



Notice is hereby given that an Extraordinary meeting of the Stewart Island/Rakiura Community Board will be held on:

Date: Thursday, 9 May 2024  
Time: 7:00 PM  
Meeting room: Library  
10 Ayr St, Stewart Island

---

## Extraordinary Stewart Island/Rakiura Community Board Agenda OPEN

---

### MEMBERSHIP

Chairperson	Aaron Conner
Deputy chairperson	Aaron Joy
Members	Mike Douglass Rakiura Herzhoff Daniel Meads Andrea Young Councillor Jon Spraggon

### IN ATTENDANCE

Committee advisor/customer support partner	Kirsten Hicks
Community partnership leader	Karen Purdue

Contact telephone: 0800 732 732  
Postal address: PO Box 903, Invercargill 9840  
Email: [emailsdc@southlanddc.govt.nz](mailto:emailsdc@southlanddc.govt.nz)  
Website: [www.southlanddc.govt.nz](http://www.southlanddc.govt.nz)

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



## Health and safety – emergency procedures

Toilets – The location of the toilets will be advised at the meeting.

Evacuation – Should there be an evacuation for any reason please exit via the exits indicated at the venue.

Earthquake – Drop, cover and hold applies in this situation and, if necessary, once the shaking has stopped we will evacuate the building to a safe location.

Phones – Please turn your mobile devices to silent mode.

Recording - These proceedings may be recorded for the purpose of live video, both live streaming and downloading. By remaining in this meeting, you are consenting to being filmed for viewing by the public.

---

## Community board terms of reference

TYPE OF COMMITTEE	Community board (board)
RESPONSIBLE TO	Boards are responsible to Council Each board will also have relationships with Council committees (these committees are outlined in the delegations manual).
SUBCOMMITTEES	Some subcommittees will report to community boards – these are outlined in section 8.5 of the delegations manual.
MEMBERSHIP	Oreti and Waihopai Toetoe boards have seven members elected by the local authority triennial elections plus a member appointed by Council. All other boards have six members plus a member appointed by Council.  The chairperson is elected by the board. Councillors who are not appointed to boards can only remain for the public section of the board meeting. They cannot stay for the public excluded section unless the board agrees.
FREQUENCY OF MEETINGS	Every second month, but up to 12 ordinary meetings a year with the approval of the chief executive.
QUORUM	Not less than four members
THE ROLE OF COMMUNITY BOARDS	<p><b>Governance</b></p> <p>Elected members are responsible for providing leadership, setting direction and for overseeing performance (at a high level).</p> <p>The chief executive and staff are responsible for management activities including the allocation of resources, overseeing the day to day operations of the community board, providing policy advice and implementing governance decisions.</p> <p><b>Roles outlined in the Local Government Act 2002</b></p> <ul style="list-style-type: none"> <li>• appoint a chairperson and deputy chairperson</li> <li>• represent, and act as an advocate for, the interests of its community</li> <li>• consider and report on all matters referred to it by the territorial authority, or any matter of interest or concern to the board</li> <li>• maintain an overview of services provided by the territorial authority within the community</li> <li>• prepare an annual submission to the territorial authority for expenditure within the community</li> <li>• communicate with community organisations and special interest groups within the community</li> <li>• undertake any other responsibilities that are delegated to it by the territorial authority.</li> </ul> <p><b>Additional roles of boards</b></p> <p><b>Community wellbeing</b></p>

a) promote the social, economic, environmental and cultural well-being of local communities

b) monitor the overall well-being of local communities.

### **Community leadership**

a) to provide leadership to local communities on the strategic issues and opportunities that they face

b) identify key issues and opportunities that will affect the future of the board's community and work with Council staff and other local representatives to facilitate multi-agency collaborative opportunities

c) promote a shared vision for the board's community and develop and promote ways to work with others to achieve positive outcomes

d) 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

e) develop and manage community board plans including keeping these up to date and relevant to community needs and aspirations.

### **Engagement and relationships**

a) to develop relationships and communicate with key community organisations, special interest groups, residents and businesses within the community.

#### **Advocacy**

a) as part of the long term plan or annual plan process, prepare a submission to Council on the proposed levels of service, income and expenditure within the community of interest

b) as part of the long term plan or annual plan process, outline the relative priorities for the delivery of District services and levels of service within the board area (Council sets the levels of service for **District Activities**<sup>(ii)</sup> if a board seeks a higher level of service, they need to recommend that to Council, and the higher level of service will need to be funded in an appropriate way (locally).

### **Local activities**

For local activities<sup>(iii)</sup>

a) recommend to Council levels of service<sup>(iii)</sup> and budgets for local activities, having regard to Council budgets in the long term plan or annual plan process

b) recommend to Council rates, user charges and fees to fund local activities

	<ul style="list-style-type: none"> <li>c) recommend to Council or a relevant committee the approval of project definitions or business cases and procurement plans for capital expenditure over \$300,000</li> <li>d) recommend to Council or a relevant committee unbudgeted capital expenditure</li> <li>e) monitor the services Council delivers its communities and assess the extent these services meet community needs or the expected level of service</li> <li>f) support the development of local management plans where required by statute or in support of the district plan, or other plans (reserves, harbours, or other community facilities).</li> </ul> <p>These plans should then be recommended to Council. There are times when local management plans<sup>(iv)</sup> should not be developed</p> <p>Environmental management and spatial planning</p> <ul style="list-style-type: none"> <li>a) provide comment on resource consent applications referred to the community board for comment</li> <li>b) to make recommendations to Council about bylaws and about enforcing bylaws within the community, having regard to the need to maintain consistency across the District</li> <li>c) provide advice to Council and its committees on any matter of interest or concern to the community board in relation to the sale of alcohol, where statutory ability exists to seek such feedback</li> <li>d) provide input into regulatory activities not otherwise specified above, where process allows</li> <li>e) recommend to Council initiating an appeal to the environment court on decisions relating to resource consent applications that the board has made submissions on</li> <li>f) provide support to the development of community plans for a civil defence emergency and the recovery afterwards.</li> </ul>
DELEGATIONS	<p>In exercising the delegated powers, boards will operate within:</p> <ul style="list-style-type: none"> <li>a) policies, plans, standards or guidelines that have been established and approved by Council</li> <li>b) the needs of the local communities</li> <li>c) the approved budgets for the activity.</li> </ul> <p>1) Boards shall have the following delegated powers and be accountable to Council for the exercising of these powers<sup>(v)</sup>.</p> <p>Community wellbeing</p> <ul style="list-style-type: none"> <li>a) develop local strategies to improve areas of wellbeing (where a need has been identified)</li> <li>b) to develop local community outcomes that reflect the desired goals for their community or place.</li> </ul>

	<p>Community board plans</p> <p>a) Regularly review and update the community board plan to keep the plan relevant.</p> <p>Decisions on locally funded assets and services</p> <p>a) accept donations of a local asset (e.g. a gas barbeque, park bench, etc) with a value of less than \$30,000</p> <p>b) approve project definitions or business cases for approved budgeted capital expenditure up to \$300,000.</p> <p>Unbudgeted expenditure</p> <p>a) approve unbudgeted operating expenditure for local activities of up to \$20,000</p> <p>b) 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 or long term plan</p> <p>c) authority to delegate to the chief executive, when approving a project definition or business case, over-expenditure of up to \$10,000 for capital expenditure against the budget detailed in the annual plan or long term plan.</p> <p>Leases and licenses</p> <p>In relation to all leases and licences of land and buildings for local activities within their own area, and subject to any relevant legislation and/or policy requirement, on behalf of Council;</p> <p>a) accept the highest tenders for rentals more than \$10,000</p> <p>b) approve the preferential allocation<sup>(vi)</sup> of leases and licenses where the rental is \$10,000 or more per annum.</p> <p>Community assistance</p> <p>a) establish a system for prioritising allocations, based on criteria provided by Council</p> <p>b) grant funds from the Community Partnership Fund</p> <p>c) allocate bequests or grants generated locally, consistent with the terms of the bequest or grant fund.</p> <p>Northern Southland development fund</p> <p>a) the Northern board can make decisions regarding funding applications to the Northern Southland development fund.</p>
LIMITS TO DELEGATIONS	<p>Boards have no financial or decision-making delegations other than those specifically delegated by Council.</p> <p>Boards 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 or annual plan.</p> <p>In accordance with the provisions of section 39(2) of Schedule 7 of the Local Government Act 2022 the board may not incur expenditure in excess of the approved budget.</p>

	<p>Matters that are not delegated</p> <p>Council has not delegated to boards the power to:</p> <ul style="list-style-type: none"> <li>a) make a rate or bylaw</li> <li>b) acquire, hold or dispose of property</li> <li>c) direct, appoint, suspend or remove staff</li> <li>d) engage or enter into contracts and agreements and financial commitments</li> <li>e) institute an action for recovery of any amount</li> <li>f) issue and police building consents, notices, authorisations and requirements under acts, statutes, regulations, bylaws and the like;</li> <li>g) institute legal proceedings other than the delegation to recommend to Council the initiating of an appeal to the environment court on decisions in respect to resource consent applications on which the board has made submissions.</li> </ul>
CONTACT WITH MEDIA	<p>The 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 or outside agencies on behalf of Council on matters outside of the board's delegations.</p> <p>The 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 government agencies or official agencies will only take place through Council staff and will be undertaken under the name of Council.</p>
REPORTING	<p>Boards are unincorporated statutory bodies which are elected to represent the communities they serve.</p> <p>Copies of board meeting minutes are retained by Council.</p>

- (i) **District activities include:**
- a) community leadership at a district level (including district community grants)
  - b) wastewater
  - c) waste services
  - d) water supply
  - e) district open spaces (parks and reserves)
  - f) roading
  - g) district community services (library services, cemeteries, community housing and heritage/culture)
  - h) district community facilities (public toilets, library buildings, offices and amenity buildings)
  - i) environmental services (building services, resource management, environmental health, animal services, emergency management)
  - j) stormwater
  - k) corporate support services



- (ii) **Local activities include:**
- a) community leadership at a local board level (including local community grants)
  - b) local community facilities (halls and other amenity buildings within Council's overarching policy for community facilities)
  - c) water facilities (boat ramps, wharves, jetties and harbour facilities)
  - d) local open spaces (parks and reserves, playgrounds and streetscapes)
  - e) parking limits, footpaths and streetlights
  - f) Te Anau/Manapouri Airport (Fiordland board)
  - g) Stewart Island Electricity Supply Authority (SIESA) (Stewart Island/Rakiura board)
  - h) for the above two local activities only
  - i) recommend levels of service and annual budget to Council or a relevant committee
  - j) monitor the performance and delivery of the service
  - k) naming reserves, structures and commemorative places
  - l) authority to decide upon requests from the community, regarding names of reserves, the placement of structures and commemorative places.
  - m) naming roads
  - n) authority to decide on the naming for public roads, private roads and rights of way
  - o) assisting 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.
- (iii) Levels of service is a term in asset management referring to the quality of a given service. Defining and measuring levels of service is a key activity in developing infrastructure asset management plans. Levels of service may be tied to physical performance of assets or be defined by customer expectation and satisfaction.
- (iv) Local management plans should not be developed where powers:
- a) have been delegated to Council staff
  - b) would have significance beyond the board's area or otherwise involves a matter of national importance (Section 6 Resource Management Act 1991)
  - c) involve the alienation of any part of a proposed or existing esplanade reserve by way of width reduction, easement, lease or otherwise.
- (v) Local Government Act 2002, s.53
- (vi) A preferential allocation is when there is a preference that a lease or license is given to a particular person or group, rather than having an open process. For example, a neighbouring land owner or a community group that use a building may be asked if they want to lease the land/building, rather than giving the wider public the opportunity to tender or apply.
-

---

TABLE OF CONTENTS

ITEM		PAGE
PROCEDURAL		
1	Apologies	11
2	Leave of absence	11
3	Conflict of interest	11
4	Extraordinary/urgent items	11
5	Public participation	11
REPORTS		
6.1	Stewart Island/Rakiura Community Board - Application to the Stewart Island/Rakiura Visitor Levy Fund 2024	13

---

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 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.”**

5 Public participation

Notification to speak is required by 12noon at least one clear day before the meeting. Further information is available at [www.southlanddc.govt.nz](http://www.southlanddc.govt.nz) or by phoning 0800 732 732.



---

# Stewart Island/Rakiura Community Board - Application to the Stewart Island/Rakiura Visitor Levy Fund 2024

Record No: R/24/4/29318

Author: Karen Purdue, Community partnership leader

Approved by: Sam Marshall, Group manager customer and community wellbeing

Decision

Recommendation

Information

---

## Purpose

- 1 The purpose of this report is to seek approval from the Stewart Island Rakiura Community Board to submit a funding application to the Stewart Island Rakiura Visitor Levy Fund to construct a new walking track from Ayr Street (bottom of Golden Bay road) through to the end of Traill Park, from the 2024 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 this project needing funding assistance that meets the above criteria. The project is to construct a new walking track from Ayr Street (bottom of Golden Bay road) through to the end of Traill Park.
- 4 This project was included in the Golden Bay Masterplan included in Attachment A to this report.
- 5 The application form is included as Attachment B to this report.
- 6 The Stewart Island/Rakiura Community Board is required to make a formal decision to confirm the submission of an application to the Stewart Island/Rakiura Visitor Levy Fund.
- 7 Applications close on Friday 10<sup>th</sup> May 2024. The concept designs and final estimate of costs, in support of the application are not yet completed.
- 8 Staff are therefore seeking approval for the board to delegate authority to the board chair to approve the concept designs and final estimate of costs for attachment to the application.
- 9 The application is requesting funding up to \$200,000.

## Recommendation

That the Stewart Island/Rakiura Community Board:

- a) **Receives the report titled “Stewart Island/Rakiura Community Board - Application to the Stewart Island/Rakiura Visitor Levy Fund 2024” dated 1 May 2024.**
- 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 for up to \$ 200,000 to construct a new walking track from Ayr Street (bottom of Golden Bay road) through to the end of Traill Park.
- e) Delegates authority to the board chair to approve the concept designs and final estimate of costs for attachment to the application.

### a) Background

10 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.

11 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.

### b) Issues

12 It should be noted that this is stage one of delivery of the Golden Bay Masterplan.

13 Detailed concept designs and final estimates of costs are still to be received.

Factors to consider

Legal and statutory requirements

14 There are no legal and statutory requirements to consider.

Community views

- 15 The views of the Stewart Island/Rakiura Community Board, as elected members, are considered to represent the views of the community.
- 16 Extensive engagement was carried out with the Stewart Island/Rakiura community, including engagement with iwi throughout the process of developing the Golden Bay Masterplan, which resulted in overwhelming support for the masterplan.

Costs and funding

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

Policy Implications

- 18 There are no policy implications.

Analysis

c) Options considered

- 19 There are two options to consider.
- 20 Option 1 - Agrees to the submission of an application of up to \$ 200,000 to the Stewart Island/Rakiura Visitor Levy Fund to construct a new walking track from Ayr Street (bottom of Golden Bay road) through to the end of Traill Park.
- 21 Option 2 – Does not agree to the submission of an application of \$ 200,000 to the Stewart Island/Rakiura Visitor Levy Fund to construct a new walking track from Ayr Street (bottom of Golden Bay road) through to the end of Traill Park.
- 22 Analysis of options

Option 1 – Agrees to the submission of an application of up to \$200,000 to the Stewart Island/Rakiura Visitor Levy Fund to construct a new walking track from Ayr Street (bottom of Golden Bay road) through to the end of Traill Park

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

Option 2 – Does not agree to the submission of an application of up to \$200,000 to the Stewart Island/Rakiura Visitor Levy Fund to construct a new walking track from Ayr Street (bottom of Golden Bay Road) through to the end of Traill Park

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

	Visitor Levy Subcommittee. Delays to the project delivery can be expected.
--	--

d) Assessment of significance

23 This is not considered significant under Southland District Council's Significance and Engagement Policy.

Recommended option

24 The recommended option is option 1.

Next Steps

25 Following the approval of this report, the application will be submitted to the Stewart Island/Rakiura Visitor Levy Fund.

## 1 Attachments

A Golden Bay Masterplan - August 2023 [↓](#)

B Stewart Island/Rakiura visitor levy application - Golden Bay Masterplan Stage 1 [↓](#)

















































































































