

Notice is hereby given that an Ordinary Meeting of Southland District Council will be held on:

**Date:** Wednesday, 16 September 2015  
**Time:** 1pm  
**Meeting Room:** Council Chambers  
**Venue:** 15 Forth Street  
Invercargill

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## Council Agenda

### OPEN

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#### MEMBERSHIP

<b>Mayor</b>	Mayor Gary Tong
<b>Deputy Mayor</b>	Paul Duffy
<b>Councillors</b>	Lyall Bailey
	Stuart Baird
	Brian Dillon
	Rodney Dobson
	John Douglas
	Bruce Ford
	George Harpur
	Julie Keast
	Ebel Kremer
	Gavin Macpherson
	Neil Paterson

#### IN ATTENDANCE

<b>Chief Executive</b>	Steve Ruru
<b>Committee Advisor</b>	Fiona Dunlop

Contact Telephone: 0800 732 732  
Postal Address: PO Box 903, Invercargill 9840  
Email: [emailsdc@southlanddc.govt.nz](mailto:emailsdc@southlanddc.govt.nz)  
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**Full agendas are available on Council's Website**  
**[www.southlanddc.govt.nz](http://www.southlanddc.govt.nz)**



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**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**

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

**4 Public Forum**

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

**5 Extraordinary/Urgent Items**

To consider, and if thought fit, to pass a resolution to permit the Council 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 Council Minutes**

6.1 Meeting minutes of Council, 26 August 2015



## Alcohol Licencing Fee-Setting Bylaw 2015 - Oral Submissions

Record No: R/15/9/16287  
Author: Fiona Dunlop, Committee Advisor  
Approved by: Fiona Dunlop, Committee Advisor

☐ Decision ☐ Recommendation ☒ Information

### Schedule of Oral Submitters for Alcohol Licensing Fee-Setting Bylaw 2015

- 1 The following are the oral submitters to be heard by Council on the Alcohol Licensing Fee-Setting Bylaw 2015.

Time	Submitter	Speaker	Page Number
1.00 pm	Hospitality NZ - Southland Branch	John McHugh and Gus Dermody	10
1.20 pm	Orepuki Tavern	Alastair McCracken	13
1.30 pm	Robert Wason	Lionel Wason	14

### Recommendation

That the Council:

- a) Receives the report titled “Alcohol Licencing Fee-Setting Bylaw 2015 - Oral Submissions” dated 9 September 2015.
- b) Thank the oral submitters for their attendance.

### Attachments

A Oral Submitters Alcohol Licensing Fee-Setting Bylaw 2015 [View](#)

**From:** Webmaster  
**Sent:** Monday, 27 July 2015 1:19 p.m.  
**To:** General  
**Subject:** Alcohol Licensing Fee-Setting Bylaw  
**Attachments:** SDC-Licensing-Fees-Bylaw-27.07.15.docx

**Name:**  
Fiona Morton  
**Organisation (if applicable):**  
Hospitality NZ Southland Branch

There is an opportunity to speak about your submission to Councillors, who will listen to your submission and may ask further questions. The proposed hearing date is 15 September 2015.

I do wish to be heard in support of my submission

**I am available:**

Morning

Council is proposing to adopt the Alcohol Licensing Fee-Setting Bylaw 2015, that introduces a 10% discount to all annual fees.

Oppose

**Comment:**

Please see the attached document

**If you have a file relating to your submission you may upload it here.**

SDC-Licensing-Fees-Bylaw-27.07.15.docx - [Download File](#)



Monday 27<sup>th</sup> July 2015

### **Alcohol Licensing Fee-Setting Bylaw**

The Hospitality New Zealand Southland Branch welcomes the opportunity to submit on the Southland District Council Alcohol Licensing Fee-Setting Bylaw.

Membership of Hospitality New Zealand is voluntary, is primarily funded by member subscriptions and comprises predominantly small to medium size businesses. Members include restaurants, café bars, taverns, country hotels, motor inns, off-licensed premises and accommodation providers.

Hospitality New Zealand provides advice to its members on a wide variety of industry and compliance issues. Service delivery to members is provided through a team of eight Regional Managers based at local branches around New Zealand, supported by a service team in Wellington. Service is delivered through personal visits, telephone, email and other contact.

Through membership servicing, Hospitality New Zealand is able to gauge the views and experiences of a wide variety of hospitality businesses in New Zealand. The Southland Branch of Hospitality New Zealand covers from Stewart Island to Raes Junction and from the Catlins through to Milford Sound. The branch consists of 100 members with 52 of these members in the Southland District Council region. The membership consists of bars, taverns, restaurants, cafes, B&Bs, hotels, bottle stores through to five star luxury lodges.

Hospitality New Zealand Southland Branch has considered the proposal of the draft Alcohol Fee-Setting Bylaw 2015.

Hospitality New Zealand Southland branch recently held a meeting with members to discuss concerns with the dramatic increase in licensing fees that were introduced with the Sale and supply of Alcohol Act 2012. Some members have had an increase in licensing fees of 300% plus.

While it may be observed that the Sale and Supply of Alcohol Act (the Act) increases the range of monitoring and enforcement activity, Hospitality NZ Southland Branch also observes that the Act has also increased compliance with increased penalties and sanctions for non-compliance meaning that licensees now face greater consequences for licensing

breaches. As a result, licensees have more at risk – including their entire business in some cases. Accordingly, licensees have taken on board this development and are even more focused on compliance. These higher levels of compliance therefore reduce the need for monitoring and enforcement activity and subsequent costs accordingly.

Hospitality New Zealand Southland branch strongly believes there should be a discount for business for good behaviour. In the Southland Branch there are many businesses that operate successful and safe environments for their patrons. Why should these businesses that have a clean record be penalised for staying open past 1am when they operate a good business with no holdings? A country hotel in Winton that trades past 1am will not have the same issues as an Auckland bar that trade in the Viaduct, so why should they have to pay the same fee? It is agreed that liquor licensing fees are set under the Sale and Supply of Alcohol Act (Fees) Regulations 2013, however as a Council you will agree that one size does not fit all. At an Industry breakfast held in Invercargill in July 2013, the Southland District council indicated that the fees set out were too high and would be seen as a money making exercise.

Hospitality New Zealand Southland branch still support the option that under the Sale and Supply of Alcohol Act (Fees) Regulations 2013 the Council has the ability to drop licensing fees by one level at its discretion:

***6 Fees categories for premises***

*(4) A territorial authority may, in its discretion and in response to particular circumstances, assign a fees category to premises that is 1 level lower than the fees category determined under subclause (1); but no premises may be assigned a category lower than very low.*

Central Otago District Council have done this already for all licensees, as the fees prescribed in the Act are too high for the region. Hospitality New Zealand Southland branch strongly request that this should be adopted for all liquor licenses in the Southland District region.

Therefore, Hospitality NZ Southland Branch oppose Southland District Council proposal to adopt the Alcohol Licensing Fee-Setting Bylaw 2015 that introduces a 10% discount to all annual fees.

Hospitality New Zealand Southland branch thank you for the opportunity to submit on the Southland District Council Alcohol Licensing Fee-Setting Bylaw and welcome the opportunity to speak to this submission.

Kind regards,

**Fiona Morton**

**Regional Manager**

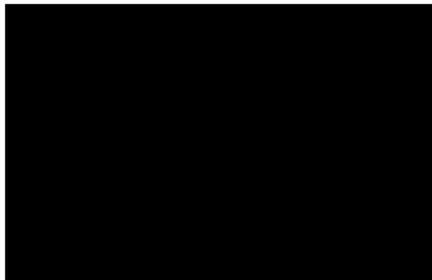
***On behalf of Hospitality NZ Southland Branch***



**From:** Webmaster  
**Sent:** Monday, 27 July 2015 11:00 a.m.  
**To:** General  
**Subject:** Alcohol Licensing Fee-Setting Bylaw

**Name:**  
Alastair McCracken

**Organisation (if applicable):**  
Orepuki tavern



**There is an opportunity to speak about your submission to Councillors, who will listen to your submission and may ask further questions. The proposed hearing date is 15 September 2015.**


I do wish to be heard in support of my submission

**I am available:**  
Afternoon

**Council is proposing to adopt the Alcohol Licensing Fee-Setting Bylaw 2015, that introduces a 10% discount to all annual fees.**

Oppose

**Comment:**  
**If you have a file relating to your submission you may upload it here.**

Draft Alcohol Licensing Fee-Setting Bylaw 2015	
Return your signed submission to Southland District Council by Monday, 27 July 2015 at 5.00 pm. Please note that your submission will be available to the public.	
Submissions may be:	
(a) Posted to Southland District Council, PO Box 903, Invercargill 9840. (b) Delivered direct to any Area Office of the Southland District Council or the main office at 15 Forth Street, Invercargill. (c) Submitted online at <a href="http://www.southlanddc.govt.nz">www.southlanddc.govt.nz</a>	
Please PRINT Clearly	
1. PART A - SUBMITTER CONTACT DETAILS	
Full Name	Robert Richard Wason.
Organisation*	The organisation that this submission is made on behalf of, if applicable The Village Inn Hotel.
	
Contact person and address for service (if different from above)	
2. PART B - SUBMISSIONS HEARINGS ON THE DRAFT ALCOHOL LICENSING FEE-SETTING BYLAW 2015	
There is an opportunity to speak about your submission to Councillors, who will listen to your submission and may ask further questions. The proposed hearing date is 15 September 2015.	
<input type="checkbox"/> I <u>do not</u> wish to be heard in support of my submission; or <input checked="" type="checkbox"/> I <u>do</u> wish to be heard in support of my submission; and if so - I am available:	
<input checked="" type="checkbox"/> Morning <input checked="" type="checkbox"/> Afternoon	

SOUTHLAND  
DISTRICT COUNCIL

27 JUL 2015

TE ANAU OFFICE

4-10 pm



### Adoption of Alcohol Licensing Fee-Setting Bylaw 2015

Council is proposing to adopt the Alcohol Licensing Fee-Setting Bylaw 2015, that introduces a 10% discount to all annual fees.

☐ **Support**☒ Oppose☐ Neutral/No Preference

**Comment:**

## Submission - Alcohol Licensing Fee - Setting By Law

Submitter: Richard Wason

I Richard Wason wish to be heard by The South District Council in support of my submission.

I oppose the licensing Increase fee for small businesses.

Our establishment is very small and run as a business.

We are providing a service to the tourist industry sell wine, beer to the customers who wish to dine with us

My turnover from the cocktail bar and restaurant for the last 12 month was \$5946.00  
Out of this cost are wages, electricity, cost of drink concerned and appliance costs

The new costs will be detrimental to the tourist market.

Regards

Richard Wason  
General Manager

## Alcohol Licensing Fee-Setting Bylaw 2015

**Record No:** R/15/8/14345  
**Author:** Michael Sarfaiti, Environmental Health Manager  
**Approved by:** Bruce Halligan, GM - Environment and Community

☒ Decision ☐ Recommendation ☐ Information

### Purpose

- 1 To hear submissions on the Draft Alcohol Fee-Setting Bylaw 2015 and to deliberate on those submissions.

### Executive Summary

On 24 June 2015, Council endorsed the draft Alcohol Licensing Fee-Setting Bylaw 2015 for public consultation. The draft Alcohol Licensing Fee-Setting Bylaw 2015 was publicly notified and submissions were invited on the proposal. Submissions closed at 5.00 pm on Monday, 27 July 2015. A total of nine submissions were received and of these, four submitters have asked to be heard.

### Recommendation

That the Council:

- a) Receives the report titled “Alcohol Licensing Fee-Setting Bylaw 2015” dated 3 September 2015.
- 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) Receives the submissions on the proposed Alcohol Licensing Fee-Setting Bylaw 2015.
- e) Deliberates on the draft Alcohol Licensing Fee-Setting Bylaw 2015.
- f) Instructs staff to make any changes to the draft Alcohol Licensing Fee-Setting Bylaw 2015 as required.

## Content

### Background

- 3 On 20 May 2015, Council heard submissions on the draft Long Term Plan, three of which related to alcohol licensing fees. The submitters were concerned about the large increase in the prescribed fees introduced by the Sale and Supply of Alcohol (Fees) Regulations 2013. A comparison of the fees is in **Attachment A**.
- 4 The submitters referred Council to the Gore and Central Otago District Councils that had dropped all of their premises by one risk rating level, resulting in those premises paying less fees.
- 5 In a workshop on this issue Councillors agreed that the alcohol licensing business unit should be funded 10% from rates, and indicated that the amount of rates needed to fund an across the board drop in risk rating would not be acceptable (another \$30-40,000).
- 6 On 24 June 2015, Council adopted the draft Alcohol Licensing Fee-Setting Bylaw 2015, and publicly notified and invited submissions on the proposal closing at 5.00 pm on Monday, 27 July 2015. A total of nine submissions were received and of these, four submitters have asked to be heard. A booklet of all submissions received is in **Attachment B**. It is now necessary to hear and deliberate on the submissions received.
- 7 The proposed Alcohol Fee-Setting Bylaw 2015, that incorporates staff recommendations as a result of the consultation process up to the time of writing this report, is in **Attachment C**.

### Issues

- 8 Six submitters are opposed to the bylaw, two in support and one neutral. Significantly, the Hospitality Association of New Zealand (HANZ) and the Maitaia Licensing Trust (MLT) are both opposed to it as were all the submitters who were publicans. Note though that two submitters who are in the hospitality industry supported the draft bylaw.
- 9 There were too few responses to draw any conclusions on the overall views of other types of licensees, being clubs, grocery stores and supermarkets.
- 10 The following issues are discussed in the Deliberations Booklet in **Attachment D**, that will also be provided in hardcopy form on the day of the hearing.

#### **Issue 1 - Proposed 10% discount on annual fees**

- 11 The draft bylaw proposes to introduce a 10% discount on annual fees payable. While some submitters support this approach, others request that Council drop fee categories instead.

#### **Issue 2 - Alignment with the Central Otago and Gore District Councils**

- 12 Alignment with these Councils is being sought by some submitters with regard to dropping fee categories.

#### **Issue 3 - Recognition of exemplary behaviour and systems**

- 13 Some submitters believe that discounts should be introduced to recognise exemplary behaviour and systems. I am not aware that any Council has developed such criteria.

- 14 The Ministry of Justice advises on its website:

***Flexibility for territorial authorities to adjust fee category***

*Territorial authorities can reduce the fee category of an applicant by one level (for example, from high to medium) where it considers this appropriate in the circumstances.*

*Reductions cannot be made below the lowest category. TAs will need to decide under what circumstances, if any, they would reduce the fee category of a licensee. For example a reduction may be appropriate to:*

- *recognise licensees who demonstrate exemplary behaviour and systems*
- *lower fees for premises with multiple licences where the costs to the TA are significantly lower than typical for each licence of that type*
- *recognise local knowledge or circumstances that mean that a lower fees category better reflects the TA's costs in respect of a particular premises.*

- 15 Council then is able to develop criteria for exemplary licensees if it wishes to do so. Examples of criteria could be relating to:

- Training of staff.
- Fire safety compliance.
- Crime prevention through environmental design (CPTED).
- Courtesy vehicles.
- Advertising and signage restrictions.
- Alcohol service restrictions after certain times.
- Banning known practices which encourage patrons to drink quickly.
- Clear rules of conduct for patrons.

**Issue 4 - Risk ratings**

- 16 Submitters raised the following concerns about risk ratings:

- Tavern/hotel off-licences should not have the same risk rating as a supermarket off-licence, given the difference in volumes sold.
- Off-premises consumption is the greatest risk.
- A more lenient approach should be taken because Southland pubs are struggling.
- Golf clubs are low risk and should not have to reduce hours in order to achieve the "very low" risk rating.

**Factors to Consider**

**Legal and Statutory Requirements**

- 17 Council is enabled to stop the bylaw making process at any time, the Sale and Supply of Alcohol (Fee-setting Bylaws) Order 2013 enables Council to create the proposed bylaw, it is not mandatory.
- 18 Regulation 6(4) of the Sale and Supply of Alcohol (Fees) Regulations 2013 enables Council to reduce fee categories:

*"A territorial authority may, in its discretion and in response to particular circumstances, assign a fees category to premises that is one level lower than the fees category*

*determined under subclause (1); but no premises may be assigned a category lower than very low."*

### **Community Views**

- 19 A copy of the statement of proposal was mailed to all licensees in the District, and the draft bylaw was publicly notified in accordance with the special consultative procedure, the latter being recommended by staff for public consultation.
- 20 Note that there was no legal requirement to adopt the special consultative procedure for the making of this bylaw:
- The bylaw provisions in the Local Government Act 2002 (LGA) do not refer to SSLA bylaws and that Act does not refer to LGA procedure.
  - Section 405(4) of the Sale and Supply of Alcohol Act 2012 provides that a Council, when making fee-setting bylaws, *"must to the extent that is reasonably practical having regard to the circumstances of the particular case, consult the persons the authority has reason to believe are representative of interest likely to be substantially affected by the bylaw."* The only persons likely to be substantially affected are the licence holders.

### **Costs and Funding**

- 21 The proposed bylaw is affordable but not sustainable beyond about three years, it is drafted to have effect for one year.
- 22 I would expect almost all councils will eventually have to have fee-setting bylaws to raise fees, assuming that the government does not increase the statutory default fees.
- 23 If Council accepts the recommendation of this report concerning the dropping of risk ratings, then this would have to be funded by one or both of the following:
- More rates funding of the alcohol licensing business unit; and
  - Focus on efficiencies in the business unit.

### **Policy Implications**

- 24 There are no policy implications.

### **Analysis**

#### **Options Considered**

- 25 The options are whether to hear the submissions on the draft Alcohol Fee-Setting Bylaw 2015 and to continue, or to hear the submissions and decide to stop the process, and/or to develop criteria for reduction in risk rating.

## Analysis of Options

### 26 Option 1 - To hear the submissions on the draft Alcohol Fee-Setting Bylaw 2015 and to continue the adoption process

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> <li>Recommended by Council's solicitor, if Council is wishing to reduce fees in a blanket manner.</li> <li>Recognises the concerns of some in the hospitality industry.</li> </ul>	<ul style="list-style-type: none"> <li>Higher fee increases needed in Years 4 and 7.</li> <li>Does not have the support of some in the hospitality industry.</li> </ul>

### 27 Option 2 - To hear the submissions and stop the process

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> <li>Will enable fees to remain at the same level for a longer period.</li> <li>This would be supported by a number in the hospitality industry if the decision was also made to drop fees by one level.</li> </ul>	<ul style="list-style-type: none"> <li>This does not achieve an immediate reduction in fees, if Council chooses to develop risk rating reduction criteria.</li> </ul>

### 28 Option 3 - To drop all licence holders by one risk rating level

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> <li>Supported by a number in the hospitality industry that would prefer Council to drop the fees by one level.</li> </ul>	<ul style="list-style-type: none"> <li>Council has indicated that the rates required to fund this would not be acceptable.</li> <li>A lost opportunity to introduce an incentive to achieve a reduction, by meeting certain exemplary criteria.</li> </ul>

### 29 Option 4 - To request staff to develop criteria for reduction in risk rating

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> <li>Would have the support of many in the hospitality industry.</li> <li>May reduce alcohol related harm.</li> <li>A way to recognise exemplary licensees.</li> <li>A way to support on-licensed premises, recognising that the benefit of these premises to our communities, such as: <ul style="list-style-type: none"> <li>Provide a controlled drinking environment which assists to reduce alcohol related harm.</li> <li>Community development/economic.</li> <li>Vibrancy.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Risks such as low stakeholder engagement, not reaching agreement with stakeholders.</li> <li>Other councils may not wish to develop criteria.</li> <li>The government is required to review the fees by late 2017, this may (or may not) result in amendments to the fees regulations including recognition of performance.</li> <li>"Bleeding edge" risks: <ul style="list-style-type: none"> <li>Not reaching agreement with the industry on the criteria for exemplary licensees.</li> </ul> </li> </ul>

<ul style="list-style-type: none"> <li>- A place for community meetings.</li> </ul>	<ul style="list-style-type: none"> <li>- Low stakeholder engagement.</li> <li>- A likely belief that most if not all HANZ members will qualify for the discount with little effort.</li> <li>- Would be inconsistent with other local councils that do not recognise exemplary licensees in their fees and charges.</li> <li>• The government is required to review the fees by late 2017, this may (or may not) result in amendments to the fees regulations including recognition of performance.</li> </ul>
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### Assessment of Significance

- 30 This review is considered to be not significant in accordance with Council's Significance and Engagement Policy.

### Recommended Option

- 31 To adopt the bylaw as an interim measure and develop criteria for reduction in risk rating (Options 1 and 4).

### Next Steps

- 32 A report will be presented to Council on 28 October 2015, at which time Council will decide on the options in this report and also to decide on any other matters raised during submissions.

### Attachments

- A Fees Comparison [View](#)  
 B Submissions booklet [View](#)  
 C Alcohol Licensing Fee-Setting Bylaw 2015 [View](#)  
 D Deliberations booklet [View](#)

**Attachment B****Fees Comparison****Fees under the Sale of Liquor Act 1989**

Type of licence	Application fee (incl GST)	Renewal fee
On licence	\$793.24	\$793.24
Off licence	\$793.24	\$793.24
Club licence	\$793.24	\$793.24
Special licence	\$64.40	
On licence - BYO	\$134.93	\$134.93
Off licence - Caterers/Auctioneers	\$134.93	\$134.93
Manager's certificate	\$134.93	\$134.93
Temporary Authority	\$134.93	\$134.93

**Fees under the Sale and Supply of Alcohol Act 2012**

Type	Fees are set out in the Sale and Supply of Alcohol(Fees) Regulations 2013	Application/Renew/ Variation Fee (incl GST) *	Annual Fee (incl GST) **
<b>On/Off/Club</b> (new, renewal or variation)	The fee will be calculated using an assessment of factors:		
Very Low	• Type of premises	\$368.00	\$161.00
Low	• Latest opening hour you operate	\$609.50	\$391.00
Medium	• Number of enforcements you have had	\$816.50	\$632.50
High	(Please see Tables 1 and 2 to help calculate your fees)	\$1,023.50	\$1,035.00
Very High		\$1,207.50	\$1,437.50
<b>Special</b>	<b>Application fees will be calculated according to the size and frequency of the event or events</b>		
Class 3	1 or 2 small events (fewer than 100 people)	\$63.25	N/A
Class 2	1 to 3 medium events (100 - 400 people), or 3 - 12 small events (fewer than 100 people)	\$207.00	N/A
Class 1	A large event (400+) people, or More than 3 medium events (100 - 400 people), or More than 12 small events (fewer than 100 people)	\$575.00	N/A
<b>Managers</b> New or Renewal	All	\$316.25	N/A
<b>Other</b>			
Temporary Authority	Section 136 (2)	\$296.70	N/A
Temporary Licence	Section 74	\$296.70	N/A
Permanent Club Charter	Section 414	\$632.50	N/A
Extract from Register	Section 66 (2)	\$57.50	N/A

**From:** Webmaster  
**Sent:** Monday, 27 July 2015 11:00 a.m.  
**To:** General  
**Subject:** Alcohol Licensing Fee-Setting Bylaw

**Name:**  
Alastair McCracken

**Organisation (if applicable):**  
Orepuki tavern

**There is an opportunity to speak about your submission to Councillors, who will listen to your submission and may ask further questions. The proposed hearing date is 15 September 2015.**

I do wish to be heard in support of my submission

**I am available:**  
Afternoon

**Council is proposing to adopt the Alcohol Licensing Fee-Setting Bylaw 2015, that introduces a 10% discount to all annual fees.**

Oppose

**Comment:**  
**If you have a file relating to your submission you may upload it here.**

### Draft Alcohol Licensing Fee-Setting Bylaw 2015

Return your signed submission to Southland District Council by Monday, 27 July 2015 at 5.00 pm. Please note that your submission will be available to the public.

**Submissions may be:**

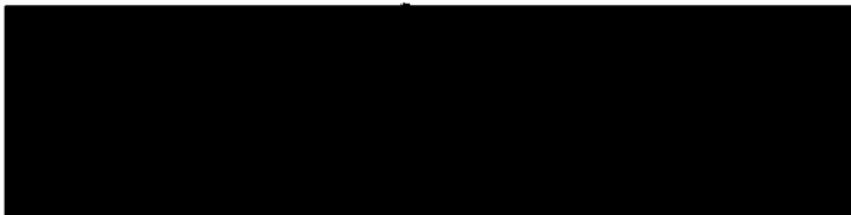
- (a) Posted to Southland District Council, PO Box 903, Invercargill 9840.
- (b) Delivered direct to any Area Office of the Southland District Council or the main office at 15 Forth Street, Invercargill.
- (c) Submitted online at [www.southlanddc.govt.nz](http://www.southlanddc.govt.nz)

Please PRINT Clearly

**1. PART A - SUBMITTER CONTACT DETAILS**

Full Name Allan Stewart Baird

Organisation\* The organisation that this submission is made on behalf of, if applicable  
Dipton Golf Club Inc.



Contact person and address for service (if different from above)

**2. PART B - SUBMISSIONS HEARINGS ON THE DRAFT ALCOHOL LICENSING FEE-SETTING BYLAW 2015**

There is an opportunity to speak about your submission to Councillors, who will listen to your submission and may ask further questions. The proposed hearing date is 15 September 2015.

- ☒ I do not wish to be heard in support of my submission; or
- ☐ I do wish to be heard in support of my submission; and if so -

I am available:

☐ Morning

☐ Afternoon

Adoption of Alcohol Licensing Fee-Setting Bylaw 2015		
Council is proposing to adopt the Alcohol Licensing Fee-Setting Bylaw 2015, that introduces a 10% discount to all annual fees.		
<input type="checkbox"/> Support	<input checked="" type="checkbox"/> Oppose	<input type="checkbox"/> Neutral/No Preference
Comment:		
<p>I support option 2, which will align the SDC with the neighbouring districts. We are low risk enterprises &amp; the council should work on efficiency to ensure the licensing process is cost neutral.</p> <p>Clubs should not have to reduce their opening hours to be inside the 40 hrs / wk</p>		

to qualify for the lower charges. (very low risk)

Golf Clubs are low risk organisations with more mature members. We would like the flexibility to sell drinks on course during the day (of a tournament) & still also be able to sell drinks in the club house at the end of a round.

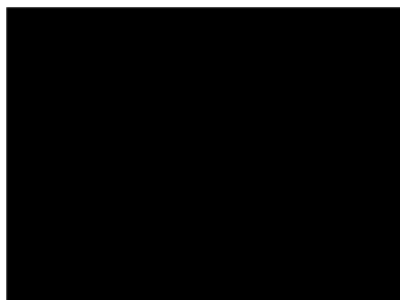
To achieve this we need to be in the Low risk rating category. The cost difference between low & very low is considerable for a small club such as ours.

**From:** Webmaster  
**Sent:** Thursday, 23 July 2015 1:31 p.m.  
**To:** General  
**Subject:** Alcohol Licensing Fee-Setting Bylaw

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

**Name:**  
 Brent Mowat & Wendy-Jane Williamson

**Organisation (if applicable):**  
 Waikaia Hotel



**There is an opportunity to speak about your submission to Councillors, who will listen to your submission and may ask further questions. The proposed hearing date is 15 September 2015.**

I do wish to be heard in support of my submission

**I am available:**  
 Morning, Afternoon

**Council is proposing to adopt the Alcohol Licensing Fee-Setting Bylaw 2015, that introduces a 10% discount to all annual fees.**

Oppose

**Comment:**

We feel that council is looking at this issue solely from a money collection point of view. Our recollection of the Alcohol referendum a few years back is that any changes put in place need to address NZ alcohol problems and alcohol risk.

Council opting for a 10% discount option is not going to help control alcohol risk and is certainly not a result for small business in Southland.

Our neighbouring councils have already adopted the lowering of the fee category by premise.

We feel this is the correct way forward. This is not a broad brush approach but one that is used to fit each individual business.

As our licence currently stands we are judged at the same risk for off licence as a supermarket. Our business sells minimal volumes of take away alcohol as a service to the local community. It is not our focus and is an area that is uncontrolled in our society therefore the largest risk.

For us to break even and fund the \$2080 licence fee ( three year fee ) we need to retail \$208,000 worth of 24 packs or the like. ( 10% expected business margin )This breaks down to \$1333 / week - just to meet break even. In short our little hotel needs to sell 34 x 24 pks per week just to fund the

licence fee. Our previous licence fee structure was only a third of this.- and we thought this was to much at the time.

If council was to adopt option two, you would have a flexibility to work with all businesses in Southland and grade each licence accordingly if needed. We feel that our hotel should be re-graded as a remote sales off licence. This would drop our off licence fee into low risk ( at the moment we are classed as medium risk) Businesses that are working hard within the law can be rewarded and those that are not doing the job are not rewarded.

This is definitely fee reduction once performance criteria has been met. ( Your draft proposal states that option 2 removes the option of reducing fee's on the basis of meeting performance criteria ) Volume suppliers of take away alcohol should not receive either a lower risk rating or a 10% discount.

Is it fair that one of our suppliers, [REDACTED], are able to secure a re-grading and therefore a lowering of fee's for their hotel's on and off licence and the next door neighbour can't because of a different policy between councils?

Quote from [REDACTED]

"They took the positive approach that they lowered our fees by one level of risk which made a difference."

We also note that in your detailed analysis of options in the draft proposal that you see a consistency between councils as an advantage.

In short we urge council to adopt option 2 regarding fee settings for premises.

**If you have a file relating to your submission you may upload it here.**

### Draft Alcohol Licensing Fee-Setting Bylaw 2015

Return your signed submission to Southland District Council by Monday, 27 July 2015 at 5.00 pm. Please note that your submission will be available to the public.

**Submissions may be:**

- (a) Posted to Southland District Council, PO Box 903, Invercargill 9840.
- (b) Delivered direct to any Area Office of the Southland District Council or the main office at 15 Forth Street, Invercargill.
- (c) Submitted online at [www.southlanddc.govt.nz](http://www.southlanddc.govt.nz)

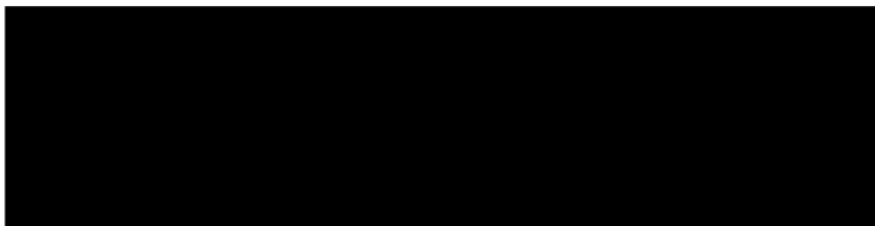
Please PRINT Clearly

**1. PART A - SUBMITTER CONTACT DETAILS**

Full Name *Craig Rutland*

*c/o Last Light Lodge + Cafe*

Organisation\* The organisation that this submission is made on behalf of, if applicable



Contact person and address for service (if different from above)

**2. PART B - SUBMISSIONS HEARINGS ON THE DRAFT ALCOHOL LICENSING FEE-SETTING BYLAW 2015**

There is an opportunity to speak about your submission to Councillors, who will listen to your submission and may ask further questions. The proposed hearing date is 15 September 2015.

- ☒ I do not wish to be heard in support of my submission; or
- ☐ I do wish to be heard in support of my submission; and if so -

I am available:

☐ Morning

☐ Afternoon

300/10/29/1

## Item 7.2 Attachment B

**Adoption of Alcohol Licensing Fee-Setting Bylaw 2015**  
 Council is proposing to adopt the Alcohol Licensing Fee-Setting Bylaw 2015, that introduces a 10% discount to all annual fees.

☒ **Support**
☐ **Oppose**
☐ **Neutral/No Preference**

**Comment:**

I would like to submit a proposal that those businesses that paid fees for 3 years prior to the fee change have the one or ~~two~~ years fee costs they have already paid proportionately credited to their new annual fee structure as the new system disadvantages those like myself who have just paid for 3 years and will now be billed one year later again due to the change.

**From:** Webmaster  
**Sent:** Monday, 27 July 2015 1:19 p.m.  
**To:** General  
**Subject:** Alcohol Licensing Fee-Setting Bylaw  
**Attachments:** SDC-Licensing-Fees-Bylaw-27.07.15.docx

**Name:**

Fiona Morton

**Organisation (if applicable):**

Hospitality NZ Southland Branch



**There is an opportunity to speak about your submission to Councillors, who will listen to your submission and may ask further questions. The proposed hearing date is 15 September 2015.**

I do wish to be heard in support of my submission

**I am available:**

Morning

**Council is proposing to adopt the Alcohol Licensing Fee-Setting Bylaw 2015, that introduces a 10% discount to all annual fees.**

Oppose

**Comment:**

Please see the attached document

**If you have a file relating to your submission you may upload it here.**

SDC-Licensing-Fees-Bylaw-27.07.15.docx - [Download File](#)



Monday 27<sup>th</sup> July 2015

#### **Alcohol Licensing Fee-Setting Bylaw**

The Hospitality New Zealand Southland Branch welcomes the opportunity to submit on the Southland District Council Alcohol Licensing Fee-Setting Bylaw.

Membership of Hospitality New Zealand is voluntary, is primarily funded by member subscriptions and comprises predominantly small to medium size businesses. Members include restaurants, café bars, taverns, country hotels, motor inns, off-licensed premises and accommodation providers.

Hospitality New Zealand provides advice to its members on a wide variety of industry and compliance issues. Service delivery to members is provided through a team of eight Regional Managers based at local branches around New Zealand, supported by a service team in Wellington. Service is delivered through personal visits, telephone, email and other contact.

Through membership servicing, Hospitality New Zealand is able to gauge the views and experiences of a wide variety of hospitality businesses in New Zealand. The Southland Branch of Hospitality New Zealand covers from Stewart Island to Raes Junction and from the Catlins through to Milford Sound. The branch consists of 100 members with 52 of these members in the Southland District Council region. The membership consists of bars, taverns, restaurants, cafes, B&Bs, hotels, bottle stores through to five star luxury lodges.

Hospitality New Zealand Southland Branch has considered the proposal of the draft Alcohol Fee-Setting Bylaw 2015.

Hospitality New Zealand Southland branch recently held a meeting with members to discuss concerns with the dramatic increase in licensing fees that were introduced with the Sale and supply of Alcohol Act 2012. Some members have had an increase in licensing fees of 300% plus.

While it may be observed that the Sale and Supply of Alcohol Act (the Act) increases the range of monitoring and enforcement activity, Hospitality NZ Southland Branch also observes that the Act has also increased compliance with increased penalties and sanctions for non-compliance meaning that licensees now face greater consequences for licensing

breaches. As a result, licensees have more at risk – including their entire business in some cases. Accordingly, licensees have taken on board this development and are even more focused on compliance. These higher levels of compliance therefore reduce the need for monitoring and enforcement activity and subsequent costs accordingly.

Hospitality New Zealand Southland branch strongly believes there should be a discount for business for good behaviour. In the Southland Branch there are many businesses that operate successful and safe environments for their patrons. Why should these businesses that have a clean record be penalised for staying open past 1am when they operate a good business with no holdings? A country hotel in Winton that trades past 1am will not have the same issues as an Auckland bar that trade in the Viaduct, so why should they have to pay the same fee? It is agreed that liquor licensing fees are set under the Sale and Supply of Alcohol Act (Fees) Regulations 2013, however as a Council you will agree that one size does not fit all. At an Industry breakfast held in Invercargill in July 2013, the Southland District council indicated that the fees set out were too high and would be seen as a money making exercise.

Hospitality New Zealand Southland branch still support the option that under the Sale and Supply of Alcohol Act (Fees) Regulations 2013 the Council has the ability to drop licensing fees by one level at its discretion:

***6 Fees categories for premises***

*(4) A territorial authority may, in its discretion and in response to particular circumstances, assign a fees category to premises that is 1 level lower than the fees category determined under subclause (1); but no premises may be assigned a category lower than very low.*

Central Otago District Council have done this already for all licensees, as the fees prescribed in the Act are too high for the region. Hospitality New Zealand Southland branch strongly request that this should be adopted for all liquor licenses in the Southland District region.

Therefore, Hospitality NZ Southland Branch oppose Southland District Council proposal to adopt the Alcohol Licensing Fee-Setting Bylaw 2015 that introduces a 10% discount to all annual fees.

Hospitality New Zealand Southland branch thank you for the opportunity to submit on the Southland District Council Alcohol Licensing Fee-Setting Bylaw and welcome the opportunity to speak to this submission.

Kind regards,

**Fiona Morton**

**Regional Manager**

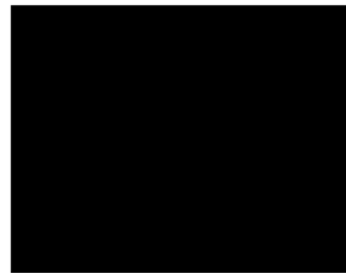
***On behalf of Hospitality NZ Southland Branch***



**From:** Webmaster  
**Sent:** Thursday, 16 July 2015 4:31 p.m.  
**To:** General  
**Subject:** Alcohol Licensing Fee-Setting Bylaw

**Name:**  
 MLT

**Organisation (if applicable):**  
 Maitara Licensing Trust



**There is an opportunity to speak about your submission to Councillors, who will listen to your submission and may ask further questions. The proposed hearing date is 15 September 2015.**

I do not wish to be heard in support of my submission

**I am available:**  
 Morning

**Council is proposing to adopt the Alcohol Licensing Fee-Setting Bylaw 2015, that introduces a 10% discount to all annual fees.**

Oppose

**Comment:**

15 July 2015

Submission to Southland District Council from Maitara Licensing Trust ( MLT )  
 Re : Draft Licensing Fee-Setting Bylaw 2015.

The MLT opposes the adoption of the Alcohol Licensing Fee-Setting Bylaw 2015 that introduces a 10% discount to all annual fees.

My first question pertains to the statement above in introducing a 10% discount for all annual fees. Why is there no mention of 10% discount on renewal fees?

My concern is that the Southland District Councils ( SDC ) strongest argument to justify the introduction of an annual fees is to "enable full cost recovery", and to reduce the burden on the ratepayer who in the opinion of the government has been subsidising the Liquor Industry Licensees. Prior to 18 December 2013 there were no annual fees, which means there was no burden on rate payers previously This then suggests that this is another revenue gathering incentive dreamed up by government to further hamstring an industry that is struggling to survive the plethora of bureaucratic, administrative and anti-social measures continually bombarding the hospitality industry. I put it to you that the only extra charge associated with the annual fee is the printing of an invoice, 50 cents at most. A point that seems to be continually glossed over nationwide.

MLT has three country pubs in the Southland District Council area, Tokanui Tavern, Pioneer Tavern in Edendale and Three Rivers Hotel in Wyndham. As you will no doubt be aware from industry

sources Southland pubs have taken an absolute hammering in the last 10 years from the anti-drink sentiment, increases in compliance cost, rates, fuel, electricity, labour, changes to the Sale & Supply of Liquor Act, Health & Safety Act, Building Code, Food Control Plans, Evacuation Plans and the trend towards drinking cheaply at home.

That the MLT country pubs in the SDC area are struggling to survive is an understatement, apart from all the ongoing cost mentioned above Pioneer Tavern is now under threat from the bypass route cutting off Edendale, Tokanui Tavern will be likewise effected from the sealing of the Haldane to Curio Bay Road which will cut off Tokanui township to the tourists.

From the fees perspective the three pubs in the SDC area fees have gone from \$4,656.00 to \$19,113.00 over the 3 years period and on top of that there are 15 General Manager's certificates renewals to consider over that period which have also risen from \$134.00 to \$316.25 inclusive or 234%. A substantial imposition on a businesses that are breakeven propositions at best.

The MLT has worked tirelessly with the local Gore District Council ( GDC ) to address the cost increases the Trust faces. GDC has taken a pragmatic approach to the increased fees and recognised that the increase of fees and the introduction of an annual fee can be mitigated somewhat by giving relief by offering a risk rating one step lower than what would normally be assigned, as a measure to soften the impact of the new fee regime of licensees. This is clearly a case of local bodies and industry working in tandem for the benefit of the district.

To clarify the MLT position the Trust opposes the status quo and the adoption of the Alcohol Licensing Fee-Setting Bylaw 2015. The Trust supports the concept of lowering the fee category of a premise by one step given the track record of the licensee complies.

**If you have a file relating to your submission you may upload it here.**



**Head Office**  
Cnr Town Centre & Mokonui Sts,  
P O Box 1, Te Anau,  
9640  
Telephone (03) 249-7816  
Fax No. (03) 249-7817

[headoffice@realjourneys.co.nz](mailto:headoffice@realjourneys.co.nz)  
[www.realjourneys.co.nz](http://www.realjourneys.co.nz)

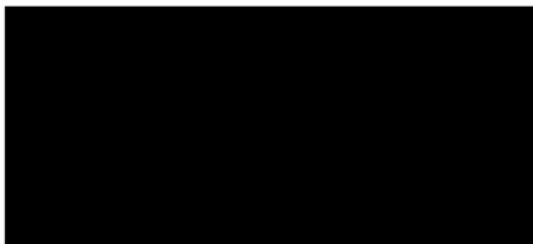
## SUBMISSION FORM

To: Submission on Draft Alcohol Licensing Fee-Setting Bylaw 2015  
Southland District Council,  
PO Box 903  
INVERCARGILL 9840

Email: [sdcsouthlanddc.govt.nz](mailto:sdcsouthlanddc.govt.nz)

### Contact Details of Submitter:

Name: Real Journeys Limited  
Attention: Fiona Black



### 1. Real Journeys Background:

Real Journeys Limited has been operating in Fiordland National Park and Queenstown for over 60 years. It is the largest tourism operator in the region and has a well earned reputation for providing high quality excursions enjoyed by visitors from around the world. Real Journeys is one of the most successful and highly respected tourism companies in New Zealand. On-going staff training and a strong commitment for quality service helps maintain the company's reputation for hospitality, service and safety.

Since 2002 Fiordland Travel Ltd has operated all its tourism excursions under the 'Real Journeys' brand and in 2006 changed its company name to Real Journeys Limited. Real Journeys now has operational bases in Milford Sound, Te Anau, Manapouri and Queenstown. The company offers a range of quality tourism excursions including: day time and overnight cruises on Milford and Doubtful

Sounds (with daily coach connections from Te Anau and coach / flight connections from Queenstown); trips to Te Anau Glow-worm Caves; guided Milford Track day walks and in Queenstown, cruises on Lake Wakatipu aboard the "TSS Earnslaw", combined with Walter Peak High Country excursions and dining options at the Colonel's Walter Peak Homestead.

A wholly owned subsidiary company, Stewart Island Experience, operates the ferry service between Bluff and Stewart Island, coach transfers; cruises to Paterson Inlet and Ulva Island; Village and Bays Tours; and vehicle rentals. These core excursions are complemented by joint ventures that include: Black Cat Group, Queenstown Rafting, and the Southern Lakes Information Centre.

**2. Real Journeys Submission on Draft Alcohol Licensing Fee-Setting Bylaw 2015 is as follows:**

Real Journeys Limited supports the adoption of the draft Alcohol Fee-Setting Bylaw 2015 because this appears to be the most pragmatic solution to fee setting and is provided for under the Sale and Supply of Alcohol (Fee-setting Bylaws) Order 2014. This proposal allows to council to adopt fees which are appropriate for the region.

Also we believe the alternative proposal to lower the fee category of a premises could potentially remove the incentive for licensees to lower their outlets risk rating undermining the intent of the Sale and Supply Alcohol Act.

**3. Real Journeys does wish not to be heard in support of this submission.**



\_\_\_\_\_  
(Signature)

**Fiona Black**

\_\_16\_\_ / \_\_07\_\_ / 2015\_\_  
(Date)

### Draft Alcohol Licensing Fee-Setting Bylaw 2015

**Return your signed submission to Southland District Council by Monday, 27 July 2015 at 5.00 pm. Please note that your submission will be available to the public.**

**Submissions may be:**

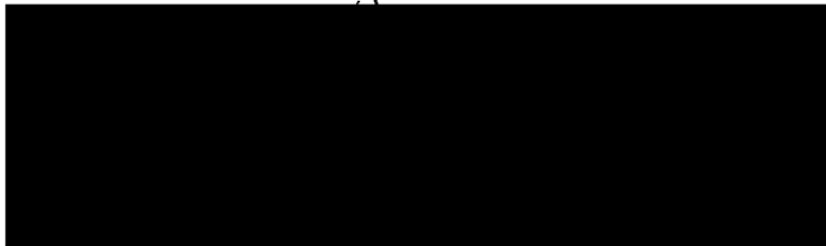
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- (c) Submitted online at [www.southlanddc.govt.nz](http://www.southlanddc.govt.nz)

**Please PRINT Clearly**

**1. PART A - SUBMITTER CONTACT DETAILS**

Full Name Robert Richard Wason.

Organisation\* The organisation that this submission is made on behalf of, if applicable The Village Inn Hotel.



Contact person and address for service (if different from above)

**2. PART B - SUBMISSIONS HEARINGS ON THE DRAFT ALCOHOL LICENSING FEE-SETTING BYLAW 2015**

**There is an opportunity to speak about your submission to Councillors, who will listen to your submission and may ask further questions. The proposed hearing date is 15 September 2015.**

- ☐ I do not wish to be heard in support of my submission; or
- ☒ I do wish to be heard in support of my submission; and if so -
- I am available:

☒ Morning

☒ Afternoon

27 JUL 2015  
TEAUAH  
4-10pm

**Adoption of Alcohol Licensing Fee-Setting Bylaw 2015**  
*Council is proposing to adopt the Alcohol Licensing Fee-Setting Bylaw 2015, that introduces a 10% discount to all annual fees.*

<input type="checkbox"/> Support	<input checked="" type="checkbox"/> Oppose	<input type="checkbox"/> Neutral/No Preference
----------------------------------	--	--

**Comment:**

Submission - Alcohol Licensing Fee - Setting By La

Submitter: Richard Wason

I Richard Wason wish to be heard by The South District Council in support of my submission.

I oppose the licensing Increase fee for small businesses.

Our establishment is very small and run as a business.

We are providing a service to the tourist industry serving wine, beer to the customers who wish to dine with

My turnover from the cocktail bar and restaurant for the last 12 months was \$5946.00  
Out of this cost are wages, electricity, cost of drink concerned and appliance costs

The new costs will be detrimental to the tourist market

Regards

Richard Wason  
General Manager

### Draft Alcohol Licensing Fee-Setting Bylaw 2015

Return your signed submission to Southland District Council by Monday, 27 July 2015 at 5.00 pm. Please note that your submission will be available to the public.

**Submissions may be:**

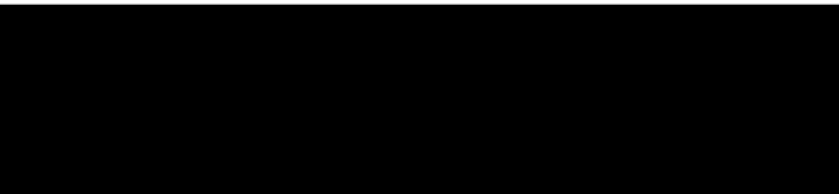
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- (c) Submitted online at [www.southlanddc.govt.nz](http://www.southlanddc.govt.nz)

Please PRINT Clearly

**1. PART A - SUBMITTER CONTACT DETAILS**

Full Name GEN SUTHERLAND

Organisation\* The organisation that this submission is made on behalf of, if applicable WYNDHAM GOLF CLUBS



Phone (Cell)

Contact person and address for service (if different from above)

**2. PART B - SUBMISSIONS HEARINGS ON THE DRAFT ALCOHOL LICENSING FEE-SETTING BYLAW 2015**

There is an opportunity to speak about your submission to Councillors, who will listen to your submission and may ask further questions. The proposed hearing date is 15 September 2015.

- ☒ I do not wish to be heard in support of my submission; or  
☐ I do wish to be heard in support of my submission; and if so -

I am available:

☐ Morning

☐ Afternoon

Adoption of Alcohol Licensing Fee-Setting Bylaw 2015		
Council is proposing to adopt the Alcohol Licensing Fee-Setting Bylaw 2015, that introduces a 10% discount to all annual fees.		
<input type="checkbox"/> Support	<input type="checkbox"/> Oppose	<input checked="" type="checkbox"/> Neutral/No Preference
<p>Comment:</p> <p>10% DISCOUNT FOR UP TO THREE YEARS THEN WHAT?</p> <p>INEVITABLE THAT FEES WILL RISE.</p> <p>THE COSTS FOR SMALL CLUBS WITH SMALL TURNOVER, MAKE LIFE DIFFICULT.</p> <p>AS MENTIONED IN ISSUE 1 "A BROAD BRUSH APPROACH" DOES NOT COVER EVERY CASE OR SCENARIO</p>		

SOUTHLAND DISTRICT COUNCIL

*Alcohol Licensing* Fee-Setting Bylaw 2015



September 2015

**SOUTHLAND DISTRICT COUNCIL****ALCOHOL LICENSING FEE-SETTING BYLAW 2015**

Pursuant to Section 405 of the Act and the Sale and Supply of Alcohol (Fee Setting Bylaws) Order 2013 the Southland District Council makes the following bylaw.

**1 TITLE AND COMMENCEMENT**

- (a) This bylaw is the Alcohol Licensing Fee-Setting Bylaw 2015.
- (b) This bylaw comes into force on 19 September 2015 and applies to licences with an anniversary date between 1 October 2015 and 30 September 2016.

**2. INTERPRETATION**

- (a) “**Act**” means the Sale and Supply of Alcohol Act 2012.  
  
“**Regulations**” mean the Sale and Supply of Alcohol (Fees) Regulations 2013.
- (b) Unless the context otherwise requires words and phrases used in the Act and Regulations shall have the same meaning in this bylaw.

**3. ANNUAL FEE REDUCTION**

The annual fee payable by a licensee of premises for which an on licence, off licence or club licence is held shall be the annual fee specified in the regulations less 10%.

## Alcohol Fee-Setting Bylaw Hearing - 16 September 2015

### Item 7.2 Attachment D

Issue	Decisions needed	Discussion
1. Proposed 10% discount on annual fees	a. Should the draft bylaw be adopted, that reduces annual fees by 10%?  b. If Council wants to investigate discounts for exemplary licensees (Issue 3 below), should the bylaw be adopted for a limited period of say one year?	<p>The draft bylaw will achieve an immediate response to the industry's concerns. It is affordable though not sustainable.</p> <p>Consultation on the bylaw indicates that it is not the solution that many in the industry are seeking, and for this reason is not achieving what it set out to do - acceptably respond to the industry's concerns.</p> <p>Council will determine at the hearings whether the submitters would appreciate a 10% reduction in annual fees for one year, if the decision is made to develop criteria (Issue 3 below).</p>
Notes:		
2. Alignment with the Central Otago and Gore District Councils	a. Does Council believe that fees should be aligned with these councils in dropping fees by one risk rating level?	<p>Council is aligning with every other council in New Zealand, in not dropping fees. The fees were calculated to enable councils to fully recover their alcohol licensing costs without rates funding.</p> <p>Dropping risk ratings without having to meet any criteria is a missed opportunity to minimise alcohol related harm and encourage responsible drinking at licensed premises.</p> <p>In dropping fees further, rates funding will be required. Council has already decided to fund alcohol licensing by 10%.</p>
Notes:		

3. Recognition of exemplary behaviour and systems	<p>a. Does Council believe that staff should develop criteria for exemplary behaviour and systems, to qualify for fee reduction?</p> <p>b. If yes, should this criteria be apply to on-licenses only, or also to clubs, off-licenses and special licences?</p>	<p>An alcohol licence is a licence to sell a legal drug that causes tremendous harm in the District. Advice from the Medical Officer of Health and the Police is that alcohol harm in the District is as significant as anywhere else in New Zealand.</p> <p>Incentivising exemplary behaviour and systems would therefore be of benefit to the public, in minimising alcohol related harm. I am not aware that any Council has developed criteria to recognise exemplary licensees.</p> <p>Any criteria developed for off-licences would have to apply to all types of off-licence (grocery stores and supermarkets), and this will have some opposition from the hospitality industry (refer discussion below on risk ratings). Significant alcohol harm can occur in clubs and events and so club and special licenses also could benefit from incentives.</p> <p>It will take some time to research criteria and “bleeding edge” problems can be expected. Low stakeholder engagement (both industry and agency) could also be a problem.</p>
Notes:		
4. Risk ratings	a. Does Council believe that the risk ratings developed by the government are not appropriate for some premises in the District?	The government did extensive national research when identifying risk factors for alcohol licensing fees, and concluded for example that supermarkets had the same risk as bottle stores. Council will certainly be in a legally challenging position if it wished to recognise new types of licenses premises (eg, based on volumes sold) and provide discounts that apply only to these new types.
Notes:		



## Alcohol Control Bylaw 2015

**Record No:** R/15/4/7674  
**Author:** Michael Sarfaiti, Environmental Health Manager  
**Approved by:** Bruce Halligan, GM - Environment and Community

☒ Decision ☐ Recommendation ☐ Information

### Purpose

- 1 To adopt the draft Alcohol Control Bylaw 2015.

### Executive Summary

- 2 Council is required to review the Public Places Liquor Control Bylaw 2005 if it wishes to continue to have an Alcohol Ban Bylaw. The practical effect of the current bylaw is the alcohol ban in the Te Anau Central Business District. The Police and the Te Anau Community Board (TACB) recommend its continuation. The report recommends the adoption of the draft Alcohol Control Bylaw 2015, that continues the effect of the existing bylaw, and has been updated in line with current legislation.

## Recommendation

That the Council:

- a) Receives the report titled “Alcohol Control Bylaw 2015” dated 3 September 2015.
- 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.
- c) Adopts the statement of proposal and summary of information concerning the draft Alcohol Control Bylaw - Attachment A.
- d) Directs that the statement of proposal, summary of information and a description of how persons interested in the proposal can present their views to Council be publicly available at all Council offices libraries and on the Council’s website for a period of not less than one month.
- e) Publicly notifies and invites submissions on the proposal commencing Saturday, 19 September 2015 and closing at 5.00 pm on Monday, 19 October 2015.
- f) Sets the day Tuesday, 8 December 2015 to hear any person who wishes to present his or her views to Council.

## Content

### Background

- 3 Council was required to review the Public Places Liquor Control Bylaw 2005 by 28 September 2015, if it wished to continue to have an Alcohol Ban Bylaw.
- 4 While the bylaw is district-wide, its practical effect has been limited to Te Anau only as that is the only township with an alcohol ban. I am not aware that any other township that has requested a temporary ban in recent times.
- 5 The adoption of the Freedom Camping Bylaw 2015 and the unexpected need to re-consult concerning the Dog Control Bylaw 2015 took priority over this proposed Alcohol Control Bylaw 2015 (the bylaw), and it was considered that consultation on this bylaw along with the other two would be excessive concurrent consultation, not to mention that the Long Term Plan consultation had just been completed at that time.

- 6 This is postponement is legally acceptable as bylaws continue in effect after their review due date, as described in the Local Government Act 2002:

**160A Bylaw not reviewed within specified time frame revoked**

*A bylaw ... is revoked on the date that is two years after the last date on which the bylaw should have been reviewed under that section.*

- 7 Due to a legislative amendment in 2012, the criteria for review has become more onerous, and this is discussed below.

**About Alcohol Bans and the 2012 Legislative Amendment**

- 8 The following is an extract from the website of the Health Promotion Agency, a Crown Health Entity:

*“Alcohol bans are usually introduced because of concern about disorderly behaviour and criminal offending linked to the consumption of alcohol in public places. This is seen as detrimental to businesses and visitors as people think the area is not a safe place to visit.*

*An alcohol ban prohibits the possession or consumption of alcohol in certain locations and at certain times.*

*Territorial authorities are able to make alcohol control bylaws under Section 147 of the Local Government Act 2002 following a full community consultation process.*

*The Local Government (Alcohol Reform) Amendment Act 2012 has made changes to the way alcohol bans can be imposed in response to recommendations from the Law Commission.*

*The area where an alcohol ban may be imposed includes any public place. This means, for example, that an alcohol ban can be imposed in a private car park if drinking is causing problems. Previously alcohol bans could be imposed only in a public place under the control of the territorial authority.*

*There is now a greater responsibility on the territorial authority to justify the alcohol ban. A ban must be a reasonable limitation on rights and freedoms and there must be evidence of a high level of crime or disorder that was caused or made worse by alcohol consumption.*

*Any bylaw must be appropriate and proportionate in the light of that crime or disorder. (Previously the territorial authority had only to prove alcohol would be present in a public place on a specified day and that it was likely to lead to disorder or offensive behaviour, fighting or assault.)*

*There is also provision for regulations to be made to require signage to ensure people know where the limits of the alcohol ban area are.”*

### **Views of the Police**

- 9 Acting Inspector Maggie Windle has submitted to Council that Police support the bylaw continuing as is. Her letter is in **Attachment B**.

### **Views of the Te Anau Community Board**

- 10 On 1 April 2015 the Policy Review Committee considered the review of the bylaw, and made a recommendation to staff to seek feedback from the TACB prior to presenting a draft bylaw to Council. On 29 April 2015 the TACB considered this issue and recommended that the current bylaw continues in effect without any changes. The memo from the Area Officer in Te Anau formally advising of the resolution is in **Attachment C**.

### **Issues**

#### **Updates**

- 11 The content of the bylaw continues the effect of the current bylaw, and has been updated as follows:
- Updated in line with the Sale and Supply of Alcohol Act 2012.
  - Change of name to “Alcohol Control Bylaw 2015” from the existing “Public Places Liquor Control Bylaw”. ‘Alcohol’ replaces ‘liquor’ in the latest revision of alcohol legislation.
  - “Member of police” is changed to “constable” which is the term used in the LGA and is defined in the Policing Act as a Police employee who holds the office of constable, who is specifically trained and sworn in.

### **Alfresco Dining**

- 12 It is unnecessary to make provision for alfresco exemptions, as “public place” in the bylaw does not include licensed premises. A licensed premises may include footpaths if authorised under its on-licence.

### **Factors to Consider**

#### **Legal and Statutory Requirements**

- 13 The Council was required to review this bylaw by 28 September 2015, if it wishes to continue to have an Alcohol Ban Bylaw. The delay is acceptable as discussed in the Background section of this report.
- 14 As the community and the Police want to continue with the current Liquor Ban Bylaw in downtown Te Anau, then the bylaw can continue under Section 147A(2) of the Local Government Act 2002, and Council is required to consult in accordance with the special consultative procedure [Section 160(3)(b)].
- 15 The Act requires Council to be satisfied that crime and disorder will return to the area if the bylaw does not continue and alcohol can be consumed there in public again [Section 147A(1)]. Council’s solicitor has reviewed the submission from the Police in **Attachment B**, and believes that this letter is sufficient for Council to be satisfied in terms of Section 147A(1).

### Community Views

- 16 Feedback from the TACB has been received, as summarised in the background part of this report. If Council adopts the draft, then the public will be formally consulted using the special consultative procedure.

### Costs and Funding

- 17 There are no funding implications.

### Policy Implications

- 18 There are no policy implications.

### Analysis

#### Options Considered

- 19 The option is whether or not to adopt the draft Alcohol Control Bylaw 2015.

#### Analysis of Options

- 20 **Option 1: To adopt the draft Alcohol Control Bylaw 2015, with any amendments as Council sees fit.**

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"><li>• The bylaw is required to be reviewed by 28 September 2015 if the Council wishes to continue to have an alcohol control bylaw.</li><li>• The new policy and bylaw will reflect community expectations as indicated by the support of the TACB.</li><li>• Maintain the decreased level of violence in downtown Te Anau that the ban has achieved.</li></ul>	<ul style="list-style-type: none"><li>• May be seen as detrimental to businesses and visitors as people think the area is not a safe place to visit.</li><li>• A ban is a limitation on rights and freedoms.</li></ul>

- 21 **Option 2: To not adopt the draft Alcohol Control Bylaw 2015 and allow the Public Places Liquor Control Bylaw 2005 to lapse.**

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"><li>• The opposite of disadvantages in Option 1 above.</li></ul>	<ul style="list-style-type: none"><li>• Likely to result in increased crime and disorder.</li><li>• Against the advice of the TACB and the Police.</li></ul>

### Assessment of Significance

- 22 This review is considered to be not significant in accordance with Council's Significance and Engagement Policy.

Item 7.3

### Recommended Option

- 23 To adopt the draft Alcohol Control Bylaw 2015, with any amendments as Council sees fit.

### Next Steps

- 24 The drafts will go out for public consultation. Hearings will be organised once the submission period has closed.
- 25 It is proposed that the Alcohol Control Bylaw 2015 will be adopted at Council's meeting on 9 December 2015 subject to any changes which may result from the public submission process, and come into force on 12 December 2015.

### Attachments

- A Draft Alcohol Control Bylaw 2015 [View](#)
- B Letter from Police in support of continuation [View](#)
- C Recommendation from the Te Anau Community Board [View](#)

SOUTHLAND DISTRICT COUNCIL

*Draft Alcohol Control*

Bylaw 2015



September 2015

**SOUTHLAND DISTRICT COUNCIL****ALCOHOL CONTROL BYLAW 2015**

Pursuant to Section 147 of the Local Government Act 2002 the Southland District Council makes the following bylaw:

**1.0 TITLE AND COMMENCEMENT**

- (a) This Bylaw is the Alcohol Control Bylaw 2015.
- (b) This Bylaw comes into force on 12 December 2015.
- (c) The Public Places Liquor Control Bylaw 2005 is consequently repealed.

**2.0 INTERPRETATION**

In this Bylaw unless the context otherwise requires:

**Act** means the Sale and Supply of Liquor Act 2012.

**Alcohol** has the meaning given by Section 5 (1) of the Act.

**Alcohol Free Area** means any public place identified:

- (a) In the Schedule to this Bylaw; or
- (b) In any resolution of Council pursuant to clause 4.0 of this Bylaw.

**Constable** has the meaning given by Section 2 of the Policing Act 2008.

**Council** means the Southland District Council.

**Licensed premises** has the meaning given by Section 5 (1) of the Act.

**Public notice** means a notice published once in a newspaper circulating in the area to which the notice applies.

**Public place** means:

- (a) A place that is open to or is being used by the public, whether free or on payment of a charge, and whether any owner or occupier of the place is lawfully entitled to exclude or eject any person from it and includes roads whether or not under the control of the Council and vehicles in those public places; but
- (b) Does not include licensed premises.

**Specified period** means:

- (a) For an Alcohol Free Area specified in the Schedule to this Bylaw, the days and times specified in the Schedule.
- (b) For an Alcohol Free Area established by a resolution of the Council under clause 4.0 of this Bylaw means the days, times and period specified in that resolution.

### 3.0 PROHIBITED ACTS

Except in accordance with clauses 5.0 and 6.0 of this Bylaw no person shall:

- (a) Consume alcohol in an Alcohol Free Area.
- (b) Bring alcohol into an Alcohol Free Area.
- (c) Possess alcohol in an Alcohol Free Area.

### 4.0 ESTABLISHMENT OF ALCOHOL FREE AREA BY RESOLUTION

- (a) The Council may from time to time establish Alcohol Free Areas in public places for specified periods.
- (b) The Council may at any time, by resolution amend or revoke any resolution under this clause 4.
- (c) The Council shall give public notice of any resolution made under clauses 4 (a) and (b) not less than 14 days before the establishment, amendment or revocation of an Alcohol Free Area under this clause 4.

### 5.0 EXEMPTIONS

5.1 This Bylaw does not prohibit the transport of alcohol in an unopened bottle or container:

- (a) From licensed premises next to an Alcohol Free Area, if the alcohol was lawfully bought on those premises for consumption off those premises and it is promptly removed from the Alcohol Free Area; or
- (b) From outside of an Alcohol Free Area to licensed premises next to the Alcohol Free Area; or
- (c) From outside of an Alcohol Free Area to premises next to an Alcohol Free Area by, or for delivery to, a resident of the premises or his or her bona fide visitors; or
- (d) From premises next to an Alcohol Free Area to a place outside the Alcohol Free Area if the transport is undertaken by the resident of those premises and the alcohol is promptly removed from the Alcohol Free Area.

### 6.0 DISPENSATIONS

6.1 The Chief Executive of the Council may from time to time on application in writing by any person and on payment of the fee prescribed by the Council, grant a dispensation from any or all of the prohibitions specified in clauses 3 and 4.

6.2 The dispensation may be granted without conditions or subject to such conditions as the Chief Executive thinks fit.

**7.0 NO WARNING IN CERTAIN CIRCUMSTANCES**

7.1 Any constable is authorised to exercise the powers under Section 170 (2) of the Local Government Act 2002 on specified dates or in relation to specified events in respect of which the Council has:

- (a) By public notice 14 days in advance specified the Alcohol Free Area where, and the period when, any constable can exercise those powers; and
- (b) Where it is has been practical or reasonable to do so, indicated the location of the Alcohol Free Area by one or more clearly legible notices affixed in one or more conspicuous places on or adjacent to the Alcohol Free Zone.

**8.0 OFFENCES**

Every person commits an offence who breaches the provisions of this bylaw.

**9.0 PENALTIES**

Every person who commits an offence against this Bylaw is liable on conviction to a fine not exceeding \$20,000.00.

## SCHEDULE

The Alcohol Free Areas and Specified Periods are as follows:





300/10/10/5

30 March 2015

Michael Sarfai  
Manager  
Environmental Health  
Southland District Council  
P O Box 903  
INVERCARGILL 9840

Dear Michael

#### **REVIEW OF LIQUOR BYLAW 2005 FOR TE ANAU**

I am responding to your request for a submission from Police in regard to a review of the current liquor ban Bylaw which is required to be conducted by Council by 28 September 2015.

I wish to submit that Police believe that this Bylaw should continue as it is and that and for the Bylaw to continue in downtown Te Anau without amendment under s. 147 (2) of the Local Government Act 2002.

In support of this, I wish to outline the difference the current by-law has made to assist in the reduction of crime and disorder to the area and on the basis of the following facts oppose that the Bylaw be altered or discontinued to allow alcohol to be consumed in public again in the said area. (s.147A(1))

I have obtained the following information from the District Intelligence office at Dunedin Police Station and prior to the Bylaw law being implemented, there was a total of 30 offences recorded in the Te Anau township area from April 2004 - November 2004. The offences consisted of disorderly behaviour, wilful damage and public disorder offences.

With the implementation of the Bylaw in 2005, there was an increase in the incidents of these offences, as well as breaches of liquor ban incidents. This is to be expected as there were policing practices which allowed for this offending to be targeted.

In the years following this, there has remained to be a decrease in this offending, with 2014 recording an all time low in public place violence incidents in Te Anau. This can be attributed to a Prevention First Focus by the New Zealand Police in preventing crime occurring before the onset of more serious offending.

#### **Safer Communities Together**

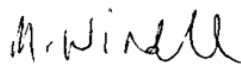
##### **INVERCARGILL POLICE STATION**

117 Don Street, P O Box 808, Invercargill 9840, New Zealand  
Telephone: (03) 344 0400. Facsimile: (03) 344 3512. [www.police.govt.nz](http://www.police.govt.nz)

In areas where a liquor ban is in place, this is used by New Zealand Police as a valuable tool for preventing serious offences in conjunction with the Prevention First strategy implemented by Police which enables Police to prevent small level crime increasing to a higher level.

The Southland Police submit that the continuation of the current liquor ban and areas in place currently will continue to be a very valuable tool to use in preventing public place violence escalating in Te Anau township.

Yours sincerely



**MAGGIE WINDLE**  
**Acting Inspector**  
**Southland**

When replying please quote: 240/20/24/1 Jenny Labruyère

5 May 2015

**TO:** Michael Sarfaiti (Environment Health Manager)

**SUBJECT:** Review of the Public Places Liquor Control Bylaw 2005

**MEMO:**

Your report (trim r/15/4/6241) was considered by the Te Anau Community Board at a recent meeting.

Following discussion on the report the Board resolved that the status quo prevail and that there be no changes to the current "Public Places Liquor Control Bylaw 2005" as it affects Te Anau Township.

Regards

Jenny Labruyère  
**AREA OFFICER, TE ANAU**





## Annual Plan 2016/2017

Record No: R/15/8/13719  
Author: Susan Cuthbert, Strategy and Policy Manager  
Approved by: Rex Capil, Group Manager, Policy and Community

☒ Decision ☐ Recommendation ☐ Information

### Purpose

- 1 The purpose of this report is to seek Council's approval to a new approach for the 2016/2017 Annual Plan and the Annual Plan timetable.

### Executive Summary

- 2 The Local Government Act 2002 (LGA) Amendment Act 2014 introduced new requirements around Annual Plans which have the effect of making the document much more streamlined and focused on financial budgets. As a result of the changes an opportunity has arisen for Council to reconsider its internal budgeting and local estimates processes for the Annual Plan. Council staff are proposing a different process which will mean that Areas Engineers will be required to discuss any potential significant changes to projects and/or budgets informally or via workshops with their Community Boards and CDAs.
- 3 Council is asked to review and approve these process changes and the indicative Annual Plan timetable.

### Recommendation

That the Council:

- a) Receives the report titled "Annual Plan 2016/2017" dated 2 September 2015.
- 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 the Annual Plan 2016/17 is likely to include *significant or material differences* from the content of the Long Term Plan 2015-2025 (LTP) and therefore Council intends undertaking public consultation before adopting the plan in accordance with section 95 (2A) of the Local Government Act 2002.
- e) Approves the proposed changes to the Annual Plan budgeting processes as outlined in this report.
- f) Approves the timetable for the preparation of the Annual Plan 2016/2017.

## Content

### Background

- 4 The Local Government Act 2002 (LGA) Amendment Act 2014 introduced new requirements around Annual Plans which have the effect of making the document much more streamlined and focused on financial budgets.
- 5 Council must still prepare and adopt an Annual Plan for each financial year.
- 6 The purpose of an Annual Plan is to:
  - Contain the proposed annual budget and Funding Impact Statement.
  - Identify any variation from the financial statements and Funding Impact Statement included in the Long Term Plan (LTP) in respect of the year.
  - Provide integrated decision making and co-ordination of the resources of the local authority.
  - Contribute to the accountability of the local authority to the community.
- 7 Each Annual Plan adopted must contain appropriate references to the LTP and set out the (financial) information required by Part 2 of Schedule 10 of the Act which includes:
  - Forecast financial statements.
  - Financial statements for the previous financial year.
  - Funding Impact Statement (rating).
  - Sample properties.
  - Rating base information.
  - Reserve funds.
- 8 This is a significant reduction in the level of requirements compared to what Council has previously included in its Annual Plan and is likely to result in a much smaller document.
- 9 Another change as a result of the amendments is that there is no longer a requirement to use the special consultation procedure and, if the Annual Plan does not include *significant or material differences* from the content of the Long Term Plan (LTP), then there is no requirement to consult.
- 10 The intent of these legislative changes is to streamline annual planning processes where possible so that greater effort can be made every three years around the Long Term Plan.
- 11 The more Council can align its planning cycles with this intent, the more it can potentially gain benefits around efficiencies and focus its resources on undertaking more effective community planning processes.

## Issues

- 12 How do the LGA requirements apply to Council's 2016/2017 Annual Plan?

### *Consultation*

- 13 If Council prepares a document that follows the intent of the legislation it would be an extremely streamlined document.
- 14 Section 95(2A) LGA provides that the requirement to consult as set out in Section 95(2) "does not apply if the proposed Annual Plan does not include *significant* or *material differences* from the content of the Long Term Plan for the financial year to which the proposed Annual Plan relates".
- 15 While the test for significance is set under Council's Significance and Engagement Policy and requires a "major and long term effect" on the District or community, the test for "materiality" is set much lower. Materiality is defined in Section 95A(5) as follows:
- 16 *"For the purposes of this section, a difference, variation, or departure is material if it could, itself or in conjunction with other differences, influence the decisions or assessment of those reading or responding to the consultation document".*
- 17 As this wording is particularly broad, it is highly likely that any variations to the budgets affecting major projects or the cumulative effect of any carry-forwards will satisfy the test. At this stage there are likely to be variations to the Long Term Plan budgets for the Around the Mountains Cycle Trail and the Te Anau Wastewater Scheme. In addition, there could be carry forwards of some water projects.
- 18 Given the low threshold for "materiality", the attached timetable has been prepared on the basis that consultation will be required.

### *Local estimates process*

- 19 There is an opportunity for Council to reconsider its internal budgeting and local estimates processes for the Annual Plan. Historically, Council has allowed community boards, CDAs and individual business units to re-open the Long Term Plan budgets on an annual basis. This has resulted in a complex process that occurs over a number of months.
- 20 Council staff are proposing a different process for the 2016/2017 Annual Plan as follows:
- Budgets will be set at Year 2 of the Long Term Plan. Budget managers will only be able to request changes where the difference is significant (ideally +/- \$10,000 but will depend on the community and/or activity) and there is a good reason for change.
  - Area Engineers will be notified by email of their budgets and projects for Year 2, and will be required to discuss any potential significant changes to projects and/or budgets informally or via workshops with their Community Boards and CDAs. Any changes are to be notified to Finance, and will be collated in a report to ELT for initial approval.
  - A formal report will be included in the Community Boards and CDAs agenda for approval at the estimates meetings in October/November, confirming the final budgets and the rates (ideally no further changes will be made at these meetings).
  - Finance staff will attend estimate meetings only if there are key issues for discussion.

- District rates setting and forecast financial statement preparation commences immediately after the budgets close, resulting in the compilation of the draft Annual Plan being available for adoption and consultation significantly earlier than previous years.

21 Council is asked to approve these new processes.

*Annual Plan project and timetable*

22 The Project Manager for the 2015/2016 Annual Plan is Susan Cuthbert, Strategy and Policy Manager.

23 An indicative timetable (attached) has been prepared based on the above assumptions and the key dates are as follows:

Annual Plan Milestone	Date
First estimates report out to Community Boards and CDAs	26 October
Estimates meetings	3 November - 14 December
Council workshop to discuss draft Annual Plan	10 December
Adoption of consultation document	27 January
Public consultation	30 January – 29 February
Hearing of submissions	7 April
Deliberation of submissions	27 April
Adoption of Annual Plan	8 June 2016

24 Council is asked to review and approve the indicative timetable.

**Factors to Consider**

**Legal and Statutory Requirements**

25 Pursuant to section 95 of the LGA, Council is required to prepare and adopt an Annual Plan for each financial year. Each Annual Plan must be adopted before the commencement of the financial year to which it relates.

**Community Views**

26 Council is required in the course of its decision-making process to give consideration to the views and preferences of persons likely to be affected by this matter. Council should therefore consider the views of their community boards and CDAs around the proposed budgeting processes.

**Costs and Funding**

27 Producing a streamlined version of the Annual Plan in accordance with the legislation and streamlining the budgeting processes are likely to result in savings for the organisation given the staff time that is normally dedicated to such activities.

**Policy Implications**

28 The impact on the Annual Plan is outlined in this report.

## Analysis

### 29 Options Considered

1. Prepare the Annual Plan with changes to the budgeting processes as outlined in this report.
2. Continue to compile the Annual Plan as it has been done historically.

### 30 Analysis of Options

**Option 1 - Prepare the Annual Plan with changes to the budgeting processes as outlined in this report.**

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"><li>• The more streamlined the planning processes are, the greater the savings of staff time and cost savings across the organisation.</li><li>• Increased focus on the LTP budgeting process.</li></ul>	<ul style="list-style-type: none"><li>• Community boards and CDAs may not want to wait until the next LTP process to undertake a detailed review of their budgets.</li><li>• Community Boards and CDAs are required to meet informally prior to the estimates meeting to review and amend budgets.</li></ul>

**Option 2 - Continue to compile the annual plan as it has been done historically.**

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"><li>• Budget managers would have the opportunity to review their LTP budgets which could result in cost savings.</li><li>• Community boards and CDAs would have the opportunity to review their LTP budgets in detail which could mean they are able to be more responsive to their communities.</li></ul>	<ul style="list-style-type: none"><li>• Budget managers would have the opportunity to review their LTP budgets which could result in cost increases.</li><li>• Greater administrative complexity.</li></ul>

## Assessment of Significance

- 31 The matter before Council is considered to have low significance.

## Recommended Option

- 32 Council staff recommend Option 1 - Prepare the Annual Plan with changes to the budgeting processes as outlined in this report.

### Next Steps

- 33** Council staff will communicate the changed process to staff and Community Boards and CDAs. Council staff will progress with the preparation of the draft Annual Plan.

### Attachments

- A Annual Plan Timetable 2016/2017 (indicative) [View](#)

No.		Department	Due Date
1	Report to Council approving timetable and change in process for 16 September Council meeting	Strategy and Policy/Finance	2-Sep
2	Develop guidelines for Budget managers	Finance	4-Sep
3	Contact managers allocating costs to ensure they calculate internal charges	Finance	8-Sep
4	Develop project table including variance reports	Finance	8-Sep
5	Develop template for local estimates reports	Finance/Susan C	8-Sep
6	Budget Managers workshop and budget application open for Managers	Finance	9-Sep
7	Review assumptions and put on Executive Leadership Team (ELT) agenda	Finance	9-Sep
8	Finalise timing of estimates meetings	Finance/Strategy and Policy/District Support	10-Sep
9	Send out Fees and Charges e-mail to staff asking them to review these	Finance	11-Sep
10	Send out letters to halls to consider rates	Finance	11-Sep
11	Council meeting to approve timetable and change in process	Strategy and Policy	16-Sep
12	ELT meeting to discuss timetable, assumptions, estimates approach, emerging issues Once timetable confirmed - put note on intranet about adoption/notification of draft, submission period, hearing dates and final adoption	Finance/Strategy and Policy/Comms	28-Sep
13	Close off for ALL local estimates meetings	Finance	5-Oct
14	Close off for relevant managers to complete allocating costs to other areas (IT, Property, Area Engineers, Records, Secretarial and Financial Services)	Finance	5-Oct
15	Close off for managers to complete estimates (includes allocations, overheads, wages, all depreciation excluding infrastructure assets)	Finance	5-Oct
16	Close off for finance to complete review of finance allocated costs (includes vehicle costs, rates, insurance, wages, all depreciation excluding infrastructure assets), also District water and sewerage BUs)	Finance	5-Oct
17	Close off for changes to fees and charges	Finance	9-Oct
18	Close off for District estimates	Finance	9-Oct
19	ELT meeting to approve changes to budgets	Finance	12-Oct
20	Venture Southland budgets required	Finance	12-Oct
21	Develop and populate Annual Plan template	Strategy and Policy	16-Oct
22	Confirmation of hall rates (updated and	Finance	16-Oct

## Item 7.4 Attachment A

No.		Department	Due Date
	entered into Fulcrum budget)		
23	First local estimate report due	Finance	26-Oct
24	First local estimate meeting with CB/CDA	Area Offices/Area Engineers/Water and Waste (and Finance)	3-Nov
25	Circulate to ELT allocation information, and fees and charges to ELT plus Draft District estimates prepared (District estimates all reviewed, variances identified, District rate increase identified, excludes changes to District rates affected by local estimates)	Strategy and Policy/Finance	4-Nov
26	ELT meeting to discuss key issues at the District estimate level (does not include District rate increase); also provide overhead allocation information and fees and charges information Check the significance of changes (re LTP amendment needed) ELT to discuss District estimates material and background papers required for Council meetings	Strategy and Policy/Finance/Comms	9-Nov
27	Ward estimates meetings held in Chambers		18-Nov
28	Prepare Annual Plan (key issues) and include financials	Strategy and Policy/Finance	18-Nov
29	Send draft Annual Plan and workshop papers to WP for checking	Strate and Policy	20-Nov
30	Workshop papers plus covering report due with WP	Strategy and Policy/Finance	20-Nov
31	Circulate draft Annual Plan and workshop papers to ELT and do covering report	Strategy and Policy/Finance	25-Nov
32	ELT to consider workshop papers and draft Annual Plan	Strategy and Policy/Finance	30-Nov
33	Background papers due for distribution to council for workshop meeting plus covering report	Strategy and Policy	2-Dec
34	Circulate draft Annual Plan and background papers to Council for the workshop meeting; circulate material for informal discussion with Councillors (estimated District rate increase, variances, key discussion points, changes to assumptions, proposed new rate types/changes to boundaries, background papers, fees and charges)	Strategy and Policy/Finance	3-Dec
35	Workshop to discuss draft Annual Plan with Council	ALL	10-Dec

No.		Department	Due Date
36	Complete draft Annual Plan (plan to include forecast financial statements, financial statements for the previous financial year, funding impact statement (rating), sample properties, rating base information and reserves) and prepare report for adoption	Strategy and Policy/Finance/Comms	11-Dec
37	Last local estimate meeting		14-Dec
38	Send draft Annual Plan and consultation document to Word processing for checking	Strategy and Policy	14-Dec
39	Circulate draft Annual Plan and consultation document (Word version) for adoption to Council	Strategy and Policy	11-Jan
40	ELT meeting to review draft Annual Plan and consultation document		14-Jan
41	Council meeting to consider and adopt draft Annual Plan and consultation document	ALL	27-Jan
42	Graphics of consultation document completed and sent to printers	Communications	29-Jan
43	Distribute draft Annual Plan, send to Area Offices (AO to print out) and those on mailing list and put on website	Strategy and Policy	29-Jan
44	Meet with/distribute copy of draft Annual Plan to key stakeholders	Strategy and Policy	29-Jan
45	Submission period starts - advertise consultation document, call for submissions	Strategy and Policy	30-Jan
46	Draft Statements of Intent for Council Controlled Organisation (Milford Community Trust, Southland Museum Art Gallery Trust) prepared and circulated to Council/other shareholders	Chris Dolan	Jan/Feb
47	Submission period closes		29 Feb
48	Circulate full list of submissions to Councillors and Area Offices	Strategy and Policy	3-Mar
49	Refer submissions to staff for comment; refer submissions to CCOs as appropriate	Strategy and Policy	3-Mar
50	Collate officers/CBs/CDAs comments and prepare submission report	Strategy and Policy	17-Mar
51	Distribute submissions and comments to ELT	Strategy and Policy	22-Mar
52	Submission summary completed	Strategy and Policy	24-Mar
53	ELT to consider submissions	Strategy and Policy	27-Mar
54	Submissions checked by WP	Word Processing	29-Mar
55	Circulate report on submissions and hearings to Council (send copy to submitters speaking)	Strategy and Policy	1-Apr
56	Note: Easter 25-29 March 2016		
57	Council hear and consider submissions	ALL	7-Apr
58	Report on issues and options on Council		11-Apr

No.		Department	Due Date
	agenda		
59	Council meeting to deliberate	ALL	27-Apr
60	Finalise Annual Plan (write submission section, update financials and other wording changes) and prepare report for adoption - check Council Controlled organisation section to match final Statement of Intent	Strategy and Policy/Finance	13-May
61	Send to Word Processing for checking	Strategy and Policy	16-May
62	Final Annual Plan and report to Council on Council agenda	Strategy and Policy	22-May
63	Note: Queen's Birthday 6 June 2016		
64	Council meeting - Adoption Annual Plan	ALL	8-Jun
65	Print and distribute final Annual Plan (printers)	Strategy and Policy/Comms	23-Jun
66	Reply to submitters	Strategy and Policy	6-Jul

## Management Report

Record No: R/15/8/15539  
Author: Steve Ruru, Chief Executive  
Approved by: Steve Ruru, Chief Executive

☐ Decision ☐ Recommendation ☒ Information

### Chief Executive

#### Regional Development Strategy

- 1 The Steering Group guiding development of the Regional Development Strategy held its final meeting at the end of July. At the meeting, the Steering Group asked for a number of changes to be made to the draft document as it is finalised.
- 2 The final document is to be presented to the Mayoral Forum at its meeting on 9 September. From there, arrangements will be made to formally present it to each of the councils along with recommendations on the next steps which need to be taken to proceed with its implementation.

#### Roading Service Delivery Review

- 3 Under the Local Government Act 2002 all local authorities are required to complete a Service Delivery Review for all services by 30 June 2017. The reviews are required to review the cost effectiveness of the current governance, funding and delivery arrangements.
- 4 A review of Roothing Services has now been completed by Morrison Low with the final report to be presented to APAC in the near future. The review indicates that the current service delivery model is considered to be the most effective for Southland. It does highlight, however, the need to maintain an active contractor market. Officers are giving consideration to how this issue can be addressed.

#### Regulatory Practice Review

- 5 Last year, the Productivity Commission released a report on the performance of the regulatory system. The report found that the New Zealand regulatory system is large and complex, has quality control processes that often operate under strain and that in general it is failing to keep up with new developments in practice and societal requirements.
- 6 Government has accepted in whole or part the 44 recommendations that were made in the report. It has also agreed that:
  - There is a need for stronger ownership and leadership role from central government in the development of regulatory practice.
  - A greater focus needs to be placed on improving the quality of legislation passed into law.
  - There is a need to build professionalism in the regulatory workforce. MBIE are to establish a cross government forum to contribute to initiatives designed to improve regulatory leadership and its workforce.
  - There is a need to improve regulatory review and evaluation processes.
- 7 The relevant central government agencies will be expected to lead the implementation of the Productivity Commission's recommendations and the other changes that have been agreed to by central government.

### **Local Government Risk Management Agency**

- 8 The Establishment Board which has been formed to assess whether a new Local Government Risk Management Agency (LGRA) should be established is continuing with its work.
- 9 The Board has sent out a survey to all within the sector to develop an understanding of current practices and the range of risks affecting each area. Officers have responded to this survey.
- 10 The work programme also provides for the following tasks to be completed:
- Identifying the detailed risk management and financing/insurance services that may be provided to the local authority sector and how these services might be delivered.
  - Developing a three to five year plan that describes the benefits (including any risk reduction and sector efficiencies that might be achievable), likely growth and financial sustainability of an agency.
  - Developing a business case on whether to establish an LGRA.
  - Investigating whether the current 60/40 cost sharing arrangement with the Crown, or any alternatives developed, can be used to incentivise good risk management practice across the sector.

### **New Zealand Infrastructure Plan**

- 11 Government released the latest 30 year New Zealand Infrastructure Plan during the last month. The plan provides a consolidated view on likely local and central government infrastructure development over the next 30 years. The plan notes that central and local government together are expected to spend \$11 billion on infrastructure each year for the next 10 years.
- 12 As part of the release of the plan, government has also announced that it is to move towards the development of a national set of data standards for roading, water and buildings to enable consistent assessment methodologies to be used across the country. It is also proposing to develop 'centres of excellence' to encourage the development of 'good practice' for the management of infrastructure. This material will see a set of national expectations that all infrastructure providers will need to meet.

### **National Benchmarking Project**

- 13 SOLGM are moving to introduce a national benchmarking initiative for New Zealand local authorities using a model that has been developed in New South Wales. The initiative is used by approximately 80 councils in NSW and has been running for three years.
- 14 The reports produced through the initiative provide an assessment of Council's performance against other participating councils on a very wide range of performance measures covering corporate leadership, financial management, operations management, risk management and workforce. In New South Wales, some 80 councils use the benchmarking process.
- 15 In the New Zealand context, SOLGM are hopeful that some 40 councils will join which should provide a useful pool of councils against which to compare performance. Given the need to focus on efficiency and our desire to identify opportunities to improve our performance, I see it as important that we take the opportunity to become involved in this initiative and so we will be taking part. The results from the first round of benchmarking are expected to be released later this calendar year.

### **Easter Sunday Trading**

- 16 The government has recently announced its intention to prepare an amendment to the Shop Trading Hours Act Repeal Act 1990 that will enable territorial authorities to allow trading on Easter Sunday in defined areas.
- 17 It is proposed that local authorities will be able to do this through the creation of a local bylaw. The bylaw will need to go through the special consultative process needed to create a bylaw.

### **Environment and Community Group**

- 18 The Draft Freedom Camping Bylaw 2015 has now been notified, with submissions closing on 8 September 2015.
- 19 The new Manager at Emergency Management Southland, Mr Angus McKay, has now started as of 27 July 2015. An opportunity for Mr McKay to meet Councillors will be arranged when he is through an initial induction process.
- 20 Preliminary work has commenced on a Service Delivery Review in accordance with Section 17A of the Local Government Act 2002 of the Council's Library Services. This is intended to be completed before Christmas for presentation to and discussion with Council.
- 21 A new Building Control Officer, Mr Aidan Baron, has been appointed to replace former Senior Building Control Officer, Lyndon Paul, who left recently for a business enterprise. Mr Baron has previously had his own building company and will be commencing work with SDC in early September.
- 22 A resource consent for a serpentine quarry north of Mossburn has been publicly notified. Submissions have now closed, with 10 received.
- 23 Following the Council's approval of the funding for the Aeromagnetic Survey of Southland funding at the 5 August meeting, a working party of staff from the respective funding councils has been formed to work with Venture Southland regarding progression.
- 24 The Building Control Team has been progressing the strong recommendations from the recent IANZ reaccreditation audit, with a number of these now addressed and others in progress.

### **Dog Control**

- 25 Staff are making preparations in the event that Council adopts the multiple dog licensing in the proposed Dog Control Bylaw. The licensing process that includes computer systems, forms and certificates, and procedure are being planned to ensure that the licensing system is live from the proposed commencement date of 29 August 2015.

### **Environmental Health**

#### **Alcohol Licensing**

- 26 The licensing inspectors are considering the new "single area" rules in off-licence renewal applications. This new rule means that alcohol can only be displayed in a single defined location in grocery stores and supermarkets, and that location must not be near the entrance or checkouts. Some of our licensees may have to complete some works to comply with this new rule.

#### **Food Licensing**

- 27 The transition period for the new Food Act 2014 commences in March 2016. Council's Environmental Health Officers are well prepared for the transition and are presently

focusing on transferring as many on-licensees to the new system as they can. On-licensed food premises (eg, tavern, restaurant) are a major group of food premises that will be required to transfer in the first year of the transition.

### **Resource Management**

- 28 The Minister for the Environment has announced a revised reform programme for the Resource Management Act including the possibility of a reform bill being introduced before the end of the year. As part of this process, the government will be proceeding with the development of four new National Policy Statements covering natural hazards, aquaculture, biodiversity and urban development.

### **Area Offices**

- 29 Staff have been involved in numerous workshops including Area Offices/Libraries' Minimum Standards Review, Lumsden CDA Roles and Responsibilities, SDC Branding, Community Boards/CDAs Chairs, Information Management Strategic Plan, ProMapp, and Community Governance.
- 30 Athol CDA now has full membership with Esmay Raynes and Annabel Herbert filling the two vacancies. This CDA also has a new Chairperson, namely Steve Wilkins, replacing Jonathan Shaw who resigned from the Subcommittee.
- 31 Lumsden CDA has a new member, namely Gary Maclean who replaced the late Ted Menlove.

### **Milford Community Trust**

- 32 The Trust had two vacancies to fill through the retirement of Natalie Shanks and the relocation of Real Journeys' representative, Jane Grant. The positions have been filled by Rosco Gaudin, owner/operator of Milford Sound Sea Kayaks, and Jason Steele, Operations Manager of Real Journeys Milford, respectively.
- 33 The Trust held a workshop on 21 August 2015 to discuss a 'Review of Charging Mechanism'. The outcome is that staff are to report back to the Trust on different options. These options will be considered prior to the Trust preparing its Statement of Intent for 2016 – 2019, which occurs in November 2015.
- 34 The Trustees have decided to put the development of an 'open' recreation area in the Village Green on hold due to the local community petitioning the Trust to investigate the construction of a shelter type complex for use as a recreational area. Trustees have agreed to meet the community to pursue this proposal.
- 35 The Trust has also been briefed on the proposed Milford Opportunities Project and community governance work stream.

### **Health and Safety Update**

- 36 On 14 August 2015, the Chief Executives' Shared Services Forum approved the Health and Safety Shared Services Project. The mission "Working together for a safer Southland" and the vision "Safer you, safer me, safer Southland" was agreed on.
- 37 The Health and Safety Shared Services Project is being run by the Human Resources Managers from Invercargill City Council, Gore District Council, Environment Southland and Southland District Council. The group is continuing to finalise the charter and action plan and is organising an extensive introductory staff training programme that will be delivered in half day sessions to all staff members (estimated 760 staff) of the four member councils. A separate session aimed specifically at elected members, Chief Executives and second tier Managers/Directors will also be organised.

- 38 Once the charter and action plan are finalised, this will be presented to the respective councils.
- 39 The Contractor Management Project is well underway. The majority of our contractors have now signed health and safety documentation and provided up to date health and safety plans. Work is now underway with developing audit tools that are easy to use.

## **Policy and Community Group**

### **Community Governance Project**

- 40 Work continues on developing the Community Governance Project. A Staff Working Group has been formed and includes Susan Cuthbert, Louise Pagan, Bruce Miller, Josh Webb, Shelley Dela Llana, Kelly Tagg, Bobbi Brown and Tina Geary. The first stage of the preliminary engagement process is underway - with Group Manager Policy and Community having attended Manapouri CDA, Tuatapere Community Board, Riversdale CDA, Balfour CDA, Otautau Community Board, Milford Community Trust, Stewart Island Community Board, Thornbury CDA, Colac Bay CDA, Winton Community Board, Riverton/Aparima Community Board and Te Anau Community Board meetings.
- 41 All other Community Board and CDA meetings will be attended as part of this initial engagement process. Feedback to date has been positive and constructive and there is an understanding of the situation and the purpose of the review leading into the Representation Review in 2017. The project is providing a positive opportunity for Southland District Council to connect with its communities.

### **Community Planning Project**

- 42 This project continues to evolve and with Council endorsing the approach for future planning opportunities the next phase of the project development is to liaise and meet with other multi-agency partners. This will support clarifying the multi-agency individual objectives to ensure alignment and the planning process meets the multiple objectives.
- 43 The project development phase is nearing completion and project implementation timing is positive as there are many potential community planning initiatives being considered which will follow the planning principles of this approach. Again this project will assist in providing a positive opportunity for Southland District Council connecting with our communities.

### **Wyndham Service Delivery Community Planning Project**

- 44 Work continues on the development of this project. Venture Southland Community Development staff are facilitating this project on behalf of Council. A positive staff working group meeting has been held to consider various issues relating to levels of service required from an Area Office, from a Library, the concept of a 'community hub' and how this may impact on a network across the District.
- 45 The next stage of the process is for Venture Southland staff to develop some detail around the various options required to be considered, this to be reviewed and discussed by SDC staff working group to then be considered by Council in late October. Once Council has considered this approach and the options for consideration, Venture Southland staff will facilitate the community engagement process on behalf of Council.

### **Around the Mountains Cycle Trail - Official Partner Programme**

- 46 The Official Partner Programme has recently been released to the Northern Southland business community. Venture Southland staff have been working in the community with businesses to sign them up as official partners to the Around the Mountains Cycle Trail.

Various categories include accommodation providers, food and beverage and related activities and cycle tour operators.

## Information Management Group

### Information Management Strategic Plan (2015 - 2020)

- 47 The final Information Management Strategy will be presented to APAC in September once the documents have been reviewed by the Executive Leadership Team. The document outlines a number of Key Focus Areas (KFAs) that will be used to align future and current projects and initiatives.
- 48 There were also a number of stakeholder workshops that allowed for feedback on the document with some changes/enhancements being incorporated.
- **Partnership** - Making it implicit that the IM Strategy is the foundation for how the Information Management Group will operate in partnership with the various areas of Council when undertaking work outlined in the IM Strategy. It is also important to reinforce that the partnership will require two way communication.
  - **Engagement and Communications** - There is a clear need to ensure that there is clarity around ensuring we communicate the 'why' and 'how' we undertake particular projects or activities and the impact this will potentially have on others.
  - Expand some of the '**Quick Wins**' based on feedback as part of the stakeholder sessions and recently at the staff forum.
  - Acknowledging that **Business as Usual** and supporting business as usual activities is important and something that needs to be considered.

### Digitisation Project

- 49 The Digitisation Business Case was approved by APAC on 5 August 2015. Staff are now working on a Project Plan to be presented to ELT on 7 September 2015. There are a number of work streams that need to be started prior to the end of the year. This includes the RFP and tendering process, review of the electronic document and records management system and the recruitment of a full time fixed term position to complete the preparation of the files.

### ProMapp Software Implementation

- 50 The ProMapp trainer was on-site from 26 - 28 August to provide training to the internal process champions and owners. This training gave officers an understanding of how the software works, their roles and helped them to develop a process scoping register for their area.
- 51 This register is a list of the main processes and their priorities and between the champion and the owner they can prioritise the mapping of processes and the timeframes to complete. Officers are now in the process of developing their activities register and beginning to map their processes. The Business Improvement Team will hold informal catch-ups with champions on a regular basis to help them and provide extra training or assistance as required.

- 52 Additionally, in September there will be a series of brown bag lunches to launch ProMapp to all staff so they can see it in action, understand the role they play as subject matter experts and learn how it can benefit them in their everyday roles.

## **Services and Assets**

### **General**

- 53 The end of year processes have been occupying staff time; a lot of time spent on administration tasks to reconcile the end of year result with the original budgets and plans. From an infrastructure perspective, once again the weather dominates the picture. Rain, snow and ice have all impacted on roading services in particular.

### **Around the Mountains Cycle Trail**

- 54 Construction on Sections 6 and 7 of the trail has halted at present. The contractor was not making progress due to weather and ground conditions. Work will restart when conditions improve, with a completion date of 1 December.

### **Te Anau Airport - Manapouri**

- 55 Te Anau Airport - Manapouri is about to enter into the "Summer Operational" phase with recurrent training of current staff and induction training for new staff members, mainly focusing on aircraft ground handling. Expecting to see a slight increase in large aircraft movements again this season with an additional movement per week during the height of the season.

### Safety

- 56 Further security fencing has been completed on the non-operational section of the aerodrome surrounding the helicopter hangar. This was suggested by the Civil Aviation Authority at a routine audit. Additional fencing around the sewerage system was completed over the winter period providing an acceptable level of protection from the public. All fencing has been completed by the Fiordland Aero Club who holds the contract to maintain the large operational grass areas surrounding the main runway. Additional impaired mobility access ramps and safety barriers to all entry and exit points in the terminal have been completed.

### People

- 57 A regular part time ground handler has taken up a more regular flying position with one of our resident fixed wing commercial operations, who requires further part time staff to help with large aircraft ground handling movements. The aim is to promote local aviation opportunities at the airport contracting airport community people.

### Assets

- 58 Most assets are condition monitored at the airport. Presently, there are small issues over minor water seepage through the runway surface in the recently overlayed portion of the main sealed runway. These are being managed by the local engineer.

Projects

- 59 Several small projects are proposed for approval:
- Helipads abeam the terminal building are on hold.
  - Sealing and realignment of the taxiway between the apron and grass runway with the potential of large aircraft maintenance, under consideration.
  - Workshop between Council, Airport Management and MGJV for hangar development ongoing.

**SIESA (PowerNet)**

Projects

- 60 A workshop was held on 23 August with the members of the Stewart Island/Rakiura Community Board, representatives of PowerNet and Council to discuss proposals for potential projects to upgrade the SIESA Electricity Distribution Networks (High Voltage and Low Voltage supply) on Stewart Island, the main objective being to improve the reliability of the power supply to the Oban township. Council and PowerNet have presented five potential options to the Stewart Island/Rakiura Community Board members, who are now in a much better position to make an informed decision on which, if any, of the presented upgrade options should be implemented in the coming financial years.
- 61 Several other small projects are proposed for approval:
- Connection of the new backup generator set (No. 5) to the grid.
  - Replacement of old diesel storage tanks (2x 16,000L) with two new “double skinned” 20,000L tanks to address the non-compliance of the old tanks.
  - Replacement of the old fuel pumps with two new pumps.
  - Soundproofing, additional door system and security for the three bay pole shed, as new site of the backup generator set No. 5.
  - Initiatives to improve the security of the power station site with a gate, fencing, cameras, etc.

**Forestry (IFS)**

Safety

- 62 Nil health and safety incidents reported by personnel or contractors for this period.
- 63 Operators within Southland District Council's forests have included two planting crews and a tuberculosis monitoring contractor on behalf of the Animal Health Board.
- 64 A particularly hazardous section of road in the Waikaia Forest has been closed to all vehicles, due to extreme slippery conditions. This hazard is actively being managed with the intention to improve its surface for re-opening when roading works are next in the area and conditions are drier.

Assets

- 65 The 2015 forest estate valuation was completed during July, by a third party consultant Chandler Fraser Keating Limited. The tree crop value was assessed as being \$11.33M as at 30 June 2015, an increase of \$0.11M from 2014. The main drivers of value change were in the lower discount rate and increases due to forest growth. Inclusive of land value of \$2.51M (no change), the total estate value (land and trees) at 30 June 2015 is \$13.84M.

- 66 The 2015/16 harvesting programme of approximately 40,000 tonnes is currently being approved.

Asset Management Improvement Plan Update

- 67 The draft of the Southland District Council Estate Forest Management Plan has been provided to the Forest Operations Committee. This plan helps define the management, processes and systems required to manage the forestry estate.

Projects

- Options around public and recreational forest access are still to be worked through. IFS Growth is preparing recommendations for the Council as a starting point.
- The ownership status of forest land that is not currently held in freehold by the Southland District Council is being investigated with a view to transferring these parcels to freehold ownership. This is being carried out within Southland District Council and will guide decisions around possible disposal of land from the forestry estate (eg, the area occupied by stand 29/1 at Ohai, which is small and isolated from the rest of the forest block).
- Bathurst Resources are looking at conducting more exploration for coal at Ohai in the coming months. The scope and associated compensation payments for this are currently being worked through.

**Property**

Assets

*Public Conveniences*

- 68 The upgrade at Garston is in its final stages as is the new toilet at Athol. Jollies Hill is to be decommissioned in due course.

*Council Offices and Other Buildings*

- 69 The project at Invercargill to re-roof the tower block is deferred until 2016/17; to be included in other planned projects due to significant cost for scaffolding related to health and safety.

**Water and Waste**

Te Anau Wastewater Update

- 70 Council's application for resource consent to irrigate treated wastewater to land north of the airport at Kepler has been granted. The consent has been approved for a period of 25 years and is subject to 29 conditions laying out a rigorous monitoring and reporting programme. Three appeals have been lodged with the Environment Court with all stating a willingness to enter mediation talks. Court appointed mediation is currently on hold.
- 71 A terms of reference for a peer review has been approved by the Project Committee and were included in a request for proposals which was sent to five independent consultants. Pattle Delamore Partnerships (PDP) from Auckland has been appointed to undertake the review. PDP is an engineering consultancy based largely in Auckland with some regional offices who have extensive engineering background and experience in undertaking such reviews.

- 72 A short term consent for continued discharge to the Upukerora and a discharge to air for the oxidation pond site are currently being processed by Environment Southland.

Curio Bay

- 73 Council is currently working with the Department of Conservation and the South Catlins Development and Environmental Charitable Trust to implement a sustainable long term wastewater treatment solution for the reserve. This work is part of a wider project to help improve the overall visitor experience at the reserve.
- 74 Resource consent has been granted for an upgrade of the wastewater treatment facilities for the reserve with the long term goal of also connecting the wider community. The treatment solution based on membrane technology would treat the effluent to an extremely high standard which is in keeping with the unique status of the area.
- 75 Funding for the project was approved as part of the 2015 - 2025 Long Term Plan. Water and Waste Services staff are currently finalising a procurement plan and have appointed a Project Manager to manage the work on behalf of Council and the Trust.

Riverton Water Supply

- 76 Work has now been completed on the installation of a new borehole for the Riverton water supply. Following this, a contract has been awarded to upgrade the treatment plant to meet new Drinking-water Standards.
- 77 Stage 1 of chlorine dosing and aeration to correct pH and remove iron has now been completed. Further testing is being undertaken to enable finalisation of detailed design for Stage 2.
- 78 Stage 2 scope has been agreed and detailed design of the membrane filtration plant has started.

Stormwater Consents

- 79 Environment Southland is currently processing consent applications for 17 of our stormwater schemes. Site visits for all schemes have been undertaken and at a follow up meeting Council officers tabled what we believe to be appropriate monitoring and consent conditions consistent with the scale of the activities and the potential financial implications for a small ratepayer base.
- 80 An initial set of conditions was amended following a meeting in late September. Drafted conditions were tabled and consent conditions discussed. Suggested draft conditions were submitted to Environment Southland in late March and since then have been awaiting further feedback. At a meeting on 17 August, Environment Southland indicated that the applications were likely to be progressed along a similar timeline to those from other authorities.

Wastewater Resource Consent Renewals

- 81 Applications have been lodged at Environment Southland for the following wastewater resource consents:
- Ohai - currently seeking affected party written approval.
  - Riversdale - pre-hearing meeting held February 2015, suggested draft conditions submitted to Environment Southland. While the current application is being

progressed, an alternative proposal is also being developed to help ensure that value for money can be demonstrated.

- Nightcaps - pre-hearing meeting held 28 April, draft conditions currently being drafted. Feedback from draft conditions has been provided to Environment Southland. Once conditions are accepted by both parties, final affected party sign-off will be sought.
- Riverton Rocks - written approvals have been received from all affected parties and Council is currently awaiting feedback from Environment Southland on comments on draft conditions.

#### Wastewater Projects

- 82 Two significant wastewater treatment projects are currently underway.
- 83 Te Anau and Winton inlet screens - all earthworks complete and screens installed with some outstanding electrical work at both sites and remaining pipework at Te Anau.
- 84 Regional desludging - preliminary work to construct watertight, lined earth bunds at Winton and Te Anau are largely complete with actual desludging having started at Winton in August.

#### Environment Southland - Water and Land 2020 and Beyond

- 85 Environment Southland has recently released its draft consultation document 'Water and Land 2020 and Beyond'. The aim is to respond to water quality and quantity issues facing the region and will form the initial basis for further work around a catchment limit setting process across the region.
- 86 The draft plan sets out proposed policies and rules for extraction and discharge to water and land and defines what activities are likely to be permitted, require a consent or are prohibited. A number of rules are likely to directly impact on a range of Council activities so it is important for Council to have active participation in the consultation process. Closing date for comment to Environment Southland is 30 October 2015.

#### Wheelie Bin Three Strike Policy

- 87 Inspections have been undertaken since February although strikes will only be applied from mid-April. In addition, there has been considerable media coverage around the matter and further PR/educational material will be supplied to front line staff prior to the policy going live. Region wide over 270 first strikes have been applied with a low number of second strikes (less than 10) indicating people are starting to improve. Unfortunately, Council staff have had to apply one third strike and withdraw the service at one property in the District. We have photographic evidence of significant contamination in the bin and have full documented records of each time a strike has been issued.

### **Work Schemes**

#### Projects

- Riversdale Community housing repair,
- Noxious control - reserves,
- Invercargill City Council - seat repairs throughout Queens Park,
- Gardening tasks around Riverton.

## **Financial Services**

### Annual Report

- 88 Work is well advanced with development of the 2015 Annual Report. A draft of the report text has been produced and the financial statements are currently in draft form.
- 89 The Auditors will be on site in early September to complete their final audit work. The finalised report is due to be adopted at the 7 October Council meeting.

## **Recommendation**

### **That the Council:**

- a) **Receives the report titled “Management Report” dated 4 September 2015.**

## **Attachments**

There are no attachments for this report.

## Building Consents and Values for July 2015

**Record No:** R/15/8/13716  
**Author:** Kevin O'Connor, Manager - Building Control  
**Approved by:** Bruce Halligan, GM - Environment and Community

☐ Decision ☐ Recommendation ☒ Information

	<u>No.</u>	<u>2015</u> <u>\$</u>	<u>No.</u>	<u>2014</u> <u>\$</u>
1. Dwellings	16	4,410,400	13	3,539,650
2. Additions to Dwellings	14	506,500	14	795,975
3. Commercial/Industrial Buildings	10	1,546,355	9	2,555,000
4. Swimming/Spa Pools	0	0	0	0
5. Heating Units	23	86,700	22	86,250
6. Garages	5	130,400	8	140,209
7. Farm Buildings	20	619,500	36	1,306,465
8. Houses for Removal	2	20,000	4	252,600
9. Cowsheds	1	700,000	3	734,000
10. Miscellaneous	2	55,000	4	27,400
11. Certificates of Acceptance	1	1,400	4	31,972
<b>TOTAL</b>	<b><u>94</u></b>	<b><u>8,076,255</u></b>	<b><u>1171</u></b> <b><u>17</u></b>	<b><u>9,469,521</u></b>

	<u>2015</u>	<u>2014</u>	<u>Variation %</u>
Total consents for month	94	117	19.66-
Total consents for year	94	117	19.66-
Total project values for month	8,076,255	9,469,521	14.71-
Total project values for year	8,076,255	9,469,521	14.71-
Average Residential Cost	275,650	272,280	
Average House Area (m <sup>2</sup> )	345.87	202.08	
Number of Inspections Carried Out	485	451	

### Summary/Comments:

Overall building consent numbers and project values for July 2015 have dropped by 20% and 15% respectively from those of July 2014. New dwelling numbers and values are up, but there has been a drop off in farm building and dairy shed numbers. Dwelling alterations and commercial building numbers are consistent with those of July 2014.

## Recommendation

That the Council:

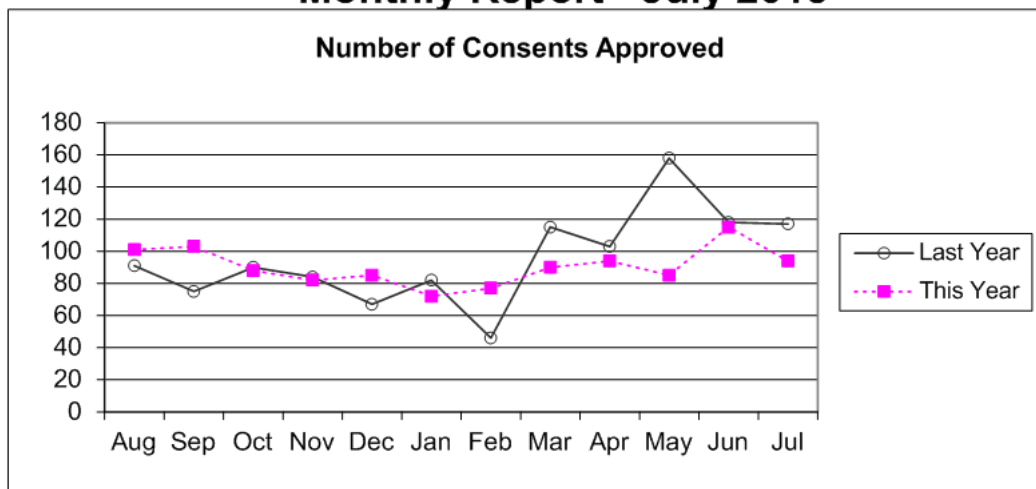
- a) Receives the report titled “Building Consents and Values for July 2015” dated 16 September 2015.

## Attachments

- |   |   |                      |
|---|---|----------------------|
| A | Appendix A - Consents Database Graph July 2015          | <a href="#">View</a> |
| B | Appendix B - Building Consents Issued Numbers July 2015 | <a href="#">View</a> |
| C | Appendix C - Building Consents Issued Values July 2015  | <a href="#">View</a> |

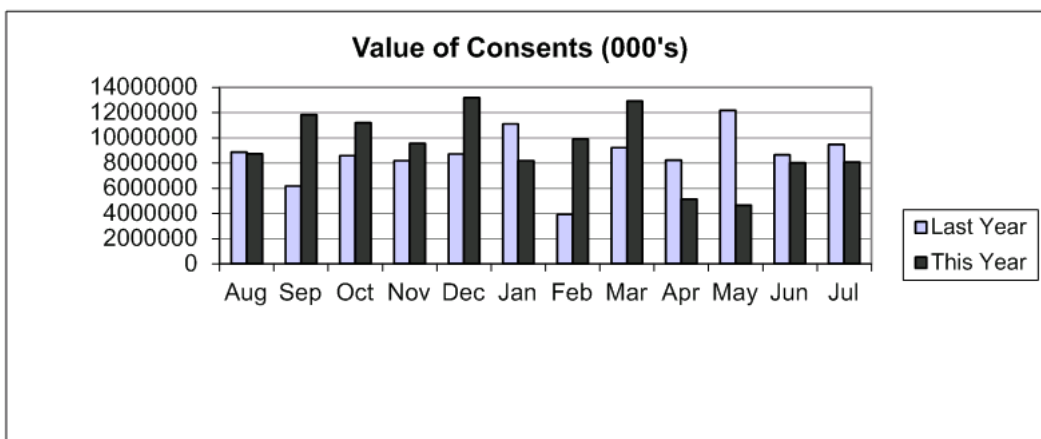
## Southland District Council Building Consents

### Monthly Report - July 2015



#### Percentage Changes - Total Consents

From:	Last month	-18.26%
	This month last year	-19.66%
	Cumulative year this month last year	-5.24%



#### Percentage Changes - Total Dollars

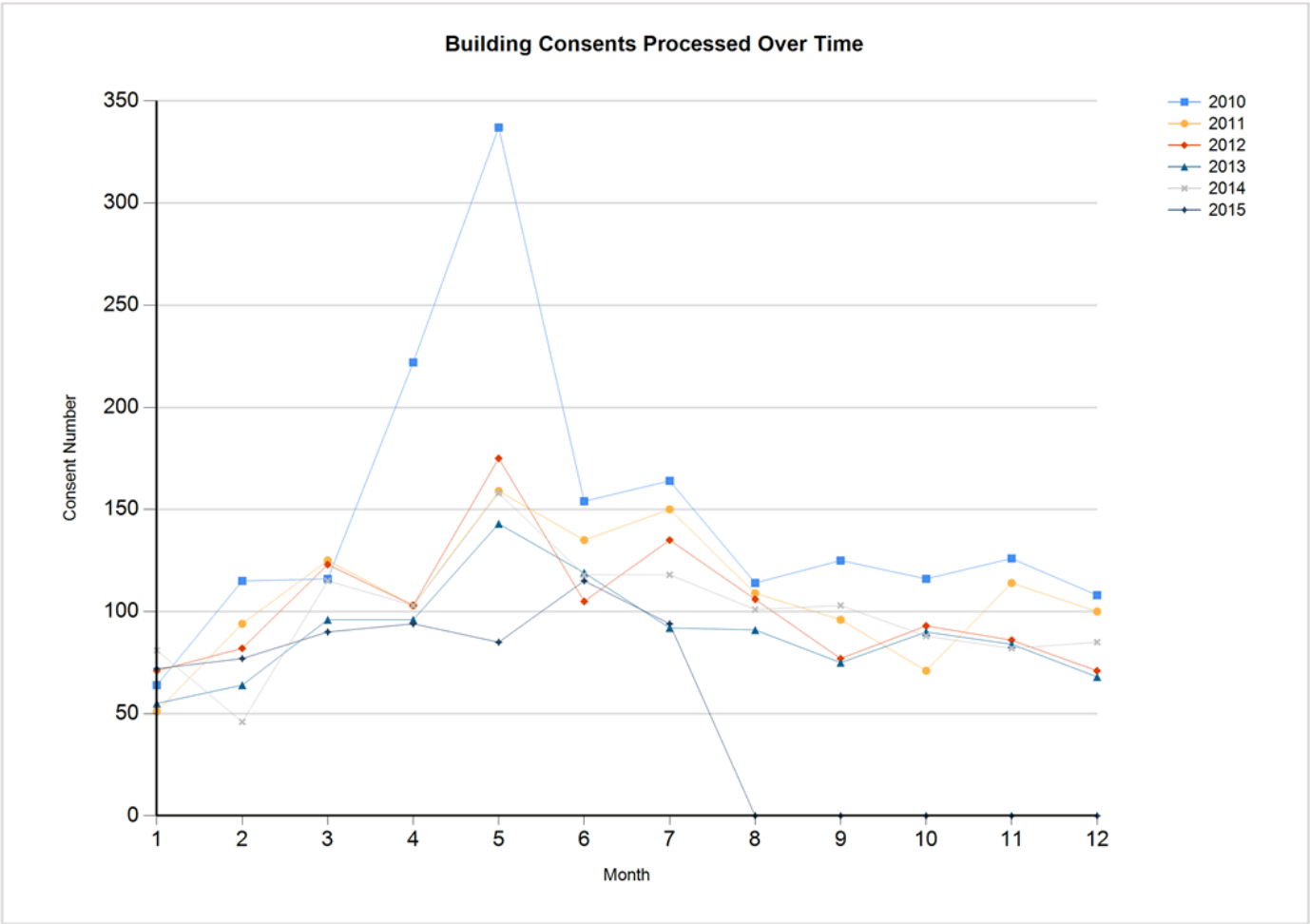
From:	Last month	0.82%
	This month last year	-14.71%
	Cumulative year this month last year	7.76%

## Item 8.2 Attachment B

**Building Consent Issued Numbers**

Decision Month	2010	2011	2012	2013	2014	2015	Total
January	64	51	71	55	81	72	394
February	115	94	82	64	46	77	478
March	116	125	123	96	115	90	665
April	222	103	103	96	103	94	721
May	337	159	175	143	158	85	1057
June	154	135	105	119	118	115	746
July	164	150	135	92	118	94	753
August	114	109	106	91	101	0	521
September	125	96	77	75	103	0	476
October	116	71	93	90	88	0	458
November	126	114	86	84	82	0	492
December	108	100	71	68	85	0	432
<b>Total</b>	<b>1761</b>	<b>1307</b>	<b>1227</b>	<b>1073</b>	<b>1198</b>	<b>627</b>	<b>7193</b>

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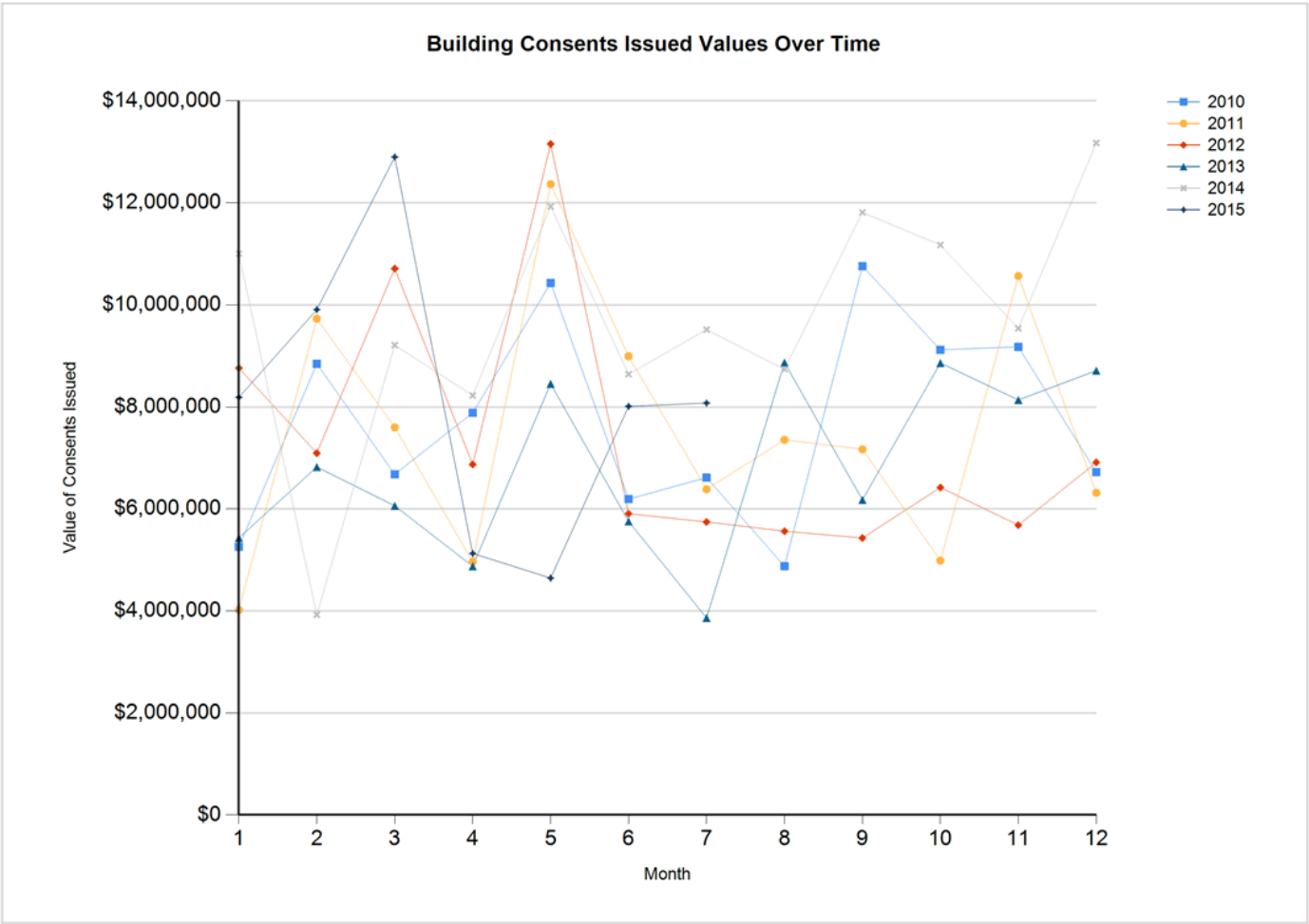
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## Item 8.2 Attachment C

**Building Consent Issued Values**

Decision Month	2010	2011	2012	2013	2014	2015	Total
January	\$5,256,784	\$4,021,572	\$8,761,841	\$5,430,178	\$11,004,801	\$8,187,785	\$42,662,961
February	\$8,845,263	\$9,732,414	\$7,094,309	\$6,822,148	\$3,923,722	\$9,907,900	\$46,325,756
March	\$6,679,276	\$7,600,703	\$10,712,479	\$6,061,045	\$9,212,772	\$12,900,191	\$53,166,466
April	\$7,884,145	\$4,964,437	\$6,871,776	\$4,875,339	\$8,223,725	\$5,127,436	\$37,946,858
May	\$10,430,856	\$12,367,256	\$13,153,910	\$8,452,973	\$11,929,819	\$4,644,349	\$60,979,163
June	\$6,193,053	\$8,993,150	\$5,907,098	\$5,755,189	\$8,642,715	\$8,010,777	\$43,501,982
July	\$6,615,111	\$6,385,423	\$5,745,579	\$3,863,110	\$9,514,841	\$8,076,255	\$40,200,318
August	\$4,876,893	\$7,355,012	\$5,564,201	\$8,869,939	\$8,738,431		\$35,404,475
September	\$10,760,111	\$7,169,800	\$5,429,701	\$6,177,080	\$11,813,442		\$41,350,134
October	\$9,120,420	\$4,986,424	\$6,420,178	\$8,861,336	\$11,173,980		\$40,562,337
November	\$9,178,018	\$10,567,085	\$5,682,807	\$8,136,544	\$9,540,239		\$43,104,693
December	\$6,720,887	\$6,314,712	\$6,911,079	\$8,710,688	\$13,174,785		\$41,832,151
<b>Total</b>	<b>\$92,560,817</b>	<b>\$90,457,987</b>	<b>\$88,254,958</b>	<b>\$82,015,569</b>	<b>\$116,893,272</b>	<b>\$56,854,693</b>	<b>\$527,037,295</b>

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## Resource Consents and Other Resource Management Act Items - July 2015

Record No: R/15/8/15228

Author: Jenny Green, Senior Resource Management Planner - Consents

Approved by: Bruce Halligan, GM - Environment and Community

☐ Decision

☐ Recommendation

☒ Information

### Resource Consents and Other Resource Management Act Items - July 2015

- 1 Attached for the Councillors' information is a schedule of the non-notified resource consents and other Resource Management Act items processed by the Resource Management Department staff, under delegation from the Council, during July 2015.
- 2 An average processing time of 16.33 working days from receipt of all required information was achieved for the 15 non-notified consents processed. Four consents were processed outside of the 20 working day statutory timeframe - placed on-hold at the request of the applicant pending a Council resolution on the Development and Financial Contribution Policy; at the request of the applicant for a Hearing date that suited and for two applications to enable viewing and discussion of the draft decisions.
- 3 Also processed during this timeframe were (2) Section 127 Change of Condition applications; (1) Limited Notified application; (2) Cancelled applications; (4) withdrawn applications and (2) Section 88 applications.
- 4 Please note the number of applications processed was steady this month with 15 non-notified consents being processed.
- 5 If any Councillor has any specific query regarding an individual application, they should contact the relevant staff member who processed the application, as identified on the schedule.

### Recommendation

That the Council:

- a) Receives the report titled "Resource Consents and Other Resource Management Act Items - July 2015" dated 24 August 2015.

### Attachments

- A Council - 16 September 2015 - Resource Consents and Other Resource Management Act Items - July 2015 [View](#)

Application Number	Applicant	Address	Ward	Description of Application	Working Days (from receipt of all information)	Total Costs Incurred	Processing Officer	Decision Date
2014/53121	Te Anau Clay Target Club	580 Manapouri Te Anau Highway Te Anau	Mararoa Waimea	Te Anau Clay Target Club - New club facilities	0	675.00	Marcus Roy	13/07/2015 Withdrawn
2014/53184	L F Dainty and G J Dainty	188 Milford Road Te Anau	Mararoa Waimea	Short term rental accommodation for up to 10 people.	30	675.00	Jennifer Green	20/07/2015
2014/53212	Glencoe Quarries Limited and R I Sutton	243 Wilson Road Glencoe	Winton Wallacetown	Earthworks - Gravel extraction 100 000 m <sup>3</sup> per year for 25 year period for maximum of 2 500 000 m <sup>3</sup> .	93	10970.00	Jennifer Green	2/07/2015 Limited Notified
2014/53278	Geek Chic Bro Limited	225 Milford Road Te Anau	Mararoa Waimea	To change from a fish and chip shop and mini dairy to cafe-bar	13	859.13	Theresa Cameron	30/07/2015 Withdrawn
2015/53042	M G Smith and K J Rodger	231 Java Road Centre Bush	Winton Wallacetown	Rural subdivision - Two lots, split consent please see 360/10/15/43	53	337.50	Jennifer Green	15/07/2015 Withdrawn
2015/53043	M G Smith and K J Rodger	231 Java Road Centre Bush	Winton Wallacetown	Erect a dwelling breaching 150 m rule - split consent 360/10/15/42	53	337.50	Jennifer Green	15/07/2015 Withdrawn
2015/53066	Fonterra Limited	1228 Pioneer Highway Edendale	Waihopai Toetoes	To construct new buildings associated with the existing Wastewater Treatment Plant	10	1440.00	Theresa Cameron	17/07/2015
2015/53067	C N Heath	275 Golf Course Road Te Anau	Mararoa Waimea	Two sheds for storage	20	0.00	Olivia Krielen	14/07/2015 Cancelled
2015/53076	E T Brown and S P O'Neill and N Petrie	17 Castle Street Riverton South	Waiau Aparima	Urban subdivision - Two Lots	23	675.00	Jennifer Green	9/07/2015
2015/53095	Taihoa Farm Trust	541 Winton Hedgehope Highway Browns	Winton Wallacetown	Rural subdivision - Four Lots	22	950.00	Kelwyn Osborn	23/07/2015
2015/53100	Greenvale Station Limited	372A Cainard Road Fairlight	Mararoa Waimea	Erect a shed for storage	20	480.00	Kelwyn Osborn	2/07/2015
2015/53103	Spark New Zealand Limited	69 Birchwood Road Ohai	Waiau Aparima	Certificate of Compliance - Proposed temporary telecommunication facility	18	360.00	Kelwyn Osborn	3/07/2015
2015/53104	Te Anau Kiwi Holiday Park Limited	15 Luxmore Drive Te Anau	Mararoa Waimea	Storage shed	20	420.00	Theresa Cameron	8/07/2015
2015/53105	Wild South Honey	429 Papatotara Road Tuatapere - Papatotara	Waiau Aparima	New building for storage	17	675.00	Theresa Cameron	7/07/2015
2015/53108	Bobs Concrete and Building	52 Home Street Winton	Winton Wallacetown	Urban subdivision - Two Lots	20	418.26	Marcus Roy	10/07/2015
2015/53110	Tisbury Dairies Limited	49 Roslyn Road Roslyn Bush	Winton Wallacetown	Rural subdivision - Two Lots	18	480.00	Kelwyn Osborn	13/07/2015
2015/53113	Greendale Dairies Limited	26 Taylors Gorge Road Browns	Winton Wallacetown	Rural subdivision - One new allotment	14	300.00	Jennifer Green	9/07/2015
2015/53116	HK HR Trust	100 Mewton Road Braxton - Hamilton Burn	Mararoa Waimea	Section 127 Change of Condition Application to resource consent 360/10/13/110 - Gravel extraction	19	630.00	Marcus Roy	21/07/2015
2015/53118	Caldwell Contracting	4 Railway Crescent Edendale	Waihopai Toetoes	To relocate and operate an office administration building	8	500.00	Kelwyn Osborn	8/07/2015

Application Number	Applicant	Address	Ward	Description of Application	Working Days (from receipt of all information)	Total Costs Incurred	Processing Officer	Decision Date
2015/53121	R S Black	111 Carran Road Pourakino Valley	Waiau Aparima	Section 127 Change of Condition Application - Remove condition (a) of Resource Consent 60/3/98/43 so that the consent can be transferred with the sale of the property and to add new roading conditions	12	360.00	Olivia Krielen	21/07/2015
2015/53122	A J Kean	806 Mill Road North Rakahouka	Winton Wallacetown	Rural subdivision - Two lots	18	794.00	Theresa Cameron	28/07/2015
2015/53124	T J Copland	1044 Glendhu Road Waitane West	Winton Wallacetown	Rural subdivision - To undertake a seven lot subdivision over seven stages	5	1440.00	Kelwyn Osborn	30/07/2015
2015/53126	A B O'Loughlin	20 Caswell Road Te Anau	Mararoa Waimea	Relocating a two bedroom dwelling.	4	N/A	Dianne Williams	10/07/2015 Section 88
2015/53127	A B Suchanski	253A Ramparts Road Te Anau	Mararoa Waimea	Boundary adjustment - split consent- see 360/10/15/142 (surrender of easement)	15	570.00	Marcus Roy	29/07/2015
2015/53128	M G Smith and K J Rodger	221 Java Road Centre Bush	Winton Wallacetown	Rural subdivision - 2 Lots - split consent please also see 360/10/15/129	5	370.00	Jennifer Green	16/07/2015
2015/53129	M G Smith and K J Rodger	221 Java Road Centre Bush	Winton Wallacetown	Certificate of Compliance to establish a building platform in which to erect a dwellinghouse. Split consent also see 360/10/15/128.	5	370.00	Jennifer Green	16/07/2015
2015/53133	L M Gideon	6 Carrol Street Riverton North	Waiau Aparima	Extend on existing cottage with a 4.8 m x 4.8 m extension to the north/east end	3	N/A	Nicola Petrie	17/07/2015 Section 88
2015/53142	A B Suchanski	253A Ramparts Road Te Anau	Mararoa Waimea	Surrender of easement - split consent - see 360/10/15/127 (boundary adjustment)	15	N/A	Marcus Roy	29/07/2015 Cancelled



## Dog Control Annual Report

Record No: R/15/7/12913  
Author: Julie Gillan, Animal Control Officer  
Approved by: Bruce Halligan, GM - Environment and Community

☒ Decision ☐ Recommendation ☒ Information

### Purpose

Section 10A of the Dog Control Act 1996 provides that every territorial authority shall report on the administration of its Dog Control Policy and dog control practices, and submit it to the secretary of local government, and give public notice of the report in a daily newspaper

### Executive Summary

- 1 Section 10A of the Dog Control Act 1996 provides that every territorial authority shall report on the administration of its Dog Control Policy and dog control practices, and submit it to the secretary of local government, and give public notice of the report in a daily newspaper.

### Recommendation

That the Council:

- a) Receives the report titled “Dog Control Annual Report” dated 20 August 2015.
- 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) Adopts the Annual Report and authorises it to be forwarded to the Secretary of Local Government by the Manager of Environmental Health, and that the report be publicly notified as required by the Dog Control Act 1996.

### Attachments

- A Annual Report [View](#)

## **DOG CONTROL ANNUAL REPORT**

### **FOR THE 12 MONTHS ENDING 30 JUNE 2015**

#### **INTRODUCTION**

In accordance with Section 10A of the Dog Control Act 1996, the Southland District Council (SDC) is required to publicly report each financial year on the administration of its Dog Control Policy and its Dog Control practices [Section 10A(1)] and on a variety of Dog Control related statistics [Section 10A(2)].

The primary purpose of this report is to allow the community to see how the Council is managing its Dog Control responsibilities. This report is for the period 1 July 2014 to 30 June 2015.

#### **DISCUSSION**

##### **Dog Control Policy and Practices**

###### **What we do**

This activity is about providing controls for dogs to reduce any risks to public safety. The activity involves registering dogs, investigating complaints about dogs, formulating policy on issues relating to nuisance dogs and legal responsibilities, as well as promoting responsible dog ownership.

###### **Why we do it**

Dog control contributes to creating safe places (homes, public places and roads) through education, registration of dogs and Dog Control Officer/Ranger activities. The activity also contributes to a treasured environment where control activities also help to protect wildlife. In the activity, the Council must comply with the legal requirements of the Dog Control Act 1996 and associated amendments, and the Impounding Act 1955.

###### **Dog Control in the Southland District**

The Southland District Council covers a large geographical area, which includes both urban and rural dog owners. As at 30 June 2015, there were 13,628 registrations for dogs, of which approximately 40% were pet dogs.

In order to deliver an Animal Control service, the Council has an Animal Control Unit consisting of one full time Dog Control Officer, one part time Dog Control Officer and one casual Dog Ranger. Council also has three contracted Rangers who operate as needed position. The three Dog Control Officers have received specialised training on dog attack response procedures.

The Animal Control Unit has a close working relationship with key stakeholders in the community such as the Society for the Protection of Animals (SPCA), Furever Homes, local veterinarians, Police, dog clubs and other local authorities, in particular, Invercargill City Council.

##### **Dog Control Enforcement Practices**

The Animal Control Unit operates a seven day, 24 hour service.

Over the last 12 months, the Unit responded to 703 complaints, compared to 868 complaints in 2013/2014, including in regard to aggressive, attacking, barking, wandering dogs and dogs that were “contained” by members of the public.

Complaints received:

- Dog Attacks 61.
- Barking dogs 121.
- Found dogs 253.
- Dog Rush/Threaten (nil bite) 49.
- Wandering dogs 219.

In addition, 256 dogs were impounded over the review period; and during the course of enforcing the Dog Control legislation and policies, 746 infringement notices were issued to dog owners.

### **Dogs Prohibited, Leash Only and Dog Exercise Areas**

Improvements continue in the compliance of owners in regard to not exercising their dogs in prohibited areas, and in the use of a leash in “leash only” areas.

### **Dog Registration and Other Fees**

Dog registration fees have remained the same for 2014/2015, at \$25 per dog.

Fees history:

- 2001 to 2005, \$12.50.
- 2006, \$20.00.
- 2007 to 2009, \$16.80.
- 2010, \$20.00.
- 2011 to present, \$25.00.

To ensure there is ongoing compliance of owners registering their dog(s), the Animal Control Unit visited all addresses where a dog had been registered the previous year but had not been re-registered in this financial year. A reasonable number of non-registrations were identified in this exercise, resulting in more dogs being registered that were not known to Council.

### **Dog Education**

Two Dog Control Officers from the Unit attended the Animal Control Conference in August 2014 where Christchurch City Council presented its School Education Programme.

Other opportunities for education include the registration process, and patrols and site visits. The Unit also places promotional material in Council's First Edition which is sent to all ratepayers in the Southland District Council area quarterly.

Council also undertook free microchipping through the province as a one-off exercise which proved very successful in 2007/2008 and as a consequence Council has since continued with the free microchipping throughout the District. This has created a very good response from dog owners with 887 dogs being microchipped at these sessions. These occasions also provide an ideal forum for dog ownership education on a one to one basis.

## Disqualified/Probationary Dog Owners and Dogs Generally

Over the last 12 months, four dog owners were disqualified from owning dogs.

Dogs that attack persons or animals, or rush at vehicles can be classified as a dangerous or menacing dog. The owner of the dog may be liable for any damage caused by the attack. Between 1 July 2014 and 30 June 2015 three dog owners were successfully prosecuted following attacks; the dogs involved were all ordered to be destroyed by the court.

Barking dogs can create stress for other people. Dogs usually bark excessively because they are bored, lonely or hungry. The Dog Control Act requires dog owners to keep their dog under control at all times and ensure the dog receives proper care and attention and exercise.

## Menacing and Dangerous Dogs

The Council classified six dogs as dangerous as a result of sworn evidence from the public. In addition, 11 dogs were classified as menacing by breed (as per Schedule 4 of the Dog Control Act 1996), while a further seven dogs were classified as menacing by behaviour.

## General Information

Over the last year there has been an increase in the number of dogs impounded from 206 for the 2013/2014 year to 256 over the last 12 months. This may be attributed to the now standard procedure to seize dogs following attacks.

Council employs casual Dog Control Officers and Rangers to improve the response to Dog Control complaints across the District and is taking a harder line on following up on dog attacks and unregistered dogs. There was an increase in the amount of infringement notices issued in 2014/2015 compared to 2013/2014 (746 compared to 336). This figure is a result of decisions to take firmer action with irresponsible dog owners and dog owners that fail to microchip their dogs following several reminders.

Infringements issued:

• Obstructed a Dog Control officer or dog ranger	2
• Fail to supply or wilfully provided false information	3
• Failed to comply with bylaw	2
• Fail to comply Dangerous Dog classification	2
• Failure to comply Menacing Dog classification	6
• Failed to implant microchip in dog	367
• Kept an unregistered dog	264
• Failed to keep Dog Controlled or confined	41
• Failed to keep dog under control	53
• Failure to provide proper care	5
• Releasing a dog from custody	1

Council is required to implement the microchip requirements for dogs when they become three months old, and also for dogs classified as dangerous and menacing either by breed or action.

The Department of Internal Affairs requires details of all registered dogs to be entered in a national dog database. The details are also to include the date of birth of the owner and colour and breed of all dogs.

Council has experienced a very pleasing response to microchipping sessions with a number of people attending

Animal Control continues to use the combined dog facility with Invercargill City Council and nurtures a positive working relationship. The facility continues to be successful with both councils having a modern facility available that includes an office area and a room that can be used for veterinary purposes.

The public was consulted on a draft Dog Control Policy and Dog Control Bylaw that provides a new direction for Dog Control in the District. The Council was proposing changes to encourage responsible ownership and to reduce dog attacks and wandering. These include a licence to keep more than two dogs and the introduction of discounts into dog registration fees.

#### Dog Control Statistical Information

Category	For Period 1 July 2013 to 30 June 2014	For Period 1 July 2014 to 30 June 2015
(1) Total: Registrations for Dogs	Approximately 13,205 as at 30 June 2014	Approximately 13,628 as at 30 June 2015
(2) Total: Probationary Owners	1	0
(3) Total: Disqualified Owners	2	4
(4) Total: Dangerous Dogs - still active	12	12
• Dangerous by Owner Conviction under s31(1)(a)	Nil	Nil
• Dangerous by Sworn Evidence s31(1)(b)	12	12
• Dangerous by Owner Admittance in writing s31(1)(c)	Nil	Nil
(5) Total: Menacing Dogs - Active	36	56
• Menacing under s33A(1)(b)(i) - ie by behaviour	8	19
• Menacing under s33A(1)(b)(ii) - by breed characteristics	Nil	nil
• Menacing under s33C(1)(ii) by Schedule 4 Breed	17	37
(6) Total: Infringement Notices	336	746
(7) Total: Complaints received	868	703

**CONCLUSION**

The 12 months ending 30 June 2015 has been a positive period for the Animal Control Unit with the continuing implementation of improved procedures for complaints and thorough record-keeping particularly post attacks.

Response times for attending a complaint remain high and within target times set by Council, The unit also strive to deliver a high level of customer service through providing support to dog owners and making sure complainants receive feedback.



Julie Gillan

**DOG CONTROL OFFICER**

## Southland District Council's Annual Report 2015 to the Alcohol Regulatory and Licensing Authority

Record No: R/15/8/14513  
Author: Sarah Wilson, Environmental Health Officer  
Approved by: Bruce Halligan, GM - Environment and Community

☐ Decision ☐ Recommendation ☒ Information

### Purpose

- 1 Section 199 of the Sale and Supply of Alcohol Act 2012 requires the territorial authority to prepare and send to the licensing authority a report of the proceedings and operations of its licensing committees during the year.

### Executive Summary

- 2 In a letter received on 21 May 2015, the Alcohol Regulatory and Licensing Authority detailed the format it required for the Annual Report and Annual Return.
- 3 Staff have prepared the report and return in accordance with the Authority's requirements.

### Recommendation

That the Council:

- a) Receives the report titled "Southland District Council's Annual Report 2015 to the Alcohol Regulatory and Licensing Authority" dated 20 August 2015.
- 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) That the received Annual Report, including the Annual Return, for the year ended 30 June 2015 be adopted and forwarded on to the Alcohol Regulatory and Licensing Authority by the Manager of Environmental Health.

### Attachments

- A Annual Report [View](#)
- B Attachment B - Report to Council 26 August 2015 - Annual return for 1 July 2014 to 30 June 2015 - Alcohol [View](#)

**SOUTHLAND DISTRICT COUNCIL'S ANNUAL REPORT**  
**OF THE SOUTHLAND DISTRICT LICENSING COMMITTEE**  
**FOR THE 12 MONTHS ENDING 30 JUNE 2015**

**Introduction**

Section 199 of the Sale and Supply of Alcohol Act 2012 requires the territorial authority to prepare and send to the licensing authority a report of the proceedings and operations of its licensing committees during the year.

The Authority's suggested format is followed in this report.

**1. Overview of the District Licensing Committee's (DLC) Workload**

The Southland District Council employs three Environmental Health Officers, all of which are appointed as Licensing Inspectors. One of these officers specialises in alcohol licensing and processing the bulk of the applications. The Chief Licensing Inspector is the department's Manager.

Mr Bruce Halligan, Council's Group Manager Environment and Community, is the Secretary of the District Licensing Committee via a delegation from the Chief Executive approved by Council.

The department receives clerical support to help in the smooth running of the Committee.

The Committee have held hearings on two days during the year.

Reminders are sent out to all holders of licences and certificates advising them of the expiry date and the need to renew their licence or certificate.

All application forms are available for downloading off the Southland District Council's website.

A total of 388 applications were received during the report period, categorised in the annual return attached.

The number of licensed premises in the Southland District is largely static at 225; previously it was 227. In the last quarter of the reporting period, four new premises established in the District.

All applications received are entered into the GEAC Pathway processing system which has a tracking workflow and the ability to produce various reports on the department's activities. All applications are scanned and sent electronically to the reporting agencies.

Staff have a significant back log of premises renewal applications. It is taking some time to process these as staff need to ensure that there is a current plan of the premises, that conditions are appropriate, etc., effectively issuing a new licence for each renewal. Hopefully, after the three year cycle, this workload will get reduced.

## 2. District Licensing Committee Initiatives

The DLC has no new initiatives

The Southland, Invercargill and Gore District Councils continue to work closely together in the implementation of the Sale and Supply of Alcohol Act.

The three councils have a combined member list for their District Licensing Committees.

Licensing Inspectors meet monthly with the Southland Liquor Liaison Group, made up of the agencies involved in administering the Sale and Supply of Alcohol legislation in the region, namely the Police, Public Health South, Fire Service and councils.

Council is supportive of the new shared workspace with the Police, Public Health South, and Invercargill City and Gore District Councils. The workspace is currently use limited. In time, premises will be assessed for relative risk.

District Licensing Inspectors are involved in the training of managers through a local training facility.

## 3. Local Alcohol Policy

The Southland, Invercargill and Gore District Councils have adopted a provisional joint Local Alcohol Policy. The Policy is subject to appeals. It is understood that these will be heard in December 2015 by the Authority.

## 4. Current legislation

The Sale and Supply of Alcohol Act has introduced new controls to reduce alcohol harm. Some changes such as the 11.00 pm default off licence hours are significant as many hotels and taverns had off licences across the bar sales well past midnight.

The new default fee structure has been implemented and we have started to collect annual fees from July 2014. During Council's Long Term Plan consultation, the Council received a number of submissions regarding the fees for Alcohol Licences. After hearing the submissions, Council staff investigated the adoption of a fee setting bylaw. This has been out for public consultation. Council has yet to decide whether to adopt the bylaw.

The rules concerning single alcohol areas and definition of a grocery store are proving to be issues in Southland. While we now have Authority decisions regarding single areas, the decisions did not include copies of the plans showing the single area. We are now waiting for the appeals on these decisions before the Committee process any further applications.

Council would like to see more guidance templates of licences and decisions developed by the Ministry.

**5. Any other matter the Agency might wish to draw to the attention of the Authority**

The new Act has given councils the ability to work together, and the Gore District Council, Invercargill City Council, and Southland District Council have taken advantage of this with the draft joint Local Alcohol Policy and have a shared District Licensing Agency member list.

There is some interest in developing a regional alcohol harm strategy, discussions are continuing. In principle we can see potential benefits of such a strategy, with potential to contain content covering matters such as alcohol control on hall hiring by councils and others, alcohol at community events, and key messages around alcohol education.

**6. Statistical Information**

The annual return in the requested format is attached.

Council reference: r15/8/14464

**TERRITORIAL AUTHORITY: Southland District Council**

MONTHLY RETURN FOR: 1 JULY 2014 TO 30 JUNE 2015

**On-licence, off-licence and club licence applications received**

Application Type	Number received in fee category: Very Low	Number received in fee category: Low	Number received in fee category: Medium	Number received in fee category: High	Number received in fee category: Very High
On-licence new		2	2	1	
On-licence variation		4	2	1	
On-licence renewal		11	16	4	1
Off-licence new			2		
Off-licence variation			1		
Off-licence renewal			20		1
Club licence new					
Club licence variation	2	2			
Club licence renewal	6	7	1		
<b>total number</b>	<b>8</b>	<b>26</b>	<b>44</b>	<b>6</b>	<b>2</b>
<b>total Fee paid to ARLA (GST incl)</b>	<b>138.00</b>	<b>897.00</b>	<b>2,277.00</b>	<b>517.50</b>	<b>345.00</b>

**Annual fees for existing licences received**

licence Type	Number received in fee category: Very Low	Number received in fee category: Low	Number received in fee category: Medium	Number received in fee category: High	Number received in fee category: Very High
On-licence		31	40	9	1
Off-licence		1	33	1	1
Club licence	23	25	3		
<b>total number</b>	<b>23</b>	<b>57</b>	<b>76</b>	<b>10</b>	<b>2</b>
<b>total Fee paid to ARLA (GST incl)</b>	<b>396.75</b>	<b>1,966.50</b>	<b>3,933.00</b>	<b>862.50</b>	<b>345.00</b>

**Managers' certificate applications received**

	Number received
Manager's certificate new	86
Manager's certificate renewal	133
<b>total number</b>	<b>219</b>
<b>total Fee paid to ARLA (GST incl)</b>	<b>6,296.25</b>

**Total Fees Due**

**\$ 17,974.50**

**Special licence applications received:**

	Number received in category: Class 1	Number received in category: Class 2	Number received in category: Class 3	<b>TOTAL</b>
Special licence	2	36	42	80

**Temporary authority applications received**

	Number received
Temporary authority	3

**Permanent club charter payments received: N/A**



## Change of Classification of parts Te Anau Gardens Recreation Reserve

Record No: R/15/8/15086  
Author: Kevin McNaught, Strategic Manager Property  
Approved by: Ian Marshall, GM - Services and Assets

☒ Decision ☐ Recommendation ☐ Information

### Purpose

- 1 This report provides information around the intention to change the classification of parts Te Anau Gardens Recreation Reserve. This is due to the tennis courts and the Fiordland Community Events Centre building being built over the property boundaries.

### Executive Summary

- 2 In September 2011 the Te Anau Community Board approved the construction of the new Te Anau Tennis Courts and the area to be incorporated into the lease for the Fiordland Community Events Centre as these are built on Council property. Due to space limitations it was acknowledged that the tennis courts needed to be built over the boundary of the Local Purpose Reserve and onto the adjoining recreation reserve. Actions are now required to rectify the reserve boundaries to allow the lease for the site to be updated.

### Recommendation

That the Council:

- a) **Receives the report titled “Change of Classification of parts Te Anau Gardens Recreation Reserve” dated 1 September 2015.**
- 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) **Resolves that pursuant to delegated authority from the Minister of Conservation, that under Section 24 of the Reserves Act 1977 the classifications of Lots 1 and 4 DP 482301 be changed from Recreation Reserve to Local Purpose (Community Centre and Sports Building).**

## **Content**

### **Background**

- 3 New tennis courts in Te Anau were constructed at the rear of the Fiordland Community Events Centre. The Events Centre is situated on land owned by Council and held under lease. Due to space restrictions the tennis courts were constructed over the boundary on to the adjoining recreation reserve. This was undertaken with the support of the Te Anau community and the approval of the Community Board. This approval was given at its meeting on 28 September 2011.
- 4 The required survey to rectify the land status has been undertaken but it also identifies the existing Fiordland Community Events Centre also has a small portion of the building on the adjoining recreation reserve.
- 5 Lot 1 on the attached plan is the portion of the tennis courts and Lot 4 is the portion of the Fiordland Events Centre building where the classification needs to be changed.
- 6 The public have been notified of the intent to change the classification by notices in both the Fiordland Advocate and The Southland Times and no objections were received.
- 7 The end intention is to have the lease for the Fiordland Community Events Centre amended by including the tennis courts and all the land the building occupies.

### **Issues**

- 8 None identified. Following an administrative process.

### **Factors to Consider**

#### **Legal and Statutory Requirements**

- 9 The process is following the requirements of the Reserve Act 1977, including this requirement for a resolution under the delegation from Department of Conservation.

#### **Community Views**

- 10 This project was the result of significant community support. No objections were received to the public notification to change the classification.

#### **Costs and Funding**

- 11 The Te Anau Community Board is funding this stage of the process as its contribution to the valuable community asset being the new tennis courts.

#### **Policy Implications**

- 12 None identified at this stage.

## **Analysis**

### **Options Considered**

- 13 Option 1 - Update the classification to Recreation Reserve.
- 14 Option 2 - Leave the status quo.

## Analysis of Options

### 15 Option 1 - To update the Classification to reflect the usage of the land

<i>Advantages</i>	<i>Disadvantages</i>
<p>The Community Centre and tennis courts will be under the same title and classification.</p> <p>Lease can be varied to include all the land the Trust is responsible for.</p>	<ul style="list-style-type: none"><li>• None identified</li></ul>

### 16 Option 2 - Leave the status quo

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"><li>• None identified</li></ul>	<ul style="list-style-type: none"><li>• Tennis courts built over classification boundary.</li><li>• All of the courts unable to be included in the Fiordland Community Events Centre Trust lease.</li></ul>

## Assessment of Significance

17 Not significant.

## Recommended Option

18 Option 1.

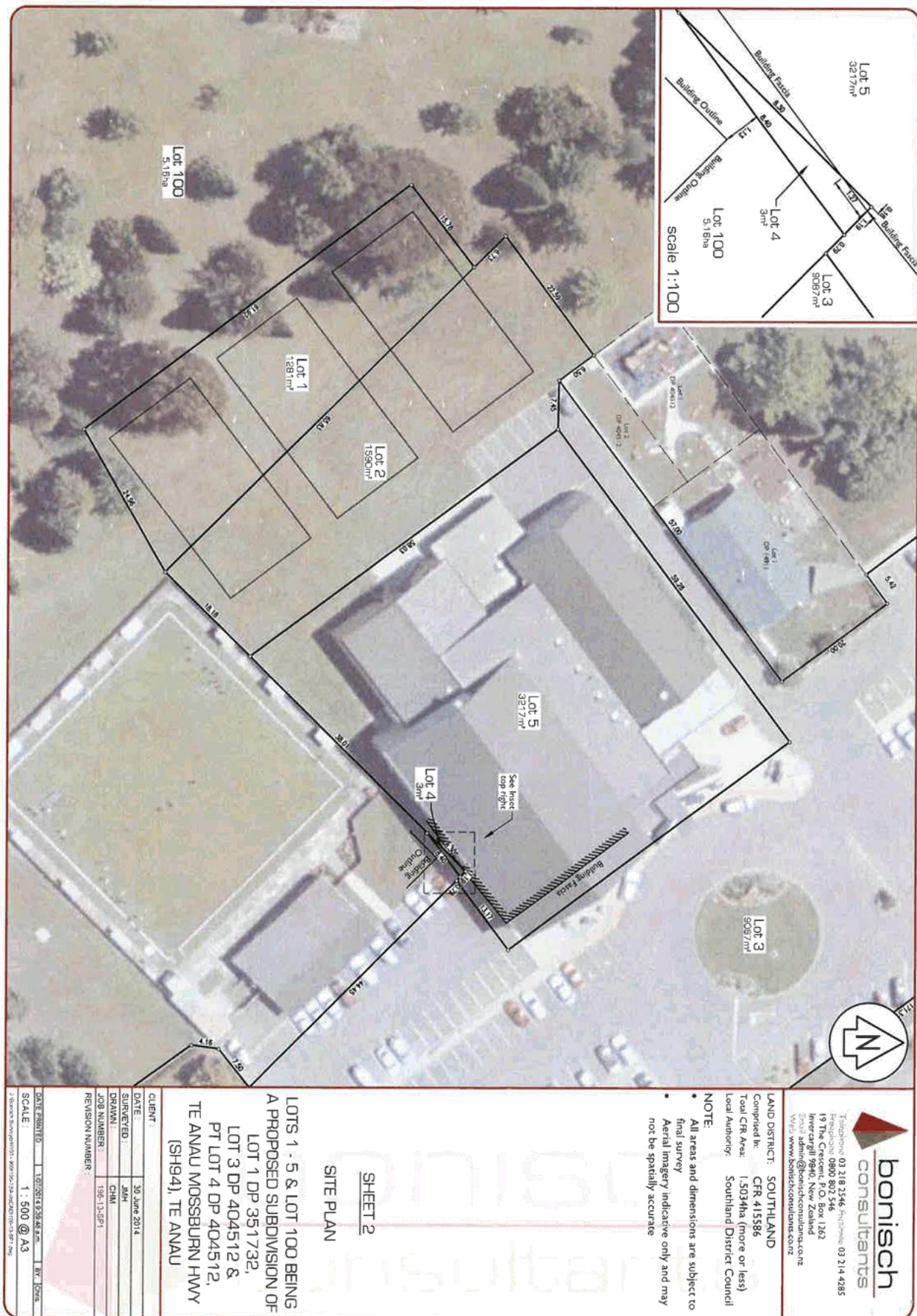
## Next Steps

19 Complete reclassification and lease variation.

## Attachments

A Aerial Plan of Fiordland Events Centre and Tennis Courts Original [View](#)

## Item 8.6 Attachment A



## Council Action Sheet

**Record No:** R/15/8/14704  
**Author:** Fiona Dunlop, Committee Advisor  
**Approved by:** Fiona Dunlop, Committee Advisor

☐ Decision

☐ Recommendation

☒ Information

- 1 Action item list for Council's information.

### Recommendation

**That the Council:**

- a) **Receives the report titled "Council Action Sheet" dated 16 September 2015.**

### Attachments

- A Council Action Sheet for 16 September 2015 meeting [View](#)

# Council Action Sheet - Including Public Excluded

## Open Action Items

Author	Due Date	Subject	Notes
Kevin McNaught	24/12/2014	Purchase of part of the Blackmount School on behalf of the Blackmount community	Second offer been declined. Negotiations ongoing. •Crown have accepted Council offer with Settlement at end of September. Contract signed by Council
Courtney Ellison	19/08/2015	Potential Variation to Proposed District Plan 2012 - Implementation Matters	
Louise Pagan	19/08/2015	Community Assistance Policy - Grants and Donations	
Courtney Ellison	19/08/2015	Potential Variation to the Proposed District Plan 2012 - Rural Settlement Areas	
Susan Cuthbert	19/08/2015	Long Term Plan - Sealing Roslyn Road	
Bruce Halligan	19/08/2015	Request for Funding Support for Aeromagnetic Survey of Southland - Venture Southland	
Steve Ruru	19/08/2015	Management Report	
Michael Sarfaiti	19/08/2015	Freedom Camping Bylaw 2015	
Louise Pagan	19/08/2015	Southland Santa Parade	
Mark Simpson	19/08/2015	Dryfe Street Stormwater Renewal	
Kevin McNaught	19/08/2015	Greenhills Quarry	
Kevin O'Connor	19/08/2015	Building Consents and Values for June 2015	
Jenny Green	19/08/2015	Resource Consents and Other Resource Management Act Items - May 2015	
Jenny Green	19/08/2015	Resource Consents and Other Resource Management Act Items - June 2015	
Rose Knowles	19/08/2015	Vacancy - Dipton Community Development Area Subcommittee	
Bruce Halligan	19/08/2015	Proposed Transfer of Powers under the Building Act 2004 from the Department of Conservation to the Southland District Council	
Kelly Tagg	19/08/2015	Vacancy - Nightcaps	

		Community Development Area Subcommittee	
Rose Knowles	19/08/2015	Vacancies - Athol Community Development Area Subcommittee	
Steve Ruru	19/08/2015	Rehabilitation Indemnity Agreement	
Maree Fyffe	19/08/2015	Public Excluded Minutes of the Council Meeting dated 15 July 2015	
Steve Ruru	06/05/2015	Haast - Hollyford Highway	Letter sent to HHH on 29 April 2015. Council is waiting for HHH to provide more information and clarification on the project before making a decision on whether to support it.
Michael Sarfaiti	09/09/2015	Dog Control Policy 2015 and Dog Control Bylaw 2015	•Note that the meeting approved the recommendations in the report.

### Recently Closed Action Items

Author	Completion Date	Subject	Notes
Steve Ruru	01/09/2015	Venture Southland Governance and Fee Structure for Non-Elected Joint Committee Members	<ul style="list-style-type: none"> <li>•Note that the Council Meeting approved the recommendations in the report.</li> <li>•Action completed by: Steve Ruru Approval of changes has been confirmed to Venture Southland.</li> </ul>
Steve Ruru	01/09/2015	Milford Sound Development Authority Annual Report	<ul style="list-style-type: none"> <li>•Note that the Council meeting approved the recommendations in the report.</li> <li>•Adoption of the Annual Report has been confirmed to MDA.</li> <li>•Action completed by: Steve Ruru Approval of report confirmed to MDA.</li> </ul>
Ian Marshall	31/08/2015	Delegated Authority to Act in Mediation for the consent for the Around the Mountains Cycle Trail	<ul style="list-style-type: none"> <li>•Note that the meeting approved the recommendations in the report.</li> <li>•Action completed by: Ian Marshall Delegation is noted. Mediation is set down for 10 September 2015.</li> </ul>
Sheree Marrah	31/08/2015	Projects from 2014/2015 to be carried forward into the 2015/2016 Financial Year	<ul style="list-style-type: none"> <li>•Note that the meeting approved the recommendations in the report with an addition to d).</li> <li>•Action completed by: Sheree Marrah Limehills project added to the TRIM document and all projects carried forward into 15/16 budgets.</li> </ul>



## Hollyford Conservation Trust

Record No: R/15/8/15003  
Author: Steve Ruru, Chief Executive  
Approved by: Steve Ruru, Chief Executive

☒ Decision ☐ Recommendation ☐ Information

### Purpose

- 1 To enable the Council to consider a request for support from the Hollyford Conservation Trust.

### Executive Summary

- 2 The residents of the Lower Hollyford have requested that the Southland District Council remit a portion of rates paid to assist the Hollyford Conservation Trust in continuing a programme to eradicate and then control any further invasion of introduced pests.
- 3 Officers are of the view that it would be inappropriate to address this as a rating issue given the need to develop these policies in accordance with the Local Government Act 2002 and Local Government (Rating) Act 2002. There is also no provision at present within Council's rates remission policies for such a remission.
- 4 If the Council is of the view that the project has merit and is something to which it should contribute then it would be appropriate for Council to make a grant to the Trust equivalent to the \$5,000 provided by Environment Southland.
- 5 In coming to a view on this issue the Council needs to consider whether pest control, which would normally be seen as being outside of its core business, is an activity to which it wishes to make a contribution. It also needs to consider the potential for such a grant to set a precedent for other similar projects occurring around the district, such as the Pest Free Rakiura proposal.

## Recommendation

That the Council:

- a) **Receives the report titled “Hollyford Conservation Trust” dated 3 September 2015.**
- 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 a grant of \$5,000 to the Hollyford Conservation Trust.**
- e) **Approves unbudgeted expenditure of \$5,000 to enable the grant to be made and agrees that it should be funded from the District Reserve.**

## Content

### Background

- 6 The Hollyford Conservation Trust involves all of the landowners in the Lower Hollyford. All of the landowners are ratepayers in this area.
- 7 Over the past few years the landowners have noticed a rapid decline in native flora and fauna due to the pressure put on the environment by introduced pests such as deer, possums, stoats and rats.
- 8 The residents banded together to create the Trust and then went to Central Government with a business plan to establish a link between the Department of Conservation. The Minister was impressed with the presentation and the vision to protect this “inland Island” for future generations.
- 9 Through support by Ngāi Tahu and the Department of Conservation the Hollyford Conservation Project began and in less than three years the eradication project is showing results. Along with noticeable regrowth in the forest the native birdlife is returning.
- 10 While the Department of Conservation and Ngāi Tahu continue to support the programme the Trust still requires operational funding towards their future work programme.
- 11 An approach was made to Environment Southland and it has agreed to assist in funding the project for three years through a grant of \$5,000.00 per annum.
- 12 The Southland District Council received a request for support in 2014, through a rating boundary change, however this could not be supported for a number of reasons.
- 13 In the past the Trust have argued that any assistance provided should have regard to the level of rates that property owners in the Lower Hollyford pay given the limited range of services that they receive.

- 14 The issue of what level of rates property owners within the Lower Hollyford should pay should be seen as a separate, unrelated issue to the question of whether Council should provide assistance for pest control works in the Lower Hollyford area. The issues relating to what constitutes a 'fair and reasonable' level of rating is a matter for the Council to decide in accordance with the provisions of the Local Government Act 2002 and the Local Government (Rating) Act 2002.
- 15 In June 2015, and since the decision of Environment Southland to support the project, this Council has received a further request for financial support. Any funds provided would be used to fund the operational activities to eradicate pests for the advancement of native species within the project area of the Lower Hollyford Valley. The request received is as follows:
- A one off allocation of \$50,000.00 to recognise the historical disparity between rates paid to the Southland District Council and the services used by the Lower Hollyford ratepayers.
  - A further annual payment of between \$15,000.00 and \$20,000.00 that is CPI adjusted and reviewable after three years to recognise the same ongoing disparity.

### **Issues**

- 16 The issue before Council is whether it should provide a level of support towards the work being undertaken by the Hollyford Conservation Trust.
- 17 If Council decides that it should provide support then the question as to what might constitute an appropriate quantum and how that quantum is best funded will arise. It is suggested that any contribution should be consistent with that provided by Environment Southland be by way of a grant or contract for service arrangement.
- 18 In considering whether to make this grant the Council also needs to be mindful of the potential for other similar groups, such as the Pest Free Rakiura proposal, to seek funding from Council.

### **Factors to Consider**

#### **Legal and Statutory Requirements**

- 19 Council is required to determine how it funds its activities and its rating policies by following the processes outlined in the Local Government Act 2002 and the Local Government (Rating) Act 2002. It is important that Council comply with these statutory processes.
- 20 There is no provision within Council's existing Rates Remission Policy to provide a remission of rates of this type.

#### **Community Views**

- 21 Council received this request from the Hollyford Conservation Trust as representatives of all ratepayers in the Lower Hollyford. The giving of a grant would be consistent with the views of this community.
- 22 Council has not specifically canvassed the views of other parts of the district community who would also be contributing given that this activity is most appropriately funded from the General rate.

### **Costs and Funding**

- 23 Any funding provided would be unbudgeted. It is proposed that any grant provided be funded from the District Operations reserve.
- 24 There are 17 ratepayers in the Lower Hollyford contributing \$27,098.11 (incl GST) in rates for the 2014 - 15 year. Rates include Capital Value, Land Value and Uniform Targeted Rates.

### **Policy Implications**

- 25 Council adopted its Community Assistance – Grants and Donations Policy at its meeting on 5 August 2015. This policy contains policy and criteria for the administration of the range of funds that are administered at a district level.
- 26 The application from the Hollyford Conservation Trust does not fit within any of the existing funds administered by Council. As such there is no existing policy which applies to this application.

### **Analysis**

#### **Options Considered**

##### *Option 1: Current Year Grant*

- 27 Agree to make a grant to the Hollyford Conservation Trust in the current financial year. It is proposed that a grant of \$5,000 be given so as to be consistent with the grant given by Environment Southland.

##### *Option 2: 2016/17 Grant*

- 28 Agree in principle to provide a grant in the 2016/17 financial year and direct staff to include the proposed level of grant in the 2016/17 draft Annual Plan.

##### *Option 3: Status Quo*

- 29 Under this option the Council would decide not to make a grant to the Hollyford Conservation Trust.

### **Analysis of Options**

#### **Option 1 – Current Year Grant**

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> <li>Shows a commitment by Council to support the conservation work being undertaken by the Hollyford Community Trust.</li> <li>Allows support to be provided immediately.</li> </ul>	<ul style="list-style-type: none"> <li>Council has not budgeted for any grant this year. As such it has not been explicitly funded.</li> <li>It could be argued that pest control work is outside of Council's core business and as such is not an issue for this Council to fund.</li> <li>May set a precedent should any similar approaches be made from similar communities in the future.</li> </ul>

### Option 2 – 2016/17 Grant

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"><li>• As per Option 2 however with less financial benefit to the Hollyford Conservation Trust.</li><li>• Would provide the opportunity for Council to seek community views on the proposal via the draft Annual Plan consultation process.</li></ul>	<ul style="list-style-type: none"><li>• It could be argued that pest control work is outside of Council's core business and as such is not an issue for this Council to fund.</li><li>• May set a precedent should any similar approaches be made from similar communities in the future.</li></ul>

### Option 3 - Status Quo

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"><li>• No additional cost to Council.</li><li>• Recognises that pest control is not part of Council's core business.</li><li>• Avoids setting a precedent for funding of this type of activity.</li></ul>	<ul style="list-style-type: none"><li>• No financial backing from Council could be seen as a vote of no confidence in this project which would be untrue.</li></ul>

### Assessment of Significance

- 30 This matter is not considered to be significant in accordance with Council's Significance and Engagement Policy. The issue being considered is whether the Council should provide a grant to support the conservation works of the Hollyford Conservation Trust.

### Recommended Option

- 31 That Council consider making a grant of \$5,000 to the Hollyford Conservation Trust if it is minded to support the Trust.
- 32 The quantum is consistent with the assistance given by Environment Southland.

### Next Steps

- 33 The next steps involve communicating the Council's decision to the Hollyford Conservation Trust.

### Attachments

- A Letter from Hollyford Conservation Trust [View](#)

27 Braeview Cres  
Maori Hill  
Dunedin 9010



22 June 2015

The Mayor  
Southland District Council  
PO Box 903  
Invercargill 9840  
Delivered by email

Dear Sir,

**Hollyford Conservation Project, Martins Bay, Fiordland**

Thank you for meeting with Hollyford Conservation Trust Chairman, Ron Anderson, and myself on Thursday 18 June. We had a good discussion and appreciated the opportunity to re-evaluate the Trust's approach for Southland District Council (SDC) assistance towards the Trust's Lower Hollyford 2500 ha conservation project, situated inland from the coast at Martins Bay.

As you are aware, the Trust was formed with the unanimous support of Martins Bay stakeholders and 7 of the 9 Trust Board members are landowners in the area. I attach a copy of our Business Plan to ensure you have our most recent project information.

You are also aware that Lower Hollyford landowners pay \$27 000.00 in rates to SDC per annum. None of these landowners are full time residents and the current model includes provision for substantial unused services.

Previously our focus was on the possibility of rates remission, or a loan, that would require a change in the Mararoa Waimea Ward to enable separate consideration of Lower Hollyford rates.

It now appears an easier way forward is to follow the model Environment Southland (ES) has indicated to affectively redistribute rates paid by landowners back to the Trust. To this extent, the Trust currently has a submission before ES that will allow for a \$5000.00 allocation annually to the Trust, or 100% of rates paid by the landowners, for a three year period. Confirmation of this outcome is expected on or about 30 June next.

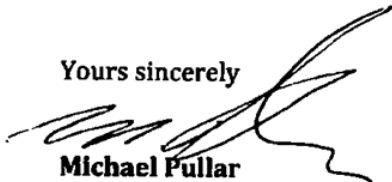
The Trust respectfully seeks consideration by SDC to adopt a similar model to that indicated by ES that will involve:

- (i) A one off allocation of \$50 000.00 to recognise the historical disparity between rates paid to SDC and services used by Lower Hollyford rate payers;
- (ii) A further annual payment of between \$15 000.00 and \$20 000.00 that is CPI adjusted and reviewable after 3 years to recognise the same on-going disparity.
- (iii) The Trust using the funds returned only for operational activities to eradicate pests for the advancement of native species within its project area in the Lower Hollyford.

In formulating this request the Trust accepts that rates must be paid. It is apparent, however, that Lower Hollyford rate payers form a unique group in Southland where the rates model includes provision for services that realistically will never be used. Special consideration is sought accordingly.

We are grateful for your time and consideration. Please let me know if any further information is required.

Yours sincerely



**Michael Pullar**

Manager

Hollyford Conservation Trust

03 467 2524

[www.hollyfordconservationtrust.org.nz](http://www.hollyfordconservationtrust.org.nz)



## Community Governance Project

**Record No:** R/15/8/15007  
**Author:** Rex Capil, Group Manager, Policy and Community  
**Approved by:** Steve Ruru, Chief Executive

☒ Decision ☐ Recommendation ☐ Information

### Purpose

- 1 The purpose of this report is to consider the establishment of an Elected Representative Working Group to assist with the development of the Community Governance Project.

### Executive Summary

- 2 The Community Governance Project is progressing and the next level of engagement is required to assist in developing the concept to the next stage.
- 3 The report provides an update of the project design and project development phases.
- 4 The next stage of the engagement process involves consideration for the establishment of an Elected Representative Working Group, including a cross-section of Councillors, Community Board and CDA representatives.

## Recommendation

That the Council:

- a) Receives the report titled “Community Governance Project” dated 26 August 2015.
- 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 establish a Community Governance Project - Elected Representative Working Group.
- e) Adopts the Community Governance Project – Elected Representative Working Group Terms of Reference.
- f) Appoints the following representatives to the Community Governance Project Elected Representative Working Group (subject to availability):
  - Mayor Gary Tong,
  - Councillor Julie Keast,
  - Councillor Ebel Kremer,
  - Councillor Brian Dillon,
  - Pam Yorke (Edendale-Wyndham Community Board Chair),
  - Andre Bekhuis (Otatau Community Board Chair),
  - Pam Naylor (Garston CDA Chair),
  - Brian McGrath (Orepuki CDA Chair).

## Content

### Background

- 5 The Community Governance Project has now reached the next stage in the engagement process to support the development of the concept further.
- 6 In getting to this point the following steps and milestones have been achieved:
  - Discussion with Council - January 2015.
  - Discussion at Executive Leadership Team Strategic Direction Workshop - April 2015.

- Discussion at Staff Forum - June 2015.
  - Discussion with Council - June 2015.
  - Presentation to Community Board and CDA Chairs' meeting - July 2015.
  - Establishment of Staff Project Working Group - August 2015.
  - Attendance and presentation to Community Boards, CDA Subcommittees and Community Trust meetings - including Manapouri CDA, Tuatapere Community Board, Riversdale CDA, Balfour CDA, Otautau Community Board, Milford Community Trust, Stewart Island/Rakiura Community Board, Thornbury CDA, Colac Bay CDA, Winton Community Board, Te Anau Community Board, Riverton/Aparima Community Board - August/September 2015.
  - All other Community Board and CDA meetings will be attended in the next six months as the meeting schedule allows.
- 7 As part of the project implementation approach and engagement process agreed, the opportunity exists to establish an Elected Representative Working Group, involving a cross-section of Councillors, Community Board and CDA representatives.
- 8 It is proposed to establish an Elected Representative Working Group with the primary objectives to:
- Provide feedback and inform points for consideration, develop issues and options and governance requirements and opportunities for Council and District communities.
  - Provide feedback on draft discussion documents produced throughout the project development.
  - Assist and support the stakeholder and community engagement process.
  - Review the final draft Community Governance Proposal document.
- 9 It is anticipated the Elected Representative Working Group will meet up to three times throughout the life of this project, dates to be confirmed but suggested timing:
- November 2015.
  - February 2016.
  - November 2016.

### **Issues**

- 10 It is intended any issues relating to the project development will be identified and considered throughout the life of the project and as part of the extensive engagement process to be undertaken.
- 11 Issues requiring consideration relating to community governance in the future include:
- Minimum standards of service delivery across the District.
  - Consistency of representation across the District.

- Effective and efficient service delivery.
- Multi agency partnerships and collaboration opportunities.
- Development of approaches that meet the District needs.
- Understanding the wider communities of interest approach - with localism being important.
- Being future focussed – and being appropriate for the next 20+ years.
- Linkage to Council's community planning approach.
- Defining the purpose and function of community governance roles and responsibilities in relation to the Council and community requirements.
- Understanding of the principles of representative democracy versus participatory democracy.
- Financial implications and affordability.

### **Factors to Consider**

#### **Legal and Statutory Requirements**

- 12 There are no legal or statutory requirements to establish an Elected Representative Working Group for this project.

#### **Community Views**

- 13 Community views are important to this project.
- 14 An important process in developing this project is to ensure there is significant engagement during the project design and development stages.
- 15 This will involve ensuring there is an opportunity for public participation throughout the life of this project.
- 16 This will involve various degrees of engagement across the public participation spectrum, including but not limited to:
- Inform - provide the public with balanced information to assist in understanding the topic, issues and options and opportunities.
  - Consult - obtain public feedback on analysis, alternatives and/or decisions.
  - Involve - work directly with key stakeholders throughout the process to ensure that community views and aspirations are consistently understood and considered.
  - Collaborate - partner with key stakeholders to discuss, as required, the development of alternatives and the identification of a preferred approach.
- 17 The establishment of an Elected Representative Working Group will support these various degrees of engagement as part of the project development.

### Costs and Funding

- 18 The project does not incur additional costs and does not require additional funding to complete.

### Policy Implications

- 19 In the project development phase there are no policy implications to consider.
- 20 In preparing the final draft Community Governance Proposal there will be an assessment of and clarification, checking for policy and legal implications which will be considered at this point of the process.

## Analysis

### Options Considered

- 21 In relation to this report there are two options - to establish an Elected Representative Working Group for the Community Governance Project or NOT to establish an Elected Representative Working Group for the Community Governance Project.

### Analysis of Options

#### Option 1 - Establish a Community Governance Project Elected Representative Working Group

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> <li>Provides political representation at the project development stage.</li> <li>Provides community representation at the project development stage.</li> <li>Allows the opportunity to hear a cross-section of views and ideas to inform the project development.</li> <li>Assists in developing project champions in the community who are informed and can advocate for the project development and suggested approach going forward.</li> </ul>	<ul style="list-style-type: none"> <li>There are no disadvantages.</li> </ul>

#### Option 2 - Not establish a Community Governance Project Elected Representative Working Group

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> <li>Avoids administration costs.</li> </ul>	<ul style="list-style-type: none"> <li>Limits political involvement and buy in to the project development.</li> <li>Limits a significant stakeholder engagement opportunity.</li> <li>Ignores current political structures and community representatives to provide a balanced view and insights to a strategic project.</li> </ul>

### **Assessment of Significance**

- 22 The establishment of an Elected Representative Working Group for the Community Governance Project is not deemed significant in relation to Council's Significance and Engagement Policy.

### **Recommended Option**

- 23 It is recommended that Council adopt option one and establish an Elected Representative Working Group for the Community Governance Project.

### **Next Steps**

- 24 The Elected Representative Working Group will be established, representatives will be informed and be involved in the project development accordingly.

### **Attachments**

- A Community Governance Project - Elected Representative Working Group Terms of Reference [View](#)

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a)



Item 9.2 Attachment A

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## **Southland District Council**

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### **Community Governance Project - Elected Representative Working Group**

### **Terms of Reference**

1	INTRODUCTION.....	Error! Bookmark not defined.
2	WHAT DO WE MEAN BY COMMUNITY GOVERNANCE .....	2
3	CURRENT SITUATION – POLITICAL STRUCTURE AND REPRESENTATION .....	2
4	GUIDING PRINCIPLES.....	4
5	PROJECT SCOPE .....	5
6	ROLE OF ELECTED REPRESENTATIVE WORKING GROUP.....	5
7	METHODOLOGY AND TIMELINE.....	6
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9	REMUNERATION.....	6
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## 1 INTRODUCTION

- 1.1 There are a host of challenges and opportunities facing Council - delivering services, greater community aspirations, financial constraints, engaging communities, various consultation and communication platforms, forming new partnerships, stakeholder collaborations, multi-agency delivery, rapidly evolving technologies and changing socio economic demographics.
- 1.2 The community engagement and political structures that have evolved since 1989 have served the SDC communities well - a key question is will they serve our communities as well in the next 20 years? The needs, aspirations and make up of our communities and associated pressures and tensions means Council needs to look at how best to serve and engage with its communities going forward.
- 1.3 It is not about what we have done previously being wrong or having failed - quite the opposite - it is about what we need to be doing looking forward building on the success of the past.

## 2 WHAT DO WE MEAN BY COMMUNITY GOVERNANCE

- 2.1 We have an opportunity to consider Southland District Council in relation to:
  - The service delivery role it plays to broader roles concerned with strengthening community leadership and steering local and regional opportunities with a greater strategic focus
  - Council expanding its role from a main focus related to infrastructure service delivery and regulatory compliance to a new approach concerned with community wide outcomes.
- 2.2 Community Governance can be described as a way Council is breaking down perceived organisational boundaries within communities to a revised approach in which it is facilitating a collaborative approach to achieve community outcomes. It's a new way of Council connecting with its communities.
- 2.3 Community governance applies to collective issues that require the cooperation of multiple stakeholders and parties - eg, residents, business, voluntary not for profit sector, public sector agencies, local government.
- 2.4 It means literally governance exercised by the communities themselves, rather than for them or to them.
- 2.5 It requires a shift in thinking from a focus on governing organisations to governing communities - not necessarily defined within historical boundaries or service delivery jurisdictions.
- 2.6 It also involves a shift from a focus on a representative democracy model to a participatory democracy model. This provides a focus for members of the community being involved and making a contribution.
- 2.7 This project provides an opportunity for Council to occupy a central and leading role with local communities beyond its traditional roles.
- 2.8 Common elements involve:
  - Focus on citizens and communities

- Multiple roles played by council
  - Inter-agency collaboration
  - Strategic or long term thinking
  - Creation of a community vision and a pathway to deliver on that vision
  - Inclusiveness
  - Strong localist orientation
- 2.9 Community governance emphasises the concept of empowerment and identification of Council as an enabling organisation with a greater external orientation in supporting its communities.

### 3 CURRENT SITUATION - POLITICAL STRUCTURE AND REPRESENTATION

#### 3.1 Council

The Southland District Council political structure consists of a mayor and 12 councillors.

Council is responsible for representing the district, developing and approving Council policy, deciding on expenditure and funding requirements, monitoring Council performance and employing the chief executive. The chief executive, in turn, employs all other staff.

Southland District Council was established in 1989 when New Zealand local government was reorganised. Various councils, including the Wallace County Council, Southland County Council, Stewart Island County Council and Winton Borough Council, were amalgamated to create the Southland District Council, which inherited all the assets and services, including the roading and bridges network, water and waste services in the urban areas, health and building inspections and planning.

Council now manages about 5,000 km of roads, 13 urban water supplies, 11 rural water supplies, 17 sewerage schemes, 34 cemeteries, community halls, 69 community housing units, 10 libraries and one mobile library service, 150 reserves and parks, and more.

Its role not only encompasses the management and improvement of physical assets such as roads and bridges, but also the Southland communities' social, economic, cultural and environmental interests.

Council is a strong advocate on behalf of Southland and continues to represent the district with central government agencies on matters such as health, community services, funding policies, education, youth and migration matters.

#### 3.2 Wards

Following a representation review in 2012 Southland District Council is divided into five wards

- Mararoa Waimea (three councillors)
- Stewart Island Rakiura (one councillor)
- Waiau Aparima (three councillors)
- Winton Wallacetown (three councillors)
- Waihopai Toetoes (two councillors).

### 3.3 Community Boards, Community Development Area Subcommittees and other Subcommittees

Council actively promotes local input into decision-making through its eight community boards - Stewart Island/Rakiura, Winton, Wallacetown, Edendale-Wyndham, Otautau, Riverton/Aparima, Te Anau, Tuatapere - and its 19 community development area subcommittees - Athol, Balfour, Browns, Limehills/Centre Bush, Colac Bay, Dipton, Garston, Gorge Road, Lumsden, Manapouri, Mossburn, Nightcaps, Ohai, Orepuki, Riversdale, Thornbury, Tokanui, Waikaia, Woodlands.

Council also has a Community Trust in Milford and other subcommittees include the Stewart Island Jetties Subcommittee, the Riverton Harbour Board, and 13 Rural Water Supply Subcommittees.

Ward (5)	Community Board (8)	CDA (19)
Mararoa Waimea - 7215	Te Anau - 3402	Athol - 85 Balfour - 135 Garston - 111 Lumsden - 483 Manapouri - 181 Mossburn - 150 Riversdale - 375 Waikaia - 102
Stewart Island Rakiura - 384	Stewart Island-Rakiura - 354	
Waiau Aparima - 7767	Otautau - 1272 Riverton-Aparima - 1518 Tuatapere - 1518	Colac Bay - 80 Nightcaps - 294 Ohai - 296 Orepuki - 44 Thornbury - 85
Winton Wallacetown - 8874	Winton - 3168 Wallacetown - 933	Browns - 240 Limehills-Centre Bush - 309 Dipton - 491
Waihopai Toetoes - 5399	Edendale-Wyndham - 2469	Gorge Road - 545 Tokaui - 97 Woodlands - 118

Table 3-1: District Representation by Population- Current

## 4 GUIDING PRINCIPLES

- 4.1 Effective community governance reflects an ability to balance District issues as a whole and the specifics related to local communities.
- 4.2 Key guiding principles to assist in developing a direction and position relating to:
  - Minimum standards of service delivery across the District.
  - Consistency of representation across the District.
  - Effective and efficient service delivery.
  - Multi agency partnerships and collaboration opportunities.
  - Development of approaches that meet the District needs.
  - Understanding the wider communities of interest approach - with localism being important.
  - Being future focussed – and being appropriate for the next 20+ years.
  - Linkage to Council's community planning approach.
  - Defining the purpose and function of community governance roles and responsibilities in relation to the Council and community requirements.
  - Understanding the principles of representative democracy versus participatory democracy.
  - Financial implications and affordability.
- 4.3 Community views are important to this project.
- 4.4 An important process in developing this project is to ensure that there is significant engagement during the project design and development stages.
- 4.5 This will involve ensuring there is an opportunity for public participation throughout the life of this project.
- 4.6 This will involve various degrees of engagement across the public participation spectrum, including but not limited to:
  - Inform - provide the public with balanced information to assist in understanding the topic, issues and options and opportunities.
  - Consult - obtain public feedback on analysis, alternatives and/or decisions.
  - Involve - work directly with key stakeholders throughout the process to ensure that community views and aspirations are consistently understood and considered.
  - Collaborate - partner with key stakeholders to discuss, as required, the development of alternatives and the identification of a preferred approach.

## 5 PROJECT SCOPE

- 5.1 Development of an Issues and Options Paper with consideration to the community governance definition, current situation – political structure and representation, community planning, future opportunities and challenges.
- 5.2 Gain feedback from stakeholders including staff, elected representatives, residents and ratepayers, other regional and community organisations
- 5.3 Development of an Analysis and Assessment & Concept Discussion Document
- 5.4 Development of a Project Communication and Engagement Plan prepared in conjunction with the Discussion Document
- 5.5 Development of a Community Governance Proposal to inform the Representation Review in 2017
- 5.6 Development of an Implementation Plan to assist with the development of the agreed approach
- 5.7 Development of standard policies and procedures to ensure that Council has a consistent approach for the agreed Community Governance structure.

## 6 ROLE OF ELECTED REPRESENTATIVE WORKING GROUP

- 6.1 The Elected Representative Working Group role is to:
  - Provide feedback and inform points for consideration, the development of issues and options and governance requirements and opportunities for Council and District communities.
  - Provide feedback on draft discussion documents produced throughout the project development.
  - Assist and support the stakeholder and community engagement process.
  - Review the final draft Community Governance Proposal document.
- 6.2 It is anticipated the Elected Representative Working Group will meet up to three times throughout the life of this project, dates to be confirmed but suggested timing:
  - November 2015.
  - February 2016.
  - November 2016.

## 7 METHODOLOGY AND TIMELINE

- 7.1 It is important a thorough and inclusive internal and external engagement and concept development process is undertaken.
- 7.2 The suggested approach - with the timeframe flexible due to 2016 local government elections - is presented:

Draft Issues and Options Paper prepared	August 2015
Initial engagement with Community Boards and CDAs	August 2015 – February 2016
Establishment of Staff Project Working Group	30 August 2015
Establishment of an Elected Representative Working Group – including cross section of Councillors, Community Board and CDA representatives	16 September 2015
Concept development	September – December 2015
Draft Issues and Options, Analysis and Assessment and Concept Paper to Council	February 2016
Communication and Engagement Plan prepared	February 2016
Stakeholder engagement	By July 2016
Community engagement	By July 2016
Policy and legal requirement clarifications	October 2016
Final draft Community Governance Proposal completed	November 2016
Council approval	February 2017
Proposal available to inform the Representation Review process	February – June 2017
Implementation	July 2017

## 8 Membership

- 8.1 The Working Group membership is to be derived from
- Mayor
  - Councillors x 3
  - Community Board Chairs x 2
  - CDA Chairs x 2

## 9 Remuneration

- 9.1 Working Group members will receive travel reimbursement expenses as per existing Council policy.

## 10 Administration Support

- 10.1 Administrative support for the project will be provided by the Group Manager Policy and Community or delegate.

## Southland Museum and Art Gallery Trust Board - Statement of Intent 2015/2016

Record No: R/15/8/15741  
Author: Susan Cuthbert, Strategy and Policy Manager  
Approved by: Rex Capil, Group Manager, Policy and Community

☐ Decision ☐ Recommendation ☒ Information

### Purpose

- 1 The purpose of this report is to forward the Southland Museum and Art Gallery (SMAG) Trust Board's Statement of Intent 2015/2016 (SOI) to Council as information.

### Executive Summary

- 2 The Southland Museum and Art Gallery Trust Board's Statement of Intent 2015/2016 has been prepared and was submitted to the Board for its consideration and approval.
- 3 At its meeting on 5 February 2015, the Board approved the 2015/2016 Statement of Intent and it has now been forwarded to Council as information.

### Recommendation

That the Council:

- a) Receives the report titled "Southland Museum and Art Gallery Trust Board - Statement of Intent 2015/2016" dated 31 August 2015.
- b) Determines that this matter or decision be recognised 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) Receives the attached Southland Museum and Art Gallery Trust Board Statement of Intent 2015/2016.

### Attachments

- A Southland Museum and Art Gallery Trust Board Statement of Intent 2015/2016 [View](#)

a) **SOUTHLAND  
MUSEUM AND ART  
GALLERY TRUST  
BOARD**

**STATEMENT OF INTENT**

**FOR THE FINANCIAL YEAR ENDING  
June 30 2016**



The purpose of this Statement of Intent is to:

- State publicly the activities and intentions of this Council Controlled Organisation for the year and the objectives to which those activities will contribute; and
- Provide an opportunity for shareholders to influence the direction of the organisation; and
- Provide a basis for the accountability of the board to their stakeholders for the performance of the organisation.

This Statement of Intent covers the year 1 July 2015 to 30 June 2016.

## 1. **MISSION, VISION, STRATEGIC OBJECTIVES AND THE THREE YEAR PLANNING PERIOD**

### 1.1 **Mission Statement**

- *The Redevelopment shall showcase the lifestyles created in our Southern Frontier and capture both art and history.*

### 1.2 **Vision Statement**

- *Southland Museum and Art Gallery is the hub that links and celebrates the stories of our people, land and culture.*

### 1.3 **Key Priorities**

Through its activities the Southland Museum and Art Gallery Trust Board will:

- Commence the refurbishment and extension of the Museum and Art Gallery to enlarge exhibition and storage space and to enhance accessibility to the collection.
- Focus the Museum and Art Gallery as a regional facility in the community through the provision of exhibitions – local, national and international.
- Offer a variety of experiences to the people of Southland that they wouldn't otherwise have access to.
- Actively promote the Southland Museum and Art Gallery as a hub for other museums in the province.
- Work to maintain the presence of the *i-SITE* information Centre and work with the Department of Conservation to see what opportunities may exist for providing services on their behalf.

The principal activities, which contribute to the achievement of the objectives, are categorised into three areas:

1. The Collections - Caring for, developing, and researching collections.
2. The Community - Engaging communities, including iwi/Maori, in exploring the culture and heritage of Southland.
3. The Experience - Providing access to the collections and telling the Story of Southland through exhibitions, events, publications and learning programmes.

#### 1.4 Financial Planning Assumptions

The Southland Museum and Art Gallery Trust Board receives an annual grant from the Southland Regional Heritage Committee and Invercargill City Council. Income is also generated from the Museum and Art Gallery's shop (Momento), and cafe (Pyramid on Gala) and rental from the i-SITE/Information Centre located in the foyer, donations and entry fees for special touring exhibitions.

The Invercargill City Council holds the management contract from the Southland Museum and Art Gallery Trust Board who approve the management expenditure each year.

The Southland Museum and Art Gallery Trust owns the Museum and Art Gallery building and collections. The existing building requires extensive refurbishment and has insufficient storage and exhibition space to enable the facility to meet the community's needs. The Trust has minimal building reserves and will need to attract significant funding contributions from a wide range of sources. The cost of the proposed work is approximately \$40 million.

#### 1.5 Bicultural Development

Southland Museum and Art Gallery has developed a close working partnership with iwi through the Iwi Liaison Komiti, which has representatives from the four Southland runanga. The Iwi Liaison Komiti meets quarterly to discuss issues relating to the collections and exhibitions.

### 2. STATEMENT ON THE BOARD'S APPROACH TO GOVERNANCE

#### 2.1 Role of the Board

The Board is responsible for the governance of the Trust. The Board is responsible for setting the strategic direction of the Trust, approving the Statement of Intent and monitoring organisational performance.

#### 2.2 Board Membership

The Southland Museum and Art Gallery Trust Board is a Council Controlled Organisation with eight members and three ex officio members who represent the contributing authorities. The Board also has the authority to appoint additional members whose skills and experiences benefit the Trust and its functions.

*Invercargill City Council*

Cr D J Ludlow

Cr I L Esler

Cr G J Sycamore

*Southland District Council*

Cr G Macpherson

Cr N Paterson

#### **TANGATA WHENUA**

Jane Davis

#### **APPOINTMENTS BY THE ABOVE TRUSTEES**

Gwen Neave

Wallace Jack

**EX OFFICIO**

Manager – Paul Horner

Director of Finance and Corporate Services, Invercargill City Council –  
Dean Johnston – Secretary/Treasurer

### 2.3 Management of the Southland Museum and Art Gallery

The Southland Museum and Art Gallery Trust Board has a management contract with the Invercargill City Council for the operation of the Museum facility. The Council employs a Museum Manager and staff.

### 2.4 Alignment with Community Outcomes

The Southland Museum and Art Gallery Trust contributes towards the achievement of Invercargill's community outcomes.

Community Outcome	Intermediate Outcomes	Activity's Contribution
<b><i>Healthy lifestyles in a healthy environment.</i></b>	<i>Provide or promote the provision of a diverse range of excellent quality and safe indoor and outdoor recreational facilities, both natural and man-made.</i>	Provision of a facility that enables the collections, which focus on Southland, to be stored, maintained and exhibited in conditions that ensure their long term preservation; while providing a quality visitor experience.
<b><i>A city that is a great place to live and visit.</i></b>	<i>Promote Invercargill actively as a great place to live, work, play and visit.</i>  <i>Provide and promote a range of events that create vibrancy and build community.</i>	Provision of a facility with exhibitions and events that inspire and inform visitors of Southland's heritage and culture, provide exhibitions of local, national and international interest.

## 3.0 MEASURING PERFORMANCE

### 3.1 Explanation

The Trust has two levels of performance measures.

The first are high level community indicators which are set by the Trust and mirrored in the Council Long Term Plan.

The second set of measures are internal performance measures and of a more technical nature.

All targets are included in the table following with the Long Term Plan targets shown in ***bold italics***.

## 3.2 The Collections

Objective	Goal	Target Levels of Performance 2015/16	Target Levels of Performance 2016/17	Target Levels of Performance 2017/18
Caring for Collections. Collections are managed and preserved in accordance with established standards and cultural requirements.	Collections are maintained in optimal conditions for their long term preservation.	<i><b>Prepare for building refurbishment and extension to enable internal environmental conditions to meet national/international guidelines.</b></i>  No irreparable loss or damage is caused to collections or objects on loan.	<i><b>Undertake building refurbishment and extension to enable internal environmental conditions to meet national/international guidelines.</b></i>  No irreparable loss or damage is caused to collections or objects on loan.	<i><b>Undertake building refurbishment and extension to enable internal environmental conditions to meet national/international guidelines.</b></i>  No irreparable loss or damage is caused to collections or objects on loan.
Developing Collections. The collections are developed to enable the Museum to document, illustrate and explore Southland's unique natural and cultural heritage.	Collection is developed in accordance with reviewed policies - Collection and Management Policies and Acquisitions Strategy	100% of objects acquired entered into Vernon database and verified  100% records on Vernon database maintained  Project planned to review, update and verify records on database	100% of objects acquired entered into Vernon database and verified  100% records on Vernon database maintained.  Review, update and verify 10% of records on database	100% of objects acquired entered into Vernon database and verified.  100% records on Vernon database maintained.  Review, update and verify 10% of records on database

## 3.3 The Experience

Objective	Goal	Target Levels of Performance 2015/16	Target Levels of Performance 2016/17	Target Levels of Performance 2017/18
To provide an inspiring, informed and rich programme of exhibitions, events and learning opportunities.	Development and implementation of an annual visitor experience programme.	Three semi-permanent exhibitions are delivered. <b>A minimum of 12 short-term exhibitions, including 8 in the community access gallery, are presented annually.</b>	Three semi-permanent exhibitions are delivered. <b>A minimum of 12 short-term exhibitions, including 8 in the community access gallery, are presented annually.</b>	Three semi-permanent exhibitions are delivered. <b>A minimum of 12 short-term exhibitions, including 8 in the community access gallery, are presented annually.</b>
	Develop and deliver inspiring education programmes for school audiences.	Over 25 education programmes delivered to 4000 school students, including curriculum-linked and exhibition-related programmes.	Over 25 education programmes delivered to 4000 school students, including curriculum-linked and exhibition-related programmes.	Over 25 education programmes delivered to 4000 school students, including curriculum-linked and exhibition-related programmes.

## 3.4 The Community

Objective	Goal	Target Levels of Performance 2015/16	Target Levels of Performance 2016/17	Target Levels of Performance 2017/18
To recognise the Museum and Art Gallery as a place where our culture and heritage is valued and promoted.	Maintain strong relationships with iwi/Maori over issues relating to the collections, exhibitions and tuatara management.	Iwi Liaison Komiti (representing the four Southland runanga) meet four times/year.	Iwi Liaison Komiti (representing the four Southland runanga) meet four times/year.	Iwi Liaison Komiti (representing the four Southland runanga) meet four times/year.
	Promotion of the Southland Museum and Art Gallery as a quality venue to visit for residents and visitors.	<b>Annual visitor numbers exceed 200,000/annum</b>	<b>Annual visitor numbers exceed 200,000/annum</b>	<b>Annual visitor numbers exceed 200,000/annum</b>

#### 4.0 ACCOUNTING POLICIES

##### 4.1 Reporting Entity

The Southland Museum and Art Gallery Trust Board is a Trust incorporated and domiciled in New Zealand.

The purpose of the Trust is to ensure prudent administration of the facilities and collections within that facility and to monitor the management contract, which is currently with the Invercargill City Council.

##### 4.2 Statement of Compliance and Basis of Preparation

The Financial Statements have been prepared in accordance with Generally Accepted Accounting Practice in New Zealand (NZ GAAP) with the exception of the Exhibits and Collections. The Trust has applied the Framework for Differential Reporting for entities adopting the New Zealand equivalents to International Financial Reporting Standards (NZ IFRS), and its interpretations as appropriate to public benefit entities that qualify for and apply differential reporting concessions. The Trust is a reporting entity for the purposes of the Charities Act 2005 and its financial statements comply with that Act.

The Trust qualifies for Differential Reporting exemptions as it has no public accountability and it is not large as defined in the Framework for Differential Reporting. All available reporting exemptions allowed under the Framework for Differential Reporting for Entities Applying New Zealand Equivalents to IFRS Reporting Regime have been adopted except NZ IAS 7, Cash Flow Statements.

The financial statements are presented in New Zealand Dollars (NZD). The financial statements are prepared on the historical cost basis with the exception of certain items for which specific accounting policies are identified.

The accounting policies set out below have been applied consistently to all periods presented in these financial accounts.

##### 4.3 Cash and Cash Equivalents

Cash and cash equivalents includes cash in hand, deposits held at call with banks, other short-term highly liquid investments with original maturities of three months or less, and bank overdrafts.

##### 4.4 Trade and Other Payables

Trade and other payables are stated at cost.

##### 4.5 Trade and Other Receivables

Trade and other receivables are stated at their cost less impairment losses.

#### 4.6 Revenue

Revenue is measured at the fair value of consideration received.

The Trust receives grants from the Invercargill City Council and grants from other local organisations. These grants are recognised as revenue upon entitlement as conditions pertaining to eligible expenditure have been fulfilled.

Interest income is recognised using the effective interest method.

#### 4.7 Expenditure

All expenditure is recognised in the Statement of Financial Performance in the period in which it is incurred.

#### 4.8 Goods and Services Tax

The Financial Statements have been prepared exclusive of Goods and Services Tax (GST) with the exception of receivables and payables which are stated with GST included. Where GST is irrecoverable as an input tax then it is recognised as part of the related asset or expense.

#### 4.9 Donated Services

The work of the museum is dependent on the voluntary service of many individuals and organisations. Since these services are not normally purchased by the museum and because of the difficulty of determining their value with reliability, donated services are not recognised in these financial statements.

#### 4.10 Statement of Cash Flows

Cash means cash balances on hand, held in bank accounts, demand deposits and other highly liquid investments in which the Trust invests as part of its day-to-day cash management.

Operating activities include cash received from all income sources of the Trust and records the cash payments made for the supply of goods and services.

Investing activities are those activities relating to the acquisition and disposal of non-current assets.

Financing activities comprise the change in equity and debt capital structure of the Trust.

#### 4.11 Property, Plant and Equipment

##### 4.11.1 Additions

The cost of an item of property, plant and equipment is recognised as an asset if, and only if, it is probable that future economic benefits or service potential associated with the item will flow to the Trust and the cost of the item can be measured reliably.

4.11.2 *Valuation of Fixed Assets – Fit out*

Under previous GAAP the Museum established a deemed cost for the Museum building and fit out at an amount that was not materially different to its fair value on initial recognition. The Museum has elected to use that fair value measurement as deemed cost for NZ IFRS.

Purchases of fixed assets have been recorded at cost less accumulated depreciation.

4.11.3 *Exhibits and Collections*

The value of exhibits is not reflected in these Financial Statements. However the direct purchase costs of fixed assets acquired during the year for upgrading assets contained within various galleries have been capitalised and are subject to the depreciation policy.

The Trust does not recognise contributions of works of art, historical treasures and similar assets if the donated items are added to collections that meet all the following conditions:

- Are held for public exhibition, education, or research in the furtherance of public service rather than financial gain.
- Are protected, kept unencumbered, cared for and preserved.
- Are subject to an organisational policy that requires the proceeds from sales of the collection's items to be used to acquire other items for the collections.

This policy is in accordance with a USA Financial Accounting Standards Board Statement – Statement of Financial Accounting Standard No 116.

The Southland Museum and Art Gallery Trust Board has decided to continue its policy of not attributing a monetary value to items gifted to the collection. This treatment is contrary to NZ IAS 16 Property, Plant and Equipment, which requires that if an asset is acquired at no cost, or for a nominal cost, the cost is its fair value as at the date of acquisition. The fair value of the asset received must be recognised in the Statement of Financial Performance. NZ IAS 16 has not been followed because the Board considers that the collection does not have the characteristics of property, plant or equipment.

Collection items have substantial intangible characteristics in that they are unique with iconic status or are historic and irreplaceable or sacred to particular communities. Without an active market no financial value can or should be ascribed. Scientific collections have great research importance but little market value. With good conservation the life of an object or specimen is indefinite. Age usually increases the significance of an object rather than depreciating it. The collection is not like manufacturing plant that is heavily used, wears out and is then replaced.

A number of leading museums in New Zealand and museums in the United Kingdom, United States of America and Canada do not capitalise their collections.

The collection is valued at \$10,000,000 for insurance purposes.

**4.12 Depreciation**

Depreciation has been charged in the Financial Statements on the basis of the economic life rates recommended by the Inland Revenue Department as follows:

Buildings	2% CP
Fit-out	9 – 40% DV

**4.13 Financial Instruments**

The Trust is party to financial instruments as part of its normal operations. These financial instruments include bank accounts, short-term deposits, debtors, creditors and loans. All financial instruments are recognised in the Statement of Financial Position and all revenues and expenses in relation to financial instruments are recognised in the Statement of Financial Performance.

**4.14 Changes in Accounting Policies**

There are no changes in accounting policy during the period. All accounting policies have been consistently applied throughout the period covered by these financial statements.



## Minutes of the Manapouri Community Development Area Subcommittee Meeting dated 12 May 2015

Record No: R/15/8/15005  
Author: Jenny Labruyere, Te Anau Area Officer  
Approved by: Jenny Labruyere, Te Anau Area Officer

☒ Decision ☐ Recommendation ☐ Information

### Recommendation

Receives the minutes of the Manapouri Community Development Area Subcommittee meeting held 12 May 2015 as information.

### Attachments

- A Minutes of Manapouri Community Development Area Subcommittee Meeting dated 12 May 2015 (separately enclosed)



## Minutes of the Lumsden Community Development Area Subcommittee Meeting dated 15 June 2015

Record No: R/15/8/14985  
Author: Rose Knowles, Lumsden Area Officer  
Approved by: Rose Knowles, Lumsden Area Officer

☐ Decision ☒ Recommendation ☐ Information

### Recommendation

Receives the minutes of the Lumsden Community Development Area Subcommittee meeting held 15 June 2015 as information.

### Attachments

- A Minutes of Lumsden Community Development Area Subcommittee Meeting dated 15 June 2015 (separately enclosed)



## Minutes of the Edendale-Wyndham Community Board Meeting dated 26 May 2015

Record No: R/15/7/13156

Author: Maree Fyffe, Committee Advisor

Approved by:

☐ Decision

☐ Recommendation

☒ Information

### Recommendation

Receives the minutes of the Edendale-Wyndham Community Board meeting held 26 May 2015 as information.

### Attachments

- A Minutes of Edendale-Wyndham Community Board Meeting dated 26 May 2015 (separately enclosed)



## Minutes of the Resource Management Committee Meeting dated 27 March 2015

Record No: R/15/7/12718  
Author: Debbie Webster, Committee Advisor  
Approved by: Debbie Webster, Committee Advisor

☐ Decision ☐ Recommendation ☒ Information

### Recommendation

Receives the minutes of the Resource Management Committee meeting held 27 March 2015 as information.

### Attachments

- A Minutes of Resource Management Committee Meeting dated 27 March 2015 (separately enclosed)



## Minutes of the Resource Management Committee Meeting dated 12 June 2015

Record No: R/15/7/12721  
Author: Debbie Webster, Committee Advisor  
Approved by: Debbie Webster, Committee Advisor

☐ Decision ☐ Recommendation ☒ Information

### Recommendation

Receives the minutes of the Resource Management Committee meeting held 12 June 2015 as information.

### Attachments

- A Minutes of Resource Management Committee Meeting dated 12 June 2015 (separately enclosed)



## Minutes of the Riverton/Aparima Community Board Meeting dated 8 June 2015

Record No: R/15/7/12986  
Author: Alyson Hamilton, Riverton Area Officer  
Approved by:

☐ Decision ☐ Recommendation ☒ Information

### Recommendation

Receives the minutes of the Riverton/Aparima Community Board meeting held 8 June 2015 as information.

### Attachments

- A Minutes of Riverton/Aparima Community Board Meeting dated 8 June 2015 (separately enclosed)



## Minutes of the Te Anau Community Board Meeting dated 10 June 2015

Record No: R/15/7/12862  
Author: Jenny Labruyere, Te Anau Area Officer  
Approved by: Jenny Labruyere, Te Anau Area Officer

☐ Decision

☐ Recommendation

☐ Information

### Recommendation

Receives the minutes of the Te Anau Community Board meeting held 10 June 2015 as information.

### Attachments

- A Minutes of Te Anau Community Board Meeting dated 10 June 2015 (separately enclosed)



## Minutes of the Woodlands Community Development Area Subcommittee Meeting dated 15 December 2014

Record No: R/15/7/12706  
Author: Debbie Webster, Committee Advisor  
Approved by: Debbie Webster, Committee Advisor

☐ Decision

☐ Recommendation

☒ Information

### Recommendation

Receives the minutes of the Woodlands Community Development Area Subcommittee meeting held 15 December 2014 as information.

### Attachments

- A Minutes of Woodlands Community Development Area Subcommittee Meeting dated 15 December 2014 (separately enclosed)



## Minutes of the Woodlands Community Development Area Subcommittee Meeting dated 2 March 2015

Record No: R/15/7/12702  
Author: Debbie Webster, Committee Advisor  
Approved by: Debbie Webster, Committee Advisor

☐ Decision ☐ Recommendation ☒ Information

### Recommendation

Receives the minutes of the Woodlands Community Development Area Subcommittee meeting held 2 March 2015 as information.

### Attachments

- A Minutes of Woodlands Community Development Area Subcommittee Meeting dated 2 March 2015 (separately enclosed)



## Minutes of the Policy Review Committee Meeting dated 28 January 2015

Record No: R/15/9/16289  
Author: Debbie Webster, Committee Advisor  
Approved by: Debbie Webster, Committee Advisor

☐ Decision ☐ Recommendation ☒ Information

### Recommendation

That Council receives the minutes of the Policy Review Committee meeting held 28 January 2015 as information.

### Attachments

- A Minutes of Policy Review Committee Meeting dated 28 January 2015 (separately enclosed)



## Minutes of the Activities Performance Audit Committee Meeting dated 28 January 2015

Record No: R/15/8/14507  
Author: Fiona Dunlop, Committee Advisor  
Approved by: Fiona Dunlop, Committee Advisor

☐ Decision ☐ Recommendation ☒ Information

### Recommendation

That Council receives the minutes of the Activities Performance Audit Committee meeting held 28 January 2015 as information.

### Attachments

- A Minutes of Activities Performance Audit Committee Meeting dated 28 January 2015 (separately enclosed)



## Minutes of the Activities Performance Audit Committee Meeting dated 18 February 2015

Record No: R/15/8/14509  
Author: Fiona Dunlop, Committee Advisor  
Approved by: Fiona Dunlop, Committee Advisor

☐ Decision ☐ Recommendation ☐ Information

### Recommendation

That Council receives the minutes of the Activities Performance Audit Committee meeting held 18 February 2015 as information.

### Attachments

- A Minutes of Activities Performance Audit Committee Meeting dated 18 February 2015 (separately enclosed)



## Minutes of the Activities Performance Audit Committee Meeting dated 18 March 2015

Record No: R/15/8/14511  
Author: Fiona Dunlop, Committee Advisor  
Approved by: Fiona Dunlop, Committee Advisor

☐ Decision ☐ Recommendation ☒ Information

### Recommendation

That Council receives the minutes of the Activities Performance Audit Committee meeting held 18 March 2015 as information.

### Attachments

- A Minutes of Activities Performance Audit Committee Meeting dated 18 March 2015 (separately enclosed)



## Minutes of the Activities Performance Audit Committee Meeting dated 22 April 2015

Record No: R/15/8/14516  
Author: Fiona Dunlop, Committee Advisor  
Approved by: Fiona Dunlop, Committee Advisor

☐ Decision ☐ Recommendation ☒ Information

### Recommendation

That Council receives the minutes of the Activities Performance Audit Committee meeting held 22 April 2015 as information.

### Attachments

- A Minutes of Activities Performance Audit Committee Meeting dated 22 April 2015 (separately enclosed)



## Minutes of the Activities Performance Audit Committee Meeting dated 3 June 2015

Record No: R/15/8/14588  
Author: Fiona Dunlop, Committee Advisor  
Approved by: Fiona Dunlop, Committee Advisor

☐ Decision ☐ Recommendation ☒ Information

### Recommendation

That Council receives the minutes of the Activities Performance Audit Committee meeting held 3 June 2015 as information.

### Attachments

- A Minutes of Activities Performance Audit Committee Meeting dated 3 June 2015 (separately enclosed)



## Minutes of the Activities Performance Audit Committee Meeting dated 24 June 2015

Record No: R/15/8/14595  
Author: Fiona Dunlop, Committee Advisor  
Approved by: Fiona Dunlop, Committee Advisor

☐ Decision ☐ Recommendation ☒ Information

### Recommendation

That Council receives the minutes of the Activities Performance Audit Committee meeting held 24 June 2015 as information.

### Attachments

- A Minutes of Activities Performance Audit Committee Meeting dated 24 June 2015 (separately enclosed)



## Minutes of the Riverton Harbour Subcommittee Meeting dated 21 April 2015

Record No: R/15/8/14685  
Author: Alyson Hamilton, Riverton Area Officer  
Approved by: Alyson Hamilton, Riverton Area Officer

☐ Decision ☐ Recommendation ☒ Information

### Recommendation

Receives the minutes of the Riverton Harbour Subcommittee meeting held 21 April 2015 as information.

### Attachments

- A Minutes of Riverton Harbour Subcommittee Meeting dated 21 April 2015 (separately enclosed)



## Minutes of the Balfour Community Development Area Subcommittee Meeting dated 27 May 2015

Record No: R/15/8/15231  
Author: Rose Knowles, Lumsden Area Officer  
Approved by: Rose Knowles, Lumsden Area Officer

☐ Decision ☒ Recommendation ☐ Information

### Recommendation

Receives the minutes of the Balfour Community Development Area Subcommittee meeting held 27 May 2015 as information.

### Attachments

- A Minutes of Balfour Community Development Area Subcommittee Meeting dated 27 May 2015 (separately enclosed)



## Minutes of the Riversdale Community Development Area Subcommittee Meeting dated 27 May 2015

Record No: R/15/8/15232  
Author: Rose Knowles, Lumsden Area Officer  
Approved by: Rose Knowles, Lumsden Area Officer

☐ Decision ☒ Recommendation ☐ Information

### Recommendation

Receives the minutes of the Riversdale Community Development Area Subcommittee meeting held 27 May 2015 as information.

### Attachments

- A Minutes of Riversdale Community Development Area Subcommittee Meeting dated 27 May 2015 (separately enclosed)



## Minutes of the Thornbury Community Development Area Subcommittee Meeting dated 26 May 2015

Record No: R/15/8/15417  
Author: Alyson Hamilton, Riverton Area Officer  
Approved by: Alyson Hamilton, Riverton Area Officer

☐ Decision ☐ Recommendation ☒ Information

### Recommendation

Receives the minutes of the Thornbury Community Development Area Subcommittee meeting held 26 May 2015 as information.

### Attachments

- A Minutes of Thornbury Community Development Area Subcommittee Meeting dated 26 May 2015 (separately enclosed)



## Minutes of the Colac Bay Community Development Area Subcommittee Meeting dated 28 May 2015

Record No: R/15/8/15646  
Author: Alyson Hamilton, Riverton Area Officer  
Approved by: Alyson Hamilton, Riverton Area Officer

☐ Decision ☐ Recommendation ☒ Information

### Recommendation

Receives the minutes of the Colac Bay Community Development Area Subcommittee meeting held 28 May 2015 as information.

### Attachments

- A Minutes of Colac Bay Community Development Area Subcommittee Meeting dated 28 May 2015 (separately enclosed)



## Minutes of the Lumsden/Balfour Water Supply Subcommittee Meeting dated 1 December 2014

Record No: R/15/9/16002  
Author: Rose Knowles, Lumsden Area Officer  
Approved by: Rose Knowles, Lumsden Area Officer

☐ Decision ☒ Recommendation ☐ Information

### Recommendation

Receives the minutes of the Lumsden/Balfour Water Supply Subcommittee meeting held 1 December 2014 as information.

### Attachments

- A Minutes of Lumsden/Balfour Water Supply Subcommittee Meeting dated 1 December 2014 (separately enclosed)



## Minutes of the International Relations Committee Meeting dated 26 February 2015

Record No: R/15/9/16276  
Author: Debbie Webster, Committee Advisor  
Approved by: Debbie Webster, Committee Advisor

☐ Decision ☐ Recommendation ☒ Information

### Recommendation

That Council receives the minutes of the International Relations Committee meeting held 26 February 2015 as information.

### Attachments

- A Minutes of International Relations Committee Meeting dated 26 February 2015 (separately enclosed)



## Minutes of the Policy Review Committee Meeting dated 18 February 2015

Record No: R/15/9/16290  
Author: Debbie Webster, Committee Advisor  
Approved by: Debbie Webster, Committee Advisor

☐ Decision

☐ Recommendation

☐ Information

### Recommendation

That Council receives the minutes of the Policy Review Committee meeting held 18 February 2015 as information.

### Attachments

- A Minutes of Policy Review Committee Meeting dated 18 February 2015 (separately enclosed)



## Minutes of the Policy Review Committee Meeting dated 1 April 2015

Record No: R/15/9/16291  
Author: Debbie Webster, Committee Advisor  
Approved by: Debbie Webster, Committee Advisor

☐ Decision ☐ Recommendation ☒ Information

### Recommendation

That Council receives the minutes of the Policy Review Committee meeting held 1 April 2015 as information.

### Attachments

- A Minutes of Policy Review Committee Meeting dated 1 April 2015 (separately enclosed)



## Minutes of the Policy Review Committee Meeting dated 24 June 2015

Record No: R/15/9/16292  
Author: Debbie Webster, Committee Advisor  
Approved by: Debbie Webster, Committee Advisor

☐ Decision ☐ Recommendation ☒ Information

### Recommendation

That Council receives the minutes of the Policy Review Committee meeting held 24 June 2015 as information.

### Attachments

- A Minutes of Policy Review Committee Meeting dated 24 June 2015 (separately enclosed)



## Exclusion of the Public: Local Government Official Information and Meetings Act 1987

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### Recommendation

That the public be excluded from the following part(s) of the proceedings of this meeting.

**C10.1 Provision of Local Election Services and Appointment of Electoral Officer**

**C10.2 Disposal of endowment land, Wyndham**

**C10.3 Public Excluded Minutes of the Council Meeting dated 5 August 2015**

**C10.4 Public Excluded Minutes of the Activities Performance Audit Committee Meeting dated 18 February 2015**

**C10.5 Public Excluded Minutes of the Activities Performance Audit Committee Meeting dated 28 January 2015**

**C10.6 Public Excluded Minutes of the Activities Performance Audit Committee Meeting dated 18 March 2015**

**C10.7 Public Excluded Minutes of the Activities Performance Audit Committee Meeting dated 22 April 2015**

**C10.8 Public Excluded Minutes of the Activities Performance Audit Committee Meeting dated 3 June 2015**

**C10.9 Public Excluded Minutes of the Activities Performance Audit Committee Meeting dated 24 June 2015**

**C10.10 Public Excluded Minutes of the International Relations Committee Meeting dated 26 February 2015**

**C10.11 Public Excluded Minutes of the Policy Review Committee Meeting dated 18 February 2015**

**C10.12 Public Excluded Minutes of the Resource Management Committee Meeting dated 27 March 2015**

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
Provision of Local Election Services and Appointment of Electoral Officer	s7(2)(b)(ii) - The withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.  s7(2)(h) - The withholding of the information is necessary to enable the local authority to carry out, without prejudice or disadvantage, commercial activities.	That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists.
Disposal of endowment land, Wyndham	s7(2)(a) - The withholding of the information is necessary to protect the privacy of natural persons,	That the public conduct of the whole or the relevant part of the proceedings of the meeting would

	<p>including that of a deceased person.</p> <p>s7(2)(f)(ii) - The withholding of the information is necessary to maintain the effective conduct of public affairs through the protection of such members, officers, employees and persons from improper pressure or harassment.</p> <p>s7(2)(h) - The withholding of the information is necessary to enable the local authority to carry out, without prejudice or disadvantage, commercial activities.</p> <p>s7(2)(i) - The withholding of the information is necessary to enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).</p>	<p>be likely to result in the disclosure of information for which good reason for withholding exists.</p>
Public Excluded Minutes of the Council Meeting dated 5 August 2015	<p>s7(2)(a) - The withholding of the information is necessary to protect the privacy of natural persons, including that of a deceased person.</p> <p>s7(2)(b)(ii) - The withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.</p> <p>s7(2)(f)(ii) - The withholding of the information is necessary to maintain the effective conduct of public affairs through the protection of such members, officers, employees and persons from improper pressure or harassment.</p> <p>s7(2)(h) - The withholding of the information is necessary to enable the local authority to carry out, without prejudice or disadvantage, commercial activities.</p> <p>s7(2)(i) - The withholding of the information is necessary to enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).</p> <p>s7(2)(j) - The withholding of the information is necessary to prevent the disclosure or use of official information for improper gain or improper advantage.</p>	<p>That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists.</p>
Public Excluded Minutes of the Activities Performance Audit Committee Meeting dated 18	<p>s7(2)(a) - The withholding of the information is necessary to protect the privacy of natural persons,</p>	<p>That the public conduct of the whole or the relevant part of the proceedings of the meeting would</p>

February 2015	<p>including that of a deceased person.</p> <p>s7(2)(b)(ii) - The withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.</p> <p>s7(2)(f)(ii) - The withholding of the information is necessary to maintain the effective conduct of public affairs through the protection of such members, officers, employees and persons from improper pressure or harassment.</p> <p>s7(2)(h) - The withholding of the information is necessary to enable the local authority to carry out, without prejudice or disadvantage, commercial activities.</p> <p>s7(2)(i) - The withholding of the information is necessary to enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).</p> <p>s7(2)(j) - The withholding of the information is necessary to prevent the disclosure or use of official information for improper gain or improper advantage.</p>	be likely to result in the disclosure of information for which good reason for withholding exists.
Public Excluded Minutes of the Activities Performance Audit Committee Meeting dated 28 January 2015	<p>s7(2)(a) - The withholding of the information is necessary to protect the privacy of natural persons, including that of a deceased person.</p> <p>s7(2)(b)(ii) - The withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.</p> <p>s7(2)(f)(ii) - The withholding of the information is necessary to maintain the effective conduct of public affairs through the protection of such members, officers, employees and persons from improper pressure or harassment.</p> <p>s7(2)(h) - The withholding of the information is necessary to enable the local authority to carry out, without prejudice or disadvantage, commercial activities.</p> <p>s7(2)(i) - The withholding of the</p>	That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists.

	<p>information is necessary to enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).</p> <p>s7(2)(j) - The withholding of the information is necessary to prevent the disclosure or use of official information for improper gain or improper advantage.</p>	
Public Excluded Minutes of the Activities Performance Audit Committee Meeting dated 18 March 2015	<p>s7(2)(a) - The withholding of the information is necessary to protect the privacy of natural persons, including that of a deceased person.</p> <p>s7(2)(b)(ii) - The withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.</p> <p>s7(2)(h) - The withholding of the information is necessary to enable the local authority to carry out, without prejudice or disadvantage, commercial activities.</p> <p>s7(2)(i) - The withholding of the information is necessary to enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).</p>	That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists.
Public Excluded Minutes of the Activities Performance Audit Committee Meeting dated 22 April 2015	<p>s7(2)(a) - The withholding of the information is necessary to protect the privacy of natural persons, including that of a deceased person.</p> <p>s7(2)(b)(ii) - The withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.</p> <p>s7(2)(f)(ii) - The withholding of the information is necessary to maintain the effective conduct of public affairs through the protection of such members, officers, employees and persons from improper pressure or harassment.</p> <p>s7(2)(h) - The withholding of the information is necessary to enable the local authority to carry out, without prejudice or disadvantage, commercial activities.</p>	That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists.

	<p>s7(2)(i) - The withholding of the information is necessary to enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).</p> <p>s7(2)(j) - The withholding of the information is necessary to prevent the disclosure or use of official information for improper gain or improper advantage.</p>	
Public Excluded Minutes of the Activities Performance Audit Committee Meeting dated 3 June 2015	<p>s7(2)(a) - The withholding of the information is necessary to protect the privacy of natural persons, including that of a deceased person.</p> <p>s7(2)(b)(ii) - The withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.</p> <p>s7(2)(f)(ii) - The withholding of the information is necessary to maintain the effective conduct of public affairs through the protection of such members, officers, employees and persons from improper pressure or harassment.</p> <p>s7(2)(h) - The withholding of the information is necessary to enable the local authority to carry out, without prejudice or disadvantage, commercial activities.</p> <p>s7(2)(i) - The withholding of the information is necessary to enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).</p> <p>s7(2)(j) - The withholding of the information is necessary to prevent the disclosure or use of official information for improper gain or improper advantage.</p>	That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists.
Public Excluded Minutes of the Activities Performance Audit Committee Meeting dated 24 June 2015	<p>s7(2)(a) - The withholding of the information is necessary to protect the privacy of natural persons, including that of a deceased person.</p> <p>s7(2)(b)(ii) - The withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the</p>	That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists.

	<p>subject of the information.</p> <p>s7(2)(f)(ii) - The withholding of the information is necessary to maintain the effective conduct of public affairs through the protection of such members, officers, employees and persons from improper pressure or harassment.</p> <p>s7(2)(h) - The withholding of the information is necessary to enable the local authority to carry out, without prejudice or disadvantage, commercial activities.</p> <p>s7(2)(i) - The withholding of the information is necessary to enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).</p> <p>s7(2)(j) - The withholding of the information is necessary to prevent the disclosure or use of official information for improper gain or improper advantage.</p>	
Public Excluded Minutes of the International Relations Committee Meeting dated 26 February 2015	<p>s7(2)(f)(ii) - The withholding of the information is necessary to maintain the effective conduct of public affairs through the protection of such members, officers, employees and persons from improper pressure or harassment.</p> <p>s7(2)(g) - The withholding of the information is necessary to maintain legal professional privilege.</p> <p>s7(2)(j) - The withholding of the information is necessary to prevent the disclosure or use of official information for improper gain or improper advantage.</p>	That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists.
Public Excluded Minutes of the Policy Review Committee Meeting dated 18 February 2015	<p>s7(2)(a) - The withholding of the information is necessary to protect the privacy of natural persons, including that of a deceased person.</p> <p>s7(2)(f)(ii) - The withholding of the information is necessary to maintain the effective conduct of public affairs through the protection of such members, officers, employees and persons from improper pressure or harassment.</p> <p>s7(2)(i) - The withholding of the information is necessary to enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).</p>	That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists.

	s7(2)(j) - The withholding of the information is necessary to prevent the disclosure or use of official information for improper gain or improper advantage.	
Public Excluded Minutes of the Resource Management Committee Meeting dated 27 March 2015	s7(2)(i) - The withholding of the information is necessary to enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).	That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists.