>Total</b>		<b>204,799</b>	<b>154,799</b>	<b>50,000</b>	

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

## Stewart Island/Rakiura Visitor Levy Fund - Summary of Applications including Technical Advisory Group Comments and Recommendations

Record No: R/17/6/13785  
Author: Bronwyn Affleck, Administration Manager  
Approved by: Rex Capil, Group Manager Community and Futures

☒ Decision ☐ Recommendation ☐ Information

### Stewart Island/Rakiura Visitor Levy Fund summary of applications received in the funding round closing 31 March 2017.

- 1 This report provides the Technical Advisory Group comments and recommendations.

### Recommendation

That the Stewart Island/Rakiura Visitor Levy Subcommittee:

- a) Receive the report titled “Stewart Island/Rakiura Visitor Levy Fund - Summary of Applications including Technical Advisory Group Comments and Recommendations” dated 22 June 2017.
- b) Approve the allocation of funds for the Stewart Island/Rakiura Visitor Levy Fund as per the attached schedule including any amendments made during the review.

### Attachments

- A Stewart Island/Rakiura Visitor Levy fund - Summary of Applications including Technical Advisory Group Comments and Recommendations [↓](#)

**Stewart Island/Rakiura Visitor Levy Fund****Summary of Applications including Technical Advisory Group  
Comments and Recommendations**

Funding available \$214,056

Total of Recommendation: \$186,750

**1 Department of Conservation****Project – DOC Long Term Volunteer Programme**

Request assistance towards accommodation and clothing costs associated with the DOC Long Term Volunteer Programme.

This project will assist the reduction of pest plants/weeds in key areas within Oban and wider Stewart Island/Rakiura. Mitigate the adverse effects of visitors on the environment, with a specific focus on Ulva Island, increase the number of native birds and plants and maintain high quality local walks (13 in Oban).

Total Project Cost \$16,184

Amount Requested \$6,284

Recommendation **\$6,284****TAG Comment:***Fits criteria and supported.***2 Kate Hamilton****Project – Trail Park Playground**

Request assistance towards costs associated with the development of a playground facility at Trail Park.

Trail Park is an under-utilised area would provide another feature within the existing popular recreation area, is away from the water front area and busy roads and close of toilet facilities.

Total Project Cost \$50,994

Amount Requested \$50,944

Recommendation **Nil****TAG Comment:***Community Board declined a similar application.**There are two existing playgrounds within close proximity.**Primary benefit would be for residents therefore does not satisfy the criteria.*



### 3 Rakiura Heritage Trust

#### Project – Historical Walkabout Pamphlet

Request assistance towards costs associated with printing Walkabout pamphlets for visitors to take when the Museum is not open. A trial run already undertaken has proved very popular. The pamphlets will be free and contain information relating to the history of the area, as well as things to do and see.

Total Project Cost	\$400		
Amount Requested	\$400	Recommendation	\$400

**TAG Comment:**

*Fits criteria and supported*

### 4 Southland District Council

#### (a) Project – Walking Track Maintenance

Request assistance towards costs associated with track maintenance required due to Increased demand. The walking tracks are generally in good condition with only minor repairs/maintenance required. Ringaringa Beach, Evening Cove, Bathing Beach and Lonneckers Beach Tracks require gravel, step replacement or step construction work to improve access.

The tracks are used by thousands of visitors annually to gain access to Stewart Island beaches and bays.

Total Project Cost	\$25,600		
Amount Requested	\$25,600	Recommendation	\$25,600

**TAG Comment:**

*Fits criteria and supported.*

*Projects are identified in Southland District Council's Long Term Plan.*

*Upgrade of existing tracks that are well utilised by visitors.*

#### (b) Project – Mill Creek to Bathing Beach Track

Request assistance towards costs associated with establishing a track from Mill Creek to Bathing Beach. This will provide high tide access to the Bathing Beach area and provide a safe option for retreat if caught by tide.

There is no established track in this location.

Total Project Cost	\$8,200		
Amount Requested	\$8,200	Recommendation	\$8,200

**TAG Comment:**

*Fits criteria and supported.*

*There is no established track in this location.*

**(c) Project – Moturau Punga Fencing**

Request assistance towards continuing the punga fence restoration work around the car park and public toilet entrance.

Total Project Cost	\$2,223		
Amount Requested	\$2,223	Recommendation	<b>\$2,223</b>

**TAG Comment:**

*Fits criteria and supported*

**(d) Project – Walking Track / Footpath**

Request assistance towards costs associated with establishing a footpath alongside Golden Bay Road from the end of the Fushia Walk to Rankin Street.

Currently there is no footpath and visitors walk on the road. A footpath would provide a safer option.

Total Project Cost	\$41,000		
Amount Requested	\$41,000	Recommendation	<b>\$41,000</b>

**TAG Comment:**

*Fits criteria and supported.*

*High density tourist route.*

*Increased health and safety for visitors.*

**5 Stewart Island Jetties Subcommittee****Project – Ulva Island Jetty Rebuild**

Request assistance towards costs associated with renewing / re-building the Ulva Island Jetty within the next 2-3 years.

Ulva Island is visited by thousands of tourists annually and the jetty is vital for passenger access / egress.

Total Project Cost	\$256,000 (Estimate)		
Amount Requested	\$80,000	Recommendation	<b>\$80,000</b>

(Awarded \$80k from SIVLF 2016)

**TAG Comment:**

*Fits criteria and supported.*

*Project is identified in Southland District Council's Long Term Plan.*

*Urgent – critical tourism infrastructure.*

*Two-thirds of all visitors go to Ulva Island.*

*Due to the importance of this project – for this round only - the Technical Advisory Group request the Allocation SubCommittee to consider allocating the balance of funding remaining and , after other grant allocations have been confirmed, towards the Ulva Island Jetty Rebuild.*

## 6 Stewart Island Promotion Assn Inc

### (a) Project – Welcome Signage

Request assistance towards costs associated with the installation of Stewart Island branded “Welcome” signage at three entry points to the Island: at the main entrance to the main wharf in Halfmoon Bay, at Golden Bay and at the Ryan’s Creek airstrip.

The signage would provide visitors with a sense of warmth and awareness that the community welcomes their visit. It would also enhance the look and feel of the village.

Total Project Cost	\$8,123		
Amount Requested	\$8,123	Recommendation	\$8,123

#### **TAG Comment:**

*Fits criteria and supported.*

*Once installed signage to be maintained by Stewart Island Promotion Assn.*

*Signage to be approved by the Stewart Island Community Board.*

### (b) Project – Stewart Island Itineraries

Request assistance towards costs associated with developing suggested itineraries to assist visitors with knowing how to ‘experience’ Stewart Island. Itineraries would be listed on website, part of local notice board content and within proposals to conference incentive groups/bids. Education groups, cruise ShoreEx, media and other trade visitors. A Variety of content based on time available, weather conditions, special interest and level of fitness.

With no independent Visitor Information Centre on the Island, sourcing the required information can be confusing and time consuming for visitors. Itineraries would assist visitors to maximise opportunities and provide greater visitor satisfaction.

Total Project Cost	\$850		
Amount Requested	\$850	Recommendation	Nil

#### **TAG Comment:**

*Do not wish to set a precedent of supporting the payment of wages/salary.*

*Support application (e).*

### (c) Project – Media and Trade Famil Programme

Request assistance towards costs associated with the continuation and further development of the programme to host tourism media and trade. Personal interaction, the provision of information and sharing of local experiences to these people has the potential to reach a large number of future visitors.

Total Project Cost	\$1,000		
Amount Requested	\$1,000	Recommendation	Nil

#### **TAG Comment:**

*Do not wish to set a precedent of supporting the payment of wages/salary.*

*Support application (e).*

**(d) Project – Cruise Ship Liaison and Visitor Experience Host**

Request assistance towards costs associated with increasing community awareness prior to Cruise Ship days; liaise with individual personnel and agents; host passenger arrival (on wharf); develop custom collateral and contribute to promotion of community initiatives.

Due to the limitations of the existing wharf structures disembarkation and organisation of large numbers of passengers requires practised management. A personal welcome on the wharf by someone with local knowledge can help deploy visitors and assist with traffic management to ensure a positive experience.

Stewart Island Promotions Assn has provided Cruise Ship liaison and visitor host services for the past three Cruise Ship seasons. We are no longer in a financial position to continue funding this activity. As the Visitor Levy Fund receives a direct benefit from the presence of cruise passengers it is hoped the assistance sought will be granted.

Total Project Cost	\$3,390		
Amount Requested	\$3,390	Recommendation	Nil

**TAG Comment:**

*Do not wish to set a precedent of supporting the payment of wages/salary.  
This role is undertaken by shipping agents on the Island.  
Support application (e).*

**(e) Project – Visitor Information Collateral**

Request assistance towards costs associated with the annual update of Street Map detail and printing, generic visitor information in the brochure and integration into website listings.

The content of these sources of visitor information needs to be accurate to ensure customer focus and functionality. It is intended to coordinate all existing material by application of the newly (2016) adopted branding.

Both the Street Map and brochure are distributed free of charge to all visitors, these are available at departure points and local outlets.

Total Project Cost	\$3,700		
Amount Requested	\$3,700	Recommendation	<b>\$3,700</b>

**TAG Comment:**

*Fits criteria and supported.*

## 7 Stewart Island/Rakiura Community and Environment Trust (SIRCET)

### Project – Halfmoon Bay Habitat Restoration Project

Request assistance towards costs associated with the Halfmoon Bay Habitat Restoration Project which controls possums, rats and feral cats on private and public land around Halfmoon Bay. To date 210ha has coordinated pest control. Sustained control has resulted in a dramatic increase in the number of native birds present around the township.

The success of this project is dependent in some measure on the amount of funding accessed in what is currently a very restricted funding environment. Unlike organisations based close to major population centres, we are often not eligible for region based funding, nor do we have ready access to large corporations.

SIRCET is applying for Visitor Levy Funding towards this project because we continue to see a great deal of overlap between the goals of the Stewart Island Visitor Strategy and the goals of the project.

Total Project Cost	\$52,177		
Amount Requested	\$6,500	Recommendation	\$6,500

#### **TAG Comment:**

*Fits criteria and supported.*

## 8 Toi Rakiura Arts Trust

### Project – Arts on Tour New Zealand

Request assistance towards costs associated with bringing high quality entertainment/shows to the Island to enhance visitor experience. Currently over 50% of attendees are visitors.

We bring entertainment that will appeal to a wide audience and book these shows to coincide with the tourist season.

Total Project Cost	\$10,836		
Amount Requested	\$7,836	Recommendation	\$4,720

#### **TAG Comment:**

*Fits criteria and supported.*

*Recommendation = eligible costs minus the \$3,000 estimated ticket sales income.*