



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

Date: Monday, 23 March 2020
Time: 2.00pm
Meeting Room: Stewart Island Pavilion
Venue: Ayr St
Oban

Stewart Island/Rakiura Community Board Agenda OPEN

MEMBERSHIP

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

IN ATTENDANCE

| | |
|---|---------------|
| Committee Advisor/Customer Support Partner | Kirsten Hicks |
| Community Partnership Leader | Karen Purdue |
| Community Liaison Officer | Megan Seator |

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

Note: The reports contained within this agenda are for consideration and should not be construed as Council policy unless and until adopted. Should Members require further information relating to any reports, please contact the relevant manager, Chairperson or Deputy Chairperson.

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| TYPE OF COMMITTEE | Community board |
| RESPONSIBLE TO | <p>Council</p> <p>Each community board will have a relationship with the committees in section 8.4.2 to 8.4.5 of the delegations manual based on the scope of the activities/functions delegated to each committee.</p> |
| SUBCOMMITTEES | As noted in section 8.5 of the delegations manual various subcommittees will report to specific community boards. |
| LEGISLATIVE BASIS | <p>Resolution made by Council through the representation arrangements as per the Local Electoral Act 2001.</p> <p>Role, status and membership as per subpart 2 of Part 4 of the Local Government Act 2002 (LGA).</p> <p>Treaty of Waitangi as per section 4, Part 1 of the LGA.</p> <p>Opportunities for Maori to contribute to decision-making processes as per section 14 of Part 2 of the LGA. Community boards delegated powers by Council as per schedule 7, clause 32, LGA.</p> <p>Appointment of councillors to community boards as per section 50, LGA.</p> |
| MEMBERSHIP | <p>Oreti and Waihopai Toetoe Community Boards have seven members elected by the local authority triennial elections plus a member appointed by Council. All other community boards have six members plus a member appointed by Council.</p> <p>The chairperson is elected by the community board.</p> <p>Councillors who are not appointed to community boards can only remain for the public section of the community board meeting. They cannot stay for the public excluded section unless the community board agrees.</p> |
| FREQUENCY OF MEETINGS | Every second month but up to ten ordinary meetings a year |
| QUORUM | Not less than four members |
| KEY FUNCTIONS | <ul style="list-style-type: none"> • to promote the social, economic, environmental and cultural well-being of local communities and in so-doing contribute to the realisation of Council's vision of one District offering endless opportunities • to provide leadership to local communities on the strategic issues and opportunities that they face • to be advocates and representatives for their local community and in so doing ensure that Council and other agencies have a clear understanding of local needs and aspirations • to be decision-makers on issues that are delegated to the board by Southland District Council • to develop relationships and communicate with key community organisations, special interest groups, residents and businesses within the community |

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| | <ul style="list-style-type: none"> • to maintain an overview of the services Council delivers to its communities and assess the extent to which these services meet community needs • to recommend the setting of levels of service and budgets for local activities. |
| DELEGATIONS | <p>The community board shall have the following delegated powers and be accountable to Council for the exercising of these powers.¹</p> <p>In exercising the delegated powers, the community board will operate within:</p> <ol style="list-style-type: none"> 1) policies, plans, standards or guidelines that have been established and approved by Council 2) the needs of the local communities; and 3) the approved budgets for the activity. <p>Power to Act</p> <p>The community board will prepare and implement programmes of work, which will be reflected in its community board plan, which are relevant to the purposes of the community board that are consistent with the long term plan and annual plan processes of Council. Such programmes are to include budgetary provision for all costs associated with the work.</p> <p>Community Well-Being</p> <ol style="list-style-type: none"> 4) to develop local community outcomes that reflect the desired goals for their community/place 5) to monitor the overall well-being of local communities and use the information gathered to inform development of local strategies to address areas of need 6) work with Council and the community to develop a community board plan for the community of interest area – working in with any community plans that may exist. <p>Community Leadership</p> <ol style="list-style-type: none"> 7) communicate and develop a relationship with community organisations, local groups, and special interest groups within the local community of interest 8) identify key issues that will affect their community of interest's future and work with Council staff and other local representatives to facilitate multi-agency collaborative opportunities 9) promote a shared vision for the community of interest area and develop and promote ways to work with others to achieve positive outcomes 10) provide a local community perspective on Council's long term plan key performance indicators and levels of service as detailed in the long term plan, and on local expenditure, rating impacts and priorities. |

¹ Local Government Act 2002, s.53

Advocacy

11) submissions

- a) authority to make recommendations to Council on matters to be considered in submissions Council may make to external organisations' regional or national policy documents, select committees
- b) authority to make submissions to Council or other agency on issues within its community of interest area
- c) authority to make submissions to Council on bylaws and recommend to Council the level of bylaw service and enforcement to be provided, having regard to the need to maintain consistency across the District for all Council bylaws.

12) authority to prepare a submission to Council on the proposed levels of service, income and expenditure within the community of interest area, for consideration as part of the long term plan/annual plan process

13) provide comment by way of the formal Annual Plan/Long Term Plan process on relative priorities for the delivery of District services and levels of service within the community board area.

District activities include:

- a) wastewater
- b) solid waste
- c) water supply
- d) parks and reserves
- e) roading
- f) libraries
- g) cemeteries
- h) emergency management
- i) stormwater
- j) public toilets
- k) community housing

14) Council will set the levels of service for District activities – if a community board seek a higher level of service they will need to recommend that to Council and it will need to be funded in an appropriate way (locally).

Community Assistance

15) authority to establish prioritisation for allocation based on an overarching set of criteria from council to guide the scope of the activity

16) authority to grant the allocated funds from the Community Partnership Fund

- 17) authority to allocate bequests or grants generated locally consistent with the terms of the bequest or grant fund

Northern Community Board

- 18) make decisions regarding funding applications to the Northern Southland Development Fund. The Northern Community Board may invite a representative of the community of Dipton to take part in the decisions on applications to the Northern Southland Development Fund.

Unbudgeted Expenditure

Approve unbudgeted operating expenditure for local activities of up to \$20,000.

Approve up to a \$20,000 increase in the projected cost of a budgeted capital works project/item that is included in the annual plan/LTP.

Authority to delegate to the chief executive, when approving a project definition/business case, over-expenditure of up to \$10,000 for capital expenditure against the budget detailed in the Annual Plan/LTP.

Service Delivery

Local Activities

For activities within the local activities category, the community board shall have authority to:

- a) recommend to Council levels of service for local activities having regard to Council budgets within the Long Term Plan and Annual Plan process
- b) recommend to Council the rates and/or user charges and fees to fund the local activities
- c) accept donations of a local asset eg a gas barbeque, park bench, etc with a value of less than \$20,000.
- d) approve project definitions/business cases for approved budgeted capital expenditure up to \$300,000
- e) recommend to the Services and Assets Committee the approval of project definitions/business case and procurement plan for capital expenditure over \$300,000 and/or any unbudgeted capital expenditure
- f) monitor the performance and delivery of the service in meeting the expected levels of service
- g) facilitate the development of local management plans (for subsequent recommendation to Council), where required by statute or in support of District or other plans for reserves, harbours, and other community facilities, except where powers:
 - have been delegated to Council officers; or
 - would have significance beyond the community board's area or otherwise involves a matter of national importance (Section 6 Resource Management Act 1991); or

- involve the alienation of any part of a proposed or existing esplanade reserve by way of width reduction, easement, lease or otherwise.

Local activities include:

- i) community leadership
- ii) local halls and community centres (within Council's overarching policy for community facilities)
- iii) wharves and harbour facilities
- iv) local parks and reserves
- v) parking limits and footpaths
- vi) Te Anau/Manapouri Airport (Fiordland Community Board)
- vii) Stewart Island Electricity Supply Authority (SIESA) (Stewart Island/Rakiura Community Board)
 - (i) for the above two local activities only
 - (ii) recommend levels of service and annual budget to the Services and Assets Committee
 - (iii) monitor the performance and delivery of the service
- 19) naming reserves, structures and commemorative places
 - a) authority to decide upon requests from the community, regarding names of reserves, the placement of structures and commemorative places.
- 20) naming roads
 - a) authority to decide on the naming for public roads, private roads and rights of way
- 21) assist the chief executive by providing comment (through the board chairperson) to consider and determine temporary road closures applications where there are objections to the proposed road closure.

Rentals and Leases

In relation to all leases and licences of land and buildings for local activities within their own area, on behalf of Council;

- a) accept the highest tenders for rentals more than \$10,000
- b) approve the preferential allocation of leases and licenses where the rental is \$10,000 or more per annum.

Environmental management and spatial planning

- 22) provide comment on behalf of the relevant community/communities on resource consent applications referred to the community board for comment.
- 23) recommend to Council the level of bylaw service and enforcement to be provided within the community, having regard to the need to maintain consistency across the District.
- 24) provide advice to Council and its committees on any matter of interest or concern to the community board in

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| | <p>relation to the sale of alcohol where statutory ability exists to seek such feedback.</p> <p>25) provide input into regulatory activities not otherwise specified above where the process allows.</p> <p>26) recommend to Council the initiating of an appeal or reference to the environment court on decisions in respect to resource consent applications on which the board has made submissions; ability to provide input to support the development of community planning for a civil defence emergency; and after an emergency event, to provide input and information to support community response efforts.</p> |
| LIMITS TO DELEGATIONS | <p>No financial or decision making delegations other than those specifically delegated by Council.</p> <p>The community board shall only expend funding on purposes for which that funding was originally raised and in accordance with the budgets approved by Council through its Long Term Plan/Annual Plan. In accordance with the provisions of section 39(2) of Schedule 7 the board may not incur expenditure in excess of the approved budget.</p> <p>Matters which are not Delegated</p> <p>Southland District Council has not delegated to community boards the power to:</p> <ul style="list-style-type: none"> • make a rate or bylaw • acquire, hold or dispose of property • direct, appoint, suspend or remove staff • engage or enter into contracts and agreements and financial commitments • institute an action for recovery of any amount • issue and police building consents, notices, authorisations and requirements under acts, statutes, regulations, bylaws and the like; • institute legal proceedings other than the delegation to recommend to Council the initiating of an appeal or reference to the environment court on decisions in respect to resource consent applications on which the community board has made submissions. |
| CONTACT WITH MEDIA | <p>The community board chairperson is the authorised spokesperson for the board in all matters where the board has authority or a particular interest.</p> <p>Board members, including the chairperson, do not have delegated authority to speak to the media and/or outside agencies on behalf of Council on matters outside of the board's delegations.</p> <p>The assigned Executive Leadership Team member will manage the formal communications between the board and its constituents and for the board in the exercise of its business. Correspondence with central government, other local</p> |

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| | government agencies or official agencies will only take place through Council staff and will be undertaken under the name of Southland District Council. |
| REPORTING | <p>Community boards are unincorporated statutory bodies which are elected to represent the communities they serve.</p> <p>The boards maintain bound minute books of their own meetings.</p> |

TABLE OF CONTENTS

| ITEM | PAGE |
|--|-------------|
| PROCEDURAL | |
| 1 Apologies | 11 |
| 2 Leave of absence | 11 |
| 3 Conflict of Interest | 11 |
| 4 Public Forum | 11 |
| 5 Extraordinary/Urgent Items | 11 |
| 6 Confirmation of Minutes | 11 |
| REPORTS | |
| 7.1 Unbudgeted Expenditure Approval for Footpath and Carpark Projects outside the Annual Plan | 23 |
| 7.2 Applications to Stewart Island/Rakiura Visitor Levy Fund | 27 |

1 Apologies

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

2 Leave of absence

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

3 Conflict of Interest

Community Board Members are reminded of the need to be vigilant to stand aside from decision-making when a conflict arises between their role as a member and any private or other external interest they might have.

4 Public Forum

Notification to speak is required by 5pm at least two days before the meeting. Further information is available on www.southlanddc.govt.nz or phoning 0800 732 732.

5 Extraordinary/Urgent Items

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

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

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

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

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

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

6 Confirmation of Minutes

6.1 Meeting minutes of Stewart Island/Rakiura Community Board, 10 February 2020



Stewart Island/Rakiura Community Board

OPEN MINUTES

Minutes of a meeting of Stewart Island/Rakiura Community Board held in the Stewart Island Pavilion, Ayr St, Oban on Monday, 10 February 2020 at 8.45am.

PRESENT

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

IN ATTENDANCE

Group Manager, Services and Assets – Matt Russell
Community Partnership Leader – Karen Purdue
Health, Safety and Wellbeing Advisor – Teri Black
Commercial Infrastructure Manager – Ashby Brown
Committee Advisor/Customer Support Partner – Kirsten Hicks

1 Apologies

There were no apologies.

2 Leave of absence

There were no requests for leave of absence.

3 Conflict of Interest

There were no conflicts of interest declared.

4 Public Forum

1. Margaret Hopkins addressed the meeting regarding the Rakiura Heritage Centre Trust.
2. Joz Shepard addressed the meeting regarding Future Rakiura.
3. Stacey Wilford and Devan Sonavane addressed the meeting regarding frisbee golf.
4. Bridget Carter addressed the meeting regarding Predator Free Rakiura.
5. Constable Stu Newton addressed the meeting regarding parking enforcement and road markings.

5 Extraordinary/Urgent Items

There were no Extraordinary/Urgent items.

6 Confirmation of Minutes

Resolution

Moved Deputy chairperson Lawrence, seconded Anita Geeson **and resolved**

That the Stewart Island/Rakiura Community Board confirms the minutes of the meeting held on 11 November 2019 as a true and correct record of that meeting.

Reports

7.1 Community Leadership Report for Stewart Island/Rakiura Community Board

Record No: R/20/1/2703

Community partnership leader – Karen Purdue was in attendance for this item.

Resolution

Moved Rakiura Herzhoff, seconded Gordon Leask **and resolved**

That the Stewart Island/Rakiura Community Board:

- a) **Receives the report titled “Community Leadership Report for Stewart Island/Rakiura Community Board” dated 3 February 2020.**

7.2 Stewart Island/Rakiura Community Board Operational Report

Record No: R/20/1/2857

Group Manager, Services and Assets – Matt Russell was in attendance for this item.

Resolution

Moved Cr Ford, seconded Anita Geeson **and resolved**

That the Stewart Island/Rakiura Community Board:

- a) **Receives the report titled “Stewart Island/Rakiura Community Board Operational Report” dated 3 February 2020.**

7.3 Council Report

Record No: R/20/1/2455

Councillor Ford presented the Council report.

He particularly highlighted:

- District funding for Stewart Island Jetties
- Animal/noise control

Resolution

Moved Aaron Conner, seconded Deputy chairperson Lawrence **and resolved**

That the Stewart Island/Rakiura Community Board:

- a) **Receives the report titled “Council Report” dated 3 February 2020.**

7.4 Chairperson's Report

Record No: R/20/1/1544

Chairman Spraggon presented his chairs report.

Resolution

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

That the Stewart Island/Rakiura Community Board:

- a) **Receives the report titled "Chairperson's Report" dated 3 February 2020.**

7.5 Stewart Island/Rakiura Community Board Health and Safety update

Record No: R/20/1/2727

Health, Safety & Wellbeing Advisor – Teri Black was in attendance for this item.

Resolution

Moved Rakiura Herzhoff, seconded Cr Ford **and resolved**

That the Stewart Island/Rakiura Community Board:

- a) **Receives the report titled "Stewart Island/Rakiura Community Board Health and Safety update" dated 3 February 2020.**

7.6 Relocation of SIESA Power Cable at Ringaringa Road

Record No: R/20/2/2962

Group Manager, Services and Assets – Matt Russell was in attendance for this item.

Resolution

Moved Cr Ford, seconded Rakiura Herzhoff **and resolved**

That the Stewart Island/Rakiura Community Board:

- a) **Receives the report titled "Relocation of SIESA Power Cable at Ringaringa Road" dated 3 February 2020.**
- b) **Determines that this matter or decision be recognised as not significant in terms of Section 76 of the Local Government Act 2002.**
- c) **Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.**

- d) Approves unbudgeted expenditure of \$20,000.00 to relocate SIESA electrical assets threatened by coastal erosion to be funded from SIESA reserves.

7.7 SIESA - Financial Report to 31 December 2019

Record No: R/20/1/1230

Group Manager, Services and Assets – Matt Russell was in attendance for this item.

Resolution

Moved Aaron Conner, seconded Gordon Leask **and resolved**

That the Stewart Island/Rakiura Community Board:

- a) Receives the report titled “SIESA - Financial Report to 31 December 2019” dated 31 January 2020.

7.8 SIESA Monthly Report from PowerNet - November 2019

Record No: R/19/12/28971

Group Manager, Services and Assets – Matt Russell was in attendance for this item.

Resolution

Moved Cr Ford, seconded Gordon Leask **and resolved**

That the Stewart Island/Rakiura Community Board:

- a) Receives the report titled “SIESA Monthly Report from PowerNet - November 2019” dated 4 February 2020.

7.9 SIESA Monthly Report from PowerNet - December 2019

Record No: R/20/1/2411

Group Manager, Services and Assets – Matt Russell was in attendance for this item.

Resolution

Moved Aaron Conner, seconded Anita Geeson **and resolved**

That the Stewart Island/Rakiura Community Board:

- a) Receives the report titled “SIESA Monthly Report from PowerNet - December 2019” dated 4 February 2020.

7.10 Stewart Island/Rakiura Service Sustainability Study

Record No: R/19/8/19628

Community partnership leader – Karen Purdue was in attendance for this item.

Resolution

Moved Aaron Conner, seconded Rakiura Herzhoff **and resolved**

That the Stewart Island/Rakiura Community Board:

- a) **Receives the report titled “Stewart Island/Rakiura Service Sustainability Study” dated 3 February 2020.**
- 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) **Recommend to Council that it endorse the following definition of financial sustainability for use in progressing the Stewart Island/Rakiura Financial Sustainability Review:**
A continuation of Council’s present spending and funding policies, combined with likely developments in the council’s revenue-raising capacity and in the demand for and costs of its services and infrastructure and normal financial risks and financial shocks are unlikely to necessitate substantial increases in council rates (providing rates predictability) or, alternatively, disruptive service cuts (service stability).
- e) **Endorse and recommend to Council that it also endorse the actions proposed in this report as follows:**

| Action | Lead Responsibility |
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| The community board and Council formally endorse the current Stewart Island/Rakiura Opportunities project and support it through to completion of a formal community plan. | Community Partnership Leader |
| The outputs from the community planning process be used by the community, Council and its committees to assist with resource allocation and prioritisation decisions for the future delivery of services to the Stewart Island/Rakiura community. | Community Board/Council |

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| That Council give specific consideration to the issues and options that might exist in relation to the delivery of services to the Stewart Island/Rakiura community as it progresses its review of the Revenue and Financing Policy for the 2021 LTP. | Finance |
| That the Stewart Island/Rakiura Community Board develop a submission to Council outlining changes that it considers should be considered as part of the upcoming Revenue and Financing Policy review process. | CPL and Community Board |
| That Council consider, as part of its planned review of options for funding the development of the tourism industry programmed to occur in conjunction with the 2024 LTP, options for targeting the additional costs incurred in providing services to short stay accommodation. | Finance |
| That Council progress a review of the Stewart Island/Rakiura Visitor Levy Policy and quantum having regard to the findings from the current service and financial sustainability review process, projected future demands for services proposed to be delivered to the Stewart Island community by either Council and/or other agencies which are eligible to make application to the visitor levy fund. | Strategy and Policy |
| That Council staff be directed to engage with Stewart Island Flights and Stewart Island Experience as the two major operators and collection agents for the levy at an early stage of the review process. | Strategy and Policy |
| That Council continue with its work to review levels of service and options for the delivery of the operations and maintenance services for SIESA. | Commercial Infrastructure Manager |
| That Council continue with its assessment of the potential merits of wind generation as per its Funding Agreement with MBIE. | Services and Assets |
| That Council progress a review of the current SIESA pricing models in accordance with the recommendations from Morrison Low. | Commercial Infrastructure Manager and Finance |
| That as part of its review of the Revenue and Financing Policy Council give consideration to the options which might exist for funding the SIESA activity including the potential use of service, local and/or district rates input. | Finance |

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| That Council progress a review of the extent of provision, levels of service, projected demand and different service delivery options for the delivery of wharf and jetty services to the Stewart Island/Rakiura community and that staff be instructed to draft terms of reference for such a review. | Community Facilities Manager |
| That Council complete the review of Jetty user fees and charges that is currently underway. | Strategy and Policy |
| That Council consider options for funding of the jetties activity as part of the review of its Revenue and Financing Policy. | Finance |
| That a Stewart Island/Rakiura Wharf and Jetties service delivery strategy be developed for consultation with the community once the above work has been completed. | Services and Assets |

- f) **Recommend to Council that it instruct staff to develop project plans and also advance the work needed for each of the actions proposed to be completed as part of this project.**

7.11 Community Facilities Update

Record No: R/20/1/2318

Group Manager, Services and Assets – Matt Russell was in attendance for this item.

Resolution

Moved Deputy chairperson Lawrence, seconded Anita Geeson **and resolved**

That the Stewart Island/Rakiura Community Board:

- a) **Receives the report titled “Community Facilities Update” dated 29 January 2020.**
- 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.**

7.12 Elected Member Appointments

Record No: R/20/1/1856

Committee advisor/Customer support partner – Kirsten Hicks was in attendance for this item.

Resolution

Moved Rakiura Herzhoff, seconded Aaron Conner **and resolved**

That the Stewart Island/Rakiura Community Board:

- a) **Receives the report titled “Elected Member Appointments” dated 3 February 2020.**
- b) **Determines that this matter or decision be recognised as not significant in terms of Section 76 of the Local Government Act 2002.**
- c) **Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.**
- d) **Agrees to make the following appointments to the subcommittee and community groups:**
 - **Stewart Island Rakiura Visitor Levy Subcommittee – Steve Lawrence**
 - **Dark Sky Project Group – Rakiura Herzhoff**
 - **Rakiura Heritage Centre Trust – Jon Spraggon**

7.13 Schedule of meetings for 2020

Record No: R/20/1/892

Committee advisor/Customer support partner – Kirsten Hicks was in attendance for this item.

Resolution

Moved Cr Ford, seconded Anita Geeson **and resolved**

That the Stewart Island/Rakiura Community Board:

- a) **Receives the report titled “Schedule of meetings for 2020” dated 3 February 2020.**
- b) **Determines that this matter or decision be recognised as not significant in terms of Section 76 of the Local Government Act 2002.**

- c) **Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.**
- d) **Agrees to meet at the Stewart Island Pavilion at the following dates and times in 2020:**
- **10 February 8.45am**
 - **6 April 8.45am**
 - **8 June 9.45am**
 - **10 August 9.45am**
 - **12 October 8.45am**
 - **14 December 8.45am**

7.14 Stewart Island/Rakiura Community Board Forward Programme

Record No: R/20/1/1995

Committee advisor/Customer support partner – Kirsten Hicks was in attendance for this item.

Resolution

Moved Deputy chairperson Lawrence, seconded Gordon Leask **and resolved**

That the Stewart Island/Rakiura Community Board:

- a) **Receives the report titled “Stewart Island/Rakiura Community Board Forward Programme” dated 3 February 2020.**

The meeting concluded at 11.37am.

CONFIRMED AS A TRUE AND CORRECT RECORD AT A
MEETING OF THE STEWART ISLAND/RAKIURA
COMMUNITY BOARD HELD ON MONDAY 10
FEBRUARY 2020.

DATE:.....

CHAIRPERSON:.....

Unbudgeted Expenditure Approval for Footpath and Carpark Projects outside the Annual Plan

Record No: R/20/3/5820

Author: Ben Whelan, Roading Engineer

Approved by: Matt Russell, Group Manager Services and Assets

☒ Decision

☐ Recommendation

☐ Information

Purpose

- 1 After the construction of the new Rakiura Heritage Centre, the community board agreed with the Museum Trust to reconstruct the existing footpaths adjacent to the Visitor Centre and install kerbing with on street car parking. As this project is outside the annual and long term plans, the Board must approve the unbudgeted expenditure for these projects to be funded from the Stewart Island General Reserves of up to \$20,000.

Executive Summary

- 2 This report will outline the project, and further seeks approval from the Board to approve the unbudgeted expenditure so these projects can progress.

Recommendation

That the Stewart Island/Rakiura Community Board:

- a) **Receives the report titled "Unbudgeted Expenditure Approval for Footpath and Carpark Projects outside the Annual Plan" dated 16 March 2020.**
- b) **Determines that this matter or decision be recognised as not significant in terms of Section 76 of the Local Government Act 2002.**
- c) **Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the Act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.**
- d) **Approves the unbudgeted expenditure from the Stewart Island General Reserves of up to \$20,000 to reconstruct the footpath and car park adjacent to the Rakiura Visitor Centre.**

Background

- 3 After the construction of the new Rakiura Heritage Centre, the community board agreed with the Museum Trust to reconstruct the existing footpaths adjacent to the Visitor Centre and install kerbing with on street car parking. This project can be broken down into the following:
- new concrete footpath to replace existing broken footpath. 10.1m x 1.5m (excavation required)
 - new concrete footpath over top of existing footpath (but wider) 17m x 1.5m (minor excavation required)
 - gravel carpark area over top of existing gravel and part seal (21m x 7.5m). Need 2 x nib walls (100mm x 250mm x 7.5m) at either end to indicate the outer limit of the carpark.

Issues

- 4 This projects is outside the annual plan and require approval from the Board to progress as an unbudgeted expenditure.
- 5 The current transition between the new and old footpath creates a significant trip hazard and requires transitioning.
- 6 The current state of the car park is not properly delineated or adequately constructed.

Factors to Consider

Legal and Statutory Requirements

- 7 None.

Community Views

- 8 The community board have committed to work alongside the Museum Trust to upgrade the footpath and parking facilities outside of Heritage Centre.

Costs and Funding

- 9 Approval for funding will be required. This will be funded from the current Stewart Island General Reserves.

Policy Implications

- 10 None.

Analysis

Options Considered

- 11 There are two options which can be considered in this instance. To approve the unbudgeted expenditure to complete the projects or, not approve the unbudgeted expenditure and delete the projects.

Analysis of Options

Option 1 – Approve the unbudgeted expenditure for the projects as outlined above

| <i>Advantages</i> | <i>Disadvantages</i> |
|---|---|
| <ul style="list-style-type: none">• funding is approved already• projects have community support• projects have been scoped and priced• enhances visitor experience by making it safe and enjoyable. | <ul style="list-style-type: none">• none. |

Option 2 – Do not approve the unbudgeted expenditure and delete the projects

| <i>Advantages</i> | <i>Disadvantages</i> |
|---|---|
| <ul style="list-style-type: none">• funding can be returned to the Stewart Island visitor levy and used for other projects. | <ul style="list-style-type: none">• the community will be disappointed. |

Assessment of Significance

- 12 This decision has been determined as not significant.

Recommended Option

- 13 The recommendation is to proceed with option 1, approve the unbudgeted expenditure and continue with the projects.

Next Steps

- 14 Once this report is approved, the project delivery team will send out a Request For Information and Pricing (RFIP) to suitably qualified, and health and safety approved contractors.

Attachments

There are no attachments for this report.

Applications to Stewart Island/Rakiura Visitor Levy Fund

Record No: R/20/3/6330
Author: Karen Purdue, Community Partnership Leader
Approved by: Rex Capil, Group Manager Community and Futures

☒ Decision ☐ Recommendation ☐ Information

Purpose

- 1 This report is to seek approval from the board to submit applications for funding to the Stewart Island/Rakiura Visitor Levy Fund.

Executive Summary

- 2 The community board is now required to make a decision about the lodgement of funding applications to Southland District Council for consideration of allocations from the Stewart Island/Rakiura Visitor Levy Fund.

Recommendation

That the Stewart Island/Rakiura Community Board:

- a) **Receives the report titled “Applications to Stewart Island/Rakiura Visitor Levy Fund ” dated 18 March 2020.**
- b) **Determines that this matter or decision be recognised as not significant in terms of Section 76 of the Local Government Act 2002.**
- c) **Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.**
- d) **Agrees to submit two applications for projects in the Long Term Plan, being stage 2 footpath and Ulva Island wharf, to the Southland District Council Stewart Island/Rakiura Visitor Levy Fund for consideration by the Stewart Island/Rakiura Visitor Levy Allocations Committee.**

Background

- 3 Each year the community board has the opportunity to submit applications to the Stewart Island/Rakiura Visitor Levy Fund for proposed projects on the island which relate to projects already included in the Long Term Plan.

Issues

- 4 There are four applications identified for consideration as applications to the Stewart Island/Rakiura Visitor Levy Fund.

5 These projects identified include:

- completing the Bathing Beach track from Horseshoe Bay Road
- signage for the track to the cemetery and to Bathing Beach from Horseshoe Bay Road and informative panel for the history of Mill Creek
- stage 2 footpath from the bridge to Hicks Road
- assistance for the rebuild of the wharf on Ulva Island.

6 Two of the projects identified are in the Long Term Plan (Stage 2 footpath and Ulva Island wharf.)

7 The total estimate for these two projects is \$153,000.

8 Further consultation needs to be undertaken to identify the scope of the other projects identified by the board in consultation with Council staff so that they can be submitted through the annual planning process or for the upcoming Long Term Plan process.

9 The key issue to be considered is whether to submit the applications to the Southland District Council Stewart Island/Rakiura Visitor Levy Fund or not.

Factors to Consider

Legal and Statutory Requirements

10 There are no legal and statutory requirements to consider.

Community Views

11 The views of the community board are considered to represent the views of the community.

Costs and Funding

12 All funding for the applications will be made to the Stewart Island/Rakiura Visitor Levy Fund.

Policy Implications

13 There are no policy implications.

Analysis

Options Considered

14 The options are to submit either two or four applications to the Southland District Council Stewart Island/Rakiura Visitor Levy Fund or not.

Analysis of Options

Option 1 – Submit the two applications for projects that are in the Long Term Plan to Southland District Council for consideration by the Stewart Island Visitor Levy Allocation Committee

| <i>Advantages</i> | <i>Disadvantages</i> |
|---|--|
| <ul style="list-style-type: none">the projects in the Long Term Plan that funding is being applied for can go ahead | <ul style="list-style-type: none">other applications may be declined |

Option 2 – Submit the four applications to the Southland District Council for consideration by the Stewart Island Visitor Levy Allocation Committee

| <i>Advantages</i> | <i>Disadvantages</i> |
|---|--|
| <ul style="list-style-type: none">all projects that funding is being applied for can go ahead | <ul style="list-style-type: none">other applications may be declinedtwo of the projects are not in the Council work plan. Activity managers would need to determine priority of projects in the work plan and capacity to complete the work |

Option 3 – Do not submit the applications to Southland District Council for consideration by the Stewart Island Visitor Levy Allocation Committee

| <i>Advantages</i> | <i>Disadvantages</i> |
|---|--|
| <ul style="list-style-type: none">funds will be available to other applicants | <ul style="list-style-type: none">projects may not proceed |

Assessment of Significance

- 15 The contents of this report is not deemed significant under the Significance and Engagement Policy.

Recommended Option

- 16 Staff recommend Option 1, because it means that projects covered by the application will be considered for funding and are in the Long Term Plan enabling them to go ahead.

Next Steps

- 17 The applications will be submitted to Southland District Council for consideration by the Stewart Island Visitor Levy Allocation Committee.

Attachments

There are no attachments for this report.