



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

Date:	Monday, 29 March 2021
Time:	7.30am
Meeting Room:	Library
Venue:	Ayr St, Stewart Island Oban

Stewart Island/Rakiura Community Board Agenda - Late Items OPEN

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.

TABLE OF CONTENTS

ITEM	PAGE
------	------

REPORTS

1.1	Stewart Island/Rakiura Community Board Applications to the Stewart Island Rakiura Visitor Levy Fund 2021	3
-----	--	---

Stewart Island/Rakiura Community Board Applications to the Stewart Island Rakiura Visitor Levy Fund 2021

Record No: R/21/3/13166

Author: Karen Purdue, Community Partnership Leader

Approved by: Matt Russell, Group Manager Services and Assets

☒ Decision

☐ Recommendation

☐ Information

Purpose

- 1 The purpose of this report is to seek approval from the Stewart Island/Rakiura Community Board to submit two funding applications to the Stewart Island Rakiura Visitor Levy Fund for the 2021 funding round.

Executive Summary

- 2 The Stewart Island Rakiura Visitor Levy Fund is available for projects that meet the following criteria:
 - Activities and facilities used by, or for the benefit of, visitors to Stewart Island;
 - Activities and facilities that mitigate the adverse effects of visitors on the environment of Stewart Island.
- 3 Southland District Council staff have worked closely with the Stewart Island/Rakiura Community Board to identify two council projects needing funding assistance that meet the above criteria. These projects being (a) the Horseshoe Bay walking track (stage 2), and (b) the Dundee St footpath installation.
- 4 The Stewart Island/Rakiura Community Board is required to make a formal decision to confirm the submission of these applications to the Stewart Island Rakiura Visitor Levy Fund.

Recommendation

That the Stewart Island/Rakiura Community Board:

- a) **Receives the report titled “Stewart Island/Rakiura Community Board Applications to the Stewart Island Rakiura Visitor Levy Fund 2021” dated 24 March 2021.**
- 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 the submission of an application of \$130,720 (subject to peer review of pricing) to the Stewart Island/Rakiura Visitor Levy Fund for the Horseshoe Bay walking track (stage 2) project.
- e) Agrees to the submission of an application of \$139,345 to the Stewart Island/Rakiura Visitor Levy Fund for the Dundee St footpath installation project.

Background

- 5 The Stewart Island Rakiura Visitor Levy Fund is available for projects the meet the following criteria:
 - Activities and facilities used by, or for the benefit of, visitors to Stewart Island;
 - Activities and facilities that mitigate the adverse effects of visitors on the environment of Stewart Island.
- 6 Each year the Stewart Island/Rakiura Community Board has the opportunity to submit applications to the Stewart Island Rakiura Visitor Levy Fund for projects that align with the funding criteria and that are already included in Southland District Council’s long-term plan.

Issues

- 7 There is one issue for consideration. The pricing for the Horseshoe Bay walking track (stage 2) has not yet been peer reviewed. If the Stewart Island/Rakiura Community Board wishes to proceed with the submission of the application to the Stewart Island Rakiura Visitor Levy Fund then a peer review of this pricing will be sought.

Factors to Consider

Legal and Statutory Requirements

- 8 There are no legal and statutory requirements to consider.

Community Views

- 9 The views of the Stewart Island/Rakiura Community Board, as elected members, are considered to represent the views of the community.

Costs and Funding

- 10 Funding is being sought from the Stewart Island Rakiura Visitor Levy Fund.

Policy Implications

- 11 There are no policy implications.

Analysis

Options Considered

- 12 There are four options to consider.
- 13 Option 1 - Agrees to the submission of an application of \$130,720 (subject to peer review of pricing) to the Stewart Island Rakiura Visitor Levy Fund for the Horseshoe Bay walking track (stage 2) project.
- 14 Option 2 – Does not agree to the submission of an application of \$130,720 (subject to peer review of pricing) to the Stewart Island Rakiura Visitor Levy Fund for the Horseshoe Bay walking track (stage 2) project.
- 15 Option 3 – Agrees to the submission of an application of \$139,345 to the Stewart Island Rakiura Visitor Levy Fund for the Dundee St footpath installation project.
- 16 Option 4 – Does not agree to the submission of an application of \$139,345 to the Stewart Island Rakiura Visitor Levy Fund for the Dundee St footpath installation project.

Analysis of Options

Option 1 – Agrees to the submission of an application of \$130,720 (subject to peer review of pricing) to the Stewart Island Rakiura Visitor Levy Fund for the Horseshoe Bay walking track (stage 2) project.

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none">The application can be considered for funding by the Stewart Island Rakiura Visitor Levy Subcommittee. If funded, the project can go ahead.	<ul style="list-style-type: none">There are no disadvantages.

Option 2 – Does not agree to the submission of an application of \$130,720 (subject to peer review of pricing) to the Stewart Island Rakiura Visitor Levy Fund for the Horseshoe Bay walking track (stage 2) project.

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none">There are no advantages.	<ul style="list-style-type: none">The application cannot be considered for funding by the Stewart Island Rakiura

	Visitor Levy Subcommittee. Further delays of the project can be expected.
--	---

Option 3 – Agrees to the submission of an application of \$139,345 to the Stewart Island Rakiura Visitor Levy Fund for the Dundee St footpath installation project.

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> The application can be considered for funding by the Stewart Island Rakiura Visitor Levy Subcommittee. If funded, the project can go ahead. 	<ul style="list-style-type: none"> There are no disadvantages.

Option 4 – Does not agree to the submission of an application of \$139,345 to the Stewart Island Rakiura Visitor Levy Fund for the Dundee St footpath installation project.

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> There are no advantages. 	<ul style="list-style-type: none"> The application cannot be considered for funding by the Stewart Island Rakiura Visitor Levy Subcommittee. Further delays of the project can be expected.

Assessment of Significance

- 17 This is not considered significant under Southland District Council's significance and engagement policy.

Recommended Option

- 18 The recommended options are option 1 and option 3.

Next Steps

- 19 Following the approval of this report, applications will be submitted to the Stewart Island Rakiura Visitor Levy Fund.

Attachments

- A Stewart Island Rakiura Visitor Levy Application 2021 - Dundee Street Footpath [↓](#)
- B Dundee Street footpath - memorandum WSP [↓](#)
- C Dundee Street footpath - images and diagrams [↓](#)
- D Stewart Island Rakiura Visitor Levy Application 2021 - Horseshoe Bay Walking Track (stage 2) [↓](#)
- E Horseshoe Bay walking track (stage 2) - map [↓](#)
- F Horseshoe Bay walking track (stage 2) - diagram [↓](#)

Stewart Island/Rakiura Visitor Levy Fund

Information and Application Form

APPLICATIONS CLOSE:

31 March each year

Applications received after the closing date will not be considered

SEND TO:

Southland District Council

PO Box 903

Invercargill 9840

Email to funding@southlanddc.govt.nz or deliver to your nearest Southland District Council Office

ANY QUERIES TO:

Megan Seator on 0800 732 732

Please read on to check whether you are eligible to apply

PURPOSE

Southland District Council Stewart Island/Rakiura Visitor Levy Fund is available to support:

1. Activities and facilities used by, or for the benefit of, visitors to Stewart Island/Rakiura;
2. Activities and facilities that mitigate the adverse effects of visitors on the environment of Stewart Island/Rakiura.

Allocation decisions are made by the Stewart Island/Rakiura Visitor Levy Committee.

Please note that funding is not provided retrospectively.

STRATEGIC PRIORITIES

Funding applications must show alignment with the Southland Murihiku Destination Strategy 2019-2029.

The Southland Murihiku Destination Strategy's vision for Southland is to be recognised as a distinct visitor destination (and a place to live, work and invest) guided by strong sustainability principles and values.

Underpinning this vision are five guiding principles:

- Whanaungatanga/together
- Ohanga/whairawa
- Kaitiakitanga
- Diversity
- Manaakitanga

Additionally, there are a number of 'activation areas' which are aligned with the guiding principles. These can be found on page 9 of the Southland Murihiku Destination Strategy.

Assistance for initiatives outside the above strategic priorities may be provided at the discretion of the Stewart Island/Rakiura Visitor Levy Committee. However, all funding must fit within the purpose of

the fund to comply with the sections 3 and 6 of the Southland District Council (Stewart Island/ Rakiura Visitor Levy) Empowering Act 2012.

GENERAL ALLOCATION CRITERIA

The fund will only provide assistance to applications that align with the purpose of the fund.

The strength of an application will be determined by the extent to which the projects benefits visitors and/or mitigates the adverse effects of visitors on the environment.

Applications that primarily benefit a single or limited number of persons or entities will be given a low priority. The committee will have regard to the extent that the application will also benefit the wider community.

Funds are unlikely to be allocated to commercial projects and services.

Applications must show alignment with the Southland Murihiku Destination Strategy 2019-2029, specifically the vision, guiding principles, and activation areas (page 8 & 9). However, assistance for initiatives outside that do not align with the Southland Murihiku Destination Strategy 2019-2029 may be provided at the discretion of the Stewart Island/Rakiura Visitor Levy Committee.

Local and central government may make applications for funding.

Applications projects on Ulva Island will be considered.

Operational costs will be considered.

Co-funding sourced from other organisations is encouraged, however, funding from the Stewart Island/Rakiura Visitor Levy Fund will not be allocated until all additional funding for the project has been formally secured.

Applications close at 5.00 pm on 31 March. Late applications will not be accepted.

The funding process will be administered by Southland District Council and funding allocations will be made by the Stewart Island/Rakiura Visitor Levy Committee.










Funding will not be allocated retrospectively.

Successful applicants will be required to sign an accountability form before 31 March, the year after the subcommittee grants the applicant funds. If the applicant hasn't used all (or any) of the funds by that time, the accountability form must still be completed. The committee will not give further funding to applicants if they have not returned their accountability form to council.

PLEASE ENSURE THAT ALL QUESTIONS ARE ANSWERED IN FULL AND THAT RELEVANT DOCUMENTATION ACCOMPANIES THE APPLICATION FORM

Stewart Island/Rakiura Visitor Levy Fund

[illegible]

WHAT ARE YOU APPLYING FOR – PLEASE TICK ALL THAT APPLY						
Funding for an activity or facility used by, or for the benefit of, visitors to Stewart Island/Rakiura					<input checked="" type="checkbox"/>	
Funding for an activity or facility to mitigate the adverse effects on the environment from visitors to Stewart Island/Rakiura					<input type="checkbox"/>	
PROJECT DETAILS						
What is the name of your project?		Dundee Street, Oban - Foot path installation				
Please describe fully: (Continue on a separate sheet if necessary)						
For what purpose does your organisation seek a Stewart Island Rakiura Visitor Levy grant?						
To install approximately 265 metres of 1.5-metre-wide footpath parallel to Dundee Street on Stewart Island.						
How will your project directly benefit visitors or mitigate the adverse environmental effects of visitors?						
Many visitors currently walk on the roads and the installation of this footpath will create a safer environment and connectivity for foot traffic.						
How does your application demonstrate alignment with the Southland Murihiku Destination Strategy's vision, guiding principles, and activation areas? <i>(please attach a separate page if necessary)</i>						
This application aligns with Ohanga/Whairawa and Manaakitanga activation areas outlined in the Southland Murihiku Destination strategy guiding principles. The installation of this footpath will improve the wellbeing of visitors and ensure their needs (safety) are addressed.						
		Whanaungatanga/ Together	Ohanga/ Whairawa	Kaitiakitanga	Diversity	Manaakitanga
 INFRASTRUCTURE						
<input checked="" type="checkbox"/>	Investment Attraction (private, public & PPP)					
<input checked="" type="checkbox"/>	Transport, Connectivity and Access					
<input checked="" type="checkbox"/>	Jetties, Wharves and Cruise Infrastructure					
<input checked="" type="checkbox"/>	Toilets, Amenities and Other Infrastructure					
Start date of your project						
Subject to funding		Finish date of your project		Subject to funding		
Does your project relate to infrastructure or capital works? <i>If yes, please continue. If no, please move to the "presentation" section</i>					<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
What is the current status of the facility or infrastructure?						
Footpath does not currently exist						
Does the facility have a long-term development and maintenance plan?						
					<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

IF YES PLEASE ATTACH															
Does your project involve conceptual or site plans?						<input checked="" type="checkbox"/> Yes		<input type="checkbox"/> No							
IF YES PLEASE ATTACH															
Does your project require resource or building consent?						<input type="checkbox"/> Yes		<input checked="" type="checkbox"/> No							
IF YES, PLEASE STATE THE STAGE OF APPROVAL															
PRESENTATION															
Applicants can choose to make a presentation in support of their application. Presentations are limited to five minutes. An additional five minutes will be available for questions from the Stewart Island/Rakiura Visitor Levy Committee if required. Applicants will be advised of the time, date and location of presentations.															
I wish to make a presentation in support of my application						<input checked="" type="checkbox"/>									
I do not wish to make a presentation in support of my application						<input type="checkbox"/>									
I am available to make a presentation in support of my application if required by the committee						<input type="checkbox"/>									
FINANCIAL DETAILS															
Are you registered for GST?		<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	GST Number		5	1		8	5	0		2	3	8
Applicants that are not GST-registered need to provide budget figures that include GST															
Applicants that are GST-registered need to provide budget figures that exclude GST.															
Successful applicants who are GST-registered will be required to submit a GST invoice, after being notified the result of the application and prior to the grant being paid out.															
Please round all figures to the nearest dollar.															
EXPENDITURE		\$	INCOME		\$										
Project costs		GST Inclusive or GST Exclusive	Your contribution												
Please see attached			Fees/subs												
			Fundraising												
			Loan/mortgage												
			Cash savings												
			Other												
			Sub-total												
			Other grants and sponsorship applied for												
			Sponsorship												
			Grants (successful and proposed)		Amount requested		Result date								

(a) Total cost of the project is		(b) Total Income				

How much money are you applying for?	\$ 139,345
To find out how much money you should apply for, subtract your contribution (b) from the total cost of the project (a) . The answer is the amount of money you need in order for your project to go ahead.	
Briefly describe any voluntary effort or donated materials provided for the project	
Voluntary effort (eg number of hours)	
Donated materials (eg approximate \$ value)	
How do you envisage paying for the future operational costs of this project?	
Any operational costs will be budgeted for through the annual plan process	

DECLARATION (PLEASE PROVIDE TWO SIGNATURES)			
We	Jon Spraggon and Bruce Ford	consent to Southland District Council	
collecting the personal contact details provided on this form. The consent is given in accordance with the requirements of the Privacy Act 1994. We also confirm that the information provided is accurate and complete and that the organisation committee has agreed to this project/funding application.			
Name	JON SPRAGGON		
Position in organisation	CHAIRPERSON STEWART ISLAND/ RAKIURA COMMUNITY BOARD		
Signature		Date	
Name	HARTLEY HARE		
Position in organisation	STRATEGIC TRANSPORT MANAGER		
Signature		Date	
Checklist - please attach			<input checked="" type="checkbox"/>
A current statement of financial position or financial performance for your organisation			<input type="checkbox"/>
A current bank statement			<input type="checkbox"/>
Quotations, where relevant			<input checked="" type="checkbox"/>
EVIDENCE OF LEGAL STATUS (IF APPLICABLE)			<input checked="" type="checkbox"/>
Conceptual or site plans (if applicable)			<input checked="" type="checkbox"/>
Project plan including timelines (if applicable)			<input type="checkbox"/>

Development and maintenance plan (if applicable)	<input type="checkbox"/>
Letters of support (if applicable)	<input type="checkbox"/>
THESE ITEMS WILL COMPLETE YOUR APPLICATION	



Memorandum

To	Ben Whelan, Southland District Council
Copy	Click or tap here to enter text.
From	Steven Priest-Jacobs
Office	Invercargill
Date	19 March 2021
File/Ref	6-VN094.5A
Subject	Dundee Street, Oban - Foot path installation

1 Introduction

Southland District Council (SDC) has engaged WSP to produce a rough order of cost for installing approximately 265 metres of 1.5-metre-wide footpath parallel to Dundee Street on Stewart Island. This will be used to apply for funding from the Stewart Island Visitor Levy Fund

1.1 Assumptions

In producing the rough order cost WSP have made the following assumptions:

- Southland District Council have provided WSP with construction rates for recent concrete footpath works, these are assumed to be reasonably accurate;
- The Sewage laterals on Dundee Street are unaffected by works;
- Telecommunication services are unaffected by footpath works;
- Footpath works can commence below the overhead powerlines;
- The underground electricity services surrounding the Transformer are unaffected by footpath works;
- The cost to remove private facilities that encroach on road reserve is covered by landowners (i.e. shed outside 1 Dundee Street and Facilities at Backpackers 20 Ayr Street);
- SDC practice to not pave entire vehicle crossing observed;
- Footpath Alignment avoids the Transformer and length of Guardrail Southwest of Transformer;
- Underground services are located during the design of the footpath;
- dump facilities are on the island and can accept clean fill and green waste (vegetation)
- We have used measurements for excavation provided by SDC as accurate. As WSP have not undertaken a detailed design or site investigation

WSP
Invercargill
65 Arena Avenue
PO Box 647
Invercargill 9810, New Zealand
+64 3 211 3580
wsp.com/nz

1



2 Rough Order of Cost

WSP envision the costs to construct the footpath shall incorporate the following items of work:

2.1 Establishment

The establishment item will cover the cost of establishment on site of all plant and resources required for the efficient completion of the work and removal of such plant and resources. Final cleaning up of the stockpile, disposal and storage areas as well as the road on completion of the works.

2.2 Survey

It is envisioned a boundary Setout survey will be undertaken for these works to ensure the proposed footpath construction works do not encroach on private property, this will cover the cost for a surveyor to travel to Stewart island and undertake the survey. The survey will be to establish the boundary of the road reserve and the adjacent properties.

2.3 Service Relocation (Provisional Sum at Engineers Discretion)

The Provisional sum for service relocation is to be spent at the Engineers discretion and is contingency available to the works to cover the cost associated with relocating services affected by the physical works. Currently we are unsure of the existing services and how they will affect construction of the proposed footpath. The existing services will have to be located before construction begins.

2.4 Vegetation Removal

The Vegetation Removal item will cover the cost of clearing vegetation within the road reserve.

There is an established hedge and plantings in the road reserve for approximately 90m of Dundee Street.

2.5 Excavation

The excavation item covers costs associated with the total volume of cubic metres (Solid Measure) of material removed. Including the costs associated with all plant, labour and materials to excavate to subgrade, control of excavation depth, trimming, removal and dumping of waste, drainage control and control of the dump area as specified by SDC.

It is anticipated some acceptable topsoil can be won from site to be utilized in reinstating the work area.

2.6 Footpath Construction

The Footpath construction item covers the costs associated to construct the 1.5m footpath measured in total length in linear metres of standard concrete footpath constructed at the width required for renewal. Including costs associated with all plant, labour and materials, to construct standard concrete footpath including; placing and compacting basecourse, and concrete paving, in accordance with the Southland District Councils.

2.7 Reinstatement

Payment of the tendered lump sum will be made to cover the cost of reinstatement of the site to its original or better condition.

The Lump sum shall include costs associated to reinstate the area surrounding construction being left in a condition matching existing or better, this shall include reinstatement of roadside furniture, signage, service covers and frontages as indicated by SDC.

2.8 Contingency

At this stage of the works a Contingency of 30% is appropriate as there are several unknowns associated with the works. The 30% contingency is to cover the additional costs for a contractor/materials/equipment to come over from Invercargill to complete the work.

2.9 Schedule

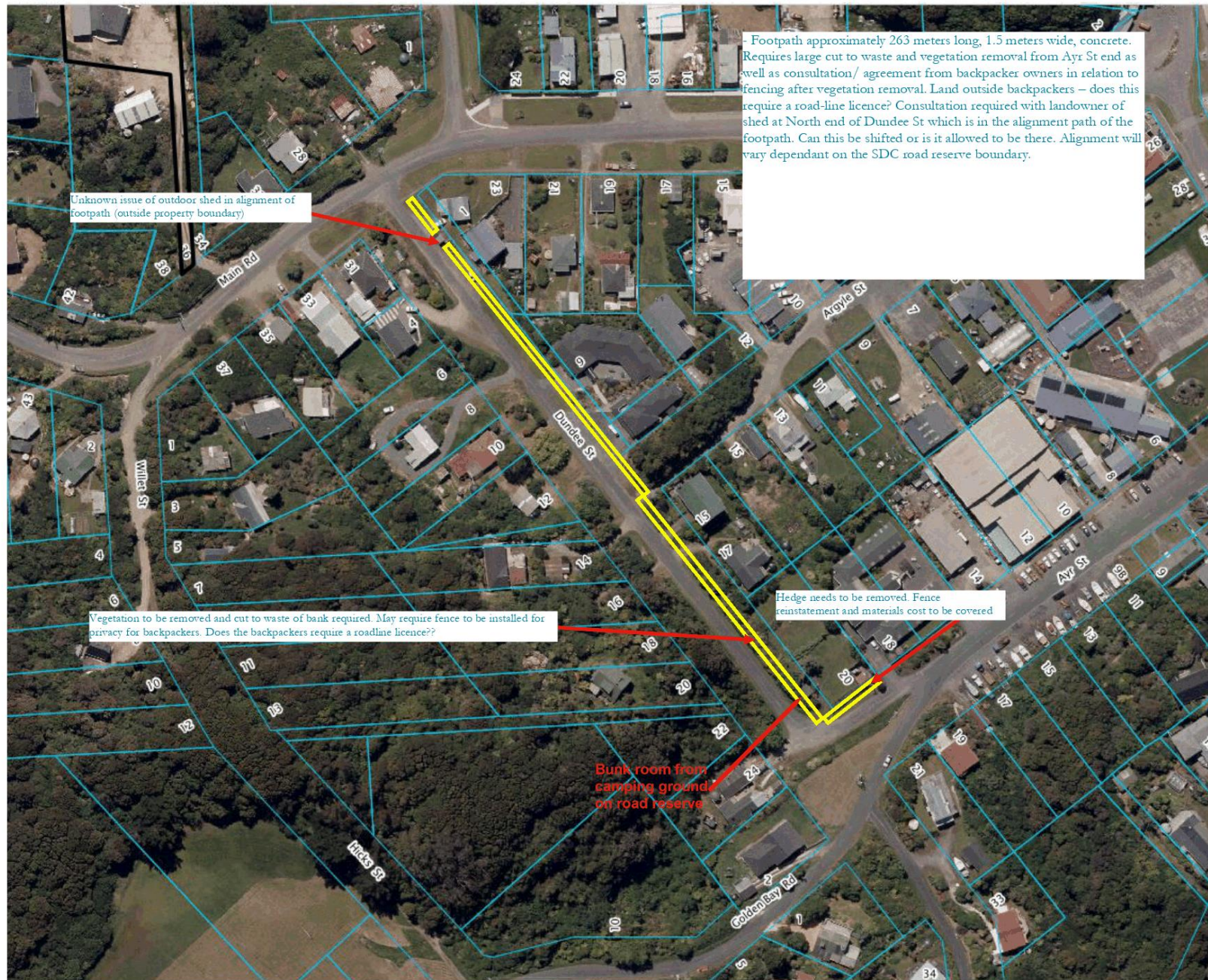
Dundee Street Concrete Footpath Estimate

Item	Qty	Unit	Rate	Cost
Establishment	1	LS	\$ 3,000.00	\$ 3,000.00
Survey	1	LS	\$ 3,500.00	\$ 3,500.00
Service Relocation	1	PS	\$ 20,000.00	\$ 20,000.00
Vegetation Removal	1	LS	\$ 1,500.00	\$ 1,500.00
Excavation	140	m ³	\$ 100.00	\$ 14,000.00
Concrete footpath construction.	265	Lm	\$ 290.00	\$ 76,850.00
Reinstatement	1	LS	\$ 2,000.00	\$ 2,000.00
30% contingency				\$ 35,655.00
Total				\$ 156,505.00

Dundee Street Concrete Footpath Estimate not including Ayr Street (30m)

Item	Qty	Unit	Rate	Cost
Establishment	1	LS	\$ 3,000.00	\$ 3,000.00
Survey	1	LS	\$ 3,500.00	\$ 3,500.00
Service Relocation	1	PS	\$ 20,000.00	\$ 20,000.00
Vegetation Removal	1	LS	\$ 1,400.00	\$ 1,400.00
Excavation	125	m ³	\$ 100.00	\$ 12,500.00
Concrete footpath construction.	225	Lm	\$ 290.00	\$ 65,250.00
Reinstatement	1	LS	\$ 2,000.00	\$ 2,000.00
30% contingency				\$ 31,695.00
Total				\$ 139,345.00





Stewart Island/Rakiura Visitor Levy Fund

Information and Application Form

APPLICATIONS CLOSE:

31 March each year

Applications received after the closing date will not be considered

SEND TO:

Southland District Council

PO Box 903

Invercargill 9840

Email to funding@southlanddc.govt.nz or deliver to your nearest Southland District Council Office

ANY QUERIES TO:

Megan Seator on 0800 732 732

Please read on to check whether you are eligible to apply

PURPOSE

Southland District Council Stewart Island/Rakiura Visitor Levy Fund is available to support:

1. Activities and facilities used by, or for the benefit of, visitors to Stewart Island/Rakiura;
2. Activities and facilities that mitigate the adverse effects of visitors on the environment of Stewart Island/Rakiura.

Allocation decisions are made by the Stewart Island/Rakiura Visitor Levy Committee.

Please note that funding is not provided retrospectively.

STRATEGIC PRIORITIES

Funding applications must show alignment with the Southland Murihiku Destination Strategy 2019-2029.

The Southland Murihiku Destination Strategy's vision for Southland is to be recognised as a distinct visitor destination (and a place to live, work and invest) guided by strong sustainability principles and values.

Underpinning this vision are five guiding principles:

- Whanaungatanga/together
- Ohanga/whairawa
- Kaitiakitanga
- Diversity
- Manaakitanga

Additionally, there are a number of 'activation areas' which are aligned with the guiding principles. These can be found on page 9 of the Southland Murihiku Destination Strategy.

Assistance for initiatives outside the above strategic priorities may be provided at the discretion of the Stewart Island/Rakiura Visitor Levy Committee. However, all funding must fit within the purpose of

the fund to comply with the sections 3 and 6 of the Southland District Council (Stewart Island/ Rakiura Visitor Levy) Empowering Act 2012.

GENERAL ALLOCATION CRITERIA

The fund will only provide assistance to applications that align with the purpose of the fund.

The strength of an application will be determined by the extent to which the projects benefits visitors and/or mitigates the adverse effects of visitors on the environment.

Applications that primarily benefit a single or limited number of persons or entities will be given a low priority. The committee will have regard to the extent that the application will also benefit the wider community.

Funds are unlikely to be allocated to commercial projects and services.

Applications must show alignment with the Southland Murihiku Destination Strategy 2019-2029, specifically the vision, guiding principles, and activation areas (page 8 & 9). However, assistance for initiatives outside that do not align with the Southland Murihiku Destination Strategy 2019-2029 may be provided at the discretion of the Stewart Island/Rakiura Visitor Levy Committee.

Local and central government may make applications for funding.

Applications projects on Ulva Island will be considered.

Operational costs will be considered.

Co-funding sourced from other organisations is encouraged, however, funding from the Stewart Island/Rakiura Visitor Levy Fund will not be allocated until all additional funding for the project has been formally secured.

Applications close at 5.00 pm on 31 March. Late applications will not be accepted.

The funding process will be administered by Southland District Council and funding allocations will be made by the Stewart Island/Rakiura Visitor Levy Committee.

Funding will not be allocated retrospectively.

Successful applicants will be required to sign an accountability form before 31 March, the year after the subcommittee grants the applicant funds. If the applicant hasn't used all (or any) of the funds by that time, the accountability form must still be completed. The committee will not give further funding to applicants if they have not returned their accountability form to council.

PLEASE ENSURE THAT ALL QUESTIONS ARE ANSWERED IN FULL AND THAT RELEVANT DOCUMENTATION ACCOMPANIES THE APPLICATION FORM

Stewart Island/Rakiura Visitor Levy Fund

APPLICATIONS CLOSE:	<input checked="" type="checkbox"/> 31 March each year	2021	(Year)
Please state the year in which funding is sought			
SEND TO:			
Southland District Council PO Box 903 Invercargill 9840			
Email to funding@southlanddc.govt.nz or deliver to your nearest Southland District Council Office			
ANY QUERIES TO:			
Megan Seator on 0800 732 732			
YOUR DETAILS – PLEASE COMPLETE			
Name of organisation	STEWART ISLAND /RAKIURA COMMUNITY BOARD		
Postal address	SDC, PO BOX 903 INVERCARGILL		
Street address	15 FORTH STREET INVERCARGILL		
CONTACT NAMES			
Please give the names of two people who can be contacted if further information is required. The first contact must be the person who filled out the form. Under the Privacy Act (1993) consent from these people must be given before their details are recorded here.			
Name	Jon Spraggon	Phone	(day)
Email	jspraggon@realjourneys.co.nz		(evening)
Name	Mark Day	Phone	(day)
Email	mark.day@southlanddc.govt.nz		(evening)
0800 732 732			
027 241 5094			
Bank account number to direct credit grant payment if application successful:			
PAYEE DETAILS – PAY TO THE CREDIT OF			
Name of bank	BNZ	Branch	Invercargill
Name of account	Southland District Council		
0	2		0
9	2	4	
0	0	6	4
9	8	7	
0	0	0	
Bank Branch Account No Suffix			
TO HELP SPEED THE PROCESS UP IN THE EVENT OF YOUR GRANT BEING APPROVED, CAN YOU PLEASE PROVIDE VERIFICATION OF YOUR BANK ACCOUNT DETAILS. THIS CAN BE A SCREENSHOT OR BANKING SLIP AND IT MUST BE ATTACHED TO YOUR APPLICATION.			
GST Number (if applicable)	5	1	
	8	5	0
	2	3	8

WHAT ARE YOU APPLYING FOR – PLEASE TICK ALL THAT APPLY					
Funding for an activity or facility used by, or for the benefit of, visitors to Stewart Island/Rakiura					<input checked="" type="checkbox"/>
Funding for an activity or facility to mitigate the adverse effects on the environment from visitors to Stewart Island/Rakiura					<input type="checkbox"/>
PROJECT DETAILS					
What is the name of your project?		Horseshoe Bay Walking Track (stage 2)			
Please describe fully: (Continue on a separate sheet if necessary)					
For what purpose does your organisation seek a Stewart Island Rakiura Visitor Levy grant?					
To install approximately 344 metres of walking track. This is stage 2 of the project to complete a walking track from Horseshoe Bay Road to Braggs Bay on Stewart Island. This is a three stage project with stage 1 completed.					
How will your project directly benefit visitors or mitigate the adverse environmental effects of visitors?					
Many visitors currently walk on the roads and the installation of this walking track will create a safer environment and connectivity for foot traffic.					
How does your application demonstrate alignment with the Southland Murihiku Destination Strategy's vision, guiding principles, and activation areas? <i>(please attach a separate page if necessary)</i>					
This application aligns with Ohanga/Whairawa and Manaakitanga activation areas outlined in the Southland Murihiku Destination strategy guiding principles. The installation of this footpath will improve the wellbeing of visitors and ensure their needs (safety) are addressed.					
	Whanaungatanga/ Together	Ohanga/ Whairawa	Kaitiakitanga	Diversity	Manaakitanga
INFRASTRUCTURE					
Investment Attraction (private, public & PPP)					
Transport, Connectivity and Access					
Jetties, Wharves and Cruise Infrastructure					
Toilets, Amenities and Other Infrastructure					
Start date of your project					
Subject to funding		Finish date of your project		Subject to funding	
Does your project relate to infrastructure or capital works? <i>If yes, please continue. If no, please move to the "presentation" section</i>				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
What is the current status of the facility or infrastructure?					
Walking track does not currently exist					
Does the facility have a long-term development and maintenance plan?					
				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

IF YES PLEASE ATTACH															
Does your project involve conceptual or site plans?						<input checked="" type="checkbox"/> Yes		<input type="checkbox"/> No							
IF YES PLEASE ATTACH															
Does your project require resource or building consent?						<input type="checkbox"/> Yes		<input checked="" type="checkbox"/> No							
IF YES, PLEASE STATE THE STAGE OF APPROVAL															
PRESENTATION															
Applicants can choose to make a presentation in support of their application. Presentations are limited to five minutes. An additional five minutes will be available for questions from the Stewart Island/Rakiura Visitor Levy Committee if required. Applicants will be advised of the time, date and location of presentations.															
I wish to make a presentation in support of my application						<input checked="" type="checkbox"/>									
I do not wish to make a presentation in support of my application						<input type="checkbox"/>									
I am available to make a presentation in support of my application if required by the committee						<input type="checkbox"/>									
FINANCIAL DETAILS															
Are you registered for GST?		<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	GST Number		5	1		8	5	0		2	3	8
Applicants that are not GST-registered need to provide budget figures that include GST															
Applicants that are GST-registered need to provide budget figures that exclude GST.															
Successful applicants who are GST-registered will be required to submit a GST invoice, after being notified the result of the application and prior to the grant being paid out.															
Please round all figures to the nearest dollar.															
EXPENDITURE	\$	INCOME		\$											
Project costs	GST Inclusive or GST Exclusive	Your contribution													
Please see attached		Fees/subs													
		Fundraising													
		Loan/mortgage													
		Cash savings													
		Other													
		Sub-total													
		Other grants and sponsorship applied for													
		Sponsorship													
		Grants (successful and proposed)		Amount requested		Result date									

(a) Total cost of the project is		(b) Total Income				

How much money are you applying for?	\$ 130,720
To find out how much money you should apply for, subtract your contribution (b) from the total cost of the project (a) . The answer is the amount of money you need in order for your project to go ahead.	
Briefly describe any voluntary effort or donated materials provided for the project	
Voluntary effort (eg number of hours)	
Donated materials (eg approximate \$ value)	
How do you envisage paying for the future operational costs of this project?	
Any operational costs will be budgeted for through the annual plan process	

DECLARATION (PLEASE PROVIDE TWO SIGNATURES)			
We	Jon Spraggon and Mark Day	consent to Southland District Council	
collecting the personal contact details provided on this form. The consent is given in accordance with the requirements of the Privacy Act 1994. We also confirm that the information provided is accurate and complete and that the organisation committee has agreed to this project/funding application.			
Name	JON SPRAGGON		
Position in organisation	CHAIRPERSON STEWART ISLAND RAKIURA COMMUNITY BOARD		
Signature		Date	
Name	MARK DAY		
Position in organisation	COMMUNITY FACILITIES MANAGER		
Signature		Date	
Checklist - please attach			<input checked="" type="checkbox"/>
A current statement of financial position or financial performance for your organisation			<input type="checkbox"/>
A current bank statement			<input type="checkbox"/>
Quotations, where relevant			<input checked="" type="checkbox"/>
EVIDENCE OF LEGAL STATUS (IF APPLICABLE)			<input checked="" type="checkbox"/>
Conceptual or site plans (if applicable)			<input checked="" type="checkbox"/>
Project plan including timelines (if applicable)			<input type="checkbox"/>

Development and maintenance plan (if applicable)	<input type="checkbox"/>
Letters of support (if applicable)	<input type="checkbox"/>
THESE ITEMS WILL COMPLETE YOUR APPLICATION	



Horseshoe Bay walking track Pt 2

No greater than 2% cross fall at any point on the track

Track finish height to be same as edge of seal height

