

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

**Date:** Wednesday, 29 June 2016  
**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

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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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C10.1 Public Excluded Minutes of the Activities Performance Audit Committee Meeting dated 18 May 2016	Error! Bookmark not defined.
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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, 27 October 2015 and 8 June 2016



## Adoption of the Annual Plan 2016/2017

**Record No:** R/16/5/7916  
**Author:** Katherine McDonald, Corporate Planning and Performance Advisor  
**Approved by:** Rex Capil, Group Manager Community and Futures

☐ Decision ☒ Recommendation ☐ Information

### Purpose

1. This report recommends that Council adopt the Annual Plan 2016/2017.

### Executive Summary

2. The Annual Plan is a legislatively required document under the Local Government Act 2002 (LGA). Year Two of the Council's 10 Year Plan 2015-2025 (LTP) serves as the base for the Annual Plan 2016/2017. Some changes are required to the LTP budgets and work plan to reflect revised economic and business conditions and to schedule projects to better meet the needs of the District.
3. The Annual Plan has been developed over a ten month period and the views of the communities in the Southland District have been taken into account. A separate report has been prepared to set the rates for 2016/2017. A copy of the Annual Plan is attached as a separate document for Council's review and approval.

### Recommendation

**That the Council:**

- a) **Receives the report titled "Adoption of the Annual Plan 2016/2017"**
- b) **Determines that this matter or decision be recognised as 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) **Confirms in accordance with Section 100 of the Local Government Act 2002 that the Annual Plan 2016/2017 has been prepared based on reasonable judgement and assumptions and that it considers the projected financial results, including the projected operating deficit for 2016/2017, to be financially prudent given its financial position.**
- e) **Adopts the Annual Plan including the Funding Impact Statement for the 2016/2017 financial year (attached).**
- f) **Delegates authority to the Chief Executive to approve any final edits required to the Annual Plan in order to finalise the document for distribution.**

## Content

### Background

4. All councils are required by legislation to prepare and adopt an Annual Plan for each financial year before the start of the new financial year.
5. The purpose of an Annual Plan is to:
  - Detail the proposed annual budgets 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.
6. The Annual Plan is not audited.
7. As part of developing the Annual Plan, Council's Community Boards, Community Development Area Subcommittees and Water Supply Subcommittees were provided with the opportunity at their estimates meetings to highlight any planned changes for the 2016/2017 financial year.
8. The budgets for the Annual Plan were based on year two of the 10 Year Plan 2015-2025 and were reviewed and updated as necessary by the activity managers. Finance staff as well as the Executive Leadership Team undertook a high level review of updated budgets.
9. The Consultation Document is the process by which Council consults with the community on these matters. The Statement of Proposal (incorporating Council's Consultation Document) was considered and adopted by Council on 27 January 2016. It was available for public consultation from 29 January 2016 to 29 February 2016.
10. Oral Submissions were heard at a Council meeting on 7 April 2016. At this meeting, 25 submitters spoke to their submissions. The submission hearings were an opportunity for submitters to speak to the Council directly on their submissions as part of the special consultative procedure for the Annual Plan. Following the oral submissions, Councillors then considered the information heard and at the Council meeting on 27 April 2016, made a decision on the key issues and funding requests as a result of the consultation process.
11. Pursuant to the Local Government Act 2002, the Council is required to prepare and adopt its Annual Plan 2016/2017 before 1 July 2016.

### Summary of the Annual Plan

12. Following the public consultation process and hearing of submissions, Council made a number of decisions in regards to the raised issues. These decisions included:
  - Agreement to seal the Catlins Road which includes the Slope Point Road to the first carpark and the road leading to the Waipapa Point Lighthouse subject to funding from NZTA.
  - Setting Uniform Targeted Rate at 25.63%
  - Setting the District Rate increase at 3.30%
  - Inclusion of a one off \$5.00 (GST inclusive) increase per household to the Regional Heritage rate - a total of \$77,095 for the District.
  - Removal of the Edendale Community Centre project from the Annual Plan budget.
  - Forwarding submitters' project suggestions to the relevant Community Board or Community Development Area Subcommittee for their follow up and investigation if considered viable.

- Preparing the Annual Plan 2016/2017 on the basis that it will not include the costs of investigating alternative options for the Te Anau Wastewater Scheme at this stage as the Te Anau Wastewater Project Committee is yet to make a recommendation to Council. If the Te Anau Wastewater Project Committee makes a recommendation then this will be considered as unbudgeted expenditure at that time.
- Agreement to prepare the Annual Plan to include the Around the Mountains Cycle Trail project as previously planned. Council agreed to complete the Deloitte review and wait for the decision from the Environment Court prior to making any decisions on the future of the project and its funding.
- Inclusion of the Curio Bay project as currently scoped.
- To proceed with the development of a 'high level' community consultation process that will enable the Council to develop an understanding of the range of community views that might exist in relation to the concept of developing a Haast Hollyford Road via a public private partnership.
- Increasing the Mabel Bush Hall Rate from \$28.64 to \$38.64 per unit (GST inclusive).
- Increasing the Riverton Pool rate from \$20.68 to \$23.68 per unit (GST inclusive).
- Approval of a \$5,000 grant to the Gore Kids Hub.
- The Stewart Island/Rakiura Community Board resolves to decrease the fixed monthly rate for commercial users decreases from \$207.15 to \$76.13 (GST exc), and the standard unit rate remain at \$0.5125 (GST exc), the night rate at \$0.4457 (GST exc).

### **Issues**

- 13 There are no further issues to resolve around the Annual Plan unless Councillors have questions they wish to raise.

### **Factors to Consider**

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

- 14 The Annual Plan is a statutory requirement under the Local Government Act 2002 (section 95).
- 15 All councils are required by legislation to prepare and adopt an Annual Plan before the commencement of the financial year to which it relates.

#### **Community Views**

- 16 Consideration of the communities views were included as part of preparing the Annual Plan and compiling the supporting information. The consultation document and supporting information were made available on Council's website during the Annual Plan consultation period. Council held submission hearings on 27 April 2016 and considered and deliberated on the issues raised.

#### **Costs and Funding**

- 17 There are various costs incurred in compiling the Annual Plan including staff costs and budgets. These are included in Council's annual budgets and funded accordingly.

#### **Policy Implications**

- 18 The changes set out in the Annual Plan are consistent with Council's current Financial Strategy, Infrastructure Strategy and policies, including the Revenue and Financing Policy.
- 19 No policies have been amended as part of the Annual Plan development process.

#### **Financial Considerations**

- 20 The specific financial impacts of the various decisions made by Council subsequent to the deliberations on the submissions on 27 April are noted above in Paragraph 12 of the Background Section. The financial implications noted below relate to Council overall:
- 21 Rating Impact
- Rates Increases - Eighteen submissions were received on this topic. After considering the submissions, Council decided to maintain an overall rate increase of 3.30% for the 2016/2017 year as proposed in the consultation document.
  - The Funding Impact Statement has been updated to show the current District and Local Area Rates. Rates will be set as either a rate in the dollar on land value or capital value or a Uniform Targeted Rate (UTR).
- 22 30% Maximum Uniform Targeted Rate (UTR)
- Uniform Targeted Rate - The maximum amount Council can collect under the UTR is 30% of total rates. Council has directed that the UTR for the 2016/2017 financial year be 25.63%.
- 23 Impact on Financial Reports
- The changes noted above and in Paragraph 12 are reflected in the relevant activity Funding Impact Statements.
  - The consolidated impacts of the changes are shown in the forecast financial statements on pages 59 to 62 of the Annual Plan attached.
  - The Consultation Document forecast a deficit for the 2016/2017 financial year of \$238,690, this has increased to a forecast deficit of \$929,489 in the Annual Plan, predominantly as a result of the removal of the revenue associated with the Edendale Community Hall Project.
  - In comparing the Annual Plan forecast deficit to year two of the 10 Year Plan 2015 - 2025 (\$894,000), the change is minimal (approximately \$35,000).
  - The prospective statement of financial position in the Annual Plan has been revised to incorporate 30 June 2015 actual balances (as opening balances) as well as changes from amendments made in 2016/2017.
- 24 Compliance with Financial Strategy
- The various changes above have not resulted in Council exceeding key financial indicators outlined in the financial strategy, being specifically:
    - (i) Rates increases to be no more than LGCI + 2.0%.
    - (ii) Total debt not to exceed 100% of total revenue.
  - Benchmarks are outlined on page 14 of the Annual Plan and show that five of the six benchmarks have been achieved. The balanced budget benchmark, which is not forecast to be achieved in 2016/2017, is as a result of increased forestry harvesting costs not being met by associated revenue. This is consistent with what was forecast for 2016/2017 in the 2015-2025 10 Year Plan.

## **Analysis**

### **Options Considered**

- 25 Adopt the Annual Plan with amendments as required.

- 26 Not adopt the Annual Plan.

### Analysis of Options

#### Option 1 – Adopt the Annual Plan with amendments as required

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"><li>• Comply with statutory requirements</li><li>• Is consistent with the overall direction set through the 2015 Long Term Plan</li><li>• Is consistent with the feedback received via the community consultation process</li><li>• Will enable rates to be set for the 2016/17 financial year.</li></ul>	<ul style="list-style-type: none"><li>• There are no disadvantages</li></ul>

#### Option 2 – Not adopt the Annual Plan

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"><li>• There are no advantages to this option</li></ul>	<ul style="list-style-type: none"><li>• Not comply with statutory requirements</li><li>• Rates will not be able to set for the 2016/17 financial year until an Annual Plan is adopted.</li></ul>

### Assessment of Significance

- 27 Adoption of the Annual Plan is a significant decision as it is the primary way Council provides information on what it plans to deliver for the 2016/2017 year and how it proposes to fund the delivery of these services. It is one of the primary ways Council is held accountable for public expenditure.

### Recommended Option

- 28 That Council adopt the Annual Plan 2016/2017 inclusive of the changes highlighted in the report and subject to minor wording changing arising from Council's deliberations with amendments as required.

### Next Steps

- 29 Following Council's adoption of the Annual Plan it will be made available on the Council's website [www.southlanddc.govt.nz](http://www.southlanddc.govt.nz). Hardcopies will be available on request.

### Attachments

- A Southland District Council Annual Plan 2016/2017 [View](#)

**Item 7.1 Attachment A**

# **Southland District Council Annual Plan 2016/2017**

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Annual Plan 2016/2017

Item 7.1 Attachment A

## Part One - Overview

### Welcome to Southland District Council's Annual Plan 2016/2017

#### Variations to Year Two of the 2015-2025 Long Term Plan

The Local Government Act (2002) requires Council to prepare an Annual Plan every year to:

- Clearly show its budget and how much it will cost ratepayers this year.
- Highlight any major differences from what had been planned for that year in the Council's Long Term Plan and why these changes are necessary.
- Co-ordinate Council's resources and decision-making.
- Be accountable to the community, and give residents the opportunity to take part in Council's major decisions.

Southland District Council's major planning document for the current period is the 10 Year Plan 2015-2025. The Plan sets out Council's planned priorities and spending for 10 years from 2015, with more detail for the first three years.

This Annual Plan provides an update to the Long Term Plan, highlighting changes to the Council's work programme for Year 2 (2016/2017), the reasons for the changes and the impact on rates. To fully understand this Annual Plan, you may find it helpful to read it alongside the 10 Year Plan 2015-2025, which contains the detailed explanation of Council's work programme. All other activities, policies and levels of service detailed in the 10 Year Plan 2015-2025 are proposed to be delivered as stated in that Plan.

The format of this Annual Plan follows the same order as the 10 Year Plan 2015-2025 to make it easy to relate the two documents. Copies of the 10 Year Plan 2015-2025 can be viewed at the Council office at 15 Forth Street, Invercargill, at any of our public libraries, our area offices or on our website [www.southlanddc.govt.nz](http://www.southlanddc.govt.nz).

## Annual Plan 2016/2017

**A Message from the Mayor and Chief Executive**

Welcome to Southland District Council's 2016/2017 Annual Plan. This plan is different from previous years as it only sets out the significant changes for the upcoming year from the 10 Year Plan 2015-2025. Consultation was held in February, with 263 submissions received. Twenty-five submitters spoke on 7 April to Council, which discussed and decided on the issues on 27 April.

The total rates take is to increase by 3.30% because of fluctuations in expenditure and the \$5 increase in the regional heritage rate. Fees and charges are also changing, some because Council needs to meet legislative changes under the Food Act.

The major change from the 10 Year Plan 2015-2025 is the need to spend more on the Catlins Road sealing project. We discussed this with you last year and Council approved the project as part of the 10 Year Plan in June 2015. However, further investigation has taken place and the project has increased in cost. It is also logical to seal the road to Waipapa Point at the same time, which adds further cost. Funding is available from the New Zealand Transport Agency (NZTA) because it, too, sees this project as a safety priority, so this is the time to complete this project.

Council received many submissions on this, and after much deliberation Councillors decided to complete the whole sealing project for safety reasons.


Another issue that was raised by many submitters was the coastal erosion of the Colac Bay Foreshore Road. The submitters believed the road should be repaired to support tourism, and for environmental and safety reasons. After careful consideration Council has decided not to include additional funding to repair the road as it is focused on maintaining the protection works already established to protect houses and businesses in the Colac Bay township.

Our larger projects, such as the Te Anau wastewater disposal scheme proposal and the Around the Mountains Cycle Trail, also received submissions and are going through the Environment Court appeal process.

Council thanks all the submitters for their time and effort.



Gary Tong  
**MAYOR**



Steve Ruru  
**CHIEF EXECUTIVE**

## Annual Plan 2016/2017

## Item 7.1 Attachment A

## Council's Strategic Direction

The following table sets out Council's strategic framework. It outlines Council's approach to planning and the strategies and proposals that are set out in the 10 Year plan. The principle that guides Council in everything it does is "People First."

VISION : To have thriving, healthy Southland communities		
MISSION : Working together for a better Southland		
COMMUNITY OUTCOMES		
<b>Supporting our Communities</b> We want Southland's communities to be desirable places to grow up, work, run a business, live, raise a family, retire and enjoy a safe and satisfying life.	<b>Making the most of our Resources</b> We will strive to be good custodians of the environment to ensure that people living here now and in the future can grow and prosper while retaining the natural beauty of Southland.	<b>Being an Effective Council</b> We will endeavour to be prudent, innovative and be an enabler for our communities.
Council's role in delivering on its outcomes		
<ul style="list-style-type: none"> <li>Help communities to help themselves, providing them with support, resources and mentoring</li> <li>Encourage our residents and ratepayers to have pride in their communities</li> <li>Deliver our own services and activities in ways which help create desirable communities</li> <li>Encourage appropriate employment and economic opportunities which sustain these communities</li> <li>Advocate on behalf of our communities</li> <li>Celebrate our communities' successes</li> <li>Consider community capacity and promote equity across the District</li> <li>Help the District adapt to the changes in our community demographics to ensure the young, elderly or culturally diverse members of our society are catered for.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure that we make the best use of our water and our land, particularly as productive agricultural land</li> <li>Deliver our own services and activities in a sustainable manner</li> <li>Ensure that our policies and plans help retain the value of our natural environment</li> <li>Support initiatives which reduce impacts on the environment.</li> </ul>	<ul style="list-style-type: none"> <li>Listen to our communities, empower them and be responsive to their needs</li> <li>Work together with others to achieve our community goals</li> <li>Proactively lead our communities</li> <li>Ensure that infrastructure and services are provided and maintained consistent with community needs and provide value for money in a sustainable manner</li> <li>Ensure that decisions are based on good information and advice</li> <li>Focus on what is important (must have versus nice to have)</li> <li>Look for opportunities to increase value of our services</li> <li>Be an employer and Council of choice.</li> </ul>
<b>COUNCIL'S ACTIVITIES :</b> Community services, regulatory services, emergency management, district leadership, solid waste, roads and footpaths, water supply, wastewater and stormwater		

## Key Project and Issues

## Annual Plan 2016/2017

**Key Projects****Sealing the last section Catlins Road**

The tourist route along the Catlins Road from Nugget Point through to Curio Bay and along the alternative coastal route is gravel and has a high number of crashes, particularly among tourists. Council has previously agreed, as stated in the 10 Year Plan, on sealing the road primarily for safety reasons while also encouraging economic growth. This will make key tourist attractions more accessible and ensure visitors have a safe and consistent experience on their tourist route.

Upon further investigation of this project an on site geotechnical testing and analysis was undertaken and it was determined that further design features and gravel material were required. This has resulted in an additional \$2 million project cost, making the total project cost \$6 million.

A proposal was included in the consultation document to include an extra section of road leading to the popular tourist attraction Waipapa Point lighthouse. The access road to the lighthouse is currently gravelled and it is planned to seal this road up to the Department of Conservation carpark. The cost to seal this section is estimated at \$1.15 million and the first section from Haldane to Curio Bay costing \$6 million. Sealing both sections of the road together is a more cost effective option.

The NZTA indicated a contribution of 54% of the total project cost. NZTA has provisionally approved funding for the project but the percentage has not been confirmed. If funding is provided at 54% the cost to Council will be \$3.29 million which will be funded via a loan over 20 years. The project is expected to be completed over two years to minimise disruptions to road users. If the funding from NZTA is not approved the project will not go ahead.

**Around the Mountains cycle trail**

Stage One of the Around the Mountains Cycle Trail (Kingston to Mossburn) was completed and the opening of this stage was held in November 2014.

Council has previously made the decision to begin construction for Stage Two (Mossburn to Walter Peak). Twenty three kilometres of this section west of Mossburn has already been completed. However, a portion of the trail is still subject to an Environment Court hearing.

Council cannot make an informed decision about the completion of the trail until the Environment Court decision is released and any relevant appeal periods have expired. If consent is issued, it may contain conditions that would impact on the construction methodology and the construction and operational costs. Consequently these constraints will affect when and how the trail can be built and potentially the overall cost. Assuming the trail goes ahead, the likely completion date will not be until late in 2018.

The trail is forecast to cost more than \$14 million, which is \$6 million more than originally budgeted. In December 2015, Councillors agreed to undertake an independent review of the way in which Council has managed the Around the Mountains Cycle Trail project. Deloitte has been appointed to conduct the review. The report on the review is expected to be completed by mid-2016.

As part of the annual plan deliberation process, Council decided to await both the Deloitte Review and the decision from the Environment Court before making any decisions on the future of the project and its funding. This will mean a delay in the construction of the project. However, the Environment Court's decision will provide information crucial to the future of the project. Additionally, the Deloitte review will enhance Council's understanding of its process to date and assist with improving any processes moving forward.

**Te Anau Wastewater Discharge Project**

As stated in the 10 Year Plan, consents for discharge to land and air have been granted for the Te Anau Wastewater Treatment and Disposal Project but three appeals had been made to the Environment Court. The consent is for the discharge of treated wastewater to land immediately north of the Te Anau Airport Manapouri (Kepler Block). A hearing date is still to be set for the appeal by the various parties against the consent granted to the Council for the project.

Due to the strong opposition received for the Kepler Block option, an independent report was commissioned to review the planned wastewater scheme and also to investigate alternative options. The review indicates that the consented proposal does not contain any fundamental technical flaws. However, it also states there are potential alternative treatments worthy of further investigation.

Council will continue to defend the appeals lodged against the resource consent granted for the Kepler wastewater project while also continuing to investigate any viable alternatives. The project will therefore be deferred to beyond the 2016/2017 year.

Annual Plan 2016/2017

Item 7.1 Attachment A

The cost of investigating alternative options for the wastewater scheme will not be included in the Annual Plan because at this stage the Project Committee is not in a position to make a recommendation to Council as to which alternative(s), if any, it wishes to investigate.

Due to the appeal process, funding of \$415,200 for capital works will be deferred from the 2016/2017 year.

Curio Bay Project

Council is currently working with the Department of Conservation and the South Catlins Charitable Trust to implement a sustainable long term wastewater treatment solution for the Curio Bay Reserve, along with a visitor centre. This work is part of a wider project to help improve the overall visitor experience at the reserve. The plan is to install a wastewater treatment plant which will service the reserve. The plant is identical to one operated by Department of Conservation at its Papatowai campsite further up the Catlins coast. Physical work for this will commence mid-2016.

A key issue is whether Council should plan for the connection of local residents to the wastewater scheme. Council plans to consult with the residents of Curio Bay about whether they should connect to the proposed wastewater as part of the 10 Year Plan 2018-2028.

Key Issues

Roading Rate Model

There are adjustments to the roading rate model because of changes to rating information and an increase in the roading budget from 2015/2016. The roading budget is \$13.47 million, a 1.3% increase from 2015/2016, but is \$436,000 less than what was proposed for this year in the 10 Year Plan.

Outcomes of the model are provided in the table below:

Sectors	2015/2016		2016/2017	
	Rating units	Sector rates (\$000)	Rating units	Sector rates (\$000)
Dairy	801	4,837	807	5,042
Forestry	177	770	178	773
Farming (non-dairy)	3,020	4,625	2,933	4,730
Industrial	329	406	333	405
Commercial	461	400	452	384
Residential	8,010	1,233	8,010	1,169
Lifestyle	2,423	644	2,421	589
Other	292	132	290	132
Mining	22	247	18	248
Total	15,535	13,294	15,442	13,472

Annual Plan 2016/2017

Our Rates

Council confirms the overall rate increase to be set at 3.30% for 2016/2017. This is a slight increase on the 3.18% forecast in the 10 Year Plan. The 0.15% increase equates to about \$61,000 and is due to:

- Changes in operational contracts and expenditure
- An increase in the regional heritage rate

For further information on how council sets its rates and charges please refer to the funding impact statement on page 11.

Regional Heritage Rate

The Southland Regional Heritage Committee is a joint committee between Invercargill City Council (ICC), Gore District Council (GDC) and Southland District Council (SDC). Each household throughout Southland pays a regional heritage rate which contributes to the Southland Regional Heritage Fund. The fund assists local museums to catalogue and preserve items of relevance to local heritage and is operated by full-time staff.

As part of the Annual Plan 2016/2017 process a request was received by the Southland Museum and Art Gallery Trust that the Regional Heritage Rate be increased and that the councils of the Southland region provide this extra financial resource.

During deliberations Council confirmed a one-off \$5 (GST inclusive) increase per household for the regional heritage rate for the 2016/2017 financial year. This rate increase will provide a total amount of \$77,095 and will be used specifically for the purposes of cataloguing items for the region.

Haast Hollyford Road

Haast Hollyford Highway Limited (HHHL) is promoting a scheme to build and operate a new 136km toll road from Haast to Hollyford on land that is owned by both Southland District Council and Westland District Council. The road is intended to provide improved access between the West Coast and Milford Sound, which is a tourist attraction of natural significance attracting 580,000 visitors annually. The creation of the road is intended to reduce the travel time from Haast to Milford by 355km, equating to 4.5 hours' driving time.

HHHL has proposed that the two Councils grant a concession for a period of 30 years.

Council recognises the project has merit but believes that further information and analysis is needed. It is important that Council fully understands the advantages and disadvantages of the project given its significance

## Annual Plan 2016/2017

**Overview of Submissions****The Annual Plan Consultation Process**

As per the Local Government legislation the community must be consulted when developing and adopting an annual plan.

Council prepared a consultation document for the 2016/2017 Annual Plan which was adopted by Council at a meeting on 27 January 2016. The consultation document and supporting information provided online was then made available for public consultation during the period of 27 January 2016 to 29 February 2016. The consultation document was advertised via newspaper, radio, Council website and posters in council offices and libraries. A summary of the consultation document was also distributed to households in the District and non-residential ratepayers. The document contained a freepost submission form with an online submission option available.

Council received 263 submissions during the consultation time period.

Submission hearings were held in the Invercargill office on 7 April 2016, with 25 submitters speaking to their submissions.

On 27 April 2016, Council considered and deliberated on all the issues raised in the submissions. The full set of council meeting minutes is available on [www.southlanddc.govt.nz](http://www.southlanddc.govt.nz).

All amendments to the Annual Plan were confirmed at a meeting on 29 June 2016 when the Annual Plan was adopted.

Key changes to the Annual Plan as a result of the submission process are set out below.

**Local Roads****Sealing the Catlins Road**

The consultation document outlined an option which was to not only seal the Catlins Road from Haldane to Curio Bay, but to also seal the final section of the road leading to the Waipapa Point lighthouse. Sealing both sections of the road together would be a more cost-effective option. It was clear from the submitters' feedback that there was strong local support for sealing the final section of road.

Council decided to go ahead with the seal extension to the extra section of the road leading up to the Waipapa Point Lighthouse. This is on the premise that Council is likely to receive funding of 54% from the NZTA.

**Repairs of Colac Bay Foreshore Road**

Repair of the Colac Bay Foreshore Road affected by coastal erosion was raised by a number of submitters. They believed that the road should be repaired to support tourism, and for environmental and safety reasons. After careful consideration Council has decided not to include additional funding to repair the Colac Bay Foreshore Road in the 2016/2017 Annual Plan. This option allows Council to undertake further investigation before including information in its planning documents. NZTA has indicated that no subsidy would be available to repair the road. Council is currently focused on the protection works that are already established along the Colac Bay Foreshore Road. These works are affordable and protect land that is adjacent to houses and businesses. They will be funded from existing local and roading budgets.

**Sealing of Roslyn Road (Roslyn Bush) and Helena Street, Mersey Street and School Road (Fortrose).**

General issues were raised by submitters in relation to sealing the several roads which are currently gravel.

Council agreed not to include projects to seal the roads. At present there is no funding available for seal extensions on low-volume access roads such as those submitted on. There are approximately 90km of unsealed road in the District, with average daily vehicle counts above 90. It is difficult for Council to obtain NZTA funding for seal extensions due to funding criteria requirements.

**Roading Rate Model**

During the 10 Year planning process, Council updated its Roothing Rate Model. The update simplified the methodology, increased transparency and addressed some of the concerns that were expressed in previous submissions.

The roading rate model and how the roading rates have been calculated can be viewed in Part 2 - Activities section under Roothing.

## Annual Plan 2016/2017

The main submitters noted that the increase in roading rates for dairy and farming (non-dairy) sectors is higher than other sectors and contended that tourism should be considered separately to the commercial sector within the Roding Rate Model. Other submissions mentioned the forestry sector being under-rated and an increase in forestry will result in further damage to roading. Other issues raised were equity of model outcomes, tonnage (currency of data and assumptions made for unquantified tonnage), for the inclusion of tourism in the commercial sector and further engagement with industry.

While these views were taken into careful consideration Council decided to endorse the Roding Rate Model methodology used to calculate outcomes in the consultation document for inclusion in the Annual Plan 2016/2017. Council believes that as further reliable information becomes available the model will be improved and updated. Council acknowledges it will consider broader issues such as impacts on the dairy sector, growth of tourism and unquantified tonnage during the planning for 10 Year Plan 2018-2028.

### Regional Heritage Rate

As part of the Annual Plan 2016/2017 process, a request was received from the Southland Museum and Art Gallery Trust (SMAG) that the Regional Heritage Rate be increased from \$34.17 per annum (inclusive of GST) to \$49.23 per annum (inclusive of GST), which is an increase of \$15.06, or 44%. Council proposed two options for funding the increase in its consultation document.

One option to this request was for a one-off rate increase of \$5 for the 2016/2017 financial year and the other was an inflation increase as per the 10 Year Plan.

A slight majority of submitters supported a rate increase as per the 10 Year Plan.

Council supported the increase of the heritage rate by a one-off rate increase of \$5 per household. This was due to the specific need of SMAG to catalogue and preserve its regional collection. However, it was noted and recommended by Council that any future requests for Council support for ongoing cataloguing, research and storage work in regards to SMAG will require a comprehensive business case to be included before it is presented to Council for consideration.

### Around the Mountains Cycle Trail

Stage One of the Around the Mountains Cycle Trail (AMCT) has been completed by Southland District Council in partnership with the New Zealand Cycle Project. However, stage two of AMCT is on hold as sections 8 and 9 are subject to an Environment Court hearing to settle the issue of construction of a 19km section of the trail in the upper Oreti River Valley. Fish & Game is opposed to the trail going through the area amid concerns about the impact it would have on trout fishing. A decision is expected by late 2016.

The project is now projected to cost more than \$14 million which is \$6 million more than originally budgeted. Councillors have agreed to an independent review by Deloitte to review the way in which Council has managed the project. The report is expected to be completed by mid-2016.

A number of submissions were received on this project, especially regarding the cost and funding of the project, the location of the trail and general opposition to the trail.

In view of the submissions Council agreed to wait for the report from the Deloitte review and also await the decision from the Environment Court before making any decisions on the future of the project and its funding.

### Te Anau Wastewater Discharge Project

Consents for discharge to land and air have been granted for the Te Anau Wastewater Treatment and Disposal project. The consent is for the discharge of treated wastewater to land north of the Te Anau Airport Manapouri (Kepler Block). However, there have been appeals made against the consents. An Environment Court hearing date is still to be set for the appeal by various parties against the consent granted to discharge treated water at the Kepler Block.

A draft peer review by Pattle Delamore Partners Limited (PDP) indicates that the consented proposal does not contain any fundamental flaws. However, PDP also indicates that potential alternative treatment or disposal options may be worthy of further investigation.

The consultation document proposed that capital works be deferred from the 2016/2017 year, pending the outcome of the appeal. There were also three options available to Council, with the first being to proceed with the current consented option as outlined in the 10 Year Plan. The second was to abandon the granted consent and recommence the project from the beginning or finally to continue with the appeal while investigating any viable alternatives.

## Item 7.1 Attachment A

## Annual Plan 2016/2017

Council has decided to defend the appeals lodged against the resource consent granted for the Kepler Block. Council has also agreed that it will proceed with discussions with Fiordland Sewage Options and the other appellants to see whether the issues can be resolved ahead of the formal Environment Court process.

Given the level of uncertainty with what alternative options might warrant further investigation, Council has confirmed that no additional funding is to be included in the 2016/2017 Annual Plan. Rather, Council should consider any proposal for alternative investigations once it has received a definitive recommendation from the project subcommittee.

### Curio Bay Project

Council is working with the Department of Conservation (DOC) and the South Catlins Charitable Trust to implement a sustainable long-term wastewater treatment solution for the Curio Bay reserve. Resource consent has been granted for the discharge of treated wastewater from the plant and work will begin on the project in mid-2016. The plant is identical to one operated by DOC at its Papatowai campsite further up the Catlins coast

All submissions received on this project were supportive. A key issue raised in submissions on the Curio Bay project is whether to plan for connection of local residents to the wastewater scheme at this stage. The current scope of the Curio Bay project is to install a wastewater treatment plant to service the Council reserve as planned for mid-2016.

Since the phase involving connection for local ratepayers would be an issue of public interest, it would be appropriate to develop and consult on this project phase as part of the 10 Year Plan for 2018-2028.

### Haast Hollyford Road

The proposal to develop the Haast Hollyford Road has been around for a number of years. Haast Hollyford Highway Limited (HHHL) suggests that the development of the new road from Haast to Hollyford would provide economic development benefits to both Southland and the West Coast by making it easier and quicker for visitors to access Milford Sound, Fiordland and the Southland area.

All submissions received were supportive of the project and comments were made that it should be a high-priority item on Council's agenda.

Council has previously decided that the Haast Hollyford Road project potentially has merit but further information and analysis is needed to enable an informed consideration of the project. Council agreed that it should undertake a high-level community consultation process. This will enable Council to develop an understanding of the range of issues from the community, in relation to a public-private partnership, before it makes a decision on whether to approve the project.

### Further Changes

### District and Local Issues

Edendale-Wyndham Community Board decided not to continue with the Edendale Community Centre project, so this has been removed from the Annual Plan budgets.

For a number of submissions relating to local projects, Council decided to defer the project suggestions to the relevant Community Board or Community Development Area Subcommittee for their follow-up and investigation.

Public Health South provided a submission with the aim of approaching Council for support in developing a "Health In All Policies Approach." Council agreed to work with Public Health South to consider how this policy approach might be developed.

The Riverton Havelock Street kerb and channel project will be included in the NZTA 2016/2017 programme of work and the local share component be obtained.

There are a number of projects that will be carried forward from the 2015/2016 financial year. Please refer to meeting minutes on [www.southlanddc.govt.nz](http://www.southlanddc.govt.nz) for a full list of these projects.

### Rating and Finance

Council agrees that the District Rate increase will be set at 3.3%.

The Uniform Targeted Rate will remain set at 25.63%.

The Mabel Bush Hall rate will be increased from \$28.64 to \$38.64 per unit. (GST inclusive)

The Riverton Pool rate will be increased from \$20.68 to \$23.68 per unit (GST inclusive).

Annual Plan 2016/2017

Funding and Grant Requests

The Community and Futures Project was granted an extra \$30,000 to support the next phase of the community planning and community futures implementation.

The three neighbouring wards to the Gore District will grant \$5,000 between them to the Gore Kids Hub, which is a one-stop shop of support services for families with children under the age of five. A number of Southland District Council residents use this service.

Council agreed to an extra \$32,500 being included to cover 2016 electoral expenses, to be funded from general rates, due to the Southern District Health Board not sharing election expenses.

Venture Southland's revised budgets will be consolidated into Council's forecasts for the 2016/2017 Annual Plan.

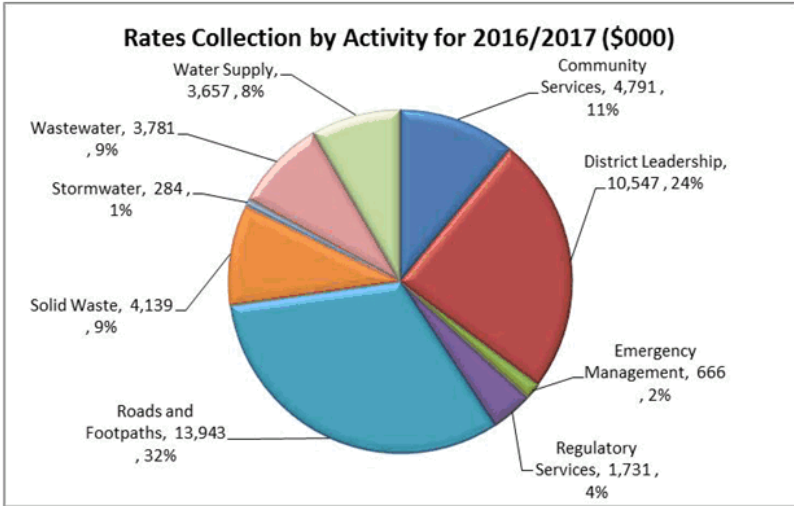
The full list of grants and donations can be viewed on page 18.

Annual Plan 2016/2017

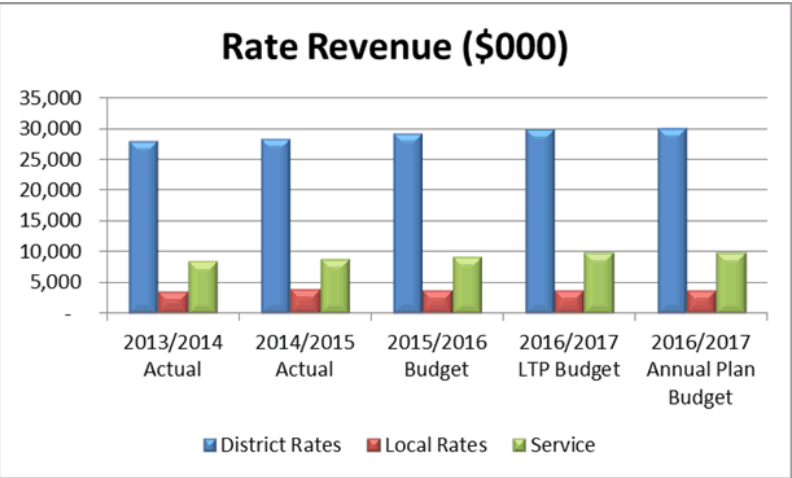
Item 7.1 Attachment A

Financial Overview

The purpose of the Financial Overview is to provide a summary of how Council deals with its finances. It highlights the key financial issues and also informs readers where Council receives its money from and how that money is spent and applied.



Graph 1 - Rates Collection by Activity for 2016/2017



Graph 2 - Rates Increases 2013/2014-2016/2017

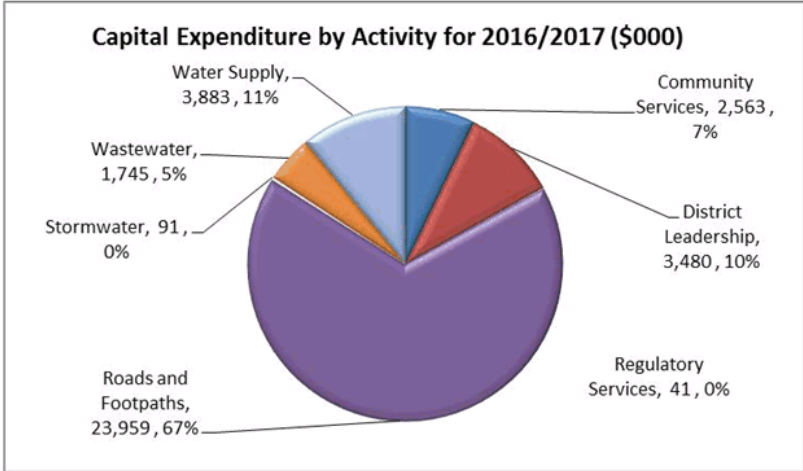
In light of the current economic environment and Council's concern around affordability, the rates increase has been kept to a minimum. This plan includes an overall rate increase of 3.30% for 2016/2017, compared with 3.18% forecast for 2016/2017 in the 10 Year Plan 2015-2025, an increase of approximately \$61,000.

The key contributors to the increase in rates in the 2016/2017 year are:

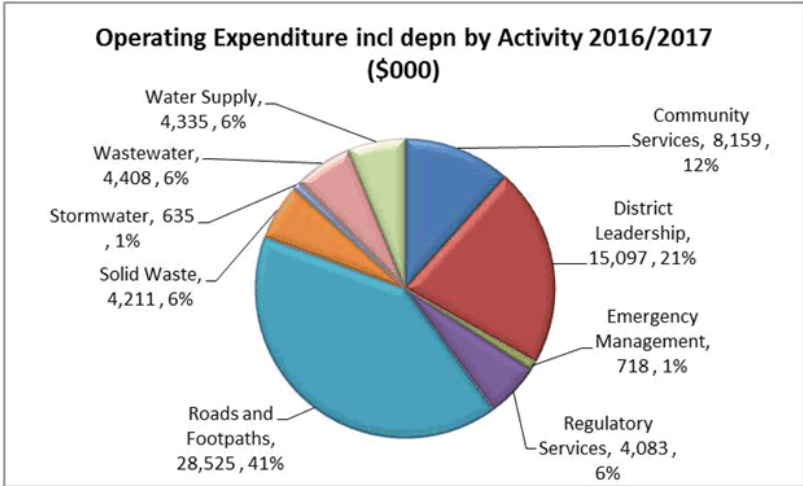
- Inflation
- Changes in operational contracts
- A reduction in the Funding Assistance Rate received from NZTA
- An increase in the Regional Heritage Rate
- An increase in funding depreciation from 10% to 20% of key infrastructural assets. Further detail can be found in the key issues section of the 10 Year Plan 2015-2025.

Rates on properties will vary depending on location, the local projects being funded and the services received. Further details on the specific rate types are included in the Funding Impact Statement (Rates) on page 67.

Annual Plan 2016/2017



Graph 3 - Capital expenditure by Activity for 2016/2017



Graph 4 - Operating expenditure (incl depreciation) by activity 2016/2017

What Council needs to operate

**Roads and footpaths (including cycle trail, streetlighting and street works)**

Roads and footpaths takes up the majority of Council's spending - 67% of overall capital expenditure and 41% of operating expenditure in 2016/2017 (see the graphs left).

There continues to be pressure on funding for roading, with the government reducing its Funding Assistance Rate by 1% per year for the next two years, as well as indicating that it's funding will be capped at that level going forward. Council's focus is to keep rates affordable, as well as ensure levels of debt required to fund the roading services are kept at a prudent level. Council expects there to be future financial pressures associated with volatile petroleum costs, skill shortages and an ageing network, coupled with increased heavy vehicle activity on our network. As a consequence Council will be required to make difficult decisions about which projects receive priority as part of managing the roading network with less income. Council's approach to managing this issue is referred to as the 80-20 approach and is discussed further in the roading activity statement of the 2015-2025 10 Year Plan

**Water Supply, Wastewater and Stormwater**

Water supply, wastewater and stormwater collectively are the second largest activity of Council. In 2016/2017, these activities are expected to consume 16% of Council's capital budget and 13% of its operating expenditure.

This expenditure is considered necessary to ensure a healthy community.

**Community Services**

Community services represents costs associated with running local communities, including beautification, halls, parks, reserves and council facilities.

The programme of operating and capital expenditure for local communities reflects their priorities, whether it is playgrounds, cemetery maintenance and upgrades, or beautification projects.

Local costs are generally funded from rates paid by ratepayers within the community rating boundary.

Annual Plan 2016/2017

Item 7.1 Attachment A

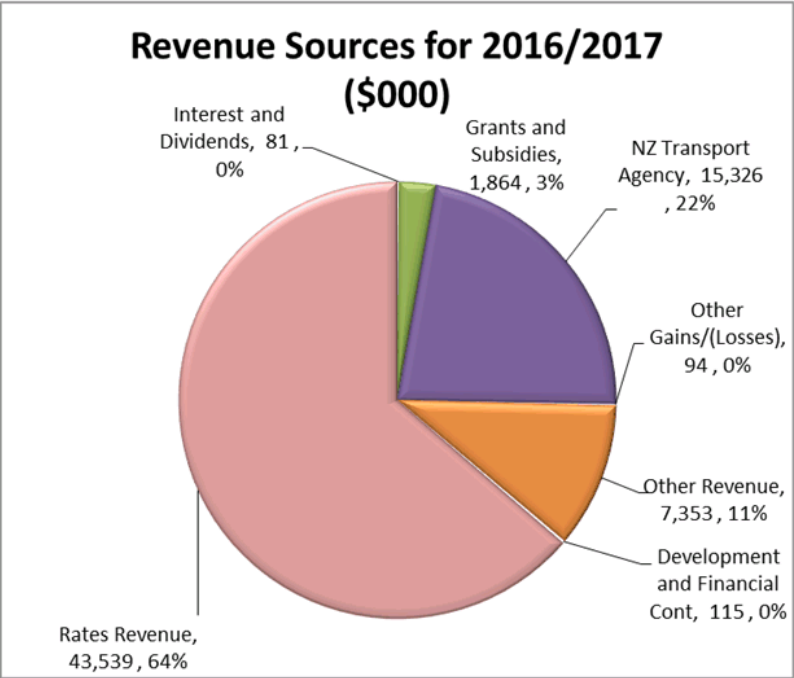
District Leadership

District Leadership expenditure includes activities such as regulatory services, community development, corporate support and representation. Generally, expenditure in these areas remains relatively constant, and the change over the period of the plan reflects costs increasing due to inflation. Funding for these activities has been subsidised by forestry income. Additionally, rather than increase the district reserve balances, Council elects to apply interest received on district reserves to offset District rates.

Sources of Revenue

Not all of Council's funding comes from rates. Of the total revenue of \$68.4 million for 2016/2017, 64% comes from rates (\$43.5 million), with the remaining 36% coming from other sources as shown in Graph 5, right. Funding from NZTA makes up the main portion of this, followed by grants and subsidies.

Other revenue includes fees and charges received for services, as well as interest and dividends.



Graph 5 - Revenue Sources for 2016/2017

Cash management

To date Council has funded a significant amount of capital expenditure from its cash reserves and Council will continue to do so over the next 10 years. In 2016/2017, Council is forecasting to go into overdraft of \$3 million as a result of utilisation of its remaining cash reserves to fund various projects. External debt is projected to be required in 2017/2018, and will be taken out over a term of 30 years.

Council is required to generate sufficient revenue to meet its operational expenditure as part of being fiscally prudent and sustainable. An analysis on Council's approach to this issue and why it believes it is adopting a prudent and sustainable financial strategy can be found in the section entitled Balancing the Budget on page 93.

Annual Plan 2016/2017

Annual Plan Disclosure Statement

Purpose

The purpose of this statement is to disclose Council's financial performance in relation to various benchmarks to enable the assessment of whether Council is prudently managing its revenues, expenses, assets, liabilities, and general financial dealings.

Council is required to include this Statement in its Annual Plan in accordance with the Local Government (Financial Reporting and Prudence) Regulations 2014 (the regulations). Refer to the regulations for more information, including definitions of some of the terms used in this statement.

Benchmark	Quantified Limit	Planned	Met
Rates affordability benchmark			
*Income	67.0%	63.7%	Yes
*Increases	4.3%	3.3%	Yes
Debt affordability benchmark	100.0%	1.0%	Yes
Balanced budget benchmark	100.0%	98.5%	No
Essential services benchmark	100.0%	150.0%	Yes
Debt servicing benchmark	10.0%	0.0%	Yes

Rates affordability benchmark

For this benchmark, Council's planned rates income for the year is compared with a total of 67% of its total revenue on rates contained in the financial strategy included in the Council's 10 Year Plan.

The Council's planned rates increases for the year are compared with "total rates increase will be limited to LGCI + 2.0% on rates increases for the year contained in the financial strategy included in Council's 10 Year Plan.

The Council meets the rates affordability benchmark if

- 1. Its planned rates income equals or is less than each quantified limit on rates; and
- 2. Its planned rates increase for the year equals or is less than each quantified limit on rates increases.

Debt affordability benchmark

For this benchmark the Council's planned borrowings are compared with 100% of total revenue on borrowing contained in the financial strategy included in the Council's 10 Year Plan.

The Council meets the debt affordability benchmark if its planned borrowings are within each quantified limit on borrowing.

Balanced budget benchmark

For this benchmark, Council's planned revenue (excluding development contributions, financial contributions, vested assets, gains on derivative financial instruments and revaluations of property, plant, or equipment) is presented as a proportion of operating expenses (excluding losses on derivative financial instruments and revaluations of property, plant or equipment).

Council meets this benchmark if its revenue equals or is greater than its operating expenses.

Council does not meet this benchmark in 2016/2017 primarily due to increased forestry harvesting costs compared to forestry income. This is consistent with the planned result in the 10 Year Plan 2015-2025.

Essential services benchmark

For this benchmark, Council's capital expenditure on network services is presented as a proportion of depreciation on the network services.

Council meets this benchmark if its capital expenditure on network services equals or is greater than depreciation on network services.

Debt servicing benchmark

For this benchmark, Council's planned borrowing costs are presented as a proportion of revenue (excluding development contributions, financial contributions, vested assets, gains on derivative financial instruments, and revaluations of property plant or equipment).

Because Statistics New Zealand projects that the Southland District's population will grow more slowly than the national population growth rate, Council meets the debt servicing benchmark if its borrowing costs equal or are less than 10% of its revenue.

**Item 7.1 Attachment A**

# Part Two: Activities

## Council’s work at a glance

We group our work into nine areas. These are:

### Community Services

Including the following activities:

- Community Assistance
- Parks and Reserves
- Cemeteries
- Community Facilities
- Community Housing
- Library Services
- Public Toilets
- Airports
- Electricity Supply

### District Leadership

Including the following activities:

- Representation and Advocacy
- Community Development
- District Support
- Corporate Support
- Forestry

### Emergency Management

Including the following activities:

- Emergency Management Southland
- Rural Fire

### Regulatory Services

Including the following activities:

- Building Control
- Resource Management
- Animal Control
- Environmental Health

### Roads and Footpaths

### Solid waste

### Stormwater

### Wastewater

### Water Supply

### Project Variations

The tables in this section show only the variations to what was planned in the 10 Year Plan 2016/2017 financial year. For the full list of all projects scheduled for the 2016/2017 financial year please refer to schedule of projects or the supporting information for the 10 Year Plan schedule of projects.

## Annual Plan 2016/2017

## Item 7.1 Attachment A

## Community Services

### What Council does and why

Council's Community Services are made up of a variety of services it provides for its residents. Libraries, cemeteries, public toilets, Te Anau Airport Manapouri, Stewart Island Electrical Supply (SIESA), parks and reserves, council facilities, community housing and community assistance are among the services that are widespread across the District, providing the people of Southland with access to these services and facilities in their townships. Community assistance covers the grants, donations and community-based work schemes that are available for residents to apply for. Community facilities include Council facilities, such as area offices and community centres.

Council's community services align with its aim of "supporting our communities". How Council measures its performance for the activity group is set out in the 10 Year Plan.

### Community assistance

The community assistance service covers both grants and donations and community-based work schemes. Following submissions, Council agreed that the three neighbouring wards to the Gore District will provide a one-off grant of \$5,000 to the Gore Kids Hub.

### Parks and reserves

Council owns and manages 155 reserves, as well as several beautification areas within towns, throughout the Southland District. These vary in size and use. Some of the key parks and reserves in the Southland District include Mores Reserve at Riverton and Ivon Wilson Park at Te Anau.

Council is currently working with Department of Conservation (DOC) and the South Catlins Charitable Trust to implement a sustainable long-term wastewater treatment solution for the Curio Bay reserve. Resource consent has been granted for the discharge of treated wastewater from the plant and work will begin on the project in mid-2016.

### Cemeteries

Council owns and manages 22 cemeteries in the District, with 14 still in use. There are also approximately 43 cemeteries which are managed by cemetery trusts in Southland, and approximately seven closed cemeteries or standalone graves.

## Community facilities

### Community centres

Southland District Council provides 32 community centres in the District. While Council is the legal owner of these buildings, their day-to-day activities are overseen by other groups: Community Boards, CDAs, or Hall Committees.

Funding for community centres comes from a combination of rates, grants and fundraising. This is a local activity, as opposed to a District one, which means centres are funded by their own community.

### Council offices and buildings

Council provides 31 buildings in the District to accommodate Council administration and provide a range of community amenities. These buildings are often the first point of face-to-face contact and support between Council staff and its residents and ratepayers.

The buildings provide spaces for Council staff to work in and also offer residents throughout the District a local hub where they can do many things, including paying rates, accessing documents and checking out library books.

### Water structures

Council provides and maintains facilities including boat ramps, jetties and wharves in the District, to enable recreational and commercial access to waterways.

This service also helps protect Southland District's communities and the environment from flooding, through stopbanks and marine walls that aid, improve navigation and safety, and also keep those on the waterways in the District safe.

### Community housing

Council provides 69 individual housing units for rent within the District. The units offer good-quality, affordable housing to groups with specific needs - mainly elderly residents. This means residents can remain living in their local community, where possible, when changes in their circumstances may have otherwise meant they could no longer do so. Council has a responsibility to ensure rentals are safe and fit for residents to live in.

Annual Plan 2016/2017

Library services

Council has a network of 11 community libraries throughout the District, a mobile library service and access to other library services.

Libraries are places within the townships that provide social areas where people can meet and relax. The libraries provide programmes and events that promote reading and research and provide resources for reading, listening, viewing and interacting.

Council's libraries are free to access by all its residents and ratepayers who, through a reciprocal membership agreement, have free membership to all libraries south of the Waitaki River. The mobile library service - the Bookbus - covers a large area of the District on a 28-day cycle, bringing books and other services to people throughout Southland.

Public toilets

Council provides 70 public toilets and six dump stations across the District. These are in a mixture of rural and urban areas. Council provides safe, clean and accessible facilities across the District for both residents and visitors.

Airports

Te Anau Airport Manapouri is a Council-owned facility between Te Anau and Manapouri. The airport is designed and managed to attract people and businesses to the area. The airport also provides air-based emergency access.

Electricity Supply

Council's electricity supply activity involves the generation and reliable supply of power to customers on Stewart Island/Rakiura by the Stewart Island Electrical Supply Authority (SIESA).

The electricity supply activity also includes the waste collection, ownership and operation of the Rakiura Resource Recovery Centre, which oversees the collection and disposal of waste on the Island.

## Item 7.1 Attachment A

## Annual Plan 2016/2017

## Grants and Donations Schedule (funded from District rates)

The following table sets out the grants and donations for the 2016/2017 year:

GRANTS	2016/2017
Gore Kids Hub	5,000
Citizens Advice Bureau	2,200
International Relations Committee	11,064
Gore Counselling Service	1,000
Iwi Funding	40,468
Life Education Trust	5,000
Southland Indoor Leisure Centre (stadium maintenance)	75,000
St John Ambulance	1,400
Southland Regional Heritage Committee	524,522
Toimata Foundation (formally Enviroschools Programme)	10,250
Southland Coastal Heritage Inventory Project	15,000
Biodiversity Southland	10,000
High Values Area	15,000
Swim Safe	20,000
Waituna Partnership	25,000
Southland Safer Communities	10,000
<b>SCHOLARSHIPS</b>	<b>2016/2017</b>
Bursaries	7,000

Community Service Award	1,000
Debating Competition	600
Outward Bound	8,000
<b>FUNDING ASSISTANCE FOR COUNCIL ACTIVITIES</b>	<b>2016/2017</b>
Santa Parade	800
Holiday Programmes	20,000
Destination Fiordland	12,863
<b>ALLOCATION GRANTS</b>	<b>2016/2017</b>
Community Initiative	109,980
Contributions and Levies	15,000
Creative Communities	21,664
Sport NZ	9,800
Ohai Railway Fund	79,739
Northern Southland Development Fund	15,000
District Heritage	63,210
John Beange	7,790
Stewart Island/Rakiura Visitor Levy	133,250
<b>TOTAL</b>	<b>1,276,600</b>

## Annual Plan 2016/2017

## Project Variances

The table below shows the variations to the projects scheduled in 2016/2017 financial year from the 10 Year Plan.

Activity	Project Description	Funding	2016/2017 LTP	2016/2017 Actual	Variation
Cemeteries	Lumsden Cemetery – improve driveway	Reserves	-	\$46,000	New project
Cemeteries	Winton Cemetery - CE0013 - A - Levelling Plots and resow grass	Rates	-	\$15,000	Carried forward from a previous year
Community Facilities	Council offices and Buildings - CB0003 - A - Invercargill Office Re roof tower block	Reserves	-	\$41,500	Carried forward from a previous year
Community Facilities	Edendale-Wyndham – Hall - 762.A - Edendale Community centre upgrade	Reserves	-	-	Deleted by Community Board
Community Facilities	Limehills – Community Centre - CC0044 - A - Upgrade of Kitchen	Reserves	-	\$10,000	New project
Community Facilities	Nightcaps – Hall 008 - A - Interior paint	Reserves	-	\$5,334	New project
Community Facilities	Nightcaps – Hall CC016 - A - Paint ceiling		\$7,373	-	Already completed in previous year
Community Facilities	Orawia – Hall - CC0031 - A - Reroof	Mix	-	\$21,000	Carried forward from a previous year
Community Facilities	Ohai – Hall - cc0046 - A - Replacing Windows & painting	Reserves	-	\$26,000	New project
Community Facilities	Riverton Harbour – SDC Wharves upgrade	Reserves	-	\$20,000	New project
Electricity Supply	SIESA - SIESA720 - A - Fuel tanks (2x20,000L) replacement	Reserves	-	\$35,000	Carried forward from a previous year Change in amount
Electricity Supply	SIESA - SIESA721 - A - Fuel pumps replacement	Reserves	-	\$10,000	Carried forward from a previous year
Electricity Supply	SIESA - SIESA725 - A - Ringfeed Project - Stage 3	Reserves	-		New project
Electricity Supply	SIESA - SIESA726 - A - Gates/Fence/Signs/Cameras/Security Upgrade for Power Station	Reserves	-		New project
Electricity Supply	SIESA - SIESA727 - A - 3 Bay Pole Shed	Reserves	-		New project
Parks and Reserves	Athol – Beautification - 835 - a - Railway Project	Reserves	-	\$25,000	New project
Parks and Reserves	Curio Bay - Curio Bay Reserve (SDC Costs)	Reserves	-	\$815,000	Carried forward from a previous year

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Parks and Reserves	Lumsden – Beautification - 8213 - A - Upgrade railway heritage area		\$25,625	-	Already completed in previous year
Parks and Reserves	Otautau - Holt Park Camping Ground - 812 - A - Upgrade camping ground - sewerage connection, new ablution block, new kitchen, new huts & chalets	Loan & Reserves	-	\$220,000	Carried forward from a previous year
Parks and Reserves	Riverton – Taramea Bay – New BBQ	Reserves	-	\$15,000	New project
Parks and Reserves	Te Anau – Beautification - PR0014 - A - Town Entrance Signs	Rates & Reserves	-	\$20,000	Moved back from a future year
Parks and Reserves	Winton – Parks and Reserves - 819 - A - Skate park upgrade partial funding.	Dev. Cont.	-	\$50,000	Carried forward from a previous year

Funding Impact Statement variances

The increase in capital expenditure relates to changes to a number of projects as shown in the table above. These projects have been funded either by an increase in debt, decrease in reserves or from development and financial contribution. Targeted rates have increased from the 10 Year Plan to allow for the Regional Heritage Rate increase of \$5 (GST Incl) per household.

## Annual Plan 2016/2017

## Funding Impact Statement: Community Services

	2015/2016 LTP (\$000)	2016/2017 LTP (\$000)	2016/2017 Annual Plan (\$000)
<i>Sources of operating funding</i>			
General rates, uniform annual general charges, rates penalties	2,128	2,013	2,004
Targeted rates	2,655	2,725	2,788
Subsidies and grants for operating purposes	71	69	70
Fees and charges	1,233	1,263	1,251
Internal charges and overheads recovered	2,927	3,104	2,975
Local authorities fuel tax, fines, infringement fees, and other receipts <sup>1</sup>	867	702	673
<b>Total operating funding</b>	<b>9,881</b>	<b>9,876</b>	<b>9,761</b>
<i>Applications of operating funding</i>			
Payments to staff and suppliers	5,963	6,361	6,355
Finance costs	-	-	-
Internal charges and overheads applied	1,829	2,022	1,988
Other operating funding applications	1,641	1,212	1,239
<b>Total applications of operating funding</b>	<b>9,433</b>	<b>9,595</b>	<b>9,582</b>
<b>Surplus (deficit) of operating funding</b>	<b>448</b>	<b>281</b>	<b>179</b>
<i>Sources of capital funding</i>			
Subsidies and grants for capital purposes	166	34	47
Development and financial contributions	106	-	50
Increase (decrease) in debt	510	(227)	637
Gross proceeds from sale of assets	17	10	10
Lump sum contributions	-	-	-
Other dedicated capital funding	-	-	-
<b>Total sources of capital funding</b>	<b>799</b>	<b>(183)</b>	<b>744</b>
<i>Applications of capital funding</i>			
Capital expenditure			
▪ to meet additional demand	248	-	50
▪ to improve the level of service	2,653	491	1,655
▪ to replace existing assets	577	615	858
Increase (decrease) in reserves	(1,931)	(316)	(947)
Increase (decrease) in investments	(300)	(692)	(693)
<b>Total applications of capital funding</b>	<b>1,247</b>	<b>98</b>	<b>923</b>
<b>Surplus (deficit) of capital funding</b>	<b>(448)</b>	<b>(281)</b>	<b>(179)</b>
Funding balance	-	-	-

<sup>1</sup> Includes all other operating funding from sources not identified above.

## Annual Plan 2016/2017

**District Leadership****What Council does and why**

District leadership describes Council's role as a leader in its communities where it provides information, support and development opportunities to residents. This empowers them to make a difference in their communities by becoming involved in decision-making.

The group of activities includes representation and advocacy, community development, district support, corporate support and forestry.

By achieving fair and effective representation, Council encourages local involvement in decision-making on issues affecting Southland at a local and national level. Elections are held for Council's Mayor, Councillors, Community Boards and CDAs and meetings provide a platform for Council's business to take place.

Council consults with residents and ratepayers on issues relevant to them and works with other agencies to represent residents' and ratepayers' interests. Council also supplies resources and support such as staff services and administration to assist with realising its goal of being an effective leader.

District leadership aligns with Council's community outcome of "being an effective Council". How Council measures its performance for the activity group is set out in the Long Term Plan.

**Representation and advocacy**

The representation and advocacy activity is focused on providing fair and effective representation for the people of the District as well as encouraging local involvement in decision-making. It also involves elected members and staff actively advocating on issues affecting the quality of life of residents.

**Community development**

The community development activity is focused on working with groups and organisations to identify opportunities and facilitate the development of projects and initiatives which will enhance the prosperity and quality of life of Southland communities. One such example is the establishment of the Stewart Island/Rakiura Visitor Levy.

The community development activity is delivered on behalf of Council by Venture Southland - a joint committee of Southland District Council, Invercargill City Council and Gore District Council.

Council agreed to an increase in the Regional Heritage Rate of \$5 for the 2016/2017 financial year to provide more funding for projects, such as cataloguing and research, at the Southland Museum and Art Gallery.

**District support**

The district support activity provides a first point of contact for Southland District ratepayers and residents, allowing them to find out information about Council services, pay rates, register their dog and much more. Selected Area Offices provide governance services to the Boards and subcommittees in their area. Council has a network of area offices throughout the District, including Winton, Te Anau, Otautau, Lumsden, Wyndham, Riverton and Stewart Island.

**Corporate support**

The corporate support activity is tasked with making sure Council is a customer-focused organisation. This means it is focused on meeting the diverse needs of its customers quickly and efficiently. Council has particularly high expectations for the delivery of services in the corporate support activity, as these have a direct impact on key stakeholders.

Customer expectations that relate to the corporate support activity include the prudent and effective management of Council's financial affairs, compliance with legislation and decision-making in the best interests (both now and in the future) of Southland's communities.

**Forestry**

The forestry service includes the establishment, silviculture (controlling the growth, composition, health and quality) and harvesting of Southland District Council's plantation forestry estate.

The primary reason for owning the forestry estate is to make money and pay a dividend to Council. This helps to keep rates down. Council is responsible for ensuring the forestry estate is managed sustainably, while also creating the best possible returns.

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Project Variances

The table below shows the variations to the projects scheduled in 2016/2017 financial year from the 10 Year Plan.

Activity	Project Description	Funding	2016/2017 LTP	2016/2017 Actual	Variation
Corporate Support	Knowledge Management - IT4 - A - Digitisation Back Capture	Loan	\$768,750	\$1,391,081	Carried forward from a previous year Change in amount
Corporate Support	Information Management – IT5 - Core System Replacement	Loan	\$1,000,000	\$1,750,000	Carried forward from a previous year Change in amount
District Support	Dipton - 816 - A - Information Panels	Reserves	\$5,120	\$4,120	Change in amount. Some work has already started in 2015/2016.

Funding Impact Statement variances

One of the key changes from the organisational review completed during 2015/2016 financial year is the centralisation of customer services personnel into one group. This group will now charge other parts of the organisation for work completed; this increases internal charge and overheads. The review has resulted in an additional payment to staff and suppliers of \$380,000 that has been funded from rates.

The Annual Plan has been updated for changes to the financial statement for Venture Southland. This impacts on a decrease of \$45,000 in subsidies and grants for operating purposes, an increase of \$93,000 in other receipts and an increase of \$49,000 for payment to staff and suppliers.

The changes in capital expenditure relate to changes to projects as shown in the table above. These projects have been funded by an increase in debt.

## Annual Plan 2016/2017

## Item 7.1 Attachment A

## Funding Impact Statement: District Leadership

	2015/2016 LTP (\$000)	2016/2017 LTP (\$000)	2016/2017 Annual Plan (\$000)
<i>Sources of operating funding</i>			
General rates, uniform annual general charges, rates penalties	9,209	9,435	9,881
Targeted rates	693	699	666
Subsidies and grants for operating purposes	1,548	1,636	1,591
Fees and charges	-	-	31
Internal charges and overheads recovered	12,376	12,815	13,972
Local authorities fuel tax, fines, infringement fees, and other receipts <sup>1</sup>	3,439	2,481	3,090
<b>Total operating funding</b>	<b>27,265</b>	<b>27,066</b>	<b>29,231</b>
<i>Applications of operating funding</i>			
Payments to staff and suppliers	14,137	14,640	15,763
Finance costs	-	-	-
Internal charges and overheads applied	9,154	9,362	10,569
Other operating funding applications	2,609	2,253	2,224
<b>Total applications of operating funding</b>	<b>25,900</b>	<b>26,255</b>	<b>28,556</b>
<b>Surplus (deficit) of operating funding</b>	<b>1,365</b>	<b>811</b>	<b>675</b>
<i>Sources of capital funding</i>			
Subsidies and grants for capital purposes	-	-	-
Development and financial contributions	22	-	-
Increase (decrease) in debt	(420)	826	2,562
Gross proceeds from sale of assets	5	67	67
Lump sum contributions	-	-	-
Other dedicated capital funding	-	-	-
<b>Total sources of capital funding</b>	<b>(393)</b>	<b>893</b>	<b>2,629</b>
<i>Applications of capital funding</i>			
Capital expenditure			
▪ to meet additional demand	-	-	-
▪ to improve the level of service	2,124	2,095	3,146
▪ to replace existing assets	146	334	334
Increase (decrease) in reserves	(1,185)	(622)	(392)
Increase (decrease) in investments	(113)	(103)	217
<b>Total applications of capital funding</b>	<b>972</b>	<b>1,704</b>	<b>3,305</b>
<b>Surplus (deficit) of capital funding</b>	<b>(1,365)</b>	<b>(811)</b>	<b>(675)</b>
Funding balance	-	-	-

<sup>1</sup> Includes all other operating funding from sources not identified above.

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Emergency Management

What Council does and why

Council's emergency management activity aims to enhance Southland's ability to reduce risk, respond to and quickly recover from an emergency event. Two organisations, Emergency Management Southland (a joint committee of the councils) and the Southern Rural Fire Authority (a Council organisation), deliver our emergency services. These are services Council shares with neighbouring councils, leading to cost efficiencies for ratepayers.

By being prepared to deal with an emergency, Council's residents and communities will be supported if an event does occur. The organisations also work towards mitigating risks that can lead to danger and there is a strong focus on educating communities about the potential risks that occur in emergency situations.

The emergency management activity aligns with Council's community outcome of "supporting our communities". If emergency services are called upon, Council's communities will be offered the help and support they need in the aftermath of a natural disaster or other emergency. This contributes to Southland's communities being desirable and safe places to live and work in. How Council will measure its performance for the activity group is set out in the Long Term Plan.

Project Variances

There are no variations to projects scheduled for 2016/2017 from the 10 Year Plan.

Funding Impact Statement variances

There are no significant variances from the 10 Year Plan for the 2016/2017 year.

## Annual Plan 2016/2017

## Item 7.1 Attachment A

## Funding Impact Statement: Emergency Management

	2015/2016 LTP (\$000)	2016/2017 LTP (\$000)	2016/2017 Annual Plan (\$000)
<i>Sources of operating funding</i>			
General rates, uniform annual general charges, rates penalties	666	658	666
Targeted rates	-	-	-
Subsidies and grants for operating purposes	-	-	-
Fees and charges	-	-	-
Internal charges and overheads recovered	1	1	1
Local authorities fuel tax, fines, infringement fees, and other receipts <sup>1</sup>	58	60	51
<b>Total operating funding</b>	<b>725</b>	<b>719</b>	<b>718</b>
<i>Applications of operating funding</i>			
Payments to staff and suppliers	-	-	-
Finance costs	-	-	-
Internal charges and overheads applied	162	166	165
Other operating funding applications	546	553	553
<b>Total applications of operating funding</b>	<b>708</b>	<b>719</b>	<b>718</b>
<b>Surplus (deficit) of operating funding</b>	<b>17</b>	<b>-</b>	<b>-</b>
<i>Sources of capital funding</i>			
Subsidies and grants for capital purposes	-	-	-
Development and financial contributions	-	-	-
Increase (decrease) in debt	(316)	-	-
Gross proceeds from sale of assets	-	-	-
Lump sum contributions	-	-	-
Other dedicated capital funding	-	-	-
<b>Total sources of capital funding</b>	<b>(316)</b>	<b>-</b>	<b>-</b>
<i>Applications of capital funding</i>			
Capital expenditure			
▪ to meet additional demand	-	-	-
▪ to improve the level of service	-	-	-
▪ to replace existing assets	-	-	-
Increase (decrease) in reserves	-	-	-
Increase (decrease) in investments	(299)	-	-
<b>Total applications of capital funding</b>	<b>(299)</b>	<b>-</b>	<b>-</b>
<b>Surplus (deficit) of capital funding</b>	<b>(17)</b>	<b>-</b>	<b>-</b>
Funding balance	-	-	-

<sup>1</sup> Includes all other operating funding from sources not identified above.

Annual Plan 2016/2017

Regulatory Services

What Council does and why

Council performs regulatory functions to control a range of activities taking place in the District. The rules are based on legislation that provides Council with a framework to work within. Council's services range from processing consent applications to certifying food premises and registering dogs.

Alongside compliance, Council aims to educate people across the District about the services it provides. From landlords and business developers to visitors and pet owners, the rules that Council imposes impact on a wide range of activities undertaken by people in the District, both directly and indirectly.

Council's regulatory services align with the community outcome of "supporting our communities". How Council will measure its performance for the activity group is set out in the Long Term Plan.

Building control

Building control ensures both new buildings and those being renovated meet the Building Act 2004. It carries out consent processing and inspections as well as activities such as issuing Land Information Memoranda (LIMs), Project Information Memoranda (PIMs), Code of Compliance Certificates and Notices to Fix in the case of non-compliance.

Resource management

Resource management ensures Southland's environment is managed in a way that ensures land use is appropriate and there is sound planning around development. This is done through the provisions outlined in the District Plan and resource consent processing, both of which help provide for what people want to do while retaining the unique values and character of the District.

It carries out resource consent processing, compliance monitoring and enforcement, LIM processing, building consent application assessment for compliance with the District Plan and District Plan policy development and review, and responds to external policy documents.

Animal control

Animal control provides dog control services and also deals with other animal issues, such as stock on roads. Dog control services include education, registration of dogs, free microchipping, dealing with attacks, barking dogs, lost and found dogs, monitoring of dog owners and dogs that have been classified as dangerous or menacing, and operating dog pounds.

Environmental health

Environmental health manages issues that may affect human health, including alcohol licensing, food safety, noise control, nuisance abatement, regulation of hazardous substances, administering various bylaws, and advising on contaminated land matters. Council also provides environmental health services to the Gore District Council and shares a freedom camping ranger service in the Te Anau Basin with the Department of Conservation.

Project Variances

There are no variations to projects scheduled for 2016/2017 from the 10 Year Plan.

Funding Impact Statement variances

Payments to staff and suppliers include costs for the District Plan mediation and appeal process that have been carried forward from a previous year. This work is being funded by a decrease in reserves. Fees and charges have been decreased to reflect the anticipated lower levels of consent application. There has been a reduction in this activity for payments to staff and suppliers and internal charges due to the reclassification from the organisational review.

## Annual Plan 2016/2017

## Item 7.1 Attachment A

## Funding Impact Statement: Regulatory Services

	2015/2016 LTP (\$000)	2016/2017 LTP (\$000)	2016/2017 Annual Plan (\$000)
<i>Sources of operating funding</i>			
General rates, uniform annual general charges, rates penalties	1,778	1,752	1,731
Targeted rates	-	-	-
Subsidies and grants for operating purposes	4	4	10
Fees and charges	2,194	2,223	2,016
Internal charges and overheads recovered	313	320	435
Local authorities fuel tax, fines, infringement fees, and other receipts <sup>1</sup>	97	100	63
<b>Total operating funding</b>	<b>4,386</b>	<b>4,399</b>	<b>4,255</b>
<i>Applications of operating funding</i>			
Payments to staff and suppliers	3,029	3,066	2,998
Finance costs	-	-	-
Internal charges and overheads applied	1,260	1,292	1456
Other operating funding applications	2	2	2
<b>Total applications of operating funding</b>	<b>4,291</b>	<b>4,360</b>	<b>4,456</b>
<b>Surplus (deficit) of operating funding</b>	<b>95</b>	<b>39</b>	<b>(201)</b>
<i>Sources of capital funding</i>			
Subsidies and grants for capital purposes	-	-	-
Development and financial contributions	-	-	-
Increase (decrease) in debt	(892)	(478)	(461)
Gross proceeds from sale of assets	25	9	9
Lump sum contributions	-	-	-
Other dedicated capital funding	-	-	-
<b>Total sources of capital funding</b>	<b>(867)</b>	<b>469</b>	<b>(452)</b>
<i>Applications of capital funding</i>			
Capital expenditure			
▪ to meet additional demand	-	-	-
▪ to improve the level of service	-	-	-
▪ to replace existing assets	107	41	41
Increase (decrease) in reserves	(13)	(108)	(334)
Increase (decrease) in investments	(866)	(363)	(360)
<b>Total applications of capital funding</b>	<b>(772)</b>	<b>(430)</b>	<b>(653)</b>
<b>Surplus (deficit) of capital funding</b>	<b>(95)</b>	<b>(39)</b>	<b>201</b>
Funding balance	-	-	-

<sup>1</sup> Includes all other operating funding from sources not identified above.

Annual Plan 2016/2017

Roads and Footpaths

What Council does and why

Council's roads and footpaths provide its communities with a safe and integrated corridor for goods and services to move throughout the District.

Council owns and manages a roading network of 4,962 km - the second largest of any territorial authority in the country. Council also owns and manages 857 bridges, 201km of footpaths, 208 stock underpasses and 2,309 streetlights.

The roading network is crucial infrastructure for the District. It contributes to Southland's economic development and allows people to access their homes, schools, social centres and recreational areas in their communities.

Roads and footpaths align with Council's community outcome of "supporting our communities". How Council will measure its performance for the activity group is set out in the Long Term Plan.

Roading Funding

The task of funding the roading network remains the most significant challenge facing Council. The NZTA decided to reduce the amount of funding assistance rate it gives Council from 55% to 51% over four years starting from 2015/2016. The 2016/2017 financial year will have a funding assistance rate of 53%.

Sealing the Catlins road

Council agreed to include a project to seal the Catlins Road which includes the Slope Point Road to the first carpark and the road leading to the Waipapa Point Lighthouse.

Around the Mountains Cycle Trail

Council agreed to complete the Deloitte review and wait for the decision from the Environment Court before making any decisions on the future of the project and its funding.

Haast Hollyford Road

Council agreed to proceed with developing a "high level" community consultation process that will enable Council to develop an understanding of the range of community views that might exist in relation to the concept of developing a Haast Hollyford Road via a public-private partnership.

Roading Works Programme

Council has a roading works programme for the year. For the 2016/2017 year the total cost of this programme is \$25.5 million. The works programme consists of operating and maintenance work and renewal and capital projects.

This year, one focus will be on bridge work including repairs and renewals. There are also two large slips to repair on local roads the Chaslands Highway and the Brydone-Glencoe Road.

Council's roading maintenance contracts are to be renewed in this financial year.

Annual Plan 2016/2017

Item 7.1 Attachment A

Road Rating Model

Southland District Council's roading costs are around \$27.4 million each year. Although around \$14.4 million is received as a subsidy from NZTA, the remaining amount is raised through rates. Council shares the costs of roading among ratepayers using a Roding Rate Model. The model considers who uses Council's roads and how. The Roding Rate Model is applied after Council has subtracted the NZTA subsidy from roading costs.

The Roding Rate Model makes sure that those creating the demand on the roading network contribute appropriately to its maintenance and repair. As well as residential use, more than 3,750,000 tonnes of freight are moved throughout the District each year. This includes nearly 2 million tonnes of milk solids, more than 500,000 tonnes of logs and nearly 500,000 tonnes of livestock (excluding dairy cattle). Roding Rate Model outcomes for 2015/2016 are found in the table. As some industries move considerable tonnage outside of what they produce, or use Council's roads in ways which create additional demand, an 'other use' component has been applied. The 'other use' component has been applied to the dairy sector to reflect input tonnage such as grains, feed and livestock moved for wintering and on Gypsy Day. It has also been applied to forestry to reflect impacts of intensive road use during certain time periods and location, as most plantations are at the edges of the roading network.

	2015/2016		2016/2017	
Sectors	Rating units	Sector rates (\$000)	Rating units	Sector rates (\$000)
Dairy	801	4,837	807	5,042
Forestry	177	770	178	773
Farming (non-dairy)	3,020	4,625	2,933	4,730
Industrial	329	406	333	405
Commercial	461	400	452	384
Residential	8,010	1,233	8,010	1,169
Lifestyle	2,423	644	2,421	589
Other	292	132	290	132
Mining	22	247	18	248
Total	15,535	13,294	15,442	13,472

## Annual Plan 2016/2017

## Project Variances

The table below shows the variations to the projects scheduled in 2016/2017 financial year from the 10 Year Plan.

Activity	Project Description	Funding	2016/2017 LTP	2016/2017 Actual	Variation
Roading	Around the Mountains Cycle Trail stage 2	Loan	-	\$5,867,764	Carried forward , Change in amount
Roading	Colac Bay - Footpath - 807 - A - Footpath	Reserves	-	\$6,500	New project
Roading	Edendale-Wyndham - 633 - s - Footpath upgrade	Reserves	\$40,000	\$44,864	Change in amount
Roading	Manapouri – Streetworks - 829 - A - Township Entrance signs and large entrance feature	Reserves	-	\$10,000	New Project
Roading	Manapouri – Streetworks - 805 - A - Otta sealing the starts of Frasers Beach Road and Murrel Ave	Reserves	\$20,280	\$30,000	Change in amount
Roading	Otautau – Streetworks - 826 - A - Alderly Street kerb and seal car park at BMX area	Reserves	-	\$15,000	New Project
Roading	Otautau – Streetworks - 828 - A - Mary Street construct and seal accessways	Reserves	-	\$15,000	New Project
Roading	Otautau – Holt Park extension - 827 - A - Hulme Street Seal Complex carpark	Reserves	-	\$18,000	New project
Roading	Riversdale – Streetworks - 815.A - Footpath along York Road and Burwick St	-	-	-	Already completed in previous year
Roading	Riverton – Streetworks - 781 - A - Road & kerbing	Loan	-	\$105,884	Carried forward from a previous year
Roading	Riverton – Streetworks - 717 - A - Footpaths	Loan	-	\$130,000	Carried forward from a previous year
Roading	Riverton – Streetworks - 776 - A - Streetlight Renewal	Rates	-	\$5,000	Carried forward from a previous year
Roading	Wallacetown – Streetworks - 838 - a - Main Street (Dunlop & Largs St	Loan & Reserves	-	\$50,000	New project
Roading	Winton – Streetworks - 804 - A - Footpath reclamation & lichen spray	Reserves	-	\$8,000	Carried forward from a previous year
Roading	Winton – Streetworks - 837 - A - Florence Road sealing, curb and channel	District Contribution & Reserves	-	\$130,000	New project

Annual Plan 2016/2017

Roading	Woodlands – Streetworks - 825 - A - Walking Track	Reserves, contributions & donations	-	\$75,000	New project
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Funding Impact Statement variances

The changes in capital expenditure relate to the resealing of the Catlins Road being carried forward from a previous year, along with the additional sealing of the road to the Waipapa Point Lighthouse. This expenditure has been funded by subsidies and grants for capital purposes and an increase in debt.

Additionally, in capital expenditure to improve the level of service, there is work carried forward from 2015/2016 to complete stages 8 & 9 of Around the Mountains Cycle Trail, should Council agree to proceed as discussed above. Funding for the Trail within the Annual Plan is by way of a loan (50%) and existing council reserves (50%), although the final decision on funding is yet to be made by Council. Any repayment of the loan would not commence until 2017/2018.

Changes to loans and reserves has resulted in less interest income and expenditure for this activity. This is shown in reduced internal charges and overheads.

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## Funding Impact Statement: Roading and Footpaths

	2015/2016 LTP (\$000)	2016/2017 LTP (\$000)	2016/2017 Annual Plan (\$000)
<i>Sources of operating funding</i>			
General rates, uniform annual general charges, rates penalties	-	-	-
Targeted rates	13,790	14,389	13,943
Subsidies and grants for operating purposes	6,223	6,187	6,187
Fees and charges	13	13	17
Internal charges and overheads recovered	545	501	355
Local authorities fuel tax, fines, infringement fees, and other receipts <sup>1</sup>	530	539	532
<b>Total operating funding</b>	<b>21,101</b>	<b>21,629</b>	<b>21,034</b>
<i>Applications of operating funding</i>			
Payments to staff and suppliers	11,699	11,802	11,882
Finance costs	-	-	-
Internal charges and overheads applied	1,534	1,476	1,352
Other operating funding applications	20	-	-
<b>Total applications of operating funding</b>	<b>13,253</b>	<b>13,278</b>	<b>13,234</b>
<b>Surplus (deficit) of operating funding</b>	<b>7,848</b>	<b>8,351</b>	<b>7,800</b>
<i>Sources of capital funding</i>			
Subsidies and grants for capital purposes	10,737	8,430	9,597
Development and financial contributions	-	-	65
Increase (decrease) in debt	684	(1,112)	4,781
Gross proceeds from sale of assets	-	8	8
Lump sum contributions	-	-	-
Other dedicated capital funding	-	-	-
<b>Total sources of capital funding</b>	<b>11,421</b>	<b>7,326</b>	<b>14,451</b>
<i>Applications of capital funding</i>			
Capital expenditure			
▪ to meet additional demand	-	-	-
▪ to improve the level of service	8,621	5,146	12,345
▪ to replace existing assets	10,771	10,640	11,613
Increase (decrease) in reserves	(123)	(109)	(1,707)
Increase (decrease) in investments	-	-	-
<b>Total applications of capital funding</b>	<b>19,269</b>	<b>15,677</b>	<b>22,251</b>
<b>Surplus (deficit) of capital funding</b>	<b>(7,848)</b>	<b>(8,351)</b>	<b>(7,800)</b>
Funding balance	-	-	-

<sup>1</sup> Includes all other operating funding from sources not identified above.

Annual Plan 2016/2017

Item 7.1 Attachment A

Solid Waste

What Council does and why

The solid waste activity aims to maintain public health and reduce environmental harm to the District through rubbish collection and recycling.

Rubbish and recycling options are available for households, business and industry. Council provides a kerbside collection service for rubbish and recyclables to all townships, as well as running seven transfer stations, 11 recycling depots and two greenwaste sites around the District. Stewart Island has weekly kerbside rubbish pick-up, recycling and food scrap collection.

The rubbish and recycling services include ongoing educational initiatives which are administered by WasteNet Southland - a joint committee of the Southland District Council, Invercargill City Council and Gore District Council.

Council provides weekly kerbside collection for rubbish and recycling in many areas as well as waste transfer stations, recycling services and greenwaste sites.

Council's solid waste service aligns with its community outcome of "making the most of our resources". How Council will measure its performance for the activity group is set out in the 10 Year Plan.

Annual Plan 2016/2017

Project Variances

The table below shows the variations to the projects scheduled in 2016/2017 financial year from the 10 Year Plan.

Activity	Project Description	Funding	2016/2017 10 Year Plan	2016/2017 Actual	Variation
Solid Waste	Stewart Island/Rakiura – Refuse Collection - 799 - A - replace 8 plastic rubbish bins with stainless steel	Grants	-	\$13,000	Carried forward from a previous year.

Funding Impact Statement variances

There are no significant variances from the 10 Year Plan for the 2016/2017 year.

## Annual Plan 2016/2017

## Item 7.1 Attachment A

## Funding Impact Statement: Solid Waste

	2015/2016 LTP (\$000)	2016/2017 LTP (\$000)	2016/2017 Annual Plan (\$000)
<i>Sources of operating funding</i>			
General rates, uniform annual general charges, rates penalties	-	-	-
Targeted rates	4,061	4,145	4,139
Subsidies and grants for operating purposes	88	88	88
Fees and charges	182	187	187
Internal charges and overheads recovered	199	204	239
Local authorities fuel tax, fines, infringement fees, and other receipts <sup>1</sup>	21	20	20
<b>Total operating funding</b>	<b>4,551</b>	<b>4,644</b>	<b>4,673</b>
<i>Applications of operating funding</i>			
Payments to staff and suppliers	3,175	3,250	3,154
Finance costs	-	-	-
Internal charges and overheads applied	1,087	1,081	1,199
Other operating funding applications	-	-	-
<b>Total applications of operating funding</b>	<b>4,262</b>	<b>4,331</b>	<b>4,353</b>
<b>Surplus (deficit) of operating funding</b>	<b>289</b>	<b>313</b>	<b>321</b>
<i>Sources of capital funding</i>			
Subsidies and grants for capital purposes	-	-	-
Development and financial contributions	-	-	-
Increase (decrease) in debt	(275)	(293)	(301)
Gross proceeds from sale of assets	-	-	-
Lump sum contributions	-	-	-
Other dedicated capital funding	-	-	-
<b>Total sources of capital funding</b>	<b>(275)</b>	<b>(293)</b>	<b>(301)</b>
<i>Applications of capital funding</i>			
Capital expenditure			
▪ to meet additional demand	-	-	-
▪ to improve the level of service	-	-	-
▪ to replace existing assets	-	-	-
Increase (decrease) in reserves	14	20	20
Increase (decrease) in investments	-	-	-
<b>Total applications of capital funding</b>	<b>14</b>	<b>20</b>	<b>20</b>
<b>Surplus (deficit) of capital funding</b>	<b>(289)</b>	<b>(313)</b>	<b>(321)</b>
Funding balance	-	-	-

<sup>1</sup> Includes all other operating funding from sources not identified above.

Annual Plan 2016/2017

Stormwater

What Council does and why

Council provides a stormwater system that is reliable, has adequate capacity and aims to protect people and their property from flooding.

The stormwater infrastructure spans across 25 towns in the District. The bigger towns have large reticulated catchments while smaller townships have open ditches, drains and soakholes.

By preventing flooding in built-up areas, Council's stormwater network protects Southland's businesses, industrial areas and people's homes.

The system maintains public safety and access, as well as protecting public health.

Stormwater links to Council's community outcome of "making the most of our resources". How Council will measure its performance for the activity group is set out in the 10 Year Plan.

Annual Plan 2016/2017

Item 7.1 Attachment A

Project Variances

The table below shows the variations to the projects scheduled in 2016/2017 financial year from the 10 Year Plan.

Activity	Project Description	Funding	2016/2017 LTP	2016/2017 Actual	Variation
Stormwater	Limehills - 726 - A - Mechanical cleaning of open drains	Reserves	-	\$11,695	Carried forward from a previous year.
Stormwater	Stewart Island/Rakiura – Stormwater - STO376 - A - Rectify Main Road flooding at DOC	Reserves	-	\$40,000	Carried forward from a previous year.
Stormwater	Te Anau – Stormwater - STO644 - A - Formation & in ground reticulation	Reserves	\$8,362	-	Project deleted

Funding Impact Statement variances

There are no significant variances from the 10 Year Plan for the 2016/2017 year.

## Annual Plan 2016/2017

## Funding Impact Statement: Stormwater

	2015/2016 LTP (\$000)	2016/2017 LTP (\$000)	2016/2017 Annual Plan (\$000)
<i>Sources of operating funding</i>			
General rates, uniform annual general charges, rates penalties	-	-	-
Targeted rates	251	257	284
Subsidies and grants for operating purposes	-	-	-
Fees and charges	-	-	-
Internal charges and overheads recovered	57	58	58
Local authorities fuel tax, fines, infringement fees, and other receipts <sup>1</sup>	-	-	-
<b>Total operating funding</b>	<b>308</b>	<b>315</b>	<b>342</b>
<i>Applications of operating funding</i>			
Payments to staff and suppliers	131	134	141
Finance costs	-	-	-
Internal charges and overheads applied	103	106	117
Other operating funding applications	-	-	-
<b>Total applications of operating funding</b>	<b>234</b>	<b>240</b>	<b>258</b>
<b>Surplus (deficit) of operating funding</b>	<b>74</b>	<b>75</b>	<b>84</b>
<i>Sources of capital funding</i>			
Subsidies and grants for capital purposes	-	-	-
Development and financial contributions	-	-	-
Increase (decrease) in debt	(6)	20	8
Gross proceeds from sale of assets	-	-	-
Lump sum contributions	-	-	-
Other dedicated capital funding	-	-	-
<b>Total sources of capital funding</b>	<b>(6)</b>	<b>20</b>	<b>8</b>
<i>Applications of capital funding</i>			
Capital expenditure			
▪ to meet additional demand	-	-	-
▪ to improve the level of service	180	10	50
▪ to replace existing assets	75	34	41
Increase (decrease) in reserves	(187)	51	(1)
Increase (decrease) in investments	-	-	2
<b>Total applications of capital funding</b>	<b>68</b>	<b>95</b>	<b>92</b>
<b>Surplus (deficit) of capital funding</b>	<b>(74)</b>	<b>(75)</b>	<b>(84)</b>
Funding balance	-	-	-

<sup>1</sup> Includes all other operating funding from sources not identified above.

Annual Plan 2016/2017

Item 7.1 Attachment A

Wastewater

What Council does and why

Council provides wastewater schemes for communities throughout the District which collect, treat and dispose of wastewater from residential properties, businesses and public facilities.

This service also includes the collection, treatment and disposal of industrial liquid wastes (commonly known as trade wastes) from industrial premises across the District.

Council owns 18 wastewater schemes and related infrastructure throughout the District which are operated and maintained by Downer and supported by Council staff. The wastewater infrastructure Council provides in the District aligns with the community outcome of “supporting our communities”. How Council will measure its performance for the activity group is set out in the Long Term Plan.

Te Anau Wastewater Treatment and Disposal Project

Consents have been granted to Council to begin the Te Anau Wastewater Treatment and Disposal Project. However the project is currently on hold due to appeals being made to the Environment Court with a hearing date still to be confirmed. There is some opposition for the Kepler Block option and Council will defend the appeals lodged against the consent granted while continuing to investigate any viable alternatives.

## Annual Plan 2016/2017

## Project Variances

The table below shows the variations to the projects scheduled in 2016/2017 financial year from the 10 Year Plan.

Activity	Project Description	Funding	2016/2017 LTP	2016/2017 Actual	Variation
Wastewater	Otautau – Sewerage - WW1617_50 - A - SCADA upgrade at 4 stations	District Funding	-	\$80,000	New project
Wastewater	Riversdale – sewerage - WW502 - A - Treatment Upgrade Stage 1	District Funding	-	\$400,000	Carried forward from a previous year.
Wastewater	Riversdale – sewerage - WW509 - A - Treatment Upgrade	District Funding	-	\$300,000	Carried forward from a previous year.
Wastewater	Stewart Island/Rakiura – Sewerage - WW363 - A - Pumps to stage 1 sewer pump stations	District Funding	\$127,344	\$63,672	Change in amount
Wastewater	Te Anau – Sewerage - WW604 - A - Scheme Management plan	District Funding	\$7,564	-	Project deleted
Wastewater	Te Anau – Sewerage - WW619 - A - Lateral replacements	District Funding	-	\$124,761	Carried forward from a previous year.
Wastewater	Te Anau – Sewerage - WW597 - A - Scheme Capacity Upgrade Demand Portion	District Funding	\$415,000	-	Moved to a future year
Wastewater	Winton – Sewerage - WW769 - A - De Joux Pump station upgrade and Moore Road Pump Station upgrade	District Funding	\$77,850	-	Already completed in a previous year

## Funding Impact Statement variances

The changes in capital expenditure relate to the changes to a number of projects as shown in the table above. Projects carried forward from a previous year have been funded by an increase in debt. Projects moved to future years have increased reserves.

Internal charges recovered and internal charges applied have reduced with a change in the way we account for the funding of capital projects at a community level.

## Annual Plan 2016/2017

## Item 7.1 Attachment A

## Funding Impact Statement: Wastewater

	2015/2016 LTP (\$000)	2016/2017 LTP (\$000)	2016/2017 Annual Plan (\$000)
<i>Sources of operating funding</i>			
General rates, uniform annual general charges, rates penalties	-	-	-
Targeted rates	3,576	3,850	3,781
Subsidies and grants for operating purposes	-	-	-
Fees and charges	-	-	-
Internal charges and overheads recovered	2,277	1,343	94
Local authorities fuel tax, fines, infringement fees, and other receipts <sup>1</sup>	58	59	60
<b>Total operating funding</b>	<b>5,911</b>	<b>5,252</b>	<b>3,935</b>
<i>Applications of operating funding</i>			
Payments to staff and suppliers	1,645	1,707	1,734
Finance costs	-	-	-
Internal charges and overheads applied	2,741	1,990	681
Other operating funding applications	-	-	-
<b>Total applications of operating funding</b>	<b>4,386</b>	<b>3,697</b>	<b>2,415</b>
<b>Surplus (deficit) of operating funding</b>	<b>1,525</b>	<b>1,555</b>	<b>1,520</b>
<i>Sources of capital funding</i>			
Subsidies and grants for capital purposes	-	-	-
Development and financial contributions	-	-	-
Increase (decrease) in debt	984	(75)	658
Gross proceeds from sale of assets	-	-	-
Lump sum contributions	-	-	-
Other dedicated capital funding	-	-	-
<b>Total sources of capital funding</b>	<b>984</b>	<b>(75)</b>	<b>658</b>
<i>Applications of capital funding</i>			
Capital expenditure			
▪ to meet additional demand	-	446	31
▪ to improve the level of service	923	566	1,233
▪ to replace existing assets	1,424	330	480
Increase (decrease) in reserves	162	138	432
Increase (decrease) in investments	-	-	-
<b>Total applications of capital funding</b>	<b>2,509</b>	<b>1,480</b>	<b>2,178</b>
<b>Surplus (deficit) of capital funding</b>	<b>(1,525)</b>	<b>(1,555)</b>	<b>(1,520)</b>
Funding balance	-	-	-

<sup>1</sup> Includes all other operating funding from sources not identified above.

Water Supply

What Council does and why

Water is a valuable resource in Southland District and Council strives to provide a reliable and adequate supply. By doing this, communities have a consistent water supply that is clean and safe to drink, which supports the public health and well-being of residents.

Council's supply of water is essential for both personal and operational use across the District. It meets firefighting requirements which, in turn, leads to the increased safety of residents across the District.

The District's water supply consists of 12 drinking-water supplies, as well as nine untreated water supplies for rural use.

The provision of a water supply aligns with Council's community outcome of "supporting our communities".

How Council will measure its performance for the activity group is set out in the 10 Year Plan.

Winton Rising Water Main Renewal Project

Winton has a \$1.6 million renewal project to replace the rising main. The Winton mains need to be replaced ahead of the expected life of the asset. This entails renewing the existing 3km pipeline between the Winton Water Intake and the Winton Water Treatment Plant.

## Item 7.1 Attachment A

## Project Variances

The table below shows the variations to the projects scheduled in 2016/2017 financial year from the 10 Year Plan.

Activity	Project Description	Funding	2016/2017 LTP	2016/2017 Actual	Variation
Water Supply	District Water – District Water monitoring project WAT950	District Funding	-	\$50,000	Carried forward from a previous year
Water Supply	District Water - District Monitoring Project WAT951	District Funding	\$50,000	\$50,000	
Water Supply	District Water - District Monitoring Project WAT971	District Funding	\$9,500	\$9,500	
Water Supply	District Water - District Monitoring Project WAT976	District Funding	\$ 6,600	\$ 6,600	
Water Supply	District Water - District Monitoring Project WAT987	District Funding	-	\$17,000	
Water Supply	District Water - District Monitoring Project WAT988	District Funding	\$ 17,000	\$17,000	
Water Supply	Eastern Bush - WAT60 - A - Increase Storage	District Funding	-	\$23,303	Carried forward from a previous year
Water Supply	Ohai/Nightcaps/Wairio Water - WAT1617_9 - A - Water Main Replacement	District Funding	-	\$89,400	New project
Water Supply	Te Anau – Water supply - WAT1617_16 - A - MacKinnon Loop lateral replacements	District Funding	-	\$113,200	New project
Water Supply	Te Anau – Water supply - WAT658 - A - Hydrants, meters & values	District Funding	\$393,996	-	Project deleted
Water Supply	Te Anau – Water supply - WAT678 - A - Contact Tanks	District Funding	-	\$66,430	Carried forward from a previous year
Water Supply	Te Anau – Rural Water supply - RW1617_101 - A - Pipeline Renewal (Ramparts)	Loan	-	\$83,000	New project
Water Supply	Te Anau – Rural Water supply – Mt York - RW308 - A - Switchboards (Mt York)	Rates & Loan	\$144,263	\$100,000	Change in amount
Water Supply	Te Anau – Rural Water supply – Takitimu - RW1617_102 - A - Pipeline Renewal (Takitimu)	Loan	-	\$125,000	New project
Water Supply	Te Anau – Rural Water supply – Kakapo - RW136 - A - Replace reservoir tanks ahead of schedule (Kakapo)	Loan	-	\$85,000	Carried forward from a previous year

Water Supply	Te Anau – Rural Water supply – Kakapo - RW1617_100 - A - Pipeline Renewal (Kakapo)	Loan	-	\$189,000	New project
Water Supply	Winton – Water Supply - WAT1617_55 - A - Rising main replacement	District Funding	-	\$1,600,000	New project

Funding Impact Statement variances

The changes in capital expenditure relate to the changes to a number of projects as shown in the table above. These projects have been funded by an increase in debt. Payments to staff and suppliers have increased due to additional maintenance that is being funded by targeted rates.

Internal charges recovered and internal charges applied have reduced with a change in the way we account for the funding of capital projects at a community level.

## Item 7.1 Attachment A

## Funding Impact Statement: Water Supply

	2015/2016 LTP (\$000)	2016/2017 LTP (\$000)	2016/2017 Annual Plan (\$000)
<i>Sources of operating funding</i>			
General rates, uniform annual general charges, rates penalties	-	-	-
Targeted rates	3,342	3,567	3,657
Subsidies and grants for operating purposes	-	-	-
Fees and charges	-	-	-
Internal charges and overheads recovered	1,379	1,555	34
Local authorities fuel tax, fines, infringement fees, and other receipts <sup>1</sup>	1	1	1
<b>Total operating funding</b>	<b>4,722</b>	<b>5,123</b>	<b>3,692</b>
<i>Applications of operating funding</i>			
Payments to staff and suppliers	1,911	2,086	2,152
Finance costs	-	-	-
Internal charges and overheads applied	1,892	2,181	673
Other operating funding applications	-	-	-
<b>Total applications of operating funding</b>	<b>3,803</b>	<b>4,267</b>	<b>2,825</b>
<b>Surplus (deficit) of operating funding</b>	<b>919</b>	<b>856</b>	<b>867</b>
<i>Sources of capital funding</i>			
Subsidies and grants for capital purposes	-	-	-
Development and financial contributions	-	-	-
Increase (decrease) in debt	949	997	2,911
Gross proceeds from sale of assets	-	-	-
Lump sum contributions	-	-	-
Other dedicated capital funding	-	-	-
<b>Total sources of capital funding</b>	<b>949</b>	<b>997</b>	<b>2,911</b>
<i>Applications of capital funding</i>			
Capital expenditure			
▪ to meet additional demand	-	-	-
▪ to improve the level of service	374	1,286	1,379
▪ to replace existing assets	1,255	586	2,504
Increase (decrease) in reserves	239	(19)	(105)
Increase (decrease) in investments	-	-	-
<b>Total applications of capital funding</b>	<b>1,868</b>	<b>1,853</b>	<b>3,778</b>
<b>Surplus (deficit) of capital funding</b>	<b>(919)</b>	<b>(856)</b>	<b>(867)</b>
Funding balance	-	-	-

<sup>1</sup> Includes all other operating funding from sources not identified above.

# Part Three: Financial and Rating Information

## Key Assumptions Changes

The 10 Year Plan 2015-2025 (LTP) included significant forecasting assumptions that had been applied to develop the 10 year forecasts. The assumptions contained in the 10 Year Plan remain unchanged in this Annual Plan, apart from the variations described below. For details of the unchanged assumptions, please see Council's 10 Year Plan 2015-2025.

### Contracts

There is no allowance made in the 2016/2017 Annual Plan for possible increases in contract rates being re-tendered. Any actual variations will be accounted for in the year that the contract is re-tendered and let. However, if it is expected that re-tendering will result in a lower cost due to market conditions or changes to level of service, this has been incorporated into the Plan.

### Price Level Changes/Inflation

Business and Economic Research Limited (BERL) price level changes/inflation rates were not automatically applied to Revenue and Expenditure items. Budgets started at 2016/2017 in the 10 Year Plan and have been adjusted as appropriate.

### Water, sewerage and waste inflation

Significant contracts were reviewed and where contract prices were directly impacted by price level changes, current BERL rates were applied. In particular, this review impacted significant water, sewerage and waste contracts; where inflation rates decreased from 3.8% and 2.5% in the LTP, to 2.0% in the 2016/2017 Annual Plan.

### Roading inflation

In the 2015-2025 10 Year Plan an inflation rate of 1.4% was applied to various codes across the roading activity. As part of an evaluation process, it was identified that a number of expenditure types will potentially have reduced inflation, namely due to the reduction in cost drivers (ie bitumen prices etc). Inflation has been reduced to 0% in the 2016/2017 Annual Plan for the following roading activities: resurfacing, bridges and traffic services.

### Interest rates on borrowing

Interest on existing and new internal and external borrowings from 2016/2017 is allowed for at 5.72% per annum over the term of the borrowing (reduced from 6.25% in the 10 Year Plan).

Accounting Policies

Reporting entity

Southland District Council (referred to as “SDC” or “Council”) is a territorial local authority established under the Local Government Act 2002 and is domiciled and operated in New Zealand. The primary objective of Council is to provide goods or services for the community for social benefit rather than making a financial profit. Accordingly, Council has designated itself as a public benefit entity for financial reporting purposes.

The financial statements represent the results of Council’s nine groups of activities including the Stewart Island Electrical Supply Authority (SIESA). SIESA is a business unit of Council, which generates and reticulates electricity to the majority of Stewart Island residents and industry.

Venture Southland is a joint venture with Invercargill City Council and Gore District Council, for the development and promotion of Southland in terms of enterprise, tourism and the people of the province.

The prospective financial information reflects the operations of Council and Council’s interest in Venture Southland. It does not include the consolidated results of Council Controlled Organisations.

The prospective financial statements of Council were authorised for issue by Council on 29 June 2015.

Basis of preparation

The prospective financial statements have been prepared in accordance with the requirements of the Local Government Act 2002, which includes the requirement to comply with New Zealand Generally Accepted Accounting Practice (NZ GAAP).

These prospective financial statements have been prepared in accordance with NZ GAAP and Public Benefit Entity Financial Reporting Standard 42 (PBE FRS 42) in relation to prospective financial information, as appropriate for public benefit entities. Under this Accounting Standards Framework Council is classified as a Tier 1 reporting entity.

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

Prospective financial information

The financial information contained within this Annual Plan is prospective financial information in terms of PBE FRS 42 “Prospective Financial Statements”, the purpose for which is to enable ratepayers, residents and all other interested parties to obtain information about the expected future financial performance, position and cashflow of Council.

The actual results achieved for any particular financial year are also likely to vary from the information presented and may vary materially depending on the circumstances that arise during the period.

No actual financial results have been incorporated within the prospective financial statements.

Measurement base

The financial statements have been prepared on a historical cost basis, modified by the revaluation of heritage assets, certain infrastructural assets and biological assets.

This is Council’s first reporting year in complying with the applicable New Zealand Public Benefit Entity Standards.

Functional and presentation currency

The financial statements are presented in New Zealand dollars (the functional currency of Southland District Council) and all values are rounded to the nearest thousand dollars (\$000).

Specific Accounting Policies

(a) Revenue

Rates are set annually by a resolution from Council and relate to the financial year. All ratepayers are invoiced within the financial year to which the rates have been set. Rates revenue is recognised when payable.

Revenue from the rendering of services is recognised by reference to the stage of completion of the transaction at balance date, based on the actual service provided as a percentage of the total services to be provided.

Interest is recognised using the effective interest method.

Subsidies from Land Transport New Zealand and grants from other government agencies are recognised as revenue upon entitlement, which is when conditions pertaining to eligible expenditure have been fulfilled.

Other grants, bequests and assets vested in Council - with or without conditions - are recognised as revenue when control over the assets is obtained.

Development and financial contributions are recognised at the point in time when the expenditure is incurred for which the contribution was collected.

Dividends are recognised when the right to receive payment has been established.

(b) Borrowing costs

Borrowing costs are recognised as an expense in the period in which they are incurred.

(c) Grant expenditure

Non-discretionary grants are those grants that are awarded if the grant application meets the specified criteria and are recognised as expenditure when an application that meets the specified criteria for the grant has been received.

Discretionary grants are those grants where Council has no obligation to award on receipt of the grant application and are recognised as expenditure when a successful applicant has been notified of Council's decision.

(d) Leases

*Finance Leases*

Finance leases effectively transfer to the lessee substantially all the risks and benefits incident to the ownership of the leased item, whether or not the title is eventually transferred. At the commencement of the lease term, Council recognises finance leases as assets and liabilities in the Forecast Statement of Financial Position at the lower of the fair value of the leased item or the present value of the minimum lease payments.

The amount recognised as an asset is depreciated over its useful life. If there is no certainty as to whether Council will obtain ownership at the end of the lease term, the asset is fully depreciated over the shorter of the lease term or its useful life.

*Operating Leases*

An operating lease is a lease that does not transfer substantially all the risks and rewards incidental to ownership of an asset. Lease payments under an operating lease are recognised as an expense on a straight line basis over the lease term.

(e) Equity

Equity is the community's interest in Council as measured by total assets less total liabilities. Equity is classified into a number of reserves to enable clearer identification of the specified uses that Council makes of its accumulated surpluses. The components of equity are:

- Retained earnings
- Council created reserves (general reserve, separate account balances and rates appropriation balance)
- Restricted reserves
- Asset revaluation reserves
- Fair value reserves.

Reserves represent a particular use to which various parts of equity have been assigned. Reserves may be legally restricted or created by Council.

Council created reserves may be altered without reference to any third party or the courts. Transfers to and from these reserves are at the discretion of Council.

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Restricted reserves are subject to specific conditions accepted as binding by Council, which may not be revised by Council without reference to the courts or third party. Transfers from these reserves may be made only for specified purposes or when certain conditions are met.

(f) Cash and cash equivalents

Cash and cash equivalents include 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.

Bank overdrafts are shown within borrowings in current liabilities in the Forecast Statement of Financial Position.

(g) Trade and other receivables

Trade and other receivables are initially measured at fair value and subsequently measured at amortised cost using the effective interest method, less any provision for impairment.

Loans, including loans to community organisations made by Council at nil, or below-market, interest rates are initially recognised at the present value of their expected future cashflows, discounted at the current market rate of return for a similar asset/investment. They are subsequently measured at amortised cost using the effective interest method. The difference between the face value and present value of expected future cashflows of the loan is recognised in the Forecast Statement of Comprehensive Revenue and Expense as a grant.

A provision for impairment of receivables is established when there is objective evidence that Council will not be able to collect all amounts due according to the original terms of receivables. The amount of the provision is the difference between the asset's carrying amount and the present value of estimated future cashflows, discounted using the effective interest method.

(h) Inventories

Inventories (such as spare parts and other items) held for distribution or consumption in the provision of services that are not supplied on a commercial basis are measured at the lower cost and current replacement cost.

The write down from cost to current replacement cost is recognised in the Forecast Statement of Comprehensive Revenue and Expense.

(i) Financial Assets

Council classifies its financial assets into the following four categories: financial assets at fair value through profit or loss; held-to-maturity investments; loans and receivables; and financial assets at fair value through equity. The classification depends on the purpose for which the investments were acquired. Management determines the classification of its investments at initial recognition and re-evaluates this designation at every reporting date.

Financial assets are initially measured at fair value plus transaction costs unless they are carried at fair value through profit or loss, in which case the transaction costs are recognised in the Forecast Statement of Comprehensive Revenue and Expense. Purchases and sales of investments are recognised on trade-date, the date on which Council commits to purchase or sell the asset. Financial assets are derecognised when the rights to receive cashflows from the financial assets have expired or have been transferred and Council has transferred substantially all the risks and rewards of ownership.

The fair value of financial instruments traded in active markets is based on quoted market prices at the balance sheet date. The quoted market price used is the current bid price.

The fair value of financial instruments that are not traded in an active market is determined using valuation techniques. Council uses a variety of methods and makes assumptions that are based on market conditions existing at each balance date. Quoted market prices or dealer quotes for similar instruments are used for long-term debt instruments held. Other techniques, such as estimated discounted cashflows, are used to determine fair value for the remaining financial instruments.

The four categories of financial assets are:

- *Financial assets at fair value through profit or loss*  
  
This category has two sub-categories: Financial assets held for trading and those designated at fair value through profit or loss at inception. A financial asset is classified in this category if acquired principally for the purpose of selling in the short term or if so designated by management. Assets in this category are classified as current assets if they are either held for trading or are expected to be realised within 12 months of the balance sheet date.  
  
After initial recognition they are measured at their fair values. Gains or losses on re-measurement are recognised in the Forecast Statement of Comprehensive Revenue and Expense.  
  
Council's investments in this category include: Civic Assurance (formerly the New Zealand Local Government Insurance Corporation Limited) and Milford Sound Development Authority.
- *Loans and receivables*  
  
These are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market.  
  
After initial recognition they are measured at amortised cost using the effective interest method. Gains and losses when the asset is impaired or derecognised are recognised in the Forecast Statement of Comprehensive Revenue and Expense. Loans and receivables are classified as "trade and other receivables" in the Forecast Statement of Financial Position.
- *Held to maturity investments*  
  
Held to maturity investments are assets with fixed or determinable payments and fixed maturities that Council has the positive intention and ability to hold to maturity.  
  
After initial recognition they are measured at amortised cost using the effective interest method. Gains and losses when the asset is impaired or derecognised are recognised in the Forecast Statement of Comprehensive Revenue and Expense.

- *Financial assets at fair value through equity*  
  
Financial assets at fair value through equity are those that are designated as fair value through equity or are not classified in any of the other categories above.  
  
After initial recognition these investments are measured at their fair value, unless fair value cannot be reliably measured, in which case the investments are measured at historical cost.  
  
Gains and losses are recognised directly in equity except for impairment losses, which are recognised in the Forecast Statement of Comprehensive Revenue and Expense. In the event of impairment, any cumulative losses previously recognised in equity will be removed from equity and recognised in the Forecast Statement of Comprehensive Revenue and Expense, even though the asset has not been derecognised.  
  
On derecognition the cumulative gain or loss previously recognised in equity is recognised in the Forecast Statement of Comprehensive Revenue and Expense.
- (j) Impairment of financial assets  
  
At each balance sheet date, Council assesses whether there is any objective evidence that a financial asset or group of financial assets is impaired. Any impairment losses are recognised in the Forecast Statement of Comprehensive Revenue and Expense.
- (k) Non-current assets held for sale  
  
Non-current assets held for sale are classified as held for sale if their carrying amount will be recovered principally through a sale transaction, not through continuing use.  
  
Non-current assets held for sale are measured at the lower of their carrying amount and fair value less disposal costs.  
  
Any impairment losses for writedowns of non-current assets held for sale are recognised in the Forecast Statement of Comprehensive Revenue and Expense.  
  
Any increases in fair value (less costs to sell) are recognised up to the level of any impairment losses that have been previously recognised.

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Non-current assets (including those that are part of a disposal group) are not depreciated or amortised while they are classified as held for sale. Interest and other expenses attributable to the liabilities of a disposal group classified as held for sale continue to be recognised.

(l) Goods and Services Tax (GST)

The forecast financial statements have been prepared exclusive of GST with the exception of receivables and payables, which are stated inclusive of GST. When GST is not recoverable as an input tax, it is recognised as part of the related asset or expense.

The net amount of GST recoverable from, or payable to, the Inland Revenue Department (IRD) is included as part of receivables or payables in the Forecast Statement of Financial Position.

The net GST paid to, or received from, the IRD, including the GST relating to investing and financing activities, is classified as an operating cashflow in the Forecast Statement of Cashflows.

Commitments and contingencies are disclosed exclusive of GST.

(m) Property, plant and equipment

Property, plant and equipment consist of:

*Infrastructure Assets*

- Infrastructure assets are those systems taken as a whole that are intended to be maintained indefinitely. These assets include Council's roading and bridge networks and the fixed utility systems owned by Council. Each asset type includes all items that are required for the network to function. For example, wastewater reticulation includes reticulation piping and sewer pump stations.

*Operational Assets*

- These include land, buildings, improvements, library books, plant and equipment, and motor vehicles.

*Restricted assets*

- Restricted assets are parks and reserves owned by Council, which cannot be disposed of because of legal or other restrictions and provide a benefit or service to the community.

Property, plant and equipment are shown at cost or valuation, less accumulated depreciation and impairment losses.

*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 Council and the cost of the item can be measured reliably.

In most instances, an item of property, plant and equipment is recognised at its cost. Where an asset is acquired at no cost, or for a nominal cost, it is recognised at fair value as at the date of acquisition.

*Disposals*

Gains and losses on disposals are determined by comparing the proceeds with the carrying amount of the asset. Gains and losses on disposals are included in the Forecast Statement of Comprehensive Revenue and Expense. When revalued assets are sold, the amounts included in asset revaluation reserves in respect of those assets are transferred to retained earnings.

*Subsequent costs*

Costs incurred subsequent to initial acquisition are capitalised only when it is probable that future economic benefits or service potential associated with the item will flow to Council and the cost of the item can be measured reliably.

*Depreciation*

Depreciation is provided on a straight-line (SL) basis on all property, plant and equipment except land and heritage assets, at rates which will write off the cost (or valuation) of the assets to their estimated residual values over their useful lives. The useful lives and associated depreciation rates of major classes of assets have been estimated as follows:

Estimated Economic Life		Depreciation	
Asset Category	(years)	Percent	Method
Operational Assets			
Improvements	10-12	8.33% - 10.00%	SL
Buildings	40	2.50%	SL
Light vehicles	5-11	9.00% - 20.00%	SL
Other plant	3-11	6.67% - 33.33%	SL
Furniture and fittings	7-8	13.50% - 8.00%	SL
Office equipment	7-10	10.00% - 13.50%	SL
Computer equipment	2-6	18.00% - 40.00%	SL
SCADA equipment	6	13.50% - 18.00%	SL
Other equipment	6-8	13.50% - 18.00%	SL
Library books	10	10.00%	SL

SIESA assets have the following useful lives and associated depreciation rates of major classes of assets for accounting purposes. The method of calculating depreciation is either SL or on a diminishing value basis (DV).

Estimated Economic Life		Depreciation	
Asset Category	(years)	Percent	Method
SIESA Assets			
Plant	1-25	4.00% - 60.00%	SL or DV
Vehicles	5-8	12.00% - 21.60%	DV
Buildings	25-76	1.00% - 4.00%	SL or DV

The residual value and useful life of an asset is reviewed and adjusted, if applicable, at each financial year end.

Estimated Economic Life		Depreciation	
Asset Category	(years)	Percent	Method
Infrastructure Assets			
Sealed roads	40-99	1.00% - 2.00%	SL
Unsealed roads	4-8	12.50% - 25.00%	SL
Bridges	45-120	0.83% - 2.00%	SL
Footpaths	12-60	1.67% - 8.33%	SL
Streetlighting	20-40	2.50% - 5.00%	SL
Sewerage schemes	5-100	2.06% - 7.02%	SL
Stormwater schemes	20-100	5.00% - 20.00%	SL
Water supply schemes	5-100	1.00% - 20.00%	SL
Marine assets	5-50	2.00% - 20.00%	SL
Transfer stations	10	10.00%	SL
Landfill sites	10-40	2.50% - 10.00%	SL

Revaluations

Roads, water reticulation, wastewater reticulation and stormwater systems are revalued on an annual basis. Heritage assets are valued on a three-yearly valuation cycle. All other asset classes are carried at depreciated historical cost. The carrying values of revalued items are reviewed each balance date to ensure that those values are not materially different to fair value. The valuation basis for the different asset categories are described in more detail below.

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Land and buildings

The deemed cost of land and buildings were established by registered valuers from Quotable Value in accordance with the requirements of the Institute of Chartered Accountants of New Zealand Standards, as at 30 June 1993. Purchases made since 30 June 1993 are recorded at cost.

Endowment lands are vested in Council for specific purposes for the benefit of various communities. These vestings have been made under various pieces of legislation which restrict both the use of any revenue and any possible dispositions.

Infrastructural assets

Appropriately qualified personnel from MWH New Zealand Limited have completed a revaluation of District roading, footpaths and bridge asset networks as at 30 June 2014. Data from this revaluation was used in the calculation of the roading infrastructural assets and extrapolated using BERL forecast inflation rates for the 2016/2017 year.

Appropriately qualified personnel from Waugh Infrastructure Limited have completed a revaluation as at 30 June 2015 of the water supply, wastewater scheme and stormwater assets. This revaluation established a depreciated replacement cost at component level for those infrastructural assets as at 30 June 2015. Data from these revaluations are used in the calculation of the water, wastewater and stormwater infrastructure assets and extrapolated using BERL forecast inflation rates for the 2016/2017 year.

Revaluations of roading, water, wastewater and stormwater assets are carried out annually.

All other infrastructural assets (electrical generation plant, streetlighting and marine assets) are valued at their deemed cost, based on a revaluation of assets undertaken by appropriately qualified personnel from Royds Garden Limited in 1993.

- *Plant and vehicles (including electrical generation plant)*  
Items are shown at historical cost less provision for depreciation.
- *Library books*

Books have been valued by Council staff on a depreciated replacement cost basis, using New Zealand Library Association guidelines, as at 30 June 1993 representing deemed cost. Additions to library book stocks since 30 June 1993 are recorded at cost.

• *Heritage assets*

The only assets to be included under this category are art works owned by the Council, which have been valued by an independent valuer, Mr R Thomson of International Art Centre, Auckland, as at 30 June 2013 and recorded at fair value in accordance with NZ IAS 16.

Other assets, which would normally be classified under heritage assets, for example war memorials, have been included under "other assets".

Due to the nature of the item, art works are revalued on a three to five-yearly cycle and not depreciated.

- *Other assets*  
Other assets are shown at historic cost or depreciated replacement cost, less a provision for depreciation. Additions and deletions to other assets since 30 June 1993 are recorded at cost.
- *Accounting for revaluations*  
Council accounts for revaluations of property, plant and equipment on a class of asset basis.  
  
The results of revaluing are credited or debited to an asset revaluation reserve for that class of asset. Where this results in a debit balance in the asset revaluation reserve, the balance is expensed in the Forecast Statement of Comprehensive Revenue and Expense.  
  
Any subsequent increase on revaluation that offsets a previous decrease in value recognised in the Forecast Statement of Comprehensive Revenue and Expense will be recognised first in the Forecast Statement of Comprehensive Revenue and Expense up to the amount previously expensed and then credited to the revaluation reserve for that class of asset.

(n) Work in progress

Assets under construction are not depreciated. The total cost of a project is transferred to the relevant asset class on its completion and then depreciated.

(o) Intangible assets

*Software acquisition and development*

Acquired computer software licences are capitalised on the basis of the costs incurred to acquire and bring to use the specific software. Costs associated with maintaining computer software are recognised as an expense when incurred. Costs that are directly associated with the development of software for internal use by Council are recognised as an intangible asset. Direct costs include the software development employee costs and an appropriate portion of relevant overheads.

*Amortisation*

The carrying value of an intangible asset with a finite life is amortised on a straight-line basis over its useful life. The useful lives and associated amortisation rates of major classes of intangible assets have been estimated as follows:

Estimated Economic Life		Depreciation	
Asset Category	(years)	Percent	Method
Computer software	2-10	10.00% - 50.00%	SL

*Emissions Trading Scheme*

Council has approximately 1,384 hectares of pre-1990 forest land. This land is subject to the provisions of the New Zealand Emissions Trading Scheme (ETS). The implication of this for the financial accounts is twofold:

- Should the land be deforested (ie the land is changed from forestry to some other purpose), a deforestation penalty will arise.
- Given the deforestation restriction, compensation units have been provided from the Government.
- The deforestation contingency is not recognised as a liability on the statement of financial position as there is no current intention of changing the land use subject to the ETS.

(p) Forestry assets

Forestry assets are revalued annually at fair value, less estimated point-of-sale costs. Appropriately qualified personnel from Chandler Fraser Keating Limited have completed a revaluation of the forestry assets as at 30 June 2015. This is peer reviewed by an independent valuer using standard forest valuation methodology. Fair value is determined based on the present value of expected net cashflows discounted at a current market determined pre-tax rate. A consistent methodology was used in the calculation of the forestry assets and extrapolated using BERL forecast inflation rates for the 2016/2017 year.

Gains or losses arising on initial recognition of forestry assets at fair value less estimated point-of-sale costs and from a change in fair value less estimated point-of-sale costs are recognised in the Forecast Statement of Comprehensive Revenue and Expense.

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(q)

The costs to maintain the forestry assets are included in the Forecast Statement of Comprehensive Revenue and Expense.

Impairment of non-financial assets

Non-financial assets that have an indefinite useful life are not subject to amortisation and are tested annually for impairment. Assets that have a finite useful life are reviewed for impairment whenever events or changes in circumstances indicate that the carrying amount may not be recoverable. An impairment loss is recognised for the amount by which the asset's carrying amount exceeds its recoverable amount. The recoverable amount is the higher of an asset's fair value less costs to sell and value in use.

Value in use is depreciated replacement cost for an asset where the future economic benefits or service potential of the asset are not primarily dependent on the asset's ability to generate net cash inflows and where the entity would, if deprived of the asset, replace its remaining future economic benefits or service potential.

The value in use for cash-generating assets is the present value of expected future cashflows.

If an asset's carrying amount exceeds its recoverable amount, the asset is impaired and the carrying amount is written down to the recoverable amount. For revalued assets, the impairment loss is recognised against the revaluation reserve for that class of asset. Where that results in a debit balance in the revaluation reserve, the balance is recognised in the Forecast Statement of Comprehensive Revenue and Expense.

For assets not carried at a revalued amount, the total impairment loss is recognised in the Forecast Statement of Comprehensive Revenue and Expense.

The reversal of an impairment loss on a revalued asset is credited to the revaluation reserve. However, to the extent that an impairment loss for that class of asset was previously recognised in the Forecast Statement of Comprehensive Revenue and Expense, a reversal of the impairment loss is also recognised in the Forecast Statement of Comprehensive Revenue and Expense.

For assets not carried at a revalued amount the reversal of an impairment loss is recognised in the Forecast Statement of Comprehensive Revenue and Expense.

(r)

Employee benefits

*Short-term benefits*

Employee benefits that Council expects to be settled within 12 months of the balance date are measured at nominal values based on accrued entitlements at current rates of pay. These include salaries and wages accrued up to balance date, annual leave earned (but not yet taken) at balance date, retiring and long service leave entitlements expected to be settled within 12 months.

*Long-term benefits*

Long service leave and retirement leave.

Entitlements that are payable beyond 12 months, such as long service leave and retiring leave, have been calculated by in-house staff. The calculations are based on:

- Likely future entitlements accruing to staff, based on years of service, years to entitlement, the likelihood that staff will reach the point of entitlement and contractual entitlements information; and
- The present value of the estimated future cashflows. A discount rate of 7% and an inflation factor of 3% were used.

*Superannuation schemes*

Defined contribution schemes - Obligations for contributions to defined contribution superannuation schemes are recognised as an expense in the Forecast Statement of Comprehensive Revenue and Expense as incurred.

(s) Provisions

Council recognises a provision for future expenditure of uncertain amount or timing when there is a present obligation (either legal or constructive) as a result of a past event. It is probable that expenditures will be required to settle the obligation and a reliable estimate can be made of the amount of the obligation.

Provisions are not recognised for future operating losses.

Provisions are measured at the present value of the expenditures expected to be required to settle the obligation using a pre-tax discount rate that reflects current market assessments of the time value of money and the risks specific to the obligation. The change in the provision due to the passage of time is recognised in the Forecast Statement of Comprehensive Revenue and Expense.

*Financial guarantee contracts*

A financial guarantee contract is a contract that requires Council to make specified payments to reimburse the holder for a loss it incurs because a specified debtor fails to make payment when due.

Financial guarantee contracts are initially recognised at fair value. If a financial guarantee contract was issued in a standalone arm's length transaction to an unrelated party, its fair value at inception is equal to the consideration received. When no consideration is received a provision is recognised based on the probability Council will be required to reimburse a holder for a loss incurred discounted to present value. The portion of the guarantee that remains unrecognised, before discounting to fair value, is disclosed as a contingent liability.

Financial guarantees are subsequently measured at the initial recognition amount less any amortisation. However, if Council assesses that it is probable that expenditure will be required to settle a guarantee, then the provision for the guarantee is measured at the present value of the future expenditure.

*Landfill post-closure costs*

The Council, as operator, has a legal obligation under its resource consent to provide ongoing maintenance and monitoring services at their landfill sites after closure. A provision for post-closure costs is recognised as a liability when the obligation for post-closure costs arises.

The provision is measured based on the present value of future cashflows expected to be incurred, taking into account future events including new legal requirements and known improvements in technology. The provision includes all costs associated with landfill post-closure.

Amounts provided for landfill post-closure are capitalised to the landfill asset where they give rise to future economic benefits to be obtained. Components of the capitalised landfill asset are depreciated over their useful lives.

The discount rate used is a pre-tax rate that reflects current market assessments of the time, value of money and the risks specific to Council.

(t) Borrowings

Borrowings are initially recognised at their fair value. After initial recognition, all borrowings are measured at amortised cost using the effective interest method.

*Repayments*

Most borrowings are repaid on a table basis (ie each repayment instalment consists of a mixture of both principal and interest). The one exception is the roading business unit loans, which are interest payments only.

(u) Cost allocation

Council has derived the cost of service for each significant activity of Council using the cost allocation system outlined below.

Direct costs are those costs directly attributable to a significant activity. Indirect costs are those costs which cannot be identified in an economically feasible manner, with a specific significant activity.

Direct costs are charged directly to significant activities. Indirect costs have been allocated to all significant activities in two ways. Where appropriate, indirect costs are directly apportioned to activities. The remaining indirect costs are allocated either on a gross cost or activity/usage basis.

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(v) Critical accounting estimates and assumptions

In preparing these forecast financial statements, Council has made estimates and assumptions concerning the future. These estimates and assumptions may differ from the subsequent actual results. Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations or future events that are believed to be reasonable under the circumstances. The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are discussed below:

*Infrastructure assets*

There are a number of assumptions and estimates used when performing Depreciated Replacement Cost (DRC) valuations over infrastructural assets. These include:

- The physical deterioration and condition of an asset. For example, Council could be carrying an asset at an amount that does not reflect its actual condition. This is particularly so for those assets which are not visible, for example stormwater, wastewater and water supply pipes that are underground. This risk is minimised by Council performing a combination of physical inspections and condition assessments of underground assets.
- Estimating any obsolescence or surplus capacity of an asset.
- Estimates are made when determining the remaining useful lives over which the asset will be depreciated. These estimates can be impacted by the local conditions. For example weather patterns and traffic growth. If useful lives do not reflect the actual consumption of the benefits of the asset, then Council could be over or under-estimating the annual depreciation charge recognised as an expense in the Forecast Statement of Comprehensive Revenue and Expense. To minimise this risk Council's infrastructure asset useful lives have been determined with reference to the NZ Infrastructural Asset Valuation and Depreciation Guidelines published by the National Asset Management Steering Group and have been adjusted for local conditions based on past experience.

- Asset inspections, deterioration and condition modelling are also carried out regularly as part of Council's asset management planning activities, which gives Council further assurance over its useful life estimates.

Experienced independent valuers perform Council's infrastructure asset revaluations.

(w) Critical judgements in applying Council's accounting policies

Management has exercised the following critical judgements in applying Council's accounting policies to the prospective financial statements.

*Classification of property*

Council owns a number of properties which are maintained primarily to provide housing to pensioners. The receipt of rental income from these properties is incidental to holding these properties. These properties are held for service delivery objectives as part of Council's social housing policy. These properties are accounted for as property, plant and equipment.

(x) Statement of cashflows

*Operating activities* include cash and cash equivalents (as defined in (f) above) received from all Council's income sources and record 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 Council.

(y) Rounding

Some rounding variances may occur in the financial statements due to the use of decimal places in the underlying financial data.

**Changes in accounting policies**

There have been no changes to the accounting policies since the date of the last audited financial statements.

### Prospective Statement of Comprehensive Revenue and Expense

	2015/2016 LTP (\$000)	2016/2017 LTP (\$000)	2016/2017 Annual Plan (\$000)
<b>Revenue</b>			
Rates revenue	42,149	43,489	43,539
Other revenue	8,066	7,011	7,353
Interest and dividends	425	341	81
NZ Transport Agency funding	14,180	14,648	15,326
Grants and subsidies	4,256	1,399	1,864
Other gains/(losses)	422	415	94
Vested assets	-	-	-
Development and financial contributions	128	-	115
	<b>69,626</b>	<b>67,303</b>	<b>68,372</b>
<b>Expenditure</b>			
Employee benefit expenses	10,767	11,024	11,400
Depreciation and amortisation	21,589	22,109	22,083
Finance costs	20	20	20
Other council expenditure	34,751	35,044	35,798
	<b>67,127</b>	<b>68,197</b>	<b>69,301</b>
<b>SURPLUS/(DEFICIT) BEFORE TAX</b>	2,499	(894)	(929)
Income tax benefit	-	-	-
<b>SURPLUS/(DEFICIT) AFTER TAX</b>	2,499	(894)	(929)
Financial assets at fair value through other comprehensive revenue and expense	-	-	-
Gain/(Loss) on property, plant and equipment revaluations	21,091	21,717	21,718
<b>TOTAL COMPREHENSIVE REVENUE AND EXPENSE</b>	<b>23,590</b>	<b>20,823</b>	<b>20,789</b>

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Prospective Statement of Changes in Equity

	2015/2016 LTP (\$000)	2016/2017 LTP (\$000)	2016/2017 Annual Plan (\$000)
Balance at 1 July	1,442,535	1,466,125	1,401,785
Total comprehensive revenue and expense for the year	23,590	20,823	20,789
Balance at 30 June	1,466,125	1,486,948	1,422,574

## Prospective Statement of Financial Position

	2015/2016 LTP (\$000)	2016/2017 LTP (\$000)	2016/2017 Annual Plan (\$000)
<b>Equity</b>			
Retained earnings	728,136	728,924	724,923
Asset revaluation reserves	707,962	729,679	670,509
Fair value reserves	250	250	712
Other reserves	29,777	28,095	26,430
	<b>1,466,125</b>	<b>1,486,948</b>	<b>1,422,574</b>
<b>Current assets</b>			
Cash and cash equivalents	6,519	5,544	(2,780)
Trade and other receivables	8,362	8,058	7,448
Inventories	91	81	84
Work in Progress	-	-	-
Other financial assets	266	266	302
	<b>15,239</b>	<b>13,949</b>	<b>5,054</b>
<b>Non-current assets</b>			
Property, plant and equipment	1,443,167	1,463,643	1,413,302
Intangible assets	2,383	3,815	5,454
Forestry assets	11,996	12,317	11,707
Work in progress	-	-	-
Other financial assets	5,525	5,525	1,004
	<b>1,463,071</b>	<b>1,485,300</b>	<b>1,431,467</b>
<b>TOTAL ASSETS</b>	<b>1,478,309</b>	<b>1,499,249</b>	<b>1,436,521</b>
<b>Current liabilities</b>			
Trade and other payables	6,401	6,514	8,076
Contract retentions and deposits	2,056	2,026	1,230
Employee benefit liabilities	1,063	1,089	1,295
Development & financial contributions	2,491	2,502	2,244
Provision for decommissioning	7	7	7
Borrowings	-	-	-
	<b>12,018</b>	<b>12,138</b>	<b>12,852</b>
<b>Non-current liabilities</b>			
Employee benefit liabilities	136	140	135
Provision for decommissioning	30	23	23
Borrowings	-	-	937
	<b>166</b>	<b>163</b>	<b>1,095</b>
<b>TOTAL LIABILITIES</b>	<b>12,184</b>	<b>12,301</b>	<b>13,947</b>
<b>NET ASSETS</b>	<b>1,466,125</b>	<b>1,486,948</b>	<b>1,422,574</b>

## Item 7.1 Attachment A

## Prospective Statement of Cashflows

	2015/2016 LTP (\$000)	2016/2017 LTP (\$000)	2016/2017 Annual Plan (\$000)
<b>Cashflows from operating activities</b>			
Receipts from rates revenue	41,870	43,199	43,539
Receipts from NZ Transport Agency funding	14,180	14,648	15,326
Interest and dividends	425	341	81
Contribution from developers	-	-	-
Receipts from other revenue	13,550	8,994	9,646
Payment to suppliers and employees	(45,536)	(45,908)	(46,340)
Interest paid	(20)	(20)	(20)
GST (net)	-	-	-
<b>Net cash inflow (outflow) from operating activities</b>	<b>24,469</b>	<b>21,254</b>	<b>22,232</b>
<b>Cashflows from investing activities</b>			
Receipts from sale of property, plant and equipment	47	94	94
Receipts from sale of investments	-	-	-
Purchase of property, plant and equipment	(27,233)	(20,531)	(32,620)
Purchase of forestry assets	-	-	-
Acquisition of investments	(5,000)	-	-
Purchase of intangible assets	(1,870)	(1,769)	(3,141)
<b>Net cash inflow (outflow) from investing activities</b>	<b>(34,056)</b>	<b>(22,206)</b>	<b>(35,667)</b>
<b>Cashflows from financing activities</b>			
Proceeds from borrowings	-	-	937
Proceeds from finance lease	-	-	-
Repayment of borrowings	-	-	-
Payments of finance leases	(23)	(23)	(23)
<b>Net cash inflow (outflow) from financing activities</b>	<b>(23)</b>	<b>(23)</b>	<b>913</b>
<b>Net increase/(decrease) in cash and cash equivalents</b>	<b>(9,610)</b>	<b>(975)</b>	<b>(12,521)</b>
Cash and cash equivalents at the beginning of the year	16,129	6,519	9,741
<b>Cash and cash equivalents at the end of the year</b>	<b>6,519</b>	<b>5,544</b>	<b>(2,780)</b>

Reconciliation between the Operating Surplus (from the Statement of Comprehensive Revenue and Expense) and Net Cash Flow from Operating Activities (Statement of Cashflows)

	2015/2016 LTP (\$000)	2016/2017 LTP (\$000)	2016/2017 Annual Plan (\$000)
Operating Surplus	2,499	(894)	(929)
<b>Add/(Less) Non-Cash Items</b>			
Depreciation and amortisation	21,589	22,109	22,083
Vested assets	-	-	-
Forestry revaluation	(376)	(321)	-
Emission trading units received	-	-	-
<b>Add/(Less) Movements in Working Capital Items</b>			
Trade and other receivables	313	304	328
Interest receivable	-	-	-
Inventories and work in progress	10	10	6
Trade and other payables	458	116	814
Net GST	-	-	-
Development & financial contributions	-	-	-
Other	-	-	-
Movement in employee benefit liabilities	-	-	-
(Gains)/Losses on disposal of property, plant and equipment	(24)	(70)	(70)
(Gains)/Losses on disposal of investments	-	-	-
Movement in provision for decommissioning	-	-	-
<b>Net Cash Inflow/(Outflow) from Operating Activities</b>	<b>24,469</b>	<b>21,254</b>	<b>22,232</b>

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## Funding Impact Statement for 2016 / 2017 for All Activities

	2015/2016 LTP (\$000)	2016/2017 LTP (\$000)	2016/2017 Annual Plan (\$000)
<b>Sources of operating funding</b>			
General rates, uniform annual general charges, rates penalties	13,780	13,859	14,282
Targeted rates	28,368	29,631	29,258
Subsidies and grants for operating purposes	7,189	7,239	7,201
Fees and charges	3,623	3,686	3,501
Interest and dividends from investments	425	341	81
Local authorities fuel tax, fines, infringement fees, and other receipts <sup>1</sup>	4,920	3,806	4,336
<b>Total operating funding</b>	<b>58,305</b>	<b>58,562</b>	<b>58,659</b>
<b>Applications of operating funding</b>			
Payments to staff and suppliers	40,822	42,174	43,309
Finance costs	20	20	20
Other operating funding applications	4,836	4,039	4,036
<b>Total applications of operating funding</b>	<b>45,678</b>	<b>46,233</b>	<b>47,365</b>
<b>Surplus (deficit) of operating funding</b>	<b>12,627</b>	<b>12,329</b>	<b>11,294</b>
<b>Sources of capital funding</b>			
Subsidies and grants for capital purposes	10,904	8,464	9,644
Development and financial contributions	128	-	115
Increase (decrease) in debt	-	-	937
Gross proceeds from sale of assets	47	94	94
Lump sum contributions	-	-	-
Other dedicated capital funding	-	-	-
<b>Total sources of capital funding</b>	<b>11,079</b>	<b>8,558</b>	<b>10,790</b>
<b>Applications of capital funding</b>			
Capital expenditure			
▪ to meet additional demand	248	446	81
▪ to improve the level of service	14,500	9,274	19,809
▪ to replace existing assets	14,355	12,579	15,871
Increase (decrease) in reserves	(4,125)	(1,682)	(3,744)
Increase (decrease) in investments	(1,272)	270	(9,933)
<b>Total applications of capital funding</b>	<b>23,706</b>	<b>20,887</b>	<b>22,084</b>
<b>Surplus (deficit) of capital funding</b>	<b>(12,627)</b>	<b>(12,329)</b>	<b>(11,294)</b>
<b>Funding balance</b>	<b>-</b>	<b>-</b>	<b>-</b>

<sup>1</sup> includes all other operating funding from sources not identified above.

Reconciliation of Surplus (Deficit) of Operating Funding to Net Surplus/ (Deficit) Before Tax

	2015/2016 LTP (\$000)	2016/2017 LTP (\$000)	2016/2017 Annual Plan (\$000)
Surplus/(deficit) of operating funding from funding impact statement	12,627	12,329	11,294
Depreciation	(21,589)	(22,109)	(22,083)
Subsidies and grants for capital purposes	10,903	8,464	9,644
Development and financial contributions	128	-	115
Gain on Sale	47	94	94
Vested Assets	-	-	-
Forestry revaluation	376	321	-
Emission Trading Units	-	-	-
Accruals	-	-	-
Finance Lease Amortisation	-	-	-
Landfill Contingency	7	7	7
Add 42% of Venture	-	-	-
Net Surplus (deficit) before tax in Statement of Comprehensive Revenue and Expense	2,499	(894)	(929)

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Depreciation by Activity

	2015/2016 LTP (\$000)	2016/2017 LTP (\$000)	2016/2017 Annual Plan (\$000)
Community Services	1,561	1,608	1,559
Regulatory Services	57	57	65
Emergency Management	-	-	-
District Leadership	523	606	615
Solid Waste	117	113	113
Roads and Footpaths	15,413	15,659	15,665
Wastewater	2,016	2,087	2,087
Stormwater	425	435	435
Water Supply	1,478	1,544	1,544

Funding Impact Statement (Rates Section)

This Funding Impact Statement as detailed is required under the Local Government (Financial Reporting and Prudence) Regulations 2014.

Council's revenue from the uniform annual general charge and certain targeted rates set on a uniform basis is 25.63%. The maximum allowed under Section 21 of the Local Government (Rating) Act 2002 is 30%.

The following information sets out the rates mechanisms that Council will use, including information about how the different rates will be set and assessed for 2016/2017.

All figures exclude GST unless otherwise indicated.

Definitions

The following definitions relate to the terms used in the tables below.

**Separately Used or Inhabited Part (SUIP)** - this means any part of a rating unit used or inhabited for residential purposes by the owner or any other person who has the right to use or inhabit that part for residential purposes by virtue of a tenancy, lease, licence or other agreement. Examples of a SUIP are any building or part of it which is separately used or inhabited for residential purposes. For the purposes of this definition, vacant land which is not used or inhabited for residential purposes is not a SUIP.

The following are additional examples of rating units with more than one separately used or inhabited part:

- Single dwelling with flat attached
- Two or more houses, flats or apartments on one Certificate of Title (rating unit)
- Business premise with flat above
- Farm property with more than one dwelling.

**Separately Used or Inhabited Part of a Rating Unit (SUIP)**

Council will assess the following rates on a separately used or inhabited part of a rating unit (SUIP) basis:

- Regional Heritage Targeted Rate
- Swimming Pool Targeted Rates
- Community Facilities Targeted Rates
- Stewart Island Waste Management Targeted Rate
- Some Sewerage and Water Supply Targeted Rates.

**Unit of Service** - the relevant unit of service deemed by Council to be appropriate given the type of service, nature and location of the rating unit etc, (including trough, connection, meter, loan, half, bin). This can include part charges for eligible assessments within a water or wastewater scheme area with the ability to connect to the scheme to accommodate the potential future burden of the rating unit on the scheme.

**Uniform Targeted Rate (UTR)** - a rate that is set as a fixed-dollar amount irrespective of the value of the rating unit.

**Uniform Annual General Charge (UAGC)** - a rate that is set as a fixed charge applied to each rateable rating unit.

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General Rates

Background

General Rates are appropriate for funding activities or providing services where there is a significant public good element, or where a private good generates positive externalities or benefits for the wider community. General Rates can also be appropriate in situations where funding a capital project, where imposing the cost on those who would benefit from the project would otherwise place too great a burden on them.

Local authorities can set General Rates either as a uniform or differential rate on property value (land, capital or annual value) and/or a Uniform Annual General Charge (UAGC) on a fixed amount per rating unit or SUIP.

Activities funded

All activities that are not funded by fees and charges, targeted rates, borrowings or any other income are funded out of the General Rates. Please refer to the Revenue and Financing Policy for further details on the activities funded out of the General Rates including the UAGC.

Land liable for the rate

All rateable land within the Southland District is liable for the rate.

How the rate is assessed

The Uniform Annual General Charge is assessed on all rating units in the District on the following basis:

- A fixed amount per rating unit of \$379.44 (UAGC). The charge will generate \$5,864,726 (excluding GST) in rates revenue in 2016/2017.

A General Rate is assessed on all rating units in the District on the following basis:

- A rate in the dollar on capital value of \$0.00040203. The general rate is not set on a differential basis.

The rate will generate \$8,099,417 (excluding GST) in rates revenue in 2016/2017.

Targeted Rates

Targeted rates may be used to fund specific Council activities. Targeted rates are appropriate for services or activities where a specific group of ratepayers benefit from that service or where the revenue collected is targeted towards funding a specific type of expenditure. Lump sums will not be invited in relation to any of the targeted rates.

Community Facilities Targeted Rates

Background

Southland District has a wide range of small community facilities across the District. These facilities (community centres and halls) are maintained by Council through the Community Facilities activity. Maintenance and upkeep of these facilities is provided by the collection of rates for this activity.

Activities funded

Each of the Community Facilities Targeted Rates funds the upkeep of the relevant community centres and halls. This includes general operating costs such as electricity and insurance as well as maintenance such as painting, replacement roof, carpet etc.

Land liable for the rate

All rateable land within the area of service for each specific hall, community centre or recreational facility is liable for the Community Facilities Targeted Rate.

Maps of these areas can be viewed on [www.emap.southlanddc.govt.nz](http://www.emap.southlanddc.govt.nz)

How the rates are assessed

The basis for the rates is a fixed amount per SUIP of a rating unit.

A table of the rates

Community Centre Rates	Uniform Targeted Rate per SUIP of a Rating Unit 2016/2017 (excl GST)	Revenue From Community Centre Rates 2016/2017 (excl GST)	Map of Land liable for rate
Aparima Hall	\$40.10	\$2,567	Map 43
Athol Memorial Hall	\$79.41	\$6,512	Map 44
Balfour Hall	\$34.78	\$9,670	Map 45
Blackmount Hall	\$50.00	\$2,400	Map 46
Browns Hall	\$26.37	\$3,427	Map 47
Brydone Hall	\$43.48	\$2,804	Map 48
Clifden Hall	\$43.66	\$3,799	Map 49
Colac Bay Hall	\$47.78	\$7,167	Map 50

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Community Centre Rates	Uniform Targeted Rate per SUIP of a Rating Unit 2016/2017 (excl GST)	Revenue From Community Centre Rates 2016/2017 (excl GST)	Map of Land liable for rate
Dacre Hall	\$37.39	\$3,552	Map 51
Dipton Hall	\$43.10	\$8,405	Map 52
Dunearn-Avondale Hall	\$8.70	\$548	Map 53
Eastern Bush Hall	\$65.22	\$1,957	Map 54
Edendale Hall	\$10.49	\$3,817	Map 55
Fiordland Community Event Centre	\$34.78	\$64,017	Map 94
Five Rivers Hall	\$43.48	\$3,522	Map 56
Fortrose Domain	\$25.00	\$1,575	Map 57
Glenham Hall	\$40.00	\$2,280	Map 59
Gorge Road Hall	\$42.23	\$10,725	Map 60
Heddon Bush Hall	\$60.00	\$3,420	Map 61
Hedgehope-Glencoe Hall	\$60.00	\$5,760	Map 62
Hokonui Hall	\$57.88	\$3,010	Map 63
Limehills Hall	\$53.38	\$9,929	Map 65
Lochiel Hall	\$30.43	\$4,474	Map 66
Lumsden Hall	\$30.72	\$10,261	Map 68
Mabel Bush Hall	\$33.60	\$2,520	Map 69
Manapouri Hall	\$31.56	\$9,309	Map 71
Mandeville Hall	\$40.00	\$1,720	Map 72
Mataura Island Hall	\$23.70	\$1,256	Map 73
Menzies Ferry Hall	\$35.00	\$1,575	Map 74
Mimihau Hall	\$50.00	\$2,600	Map 75
Mokoreta-Redan Hall	\$78.26	\$5,635	Map 76
Mossburn Hall	\$60.00	\$15,240	Map 78
Myross Bush Hall	\$26.09	\$1,904	Map 79
Nightcaps Hall	\$67.00	\$12,596	Map 80
Ohai Hall	\$50.07	\$10,214	Map 81

Community Centre Rates	Uniform Targeted Rate per SUIP of a Rating Unit 2016/2017 (excl GST)	Revenue From Community Centre Rates 2016/2017 (excl GST)	Map of Land liable for rate
Orawia Hall	\$51.10	\$5,518	Map 82
Orepuki Hall	\$58.11	\$7,787	Map 83
Oreti Plains Hall	\$62.61	\$7,576	Map 84
Otahuti Hall	\$26.09	\$1,304	Map 85
Otapiri-Lora Gorge Hall	\$130.00	\$9,750	Map 86
Otautau Hall	\$24.39	\$10,757	Map 87
Riversdale Hall	\$42.02	\$14,979	Map 89
Ryal Bush Hall	\$36.73	\$4,444	Map 90
Seaward Downs Hall	\$36.10	\$2,166	Map 91
Stewart Island Hall	\$62.38	\$22,770	Map 93
Thornbury Hall	\$68.18	\$6,409	Map 95
Tokanui-Quarry Hills Hall	\$61.48	\$6,209	Map 96
Tuatapere Hall	\$35.70	\$13,136	Map 97
Tussock Creek Hall	\$26.09	\$2,191	Map 98
Tuturau Hall	\$37.14	\$1,337	Map 99
Waianiwa Hall	\$60.00	\$5,820	Map 100
Waikaia Recreation Hall	\$47.15	\$13,767	Map 101
Waikawa Community Centre	\$25.83	\$3,409	Map 102
Waimahaka Hall	\$50.00	\$4,650	Map 103
Waimatuku Hall	\$31.59	\$1,643	Map 104
Wairio Community Centre	\$32.00	\$2,688	Map 105
Wallacetown Hall	\$42.00	\$13,860	Map 106
Winton Hall	\$19.64	\$26,548	Map 107
Wreys Bush Hall	\$81.22	\$2,193	Map 109
Wrights Bush Hall	\$27.15	\$1,575	Map 110
Wyndham Hall	\$36.85	\$10,945	Map 111

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Roading Targeted Rates

Background

Council administers and maintains the District’s roading and bridging network (some 5,000km of network), excluding State Highways and National Park roads [maintained by the NZTA) and DOC. Council also provides footpaths, streetlights, carparks and noxious plant control.

Activities funded

The costs associated with operating and maintenance of Council’s roading network. This includes the reseal programme, road pavement rehabilitation programme, minor improvements and bridge maintenance, strengthening and replacement.

Land liable for the rate

All rateable land within the Southland District is liable for the rate.

How the rate is assessed

- A fixed amount of \$58.92 per rating unit; and
- A differential rate in the dollar of capital value across all properties.

Rate Differential Definitions

The rate in the dollar of capital value is set on a differential basis for different land uses. The definition for each rates differential category is listed in table below:

Differential Category	Definition
Commercial	All land that is used for commercial purposes. It includes accommodation services, entertainment, rest homes, retail and office-type use, parking buildings, service stations and tourist-type attractions.
Dairy	All land that is used or suitable for dairy farming and associated activities.
Forestry	All land that is used for forestry, including land either in production or currently available for planting and protected forest areas. It does not include forest nurseries.
Farming Non-dairy	All land that is used exclusively, or almost exclusively, for horticultural, forestry nurseries, pastoral and specialist purposes other than dairy farming. It includes land suitable for uses such as orchards, market gardening or glasshouses, grazing or fattening of livestock, land used for aquaculture, deer farming, horse studs, poultry and pigs.
Industrial	All land that is used exclusively, or almost exclusively, for industrial uses including associated retailing, food processing or storage, light and large-scale manufacturing, tank farms and other noxious or dangerous industrial uses.
Lifestyle	Land that is used for lifestyle purposes will generally be located in a rural area but the predominant use is for a residence, and if vacant there is the right to build a dwelling. The principal use of the land may be non-economic in the traditional farming sense.
Mining	All land used for mining and other mineral extraction sites.
Other	Other uses not covered by any alternative category including utility assets.
Residential	All land that is used exclusively, or almost exclusively, for residential purposes including investment flats and not already included elsewhere. It does not include lifestyle properties.

A table of the rates

Roading Rates	Uniform Targeted Rate per Rating Unit 2016/2017 (excl GST)	Rate in the Dollar on Capital Value 2016/2017 (excl GST)	Revenue From Roothing Rates 2016/2017 (excl GST)
UTR	\$58.92		\$909,877
Commercial		\$0.00130241	\$357,147
Dairy		\$0.00082363	\$4,994,683
Farming non-dairy		\$0.00048350	\$4,557,424
Forestry		\$0.00606691	\$762,262
Industrial		\$0.00120263	\$385,028
Lifestyle		\$0.00042720	\$446,012
Mining		\$0.01630021	\$246,459
Other		\$0.00012816	\$114,883
Residential		\$0.00042720	\$696,624

Regional Heritage Targeted Rate

Background

The Regional Heritage Targeted Rate is used to fund heritage sites within the Southland region.

Activities funded

The costs associated with operating a Regional Heritage Fund, which is administered by the Southland Regional Heritage Committee and is part of Council's Grant and Donations activity, to promote the development of heritage of value to the region as a whole.

Land liable for the rate

All rateable land within the Southland District is liable for the rate.

How the rate is assessed

The targeted rate is assessed as a fixed amount per SUIP of a rating unit of \$34.02 (excluding GST).

The rate will generate \$525,458 (excluding GST) in rates revenue in 2016/2017.

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Waste Management Targeted Rates

Background

Waste management is focused on the controlled disposal of waste (transfer stations), reducing litter and illegal dumping and promotion and advocacy of waste minimisation. There are also seven waste transfer stations for disposal of rubbish, greenwaste, hazardous waste and collection of recyclables, 11 recycling drop-off centres and two greenwaste only sites around the District.

Regional waste is transported to the regional landfill operated by AB Lime at Kings Bend (near Winton) for disposal. SDC is also a member of WasteNet Southland (joint committee of the ICC, SDC and GDC), which provides the mechanism for councils in the region to work together collectively on waste issues, including delivering solid waste services and waste minimisation activities.

Activities funded

The rate for waste management is used to fund the Solid Waste activity, including the collection and disposal of waste from transfer stations.

Land liable for the rate

All rateable land within the Southland District is liable for the rate, excluding Stewart Island.

How the rate is assessed

The basis for the rate is a fixed amount of \$75.56 (excluding GST) per rating unit and a rate in the dollar on capital value of \$0.00003122 (excluding GST).

The rate will generate \$1,796,662 (excluding GST) in rates revenue in 2016/2017.

Local Targeted (Ward, Community Board, Community Development Area, Town) Rates

Background

The Council has delegated responsibility for the management of a number of local activities, such as the maintenance of parks and reserves and cemeteries to Community Boards and Community Development Area Subcommittees. The cost of providing these activities is funded via Local Targeted Rates.

Activities funded

These targeted rates fund the costs associated with the operation and maintenance of Cemeteries, Community Centres, District Support, Library Service, Other Local Services, Parks and Reserves, Public Conveniences, Representation and Advocacy and Stormwater in each community.

Land liable for the rate

All rateable land within each specific Local Targeted Rate area of service.

Maps of these areas can be viewed on [www.emap.southlanddc.govt.nz](http://www.emap.southlanddc.govt.nz)

Rates Differential Definitions

Some of the rates are set on a differential basis based on the location of the rating unit and/or the use of land. When considering the method for setting the local rate, Council considered the impact and benefit of the activities by each sector. The objective of these differentials is to recognise that different sectors place a different burden on the activities funded by the local rate and that different sectors derive a different level of benefit from the activities funded by the local rate. The differential rates proposed are considered to reflect these differing levels of burden and benefit in the sectors.

The definition for each rates differential category based on the use of land is listed in table below.

Differential Category	Definition
Residential	All land that is used exclusively, or almost exclusively, for residential purposes including investment flats and not already included elsewhere. It does not include lifestyle properties.
Commercial	All property that is used principally for commercial and/ or industrial purposes. Land for commercial purposes includes land used as accommodation services, entertainment, rest homes, retail and office-type use, parking buildings, service stations, tourist type attractions, mineral extraction sites and utility assets. Land that is used for industrial purposes and its associated retailing, food processing or storage, light and large-scale manufacturing, tank farms and other noxious or dangerous industrial uses.
Rural	All land that is classified as for dairy, farming (non-dairy), forestry, mining, horticulture, pastoral, lifestyle or other.

How the rates are assessed

The Local Targeted (Ward) Rates - are set as a rate in the dollar of land value on all land within each ward boundary.

The Local Targeted (Community Board, Community Development Area and Local) Rates - are set after considering the recommendation of the relevant Community Board or subcommittee and can comprise an amount per rating unit and/or a differentiated targeted rate in the dollar on land value.

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Local Rates	Differential Factor for Rate in the Dollar on Land Value	Rate in the Dollar on Land Value 2016/2017 (excl GST)	Differential Factor for Targeted Rate Per Rating Unit	Targeted Rate per Rating Unit 2016/2017 (excl GST)	Differential Targeted per Rating Unit 2016/2017 (excl GST)	Revenue From Local Rates 2016/2017 (excl GST)	Map of Land liable for rate
<b>Ward Rates</b>							
Mararoa Waimea Ward Rate	N/A	\$0.00003043				\$117,138	Map 2
Waiau Aparima Ward Rate	N/A	\$0.00003856				\$136,965	Map 4
Waihopai Toetoes Ward Rate	N/A	\$0.00002691				\$78,793	Map 5
Winton Wallacetown Ward Rate	N/A	\$0.00001925				\$73,435	Map 6
<b>Community Board Rates</b>							
Edendale-Wyndham Community Board			N/A	\$134.15		\$143,002	Map 7
Otautau Community Board Residential Rate	1.00	\$0.01471391				\$105,367	Map 8
Otautau Community Board Commercial Rate	2.00	\$0.02942782				\$51,513	Map 8
Otautau Community Board Rural Rate	0.001	\$0.00001471				\$7,203	Map 8
						\$164,083	
Riverton/Aparima Community Board Residential Rate	1.00	\$0.00359643				\$443,419	Map 9
Riverton/Aparima Community Board Rural Rate	0.1	\$0.00035964				\$10,865	Map 9
						\$454,284	
Stewart Island/Rakiura Community Board Rate	N/A	\$0.00129899				\$81,551	Map 10
Te Anau Community Board Rate - Residential			1.00	\$289.68		\$498,971	Map 11
Te Anau Community Board Rate - Commercial			2.00	\$579.35		\$104,862	Map 11
Te Anau Community Board Rate - Rural			0.25	\$72.42		\$37,947	Map 11
						\$641,780	

Local Rates	Differential Factor for Rate in the Dollar on Land Value	Rate in the Dollar on Land Value 2016/2017 (excl GST)	Differential Factor for Targeted Rate Per Rating Unit	Targeted Rate per Rating Unit 2016/2017 (excl GST)	Differential Targeted per Rating Unit 2016/2017 (excl GST)	Revenue From Local Rates 2016/2017 (excl GST)	Map of Land liable for rate
Tuatapere Community Board Residential Rate			1.00	\$176.35		\$62,427	Map 12
Tuatapere Community Board Rural Rate			0.20	\$35.27		\$14,002	Map 12
						\$76,429	
Wallacetown Community Board Rate			N/A	\$134.93		\$55,187	Map 13
Winton Community Board Rate			N/A	\$212.97		\$345,923	Map 14
<b>Community Development Area Rates</b>							
Athol Community Development Area			N/A	\$60.63		\$4,486	Map 15
Balfour Community Development Area			N/A	\$206.77		\$18,092	Map 16
Browns Community Development Area			N/A	\$183.26		\$4,582	Map 17
Colac Bay Community Development Area			N/A	\$77.32		\$8,583	Map 18
Dipton Community Development Area			N/A	\$78.86		\$14,984	Map 19
Garston Community Development Area			N/A	\$56.16		\$3,032	Map 20
Gorge Road Community Development Area			N/A	\$27.52		\$5,339	Map 21
Limehills Community Development Area			N/A	\$70.00		\$8,995	Map 22
Lumsden Community Development Area			N/A	\$272.55		\$93,279	Map 23
Manapouri Community Development Area			N/A	\$223.32		\$63,758	Map 24
Mossburn Community Development Area	N/A	\$0.01103799				\$32,802	Map 25

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Local Rates	Differential Factor for Rate in the Dollar on Land Value	Rate in the Dollar on Land Value 2016/2017 (excl GST)	Differential Factor for Targeted Rate Per Rating Unit	Targeted Rate per Rating Unit 2016/2017 (excl GST)	Differential Targeted per Rating Unit 2016/2017 (excl GST)	Revenue From Local Rates 2016/2017 (excl GST)	Map of Land liable for rate
Nightcaps Community Development Area			N/A	\$155.95		\$31,930	Map 26
Ohai Community Development Area			N/A	\$188.83		\$36,067	Map 27
Orepuki Community Development Area			N/A	\$85.45		\$7,007	Map 28
Riversdale Community Development Area			N/A	\$150.89		\$33,233	Map 29
Thornbury Community Development Area			N/A	\$98.30		\$3,981	Map 30
Tokanui Community Development Area			N/A	\$170.39		\$10,053	Map 31
Waikaia Community Development Area	N/A	\$0.00279266				\$24,076	Map 32
Woodlands Community Development Area			N/A	\$174.70		\$11,574	Map 33
Drummond Village Local Rate			N/A	\$46.24		\$2,347	Map 41

Swimming Pool Targeted Rates

Background

These rates are used to fund Community Swimming Pools which are managed by a local Swimming Pool Committee. These pools are all owned by local community groups, with two on Council land.

Activities funded

This rate is used to fund the costs of operating and maintaining Community Swimming Pools. Depending on the location of the pool, the rates come under two activities: (i) Council Facilities and (ii) Parks and Reserves.

Land liable for the rate

All rateable land within each Swimming Pool Targeted Rate area of service is liable for the relevant rate.

Maps of these areas can be viewed on [www.emap.southlanddc.govt.nz](http://www.emap.southlanddc.govt.nz)

How the rates are assessed

The Swimming Pool Targeted Rate for each area of service is set as a fixed amount per SUIP of a rating unit.

Pool Rates	Uniform Targeted Rate per SUIP of a Rating Unit 2016/2017 (excl GST)	Revenue From Pool Rates 2016/2017 (excl GST)	Map of Land liable for rate
Edendale	\$4.35	\$4,493	Map 34
Fiordland	\$14.95	\$30,538	Map 38
Otautau	\$19.43	\$11,583	Map 35
Riverton	\$20.59	\$32,874	Map 36
Takitimu	\$20.46	\$12,328	Map 37
Tuatapere Ward	\$13.42	\$10,117	Map 39
Winton	\$10.00	\$13,305	Map 40

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Te Anau Airport Manapouri Targeted Rate

Background

The Te Anau Airport Manapouri facility is designed and managed to attract and facilitate access by air to the Te Anau community, its businesses and the natural environment. The activity also contributes to safe places as the airport provides for air-based emergency access which can act as an alternative to road transport in an emergency.

Activities funded

The Targeted Rate is used to fund the initial capital costs of developing and now operating the Te Anau Airport Manapouri facility.

Land liable for the rate

All rateable land within the Te Anau Airport Manapouri Targeted Rate area of service. A map of this area can be viewed on [www.emap.southlanddc.govt.nz](http://www.emap.southlanddc.govt.nz) - (Map 11).

How the rate is assessed

The targeted rate is assessed as a fixed amount per rating unit of \$111.30 (excluding GST).

The rate will generate \$297,071 (excluding GST) in rates revenue in 2016/2017.

**Stewart Island Waste Management Targeted Rates**

**Background**

Stewart Island/Rakiura is serviced by a weekly kerbside refuse bag, recycling and food scrap collection.

**Activities funded**

The targeted rate is used to fund the collection and disposal of refuse and recycling on Stewart Island.

**Land liable for the rate**

All land within the Stewart Island Waste Management Targeted Rate area of service is liable for the rate.

A map of this area can be viewed on [www.emap.southlanddc.govt.nz](http://www.emap.southlanddc.govt.nz) - (Map 93).

**How the rate is assessed**

The targeted rate is assessed as a fixed amount per SUIP of rating unit of \$291.37 (excluding GST).

The rate will generate \$111,884 (excluding GST) in rates revenue in 2016/2017.

## Item 7.1 Attachment A

## Rubbish Bin Collection Targeted Rate and Recycling Bin Collection Targeted Rates

### Background

The Council operates a solid waste and recycling bin collection service for serviced properties across the District. Through this activity it collects recycling and solid waste for disposal.

The service is provided to all rating units within the Designated Urban Bin Boundaries (copies of the boundary maps can be obtained from Council) other than commercial rating units, industrial rating units, vacant land and other educational facilities that do not contain a residential dwelling within their boundary. The service is also not compulsory for community buildings that do not contain a residential dwelling within their boundary. This service is also optionally available to rating units able to transport their bins to the Designated Rural Bin Route for collection.

### Activities funded

These Targeted Rates are used to ensure that those properties which receive the benefits of the solid waste and recycling wheeler bin collection services pay for the cost of providing these services. A separate Waste Management Targeted Rate is used to fund the remaining solid waste activity in parts of the District other than Stewart Island. The Stewart Island Waste Management Targeted Rate is used to fund the cost of managing solid waste on Stewart Island.

### Land liable for the rate

All land within the District which receives a rubbish bin or recycling bin collection service is liable for the targeted rates.

### How the rates are assessed

- Each rubbish bin and recycling bin is classified as a unit. All rating units receiving this service are required to have a minimum of one rubbish bin and one recycle bin.
- All rating units receiving the service have the option to receive further bins of each type over and above the minimum service. The rate assessed on each rating unit will reflect the number of units of service (for example, a rating unit with two bins of each type will be assessed twice as much as a rating unit with one bin of each type).
- The targeted rubbish bin collection rate is assessed as a fixed amount per unit of service of \$123.95 (excluding GST).
- The rubbish bin collection rate will generate \$1,201,054 (excluding GST) in rates revenue in 2016/2017.
- The targeted recycling bin collection rate is assessed as a fixed amount per unit of service of \$123.95 (excluding GST).
- The recycling bin collection rate will generate \$1,187,792 (excluding GST) in rates revenue in 2016/2017.

Water Supply Targeted Rates

Background

The Council operates 12 drinking water supply networks (10 urban and two rural residential) across the District. The urban supplies are required to meet drinking water standards while the rural supplies provide non-potable water for rural use.

Activities funded

The expenses in maintaining each of the water supply networks. In particular, the costs associated in treating and reticulating the water needed in each community.

Land liable for the rate

The targeted rate applies to all properties that are connected or those capable of connecting within the designated boundary to a Council-owned water supply network. Maps of the scheme areas covered by each Water Supply can be viewed on [www.emap.southlanddc.govt.nz](http://www.emap.southlanddc.govt.nz).

How the rates are assessed

The Water Supply Targeted Rates are assessed based on a scale of charges set for Urban Water Supply Schemes and Rural Water Supply Schemes as outlined.

**Te Anau Rural Water Scheme Targeted Rates**

- All rating units pay a fixed charge of \$501.30 per restricted connection.
- Rating units are required to pay a fixed amount of \$334.19 for each unit made available to the rating unit. One unit is calculated as 1,814.4 litres per day.
- Rating units with a tank and restrictor pay 7.7 times the amount of one unit for each 7.7 units allocated.
- This restrictor provides a daily water supply equal to 7.7. Rating units on the Te Anau rural water schemes which are allocated more than 7.7 units are charged a 7.7 UTR for every 7.7 units allocated.
- Rating units that use less than a full unit can be charged a half charge for 50% of a unit if they already receive at least 1 unit.

**Matuku Rural Water Scheme Targeted Rate**

All rating units are required to pay a fixed amount of \$203.22 for each unit made available to the rating unit. One unit is calculated as 1,814.4 litres per day.

**Metered Property Water Supply Targeted Rate**

Properties that are metered will be charged a fixed charge of \$147.83 per meter and a rate for actual water consumption of \$0.93 per cubic metre.

**Non-Metered Property Water Supply Targeted Rate**

- One unit is one standard domestic connection (20 mm ID connection). All rating units without meters that are connected to a water supply scheme or are within the scheme rating boundary are charged a fixed amount for each SUIP of the rating unit for residential properties and for each rating unit for non-residential properties.
- Rating units with water troughs with direct feed from Council's water mains pay an additional fixed annual amount of \$74.53 per trough.
- Vacant non-contiguous rating units within the scheme rating boundary are charged a "half charge" for the provision of the service due to the ability to connect to the scheme.

## Item 7.1 Attachment A

Water and Metered Water Rates	\$ per m <sup>3</sup> 2016/2017 (excl GST)	Targeted Rate per rate of Service 2016/2017 (excl GST)	Revenue From Water Supply Rates 2016/2017 (excl GST)	Map of Land liable for rate
District Water Rate - Full Charge		\$372.66	\$2,763,094	
District Water Rate - Half Charge		\$186.33	\$141,052	
District Water Rate - Trough Charge (non-metered properties)		\$74.53	\$1,342	
			\$2,905,488	Maps 138 - 159
District Water - Meter Charge		\$147.83	\$30,748	
Metered Charge for Water Consumed	\$0.93			
Matuku Rural Water		\$203.22	\$22,964	Map 144
Te Anau Rural Water - Connection Charge		\$501.30	\$102,766	Map 160
Te Anau Rural Water - Full Charge		\$334.19	\$87,558	Map 160
Te Anau Rural Water - Half Charge		\$167.10	\$1,671	Map 160
Te Anau Rural Water - 7.7 Charge		\$2,573.30	\$192,997	Map 160
			\$384,992	

Properties capable of connection are defined as being within 30 metres of a public water supply network to which it is capable of being effectively connected.

Wastewater Targeted Rates

Background

The Wastewater activity involves collecting, treating and disposing of sewage from residential properties, business properties and public sanitary facilities. The Wastewater system also deals with non-domestic liquid wastes (often known as trade wastes). Eighteen towns within the District are reticulated with Council-owned and maintained infrastructure.

Activities funded

The expenses in maintaining wastewater treatment plant, pump stations, reticulation repairs and minor upgrades including renewals of the respective systems.

Land liable for the rate

The targeted rate applies to all properties connected or those capable of connecting within the designated boundary to one of the Council-owned wastewater schemes . Maps of the areas of service for each Council scheme can be viewed on [emap.southlanddc.govt.nz](http://emap.southlanddc.govt.nz).

How the rate is assessed

The rate is set on a differential basis. The Council has defined its differential categories using the use to which a rating unit is put (as a residence, vacant land or all other property). The liability factors used are the extent of the provision of service (connected or not connected), per SUIP of a rating unit and the number of pans/urinals within the rating unit.

How the rate is calculated

- Residences

Where the rating unit is either connected or able to be connected and not connected, a fixed amount per SUIP, being the District Wastewater Rate – Full Charge
- Vacant Land (non-contiguous)

Where the rating unit is within the designated boundary, a fixed amount per Rating Unit, being the District Wastewater Rate – Half Charge
- All other property

Where the rating unit is either connected or able to be connected and not connected, a fixed amount per pan/urinal, being the District Wastewater Rate – Full Charge

Sewerage Rates	Targeted Rate per Rating Unit/SUIP/Pan 2016/2017 (excl GST)	Revenue From Rates 2016/2017 (excl GST)	Map of Land liable for rate
District Wastewater Rate - Full charge	\$364.97	\$3,262,333	
District Wastewater Rate - Half charge	\$182.49	\$169,165	
		\$3,431,498	Maps 112-135

Item 7.1 Attachment A

Woodlands Septic Tank Cleaning Charge Targeted Rate

Background

Property owners within the Woodlands area are able to have their septic tank cleaned by Council as required. This service was put in place due to the problems that were experienced in the past with the operation of septic tanks within this community.

Activities funded

The Targeted Rate is used to fund the costs of cleaning septic tanks within the area of service for the Woodlands Septic Tank Cleaning Charge.

Land liable for the rate

All land within the Woodlands Septic Tank Cleaning Charge area of service is liable for the rate.

A map of this area can be viewed on [emap.southlanddc.govt.nz](http://emap.southlanddc.govt.nz) - (Map 163)

How the rate is assessed

The targeted rate is assessed as an amount of \$35.71 per SUIP of a rating unit.

The rate will generate \$2,250 (excluding GST) in rates revenue in 2016/2017.

Water Supply Loan Targeted Rates

Background

A Water Supply Loan Targeted Rate is used to fund the capital contributions towards development of the water supply schemes for the Edendale-Wyndham communities. Council has previously offered ratepayers the option of paying the contribution as a lump sum or over a number of years.

Activities funded

The capital costs of developing the relevant water supply scheme.

Land liable for the rate

The properties liable for each targeted rate are within the area of service for each scheme and have previously indicated the period over which they wish to pay the initial capital cost. Units were determined at the establishment of each individual scheme.

Maps of the areas of service for each Council scheme can be viewed on [emap.southlanddc.govt.nz](http://emap.southlanddc.govt.nz)

How the rates are assessed

The rates are assessed against each rating unit based on the option that the ratepayer has previously chosen to either pay a one-off capital contribution for a new scheme or pay it over a selected period.

Water Loan Rates	Targeted Rate per Unit of Service 2016/2017 (excl GST)	Revenue From Water Loan Rates 2016/2017 (excl GST)	Map of Land liable for rate
Edendale Water Loan - 10 Years	\$238.81	\$5,015	Map 161
Edendale Water Loan - 15 Years	\$180.00	\$720	Map 161
Edendale Water Loan - 25 Years	\$134.55	\$15,069	Map 161
Wyndham Water Loan - 10 Years	\$237.03	\$7,585	Map 162
Wyndham Water Loan - 15 Years	\$208.75	\$2,505	Map 162
Wyndham Water Loan - 25 Years	\$134.93	\$18,620	Map 162

Sewerage Loan Targeted Rates

Background

Sewerage Loan Targeted Rates are used to fund the capital contributions towards development of the wastewater schemes for the Edendale-Wyndham, Oban, Tuatapere, Wallacetown and Gorge Road sewerage schemes. Council has previously offered ratepayers the option of paying the contribution as a lump sum or over a number of years.

Activities funded

These contribute to the capital costs of developing the relevant wastewater scheme.

Land liable for the rate

The properties liable for each Targeted Rate are within the area of service for each scheme and have previously indicated the period over which they wish to pay the initial capital cost. Units were determined at the establishment of each individual scheme.

Maps of the areas of service for each Council scheme can be viewed on [emap.southlanddc.govt.nz](http://emap.southlanddc.govt.nz)

How the rates are assessed

The rates are assessed against each rating unit based on the option that the ratepayer has previously chosen to pay a one-off capital contribution for a new scheme or to pay it over a selected period.

Sewerage Loan Rates	Uniform Targeted Rate per Unit of Service 2016/2017 (excl GST)	Revenue From Sewerage Loan Rates 2016/2017 (excl GST)	Map of Land liable for rate
Edendale Sewerage Rate - 10 Years (incl. connection cost)	\$1,039.48	\$21,829	Map 115
Edendale Sewerage Rate - 15 Years (incl. connection cost)	\$783.56	\$7,052	Map 115
Edendale Sewerage Rate - 25 Years (incl. connection cost)	\$590.30	\$46,043	Map 115
Edendale Sewerage Rate - 10 Years (excl. connection cost)	\$861.67	\$1,723	Map 115
Edendale Sewerage Rate - 25 Years (excl. connection cost)	\$488.57	\$49,835	Map 115
Gorge Road Sewerage Loan	\$415.11	\$3,736	Map 117
Oban Sewerage - Loan Charge Extension	\$560.70	\$53,407	Map 124
Tuatapere Sewerage Loan Charge - 15 Years	\$568.40	\$17,052	Map 132
Tuatapere Sewerage Loan Charge - 25 Years	\$429.63	\$49,193	Map 132

Sewerage Loan Rates	Uniform Targeted Rate per Unit of Service 2016/2017 (excl GST)	Revenue From Sewerage Loan Rates 2016/2017 (excl GST)	Map of Land liable for rate
Wallacetown Sewerage Loan Charge - 15 Years	\$410.83	\$14,790	Map 133
Wallacetown Sewerage Loan Charge - 25 Years	\$316.40	\$24,046	Map 133
Wyndham Sewerage Loan Charge - 10 Years (incl. connection cost)	\$948.08	\$24,650	Map 135
Wyndham Sewerage Loan Charge - 15 Years (incl. connection cost)	\$715.67	\$8,588	Map 135
Wyndham Sewerage Loan Charge - 25 Years (incl. connection cost)	\$539.57	\$64,749	Map 135
Wyndham Sewerage Loan Charge - 10 Years (excl. connection cost)	\$770.33	\$9,244	Map 135
Wyndham Sewerage Loan Charge - 15 Years (excl. connection cost)	\$581.50	\$1,163	Map 135
Wyndham Sewerage Loan Charge - 25 Years (excl. connection cost)	\$438.81	\$11,409	Map 135

Item 7.1 Attachment A

Sandy Brown Road Utility Loan Targeted Rates

Background

A Water Supply Loan Targeted Rate is used to fund the capital contributions towards development of the Water and Wastewater schemes for the Sandy Brown Road community. Council has previously offered ratepayers the option of paying the contribution as a lump sum or over a number of years.

Activities funded

The capital costs of developing the Sandy Brown Road water and wastewater schemes.

Land liable for the rate

The properties liable for each targeted rate are within the area of service for the Sandy Brown Road schemes.

Maps of the areas of service can be viewed on [emap.southlanddc.govt.nz](http://emap.southlanddc.govt.nz) (Map 128)

How the rate is assessed

The rates are assessed against each rating unit based on the option that the ratepayer has previously chosen to either pay a one-off capital contribution for a new scheme or pay it over a selected period.

The targeted rate is assessed as a fixed amount per rating unit of \$122.77 (excluding GST).

The rate will generate \$17,433 (excluding GST) in rates revenue in 2016/2017.

Rating Base Information

Schedule 10 (20A) of the Local Government Act 2002 requires Council to disclose its projected number of rating units within the district at the end of the preceding financial year. Council is projecting the following rating units as at the end of 2015/2016: 20,429.

Sample Properties

The following table calculates the impact of Council's rating policy on properties:

- In different locations within the District;
- With different land uses (residential, dairy, commercial, etc.) and
- With different land values.

The land values presented in the table are representative of the land values in that location and for that land use.

For the reasons above the information should be treated as indicative.

Indicative rates are inclusive of GST.

**District Rates** are those rates charged to all properties in the District irrespective of their location or the services supplied. This includes roading, regional heritage and the general rates.

**Local Rates** are those rates charged to properties that are dependent on the rating unit's location in respect of rating boundaries. This includes hall rates, pool rates, community board rates and community development area rates.

**Service Rates** are those rates charged to properties based on the services that they do or can receive. This includes water supply, sewerage and wheelie bin rates.

Sector	Land Value Sept 2015*	TOTAL RATES					DISTRICT RATES				LOCAL RATES				SERVICE RATES			
		Capital Value Sept 2015*	Rates 2015/16 per year (GST excl)	Rates 2016/17 per year (GST excl)	Change in Rates	% Change	Rates 2015/16 per year (GST excl)	Rates 2016/17 per year (GST excl)	Change in Rates	% Change	Rates 2015/16 per year (GST excl)	Rates 2016/17 per year (GST excl)	Change in Rates	% Change	Rates 2015/16 per year (GST excl)	Rates 2016/17 per year (GST excl)	Change in Rates	% Change
Residential	\$81,000	\$265,000	\$1,935	\$2,006	\$71	4%	\$770	\$776	\$6	1%	\$242	\$244	\$2	1%	\$923	\$986	\$63	7%
Residential	\$240,000	\$670,000	\$2,480	\$2,483	\$3	0%	\$1,187	\$1,124	(\$63)	(5%)	\$370	\$373	\$3	1%	\$923	\$986	\$63	7%
Residential	\$20,000	\$155,000	\$1,141	\$1,171	\$30	3%	\$660	\$681	\$21	3%	\$237	\$242	\$5	2%	\$244	\$248	\$4	2%
Residential	\$5,500	\$90,000	\$1,780	\$1,870	\$90	5%	\$608	\$625	\$17	3%	\$249	\$259	\$10	4%	\$923	\$986	\$63	7%
Residential	\$60,000	\$355,000	\$2,246	\$2,291	\$45	2%	\$873	\$853	(\$20)	(2%)	\$450	\$452	\$2	0%	\$923	\$986	\$63	7%
Residential	\$15,000	\$190,000	\$1,827	\$1,961	\$134	7%	\$672	\$711	\$39	6%	\$232	\$264	\$32	14%	\$923	\$986	\$63	7%
Lifestyle	\$225,000	\$385,000	\$971	\$965	(\$6)	(1%)	\$883	\$879	(\$4)	(00%)	\$88	\$86	(\$2)	(2%)	\$0	\$0	\$0	0%
Lifestyle	\$195,000	\$480,000	\$1,967	\$1,954	(\$13)	(1%)	\$1,019	\$961	(\$58)	(6%)	\$368	\$372	\$4	1%	\$580	\$621	\$41	7%
Lifestyle	\$160,000	\$165,000	\$160	\$146	(\$14)	(9%)	\$155	\$142	(\$13)	(8%)	\$5	\$4	(\$1)	(20%)	\$0	\$0	\$0	0%

## Item 7.1 Attachment A

		TOTAL RATES					DISTRICT RATES				LOCAL RATES				SERVICE RATES			
Sector	Land Value Sept 2015*	Capital Value Sept 2015*	Rates 2015/16 per year (GST excl)	Rates 2016/17 per year (GST excl)	Change in Rates	% Change	Rates 2015/16 per year (GST excl)	Rates 2016/17 per year (GST excl)	Change in Rates	% Change	Rates 2015/16 per year (GST excl)	Rates 2016/17 per year (GST excl)	Change in Rates	% Change	Rates 2015/16 per year (GST excl)	Rates 2016/17 per year (GST excl)	Change in Rates	% Change
Lifestyle	\$550,000	\$1,150,000	\$1,591	\$1,512	(\$79)	(5%)	\$1,107	\$1,024	(\$83)	(7%)	\$240	\$240	\$0	0%	\$244	\$248	\$4	2%
Farming (Non-Dairy)	\$4,290,000	\$4,920,000	\$4,733	\$5,249	\$516	11%	\$4,548	\$5,058	\$510	11%	\$185	\$191	\$6	3%	\$0	\$0	\$0	0%
Farming (Non-Dairy)	\$6,100,000	\$7,250,000	\$7,001	\$7,523	\$522	7%	\$6,733	\$7,262	\$529	8%	\$268	\$261	(\$7)	(3%)	\$0	\$0	\$0	0%
Farming (Non-Dairy)	\$4,910,000	\$5,450,000	\$5,409	\$5,753	\$344	6%	\$5,198	\$5,544	\$346	7%	\$211	\$209	(\$2)	(1%)	\$0	\$0	\$0	0%
Farming (Non-Dairy)	\$1,360,000	\$1,490,000	\$1,901	\$1,932	\$31	2%	\$1,843	\$1,880	\$37	2%	\$58	\$52	(\$6)	(10%)	\$0	\$0	\$0	0%
Mining	\$1,200,000	\$2,450,000	\$44,522	\$41,084	(\$3,438)	(8%)	\$44,469	\$41,031	(\$3,438)	(8%)	\$53	\$53	\$0	0%	\$0	\$0	\$0	0%
Industrial	\$121,000	\$315,000	\$2,001	\$2,016	\$15	1%	\$1,108	\$1,063	(\$45)	(4%)	\$214	\$215	\$1	0%	\$679	\$738	\$59	9%
Industrial	\$200,000	\$510,000	\$3,150	\$3,253	\$103	3%	\$1,427	\$1,382	(\$45)	(3%)	\$128	\$140	\$12	9%	\$1,595	\$1,731	\$136	9%
Commercial	\$155,000	\$730,000	\$2,907	\$2,939	\$32	1%	\$1,853	\$1,815	(\$38)	(2%)	\$131	\$138	\$7	5%	\$923	\$986	\$63	7%
Commercial	\$3,875,000	\$8,000,000	\$14,115	\$15,243	\$1,128	8%	\$13,303	\$14,435	\$1,132	9%	\$812	\$808	(\$4)	0%	\$0	\$0	\$0	0%
Dairy	\$7,400,000	\$9,650,000	\$12,549	\$13,244	\$695	6%	\$12,088	\$12,779	\$691	6%	\$461	\$465	\$4	1%	\$0	\$0	\$0	0%
Dairy	\$10,100,000	\$12,000,000	\$14,457	\$16,235	\$1,778	12%	\$13,959	\$15,699	\$1,740	12%	\$498	\$536	\$38	8%	\$0	\$0	\$0	0%
Dairy	\$13,700,000	\$17,510,000	\$24,626	\$23,337	(\$1,289)	(5%)	\$23,976	\$22,726	(\$1,250)	(5%)	\$650	\$611	(\$39)	(6%)	\$0	\$0	\$0	0%
Dairy	\$19,900,000	\$24,220,000	\$33,774	\$32,118	(\$1,656)	(5%)	\$32,761	\$31,228	(\$1,533)	(4%)	\$1,013	\$890	(\$123)	(12%)	\$0	\$0	\$0	0%
Forestry	\$495,000	\$580,000	\$3,925	\$3,785	(\$140)	(4%)	\$3,909	\$3,770	(\$139)	(4%)	\$16	\$15	(\$1)	(6%)	\$0	\$0	\$0	0%
Other	\$60,000	\$67,000	\$535	\$553	\$18	3%	\$533	\$551	\$18	3%	\$2	\$2	\$0	0%	\$0	\$0	\$0	0%

\* Please note Southland District was subject to a property revaluation in 2015 and the values stated are the new values as at September 2015, which are the basis for calculating the 2016/2017 rates. Therefore the change in the proposed rates from 2015/2016 to 2016/2017 is in part a result of the change in valuation of each property.

Balancing the Budget

Section 100 of the Local Government Act 2002 requires Council to ensure that for every year its projected operating revenues are set at a level that is sufficient to meet its projected operating expenditure. Council may set projected operating revenues at a different level from that required, if Council resolves that it is financially prudent to do so.

Year	LTP 2015/2016 (\$000)	Annual Plan 2016/2017 (\$000)
Surplus/(Deficit)	(\$894)	(\$929)

Council is projecting the following operating results for the 2016/2017 year (\$929). In the 10 Year Plan the anticipated result for 2016/2017 was (\$894).

- The deficit in 2016/2017 is primarily due to the increased harvesting costs compared to the forestry income for the year. Due to the nature of forestry activities, revenue relating to some of these costs are earned in other years. Council believes this approach is financially prudent, and accordingly has passed a resolution to this effect on 29 June 2016.

Council is mindful that in 2016/2017 an operating deficit is recorded. It has carefully considered the implications of this and is satisfied that its overall financial strategy is financially prudent for the reasons set out below:

- Due to the nature of forestry activities, revenue relating to some of these costs are earned in other years.
- Council at all times maintains a very strong financial position. For example, Council's term debt is never more half a percent of its total assets. Council has set a prudent limit on the level of its borrowings which is 100% of revenue (see Financial Strategy, on page 190 of the 10 Year Plan 2015-2025).
- Should the need arise, for example to fund unexpected remedial work arising from a natural disaster, Council will at all times be in a position to borrow additional money. The ability arises from the strength of its balance sheet. For example, in the 10 Year Plan 2015-2025 Council's expected debt levels peak at \$5.3 million in the 2017/2018 financial year and Council would have capacity to borrow well in excess of the additional \$5.3 million should this be required. This conservative approach to debt levels is a key driver of how Council maintains its very strong financial position.

Variation to Fees and Charges

The table below shows the variations to the fees and charges from the 10 Year Plan 2015-2025. Additional information can be found in Council's Schedule of Fees and Charges.

All fees are GST inclusive unless stated otherwise.

Variations Report	Commentary	Explanation	2015/2016 (GST Inclusive)	2016/2017 (GST Inclusive)	Increase %
<u>Airport - Te Anau Airport Manapouri</u>					
<b>Landing Fees (MCTOW in kgs)</b>					
Weight category < or = 2,000			\$17.26	\$17.25	(0.06%)
Helicopters			\$17.26	\$17.25	(0.06%)
<b>Honesty Box Landing Fees (MCTOW in kgs)</b>					
< or = 2,000			\$15.00 (no GST)	\$17.00 (no GST)	13.33%
2,001 - 4,000			\$30.00 (no GST)	\$34.00 (no GST)	13.33%
4,001 - 5,700			\$50.00 (no GST)	\$57.00 (no GST)	14.00%
Helicopters			\$15.00 (no GST)	\$17.00 (no GST)	13.33%
<b>Ground Handling Fees</b>					
The ground handling fees include runway inspection, marshalling, toilet servicing as required and security cones					
With baggage			NIL	\$322.00	-
With baggage (two persons assist)			\$322.00	\$339.25	5.36%
After hours call out fees	Per hour		\$80.50	\$80.00	(0.62%)
<u>Alcohol Licensing</u>					
<b>Alcohol Control Bylaw</b>					
Applications to grant a dispensation under the Alcohol Control Bylaw (subject to the adoption of the bylaw including the proposed dispensation provisions)		New fee structure in accordance with the Food Act Cost Recovery, September 2015	NIL	\$207.00	-
<u>Animal Control</u>					
<b>Dog Control Fees</b>					
(d) Withdrawal of infringement fee, per infringement		Cost recovery	NIL	\$30.00	-

Variations Report	Commentary	Explanation	2015/2016 (GST Inclusive)	2016/2017 (GST Inclusive)	Increase %
<b><u>Building Consents</u></b>					
Processing time charge-out rate:	BC Administration (per hour)		\$109.00	\$111.00	1.83%
Plumbing - Drainage, Swimming - Spa Pool, Fencing, Demolition, Other Minor works			\$472.50	\$473.50	0.21%
Farm Building, Dairy Shed, Deck, Conservatory, Garage	PS1 design review		\$704.50	\$705.50	0.14%
Altered Dwelling			\$790.00	\$791.00	0.13%
Relocated Dwelling			\$1,022.00	\$1,023.00	0.10%
Addition to Dwelling			\$1,339.50	\$1,340.50	0.07%
New Dwelling	< 300 m2 floor area		\$2,842.00	\$2,843.00	0.04%
New Dwelling	> 300 m2 floor area		\$3,415.00	\$3,416.00	0.03%
Commercial Accommodation, Commercial Crowd, Commercial Working			\$2,719.00	\$2,720.00	0.04%
Inspection limits: > 4 floors	Standard review charge		\$299.00	\$310.50	3.85%
Specific design review charges	Further information		\$97.75	\$103.50	5.88%
	Junior Engineer per hour		\$264.50	\$270.25	2.17%
	Senior Engineer per hour		\$336.66	\$350.75	4.19%
	Admin: per hour		\$131.39	\$135.70	3.28%
<b><u>Other Fees and Charges</u></b>					
PIM	Project Information Memorandum (PIM only application)		\$171.00	\$172.00	0.58%
Site service assessment			\$155.00	\$156.00	0.65%
LIM	Land Information Memorandum (includes single title search)		\$338.00	\$341.00	0.89%
<b><u>Environmental Health</u></b>					
<b>General fees for all food businesses and registered premises as applicable</b>					
Printing of: Food control plan	Each	New fee structure in accordance with the Food Act Cost Recovery, September 2015	NIL	\$25.00	-
Printing of: Dairy	Each		NIL	\$10.00	-
<b>Food businesses under the Food Act 2014 (with food control plans or national programmes)</b>					
Application fee for:					

## Item 7.1 Attachment A

Variations Report	Commentary	Explanation	2015/2016 (GST Inclusive)	2016/2017 (GST Inclusive)	Increase %
(a) Registration of a single or multi-site template food control plan or national programme		New fee structure in accordance with the Food Act Cost Recovery, September 2015	NIL	\$146.00	-
(b) Renewal of a single or multi-site template food control plan or national programme			NIL	\$73.00	-
(c) Amendments and significant change in circumstances	Per hour		NIL	\$146.00	-
<b>Verification annual fees:</b>					
(a) Schedule 1 food businesses, eg restaurants, taverns, cafés, grocers that produce food	Per site		NIL	\$511.00	-
(b) Schedule 2 food businesses, eg petrol stations, grocers that do not produce food	Per site		NIL	\$219.00	-
Some businesses may have several sites operating under one 'umbrella' food approval. This is the reason for "per site" fees. These fees only apply to a site if verification or monitoring activities have taken place at that site during the financial year.					
<b>Licence under the Trading in Public Places Bylaw:</b>					
(b) Application to consider a location that is not pre-approved, per Community Board or Community Development Area Subcommittee approval sought		New fee structure in accordance with the Food Act Cost Recovery, September 2015	\$146.00	\$292.00	100%
<b>Resource Management Act</b>					
(a) For applications that can be dealt with under Delegated Authority (ie Non-Notified)	Actual cost plus disbursements, initial non-refundable lodgement and processing fee (each)	Administration costs are now being recovered in charges.	\$500.00	\$600.00	20%
(b) For applications requiring limited notification (Limited Notified)	Actual cost plus disbursements, initial lodgement and processing fee	Administration costs are now being recovered in charges.	\$1,000.00	\$2,000.00	100%
Change or cancellation of consent conditions (S.127 Resource Management Act)	Actual cost plus disbursements, initial lodgement and processing fee	Administration costs are now being recovered in charges.	\$360.00	\$500.00	38.89%
Certificates of Compliance (S.139 Resource Management Act)	Actual cost plus disbursements, initial lodgement and processing fee (each)	Administration costs are now being recovered in charges.	\$360.00	\$500.00	38.89%
Existing Use Right Certificate (S.139A Resource Management Act)	Actual cost plus disbursements, initial lodgement and processing fee	Administration costs are now being recovered in	\$360.00	\$500.00	38.89%

Variations Report	Commentary	Explanation	2015/2016 (GST Inclusive)	2016/2017 (GST Inclusive)	Increase %
		charges.			
Outline Plan Approval (S.176A Resource Management Act)	Actual cost plus disbursements, initial lodgement and processing fee	Administration costs are now being recovered in charges.	\$240.00	\$500.00	108.33%
Waiver of an Outline Plan	Actual cost plus RMA administration fee and disbursements, initial lodgement and processing fee	Administration costs are now being recovered in charges.	NIL	\$360.00	-
Extension of Time (S.125 Resource Management Act)	Actual cost plus disbursements, initial lodgement and processing fee	Administration costs are now being recovered in charges.	\$120.00	\$500.00	316.67%
Transfer of consent (S.134 Resource Management Act)	Actual cost plus disbursements, initial lodgement and processing fee (each)	Administration costs are now being recovered in charges.	\$120.00	\$360.00	200%
Removal of Designation (S.182 Resource Management Act)	Actual cost plus disbursements, initial lodgement and processing fee	Administration costs are now being recovered in charges.	\$120.00	\$500.00	316.67%
Alteration of Designation (S.183 Resource Management Act)	Actual cost plus disbursements (per hour)	Administration costs are now being recovered in charges.	\$120.00	\$500.00	316.67%
Processing of an Objection (S.357 and 357A Resource Management Act)	Actual cost plus disbursements if the objection is not upheld (per hour)	Administration costs are now being recovered in charges.	\$120.00	\$500.00	316.67%
Overseas Investment Certificates	Actual cost plus disbursements, initial lodgement and processing fee	Administration costs are now being recovered in charges.	\$240.00	\$500.00	108.33%
<b>Other Legislation relating to subdivision activity</b>					
Right of Way Approval (S.348 Local Government Act 1974)	Actual cost plus disbursements, initial lodgement and processing fee	Administration costs are now being recovered in charges.	\$360.00	\$500.00	38.89%
Cancellation of Building Line Restriction (S.327A Local Government Act 1974)	Actual cost plus disbursements, initial lodgement and processing	Administration costs are now being	\$360.00	\$500.00	38.89%

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Variations Report	Commentary	Explanation	2015/2016 (GST Inclusive)	2016/2017 (GST Inclusive)	Increase %
	fee	recovered in charges.			
Cancellation or variation of easements (S.221, 241, 348)	Actual cost plus disbursements, initial lodgement and processing fee	Administration costs are now being recovered in charges.	\$240.00	\$360.00	50.00%
Removal of Interests on titles	Actual cost plus disbursements, initial lodgement and processing fee	Administration costs are now being recovered in charges.	\$240.00	\$300.00	25.00%
Resource Management Administration fee	Per RMA based application		NIL	\$60.00	-
Liquor Licencing assessment fee	Actual cost, initial lodgement and processing	New fee structure in accordance with the Food Act Cost Recovery, September 2015	NIL	\$180.00	-
<b><u>Road Reserve and Services Fees</u></b>					
<b>Stock Management</b>					
Stock droving	Fee		\$65.00	\$66.00	1.54%
<b>Carriageway</b>					
Requests to physically form roads	Fee (\$120.00/hr plus disbursements and/or \$267.50/hr for special Council meeting and \$534/hr thereafter for special Council meeting, plus disbursements)		\$460.00	\$461.00	0.22%
Stopping of roads	Fee (\$120.00/hr plus disbursements and/or \$267.50/hr for special Council meeting and \$534/hr thereafter for special Council meeting, plus disbursements)		\$460.00	\$461.00	0.22%
Temporary closure of roads for public events (treat as a road opening)	Fee		\$65.00	\$66.00	1.54%
Temporary closure of roads for roading purposes (treat as a road opening)	Fee		\$65.00	\$66.00	1.54%
<b>Road Margin</b>					
Dust suppression	Fee		\$65.00	\$66.00	1.54%
Signs on roads	Fee (resource consents)		\$65.00	\$66.00	1.54%

Variations Report	Commentary	Explanation	2015/2016 (GST Inclusive)	2016/2017 (GST Inclusive)	Increase %
Road margin planting	Fee		\$65.00	\$66.00	1.54%
Cultivation of road margin	Fee		\$65.00	\$66.00	1.54%
Storage on the road margin (type 3 roads only)	Fee		\$65.00	\$66.00	1.54%
Whitebait huts	Fee		\$65.00	\$66.00	1.54%
Permanent fencing in the road margin	Fee		\$180.00	\$181.00	0.56%
Alteration to existing rural water service connection (change in unit allocation only)	Fee		\$230.00	\$231.00	0.43%
<b><u>Stewart Island Boat Park</u></b>					
Boat park fee	Per annum	*Boat Park was not listed in fees and charges last year.	\$287.50	\$287.50	-
<b><u>Stewart Island Electrical Supply Authority</u></b>					
<b>Commercial Connections</b>					
Fixed monthly charge		Decrease to match residential monthly charge.	\$238.22	\$87.55	(63.25%)
<b><u>Halls</u></b>					
<b>Athol Hall</b>					
Hall		*Halls were not listed in fees and charges last year.	\$200.00	\$200.00	-
Hall (Winter)			\$250.00	\$250.00	-
Hall Only/Supper Room Summer 2 hours			\$20.00	\$20.00	-
Hall Only/Supper Room Summer 4 hours			\$32.00	\$32.00	-
Hall Only/Supper Room Summer 8 hours			\$45.00	\$45.00	-
Hall Only/Supper Room Winter 2 hours			\$23.00	\$23.00	-
Hall Only/Supper Room Winter 4 hours			\$40.00	\$40.00	-
Hall Only/Supper Room Winter 8 hours			\$55.00	\$55.00	-
All Facilities Summer 2 hours			\$32.00	\$32.00	-
All Facilities Summer 4 hours			\$45.00	\$45.00	-
All Facilities Summer 8 hours			\$75.00	\$75.00	-
All Facilities Winter 2 hours			\$40.00	\$40.00	-

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Variations Report	Commentary	Explanation	2015/2016 (GST Inclusive)	2016/2017 (GST Inclusive)	Increase %
All Facilities Winter 4 hours			\$55.00	\$55.00	-
All Facilities Winter 8 hours			\$93.00	\$93.00	-
Chairs	Each		\$6.00	\$6.00	-
Tables	Each		\$1.00	\$1.00	-
Large Platter/Oven dish			\$2.00	\$2.00	-
Small platter/salad bowls			\$1.00	\$1.00	-
Cutlery or crockery			\$5.00	\$5.00	-
Bond			\$125.00 (no GST)	\$125.00 (no GST)	-
<b>Browns Hall</b>					
Rugby Club (Season hire)		*Halls were not listed in fees and charges last year.	\$650.00	\$650.00	-
Athletic Society			\$100.00	\$100.00	-
Private Function			\$100.00	\$100.00	-
Community Function			\$50.00	\$50.00	-
Bond			\$250.00 (no GST)	\$250.00 (no GST)	-
<b>Clifden Hall</b>					
Main hall	Per hour	*Halls were not listed in fees and charges last year.	\$11.50	\$11.50	-
Tables	Each		\$5.00	\$5.00	-
Cups	Per dozen		\$20.00	\$20.00	-
Bond			\$220.00 (no GST)	\$220.00 (no GST)	-
Bond ratepayers			\$100.00 (no GST)	\$100.00 (no GST)	-
Bond after midnight			\$160.00 (no GST)	\$160.00 (no GST)	-
<b>Colac Bay Hall</b>					
Funerals		*Halls were not listed in fees and charges last year.	\$100.00	\$100.00	-
Cabaret, Socials, Weddings			\$120.00	\$120.00	-
Bowls	Night		\$40.00	\$40.00	-
Bowls	Afternoon & night		\$50.00	\$50.00	-

Variations Report	Commentary	Explanation	2015/2016 (GST Inclusive)	2016/2017 (GST Inclusive)	Increase %
Main Hall	Per hour		\$10.00	\$10.00	-
Chairs	Each		\$5.00	\$5.00	-
Tables	Each		\$10.00	\$10.00	-
Bond			\$100.00 (no GST)	\$100.00 (no GST)	-
<b>Dipton Hall</b>					
Hall		*Halls were not listed in fees and charges last year.	\$25-\$50	\$25-\$50	-
Hall night rates			\$100-\$200	\$100-\$200	-
Play group/RSA			\$20-\$50	\$20-\$50	-
<b>Five Rivers Hall</b>					
Hall		*Halls were not listed in fees and charges last year.	\$50.00	\$50.00	-
Cleaning			\$100.00	\$100.00	-
Chairs	Day		\$10.00	\$10.00	-
Bond			\$200.00 (no GST)	\$200.00 (no GST)	-
<b>Fortrose Hall</b>					
All day hire	8 hours	*Halls were not listed in fees and charges last year.	\$35.00	\$35.00	-
All day & night hire			\$80.00	\$80.00	-
<b>Hokonui Hall</b>					
All day hire	8 hours	*Halls were not listed in fees and charges last year.	\$50.00	\$50.00	-
All day & night hire			\$100.00	\$100.00	-
Meeting room	Per Hour		\$10.00	\$10.00	-
<b>Limehills Hall</b>					
All day hire	(8am-5pm)	*Halls were not listed in fees and charges last year.	\$45.00	\$45.00	-
All day and night			\$80.00	\$80.00	-
Rugby Club	Season hire		\$650.00	\$650.00	-
Bond			\$250.00 (no GST)	\$250.00 (no GST)	-
<b>Lumsden Hall</b>		*Halls were not listed			

## Item 7.1 Attachment A

Variations Report	Commentary	Explanation	2015/2016 (GST Inclusive)	2016/2017 (GST Inclusive)	Increase %
Funerals		in fees and charges last year.	\$92.00	\$92.00	-
Weddings			\$201.25	\$201.25	-
All day hire	8 hours		\$69.00	\$69.00	-
All day and night			\$115.00	\$115.00	-
Sports Team			\$17.25	\$17.25	-
Lounge/Supper Room			\$34.50	\$34.50	-
<b>Manapouri Hall</b>		*Halls were not listed in fees and charges last year.			
Hall			\$60.00	\$60.00	-
Hall & Kitchen			\$250.00	\$250.00	-
Meeting room/library	Per half day		\$15.00	\$15.00	-
Funerals			\$100.00	\$100.00	-
Library	Per year		\$200.00	\$200.00	-
Play group	Per session		\$40.00	\$40.00	-
Commercial	All day & evening		\$287.50	\$287.50	-
Commercial	Weekly		\$1,150.00	\$1,150.00	-
Community Groups	Half day		\$40.00	\$40.00	-
Community Groups	Full day		\$75.00	\$75.00	-
Sports Use	Max per 3 hours		\$15.00	\$15.00	-
Chairs	Each		\$2.00	\$2.00	-
Tables	Each		\$12.00	\$12.00	-
Cups	Dozen		\$0.25	\$0.25	-
Saucers	Dozen		\$0.25	\$0.25	-
Teapots	Each		\$2.50	\$2.50	-
Pie Warmer	Each		\$30.00	\$30.00	-
Bread & butter plates, dessert plates, cutlery	Each		\$0.15	\$0.15	-
Dinner plates	Each		\$0.20	\$0.20	-

Variations Report	Commentary	Explanation	2015/2016 (GST Inclusive)	2016/2017 (GST Inclusive)	Increase %
Table Clothes	Each		\$5.00	\$5.00	-
<b>Winton Memorial Hall</b>	Winton Community Board will revise their fees and charges upon completion of the Memorial Hall upgrade	*Halls were not listed in fees and charges last year.			
Cabaret, Socials, Weddings			\$115.00	\$115.00	-
Farewells and presentations			\$57.50	\$57.50	-
Bowls	Half day or Evening		\$17.25	\$17.25	-
Bowls	All day plus evening		\$34.50	\$34.50	-
Reunions with meal	Half day or Evening		\$86.25	\$86.25	-
Reunions with meal	All day plus evening		\$103.80	\$103.80	-
Sporting Tournaments	Half day or Evening		\$57.50	\$57.50	-
Sporting Tournaments	All day plus evening		\$75.00	\$75.00	-
Concerts			\$57.50	\$57.50	-
Church Services			\$34.50	\$34.50	-
Commercial	Half day or Evening		\$138.00	\$138.00	-
Commercial	All day plus evening		\$173.00	\$173.00	-
Meetings	Half day or Evening		\$34.50	\$34.50	-
Meetings	All day plus evening		\$51.90	\$51.90	-
Commercial – Supper room only	Half day or Evening		\$57.50	\$57.50	-
Commercial – Supper room only	All day plus evening		\$86.60	\$86.60	-
Other – Supper room only	Half day or Evening		\$23.00	\$23.00	-
Other – Supper room only	All day plus evening		\$40.40	\$40.40	-
Heating	Per hour		\$50.00	\$50.00	-
Bond			\$250.00 (no GST)	\$250.00 (no GST)	-
<b>Mokoreta Hall</b>		*Halls were not listed in fees and charges last year.			
Hire	Hourly		\$12.00	\$12.00	-
Cleaning	Per hour		\$25.00	\$25.00	-
Heater	Per hour		\$8.00	\$8.00	-
<b>Nightcaps Hall</b>		*Halls were not listed			

## Item 7.1 Attachment A

Variations Report	Commentary	Explanation	2015/2016 (GST Inclusive)	2016/2017 (GST Inclusive)	Increase %
Funerals		in fees and charges last year.	\$100.00	\$100.00	-
Cabaret, Socials, Weddings			\$125.00	\$125.00	-
Rifle Club	Full season		\$200.00	\$200.00	-
Netball & Rugby Club	Per hour		\$12.00	\$15.00	-
Meeting Room	Per hour		\$15.00	\$15.00	-
Hire of kitchen, supper room and meeting room for function	Flat fee		\$80.00	\$80.00	25%
Funerals for RSA members and spouses			No Charge	No Charge	
Bond			\$125.00 (no GST)	\$125.00 (no GST)	-
<b>Ohai Hall</b>		*Halls were not listed in fees and charges last year.			
Hire	Hourly		\$8.65	\$8.65	-
<b>Orawia Hall</b>		*Halls were not listed in fees and charges last year.			
Private Function			\$100.00	\$100.00	-
Community Function			\$40.00	\$40.00	-
<b>Orepuki Hall</b>		*Halls were not listed in fees and charges last year.			
Funerals			\$69.00	\$69.00	-
Cabarets, Socials, Weddings			\$172.50	\$172.50	-
All day hire	8 hours		\$115.00	\$115.00	-
All day & night hire			\$287.50	\$287.50	-
Inter club bowls			\$69.00	\$69.00	-
Sport lounge	Per night		\$5.75	\$5.75	-
Private Function	Resident		\$46.00	\$46.00	-
Private Function	Non-resident		\$92.00	\$92.00	-
Children Disco			\$17.25	\$17.25	-
Pot luck tea, Farewells			No Charge	No Charge	-
Meetings, gifts, afternoons, cards			\$9.20	\$9.20	-
Chairs	Each		\$0.60	\$0.60	-

Variations Report	Commentary	Explanation	2015/2016 (GST Inclusive)	2016/2017 (GST Inclusive)	Increase %
Tables	Each		\$3.45	\$3.45	-
Kitchen			\$9.20	\$9.20	-
Cutlery	Base rate		\$23.00	\$23.00	-
Bond			\$250.00 (no GST)	\$250.00 (no GST)	-
<b>Otapiri-Lora Gorge Hall</b>					
Hall		*Halls were not listed in fees and charges last year.	\$200.00	\$200.00	-
Hall	Residents		\$150.00	\$150.00	-
Meetings Morning/Afternoon/Evening			\$35.00	\$35.00	-
Meetings Morning/Afternoon/Evening	Residents		\$25.00	\$25.00	-
Weddings			\$250.00	\$250.00	-
Weddings	Residents		\$200.00	\$200.00	-
Rifle Club	Full season		\$10.00	\$10.00	-
Dance Committee			\$60.00	\$60.00	-
Chairs	Each		\$1.00	\$1.00	-
Tables	Each		Donation	Donation	-
Cutlery & Crockery			\$25.00	\$25.00	-
<b>Winton RSA Hall</b>					
Weddings		*Halls were not listed in fees and charges last year.	\$86.25	\$86.25	-
Yoga Class			\$11.50	\$11.50	-
Anzac Lounge Meeting	Half day or meeting		\$34.50	\$34.50	-
Anzac Lounge Meeting	Day to 6pm		\$51.75	\$51.75	-
Anzac Lounge Other	Half day or meeting		\$40.25	\$40.25	-
Anzac Lounge Other	Day to 6pm		\$57.50	\$57.50	-
No 1 & 2 Lounge Meeting	Half day or meeting		\$34.50	\$34.50	-
No 1 & 2 Lounge Meeting	Day to 6pm		\$46.00	\$46.00	-
No 1 & 2 Lounge Social Function	Half day or meeting		\$51.75	\$51.75	-

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Variations Report	Commentary	Explanation	2015/2016 (GST Inclusive)	2016/2017 (GST Inclusive)	Increase %
No 1 & 2 Lounge Social Function	Day to 6pm		\$63.25	\$63.25	-
No 1 & 2 Lounge Commercial User	Half day or meeting		\$63.25	\$63.25	-
No 1 & 2 Lounge Commercial User	Day to 6pm		\$86.25	\$86.25	-
Committee Room Lease			\$247.50	\$247.50	-
Bond			\$250.00 (no GST)	\$250.00 (no GST)	-
<b>Ryal Bush</b>		*Halls were not listed in fees and charges last year.			
All day Hire			\$50.00	\$50.00	-
Hourly			\$25.00	\$25.00	-
Bond			\$200.00 (no GST)	\$200.00 (no GST)	-
<b>Stewart Island Traill Pavilion</b>		*Halls were not listed in fees and charges last year.			
Hire			\$40.00	\$50.00	25%
<b>Thornbury Hall</b>		*Halls were not listed in fees and charges last year.			
Funerals			\$110.00	\$110.00	-
Cabaret, Socials			\$132.00	\$132.00	-
Weddings			\$165.00	\$165.00	-
Main Hall	Per hour		\$11.00	\$11.00	-
Meeting room	Per hour		\$11.00	\$11.00	-
Sports bodies	Per hour		\$2.20	\$2.20	-
Chairs	Each		\$1.25	\$1.25	-
Tables	Each		\$2.50	\$2.50	-
Cups	Per dozen		\$2.00	\$2.00	-
Tea pots	Each		\$2.00	\$2.00	-
Bond	Each		\$250.00 (no GST)	\$250.00 (no GST)	-
<b>Tokanui Hall</b>		*Halls were not listed in fees and charges last year.			
All day hire	8 hours		\$55.00	\$55.00	-
All day & night hire			\$70.00	\$70.00	-

Variations Report	Commentary	Explanation	2015/2016 (GST Inclusive)	2016/2017 (GST Inclusive)	Increase %
Sports team			\$12.00	\$12.00	-
Occasional sports			\$15.00	\$15.00	-
Lounge/Supper Room			\$15.00	\$15.00	-
Supper Room & Kitchen			\$25.00	\$25.00	-
Chairs	Each		\$0.20	\$0.20	-
Tables	Each		\$0.10	\$0.10	-
<b>Tuatapere Hall</b>					
Weddings		*Halls were not listed in fees and charges last year.	\$115.00	\$115.00	-
Sports Team			\$11.50	\$11.50	-
<b>Waianiwa Hall</b>					
All day hire	8 hours	*Halls were not listed in fees and charges last year.	\$150.00	\$150.00	-
Weekend Hall Hire			\$300.00	\$300.00	-
Bond			\$500.00 (no GST)	\$500.00 (no GST)	-
<b>Waikawa Hall</b>					
Hall		*Halls were not listed in fees and charges last year.	\$100.00	\$100.00	-
Hall	No more than 4 hours		\$50.00	\$50.00	-
Meetings			\$25.00	\$25.00	-
Funerals			\$150.00	\$150.00	-
All day hire	8 hours		\$120.00	\$120.00	-
All day & night hire			\$200.00	\$200.00	-
Lounge/Supper room			\$80.00	\$80.00	-
Supper room	Part day		\$60.00	\$60.00	-
Meetings			\$25.00	\$25.00	-
Chairs	Day		\$20.00	\$20.00	-
Tables	Day		\$5.00	\$5.00	-
Bond			\$50.00 (no GST)	\$50.00 (no GST)	-

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Variations Report	Commentary	Explanation	2015/2016 (GST Inclusive)	2016/2017 (GST Inclusive)	Increase %
<b>Wyndham Hall</b>					
All day	8 hours	*Halls were not listed in fees and charges last year.	\$80.00	\$80.00	-
Day & night hire			\$150.00	\$150.00	-
Hire	Hourly		\$30.00	\$30.00	-
<b><u>Wyndham Camping Ground</u></b>					
Power/Caravan Site	Per Adult	*Camping ground was not listed in fees and charges last year.	\$12.00	\$12.00	-
Power/Caravan Site	Child under 13		\$6.00	\$6.00	-
Tent Site (non-powered)	Per Adult		\$8.00	\$8.00	-
Tent Site (non-powered)	Child under 13		\$6.00	\$6.00	-
Cabins	Per two people		\$40.00	\$40.00	-
Cabins	Extra Adult		\$12.00	\$12.00	-
Cabins	Child under 13		\$6.00	\$6.00	-
Long term power sites	Single per week		\$65.00	\$65.00	-
Long term power sites	Double per week		\$85.00	\$85.00	-
Long term power sites	Family rate (max 4 people)		\$110.00	\$110.00	-
Non occupied site charge	Per week		\$5.00	\$5.00	-

## Schedule of Financial Reserves

### Restricted reserves

Reserves	Community	Business Unit	Activity to which it relates	Purpose	Opening Balance 1/7/2016 (\$000)	Deposits In (\$000)	Withdraws Out (\$000)	Closing Balance 30/6/2017 (\$000)
<b>District Reserves</b>								
Holding		SDC - Officers Assn	District Leadership	Held on behalf of SDC Officer's Association	1	-	-	1
Assets & Services		Waste Minimisation	Solid Waste	Waste Minimisation reserve	157	-	-	157
Environment & Community		Dog and Animal Control	Regulatory Services	Residual funds from Dog and Animal Control Activity	280	-	(101)	179
Holding		International Relationship	Community Assistance	Residual funds from International Relationship activities	28	-	-	28
John Beange		John Beange	Community Assistance	Funding available in Edendale and Wyndham Area	33	2	(8)	27
Southland Joint Mayoral Fund		Southland Joint Mayoral Fund	Community Assistance	Residual Funds from Southland Flood Relief	172	7	-	179
Allocation Committee		Community Development Fund	Community Assistance	Development of Community Facilities, Recreational Opportunities and events.	247	11	(1)	257
Allocation Committee		Contribution and Levies	Community Assistance	Raised through the District Plan be used to remedy, mitigate or offset adverse effects arising from, and in consequence of, or in association with any development	247	1	(15)	233
Allocation Committee		Creative NZ	Community Assistance	Support local communities to create diverse opportunities for accessing and participating in arts activities with their specific geographical area, as well as defined communities of interest.	3	-	-	3
Allocation Committee		Sport NZ	Community Assistance	To subsidise travel costs for people 5-19 years of age participating in regular sporting competition.	1	-	-	1
Allocation Committee		Meridian Contribution	Community Assistance	Support Northern Southland community initiatives by way of grants.	328	13	(15)	326
Allocation Committee		Ohai Railway Board	Community Assistance	Support Ohai community initiatives by way of grants.	1,824	71	(80)	1,815
Allocation Committee		Ohai/Nightcaps Doctors	Community Assistance	Medical Services within Ohai and Nightcaps, including local ambulance.	40	2	-	42
Allocation Committee		District Heritage Grant	Community Assistance		38	1	-	39
Allocation Committee		Fonterra Reserve Contribution	Community Assistance	Support to the Te Tipua community initiatives by way of grants.	286	12	-	298
Holding		Stewart Island Visitor Levy	Community Assistance	Stewart Island Visitor Levy Funds	30	1	-	31
Specific		ECNZ - Projects	District Leadership	Funds available for future projects in accordance with ECNZ requirements	21	-	-	21
<b>Total Restricted District Reserves</b>					<b>3,736</b>	<b>121</b>	<b>(220)</b>	<b>3,637</b>

## Item 7.1 Attachment A

Reserves	Community	Business Unit	Activity to which it relates	Purpose	Opening Balance 1/7/2016 (\$000)	Deposits In (\$000)	Withdraws Out (\$000)	Closing Balance 30/6/2017 (\$000)
<b>Local Reserves</b>								
	Wallacetown	Cemetery Bequest	Cemetery	Wallacetown Cemetery	72	2	-	74
<b>Total Restricted Local Reserves Wallacetown</b>					<b>72</b>	<b>2</b>	<b>-</b>	<b>74</b>
	Winton	Medical Centre Equip	Community Facilities	Winton Medical Centre	39	1	0	40
<b>Total Restricted Local Reserves Winton</b>					<b>39</b>	<b>1</b>	<b>0</b>	<b>40</b>
<b>Total Restricted Local Reserves</b>					<b>111</b>	<b>3</b>	<b>0</b>	<b>114</b>
<b>Total Restricted Reserves</b>					<b>3,847</b>	<b>124</b>	<b>(220)</b>	<b>3,751</b>

## Council created - General

Reserves	Community	Business Unit	Activity to which it relates	Purpose	Opening Balance 1/7/2016 (\$000)	Deposits In (\$000)	Withdraws Out (\$000)	Closing Balance 30/6/2017 (\$000)
<b>District Reserves</b>								
	Council	Global	District Support	General Reserve	904	25	(154)	775
	Council	District Operations	District Support	General Reserve	595	68	(412)	251
	Council	Sale of South Road Res	District Support	Offset Rates	9,432	-	(5,147)	4,285
<b>Total Council Created General District Reserves</b>					<b>10,931</b>	<b>93</b>	<b>(5,713)</b>	<b>5,311</b>
<b>Total Council Created -General Reserves</b>					<b>10,931</b>	<b>93</b>	<b>(5,713)</b>	<b>5,311</b>

## Council created - Special

Reserves	Community	Business Unit	Activity to which it relates	Purpose	Opening Balance 1/7/2016 (\$000)	Deposits In (\$000)	Withdraws Out (\$000)	Closing Balance 30/6/2017 (\$000)
<b>District Reserves</b>								
Asset & Services		Community Housing	Community Services	Operational reserve for community housing	110	153	(148)	115
Asset & Services		Community Task Force	Community Services	Operational reserve for community task force	45	18	-	63
Asset & Services		Forestry Council Reserve	District Leadership	Residual funds from forestry activities	1,705	-	(705)	1,000
Asset & Services		Forestry Reserve	District Leadership	Residual funds from forestry activities	494	921	-	1,415

Reserves	Community	Business Unit	Activity to which it relates	Purpose	Opening Balance 1/7/2016 (\$000)	Deposits In (\$000)	Withdraws Out (\$000)	Closing Balance 30/6/2017 (\$000)
Asset & Services		Gravel Reserves	Roads and Footpaths	Ensure Council has sufficient funds available for reinstatement of Council's pits	328	-	-	328
Asset & Services		Property Development	Community Services	Balancing fund for sales and operational building expenditure	585	102	(593)	94
Asset & Services		Proposed Wastewater	Wastewater	Operational account for proposed sewerage	485	-	-	485
Asset & Services		Proposed Water	Water Supply	Operational account for proposed water	540	-	-	540
Asset & Services		Road Safety Community	Roads and Footpaths	Funding accrued from programmes not completed by year end	(4)	-	-	(4)
Asset & Services		Waste Management	Solid Waste	General waste reserve	30	-	-	30
Asset & Services		Water Schemes	Water Supply	Development for water schemes	568	-	(129)	439
Asset & Services		District Water	Water	Development for water supply	178	-	(23)	155
Asset & Services		District Wastewater	Wastewater	Development for sewerage schemes	184	433	-	617
Asset & Services		Sewerage Contribution	Wastewater	Development for building sewerage	6	-	-	6
Asset & Services		Roading	Roads and Footpaths	Fund Council's Rooding activity	804	108	(465)	447
<b>Total Council Created - Special Reserves Assets &amp; Services</b>					<b>6,058</b>	<b>1,735</b>	<b>(2,063)</b>	<b>5,730</b>
Chief Executive		SDC/DOC Joint Project	District Leadership	Residual funds from past joint projects for future projects	61	-	-	61
Chief Executive		Elections	District Leadership	Fund Council's election costs every three years	52	-	(68)	(16)
Chief Executive		Around the Mountains	Roads and Footpaths	Around the Mountains Cycle Trail	(3,255)	8,623	(5,368)	-
<b>Total Council Created - Special Reserves Chief Executive</b>					<b>(3,142)</b>	<b>8,623</b>	<b>(5,436)</b>	<b>45</b>
Policy and Community		Waimumu Field Day	District Leadership	Fund Council's Field Day every two years	-	16	-	16
Policy and Community		Community Outcomes	District Leadership	Fund Southland Regional Development Strategy	46	-	-	46
<b>Total Council Created - Special Reserves Policy and Community</b>					<b>46</b>	<b>16</b>	<b>-</b>	<b>62</b>
Depreciation		Information Technology	District Leadership	To fund depreciation	20	148	(74)	94
Depreciation		Motor Vehicle	District Leadership	To fund depreciation	476	358	(410)	424
Depreciation		Matuku Water Supply	Water Supply	To fund depreciation	0	1	-	1
Depreciation		Sewerage	Wastewater	To fund depreciation	-	1,183	(1,183)	-
Depreciation		Building	Community Services	To fund depreciation	12	121	(100)	33
Depreciation		Roading	Roads and Footpaths	To fund depreciation	-	6,912	(6,912)	-
Depreciation		Waste Management	Solid Waste t	To fund depreciation	3	20	(15)	8
Depreciation		Water	Water Supply	To fund depreciation	-	769	(769)	-
Depreciation		Public Conveniences	Community Services	To fund depreciation	2	68	(69)	1
Depreciation		Te Anau Rural Water Supply	Water Supply	To fund depreciation	-	34	(34)	-
Depreciation		Wheelie Bin	Solid Waste Management	To fund depreciation	5	31	(21)	15
<b>Total Council Created - Special Reserves Depreciation</b>					<b>518</b>	<b>9,495</b>	<b>(9,587)</b>	<b>576</b>
Development and Financial		Parks Contribution	Community Services	Contribution to capital activity - Parks and Reserves	128	6	-	134
Development and Financial		Roading Contribution	Roads and Footpaths	Contribution to capital activity - Rooding and transport	278	11	-	289
Development and Financial		Sewerage Contribution	Wastewater	Contribution to capital activity - Wastewater	384	15	-	399
Development and Financial		Water Contribution	Water Supply	Contribution to capital activity - Water	99	4	-	103

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Reserves	Community	Business Unit	Activity to which it relates	Purpose	Opening Balance 1/7/2016 (\$000)	Deposits In (\$000)	Withdraws Out (\$000)	Closing Balance 30/6/2017 (\$000)
Financial								
<b>Total Council Created - Special Reserves Development and Financial Contributions</b>					<b>889</b>	<b>36</b>	<b>-</b>	<b>925</b>
Environment & Community		Corporate Uniforms	District Leadership	Staff uniform subsidies	20	-	-	20
Environment & Community		Alcohol Licensing-Operating	Regulatory Services	To fund the Alcohol Licensing Services	60	-	(7)	53
Environment & Community		Health Licensing	Regulatory Services	To fund the Health Licensing Services	1	-	-	1
<b>Total Council Created - Special Reserves Environment &amp; Community</b>					<b>81</b>	<b>-</b>	<b>(7)</b>	<b>74</b>
Holding		Milford Flood Protect	Community Services	Residual funds from Milford Flood Protection	45	-	-	45
Holding		Stewart Island Heritage Building	Community Services	Set up for new Heritage Building	8	-	-	8
<b>Council Created - Special Reserves Holding</b>					<b>53</b>	<b>-</b>	<b>-</b>	<b>53</b>
Specific		Biodiversity Initiative	District Leadership	Funds set aside for future biodiversity initiatives	21	-	-	21
Specific		Disaster Recovery	District Leadership	Funds set aside in case of disaster in accordance with insurance requirements	1,409	-	-	1,409
Specific		Tuatapere (Clifden Bridge)	Community Services	Residual funds from Tuatapere project in 2000, to be used for community projects at Council's discretion	19	-	-	19
<b>Council Created - Special Reserves Specific Reserves</b>					<b>1,449</b>	<b>-</b>	<b>-</b>	<b>1,449</b>
<b>Total Council Created -Special District Reserves</b>					<b>5,952</b>	<b>20,055</b>	<b>(17,093)</b>	<b>8,914</b>

Reserves	Community	Business Unit	Activity to which it relates	Purpose	Opening Balance 1/7/2016 (\$000)	Deposits In (\$000)	Withdraws Out (\$000)	Closing Balance 30/6/2017 (\$000)
<b>Local Reserves</b>								
Athol		General	Various	Athol General Purpose	27	1	(25)	3
Athol		Community Centres	Community Services	Athol Hall	5	-	-	5
<b>Council Created - Special Reserves Athol</b>					<b>33</b>	<b>1</b>	<b>(25)</b>	<b>8</b>
Balfour		General	Various	Balfour General Purpose	89	3	-	92
<b>Council Created - Special Reserves Balfour</b>					<b>89</b>	<b>3</b>	<b>-</b>	<b>92</b>
Browns		General	Various	Browns General Purpose	45	2	(17)	30
<b>Council Created - Special Reserves Browns</b>					<b>45</b>	<b>2</b>	<b>(17)</b>	<b>30</b>
Clifden		Community Centres	Community Services	Clifden Hall	22	1	(10)	13
Clifden		Recreation Reserve	Community Services	Clifden Reserves Committee	38	8	-	46
<b>Council Created - Special Reserves Clifden</b>					<b>60</b>	<b>8</b>	<b>(10)</b>	<b>59</b>
Colac Bay		Community Centres	Community Services	Colac Bay Hall	9	-	-	9
Colac Bay		General	Various	Colac Bay General Purpose	18	-	(12)	6
<b>Council Created - Special Reserves Colac Bay</b>					<b>27</b>	<b>1</b>	<b>(12)</b>	<b>15</b>
Dipton		Cemetery	Community Services	Dipton Cemetery	12	1	-	13
Dipton		General	Various	Dipton General Purpose	51	2	(4)	49
Dipton		Stormwater	Stormwater	Dipton Stormwater	17	1	(2)	16

Reserves	Community	Business Unit	Activity to which it relates	Purpose	Opening Balance 1/7/2016 (\$000)	Deposits In (\$000)	Withdraws Out (\$000)	Closing Balance 30/6/2017 (\$000)
Dipton	Community Centres	Community Services	Dipton Hall		7	-	-	7
<b>Council Created - Special Reserves Dipton</b>					<b>87</b>	<b>4</b>	<b>(6)</b>	<b>85</b>
Drummond	General	Various	Drummond General Purpose		8	-	-	8
Drummond	Recreation Reserve	Community Services	Drummond Reserves Committee		9	1	-	10
<b>Council Created - Special Reserves Drummond</b>					<b>17</b>	<b>1</b>	<b>-</b>	<b>18</b>
Edendale	Cemetery	Community Services	Edendale Cemetery		12	1	-	13
Edendale	Community Centre	Community Services	Edendale Hall		106	3	-	109
Edendale	Grant Hall Upgrade	Community Services	Edendale Hall Upgrade		172	-	-	172
Edendale	Pool	Community Services	Edendale Pool		1	-	-	1
Edendale-Wyndham	Footpaths	Roads and Footpaths	Footpaths		38	21	(40)	19
Edendale-Wyndham	General	Various	General Purpose		79	5	-	84
Edendale-Wyndham	Stormwater	Stormwater	Stormwater		363	15	-	378
Wyndham	Community Centre	Community Services	Wyndham Community Centre		2	-	-	2
<b>Council Created - Special Reserves Edendale-Wyndham</b>					<b>773</b>	<b>44</b>	<b>(40)</b>	<b>778</b>
Five Rivers	Community Centre	Community Services	Five Rivers Hall		11	-	-	11
<b>Council Created - Special Reserves Five Rivers</b>					<b>11</b>	<b>-</b>	<b>-</b>	<b>11</b>
Fortrose	Community Centre	Community Services	Fortrose Hall		2	-	-	2
<b>Council Created - Special Reserves Fortrose</b>					<b>2</b>	<b>-</b>	<b>-</b>	<b>2</b>
Garston	Special Projects	Various	Garston General Purpose		8	-	-	8
<b>Council Created - Special Reserves Garston</b>					<b>8</b>	<b>-</b>	<b>-</b>	<b>8</b>
Gorge Road	Gorge Road General	Various	Gorge Road General Purpose		23	1	-	24
<b>Council Created - Special Reserves Gorge Road</b>					<b>23</b>	<b>1</b>	<b>-</b>	<b>24</b>
Hokonui	Community Centre	Community Services	Hokonui Community Centre		5	-	(4)	1
<b>Council Created - Special Reserves Hokonui</b>					<b>5</b>	<b>-</b>	<b>(4)</b>	<b>1</b>
Limehills	Hall Improvement	Community Services	Limehills Hall		8	-	(8)	-
Limehills	General	Various	Limehills General Purpose		16	-	(9)	7
Limehills	Stormwater	Stormwater	Limehills Stormwater		59	5	(12)	52
<b>Council Created - Special Reserves Limehills</b>					<b>83</b>	<b>5</b>	<b>(29)</b>	<b>59</b>
Longbush	Community Centre	Community Services	Longbush Community Centre		4	-	-	4
<b>Council Created - Special Reserves Longbush</b>					<b>4</b>	<b>-</b>	<b>-</b>	<b>4</b>
Lumsden	Footpaths	Roading and Footpaths	Lumsden Footpaths		3	8	-	11
Lumsden	General	Various	Lumsden General Purpose		102	6	(9)	99
Lumsden	Property Sales	Community Services	Lumsden General Purpose		5	-	-	5
Lumsden	Stormwater	Stormwater	Lumsden Stormwater		33	3	(46)	(10)
Lumsden	Community Centre	Community Services	Lumsden Community Centre		4	-	-	4
<b>Council Created - Special Reserves Lumsden</b>					<b>147</b>	<b>17</b>	<b>(55)</b>	<b>109</b>
Manapouri	Fraser's Beach	Community Services	Fraser's Beach Reserve		83	3	(40)	46
Manapouri	General	Various	Manapouri General Purpose		82	17	(20)	79
Manapouri	Community Centre	Community Services	Manapouri Community Centre		1	-	-	1
Manapouri	Swimming Pool Area	Community Services	Manapouri Pool		10	3	-	13
<b>Council Created - Special Reserves Manapouri</b>					<b>176</b>	<b>23</b>	<b>(60)</b>	<b>139</b>

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Reserves	Community	Business Unit	Activity to which it relates	Purpose	Opening Balance 1/7/2016 (\$000)	Deposits In (\$000)	Withdraws Out (\$000)	Closing Balance 30/6/2017 (\$000)
Mararoa/Waimea Ward	Mararoa/Waimea Ward	Various	Mararoa/Waimea Ward		254	13	(47)	220
<b>Council Created - Special Reserves Mararoa/Waimea Ward</b>					<b>254</b>	<b>13</b>	<b>(47)</b>	<b>220</b>
Mataura Island	Community Centre	Community Services	Mataura Island Community Centre		4	-	-	4
<b>Council Created - Special Reserves Mataura Island</b>					<b>4</b>	<b>-</b>	<b>-</b>	<b>4</b>
Matuku	Rural WS General	Water Supply	Matuku Water		3	-	-	3
<b>Council Created - Special Reserves Matuku</b>					<b>3</b>	<b>-</b>	<b>-</b>	<b>3</b>
Mokoreta/Redan	Community Centre	Community Services	Mokoreta/Redan Community Centre		3	-	-	3
<b>Council Created - Special Reserves Mokoreta/Redan</b>					<b>3</b>	<b>-</b>	<b>-</b>	<b>3</b>
Mossburn	General	Various	Mossburn General Purpose		108	5	(4)	109
Mossburn	Community Centre	Community Services	Mossburn Community Centre		4	-	-	4
<b>Council Created - Special Reserves Mossburn</b>					<b>112</b>	<b>5</b>	<b>(4)</b>	<b>113</b>
Nightcaps	McGregor Park	Community Services	Nightcaps McGregor Park		82	10	(4)	88
Nightcaps	Community Centre	Community Services	Nightcaps Community Centre		3	-	-	3
Nightcaps	General	Various	Nightcaps General Purpose		1	3	-	4
Nightcaps	Stormwater	Stormwater	Nightcaps Stormwater		-	2	-	2
<b>Council Created - Special Reserves Nightcaps</b>					<b>86</b>	<b>15</b>	<b>(4)</b>	<b>97</b>
Ohai	Community Centre	Community Services	Ohai Community Centre		6	-	(6)	-
Ohai	General	Various	Ohai General Purpose		126	5	(20)	111
Ohai	Stormwater	Stormwater	Ohai Stormwater		141	5	-	146
<b>Council Created - Special Reserves Ohai</b>					<b>273</b>	<b>10</b>	<b>(26)</b>	<b>257</b>
Orawia	Community Centre	Community Services	Orawia Community Centre		17	-	(16)	1
<b>Council Created - Special Reserves Orawia</b>					<b>17</b>	<b>-</b>	<b>(16)</b>	<b>1</b>
Orepuki	General	Various	Orepuki General Purpose		17	1	-	18
Orepuki	Community Centre	Community Services	Orepuki Community Centre		2	-	-	2
<b>Council Created - Special Reserves Orepuki</b>					<b>19</b>	<b>1</b>	<b>-</b>	<b>20</b>
Oreti	Community Centre	Community Services	Oreti Hall		9	-	-	9
<b>Council Created - Special Reserves Oreti</b>					<b>9</b>	<b>-</b>	<b>-</b>	<b>9</b>
Otapiri/Lora	Community Centre	Community Services	Otapiri/Lora Community Centre		17	-	-	17
<b>Council Created - Special Reserves Otapiri/Lora</b>					<b>17</b>	<b>-</b>	<b>-</b>	<b>17</b>
Otautau	Baths	Community Services	Otautau Pool		45	2	-	47
Otautau	CB Conference	District Leadership	Community board conference		23	-	(22)	1
Otautau	Forestry	Community Services	Holt Park Forestry		173	-	(143)	30
Otautau	General	Various	Otautau General Purpose		164	-	(105)	59
Otautau	Stormwater	Stormwater	Otautau Stormwater		189	23	-	212
Otautau	Community Centre	Community Services	Otautau Community Centre		10	-	-	10
<b>Council Created - Special Reserves Otautau</b>					<b>604</b>	<b>25</b>	<b>(270)</b>	<b>359</b>
Riversdale	Fire Bore	Community Services	Riversdale General Purpose		6	-	-	6
Riversdale	General	Various	Riversdale General Purpose		81	2	-	83
<b>Council Created - Special Reserves Riversdale</b>					<b>87</b>	<b>2</b>	<b>-</b>	<b>89</b>
Riverton	Cemetery	Community Services	Riverton Cemeteries		39	7	-	46

Reserves	Community	Business Unit	Activity to which it relates	Purpose	Opening Balance 1/7/2016 (\$000)	Deposits In (\$000)	Withdraws Out (\$000)	Closing Balance 30/6/2017 (\$000)
		Maintenance						
Riverton		Doc Profits Lib Sale	Community Services	Riverton Projects	61	3	-	64
Riverton		General	Various	Riverton General Purpose	231	2	(72)	161
Riverton		Riverton Harbour General	Community Services	Riverton Harbour	105	-	(6)	99
Riverton		Parks & Res Develop	Community Services	Riverton Parks and Reserves	22	1	-	23
Riverton		Property Sales	Community Services	Riverton General Purpose	201	9	-	210
Riverton		War Memorial	Community Services	Riverton War Memorial	7	-	-	7
Riverton		Taramea Bay/Rocks Development	Community Services	Taramea Bay Foreshore	20	3	(20)	3
Riverton		Taramea Howells Point	Community Services	Taramea Howells Point	4	2	-	6
<b>Council Created - Special Reserves Riverton</b>					<b>690</b>	<b>27</b>	<b>(98)</b>	<b>619</b>
Ryal Bush		Community Centre	Community Services	Ryal Bush Community Centre	9	-	-	9
<b>Council Created - Special Reserves Ryall Bush</b>					<b>9</b>	<b>-</b>	<b>-</b>	<b>9</b>
SIESA		Operations	Community Services	SIESA Operations	410	47	-	457
<b>Council Created - Special Reserves SIESA</b>					<b>410</b>	<b>47</b>	<b>-</b>	<b>457</b>
Stewart Island		General	Various	Stewart Island General Purpose	167	5	(76)	96
Stewart Island		Waste Management	Community Services	Stewart Island General Purpose	19	1	-	20
Stewart Island		Jetties	Community Services	Stewart Island Jetties	26	-	-	26
<b>Council Created - Special Reserves Stewart Island</b>					<b>212</b>	<b>5</b>	<b>(76)</b>	<b>142</b>
Te Anau		Te Anau Carpark Res	Community Services	Te Anau General Purpose	23	1	-	24
Te Anau		Cemetery Improvements	Community Services	Te Anau Cemetery	2	-	-	2
Te Anau		General	Various	Te Anau General Purpose	222	15	(120)	117
Te Anau		Luxmore	Community Services	Luxmore Subdivision	1,028	46	-	1,074
Te Anau		Te Anau Airport Manapouri	Community Services	Te Anau Airport Manapouri	29	1	(30)	-
Te Anau		Rural WS General	Water Supply	Te Anau Water	149	3	(85)	67
Te Anau		Stormwater	Stormwater	Te Anau General Purpose	435	15	-	450
Te Anau		Sandy Brown Loan	Wastewater	Loan to Ratepayers	(14)	2	-	(12)
<b>Council Created - Special Reserves Te Anau</b>					<b>1,874</b>	<b>83</b>	<b>(235)</b>	<b>1,722</b>
Thornbury		Community Centre	Community Services	Thornbury Community Centre	3	-	(1)	2
Thornbury		General	Various	Thornbury General Purpose	18	-	-	18
<b>Council Created - Special Reserves Thornbury</b>					<b>21</b>	<b>-</b>	<b>(1)</b>	<b>20</b>
Tokanui		General	Various	Tokanui General Purpose	40	4	-	44
Tokanui		Community Centre	Community Services	Tokanui Community Centre	6	-	-	6
<b>Council Created - Special Reserves Tokanui</b>					<b>46</b>	<b>4</b>	<b>-</b>	<b>50</b>
Tuatapere		Water Meridian Contract	Various	Tuatapere General Purpose	6	-	-	6
Tuatapere		Community Centre	Community Services	Tuatapere Community Centre	7	-	-	7
Tuatapere		General	Various	Tuatapere General Purpose	181	17	(5)	193

## Item 7.1 Attachment A

Reserves	Community	Business Unit	Activity to which it relates	Purpose	Opening Balance 1/7/2016 (\$000)	Deposits In (\$000)	Withdraws Out (\$000)	Closing Balance 30/6/2017 (\$000)
Tuatapere		Property	Community Services	Tuatapere General Purpose	3	-	-	3
Tuatapere		Waiau River Collection	Water Supply	Tuatapere Waiau River	1	-	-	1
Ward		Pool	Community Services	Tuatapere Ward Pool Rate	5	-	-	5
<b>Council Created - Special Reserves Tuatapere</b>					<b>203</b>	<b>17</b>	<b>(5)</b>	<b>215</b>
Tussock Creek		Community Centre	Community Services	Tussock Creek Community Centre	1	-	-	1
<b>Council Created - Special Reserves Tussock Creek</b>					<b>1</b>	<b>-</b>	<b>-</b>	<b>1</b>
Waianiwa		Community Centre	Community Services	Waianiwa Community Centres	9	-	-	9
<b>Council Created - Special Reserves Waianiwa</b>					<b>9</b>	<b>-</b>	<b>-</b>	<b>9</b>
Waiau/Aparima Ward		General	Various	Waiau/Aparima Ward General Purpose	233	10	(55)	188
Waiau/Aparima Ward		Cosy Nook	Community Services	Cosy Nook General Purpose	11	4	-	15
Waiau/Aparima Ward		Hirstfield Reserve	Community Services	Hirstfield Reserve General Purpose	14	3	-	17
Waiau/Aparima Ward		Arboretum Reserve	Community Services	Arboretum Reserve	19	1	-	20
Waiau/Aparima Ward		Wairio Cemetery	Community Services	Wairio Cemetery	51	2	-	53
Waiau/Aparima Ward		Wairio Town General	Various	Wairio General Purpose	5	-	-	5
Waiau/Aparima Ward		Wairio Reserve	Community Services	Wairio Reserve	6	-	-	6
Waiau/Aparima Ward		Takitimu Pool	Community Services	Takitimu Pool	29	1	-	30
Waiau/Aparima Ward		Calcium Cemetery	Community Services	Calcium Cemetery	14	-	-	14
<b>Council Created - Special Reserves Waiau/Aparima</b>					<b>382</b>	<b>21</b>	<b>(55)</b>	<b>348</b>
Waihopai/Toetoes Ward		Waihopai/Toetoes	Various	Waihopai/Toetoes Ward	222	6	(162)	66
<b>Council Created - Special Reserves Waihopai/Toetoes Ward</b>					<b>222</b>	<b>6</b>	<b>(162)</b>	<b>66</b>
Waikaia		Dickson Park	Community Services	Waikaia General Purpose	11	-	-	11
Waikaia		General	Various	Waikaia General Purpose	95	4	-	99
Waikaia		Museum Donations	Various	Waikaia Museum Funding	3	3	-	6
Waikaia		Refuse Removal	Solid Waste	Waikaia General Purpose	8	-	-	8
Waikaia		Stormwater	Stormwater	Waikaia Stormwater	81	3	-	84
<b>Council Created - Special Reserves Waikaia</b>					<b>198</b>	<b>10</b>	<b>-</b>	<b>208</b>
Waikawa/Niagara		Community Centre	Community Services	Waikawa/Niagara Community Centres	14	1	-	15
<b>Council Created - Special Reserves Waikawa/Niagara</b>					<b>14</b>	<b>1</b>	<b>-</b>	<b>15</b>
Waitane Glencoe		Recreation Reserve	Community Services	Waitane Glencoe Reserves Committee	1	-	-	1
<b>Council Created - Special Reserves Waitane Glencoe</b>					<b>1</b>	<b>-</b>	<b>-</b>	<b>1</b>
Wallacetown		General	Various	Wallacetown General Purpose	166	7	(35)	138
Wallacetown		Stormwater	Stormwater	Wallacetown General Purpose	8	-	-	8
<b>Council Created - Special Reserves Wallacetown</b>					<b>174</b>	<b>7</b>	<b>(35)</b>	<b>146</b>
Winton		General	Various	Winton General Purpose	297	9	(61)	245
Winton		Medical Centre	Community Services	Winton Medical Centre	55	23	-	78
Winton		Multi Sports	Community Services	Winton Sports Complex	5	-	-	5
Winton		Property Sales	Community Services	Winton General Purpose	705	35	-	740
Winton		Res Capital Development	Community Services	Winton General Purpose	193	8	-	201
Winton		Stormwater	Stormwater	Winton Stormwater	63	3	(9)	57
<b>Council Created - Special Reserves Winton</b>					<b>1,318</b>	<b>78</b>	<b>(70)</b>	<b>1,326</b>

Reserves	Community	Business Unit	Activity to which it relates	Purpose	Opening Balance 1/7/2016 (\$000)	Deposits In (\$000)	Withdraws Out (\$000)	Closing Balance 30/6/2017 (\$000)
	Winton/Wallacetown Ward	Winton/Wallacetown Ward	Various	Winton/Wallacetown Ward	470	19	(111)	378
Council Created - Special Reserves Winton/Wallacetown Ward					470	19	(111)	378
	Woodlands	General	Various	Woodlands General Purpose	104	3	(28)	79
	Woodlands	Septic Tank Rates	Wastewater	Woodlands Septic Tank Cleaning	10	-	(1)	9
Council Created - Special Reserves Woodlands					114	3	(29)	88
Total Council Created - Special Local Reserves					9,445	511	(1,502)	8,454
Total Council Created - Special Reserves					15,397	20,566	(18,595)	17,368
TOTAL RESERVE FUNDS					30,175	20,783	(24,528)	26,430

# Part Four: Other Information

## About the Council

### Role of Council

Council works towards its vision in its plans, strategies and policies and also through the activities outlined in its 10 Year Plan. The purpose of Council is:

- To enable democratic local decision-making and action by and on behalf of communities
- To meet current and future needs of communities for good quality local infrastructure, local public services and performance of regulatory functions cost effectively for households and businesses.

To accomplish this, Council has overall responsibility and accountability in a variety of roles, including:

- Planning the District's strategic direction alongside local communities as part of developing the 10 Year Plan
- Facilitating solutions to local issues and needs
- Advocacy on behalf of the local community with central government, other local authorities and agencies
- Providing prudent stewardship and the efficient and effective use of resources within the District in a sustainable way
- Risk management
- Management of local infrastructure including network infrastructure (eg roads, wastewater disposal, water, stormwater) and community infrastructure (eg libraries, reserves and recreational facilities)
- Administering various legal and regulatory requirements
- Ensuring the integrity of management control systems
- Informing and reporting to communities, ratepayers and residents.

### Governance systems

#### Council

- Council consists of a Mayor and 12 Councillors elected by Southland District residents/ratepayers every three years.
- Council believes its democratic election ensures it is able to operate in the best interests of the District.

Council is responsible for:

- Representing the interests of the District
- Developing and approving Council policy
- Determining the expenditure and funding requirements of Council through the planning process
- Monitoring the performance of Council against its stated objectives and policies
- Employing, overseeing and monitoring the Chief Executive's performance. Under the Local Government Act the local authority employs the Chief Executive, who in turn employs all other staff on its behalf.

### Council Committees

Committees have been established by Council to assist with conducting the business of Council; these are listed on page 120.

### Community Boards

Council has eight Community Boards which prepare local budgets, recommend local rates and make decisions on issues specifically delegated by Council. Council has a policy of decentralising responsibilities, where practical, to ensure local input into decision-making and the setting of priorities for issues of local concern.

### Community Development Area Subcommittees

Throughout the District, 19 Community Development Area Subcommittees (CDAs) have been identified and established, which include local townships and surrounding areas. The purpose of CDAs is to further encourage local input in addressing the needs of local communities and assessing priorities. Subcommittees operate with powers mainly limited to recommendations to Council.

### Water Supply Subcommittees

Council has constituted seven Water Supply Subcommittees, which are each responsible for the overall governance of the respective water supply scheme and set priorities for the operations of the schemes in accordance with the policies of Council.

Youth Council

Southland District Youth Council is made up of up to 12 secondary school-aged representatives from the six secondary schools, who live across the District and meet every three months.














Hall Committees and Reserve Subcommittees

Council has a working relationship with all Community Centre, Hall Committees and Reserve Subcommittees. This relationship varies from operational to rates collection only.

## Item 7.1 Attachment A

## Council Committees

Council Mayor and 12 Councillors		
Community Boards and Committees	Council Committees	Joint Committees
Edendale-Wyndham Otautau Stewart Island/Rakiura Riverton/Aparima Te Anau Tuatapere Wallacetown Winton	<b>Activities Performance Audit Committee (APAC)</b> Chair: Cr L Bailey <b>Allocations Committee</b> Chair: Cr J Douglas <b>Executive Committee</b> Chair: Mayor G Tong <b>Forestry Committee</b> Chair: Cr B Dillon <b>Policy Review Committee</b> Chair: Cr R Dobson <b>Resource Management Committee</b> Chair: Cr P Duffy <b>International Relations Committee</b> Chair: Cr B Ford <b>Stewart Island/Rakiura Visitor Levy Committee</b> Chair: Cr N Patterson <b>Te Anau Wastewater Discharge Project Committee</b> Chair: Mayor G Tong	Venture Southland Southland Civil Defence Emergency Management Group WasteNet Southland Regional Heritage Committee Southland Regional Land Transport Committee District Licensing Committee
Council Subcommittees		Council-Controlled Organisations
Ohai Railway Fund Riverton Harbour Stewart Island Jetties Te Anau Airport Manapouri Scholarship and Bursaries Around the Mountains Cycle Trail Project		Milford Community Trust Southland Museum and Art Gallery Trust
Community Development Area Subcommittees	Youth Representation	Council Organisations
<i>Athol, Balfour, Browns, Limehills/Centre Bush, Colac Bay, Dipton, Garston, Gorge Road, Lumsden, Manapouri, Mossburn, Nightcaps, Ohai, Orepuki, Riversdale, Thornbury, Tokanui, Waikaia and Woodlands</i>	Southland District Youth Council	Southern Rural Fire Authority Milford Development Authority Limited Road Safety Southland Charitable Trust Southland Community Wastebusters Trust
Water Supply		Cross Organisational Collaboration

Council Mayor and 12 Councillors			
		<b>Mayor Gary Tong</b> 352 Lorne Dacre Road, RD 6, Invercargill 9876 Telephone: (027) 465 5182 gary.tong@southlanddc.govt.nz	
	<b>Waihopai Toetoes Ward:</b> Julie Keast 513 Niagara Tokanui Highway, RD 1, Tokanui 9884 Telephone: (03) 246 8410 julie.keast@southlanddc.govt.nz		<b>Waihopai Toetoes Ward:</b> Paul Duffy, Deputy Mayor 998 Fortrose Otara Road, RD 5, Invercargill 9875 Telephone: (03) 246 8559 paul.duffy@southlanddc.govt.nz
	<b>Waiau Aparima Ward:</b> Rodney Dobson 766 Gropers Bush Thornbury Road, RD 3, Riverton 9883 Telephone: (03) 224 6135 rodney.dobson@southlanddc.govt.nz		<b>Waiau Aparima Ward:</b> George Harpur 81 Orawia Road, Tuatapere 9620 Telephone: (03) 226 6040 george.harpur@southlanddc.govt.nz
	<b>Stewart Island/Rakiura Ward:</b> Bruce Ford 5 Argyle Street, PO Box 91, Oban, Stewart Island 9846 Telephone: (03) 219 1282 bruce.ford@southlanddc.govt.nz		<b>Mararoa Waimea Ward:</b> Ebel Kremer 7 Wet Jacket Place, Te Anau 9600 Telephone: (027) 510 7785 ebel.kremer@southlanddc.govt.nz
	<b>Winton Wallacetown Ward:</b> Neil Paterson 444A O'Shannessy Road, RD 1, Winton 9781 Telephone: (03) 236 1343 neil.paterson@southlanddc.govt.nz		<b>Mararoa Waimea Ward:</b> Brian Dillon 20 York Road, RD 6, Gore 9776 Telephone: (03) 202 7766 brian.dillon@southlanddc.govt.nz
			<b>Waiau Aparima Ward:</b> Stuart Baird 68 Winton Hedgehope Highway, RD 2, Winton 9782 Telephone: (03) 225 8372 stuart.baird@southlanddc.govt.nz
			<b>Mararoa Waimea Ward:</b> John Douglas 3869 Wreys Bush Mossburn Road, RD 2, Lumsden 9792 Telephone: (03) 248 6110 john.douglas@southlanddc.govt.nz
			<b>Winton Wallacetown Ward:</b> Gavin Macpherson 570 Argyle-Otahuti Road, RD 4, Invercargill 9874 Telephone: (03) 235 2789 gavin.macpherson@southlanddc.govt.nz
			<b>Winton Wallacetown Ward:</b> Lyall Bailey, JP 114 Great North Road, PO Box 62, Winton 9741 Telephone: (03) 236 0960 lyall.bailey@southlanddc.govt.nz

Council Operations

Council has appointed a Chief Executive to be in charge of its operations and has delegated certain powers of management to that position.

The Chief Executive implements and manages Council’s policies and objectives within the budgetary constraints established by Council.

The Chief Executive is responsible for:

- Implementing the decisions of Council.
- Providing advice to Council and Community Boards.
- Ensuring that all responsibilities, duties and powers delegated to the Chief Executive or to any person employed by the Chief Executive, or imposed or conferred by any act, regulation or bylaw, are properly performed or exercised.
- Managing the activities of Council effectively and efficiently.
- Maintaining systems to enable effective planning and accurate reporting of the financial and service performance of Council.
- Providing leadership for Council staff.
- Employing staff (including negotiation of the terms of employment for the staff).

The management of Council is structured under seven groups. Each group is led by a Group Manager or Chief Officer and their areas of responsibility are shown in the table. The seven groups are:

- People and Capability.
- Environmental Services.
- Customer Support.
- Community and Futures.
- Services and Assets.
- Finance.
- Information Management.

The Executive Leadership Team (comprising the Chief Executive, four Group Managers and the Chief Financial Officer, the Chief Information Officer and the People and Capability Manager) reviews all general organisation issues, providing a link between Council and staff.

Organisational Structure

Steve Ruru Chief Executive						
Janet Ellis People and Capability Manager	Bruce Halligan Group Manager Environmental Services	Trudie Hurst Group Manager Customer Support	Rex Capil Group Manager Community and Futures	Ian Marshall Group Manager Services and Assets	Anne Robson Chief Financial Officer	Damon Campbell Chief Information Officer
Health and Safety	Building Control	Customer Services	Communications	Cemeteries	Finance	Information Technology
Human Resources/ People and Capability	Dog and Animal Control	District Support	Community Development	Community Facilities		Knowledge Management
	Environmental Health	Library Services	Governance	Community Housing		Digital Assets
	Emergency Management		Grants and Donations	Forestry		
	Iwi Liaison		Strategy and Policy	Parks and Reserves		
	Liquor Licensing			Public Conveniences		
	Resource Management			Roading and Transport		
	Rural Fire			Rural Fire		
				Sewerage		
				Stormwater		
				Solid Waste Management		
				Stewart Island Electrical Supply Authority (SIESA)		
				Te Anau Airport Manapouri		
				Water Supply		
				Work Schemes		

Council Controlled Organisations

Milford Community Trust

Southland District Council, Environment Southland and the Department of Conservation jointly established the Milford Community Trust in 2007 to provide leadership and governance to the Milford community. The Trust was formed as a Council Controlled Organisation (CCO). The Milford Community contributes to the Southland District Council Community Outcome of "Supporting Our Communities". It allows the Milford community to determine its priorities and provides an avenue for local consultation and engagement, as well as public meetings. The Milford Community Trust is an incorporated charitable trust. This structure was chosen because it creates an obligation for Trustees towards the trust beneficiaries, who in this case are the Milford community. In addition, an incorporated charitable trust can continue in perpetuity for the benefit of the future Milford community. Significant documents used by Southland District Council in relation to the Milford Community Trust are the Trust Deed and the Milford Community Trust Statement of Intent 2015-2018. Southland District Council has not developed policies specific to the operation and governance of the Milford Community Trust.

Nature and scope of activities	Objectives	Key performance measures
The Milford Community Trust provides leadership, governance and supplies infrastructure services for the Milford community	<p>To undertake leadership, planning and advocacy for the Milford community</p> <p>To ensure that the natural environments and outstanding values of the Milford Sound area are safeguarded and protected for all residents and visitors to the area</p> <p>To monitor and maintain an overview of activities and services provided within the Milford community</p> <p>To use or invest funds and enter into arrangements for the purpose to further the objectives of the Trust.</p> <p>Other duties as referred or delegated to the Trust by the Department of Conservation and the Southland District Council.</p>	<p><b>Provide leadership and advocacy on major issues</b> The Trust meets this measure by holding four meetings annually. These meetings provide an opportunity to engage with the Milford community.</p> <p><b>Respond to issues raised by the community</b> This is measured by the percentage of issues which are raised at meetings at meetings of the Milford Community Trust and responded to before the next meeting. This is recorded through action sheets and the current target is 85%.</p>

The planned activities of the Trust in 2016/2017 are:

- Advocate with NZTA for the development of the walking track from the airport to Deepwater Basin Road
- Facilitate ongoing development of Milford ERT station including medical support and services
- Continue assistance towards purchase of emergency response equipment
- Promote progressive development of Deepwater Basin area in conjunction with DOC and commercial operators
- Support camping ground facilities with affected organisations on western side of Homer Tunnel.
- Continuation of maintaining beautification and roading issues within the village
- Continuation of funding of the emergency services provider, including accommodation
- Assist Milford Community Association with the ongoing development of the Cleddau Village recreation area

Table 1: Milford Community Trust Representatives		
Designation	Name	Term Expires
Independent Chair	Michael Schuck	30 June 2017
Mararoa/Waimea Ward Councillor	Ebel Kremer	2016
Milford Community Association Elected Representative	Brad Johnston	30 June 2017
Milford community appointee	Andrew Welsh	30 June 2016
Milford community appointee	Jason Steele	30 June 2018
Milford community appointee	Mike McConachie	30 June 2018
Milford community appointee	Roscoe Gaudin	30 June 2019

- Assist with the development of the Bowen Falls Walkway (if not completed).

Further details about the Trust’s activities and budgets can be found in its Statement of Intent 2015-2018.

Budgeted Operational and Project Costs (excl GST)			
Activity Description	2016/2017	2017/2018	2018/2019
<b>Operational Costs:</b>			
Management/Administration <sup>1</sup>	\$32,058	\$31,910	\$31,816
Operations and maintenance	\$22,500	\$22,500	\$22,500
<b>Projects:</b>			
Project Development (Planning)	\$5,000	\$5,000	\$5,000
Cleddau Village Recreation Building	\$110,000	-	-
Bowen Falls	-	-	-
Emergency Service Provider	\$44,880	\$45,778	\$46,693
<b>Total (funded from Milford Community)</b>	<b>\$214,438</b>	<b>\$105,188</b>	<b>\$106,009</b>

**Sources of Funding**

*Southland District Council*

The Council will provide administration and technical advice to support the Trust and contribute to the costs of the independent Chairperson. This administrative portion of the operations will be funded by Council the same as in any other community in the District with Community Boards and Community Development Area Subcommittees.

<sup>1</sup> Management/Administration costs include Chairperson's fees, Trustees' fees, mileage allowances, insurance, accommodation costs and general meeting costs.

Milford Community - The operational and project costs detailed in the above table are those which the Milford Community Trust considers will provide benefit for the concessionaires at Milford and should be recovered from the Milford concessionaires through the implied concessionaire fee, apportioned as per the DOC apportionment of cost schedule.

The annual concession charged will be increased by 10% plus GST. This increase covers all costs excluding some of the projects. The initial costs of investigation of reopening the Bowen Falls will be funded by reserves. This will be reviewed annually. For 2016/2017, the total amount being sought from concessionaires is \$113,135 including GST.

Southland Museum and Art Gallery

The Southland Museum and Art Gallery Trust’s mission is to preserve and tell the story of Southland – the experience of people and places over time – and inspire Southlanders to explore and understand the world around them. The Southland Museum and Art Gallery Trust contributes towards the achievement of the community outcome of “Supporting Our Communities”.

The Southland Museum and Art Gallery is in Queens Park. The original museum on the site was built in 1942. Various single-storey extensions were added between 1960 and 1980. The pyramid was constructed in 1990 over all existing buildings to give an approximate floor area of 4,500m2, including the Observatory. 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 Southland Museum and Art Gallery’s shop (Momento), donations and entry fees for special touring exhibitions. The Southland Museum and Art Gallery Trust owns the Museum and Art Gallery building and collections. There are more than 100,000 items held in the collections, some of which are important in terms of regional, national and international significance.

Objective	Goal	Baseline	Target Levels of Performance 2016/17
To recognise the Southland Museum and Art Gallery as a place where our culture and heritage is valued and promoted.	Promotion of the Southland Museum and Art Gallery as a quality venue to visit for residents and visitors.	231,700	Annual visitor numbers exceed 200,000 per annum.
To provide an inspiring, informed and rich programme of exhibitions, events and learning opportunities.	Development and implementation of an annual visitor experience programme.	15 exhibitions. 9 community access.	A minimum of 12 short-term exhibitions, including 8 in the community access gallery.
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.	Not measured.	Prepare for building refurbishment and extension to enable internal environmental conditions to meet national/international guidelines.

Glossary

**Activity:** Goods or services provided by or on behalf of Council.

**Activity/Asset Management Plan:** A long-term planning document for managing Council’s assets and activities to ensure capacity to provide a service is maintained and that costs over the life of the asset are kept to a minimum (eg water services).

**Advocate:** Council acts as an advocate when it represents the views of community groups, organisations and residents to a range of organisations such as regional council and central government.

**Annual Plan:** Produced in the intervening years between 10 Year Plans. Explains variations from the activities or budgets in the current 10 Year Plan and confirms arrangements for raising revenue for the financial year. It also includes the forecast financial statements and other relevant information for the year.

**Annual Report:** Reports on the performance of Council against the objectives, policies, activities, performance measures, indicative costs and sources of funds outlined in the Annual Plan and the 10 Year Plan.

**Asset:** A resource owned by Council such as roads, drains, parks and buildings.

**Asset Acquisition:** Capital expenditure on assets. Usually because of extra demand or to improve the level of service provided.

**Assumptions:** A statement that is used as the basis for making particular predictions that may or may not occur.

**Capital Costs:** These include transactions that have an effect on the longer term (ie greater than 12 months) financial position of Council. Items include the repayment of loan principal, transfer of funds to reserve accounts and the purchase or construction of assets.

**Capital Expenditure:** Money spent to build or buy a new asset or to improve the standard of an existing asset.

**Capital Financing:** This includes transactions that have an effect on the longer term financial position of Council. Items include the raising of loan funds and transfers from reserve accounts.

**Capital Value:** The estimated value of land and improvements (that it may realise at sale) assessed for rating purposes.

**Catchment:** The area of land that collects rain which then flows into a waterway.

**Community Board (CB):** People elected to represent a specific community. CBs are elected every three years by postal vote.

**Community Development Area Committee Subcommittee (CDA):** People elected to represent a specific community. CDAs are elected three yearly at public meetings.

**Contract Standards:** The standards defined in specific contracts for service delivery by contractors.

**Council Controlled Organisations (CCOs):** Organisations in which one or more local authorities control 50% or more of the voting rights or appoint 50% or more of the directors.

**Current Assets:** Assets which can be readily converted to cash, or will be used up during the year. These include cash, stock, debtors and operational investments.

**Current Liabilities:** Creditors and other liabilities due for payment within the financial year. Public debt to be refinanced within the financial year is excluded.

**Delineation:** Visual road markings such as marker posts and reflective cat’s eyes.

**Depreciation:** Depreciation is an accounting concept to recognise the consumption or loss of economic benefits embodied in items of property, plant and equipment. Depreciation spreads the cost of items such as property, plant and equipment over their useful lives as an operating expense.

**Design Life:** The period of time for which an asset is expected to perform its intended function.

**Development Contributions:** A contribution from developers to cover the cost of servicing growth.

**Differential (Rating):** A technique used to ‘differentiate’ or change the relative rates between different categories of rateable land in order to adjust the rating burden on one or more groups of ratepayers.

**Distribution of Benefits:** The degree or scope to which a Council activity generates benefits of individuals, parts of the community or the District as a whole.

## Item 7.1 Attachment A

**District Plan:** A plan under the Resource Management Act 1991 that manages, through objectives, policies and rules, the adverse impact of land uses on the environment of the District. The Southland District Plan became operative on 27 June 2001.

**Drinking-water Standards:** Standards about drinking-water quality/treatment.

**Economic Life:** The period of time during which an asset will have economic value and be usable.

**Emissions Trading Scheme:** An administrative approach used to control pollution by providing economic incentives for achieving reductions in the emissions of pollutants. Creates permits for units of greenhouse pollution that can be traded.

**Equity:** A financial term, also known as net worth. The total value of assets less total liabilities.

**Estimated Remaining Life:** The estimated remaining life is an estimation of when buildings or assets would no longer be suitable to use. In the case of buildings, the remaining life of a building is when it is considered no longer suitable for the intended use, even though the building itself may still be structurally sound.

**Facilitator:** When Council works collaboratively or in partnership with others to organise, encourage or assist in projects or programmes which help to achieve the outcomes for the District, it acts as a facilitator.

**Fixed Assets:** These consist of land and buildings and infrastructural assets including sewer and water systems and the transport network. Sometimes referred to as capital assets.

**Funder:** Council's funding role includes funding of core business and providing financial assistance to a range of organisations for various projects and programmes through grants.

**Funding Impact Statement:** A document that includes information that discloses revenue and financing mechanisms and indicates the level or amount of funds to be produced by each mechanism.

**Impairment:** Where the book value of an asset exceeds its recoverable amount - can be caused by such things as a decline in market value.

**Improved Value:** The estimated value of improvements (that it may realise at sale) assessed for rating purposes. Does not include the value of any land.

**Infrastructural Assets:** Infrastructural assets are utility service networks, ie water, wastewater, stormwater and roading. They also include associated assets such as pump stations, the treatment plant, streetlighting and bridges.

**Investment Policy:** A document that states Council's policies in respect to investments.

**Iwi:** People or tribe.

**Key Performance Indicators (KPIs):** The measures by which Council's performance is assessed. Council uses these measures when reporting on how it has performed in its various activities.

**Land Value:** The estimated value of land (that it may realise at sale) assessed for rating purposes. Does not include the value of any improvements.

**Levels of Service:** The defined quality for a particular activity or service area against which performance may be measured. "Levels of service" usually relate to quality, quantity, reliability, responsiveness, environmental acceptability and cost.

**Liability Management Policy:** A document that states Council's policies concerning the management of both borrowing and other liabilities.

**Lifelines:** Lifelines are the essential infrastructure and services that support the life of our community - utility services such as water, wastewater and stormwater, electricity, gas, telecommunications and transportation networks including road, rail, airports and ports.

**Local Authority:** A regional, district or city council.

**Local Government Act 2002 (LGA 2002):** The Local Government Act 2002 received royal assent on 24 December 2002. It is the primary legislation that governs Council's operations and actions.

**Monitor:** Council has a monitoring role under the LGA to monitor and report three yearly on the progress made towards achieving community outcomes.

**Non-Cash Expenditure:** Expenditure that is identified for accounting purposes, but for which no cash (such as rates) are collected to pay for it, eg depreciation. The Council pays for capital expenditure projects each year instead of accumulating depreciation funding for replacements in the future.

**NZTA:** NZ Transport Agency.

**Operating Expenditure:** Money spent to deliver a service, maintain an asset, or any other expenditure, which does not buy, or build on, a new asset.

**Operating Revenue:** Money earned through the activities in return for a service provided, or by way of a grant or subsidy to ensure particular services or goods are provided. For example, NZTA subsidies, rental income, permits and fees.

**Operating Surplus/(Deficit):** The expressions “operating surplus” and “operating deficit” are accounting terms meaning the excess of income over expenditure and excess expenditure over income respectively. Income and expenditure in this context exclude “capital” items such as the receipt or repayment of loans, the cost of capital works and transfers to and from reserves. An operating surplus/deficit is inclusive of non-cash items such as income and expenditure owing but not paid and depreciation.

**Optimisation Strategies:** Looking at ways to get the most out of assets.

**Pavement:** Paved surface, usually either a footpath or description of seal on a roadway.

**Period of Benefits:** Time over which the benefit of engaging in a Council activity will occur. If required by statute, the activity’s period of benefit may be ongoing as opposed to finite.

**Potable:** Suitable for drinking.

**Regulatory Role:** Council has a regulatory role as it operates under and enforces a range of legislation.

**Rehabilitation:** Rebuilding of a road and restoring it to the original slope and natural drainage patterns.

**Renewal:** Restore to a new condition.

**Resealing:** Putting a new layer of seal on a road. Involves spraying bitumen over existing sealed sections and then applying a surfacing layer to help maintain resistance to water and cracking.

**Reserves (financial):** Monies held for specific purposes on either for Council or on behalf of local communities.

**Residual Waste:** Remaining waste material once activities to reduce, re-use, recycle, recover and treat have been undertaken.

**Resources:** These are the assets, staff and funds needed to contribute to the activities of Council including goods, services and policy advice.

**Reticulated:** Piped networks.

**Revenue and Financing Policy:** A comprehensive policy stating how each activity of Council is to be funded - from rates, user charges, subsidies, other income or a combination of these. It also includes details of the various rating mechanisms used by Council.

**RMA:** Resource Management Act 1991.

**Rural Water Supply (RWS):** This is an untreated supply which is provided primarily for stock-water.

**Scheme Capital Recovery:** Payment towards capital project/expenditure (generally related to a water or wastewater scheme).

**Service Provider:** Council provides services as required by law, eg wastewater, or by community mandate, eg parks.

**Shared Services Forum:** This is a collaborative arm of the four councils within Southland (Southland District Council, Gore District Council, Invercargill City Council and Environment Southland). The forum is made up of representatives of each council who meet regularly to discuss common issues and opportunities for inter-council collaboration.

**Significance:** The degree of importance attached by Council to an issue, proposal, decision or other matter in terms of its likely impact on the well-being of the District.

**Significance and Engagement Policy:** Sets out how Council determines how significant a project or decisions are and therefore the level of consultation and analysis required.

**Significant Decision:** A Council decision that has a high degree of importance in terms of economic, social, environmental, or cultural well-being.

**SOLGM:** Society of Local Government Managers.

**Special Consultative Procedure:** A process required by the Local Government Act 2002. This sets out a series of steps that a local authority must take when consulting on certain types of decisions.

**Statutory/Legislative Requirements:** Requirements identified and defined in law.

Item 7.1 Attachment A

**SUIP (Separately Used or Inhabited Part):** This includes any part of a rating unit separately occupied by the owner or any other person who has the right to occupy that part by virtue of a tenancy, lease, licence or other agreement. Examples of a SUIP are any residential building or part thereof, which is separately inhabited, parts of a rating unit used for different reasons, a concession granted by DOC for private or commercial purposes which has a footprint on the land, land that has been subdivided for sale and does not yet qualify as a rating unit on the District valuation roll.

**Survey - Residents:** The residents' survey involves approximately 3,000 questionnaires posted to residents in Southland and is undertaken by an independent market research company. The survey is a key source of information on resident perceptions and satisfaction with Council services and is carried out three yearly.

**Survey - User (Key User):** A targeted survey of customers or people who use a service. These surveys may use a variety of methods and have various timings.

**Sustainable Development:** Endeavouring to balance the social, cultural, economic and environmental objectives for both future and current generations in Council's planning processes, decision-making and operations.

**Territorial Authority:** A city council or a district council.

**The 10 Year Plan:** The 10 Year Plan sets out Council's response to community outcomes and how Council will manage its finances and the communities' resources. The requirement for the 10 Year Plan was introduced by the LGA 2002. The first 10 Year Plan was adopted on June 2004 as required by the LGA 2002.

**Vested Assets:** Vested assets are the assets which are given to Council by developers at the completion of their development, such as roads, water, wastewater

## Rates Resolution - Setting Rates for the Financial Year 1 July 2016 to 30 June 2017

Record No: R/16/1/589  
Author: Shelley Dela Llana, Accountant  
Approved by: Anne Robson, Chief Financial Officer

☒ Decision ☐ Recommendation ☐ Information

### Purpose

- 1 Council is required to formally set its rates, due dates for the payment of rates, and any details of penalties the Council wishes to add in accordance with the Local Government (Rating) Act 2002.

### Executive Summary

- 2 This report lists the various rates that have been calculated for the financial year 1 July 2016 to 30 June 2017. These rates are included in the Council's 2016/2017 Annual Plan.

## Recommendation

That the Council:

- a) Receives the report titled “Rates Resolution - Setting Rates for the Financial Year 1 July 2016 to 30 June 2017” dated 21 June 2016.
- b) Determines that this matter or decision be recognised as significant in terms of its significance and engagement policy.st
- 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) Sets the following rates under the Local Government (Rating) Act 2002, on rating units in the district for the financial year commencing on 1 July 2016 and ending on 30 June 2017.

### Uniform Annual General Charge

Pursuant to Section 15(1)(a) of the Local Government (Rating) Act 2002, a uniform annual general charge of \$379.44 per rating unit on every rateable rating unit within the Southland District.

### General Rate

Pursuant to Section 13(2)(a) of the Local Government (Rating) Act 2002, a general rate of \$0.00040203 in the dollar on the capital value of all rating units within the Southland District.

### Targeted Rates

#### Community Facilities Rates

Pursuant to Sections 16(3)(b) and 16(4)(a) of the Local Government (Rating) Act 2002, the following uniform targeted rates in respect of each separately used or inhabited part of a rateable rating unit situated in the following Community Facility Areas:

Community Facility Areas	Charge	Community Facility Areas	Charge
Aparima Hall	\$40.10	Mossburn Hall	\$60.00
Athol Memorial Hall	\$79.41	Myross Bush Hall	\$26.09
Balfour Hall	\$34.78	Nightcaps Hall	\$67.00
Blackmount Hall	\$50.00	Ohai Hall	\$50.07
Browns Hall	\$26.37	Orawia Hall	\$51.10
Brydone Hall	\$43.48	Orepuki Hall	\$58.11
Clifden Hall	\$43.66	Oreti Plains Hall	\$62.61
Colac Bay Hall	\$47.78	Otahuti Hall	\$26.09
Dacre Hall	\$37.39	Otapiri-Lora Gorge Hall	\$130.00
Dipton Hall	\$43.10	Otautau Hall	\$24.39
Dunearn-Avondale Hall	\$8.70	Riversdale Hall	\$42.02
Eastern Bush Hall	\$65.22	Ryal Bush Hall	\$36.73
Edendale Hall	\$10.49	Seaward Downs Hall	\$36.10
Fiordland Community Event Centre	\$34.78	Stewart Island Hall	\$62.38

Five Rivers Hall	\$43.48	Thornbury Hall	\$68.18
Fortrose Domain	\$25.00	Tokanui-Quarry Hills Hall	\$61.48
Glenham Hall	\$40.00	Tuatapere Hall	\$35.70
Gorge Road Hall	\$42.23	Tussock Creek Hall	\$26.09
Heddon Bush Hall	\$60.00	Tuturau Hall	\$37.14
Hedgehope-Glencoe Hall	\$60.00	Waianiwa Hall	\$60.00
Hokonui Hall	\$57.88	Waikaia Recreation Hall	\$47.15
Limehills Hall	\$53.38	Waikawa Community Centre	\$25.83
Lochiel Hall	\$30.43	Waimahaka Hall	\$50.00
Lumsden Hall	\$30.72	Waimatuku Hall	\$31.59
Mabel Bush Hall	\$33.60	Wairio Community Centre	\$32.00
Manapouri Hall	\$31.56	Wallacetown Hall	\$42.00
Mandeville Hall	\$40.00	Winton Hall	\$19.64
Mataura Island Hall	\$23.70	Wreys Bush Hall	\$81.22
Menzies Ferry Hall	\$35.00	Wrights Bush Hall	\$27.15
Mimihau Hall	\$50.00	Wyndham Hall	\$36.85
Mokoreta-Redan Hall	\$78.26		

### Roading Targeted Rate

Pursuant to Sections 16(3)(a) and 16(4)(a) of the Local Government (Rating) Act 2002, a uniform targeted rate of \$58.92 per rateable rating unit within the Southland District; and

Pursuant to Sections 16(3)(a) and 16(4)(b) of the Local Government (Rating) Act 2002, a differential rate in the dollar of capital value for all rateable rating units:

Commercial	\$0.00130241
Dairy	\$0.00082363
Farming non-dairy	\$0.00048350
Forestry	\$0.00606691
Industrial	\$0.00120263
Lifestyle	\$0.00042720
Mining	\$0.01630021
Other	\$0.00012816
Residential	\$0.00042720

### Regional Heritage Targeted Rate

Pursuant to Sections 16(3)(a) and 16(4)(a) of the Local Government (Rating) Act 2002, a uniform targeted rate of \$34.02 in respect of each separately used or inhabited part of a rateable rating unit situated in the Southland District.

### Waste Management Targeted Rate

Pursuant to Sections 16(3)(b) and 16(4)(a) of the Local Government (Rating) Act 2002, a uniform targeted rate of \$75.56 per rating unit on every rating unit within the Southland District excluding Stewart Island; and

Pursuant to Sections 16(3)(b) and 16(4)(a) of the Local Government (Rating) Act 2002, a rate of \$0.00003122 in the dollar of capital value across all rating units within the Southland District excluding Stewart Island.

### Local Targeted Rates (Ward, Community Board, Community Development Area, Town)

Pursuant to Sections 16(3)(b), 16(4)(a) or 16(4)(b) of the Local Government (Rating) Act 2002, the following rates per rateable rating unit/rate in the dollar on the land value of all rateable rating unit within the below areas:

Local Targeted Rates	Targeted Rate per rating unit	Rate in the dollar on land value
Mararoa Waimea Ward		\$0.00003043
Waiau Aparima Ward		\$0.00003856
Waihopai Toetoes Ward		\$0.00002691
Winton Wallacetown Ward		\$0.00001925
Edendale-Wyndham Community Board	\$134.15	
Otautau Community Board Residential		\$0.01471391
Otautau Community Board Commercial		\$0.02942782
Otautau Community Board Rural		\$0.00001471
Riverton/Aparima Community Board (excludes Rural)		\$0.00359643
Riverton/Aparima Community Board Rural		\$0.00035964
Stewart Island/Rakiura Community Board		\$0.00129899
Te Anau Community Board Residential	\$289.68	
Te Anau Community Board Commercial	\$579.35	
Te Anau Community Board Rural	\$72.42	
Tuatapere Community Board (excludes Rural)	\$176.35	
Tuatapere Community Board Rural	\$35.27	
Wallacetown Community Board	\$134.93	
Winton Community Board	\$212.97	
Athol Community Development Area	\$60.63	
Balfour Community Development Area	\$206.77	
Browns Community Development Area	\$183.26	
Colac Bay Community Development Area	\$77.32	
Dipton Community Development Area	\$78.86	
Garston Community Development Area	\$56.16	
Gorge Road Community Development Area	\$27.52	
Limehills Community Development Area	\$70.00	
Lumsden Community Development Area	\$272.55	
Manapouri Community Development Area	\$223.32	
Mossburn Community Development Area		\$0.01103799
Nightcaps Community Development Area	\$155.95	
Ohai Community Development Area	\$188.83	
Orepuki Community Development Area	\$85.45	
Riversdale Community Development Area	\$150.89	
Thornbury Community Development Area	\$98.30	
Tokanui Community Development Area	\$170.39	
Waikaia Community Development Area		\$0.00279266
Woodlands Community Development Area	\$174.70	
Drummond Village Local	\$46.24	

#### Swimming Pool Targeted Rates

Pursuant to Sections 16(3)(b) and 16(4)(a) of the Local Government (Rating) Act 2002, the following uniform targeted rates in respect of each separately used or inhabited part of a rateable rating unit situated in the following Swimming Pool Areas:

Swimming Pool Area	Charge	Swimming Pool Area	Charge
Edendale	\$4.35	Takitimu	\$20.46
Fiordland	\$14.95	Tuatapere Ward	\$13.42
Otautau	\$19.43	Winton	\$10.00
Riverton	\$20.59		

#### Te Anau-Manapouri Airport Targeted Rate

Pursuant to Sections 16(3)(b) and 16(4)(a) of the Local Government (Rating) Act

2002, a uniform targeted rate of \$111.30 per rateable rating unit within the Te Anau Manapouri Airport Area.

**Stewart Island Waste Management Targeted Rate**

Pursuant to Sections 16(3)(b) and 16(4)(a) of the Local Government (Rating) Act 2002, a uniform targeted rate of \$291.37 in respect of each separately used or inhabited part of a rating unit situated in the Stewart Island Waste Management Area.

**Rubbish Bin Collection Targeted Rate**

Pursuant to Sections 16(3)(b) and 16(4)(a) of the Local Government (Rating) Act 2002, a uniform targeted rate of \$123.95 per bin where the collection service is actually provided.

**Recycling Bin Collection Targeted Rate**

Pursuant to Sections 16(3)(b) and 16(4)(a) of the Local Government (Rating) Act 2002, a uniform targeted rate of \$123.95 per bin where the collection service is actually provided.

**Te Anau Rural Water Scheme Targeted Rates**

Pursuant to Sections 16(3)(b) and 16(4)(a) and (b) of the Local Government (Rating) Act 2002, the rates as outlined below:

A connection charge by way of a uniform targeted rate of \$501.30 per restricted connection.

In regards to the supply of water, the following rates or combination of below will apply to each rating unit:

- Pursuant to Section 19(2)(b), a uniform targeted rate of \$334.19 for each unit supplied to the rating unit.
- For rating units with an allocation of multiples of 7.7 units, a uniform targeted rate of \$2,573.30 for every 7.7 units allocated.
- For rating units allocated half a unit, a uniform targeted rate of 50% of a unit being \$167.10. For this to apply, the rating unit must already receive at least 1 unit.

**Matuku Rural Water Scheme Targeted Rate**

Pursuant to Sections 16(3)(b) and 16(4)(a) of the Local Government (Rating) Act 2002, a uniform targeted rate of \$203.22 for each unit made available to the rating unit.

**Metered Property Water Supply Targeted Rate**

Pursuant to Section 19 of the Local Government (Rating) Act 2002, a rate for actual water consumption of \$0.93 per cubic metre.

Pursuant to Sections 16(3)(b) and 16(4)(a) of the Local Government (Rating) Act 2002, a fixed charge of \$147.83 per meter.

**District Water Targeted Rate**

Pursuant to Sections 16(3)(b) and 16(4)(a) of the Local Government (Rating) Act 2002, the rates are assessed on a differential basis:

- For all rating units without meters that are connected to a water supply scheme or are within the scheme rating boundary but are not connected, a

uniform targeted rate of \$372.66 for each SUIP of the rating unit for residential properties and for each rating unit for non-residential properties.

- For rating units with water troughs with direct feed from Council's water mains, a uniform targeted rate of \$74.53 per trough.
- For vacant non-contiguous rating units within the scheme rating boundary, a uniform targeted rate of \$186.33 being half of one unit rate for the provision of the service due to the ability to connect to the scheme.

#### Wastewater Targeted Rates

Pursuant to Sections 16(3)(b) and 16(4)(b) of the Local Government (Rating) Act 2002, the following rates:

- For all residential rating units either connected or are within the scheme rating boundary and able to be connected, a uniform targeted rate of \$364.97 for each SUIP of the rating unit.
- For vacant non-contiguous rating units within the scheme rating boundary, a uniform targeted rate of \$182.49 being half of one unit rate for the provision of the service due to the ability to connect to the scheme.
- All other properties either connected or able to be connected, a uniform targeted rate of \$364.97 for each pan/urinal.

#### Woodlands Septic Tank Cleaning Targeted Rate

Pursuant to Sections 16(3)(b) and 16(4)(a) of the Local Government (Rating) Act 2002, a uniform targeted rate of \$35.71 in respect of each separately used or inhabited part of a rating within the Woodlands Septic Tank Cleaning Area.

#### Water Supply Loan Targeted Rates

Pursuant to Sections 16(3)(b) and 16(4)(a) of the Local Government (Rating) Act 2002, a uniform targeted rate per rating unit on the option that the ratepayer has previously chosen to pay either a one-off capital contribution for a new scheme or pay it over a selected period as below:

Water Supply Loan Rates	Charge
Edendale Water Loan Charge - 10 years	\$238.81
Edendale Water Loan Charge - 15 years	\$180.00
Edendale Water Loan Charge - 25 years	\$134.55
Wyndham Water Loan Charge - 10 years	\$237.03
Wyndham Water Loan Charge - 15 years	\$208.75
Wyndham Water Loan Charge - 25 years	\$134.93

#### Sewerage Supply Loan Targeted Rates

Pursuant to Sections 16(3)(b) and 16(4)(a) of the Local Government (Rating) Act 2002, a uniform targeted rate per unit on the option that the ratepayer has previously chosen to pay either a one-off capital contribution for a new scheme or pay it over a selected period as below:

Sewerage Supply Loan Rates	Charge
Edendale Sewerage Loan - 10 years (incl connection cost)	\$1,039.48
Edendale Sewerage Loan - 15 years (incl connection cost)	\$783.56
Edendale Sewerage Loan - 25 years (incl connection cost)	\$590.30
Edendale Sewerage Loan - 10 years (excl connection cost)	\$861.67
Edendale Sewerage Loan - 25 years (excl connection cost)	\$488.57
Gorge Road Sewerage Loan - 15 years	\$415.11

Oban Sewerage Loan Charge Extension - 15 years	\$560.70
Tuatapere Sewerage Loan Charge - 15 years	\$568.40
Tuatapere Sewerage Loan Charge - 25 years	\$429.63
Wallacetown Sewerage Loan Charge - 15 years	\$410.83
Wallacetown Sewerage Loan Charge - 25 years	\$316.40
Wyndham Sewerage Loan - 10 years (incl connection cost)	\$948.08
Wyndham Sewerage Loan - 15 years (incl connection cost)	\$715.67
Wyndham Sewerage Loan - 25 years (incl connection cost)	\$539.57
Wyndham Sewerage Loan - 10 years (excl connection cost)	\$770.33
Wyndham Sewerage Loan - 15 years (excl connection cost)	\$581.50
Wyndham Sewerage Loan - 25 years (excl connection cost)	\$438.81

#### Sandy Brown Road Utility Loan Targeted Rate

Pursuant to Sections 16(3)(b) and 16(4)(a) of the Local Government (Rating) Act 2002, a uniform targeted rate of \$122.77 per rating unit.

- e) Resolves that the rates, detailed in recommendation (d) of this paper for the year commencing 1 July 2016 and concluding on 30 June 2017 are expressed exclusive of Goods and Services Tax (GST). GST will be applied when rates are assessed for 2016/2017.
- f) Resolves under Section 24 of the Local Government (Rating) Act 2002 that all rates will be payable in four equal instalments with the due dates for payment being:
  - Instalment One - 26 August 2016.
  - Instalment Two - 25 November 2016.
  - Instalment Three - 24 February 2017
  - Instalment Four - 26 May 2017.

The due date for metered water targeted rates will be the 20th of the month following invoice date. The due date will be clearly noted on the water invoice.

- g) Resolves under Sections 57 and 58 of the Local Government (Rating) Act 2002 to apply penalties to unpaid rates as follows:
  - A penalty of 10% on the amount of any instalment remaining unpaid after the relevant due date in recommendation (f) above, to be added the next working day following the due date.
  - A further penalty of 10% on any amount of rates assessed and penalties added in previous years and remaining unpaid at 6 July 2016. The penalty will be added on 7 July 2016.
- h) Has delegated authority to remit penalties to the Chief Financial Officer.
- i) Resolves that under Section 54 of the Local Government (Rating) Act 2002 where rates charged on a rating unit are less than or equal to ten dollars, Council will not collect these as it believes it to be uneconomic.
- j) Agrees that valuation roll and rate records for the District of Southland are open for inspection by ratepayers at all District offices (as listed below), during normal office hours:
 

- Invercargill Office 15 Forth Street, Invercargill 9810	- Te Anau Office 116 Town Centre, Te Anau 9600
- Lumsden Office 18 Diana Street, Lumsden 9730	- Winton Office 1 Wemyss Street, Winton 9720

- Otautau Office  
174 Main Street, Otautau 9610
  - Riverton Office  
117 Palmerston Street, Riverton 9822
  - Stewart Island Office  
Ayr Street, Oban, Stewart Island 9846
  - Wyndham Library  
41 Balaclava Street, Wyndham 9831
  - Mobile Bookbus
- k) Agrees to not collect rates where the rates assessment is for amounts less than \$10 GST inclusive.
- l) Agrees the following options be available for payment of rates shall be payable:
- Direct Debit.
  - Credit card (Visa or Mastercard).
  - Internet banking, telephone.
  - By cash, cheque or Eftpos.

## Content

### Background

- 3 Council has adopted the 2016/2017 Annual Plan. This paper provides for the Council to set rates for the year commencing on 1 July 2016 and ending on 30 June 2017.
- 4 Rates for the 2016/2017 year are set out on a GST exclusive basis. GST will be added when rates are assessed for 2016/2017 to provide the total amount due.
- 5 Where a targeted rate applies to a particular area, reference is made within the Funding Impact Statement (Rates Section) of Council's 2016/2017 Annual Plan to the land map detailing this. These maps can be viewed at [www.emap.southlanddc.govt.nz](http://www.emap.southlanddc.govt.nz).
- 6 Definitions of rating terminology and applicability are explained at the beginning of the Funding Impact Statement (Rates Section) of Council's 2016/2017 Annual Plan.
- 7 Under Section 54 of the Local Government (Rating) Act 2002, Council has the option to not collect small amounts, if Council is of the opinion that it is uneconomic to do so.
- 8 Rates are calculated annually on all rateable rating units, deductions are then made to those rating units that apply for remissions under Council's Remission and Postponement of Rates Policy. The smallest balance to be collected for 2016/2017 is 18 cents. Council is required to send assessments for these balances unless it deems it uneconomic to collect. Where a Council resolves not to collect these balances, Council must still notify the ratepayer that it will not collect the rates on the related rating unit.
- 9 Last year for the first time Council resolved not to collect rates where the rates assessment was for amounts less than \$10 GST inclusive. This was recommended by staff as typically most rates were on vacant contiguous residential section with no services. The cost of staff time reallocating payment (as most assessment had more than one property), printing and stationery was not cost effective. Last year 304 assessments totalling \$1,418 were not collected. This year there would be 322 assessments totalling \$1,670 that would not be collected if Council agreed.

### Factors to Consider

#### Legal and Statutory Requirements

- 10 Under Section 23(1) of the Local Government (Rating) Act (LGRA), the Council is required to set its rates by resolution.

- 11 Section 24 of the LGRA requires that the Council state the financial year for which the rates relate and the due date for payment of the rates in its resolution setting rates.
- 12 Section 57 of the LGRA states that a local authority may, by resolution, authorise penalties to be added to rates that are not paid by the due date. The resolution must state how the penalty is calculated and the date the penalty is to be added to the amount of unpaid rates. Section 58 of the LGRA sets out the penalties that may be imposed.
- 13 Pursuant to Section 23(5) of the LGRA, a copy of this rates resolution will be sent to the Secretary of Local Government within 20 working days.

### **Community Views**

- 14 The information in this report has been out for public consultation as part of the 2016/2017 Annual Plan process.

### **Costs and Funding**

- 15 Financial considerations have been dealt with by the preparation of the 2016/2017 Annual Plan and the budgeting process used to determine District and Local Area Rates.

### **Policy Implications**

- 16 The rates resolution is to set the rates as detailed in the Rates Funding Impact Statement from Council's 2016/2017 Annual Plan that has been the subject of consultation.

## **Analysis**

### **Options Considered**

- 17 Considered all options as part of the preparation of the 2016/2017 Annual Plan and revised during the submission process.

### **Analysis of Options**

- 18 **Option 1 - Adopt the rates, penalties and due dates**

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"><li>• Adhering to LGRA requirements.</li><li>• The rates have been consulted on as part of the Annual Plan.</li><li>• The rates reflect the Funding Impact Statement in the Annual Plan.</li></ul>	<ul style="list-style-type: none"><li>• None.</li></ul>

- 19 **Option 2 - Make changes as required by Council**

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"><li>• None.</li></ul>	<ul style="list-style-type: none"><li>• Timing issues on work being completed within statutory deadlines.</li><li>• Will not match Annual Plan as adopted.</li></ul>

**Item 7.2**

**Assessment of Significance**

- 20 That under Council's significant and engagement policy the resolution to set the rates has a major effect on the community.
- 21 Consultation on the proposed rates occurred as part of the 2016/2017 Annual Plan. The rates are formulated on the basis of the Funding Impact Statement.

**Recommended Option**

- 22 It is recommended that Council set the rates for the financial year 1 July 2016 to 30 June 2017 (Option 1).

**Next Steps**

- 23 Rates will be assessed with the recommendation in the report.

**Attachments**

There are no attachments for this report.

## Draft Signs and Objects on Footpaths and Roads Bylaw

**Record No:** R/16/6/9003  
**Author:** Tamara Dytor, Policy Analyst  
**Approved by:** Rex Capil, Group Manager Community and Futures

☒ Decision ☐ Recommendation ☐ Information

### Purpose

- 1 This report seeks approval from Council to engage with the public on the draft Signs and Objects on Roads and Footpaths Bylaw.

### Executive Summary

- 2 The attached draft Signs and Objects on Roads and Footpaths Bylaw aims to regulate the placement of signs and objects on roads and footpaths. The purpose of this bylaw is to maintain public safety and protect the public from nuisance.
- 3 The draft Signs and Objects on Roads and Footpaths Bylaw sets general criteria for the placement of signs and objects on roads and footpaths and establishes a permit system for any more than one sign or object.

## Recommendation

That the Council:

- a) **Receives the report titled “Draft Signs and Objects on Footpaths and Roads Bylaw” dated 16 June 2016.**
- b) **Determines that this matter or decision be recognised as not significant in terms of Section 76 of the Local Government Act 2002.**
- c) **Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the Act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.**
- d) **Determines that it is satisfied that -**
  - (i) **the draft Signs and Objects on Footpaths and Roads Bylaw is necessary for one or more of the following purposes:**
    - (1) **to protect the public from nuisance;**
    - (2) **to protect the health and safety of the public.**
  - (ii) **the bylaw is the most appropriate and proportionate way of addressing the issue; and**
  - (iii) **the bylaw is not inconsistent with the New Zealand Bill of Rights Act 1990.**
- e) **Endorses the draft Signs and Objects on Footpaths and Roads Bylaw for public consultation using the special consultative procedure from 30 June 2016 to 30 July 2016.**

## Content

### Background

- 4 The Control of Advertising Signs Bylaw has not been amended since its adoption in 2008. A review of the bylaw is proposed to:
  - Align the bylaw with the District Plan;
  - Provide clarity for the public;
  - Address issues across the District which relate to signs and objects on footpaths and roads; and
  - Broaden the scope of the bylaw so it is not limited only to advertising signs.
- 5 The draft Bylaw would address the placement of signs and other objects in the road reserve, for example sandwich boards on footpaths. Signs on private land would be covered in the District Plan.
- 6 Changes to the bylaw are intended to increase the ease of doing business with Council and provide clarity and consistency.

## Issues

- 7 The Signs and Objects on Roads and Footpaths Bylaw deals with the placement of signs and objects on footpaths and roads. It is intended to mitigate potential for nuisance and the risk to public health and safety.
- 8 The draft bylaw does not address signage content. This is regulated by the Advertising Standards Authority for advertising signs or by the police for other forms of signs. Controlling the number and nature of signs and objects on roads and footpaths would reduce the safety risks and potential nuisance.
- 9 The draft Bylaw proposes a system where one sign or object for each premise would be permitted provided it met certain criteria. Any additional signs or objects would require a permit from the Council.

## Factors to Consider

### Legal and Statutory Requirements

- 10 Although the Control of Advertising Signs Bylaw 2008 is not legally required to be reviewed at this stage, a review is recommended to align the bylaw with the District Plan. Officers have also identified potential risk to public safety and nuisance resulting from the placement of signs and objects on roads and footpaths.
- 11 Section 145 of the Local Government Act 2002 states that:  
*A territorial authority may make bylaws for its district for 1 or more of the following purposes:*  
*(a) protecting the public from nuisance,*  
*(b) protecting, promoting, and maintaining public health and safety,*  
*(c) minimising the potential for offensive behaviour in public places.*
- 12 The draft bylaw meets these conditions because it is intended to protect the public from nuisance and to protect, promote, and maintain public health and safety.
- 13 When making a bylaw under the Local Government Act 2002 the Council must comply with the matters in section 155 of that Act. This section requires that the Council must determine whether a bylaw is the most appropriate way of addressing the perceived problem. The Council must then determine whether the bylaw is in the most appropriate form, and that it does not give rise to any implications under the New Zealand Bill of Rights Act 1990.
- 14 Officers have considered options for regulating the placement of signs and objects on roads and footpaths through other mechanisms (including other existing bylaws and the District Plan) but recommend the draft bylaw as the most clear and appropriate way to address the issue.
- 15 Officers have also considered the form of the bylaw and have identified it as clear and appropriate for the public. Drafting a separate bylaw to address this issue is intended to increase the ease of doing business with Council by making conditions and criteria clear and easily accessible.
- 16 The Council has developed the draft bylaw to be flexible and has not identified any implications under the New Zealand Bill of Rights Act 1990.

### Community Views

- 17 If endorsed by Council, the draft Signs and Objects on Roads and Footpaths Bylaw 2016 would be released for public consultation from 30 June to 30 July 2016.

### Costs and Funding

- 18 Since the draft bylaw recommends that a permit is required only where more than one object or sign is displayed per premises, a significant amount of additional work is not predicted. Enforcement would occur on an as required basis and would be conducted by Community Engineers, funded from local roading budgets.
- 19 A permit system will involve some costs for those people and businesses that currently have more than one sign or object placed on a road or footpath. However, it is not intended that the cost of obtaining a permit will be high.

### Policy Implications

- 20 It is intended duplicated content from this bylaw would be removed from the District Plan.

## Analysis

### Options Considered

- 21 In order for the Council to determine whether the draft Bylaw is the best way of addressing the perceived problem, the Council considered the following options:
- (a) Retain the current Control of Advertising Signs Bylaw 2008;
  - (b) Revoke the Control of Advertising Signs Bylaw 2008 and have no bylaw to regulate these issues;
  - (c) Use other, existing regulatory tools to address these issues; and
  - (d) Consult on the draft Signs and Objects on Roads and Footpaths Bylaw 2016.

### Analysis of Options

#### Option 1 – Retain the current Control of Advertising Signs Bylaw 2008.

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"><li>There is no legislative requirement to review the bylaw at this stage.</li></ul>	<ul style="list-style-type: none"><li>The Control of Advertising Signs Bylaw 2008 is not aligned with the District Plan following its recent review.</li><li>The current bylaw only deals with advertising signs but does not address other objects on footpaths and roads or signs not related to advertising.</li></ul>

**Option 2 – Revoke the Control of Advertising Signs Bylaw 2008 and have no bylaw to regulate these issues.**

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> <li>There are no clear advantages to this approach because it would not address potential issues relating to public nuisance or safety.</li> </ul>	<ul style="list-style-type: none"> <li>The District Plan currently regulates signs on private property but does not regulate signs or objects on roads or footpaths. This would mean that this activity would be unregulated.</li> <li>If an issue were to arise relating to signs or objects on roads or footpaths, Council would not be able to effectively manage it.</li> </ul>

**Option 3 – Use other, existing regulatory tools to address these issues.**

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> <li>Council could consider regulating these issues through bylaws on roading or trading in public places or through its District Plan.</li> <li>This would limit the number of regulatory tools maintained by the Council.</li> </ul>	<ul style="list-style-type: none"> <li>However, to include regulation of these issues in a roading bylaw may not be clear and easy for the public to locate and interpret. Southland District Council's Roading Bylaw was also reviewed in 2015.</li> <li>Including this issue in a bylaw relating to trading in public places would not address items which are not solely placed on roads and footpaths for the purposes of trading (e.g. braziers, decorative plants etc.).</li> <li>Currently, the District Plan regulates activities which occur on private land. Amending the plan to include signs and objects on roads and footpaths would not be as flexible as the approach proposed in the draft Bylaw. Applications to place additional signs and objects on roads and footpaths would need to be made through the resource consent process. This is likely to be more expensive and time consuming than a permit system.</li> </ul>

#### Option 4 – Consult on the draft Signs and Objects on Roads and Footpaths

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"><li>• The draft Bylaw would allow Council to permit and regulate signs and objects on footpaths in a flexible manner.</li><li>• Addressing these issues through a distinct bylaw means that it is easy for the public to find this information.</li><li>• A bylaw allows Council to have a flexible approach to enforcement and to remove items where there is a breach of the bylaw that is unable to be resolved.</li></ul>	<ul style="list-style-type: none"><li>• A permit system will involve some costs for those people and businesses that currently have more than one sign or object placed on a road or footpath. However, it is not intended that the cost of obtaining a permit will be high.</li></ul>

#### Assessment of Significance

- 22 The draft Signs and Objects on Roads and Footpaths Bylaw 2016 is not assessed as significant.

#### Recommended Option

- 23 It is recommended that Council approve the release of the draft Signs and Objects on Roads and Footpaths Bylaw 2016 for public consultation.

#### Next Steps

- 24 If Council decides to release the draft Signs and Objects on Roads and Footpaths 2016 for public consultation, the submission period would be open from 30 June to 30 July 2016. Submitters would have the opportunity to speak to their submissions at hearings in August and Council would deliberate on submissions in September.

#### Attachments

- A Draft Signs and Objects on Roads and Footpaths Bylaw 2016 [View](#)  
B Draft Signs and Objects on Roads and Footpaths Administration Manual [View](#)  
C Statement of Proposal - Draft Signs and Objects on Roads and Footpaths Bylaw 2016 [View](#)

Pursuant to Section 145 Local Government Act 2002 the Southland District Council makes this Bylaw:

## **SOUTHLAND DISTRICT COUNCIL SIGNS AND OBJECTS ON ROADS AND FOOTPATHS BYLAW 2016**

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### **PART 1**

#### **PRELIMINARY PROVISIONS**

#### **1 TITLE**

- 1.1 The title of this Bylaw is “THE SOUTHLAND DISTRICT COUNCIL SIGNS AND OBJECTS ON ROADS AND FOOTPATHS BYLAW 2016”.

#### **2 PURPOSE**

- 2.1 This Bylaw is made for the purposes of:
- a) Protecting the public from nuisance.
  - b) Protecting, promoting, and maintaining public health and safety.
  - c) Regulating, controlling, or prohibiting the placement of signs or objects on roads and footpaths.

#### **3 COMMENCEMENT AND APPLICATION**

- 3.1 This Bylaw will come into force on {date to be determined}.
- 3.2 This Bylaw applies to all Roads under the control of the Southland District Council. This includes footpaths and berms.

- 3.3 This Bylaw does not regulate the placement of signs or objects in parks, reserves or open spaces owned or controlled by Southland District Council.
- 3.4 Signs and objects on private land are regulated under the Southland District Plan, and not this Bylaw.

#### 4 **REPEAL**

- 4.1 The Southland District Council Control of Advertising Signs Bylaw 2008 is repealed at midnight {date to be determined}.

#### 5 **INTERPRETATION**

- 5.1 In this Bylaw:

<b>Advertising</b>	means using words or any pictorial or other representation to notify the availability of or to promote the sale of an object, a product, a service or business.
<b>Authorised Officer</b>	means a person appointed or authorised by the Council to act on its behalf in relation to this Bylaw.
<b>Council</b>	means the Southland District Council.
<b>District Plan</b>	means the operative Southland District Plan.
<b>Display</b>	means place, erect, construct or fix.
<b>Flag Sign</b>	means a flag with advertising.
<b>Footpath</b>	means that portion of any road laid out or constructed for the use of pedestrians and includes the edging and kerbing and includes any footbridge.
<b>Footpath Sign</b>	means a sign containing advertising displayed on a footpath but does not include a <b>flag sign</b> .
<b>Pedestrian</b>	A person travelling on foot, in a wheelchair or a mobility scooter or using a buggy, pushchair or perambulator.
<b>Permit</b>	means any approval or consent required or given by the Council under this Bylaw.

<b>Road</b>	<p>means the whole of any land which is within a district, and which—</p> <ul style="list-style-type: none"> <li>(a) immediately before the commencement of this Part was a road or street or public highway; or</li> <li>(b) immediately before the inclusion of any area in the district was a public highway within that area; or</li> <li>(c) is laid out by the Council as a road or street after the commencement of this Part; or</li> <li>(d) is vested in the Council for the purpose of a road as shown on a deposited survey plan; or</li> <li>(e) is vested in the Council as a road or street pursuant to any other enactment;—</li> </ul> <p>and includes—</p> <ul style="list-style-type: none"> <li>(f) except where elsewhere provided in this Part, any access way or service lane which before the commencement of this Part was under the control of any council or is laid out or constructed by or vested in any council as an access way or service lane or is declared by the Minister of Works and Development as an access way or service lane after the commencement of this Part or is declared by the Minister of Lands as an access way or service lane on or after 1 April 1988:</li> <li>(g) every square or place intended for use of the public generally, and every bridge, culvert, drain, ford, gate, building, or other thing belonging thereto or lying upon the line or within the limits thereof;—</li> </ul> <p>but, except as provided in the Public Works Act 1981 or in any regulations under that Act, does not include a motorway within the meaning of that Act or the Government Roding Powers Act 1989</p>
<b>Sign</b>	<p>means words or any pictorial or other representation or notice on any material or object. This does not include any illuminated sign, which will be assessed under the provisions of the District Plan.</p>
<b>Temporary Sign</b>	<p>means a sign that is portable and not fixed to land or buildings.</p>

- 5.2 Any term not defined in this bylaw but which is defined in the Local Government Act 2002 shall have the meaning given to it by the Act.

**PART 2**  
**CONTROL OF SIGNS**

**6      GENERAL CONTROL OF SIGNS**

- 6.1 No person may display a sign on a Road or Footpath without a Permit from the Council, unless:
- a) The display of the Sign is authorised by this Bylaw; or
  - b) It is a Temporary Sign associated with a cultural, social, sporting or educational activity and is removed after the activity ceases.
- 6.2 No person may display a Sign in a location or manner that impedes the safe and efficient flow of pedestrian or vehicular traffic on a Footpath or Road.

**7      SIGNS AND FLAGS ON FOOTPATHS**

- 7.1 To be authorised under this Bylaw a Sign must comply with all of the following:
- a) A Footpath Sign is only authorised if it complies with the following specifications:

<b>Minimum height</b>	<b>0.5 metres</b>
<b>Maximum height</b>	<b>1.0 metres</b>
<b>Maximum width</b>	<b>0.6 metres</b>
<b>Maximum base spread</b>	<b>0.6 metres</b>

- b) A Flag Sign on a Footpath is only authorised if it complies with the following specifications:

<b>Maximum height</b>	<b>3.0 metres</b>
<b>Maximum width</b>	<b>0.9 metres</b>
<b>Maximum base spread</b>	<b>0.6 metres</b>
<b>Minimum clearance height to the footpath</b>	<b>2.1 metres</b>

- c) A Footpath Sign or Flag Sign on a Footpath must:
  - (i) Advertise a business or relate to the business activity; and
  - (ii) The Sign is located adjacent to the business to which it relates; and
  - (iii) The Sign is removed when the business is not open to the public; and
  - (iv) There is not more than one Footpath Sign or Flag Sign for the business; and
  - (v) There is a minimum width of Footpath free of objects adjacent to the Footpath Sign or Flag Sign of 1.5 metres; and
  - (vi) The Footpath Sign or Flag Sign is placed immediately adjacent to the Footpath kerb; and
  - (vii) The Footpath Sign or Flag Sign does not protrude onto the vehicle carriageway of a road.

- (viii) The Footpath Sign does not alone or with other Footpath Signs unreasonably impede safe and efficient pedestrian flow.
- d) A Flag Sign fixed to a building must:
  - (i) Relate to a business in that building; and
  - (ii) The maximum height of the Flag Sign does not exceed 3 metres above the ground; and
  - (iii) The Flag Sign does not protrude onto the vehicle carriageway of a road; and
  - (iv) The Flag Sign does not protrude into any Footpath more than 0.6 metres.

### **PART 3**

#### **OBJECTS ON FOOTPATHS**

#### **8 GENERAL CONTROL OF OBJECTS ON FOOTPATHS**

- 8.1 Other than Signs permitted by this Bylaw no person may place any other objects on a Footpath or Road without a permit from the Council.
- 8.2 If the Council issues a permit to a person to leave objects on a Footpath or a Road then the permit holder must comply with all conditions on the Permit.

**PART 4**  
**STANDARD CONDITIONS FOR PERMITS**

**9 STANDARD CONDITIONS FOR PERMITS**

**9.1 All Permits**

- 9.1.1 Permits are issued under the Southland District Council Signs and Objects on Roads and Footpaths Bylaw 2016.
- 9.1.2 The permit holder must present the permit if requested by any officer of the Southland District Council.
- 9.1.3 The permit may be reviewed by the Council at any time and may be revoked on 48 hours written notice or earlier if necessary to prevent harm to any person or damage to any private or public property.
- 9.1.4 The permit is only valid if all applicable fees have been paid and funds have cleared.
- 9.1.5 Signs or objects must be placed on the footpath outside the premises to which they relate.
- 9.1.6 Signs or objects must not be placed outside adjoining premises without written permission from the adjoining premises.
- 9.1.7 Generally, signs or objects should be placed on the footpath only when the premises to which they relate are open to the public.
- 9.1.8 Pedestrians using the footpath must not be impeded by the signs or objects placed on the footpath.
- 9.1.9 Signs or objects placed on the footpath must be placed to ensure a minimum 1.2 metres continuous, straight-line width of the footpath remains clear for pedestrian access.

**9.2 Displaying a sign in a public place**

- 9.2.1 The sign must correspond with the specifications and description in the permit application, including but not limited to the construction and dimensions of the sign.
- 9.2.2 Any sign, including any structure attached to the sign, must be maintained in good repair. If it is damaged for any reason it must be removed, repaired or replaced within 24 hours of sustaining damage, if there is a safety issue otherwise within 72 hours.
- 9.2.3 The sign must be removed by the date stated in the permit. If no date is stated, then the permit is deemed to terminate within 21 days of the date the permit was issued.
- 9.2.4 The permit holder is responsible for any damage to the public place or any other property of the Southland District Council caused by the sign, the permit holder, the permit holder's contractors or the permit holder's employees.

**9.3 Placing objects on or use of the footpath**

- 9.3.1 Objects other than tables and chairs may not occupy more than one quarter of the footpath width or 0.6 metres, whichever is the lesser.

- 9.3.2 Objects including but not limited to umbrellas, canopies or shades must be secured in such a way that they will not fall or be blown over.
- 9.3.3 The lower edge of the canopy of any umbrella or shade must be at least 2.1 metres above the footpath.
- 9.3.4 Access to fire exits, fire hydrants, shop doorways, parking meters, rubbish receptacles, street furniture and bicycle stands must be kept clear at all times.
- 9.3.5 All braziers or heating devices must be securely fixed so as to not fall over.
- 9.3.6 A brazier or heating device must not present a danger to any pedestrian or building.
- 9.3.7 The permit holder must keep the footpath area where objects are placed clean from litter at all times.

**PART 5**  
**ADMINISTRATION**

**10     FEES AND CHARGES**

- 10.1     The Council may set fees and charges for any Permit granted under the Bylaw. Fees will be set each year in the Council's Annual Plan.

**11     DELEGATIONS**

- 11.1     The Chief Executive may appoint Authorised Officers of Southland District Council.
- 11.2     The Chief Executive and Authorised Officers may exercise any power, function or duty under this Bylaw or carry out any act in order to achieve its effective administration including:
- a)       Process, grant or refuse permits;
  - b)       Specify the conditions that apply to a permit;
  - c)       Specify forms and procedures for the effective administration of the Bylaw;
  - d)       Make any decision or determination required in this Bylaw in order to administer it;
  - e)       Make any decisions regarding suspension, withdrawal or removal of a Permit;
  - f)       Remove, store or dispose of Signs or objects in breach of this Bylaw;
  - g)       Determine the costs of the removal, storage or disposal of Signs or objects in breach of this Bylaw; and

**12     PERMITS**

- 12.1     Where an activity under this Bylaw requires a permit from the Council, the person seeking a permit must:
- a)       Complete the required application form;
  - b)       Pay the applicable fee; and
  - c)       Comply with the conditions of that Permit.
- 12.2     The Council may grant a Permit for any activity that would otherwise contravene this Bylaw.
- 12.3     A Permit is personal to the applicant and is not transferable.
- 12.4     An Authorised Officer may revoke or suspend any Permit issued under this Bylaw at any time, or suspend for such periods of time, on such terms and conditions as the Authorised Officer may consider appropriate in the event the Permit issued is breached, or to protect Council property, public health and safety or to minimise nuisance.

**PART 6**  
**ENFORCEMENT**

**13     OFFENCES AND PENALTIES**

- 13.1 Every Person or Permit holder who:
- a) Fails to comply with any provision of this Bylaw; or
  - b) Breaches the conditions of any permit granted pursuant to this Bylaw
- commits an offence under Section 239 of the LGA 2002 and is liable to a fine as specified in Section 242 of the LGA 2002.
- 13.2 The Council may issue infringement notices, in such forms and for such amounts as are authorised in any regulations made under Section 259 of the LGA 2002.
- 13.3 In accordance with Section 163 of the Act, Council may remove or alter any sign or other work or thing that is or has been constructed in breach of this Bylaw.
- 13.4 Council may recover the cost of removing or altering the Sign or other work or thing that is in breach of this Bylaw from the person who committed the breach. Payment of this cost does not relieve the person of liability for the breach of this Bylaw.
- 13.5 In accordance with Sections 164 and 165 of the Act, Council may seize and impound property if it is used in breach of this Bylaw.
- 13.6 In accordance with Sections 167 and 168 of the Act, Council may return or dispose of property seized and impounded. The person in breach of this Bylaw is responsible for any costs associated with disposal of seized property.

**APPLICATION TO PLACE A SIGN OR OBJECT ON A ROAD OR FOOTPATH**

Please ensure that you supply all the required information to enable the Council to consider your application. Failure to supply the required information may delay your permit application. Further information such as maps and images of the sign can be provided as attachments to this application form.

Applicant Details	
Applicant name:	<input type="text"/>
Trading name of business (if applicable):	<input type="text"/>
Postal address:	<input type="text"/>
Primary telephone:	<input type="text"/>
After hours telephone:	<input type="text"/>
Email address:	<input type="text"/>
Please indicate the type of activity permit for which you are applying.	
<input type="checkbox"/> Displaying a sign on a road or footpath	<input type="checkbox"/> Placing objects on the footpath
Please specify the location where the sign(s) or object(s) would be located. <i>Please attach a map, if required.</i>	
<input type="text"/>	
Are you applying to erect a mobile sign?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
Please provide details of the sign content.	
<input type="text"/>	
Please detail the size of the sign or object.	
<input type="text"/>	

Please provide details of the construction of the sign or object.	
Date the sign or object is to be erected:	
Date the sign or object is to be removed:	
<b>Permit Requirements</b>	
I confirm that:	
<input type="checkbox"/>	I have included in this application the required information necessary to enable the Council to consider the application.
<input type="checkbox"/>	I have paid the prescribed fee
<input type="checkbox"/>	I agree to comply with the times, terms and conditions of the permit if a permit is issued.
Signature: (applicant)	Date:

OFFICE USE ONLY	
Application received on:	
Recommendation:	Approved / Declined (circle one)
Permit number:	
Applicant advised:	Yes / No (circle one)
Date:	
Notes:	

## 1 PERMIT INFORMATION REQUIREMENTS

The following are the information requirements associated with the activities which require a permit under the Southland District Council Signs and Objects on Roads and Footpaths Bylaw 2016. Please ensure that you supply all the required information with your application to enable the Council to consider your application. A failure to supply the required information may delay your permit application.

### 1.1 Displaying a sign in a public place

- 1.1.1 Identify the location where the sign will be located.
- 1.1.2 Provide details of the sign content, and the size and construction of the sign (including whether it is a mobile sign).
- 1.1.3 Provide the date on which the sign is to be erected, and the date on which the sign is to be removed.

### 1.2 Placing objects on or use of the footpath

- 1.2.1 Describe the locality where objects are to be placed.
- 1.2.2 Supply a sketch plan that details the location of the objects to be placed on the footpath.
- 1.2.3 Identify the number and type of each object that will be placed on the footpath, and the times of the day and the days that the objects will be placed on the footpath.

## **STATEMENT OF PROPOSAL**

### **DRAFT SIGNS AND OBJECTS ON ROADS AND FOOTPATHS BYLAW 2016**

#### **Proposal**

Council is proposing to replace its Control of Advertising Signs Bylaw 2008 with a Signs and Objects on Roads and Footpaths Bylaw 2016 (the draft Bylaw). The Control of Advertising Signs Bylaw has not been amended since its adoption in 2008. A copy of the draft Bylaw being proposed by the Council is attached to this proposal.

The purpose of this Statement of Proposal is to describe the details of the draft Signs and Objects on Roads and Footpaths Bylaw 2016 (especially where it differs from the current Control of Advertising Signs Bylaw 2008) and to explain the reasons for those differences.

#### **Reasons for the Proposal**

Council is reviewing of the Control of Advertising Signs Bylaw 2008 to:

- Align the bylaw with the District Plan;
- Provide clarity for the public;
- Address issues across the District which relate to signs and objects on footpaths and roads; and
- Broaden the scope of the bylaw so it is not limited only to advertising signs.

The draft Bylaw would address the placement of signs and other objects in the road reserve, for example sandwich boards on footpaths. Signs on private land would be covered in the District Plan.

Changes to the bylaw are intended to increase the ease of doing business with Council and provide clarity and consistency.

#### **Issues**

This bylaw deals with the placement of signs and objects on footpaths and roads. It is intended to mitigate potential for nuisance and the risk to public health and safety.

The draft Signs and Objects on Roads and Footpaths Bylaw 2016 does not address signage content. This is regulated by the Advertising Standards Authority for advertising signs or by the police for other forms of signs. Controlling the number and nature of signs and objects on roads and footpaths would reduce the safety risks and potential nuisance.

The draft Bylaw proposes a system where one sign or object for each premise would be permitted provided it met certain criteria. Any additional signs or objects would require a permit from the Council.

### Options Considered

When making a bylaw under the Local Government Act 2002 the Council must comply with the matters in section 155 of that Act. This section requires that the Council must determine whether a bylaw is the most appropriate way of addressing the perceived problem. The Council must then determine whether the bylaw is in the most appropriate form, and that it does not give rise to any implications under the New Zealand Bill of Rights Act 1990. The Council has developed the draft bylaw to be flexible and has not identified any implications under the New Zealand Bill of Rights Act 1990.

In order for the Council to determine whether the draft Bylaw is the best way of addressing the perceived problem, the Council considered the following options:

1. Retain the current Control of Advertising Signs Bylaw 2008;
2. Revoke the Control of Advertising Signs Bylaw 2008 and have no bylaw to regulate these issues;
3. Use other, existing regulatory tools to address these issues; and
4. Draft a replacement bylaw.

#### Option 1 – Retain the current Control of Advertising Signs Bylaw 2008.

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> <li>There is no legislative requirement to review the bylaw at this stage.</li> </ul>	<ul style="list-style-type: none"> <li>The Control of Advertising Signs Bylaw 2008 is not aligned with the District Plan following its recent review.</li> <li>The current bylaw only deals with advertising signs but does not address other objects on footpaths and roads or signs not related to advertising.</li> </ul>

#### Option 2 – Revoke the Control of Advertising Signs Bylaw 2008 and have no bylaw to regulate these issues.

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> <li>There are no clear advantages to this approach because it would not address potential issues relating to public nuisance or safety.</li> </ul>	<ul style="list-style-type: none"> <li>The District Plan currently regulates signs on private property but does not regulate signs or objects on roads or footpaths. This would mean that this activity would be unregulated.</li> <li>If an issue were to arise relating to signs or objects on roads or footpaths, Council would not be able to effectively manage it.</li> </ul>

#### Option 3 – Use other, existing regulatory tools to address these issues.

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> <li>Council could consider regulating these issues through bylaws on roading or trading in public places or through its</li> </ul>	<ul style="list-style-type: none"> <li>However, to include regulation of these issues in a roading bylaw may not be clear and easy for the public to locate and</li> </ul>

<p>District Plan.</p> <ul style="list-style-type: none"> <li>This would limit the number of regulatory tools maintained by the Council.</li> </ul>	<p>interpret. Southland District Council's Roading Bylaw was also reviewed in 2015.</p> <ul style="list-style-type: none"> <li>Including this issue in a bylaw relating to trading in public places would not address items which are not solely placed on roads and footpaths for the purposes of trading (e.g. braziers, decorative plants etc.).</li> <li>Currently, the District Plan regulates activities which occur on private land. Amending the plan to include signs and objects on roads and footpaths would not be as flexible as the approach proposed in the draft Bylaw. Applications to place additional signs and objects on roads and footpaths would need to be made through the resource consent process. This is likely to be more expensive and time consuming than a permit system.</li> </ul>
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#### Option 4 – Draft a replacement bylaw.

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> <li>The draft Bylaw would allow Council to permit and regulate signs and objects on footpaths in a flexible manner.</li> <li>Addressing these issues through a distinct bylaw means that it is easy for the public to find this information.</li> <li>A bylaw allows Council to have a flexible approach to enforcement and to remove items where there is a breach of the bylaw that is unable to be resolved.</li> </ul>	<ul style="list-style-type: none"> <li>A permit system will involve some costs for those people and businesses that currently have more than one sign or object placed on a road or footpath. However, it is not intended that the cost of obtaining a permit will be high.</li> </ul>

#### Making a submission

Submissions are invited from 30 June 2016 and closing at 5.00 pm on 30 July 2016. Council will consider all submissions from the public when making its final decisions on the bylaw.

Submissions can be made online, via post or by providing a written submission to staff at your local Southland District Council office. All submissions received by Southland District Council will be made available to the public. If you lodge a submission, you can also request to be heard by Council during the hearings process.

Online submissions can be made using the submission form available at [www.southlanddc.govt.nz](http://www.southlanddc.govt.nz).

The full statement of proposal is available for inspection at all Southland District Council offices (Invercargill Head Office (15 Forth Street, Invercargill); Lumsden; Otautau; Riverton/Aparima; Stewart Island/Rakiura; Te Anau; Winton; and Wyndham).

Written submissions must:

1. Be clearly labelled SUBMISSION – DRAFT SIGNS AND OBJECTS ON ROADS AND FOOTPATHS BYLAW 2016.
2. Contain the name, address and contact details of the submitter.
3. Indicate whether the submitter wishes to be heard by the Southland District Council in support of his/her submission. Submitters wishing to speak will be allocated a time by Southland District Council.

Submissions can be posted to:

**Southland District Council**  
**Submissions**  
**PO Box 903**  
**Invercargill 9840**

For further information contact Jennifer Green, 0800 732 732.

Draft Bylaw



## Draft Cemetery Bylaw 2016 and draft Cemetery Policy

**Record No:** R/16/6/9010  
**Author:** Tamara Dytor, Policy Analyst  
**Approved by:** Rex Capil, Group Manager Community and Futures

☒ Decision ☐ Recommendation ☐ Information

### Purpose

- 1 This report seeks approval from Council to engage with the public on the draft Cemetery Bylaw 2016 and Cemetery Policy.

### Executive Summary

- 2 The Cemetery Bylaw 2006 is currently due for review. The draft Cemetery Bylaw 2016 and Cemetery Policy (attached) propose an approach for the regulation of Council controlled cemeteries.

## Recommendation

That the Council:

- a) **Receives the report titled “Draft Cemetery Bylaw 2016 and draft Cemetery Policy” dated 20 June 2016.**
- b) **Determines that this matter or decision be recognised as not significant in terms of Section 76 of the Local Government Act 2002.**
- c) **Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the Act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.**
- d) **Determines that it is satisfied that -**
  - (i) **the draft Cemetery Bylaw 2016 is necessary for one or more of the following purposes:**
    - (1) **to protect the public from nuisance;**
    - (2) **to protect the health and safety of the public.**
  - (ii) **the bylaw is the most appropriate and proportionate way of addressing the issue; and**
  - (iii) **the bylaw is not inconsistent with the New Zealand Bill of Rights Act 1990.**
- e) **Endorses the draft Cemetery Bylaw and draft Cemetery Policy for public consultation in accordance with the special consultative procedure from 30 June to 30 July 2016.**

## Content

### Background

- 3 The Cemetery Bylaw 2006 is currently due for review, having been in force for a ten year period. A review is required by Section 159 of the Local Government Act 2002. Officers have taken the opportunity to ensure that the bylaw remains appropriate and is supported by a robust and relevant policy.

### Issues

- 4 The draft Cemetery Bylaw 2016 takes a predominantly similar approach to the Cemetery Bylaw 2006. However, some clauses within the Cemetery Bylaw 2006 have been moved to the draft Cemetery Policy, since they were not of a regulatory nature.
- 5 A key change proposed in the draft Cemetery Bylaw 2016 relates to the period to which an exclusive right of burial would apply. Currently, an exclusive right of burial is allocated for a period of up to 60 years. The draft Cemetery Bylaw proposes that this is limited to a period of up to 20 years. The purpose of this change is to reflect the needs of today's communities in which people are often more transient. This change would also allow Council greater flexibility and more efficient management of the cemeteries it controls.

- 6 Council has also clarified its position on disinterment in the draft Cemetery Bylaw 2016. If the draft Cemetery Bylaw 2016 were adopted, any person wishing to be present at a disinterment (other than a Council officer, funeral director or Health Protection Officer) would require prior Council approval.

### **Factors to Consider**

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

- 7 The Cemetery Bylaw 2006 is currently due for review under Section 159 of the Local Government Act 2002.
- 8 Consistent with Section 145 of the Local Government Act 2002 the draft Cemetery Bylaw 2016 and the draft Cemetery Policy is intended to protect the public from nuisance; protect, promote and maintain public health and safety and minimise the potential for offensive behaviour in public places.
- 9 The draft Cemetery Bylaw 2016 also meets the criteria of Section 145 (b)(v) which allows a territorial authority to make a bylaw for the purpose of managing, regulating against, or protecting from, damage, misuse, or loss, or for preventing the use of, the land, structures, or infrastructure associated with cemeteries.
- 10 When making a bylaw under the Local Government Act 2002 the Council must comply with the matters in section 155 of that Act. This section requires that the Council must determine whether a bylaw is the most appropriate way of addressing the perceived problem. The Council must then determine whether the bylaw is in the most appropriate form, and that it does not give rise to any implications under the New Zealand Bill of Rights Act 1990.
- 11 Officers have considered the form of the draft bylaw and submitted the draft for legal review. Officers recommend the draft bylaw and accompanying policy as the most appropriate form of bylaw.
- 12 The Council has not identified any implications under the New Zealand Bill of Rights Act 1990. Consideration has been given to cultural and religious needs and sensitivities relating to burial and has developed the draft bylaw to be flexible where required.

#### **Community Views**

- 13 If endorsed by Council, the draft Cemetery Bylaw 2016 and draft Cemetery Policy would be released for public consultation from 30 June to 30 July 2016. The draft bylaw and policy would be publicly notified and would be available on the Southland District Council website, as well as at Council offices.
- 14 A targeted letter would be sent to notify potentially interested parties such as funeral directors and genealogical societies.

#### **Costs and Funding**

- 15 The draft Cemetery Bylaw and draft Cemetery Policy do not reflect significant changes to current operational practice. As such no additional costs have been identified.

#### **Policy Implications**

- 16 The draft Cemetery Policy has been prepared to support the draft Cemetery Bylaw 2016 and is attached to this report.

## Analysis

### Options Considered

- 17 In order for the Council to determine whether the draft Bylaw is the best way of addressing the perceived problem, the Council considered the following options:

1. Retain the Cemetery Bylaw 2006 or
2. Draft a replacement bylaw.

### Analysis of Options

#### Option 1 – Retain the Cemetery Bylaw 2006

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"><li>• There are no clear advantages to retain the current bylaw, which is currently due for review.</li></ul>	<ul style="list-style-type: none"><li>• The Cemetery Bylaw 2006 is legally required to be reviewed.</li><li>• The current bylaw combines both bylaw and policy issues - it is preferable to separate policy from the content of the bylaw.</li></ul>

#### Option 2 – Endorse the draft Cemetery Bylaw 2016 and Cemetery Policy for public consultation

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"><li>• The draft bylaw is legally compliant and Council would meet requirements under the Local Government Act 2002 to review the current bylaw.</li><li>• The draft bylaw distinguishes between regulatory bylaw content and policy content.</li><li>• The draft bylaw clarifies Council's position on disinterment</li></ul>	<ul style="list-style-type: none"><li>• No disadvantages to this approach have been identified and there is opportunity for amendments to the draft bylaw through the process of public consultation.</li></ul>

### Assessment of Significance

- 18 Neither the draft Cemetery Bylaw nor the draft Cemetery Policy have been assessed as significant as substantial changes to operational practice are not recommended.

### Recommended Option

- 19 It is recommended that Council approve the release of the draft Cemetery Bylaw 2016 and Cemetery Policy for public consultation.

### Next Steps

- 20 If Council decides to release the draft Cemetery Bylaw 2016 and the draft Cemetery Policy for public consultation, the submission period would be open from 30 June to 30 July 2016. Submitters would have the opportunity to speak to their submissions at hearings in August and Council would deliberate on submissions in September.

## Attachments

- A Draft Cemetery Bylaw 2016 [View](#)
- B Draft Cemetery Policy [View](#)
- C Statement of Proposal draft Cemetery Bylaw 2016 [View](#)

Pursuant to Section 145 of the Local Government Act 2002, and Section 16 of the Burial and Cremation Act 1964 the Southland District Council makes the following Bylaw:

## **SOUTHLAND DISTRICT COUNCIL CEMETERY BYLAW 2016**

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### **1 SHORT TITLE, COMMENCEMENT AND APPLICATION**

- 1.1 This Bylaw shall be referred to as the "Southland District Council Cemetery Bylaw 2016" and shall come into force on {date to be determined}.
- 1.2 Nothing in this Bylaw shall derogate from any Act or Regulation for the time being in force concerning cemeteries and burials.

### **2 REVOCATION**

- 2.1 The Southland District Council Cemetery Bylaw 2006 is revoked.

### **3**

## **DEFINITIONS**

- 3.1 For the purposes of this Bylaw:

**“Beam Lawn Cemetery”** means a cemetery or part of a cemetery in which the surface is laid down as a grass lawn with headstones plaques and tablets erected on the beam provided by Council at the head of the burial plots.

**“Burial Plot”** means a plot in a cemetery used for the burial of the dead.

**“Burial Warrant”** means a certificate issued by Council after application on the prescribed form and payment of any fees authorising the burial of the person named in it and prescribing the terms and conditions of burial.

**“Cemetery”** means any cemetery vested in or under the control of Council.

**“Closed Cemetery”** means a cemetery which has been closed by a closing order.

**“Council”** means the Southland District Council.

**“Disinterment”** means the removal of any body (or remains of any body) buried in any cemetery.

**“Exclusive Right of Burial”** means the purchase of a plot(s) for exclusive burial at a later date, in accordance with Section 10 of the Burial and Cremation Act 1964.

**“Existing plot”** means a plot previously used for a burial.

**“Manager”** means the person appointed by Council to manage its cemeteries.

**“Sexton”** means any person approved by Council to manage the day to day activities of any cemetery and includes his or her assistants.

## **4 BURIALS AND PLOTS**

- 4.1 No burial shall be made in any cemetery without a burial warrant.
- 4.2 Burials plots may be sold on such terms as Council decides. An exclusive right of burial may be granted under Section 10 of the Burial and Cremation Act 1964.
- 4.3 Upon application being made and the prescribed fees paid to Council, an urn containing the ashes of a deceased person may be buried in any part of the Cemetery that Council generally or in any particular case authorises.
- 4.4 The minimum depth of soil cover over any coffin in a Burial Plot shall be one metre.
- 4.5 No person other than the Sexton, or a person under the Sexton's direction, shall dig any grave, or open the ground for burial, in any part of any Cemetery.

## **5 HOURS FOR BURIALS**

- 5.1 Burials shall only be held on the days and between the hours identified in the Southland District Council Cemetery Policy.

## **6 FEES**

- 6.1 All fees and charges under this Bylaw shall be set from time to time by resolution of Council and will be included in the Southland District Council Schedule of Fees and Charges.

## 7 HEADSTONES AND MEMORIALS

- 7.1 All headstones and related works shall be constructed in accordance with New Zealand Standard 4242:1995 - Headstones and Cemetery Monuments or any subsequent New Zealand Standard. All foundations for kerbs, tombstones, headstones and monuments shall be constructed of permanent materials and be laid to the satisfaction of Council using the services of a qualified tradesperson approved by Council.
- 7.2 All headstones and memorials shall be kept in good repair by the holder of the Burial Plot or their personal representative. Subject to the provisions of the Burial and Cremation (Removal of Monuments and Tablets) Regulations 1967, all headstones or memorials which fall into a state of decay or disrepair, may at any time be removed by Council.
- 7.3 All vases or containers for flowers and other tributes shall be housed in insets into the base on which the memorial is placed, and shall be approved by Council. No glass vases or containers shall be permitted in the Cemetery.
- 7.4 In any Beam Lawn Cemetery no person shall:
- a) erect any kerb, railing, fence, building, or other structure, on or around any Burial Plot or part of;
  - b) install or place any memorial plaque, memorial tablet, or other item on any Burial Plot without the prior permission of Council, and subject to compliance with the following conditions:
    - i) any memorial tablet, plaque or headstone shall consist of a permanent material as may be approved by Council; and
    - ii) such tablet, plaque or headstone shall be of an approved size and set in an approved position.
- 7.5 A temporary single grave marker may be placed at the head of the grave prior to a permanent memorial being installed.
- 7.6 Purchasers of Burial Plots in any Cemetery, other than a lawn cemetery, may surround the plots of ground allotted with kerbing in permanent materials. The highest part of such kerbing shall be not more than 300 mm above the ground level. Tombstones, headstones, or other monuments may be erected.
- 7.7 No person, without permission of Council, may remove any kerb, headstone, monument, or tablet from any Cemetery or any grave.
- 7.8 No person without authority will remove or take from any cemetery, or from any grave in any Cemetery, any vase, wreath, plant, flower or any other item.
- 7.9 No person erecting or repairing any headstone, monument, fence or other work in, or around any grave, in any Cemetery shall make use of any footpath or other part of such Cemetery for placing or depositing any tools or material in connection with the work for a longer time than is reasonably necessary for the purpose of completing such work. Any person who, after receiving notice in writing by Council requesting the removal thereof within a time specified in such notice, neglects or refuses to comply with the notice issued breaches this Bylaw.
- 7.10 No person shall make use of any footpath or roadway in the Cemetery for the purpose of mixing cement or mortar otherwise than upon a proper mixing board or in an approved manner.

7.11 Any person, business, or group wishing to provide or undertake services in the Cemetery, other than provided in this document, shall require the prior approval of Council.

7.12 A person who produces Power of Attorney documents relating to the Exclusive Right Holder(s) will have the same interment and monument works decision rights as the holder(s) would.

## **8 SHRUBS AND TREES**

8.1 No tree or shrub shall be planted or removed in any cemetery by any person without the consent of Council being first obtained.

## **9 WREATHS**

9.1 During a period of seven days, or such other period as Council decides following a burial, any wreath may be placed on a plot, but shall be removed at the expiration of that period.

## **10 FLOWERS AND TRIBUTES**

10.1 Any floral tribute placed on a Plot shall be placed in a vase.

10.2 The vase, or any other tribute, shall be installed adjoining any tablet or plaque on the side nearest the head of the Plot.

10.3 Council may at any time remove damaged vases, or vases of a type not approved by Council, and he/she may also remove at any time dead flowers and dead foliage.

10.4 Council may at any time remove damaged tributes or tributes deemed unacceptable by Council.

## **11 VEHICLES**

11.1 No person shall take a vehicle into any Cemetery except between the hours of sunrise and sunset, unless authorised by Council.

11.2 No person shall permit any vehicle under his/her control to remain in any Cemetery after sunset without the permission of Council.

11.3 No person shall operate any vehicle in a Cemetery except on the roads open for vehicular traffic, and in the direction indicated by traffic signs.

11.4 No person shall operate any vehicle in a Cemetery at a greater speed than 20 km/hr, or the speed that is signposted.

11.5 Every person operating any vehicle in a Cemetery shall stop or move the vehicle as directed by the Sexton or a Funeral Director.

## **12**

- ## 13 MISCONDUCT

- ## 14 DISINTERMENT

- ## 15 OFFENCES

- This Bylaw has been made and confirmed by a resolution passed at a meeting of the Southland District Council held on the \_\_\_\_\_.

**MAYOR**

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## SOUTHLAND DISTRICT COUNCIL CEMETERY MANAGEMENT POLICY

This policy applies to:

### DOCUMENT CONTROL

<b>Policy administrator:</b> Strategic Manager Property	<b>TRIM reference number:</b> r/16/5/6739	<b>Effective date:</b> «type date»
<b>Approved by:</b> «type name of the position or body that a»	<b>Date approved:</b> «type date»	<b>Next review date:</b> «type date»

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## CEMETERY MANAGEMENT POLICY

### 1 PURPOSE

The Southland District Council Cemetery Management Policy aims to ensure:

- The effective and consistent management of Council controlled cemeteries throughout the Southland District;
- That there is certainty for all in relation to monuments at Council controlled cemeteries; and
- That remembrance can occur in the best possible surroundings.

### 2 DEFINITIONS AND ABBREVIATIONS

Term	Meaning
<b>Beam Lawn Cemetery</b>	Means a cemetery or part of a cemetery in which the surface is laid down as a grass lawn with headstones plaques and tablets erected on the beam provided by Council at the head of the burial plots.
<b>Burial Plot</b>	Means a plot in a cemetery used for the burial of the dead.
<b>Burial Warrant</b>	Means a certificate issued by Council after application on the prescribed form and payment of any fees authorising the burial of the person named in it and prescribing the terms and conditions of burial.
<b>Cemetery</b>	Means any cemetery vested in or under the control of Council.
<b>Closed Cemetery</b>	Means a cemetery which has been closed by a closing order.
<b>Council / SDC</b>	Means the Southland District Council.
<b>Disinterment</b>	Means the removal of any body (or remains of any body) buried in any cemetery.
<b>Exclusive Right of Burial</b>	Means the allocation of a plot(s) for exclusive burial at a later date, in accordance with Section 10 of the Burial and Cremation Act 1964.
<b>Existing Plot</b>	Means a plot previously used for a burial.
<b>Funeral Director</b>	Means a person whose business is, or includes, disposing of bodies.
<b>Manager</b>	Means the person appointed by Council to manage its cemeteries.
<b>Service Person</b>	Means a person who has been on operational service in Her Majesty's Forces pursuant to Section 15 (a)(i) of the Burial and Cremation Act 1964.
<b>Sexton</b>	Means any person approved by Council to manage the day to day activities of any cemetery and

Term	Meaning
	includes his or her assistants.

### 3 SCOPE

This policy applies to all cemeteries managed or controlled by Southland District Council.

This policy affects all members of the public; including Council employees, residents, visitors and contractors, who have an interest in or are undertaking work within Council managed or controlled cemeteries in the Southland District.

### 4 POLICY DETAILS

The Southland District Council Cemetery Management Policy outlines the overall principles that underpin how Council manages its cemeteries.

#### 4.1 Interments

##### 4.1.1 Burial Warrants

All requests for interments must be made to Council through an application for a burial warrant. The Funeral Director or person having the management or control of the burial shall make application to Council for a burial warrant.

No burial warrant shall be issued until the interment fee has been paid. In the case of a burial under the management or control of a Funeral Director, Council may, at its discretion, waive the requirement and charge the cost of the same to the Funeral Director concerned.

No burial will take place until the Sexton has received the burial warrant. Notification of an intended burial shall be given to the Sexton at least 16 working hours prior to the time arranged for the funeral or such lesser time as agreed with Council. Agreement will be subject to the payment of any additional costs incurred.

When a burial warrant is issued Council may, upon specific application made to it, authorise the digging and filling of the grave by relatives and associates of the deceased under the direction of the Sexton.

##### 4.1.2 Authorisation

If the burial involves interment in a plot already used or allocated, any request for a burial warrant must detail the right to use the plot. Where there is doubt regarding the allocation of a plot, Council may require confirmation that the burial is authorised.

##### 4.1.3 Hours of Burial

As a general rule, burials shall be held between the hours of 9.00 am to 4.00 pm Monday to Friday in the months of October to April, and 9.00 am to 3.30 pm in the months of May to September and 9.00 am to 1.00 pm on Saturday, or such other days or hours as Council may determine. Burials will not take place on public holidays or days that they are observed.

Council will consider requests for interment which for religious, cultural or any other reasons may be outside the scope of Council's Policy, Bylaw or contract arrangements.

## 4.2 Exclusive Rights of Burial

### 4.2.1 General

An Exclusive Right of Burial may be either pre-allocated, or bought at the time of burial.

If a person wishes to have a plot pre allocated, they gain the Exclusive Right of Burial for that plot. This means that the individuals named in the allocation obtain the right to be buried in that plot; this does not mean they own the piece of land on which the plot sits.

The Exclusive Right of Burial is held by the individuals for a maximum of 20 years. After this time, if no burial has taken place in that plot, the Exclusive Right of Burial will revert back to Council with no entitlement for refund of any fees paid. Council may re-allocate the plot to the individuals in the first instance if the individuals wish to retain that plot. It is the responsibility of the holder of an Exclusive Right of Burial to ensure that the Exclusive Right of Burial is re-allocated. However, Council will endeavour to contact the holder of an Exclusive Right of Burial when the Exclusive Right of Burial is due to lapse. It is the responsibility of the holder to ensure that Council has the correct contact details. Re-allocation of an Exclusive Right of Burial shall incur a fee.

No memorials, plaques or headstones can be erected until such time as a burial has taken place in the grave and all fees have been paid, other than with the approval of Council.

### 4.2.2 Transfer of an Exclusive Right of Burial to Another Party

The person who is allocated the Exclusive Right of Burial of a plot may, with the consent of Council, transfer that right to another person, or entity, including a charitable organisation for example. This will incur the same fee as issue for an Exclusive Right of Burial. The original certificate must be presented to Council with the transfer section completed and signed by the person allocated Exclusive Rights.

### 4.2.3 Surrender of an Exclusive Right of Burial to Council

The holder or joint holders of an Exclusive Right granted by Council may surrender the Exclusive Right to Council.

Council will only accept the surrender of an Exclusive Right if:

- a) Evidence of allocation of the Exclusive Right is supplied to Council.
- b) The plot described in the Exclusive Right to be surrendered has not been used for burial of human remains, including the remains from a cremation or if it has previously been used, an exhumation has occurred and the plot is no longer required.

### 4.2.4 Transfer to Surviving Holder where Exclusive Right is held jointly

If jointly held, upon the death of one of the joint holders of an Exclusive Right, the remaining joint holder is, or joint holders are, entitled to the full allocation of the Exclusive Right.

#### 4.2.5 Exclusive Right Bequeathed

The holder of a burial permit may bequeath the Exclusive Right as if it were the holder's personal estate.

Upon application made by a person to whom a burial permit has devolved as a result of a bequest, Council will amend the register so as to indicate that the person has become the holder of the Exclusive Right. A new certificate will be issued and the original certificate will be retained at Council and recorded as cancelled.

Evidence in writing of a bequeath is required to be provided to Council in order to make any changes

#### 4.3 **Burial of Her Majesty's Service Personnel**

Southland District Council may:

- a) Set aside areas specifically for the burial of deceased service personnel.
- b) Allow the subsequent interment of the husband, wife, civil union partner or de-facto partner of the deceased service personnel in the same plot.
- c) On application consider the interment of the husband, wife, civil union partner or de-facto partner prior to the death of the service personnel.

#### 4.4 **Burials not managed by a Funeral Director**

The following conditions apply for burials in cemeteries where a Funeral Director is not responsible for the organisation and management of the burial.

When an application is made for a burial warrant, the application shall provide:

- a) The full name of deceased.
- b) Evidence of death certified by a Registered Medical Practitioner.
- c) The name of cemetery in which burial to take place.
- d) The date and time for burial.
- e) Any special services required for burial.

Payment of the burial fee is required at the time of the application for a burial warrant.

An adult person shall be nominated to oversee the burial. That person shall be responsible for liaison with Council staff and the Sexton at the cemetery and for directing the burial process.

By arrangement with the Sexton, digging and filling of graves by relatives and associates of the deceased may be permitted. Activities associated with this activity will be restricted to the immediate environs of the grave site.

#### 4.5 **Disinterment**

A disinterment requires a licence from the Ministry of Health. The Ministry of Health is reluctant to issue a licence to disinter a body between one month and one year after interment because of the decomposition process.

Applications for a disinterment licence must be made through the Southern District Health Board and provided to Council when requesting a disinterment. Where an application for a disinterment of any deceased is received by Council, the applicant shall be liable for all costs associated with the disinterment.

Disinterring ashes does not need a disinterment licence but does need to be requested and managed through Council.

Human remains interred for more than 100 years are also subject to the jurisdiction of Heritage New Zealand.

No family members are to be present at the disinterment unless specifically authorised by Council.

#### **4.6 Cemetery Standards**

Council aims for all cemeteries within the District to be of a high quality and reflect the community's standards. Council also has duties under statute with regard to public health and these are recognised within the standards.

Council will manage cemeteries in line with the requirements of the Bylaw. To help achieve this Council will:

- a) Develop and maintain an asset management plan for its cemetery activity.
- b) Maintain its obligation for safe and reasonable access to burial sites.
- c) Maintain the surrounds to be attractive and representative of its nature.
- d) Ensure allocated plots are maintained to acceptable standards.

#### **4.7 Cemetery Maintenance**

Council shall maintain lawn areas, trees and vegetation, roadways and paths adjacent to and within the monumental sections. All shrubs, plants, etc in the cemetery and gardens are planted and cared for by Council. Council may remove any trees, shrubs, or other vegetation from the cemetery.

The public are not permitted to plant flowers, shrubs, or trees in any area within the cemetery boundary without Council's written consent. Council may remove any shrubs, trees, or other vegetation that have been planted on a burial site or within the Cemetery without Council's written consent.

Council is not responsible for the erection, upkeep, maintenance, repair, restoration, or cleaning of any monument or structure at a burial site. Council will endeavour to contact any known family member if damage is caused to a grave or monument.

Council may act to remove any structure in a cemetery that has become dilapidated, unsightly, is crumbling, or deemed to be unsafe in a risk assessment carried out by Council. Council's actions will be limited to making unsafe structures safe to ensure public and employee safety.

Where subsidence is evident, Council may fill and compact the ground.

Council is responsible for:	Individuals are responsible for:
<ul style="list-style-type: none"> <li>• Maintaining adequate access to gravesites.</li> <li>• Maintaining any communal spaces (such as lawns).</li> <li>• Constructing and maintaining structures used by more than one burial plot (such as concrete beams or niche walls).</li> </ul>	<ul style="list-style-type: none"> <li>• Payment of fees for services and for the use of structures used by more than one burial plot (such as concrete beams or niche walls).</li> <li>• Maintaining any private structures erected within the burial plot (vaults, headstones or fences).</li> </ul>

Council will ensure that appropriate maintenance arrangements are in place to allow public access to all grave sites in closed cemeteries under the control of Council.

#### 4.8 Funding, Fees and Charges

Cemetery fees are detailed in Council's Schedule of Fees and Charges.

Council will review the interment fee on an annual basis using the following formula:

- a) Adult interment fee determined by contractor, cost of burial plus staff time.
- b) Interment one year old and up to five years old - 50% of adult interment fee.
- c) Interment stillborn and up to one year old - 25% of adult rate.
- d) Cremated ashes within an ashes beam - one hour of staff time.
- e) Cremated ashes into existing plot - no charge.
- f) Allocation of Exclusive Right of Burial - two hours of staff time.
- g) Cremated ashes into new standard plot - including allocation of Exclusive Right of Burial - two hours of staff time.

Specific site preparation by the Sexton not covered by Council's Schedule of Fees and Charges shall be at the cost of the applicant.

#### 4.9 Burial Charges: Poor Persons

Where application is made to Council for the burial free of charge of any deceased poor person, the applicant will also furnish to Council an order signed by a Justice of the Peace in accordance with the Burial and Cremation Act 1964.

Burial will take place in a plot as determined by Council and no fence or headstone will be erected unless all fees have been paid and the plot allocated.

Any person may, within two years from the date of such burial or such extended time as Council shall approve, pay for allocation of the plot by paying all outstanding charges at current contract rates.

#### 4.10 Non-Council Controlled Cemeteries

To meet Council's statutory obligations to provide cemeteries within the District, Council will, if approached, by the administrators of non-Council controlled cemeteries, consider accepting the particular cemetery as a Council controlled one.

Any cemetery administration accepted by Council will only be on the basis that Council becomes the sole administrator.

#### 4.11 Cemetery Records

In accordance with the Burial and Cremation Act 1964, Council maintains records of burials within cemeteries. All records are available to the public.

Burials are registered to meet the requirements of the Births, Deaths and Marriages Act 1995. A record of reservations or pre-death requirements is maintained for those with Exclusive Rights of Burial. Each burial is recorded from the date of issuing the Burial Warrant and the register is reviewed regularly for accuracy.

#### 4.12 Public Use of Cemeteries

Public use of the cemetery is covered by the Southland District Council Cemetery Bylaw 2016. Activities detrimental to the value or detracting from the passive and contemplative nature of the cemetery will not be permitted.

Southland District Council accepts no responsibility for the effects of vandalism and intentional (wilful) damage to assets under Council ownership.

### 5 ROLES AND RESPONSIBILITIES

Party/Parties	Roles and Responsibilities
«Party»	«Roles»
«Party»	«Roles»
«Party»	«Roles»

### 6 ASSOCIATED DOCUMENTS

The following documentation is to be read in conjunction with this policy:

- Southland District Council Cemetery Bylaw 2016;
- New Zealand Standard 4242: 1995 Headstones and cemetery monuments;
- Burial and Cremation Act 1964.
- Burial and Cremation (Removal of Monuments and Tablets) Regulations 1967.

### 7 REVISION RECORD

Date	Version	Revision Description
«Type Date»	«Version»	«Revision»
«Type Date»	«Version»	«Revision»
«Type Date»	«Version»	«Revision»

## **STATEMENT OF PROPOSAL**

### **DRAFT SOUTHLAND DISTRICT COUNCIL CEMETERY BYLAW 2016**

#### **Proposal**

Council is proposing to review its Cemetery Bylaw 2006 with a revised Cemetery Bylaw 2016 (the draft Bylaw). The Cemetery Bylaw 2006 has not been amended since its adoption in 2006. A copy of the draft Bylaw being proposed by the Council is attached to this proposal.

The purpose of this Statement of Proposal is to describe the details of the draft Cemetery Bylaw 2016 (especially where it differs from the current Cemetery Bylaw 2006) and to explain the reasons for those differences.

#### **Reasons for the Proposal**

Council is reviewing the Cemetery Bylaw 2006. The bylaw is legally required to be reviewed and Council is taking the opportunity to ensure that the bylaw remains appropriate and there is a clear distinction between bylaw and policy content.

Changes to the bylaw are intended to increase the ease of doing business with Council and provide clarity and consistency.

#### **Issues**

This bylaw deals with cemeteries and burials. The current bylaw includes both bylaw and policy issues - the new bylaw will not include any policy issues. A new and separate policy is being created.

The key change proposed in the draft bylaw is to limit the length of time of an Exclusive Right of Burial from 60 years to 20 years. This would mean that if an Exclusive Right of Burial lapsed after a 20 year period, the holder would need to apply to Council to have this right renewed. Council would endeavour to contact the holder when the 20 year period was due to lapse however, it would be the responsibility of the holder to ensure that Council retained the correct details to make contact. The purpose of this change is to allow Council greater flexibility and more efficient cemetery management, whilst providing for changing lifestyle dynamics.

The draft bylaw also clarifies Council's position on disinterment, which was not covered in the Cemetery Bylaw 2006. If the draft Cemetery Bylaw 2016 were adopted, any person wishing to be present at a disinterment (other than a Council officer, funeral director or Health Protection Officer) would require prior Council approval.

The draft Cemetery Bylaw 2016 does not address daily operational requirements, which are covered by the Cemetery Manual.

#### **Options Considered**

When making a bylaw under the Local Government Act 2002 the Council must comply with the matters in Section 155 of that Act. This section requires that the Council must determine whether a bylaw is the most appropriate way of addressing the perceived problem. The Council must then determine whether the bylaw is in the most appropriate form, and that it does not give rise to any implications under the New Zealand Bill of Rights Act 1990.

The Council has developed the draft bylaw to be flexible and has not identified any implications under the New Zealand Bill of Rights Act 1990.

In order for the Council to determine whether the draft Bylaw is the best way of addressing the perceived problem, the Council considered the following options:

1. Retain the duration of Exclusive Right of Burial at 60 years; or
2. Amend the duration of Exclusive Right of Burial to 20 years with the opportunity to renew.

#### **Option 1 - Retain the duration of Exclusive Right of Burial at 60 years.**

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> <li>This is the maximum time allowed under Section 10 (4) of the Burial and Cremation Act 1964.</li> <li>A longer period of time would allow for people to plan well in advance if they wish to be buried in the Southland District.</li> </ul>	<ul style="list-style-type: none"> <li>The maximum 60 year period outlined in the Burial and Cremation Act 1964 does not reflect changes in lifestyle dynamics. People are often more transient and mobile than they previously were. A 60 year duration for Exclusive Right of Burial may result in a number of allocated plots that may never be used as people move to different locations for work or to be closer to family as they age.</li> </ul>

#### **Option 2 – Amend the duration of Exclusive Right of Burial to 20 years with the opportunity to renew.**

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> <li>A 60 year period is a maximum under the Act and Council could nominate a lesser time (such as 20 years) while remaining compliant.</li> <li>This change would reflect changes in demographics which mean that people are often a lot more mobile and transient.</li> <li>It would minimise the ongoing allocation of Exclusive Rights of Burial to parties that are no longer likely to use them and allow Council to be more flexible in the management of its cemeteries.</li> </ul>	<ul style="list-style-type: none"> <li>There would be a cost associated with renewal of an Exclusive Right of Burial. However, this is currently set at \$115 in the Schedule of Fees and Charges.</li> </ul>

#### **Making a submission**

Submissions are invited from 30 June 2016 and closing at 5.00 pm on 30 July 2016. Council will consider all submissions from the public when making its final decisions on the bylaw.

Submissions can be made online, via post or by providing a written submission to staff at your local Southland District Council office. All submissions received by Southland District Council will be made available to the public. If you lodge a submission, you can also request to be heard by Council during the hearings process.

Online submissions can be made using the submission form available at [www.southlanddc.govt.nz](http://www.southlanddc.govt.nz).

The full statement of proposal is available for inspection at all Southland District Council offices (Invercargill Head Office (15 Forth Street, Invercargill); Lumsden; Otautau; Riverton/Aparima; Stewart Island/Rakiura; Te Anau; Winton; and Wyndham).

Written submissions must:

1. Be clearly labelled SUBMISSION - DRAFT CEMETERY BYLAW 2016.
2. Contain the name, address and contact details of the submitter.
3. Indicate whether the submitter wishes to be heard by the Southland District Council in support of his/her submission. Submitters wishing to speak will be allocated a time by Southland District Council.

Submissions can be posted to:

**Southland District Council**  
**Submissions - Draft Cemetery Bylaw 2016**  
**PO Box 903**  
**Invercargill 9840**

For further information contact Jennifer Green, 0800 732 732.

Pursuant to the Local Government Act 2002, the Burial and Cremation Act 1964 and any other Act or authority enabling the Southland District Council in that capacity, the Council makes the following Bylaw:

### **SOUTHLAND DISTRICT COUNCIL CEMETERY BYLAW 2016**

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#### **1 SHORT TITLE, COMMENCEMENT AND APPLICATION**

- 1.1 This Bylaw shall be referred to as the "Southland District Council Cemetery Bylaw [     ]" and shall come into force on {date to be determined}.
- 1.2 Nothing in this Bylaw shall derogate from any Act or Regulation for the time being in force concerning cemeteries and burials.

#### **2 REVOCATION**

- 2.1 The Southland District Council Cemetery Bylaw 2006 is revoked.

#### **3**

**DEFINITIONS**

- 3.1 For the purposes of this Bylaw:

**“Beam Lawn Cemetery”** means a cemetery or part of a cemetery in which the surface is laid down as a grass lawn with headstones plaques and tablets erected on the beam provided by the Council at the head of the burial plots.

**“Burial Plot”** means a plot in a cemetery used for the burial of the dead.

**“Burial Warrant”** means a certificate issued by the Council after application on the prescribed form and payment of any fees authorising the burial of the person named in it and prescribing the terms and conditions of burial.

**“Cemetery”** means any cemetery vested in or under the control of the Council.

**“Closed Cemetery”** means a cemetery which has been closed by a closing order.

**“Council”** means the Southland District Council.

**“Disinterment”** means the removal of any body (or remains of any body) buried in any cemetery.

**“Exclusive Right of Burial”** means the purchase of a plot(s) for exclusive burial at a later date, in accordance with Section 10 of the Burial and Cremation Act 1964.

**“Existing plot”** means a plot previously used for a burial.

**“Manager”** means the person appointed by the Council to manage its cemeteries.

**“Sexton”** means any person approved by the Council to manage the day to day activities of any cemetery and includes his or her assistants.

**4 BURIALS AND PLOTS**

- 4.1 No burial shall be made in any cemetery without a burial warrant.
- 4.2 Burial plots may be sold on such terms as the Council decides. An exclusive right of burial may be granted under Section 10 of the Burial and Cremation Act 1964.
- 4.3 Upon application being made and the prescribed fees paid to Council, an urn containing the ashes of a deceased person may be buried in any part of the Cemetery that the Council generally or in any particular case authorises.
- 4.4 The minimum depth of soil cover over any coffin in a Burial Plot shall be one metre.
- 4.5 No person other than the Sexton, or a person under the Sexton's direction, shall dig any grave, or open the ground for burial, in any part of any Cemetery.

**5 HOURS FOR BURIALS**

- 5.1 Burials shall only be held on the days and between the hours as the Council may from time to time by resolution decide.

**6 FEES**

- 6.1 All fees and charges under this Bylaw shall be set from time to time by resolution of the Council and will be included in the Southland District Council Schedule of Fees and Charges.

## **7 HEADSTONES AND MEMORIALS**

- 7.1 All headstones and related works shall be constructed in accordance with New Zealand Standard 4242:1995 - Headstones and Cemetery Monuments or any New Zealand Standard substituted for it. All foundations for kerbs, tombstones, headstones, monuments shall be constructed of permanent materials and be laid to the satisfaction of Council.
- 7.2 All headstones and memorials shall be kept in good repair by the purchaser of the Burial Plot or their personal representative. Subject to the provisions of the Burial and Cremation (Removal of Monuments and Tablets) Regulations 1967, all headstones or memorials which fall into a state of decay or disrepair, may at any time be removed by the Council.
- 7.3 All vases or containers for flowers and other tributes shall be housed in insets into the base on which the memorial is placed, and shall be approved by the Council. No glass vases or containers shall be permitted in the Cemetery.
- 7.4 In any Beam Lawn Cemetery no person shall:
- a) erect any kerb, railing, fence, building, or other structure on or around any Burial Plot or part of;
  - b) install or place any memorial plaque, memorial tablet, or other thing on any Burial Plot without the prior permission of Council, and subject to compliance with the following conditions:
    - i) any memorial tablet, plaque or headstone shall consist of a permanent material as may be approved by Council; or
    - ii) such tablet, plaque or headstone shall be of an approved size and set in an approved position in an approved manner.
- 7.5 A temporary single grave marker may be placed at the head of the grave prior to a permanent memorial being installed.
- 7.6 Purchasers of Burial Plots in any Cemetery, other than a lawn cemetery, may surround the plots of ground allotted with kerbing in permanent materials. The highest part of such kerbing shall be not more than 300 mm above the ground level. Tombstones, headstones or other monuments may be erected.
- 7.7 No person, without permission of Council, may remove any kerb, headstone, monument or tablet from any Cemetery or any grave.
- 7.8 No person without authority will remove or take from any cemetery, or from any grave in any Cemetery, any vase, wreath, plant, flower or any other thing.
- 7.9 No person erecting or repairing any headstone, monument, fence or other work in, or around any grave, in any Cemetery shall make use of any footpath or other part of such Cemetery for placing or depositing any tools or material in connection with the work for a longer time than is reasonably necessary for the purpose of completing such work. Any person who, after receiving notice in writing by the Council requesting the removal thereof within a time specified in such notice, neglects or refuses to comply with the notice issued breaches this Bylaw.
- 7.10 No person shall make use of any footpath or roadway in the Cemetery for the purpose of mixing cement or mortar otherwise than upon a proper mixing board or in an approved manner.

**8      SHRUBS AND TREES**

- 8.1 No tree or shrub shall be planted or removed in any cemetery by any person without the consent of Council being first obtained.

**9      WREATHS**

- 9.1 During a period of seven days or such other period as the Council decides following a burial, any wreath may be placed on a plot, but shall be removed at the expiration of that period.

**10     FLOWERS AND TRIBUTES**

- 10.1 Any floral tribute placed on a Plot shall be placed in a vase.
- 10.2 The vase, or any other tribute, shall be installed adjoining any tablet or plaque on the side nearest the head of the Plot.
- 10.3 The Council may at any time remove damaged vases, or vases not of a type not approved by the Council, and he/she may also remove at any time dead flowers and dead foliage.
- 10.4 The Council may at any time remove damaged tributes or tributes deemed unacceptable by the Council.

**11     VEHICLES**

- 11.1 No person shall take a vehicle into any Cemetery except between the hours of sunrise and sunset, unless authorised by the Council.
- 11.2 No person shall permit any vehicle under his/her control to remain in any Cemetery after sunset without the permission of Council.
- 11.3 No person shall operate any vehicle in a Cemetery except on the roads open for vehicular traffic, and in the direction indicated by traffic signs.
- 11.4 No person shall operate any vehicle in a Cemetery at a greater speed than 20 km/hr, or the speed that is signposted.
- 11.5 Every person operating any vehicle in a Cemetery shall stop or move the vehicle as directed by the Sexton or a Funeral Director.

**12     SOLICITING OF ORDERS**

- 12.1 No person shall advertise or solicit any order or custom for any work to be done in or in connection with any Cemetery,
- 12.2 No person shall, without the consent of the Funeral Director, or special permit in writing for the occasion from the Council, take any photograph or moving image of a funeral.

**13**

## MISCONDUCT

- 13.1 No person shall unreasonably prevent, interrupt, or delay a funeral service.
- 13.2 No person shall cause nuisance or inconvenience to any other visitor to a Cemetery.

## 14 DISINTERMENT

- 14.1 The disinterment of a body, or remains of a body, must be conducted in accordance with Section 51 of the Burial and Cremation Act 1964.
- 14.2 The disinterment must be conducted in the presence of:
  - a) a Council officer(s); and
  - b) a Funeral Director; and
  - c) a Health Protection Officer designated under the Health Act 1956, as part of disinterment approval conditions;
- 14.3 Any other person may be present at a disinterment with prior approval of the Council.
- 14.4 If a grave is rendered unused due to disinterment, and where there is no valid Exclusive Right of Burial still in existence, that plot will revert back to the Council. The Council will not use that plot other than in line with any valid Exclusive Right of Burial still in existence.

## 15 OFFENCES

- 15.1 Every person commits an offence against this Bylaw who by any act contravenes or fails to comply with any of the provisions of this Bylaw.

This Bylaw has been made and confirmed by a resolution passed at a meeting of the Southland District Council held on the \_\_\_\_\_.

THE COMMON SEAL of the }  
SOUTHLAND DISTRICT COUNCIL }  
was hereunto affixed in the presence of }

**MAYOR**

## CHIEF EXECUTIVE

☐ Oppose

☐ No, I do not wish to speak in support of my submission.

**Comments:**

**Comments:**

**You can make your submission online or by post or deliver your submission to any SDC office.**

## Gambling Venue Policy and TAB Venue Policy

Record No: R/16/6/9012  
Author: Jenny Green, Senior Resource Management Planner - Consents  
Approved by: Bruce Halligan, Group Manager Environmental Services

☒ Decision ☐ Recommendation ☐ Information

### Purpose

- 1 The Gambling Act 2003 requires that every territorial authority adopt policies regarding gaming machine venues. The Racing Act 2003 requires that every territorial authority adopt policies regarding TAB venues. Both of these policies must be reviewed every three years. This report seeks approval from Council to engage with the public on continuing its Gambling Venue Policy. It also seeks approval to engage on a draft TAB Venue Policy that is the same in substance but includes minor changes to state Council's approach to TAB venues more clearly.

### Executive Summary

- 2 This report seeks Council's approval to consult with the public on continuing the Gambling Venue Policy and on an amended draft TAB Venue Policy. The policies were introduced in 2013 for the purpose of reducing gambling harm in our communities.
- 3 The Gambling Venue Policy is based on a soft sinking lid approach to electronic gambling machines (pokies) that allows for transfer or changes of consent in some circumstances. A sinking lid policy allows venues to continue operating existing machines, but means no licences for new machines will be granted; and if a venue closes, the licence to have pokies can be transferred to another venue. The TAB Venue Policy requires only that any new stand-alone TAB venue to comply with the provisions of the Southland District Plan.

## Recommendation

That the Council:

- a) **Receives the report titled “Gambling Venue Policy and TAB Venue Policy” dated 21 June 2016.**
- b) **Determines that this matter or decision be recognised as not significant in terms of Section 76 of the Local Government Act 2002.**
- c) **Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the Act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.**
- d) **Endorses consultation to occur regarding the continuation of the existing Gambling Venue Policy and the draft amended TAB Venue Policy from 30 June to 30 July in accordance with the special consultative procedure.**
- e) **Resolves that the Statement of Proposal for these policies is made available on the Southland District Council website and at Southland District Council offices.**

## Content

### Background

- 4 The Gambling Act 2003 requires that every territorial authority adopt a Gambling Venue Policy and the Racing Act 2003 requires that every territorial authority adopt a TAB Venue Policy. Both Acts require that these policies are reviewed every three years. Southland District Council’s policies were adopted in 2013 and are now due for review.
- 5 In 2013 Council decided to develop two policies: a Gambling Venue Policy and a TAB Venue Policy (attached). Previously, both gambling venues and TAB venues had been covered in one policy. The split occurred to reflect the different legislation for each issue.
- 6 The Gambling Venue Policy is based on a soft sinking lid approach to electronic gambling machines (pokies) that allows for transfer or changes of consent in some circumstances. A sinking lid policy allows venues to continue operating existing machines, but means no licences for new machines will be granted; and if a venue closes, the licence to have pokies can be transferred to another venue. The TAB Venue Policy requires only that any new stand-alone TAB venue to comply with the provisions of the Southland District Plan.

### Issues

- 7 The Gambling Venue Policy has been drafted to control the growth of gambling, to prevent and minimise the harm caused by gambling, including problem gambling, and to facilitate community involvement in decisions about the provision of gambling.

When these policies were adopted in 2013, the following issues were raised during public consultation and engagement:

- The extent of problem gambling was raised by most submitters with stakeholders citing statistics.
- Submitters raised the issue of whether there is a link between the number of pokie machines and harm. Health agencies submitted that there was a link, and other interest groups such as gaming machine trusts submitted that there was no link.
- Submitters noted that expenditure at electronic gaming machines remained high. Although a gradual decline of pokie machines had been identified, expenditure followed a significant incline.
- Submissions also raised both the community benefit which arises from the distribution of community funding from pokie machines and community harm arising from problem gambling.
- Other issues included whether pokies were socially desirable, whether there is a migration to online gambling and the effectiveness of efforts of organisations to reduce the incidence and impact of problem gambling.

## **Factors to Consider**

### **Legal and Statutory Requirements**

- 8 Both policies are required by legislation: the Gambling Venue Policy under the Gambling Act 2003 and the TAB Venue Policy under the Racing Act 2003. These Acts require that the policies are reviewed every three years and consultation occurs using the Special Consultative Procedure outlined in Section 83 of the Local Government Act 2002.

### **Community Views**

- 9 If endorsed by Council, the proposal to continue the Gambling Venue Policy and amend the TAB Venue Policy would be released for public consultation from 30 June to 30 July 2016. The policies would be advertised publicly and would be made available on Council's website and at Council offices.
- 10 Targeted consultation would occur by way of notification letters to special interest groups and cultural groups to inform them of the public submission period.

### **Costs and Funding**

- 11 As there are no proposed changes to current operational practice, no additional costs have been identified.

### **Policy Implications**

- 12 There are no policy implications arising from the continuation of the Gambling Venue Policy or the amendment of the TAB Venue Policy.

## **Analysis**

### **Options Considered**

- 13 Council could choose to:
1. Re-adopt the current Gambling Venue Policy and an amended TAB Venue Policy; or
  2. Draft alternative policies to those outlined in the Statement of Proposal.

## Analysis of Options

### Option 1 – Re-adopt the current Gambling Venue Policy and an amended TAB Venue Policy (clarifying the current approach).

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> <li>• Council is legislatively required to have policies on gambling venue and TAB venues and the current policies are compliant.</li> <li>• The sinking lid policy assists in the gradual decline of pokie machines, which may reduce harm.</li> <li>• The current Gambling Venue Policy and the proposed amended TAB Venue Policy are aligned with the approach of other territorial authorities within the Southland Region.</li> <li>• Amendments to the TAB Venue Policy would not reflect a change in Southland District Council's approach to TAB venues. Rather, amendments would clarify that Council requires only that any new stand-alone TAB venue to comply with the provisions of the Southland District Plan (i.e. no other specific conditions apply).</li> </ul>	<ul style="list-style-type: none"> <li>• Some stakeholders may prefer an alternative approach to that taken in the current Gambling Venue Policy and/or the draft TAB Venue Policy however; these policies recognise the risks to public health arising from problem gambling. The Gambling Venue Policy was the subject of extensive community engagement prior to its adoption in 2013. The approach in the draft TAB Venue Policy is largely the same as the current policy which was also the subject of consultation in 2013.</li> </ul>

### Option 2 – Draft alternative policies to those outlined in the Statement of Proposal.

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> <li>• Alternative policies could reflect the views of different stakeholders.</li> </ul>	<ul style="list-style-type: none"> <li>• Any policy that increased the number of pokie machines may increase gambling harm.</li> </ul>

## Assessment of Significance

- 14 Continuing the Gambling Venue Policy has not been assessed as significant, nor have changes to the TAB Venue Policy. No changes to operational practice would arise as a result of the proposal. At the time the current policies were adopted, they were determined be appropriate measures to reduce gambling harm in our communities.
- 15 A submission process on the continuation of these policies would once again provide the community with the opportunity to express their views.

### Recommended Option

- 16 It is recommended that Council approve the release of the proposal to continue the Gambling Venue Policy and to amend the TAB Venue Policy (to clarify the current intent of the policy) for public consultation.

### Next Steps

- 17 If Council decides to release the proposal to continue the Gambling Venue Policy and amend the TAB Venue Policy (to clarify the current intent of the policy) for public consultation the submission period would be open from 30 June to 30 July 2016. Submitters would have the opportunity to speak to their submissions at hearings in August and Council would deliberate on submissions in September.

### Attachments

- A Statement of Proposal Gambling Venue Policy and TAB Venue Policy [View](#)  
B Tab Venue Policy 2013 [View](#)

**STATEMENT OF PROPOSAL**  
**GAMBLING VENUE POLICY AND TAB VENUE POLICY**

### **Proposal**

The Gambling Act 2003 requires that every territorial authority review their policies on gambling venues and TAB venues every three years and undertake consultation using a special consultative procedure.

Southland District Council has considered its Gambling Venue Policy and TAB Venue Policy and is proposing the re-adopt these policies for another three year period. Both policies were adopted in 2013.

The Gambling Venue Policy is based on a soft sinking lid approach to electronic gambling machines (pokies) that allows for transfer or changes of consent in some circumstances. A sinking lid policy allows venues to continue operating existing machines, but means no licences for new machines will be granted; and if a venue closes, the licence to have pokies can be transferred to another venue. The TAB Venue Policy requires only that any new stand-alone TAB venue to comply with the provisions of the Southland District Plan.

### **Reasons for the Proposal**

This three-yearly review is required under the Gambling Act 2003 and the Racing Act 2003. The draft policies presented in the statement of proposal are in substance the existing policies, with only minor changes. The sinking lid policy was introduced in 2013 for the purpose of reducing gambling harm in our communities.

### **Issues**

When these policies were adopted in 2013, the following issues were raised during public consultation and engagement:

- The extent of problem gambling was raised by most submitters with stakeholders citing statistics.
- Submitters raised the issue of whether there is a link between the number of pokie machines and harm. Health agencies submitted that there was a link, and other interest groups such as gaming machine trusts submitted that there was no link.
- Submitters noted that expenditure at electronic gaming machines remained high. Although a gradual decline of pokie machines had been identified, it followed a significant incline.
- Submissions also raised the both the community benefit which arises from the distribution of community funding from pokie machines and community harm arising from problem gambling.
- Other issues included whether pokies were socially desirable, whether there is a migration to online gambling and the effectiveness of efforts of organisations to reduce the incidence and impact of problem gambling.

### **Options Considered**

Council considered the following options:

1. Re-adopt the current Gambling Venue Policy and current TAB Venue Policy; or
2. Draft alternative policies.

**Option 1 – Re-adopt the current Gambling Venue Policy and TAB Venue Policy.**

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> <li>• Council is legislatively required to have policies on gaming venues and TAB venues and the current policies are compliant.</li> <li>• The sinking lid policy assists in the gradual decline of pokie machines, which may reduce harm.</li> <li>• The current Gambling Venue Policy and TAB Venue Policy are aligned with the approach of other territorial authorities within the Southland Region.</li> </ul>	<ul style="list-style-type: none"> <li>• Some stakeholders may prefer an alternative approach to that taken in the current Gambling Venue Policy and/or the TAB Venue Policy however, these policies were determined to recognise the risks to public health. Both were the subject of extensive community engagement prior to their adoption in 2013.</li> </ul>

**Option 2 – Draft alternative policies.**

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> <li>• Alternative policies could reflect the views of different stakeholders.</li> </ul>	<ul style="list-style-type: none"> <li>• Any policy that increased the number of pokie machines may increase gambling harm.</li> </ul>

**Making a submission**

Submissions are invited from 30 June 2016 and closing at 5.00 pm on 30 July 2016. Council will consider all submissions from the public when making its final decisions on the policies.

Submissions can be made online, via post or by providing a written submission to staff at your local Southland District Council office. All submissions received by Southland District Council will be made available to the public. If you lodge a submission, you can also request to be heard by Council during the hearings process.

Online submissions can be made using the submission form available at [www.southlanddc.govt.nz](http://www.southlanddc.govt.nz).

The full statement of proposal is available for inspection at all Southland District Council offices (Invercargill Head Office (15 Forth Street, Invercargill); Lumsden; Otautau; Riverton/Aparima; Stewart Island/Rakiura; Te Anau; Winton; and Wyndham).

Written submissions must:

1. Be clearly labelled SUBMISSION - DRAFT GAMBLING VENUE POLICY and/or SUBMISSION – DRAFT TAB VENUE POLICY.
2. Contain the name, address and contact details of the submitter.

3. Indicate whether the submitter wishes to be heard by the Southland District Council in support of his/her submission. Submitters wishing to speak will be allocated a time by Southland District Council.

Submissions can be posted to:

**Southland District Council  
Submissions – Gambling Venue and Draft TAB venue policy  
PO Box 903  
Invercargill 9840**

For further information contact Jennifer Green, 0800 732 732.

**POLICY:** **GAMBLING VENUE POLICY**

**GROUP RESPONSIBLE:** Regulatory Services

**DATE APPROVED:** 15 May 2013

**DATE AMENDED:** {date to be confirmed}

**FILE NO:** 140/20/1/3, 140/20/1/4

## 1. INTRODUCTION

The Gambling Act 2003 (the Act) came into force on 18 September 2003. Under Section 101 of the Act, the Council is required to adopt a policy to regulate the number and location of non-casino electronic gaming machines (Class 4), more commonly known as pokie machines.

At 31 March 2013 the Southland District had 23 Class 4 gaming venues and 133 electronic gaming machines.

The Council has the ability to limit the number and location of venues and the number of electronic gaming machines and must have regard to the social impact of gambling in developing its policy. As required under the Act, this policy only applies to gambling venues licensed after 17 October 2001, or to venues licensed prior to this if they wish to increase the number of electronic gaming machines.

## 2. DEFINITIONS

**Class 4 Gambling** - means any activity that involves the use of a gaming machine outside a casino, and may be conducted only by a corporate society and only to raise money for authorised purposes.

**Class 4 Gambling Venue** - means a place used to conduct Class 4 gambling i.e. premises with Class 4 gaming machines licensed under the Gambling Act 2003. This includes any TAB venue with gaming machines

**Corporate Society** – means a society that is:

- (a) Incorporated under the Incorporated Societies Act 1968 or
- (b) Incorporated as a board under the Charitable Trusts Act 1957 or
- (c) A company incorporated under the Companies Act 1993 that:
  - (i) does not have the capacity or power to make a profit; and
  - (ii) is incorporated and conducted solely for authorised purposes; or,

Corporate Societies may therefore include Clubs (RSA, sports clubs etc.), Trusts and Racing Clubs.

**Southland District** - means all the area covered by the Southland Territorial Local Authority.

**New Venue** - any venue that has not held a Class 4 venue licence for six months or more or that has never held a Class 4 venue consent.

**The Council** - means Southland District Council.

### 3. OBJECTIVES

- (a) To assist in limiting the harm of problem gambling in the community.
- (b) To encourage responsible gambling practices and attitudes in Class 4 Venues.
- (b) To reduce the number of electronic gaming machines in the community over time.
- (d) To facilitate community involvement in decisions about gambling by ensuring that all communities in the Southland district are given the opportunity to consult with Council in a manner that is culturally appropriate.

### 4. RESTRICTIONS ON VENUE AND MACHINE CONSENTS

- (a) The Council will not grant consent for the establishment of any additional Class 4 venues or additional gaming machines, including Class 4 machines in TAB venues, under this policy.
- (b) A gambling venue consent is for one venue (one premises) and is not transferable to another venue, unless consent is obtained from the Council as provided for in Clause 5 below. The consent is given to a venue at a given address, not to a person or business.
- (c) Once a venue ceases to operate, the machine numbers will not be allocated to any new or existing venue except as specified in Clause 5 below.
- (d) Council will not provide a consent under Sections 95(1)(f) or 96(1)(e) of the Gambling Act 2003 to any application by corporate societies with Class 4 licences seeking Ministerial discretion to increase the number of gaming machines permitted at a venue except as provided in Clause 5 below.

### 5. TRANSFER OR CHANGES TO EXISTING VENUES AND MACHINE CONSENTS

- (a) If the owner of the principal business of the venue changes, the Council consent remains allocated to the venue. The new owner is not required to obtain a Council consent but a new licence may be required from the Department of Internal Affairs.
- (b) Council will consent to the transfer of a licence from an existing venue to a new venue where the venue will be operated by the same corporate society provided that the maximum number of gaming machines which can be transferred to the new venue will be nine, and subject to a social impact study.
- (c) Two or more licensed Class 4 Clubs in the Southland District may apply to the Council to merge and increase the number of machines that can be operated at a venue, subject to a social impact study. Council consent will only permit the maximum number of gaming machines to be the sum of the number of

gaming machines specified in all of the corporate societies' (the clubs that are merging) Class 4 venue licences at the time of application.

- (d) Any substitute venues may only be established if:
  - (i) the vacated site will not be able to be used as a Class 4 venue; and
  - (ii) Council considers that the location of the new venue is suitable taking into account the matters referred to in Section 101(4) of the Gambling Act.
- (e) Council may arrange its own peer review of any social impact study provided, at the applicant's cost.

## 6. VISUAL AND SOUND

New substitute venues that are granted territorial authority consent are subject to the following additional conditions:

- (a) Only one sign may make reference to the existence of Class 4 gambling, and may be visible from the street or other public space, this sign shall not mimic or replicate the operation of gaming machines.
- (b) No other sign shall promote or identify the existence on site, of gaming machines.
- (c) Advertising signs and activities within the building associated with the operation of gaming machines shall not be visible from beyond the property boundary.
- (d) The operation of gaming machines shall not be audible from beyond the venue property boundary:

## 7. ENCOURAGING RESPONSIBLE GAMBLING PRACTICES

- Two of the stated purposes of the Gambling Act 2003 are to "prevent and minimise the harm caused by gambling, including problem gambling" and to "facilitate responsible gambling".
- Enforcement and monitoring of gambling venues is the responsibility of the Department of Internal Affairs.
- Regulations made under the Gambling Act 2003 set out:
  - What constitutes an unsuitable venue.
  - Requirements and restrictions regarding gambling machines.
  - Requirements of venues to provide information about problem gambling.
  - Requirements of venues to provide problem gambling awareness training to staff.
- A Council consent for a venue is not revocable once issued and cannot lapse or expire unless there is a period of six months or more where a Class 4 licence is not held for the venue.  
Further, Council has no retrospective powers with regards to any consented venues and cannot impose conditions subsequently on any venue which has an existing licence.

- The Council is supportive in general of initiatives and actions that would help to ensure there is a balanced gambling environment in the city where potential harm is managed effectively, and where those who wish to gamble can do so safely. In this regard, Council encourages responsible gambling practices as outlined in **Appendix 1**.
- Where Council has concerns about the operation of existing gambling venues these will be reported to DIA. Council inspectors do not have enforcement powers over venues in terms of their gambling activities.
- The provision of information by the venues about problem gambling is required under the regulations and is a key way of promoting responsible gambling. Where Council has concerns about a venue in this regard, it will be reported to DIA.

#### 8. **APPLICATIONS FOR CONSENT**

- (a) All applications will incur a fee which will be prescribed by the Council pursuant to Section 150 of the Local Government Act 2002.
- (b) Council will publicly notify applications for Class 4 Gambling Venues and allow for public submissions to be lodged.
- (c) Applications for consent by the Council must be made to the Council on the prescribed form and include:
  - Name and contact details of the applicant.
  - Names of venue management staff.
  - Street address of premises being relocated and new proposed address.
  - Fees.
  - Details of design and layout shall be provided to demonstrate how the venue will comply with Clause 6.
  - Any other information that may reasonably be required to allow proper consideration of the application including how the applicant will encourage responsible gambling practices.
- (d) The decision will be made at Officer level pursuant to delegated authority and based on the criteria detailed in this Policy, except where any matter of opposition is raised in a public submission, in which case the application will be heard and determined by Council.

#### 9. **COMMENCEMENT OF POLICY**

This Policy has been adopted by Council following the special consultative procedure prescribed by the Local Government Act 2002.

This Policy is effective from {date to be confirmed}.

#### 10. **REVIEW OF POLICY**

The Council will review its Gambling Venues Policy within three years from the date on which this policy comes into effect.

<b>ENCOURAGING RESPONSIBLE GAMBLING PRACTICES <i>Best Practice</i></b>	<b><i>Supporting Action</i></b>
Host Responsibility and Harm Minimisation Policy	The applicant has in place a Host Responsibility and Harm Minimisation Policy. The programme conforms to best practice as set out by national guidelines or standards should these become available.
Location of gaming machines	Electronic gaming machines sites should be located so that: <ul style="list-style-type: none"> <li>• The facility is ancillary to a principal business and is not the primary purpose of the site.</li> <li>• The facility is separate from the area of the principal business so that the legal age limit of 18 can be observed and enforced.</li> </ul>
Staff training programme or activities	The applicant demonstrates that staff and management are familiar with its Host Responsibility and Harm Minimisation Policy. The programme provides information on: <ul style="list-style-type: none"> <li>• The potential effects of gambling on customers.</li> <li>• The identification of problem gambling traits.</li> <li>• The processes for approach, intervention and follow up for patrons with suspected problem gambling.</li> <li>• Identification practices for patrons appearing under 25 and actions to be followed.</li> <li>• Systems in place to support self barring.</li> <li>• Recognition of intoxicated patrons and steps to be followed to prevent intoxicated patrons from gambling.</li> <li>• Systems to be followed if children are left unattended in premises or nearby premises.</li> </ul>
Policy on under age access to gambling machines	The licensee must ensure that appropriate signage is in place indicating age restrictions so that this is visible at every gambling machine and at the point(s) of entry into the gambling area. Policy on identification checks for patrons appearing under 25. Staff training on identification of patrons appearing under 25 and actions to be followed.
Provision of problem gambling information	The licensee must ensure that patrons have access to appropriate information on problem gambling and problem gambling help services. Gambling help line phone number information is placed on or near all gambling machines. Additional material on problem gambling and help services displayed in at least one other area within the premises, situated near to gambling machines.
Clocks are visible in premises	The licensee ensures that clocks are visible from gambling machines.
There is good visibility where gambling machines are located	Natural or artificial light illuminates the area where gambling machines are located at all times when machine are in operation.

**POLICY:** **TAB VENUE POLICY**

**GROUP RESPONSIBLE:** Regulatory Services

**DATE APPROVED:** 18 March 2004

**DATE AMENDED:** 31 January 2007, 24 February 2010, 15 May 2013  
{date to be confirmed}

**FILE NO:** 140/20/1/4 140/20/1/16

**POLICY DETAIL:**

### **OBJECTIVES**

1. To minimise the harm that could be caused by gambling, including problem gambling.
2. To facilitate community involvement in decisions about the provision of gambling.

### **POLICY**

3. Council does not have any additional requirements to regulate the operation or location of TAB venues, other than those contained in the District Plan under the Resource Management Act 1991.

### **COMMENCEMENT OF POLICY**

5. This Policy has been adopted by Council following the special consultative procedure prescribed by the Local Government Act 2002.
6. This Policy is effective from {date to be confirmed}.

### **REVIEW OF POLICY**

This Policy shall be reviewed three yearly from the date of commencement.

<b>Full Name:</b>	<input type="text"/>		
<b>Organisation:</b>	<input type="text"/>		
<b>Email:</b>	<input type="text"/>		
<b>Address:</b>	<input type="text"/>		<b>Postcode:</b> <input type="text"/>
<b>Home phone:</b>	<input type="text"/>	<b>Mobile</b>	<input type="text"/>
<b>Do you support the overall approach that Council has taken in the Gambling Venue Policy?</b>			
<input type="checkbox"/> Support		<input type="checkbox"/> Oppose	
<b>Comments:</b>			
<b>Do you support the overall approach that Council has taken in the TAB Venue Policy?</b>			
<input type="checkbox"/> Support		<input type="checkbox"/> Oppose	
<b>Comments:</b>			
<b>Do you think that there is a link between the number of pokie machine venues and problem gambling?</b>			
<input type="checkbox"/> Yes, I do.	<input type="checkbox"/> No, I don't.	<input type="checkbox"/> I don't know.	
<b>Comments:</b>			
<b>What do you think of the number of pokie machines in your community now?</b>			
<input type="checkbox"/> There are too few	<input type="checkbox"/> There are too many	<input type="checkbox"/> There are right amount	<input type="checkbox"/> I don't know.

Comments:

Do you support a gradual decline in the number of pokie machines in your community?

☐ Support☐ Oppose☐ No preference

Comments:

Please indicate if you wish to speak in support of your submission.

☐ Yes, I wish to speak in support of my submission.☐ No, I do not wish to speak in support of my submission.

Do you have any further suggestions or comments?

Comments:

(Please add further pages if you wish)

**Submissions close 30 July 2016 at 5.00 pm**

Please note that your submission and your name will be available to the public.  
You can make your submission online or by post or deliver your submission to any SDC office.

**POLICY: TAB VENUE POLICY****GROUP RESPONSIBLE:** Regulatory Services**DATE APPROVED:** 18 March 2004**DATE AMENDED:** 31 January 2007, 24 February 2010, 15 May 2013  
(Note - the Gambling and TAB Venue Policy was split into two separate policies at the February 2010 Council meeting).**FILE NO:** 140/20/1/4 140/20/1/16**POLICY DETAIL:****OBJECTIVES**

1. To control the growth of gambling.
2. To prevent and minimise the harm caused by gambling, including problem gambling.
3. To facilitate community involvement in decisions about the provision of gambling.

**GENERAL CONDITIONS**

4. The New Zealand Racing Board must seek and obtain the consent of the Council if it intends to establish a stand-alone Board venue or TAB for sport and race betting.
5. An application for Council consent under this Policy must:
  - (a) Meet the application conditions specified in this Policy; and
  - (b) Meet the fee requirements specified in this Policy.

**CONSENT FOR A TAB VENUE**

6. Council will grant consent for a TAB venue licence when the following conditions are met:
  - (a) Any application for consent for a TAB venue must comply with the provisions of the Southland District Plan, or the applicant must seek resource consent from Council.

**APPLICATIONS FOR CONSENT**

7. All applications for consent must be in writing.

8. All applications will incur a fee, to be known as the **Gambling and TAB Venue Consent Fee**, which will be prescribed by Council pursuant to Section 150 of the Local Government Act 2002. This fee will cover the cost of processing the application.
9. The fee shall be \$112.50 (inclusive of GST).
10. Council has thirty (30) working days in which to determine an application for consent.
11. The decision will be made at Officer level pursuant to delegated authority and based on the criteria detailed in this Policy.

#### **COMMENCEMENT OF POLICY**

12. This Policy has been adopted by Council following the special consultative procedure prescribed by the Local Government Act 2002.
13. This Policy is effective from 18 May 2013.

#### **REVIEW OF POLICY**

This Policy shall be reviewed three yearly from the date of commencement.

## Ashton Flats Road Bylaw

**Record No:** R/16/6/9020  
**Author:** Ian Marshall, Group Manager Services and Assets  
**Approved by:** Ian Marshall, Group Manager Services and Assets

☒ Decision ☐ Recommendation ☐ Information

### Purpose

- 1 The purpose of this report is to initiate the formation of a bylaw to control the activity on the Ashton Flats Road. This control is necessary to manage the potential conflicts and damage caused by motor vehicles accessing Department of Conservation (DOC) property adjoining the land and or cyclists on the road or formed trail.

### Executive Summary

- 2 The report describes the situation that exists now at Ashton Flats Road and proposes future issues be controlled by way of a Council bylaw. The bylaw is needed to manage vehicle access to a sensitive environment and to manage the potential conflict of users and damage to the future cycle trail.

### Recommendation

That the Council:

- a) **Receives the report titled “Ashton Flats Road Bylaw” dated 21 June 2016.**
- 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) **Adopts the draft Ashton Flats Road Bylaw for consultation in accordance with Section 82 of the Local Government Act 2002.**

### Content

#### Background

- 3 The Ashton Flats Road is a legal road owned and administered by the Council and bounded on either side by the Eyre Mountains Conservation Park (EMCP), managed by the Department of Conservation.
- 4 There are concerns for the fragile wetlands along and on either side of the road in the EMCP given that the road boundaries are not fenced.
- 5 To manage the use of the road given its location, surface and potential effects on neighbours and other users, it is appropriate that a bylaw is put in place.

### Issues

- 6 The road is unfenced and currently access is controlled by a locked barrier. This barrier was installed by DOC when it was believed the land was all under DOC control. DOC allowed vehicles through the barrier on a permit basis subject to meeting their criteria. Only a small number of four wheel drive vehicles passed along the road each year.
- 7 It is now established that the road is actually a legal road under the control of the Southland District Council.
- 8 It is planned that the road become part of the Around the Mountains Cycle Trail. As such there is potential for greater awareness and greater demand for vehicles to use the road.
- 9 This has the potential to cause environmental damage on the road and on the adjacent DOC administered land. There is also potential for conflict with users of the cycle trail and damage to the cycle trail if access is not controlled.

### Factors to Consider

#### Legal and Statutory Requirements

- 10 The Land Transport Act 1998 provides powers for councils to make bylaws as below;

#### *S22AB Road controlling authorities may make certain bylaws*

*(1)*

*A road controlling authority may make any bylaw that it thinks fit for 1 or more of the following purposes:*

#### *Vehicle and road use*

*(c)*

*prohibiting or restricting, absolutely or conditionally, any specified class of traffic (whether heavy traffic or not), or any specified motor vehicles or class of motor vehicle that, by reason of its size or nature or the nature of the goods carried, is unsuitable for use on any road or roads:*

*(d)*

*for the safety of the public or for the better preservation of any road, .....—*

*(g)*

*restricting the use of motor vehicles on unformed legal roads for the purposes of protecting the environment, the road and adjoining land, and the safety of road users:*

*(h)*

*prescribing the use of roads and cycle tracks, and the construction of anything on, over, or under a road or cycle track: .....*

#### *General*

*.....(zk) regulating any road-related matters not addressed by paragraphs (a) to (zj), including (but not limited to) enhancing or promoting road safety or providing protection for the environment.....*

### **22AD Consultation**

*(1) Section 156 of the Local Government Act 2002 applies to a bylaw under section 22AB made by a road controlling authority that is a local authority as if that bylaw had been made under that Act.*

Local Government Act 2002

- 11 Section 156 of the Local Government Act 2002 requires the Council to consult in accordance with Section 82 of the LGA.

### **Community Views**

- 12 The communities' views will be sought through the consultation process. This will be done by advertising the draft bylaw through newspapers and online, collating the feedback and reporting back to Council.

### **Costs and Funding**

- 13 No specific costing of managing the permit process has been done. It is anticipated the number of applications for permits will be less than one per week and possibly as few as one per month, this can be managed within current administration and management systems and budgets.

### **Policy Implications**

- 14 There are no policy implications.

### **Analysis**

#### **Options Considered**

- 15 The options considered are to either create a bylaw or not.

### **Analysis of Options**

#### **Option 1 - Create a specific bylaw for the Ashton Flats Road**

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"><li>• Controls will be in place to manage the risks from vehicles to the environment on and adjacent to the road and from damage to the trail.</li><li>• Controls will be in place to manage the safety risks from conflict of users on the road.</li></ul>	<ul style="list-style-type: none"><li>• Free public access to the road by vehicles will be restricted.</li><li>• Administering the bylaw will require administration resources.</li></ul>

**Option 2 - Not create a specific bylaw**

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"><li>• Uncontrolled public vehicle access to the road.</li></ul>	<ul style="list-style-type: none"><li>• No ability to manage the number and type of vehicles that access the road.</li><li>• No ability to manage the risks of environmental damage from vehicle use of the road.</li><li>• Potential damage to the road and or cycle trail.</li></ul>

**Assessment of Significance**

- 16 The issue is not significant in terms of the Council's Significance Policy.

**Recommended Option**

- 17 It is recommended that the Council resolve to adopt the draft Ashton Flats Road Bylaw for public consultation.

**Next Steps**

- 18 If the Council resolves to put the draft bylaw out for consultation then the matter will be publicised through the Council's usual communication media channels.
- 19 Feedback will be sought on the draft bylaw. This feedback will be collated and assessed and the results reported back to the Council to inform members so a final decision can be made to adopt the bylaw or not.

**Attachments**

- A Ashton Flats Roading Bylaw 2016 - DRAFT [View](#)

**SOUTHLAND DISTRICT COUNCIL****ASHTON FLATS ROADING BYLAW 2016**

Pursuant to the Land Transport Act 1998 the Council makes the following bylaw:

**1. TITLE AND COMMENCEMENT**

1.1 This Bylaw is the Ashton Flats Roading Bylaw 2016 and comes into force on ...

**2. DEFINITIONS**

2.1 **The Act** means the Land Transport Act 1998

**Council** means the Southland District Council and any authorised officer of it

**Motor Vehicle** has the same meaning as in section 2(1) of the Act

**Road** means the legal road known as the Ashton Flats Road owned and managed by the Council and identified and described in the Schedule to this bylaw

**3. PURPOSE**

3.1 The purpose of this bylaw is to:

- 3.1.1 Protect the Road from damage by the uncontrolled use of motor vehicles
- 3.1.2 Restrict vehicles which are unsuitable from using the Road;
- 3.1.3 Enhance and promote road safety and the safety of users of the Road
- 3.1.4 Protect and maintain the natural and wildlife values and habitats in the vicinity of the Road
- 3.1.5 Prohibit the use of motor vehicles on the Road except in accordance with the written authority of the Council.

d)

**4. USE OF ROAD**

4.1 Subject to clause 4.2, no person may drive or otherwise use a motor vehicle on the Road.

4.2 Clause 5.1 does not apply to:

- 4.2.1 an employee or contractor of the Council or Department of Conservation undertaking work on the Road or on land in the vicinity of the Road;
- 4.2.2 any person driving a vehicle for the purposes of providing emergency services;
- 4.2.3 any other person who has written approval from the Council to do so, and who is acting in accordance with any conditions of that approval imposed by the Council.

**5. APPROVAL TO USE MOTOR VEHICLE ON ROAD**

5.1 The Council may in its discretion grant approval to any person to drive or otherwise use a motor vehicle on the Road, and may impose conditions of such approval.

5.2 In deciding whether to grant approval under clause 5.1, and what, if any, conditions to impose, the Council shall take into account the purpose of this bylaw and any other matters it considers relevant in the circumstances.

5.3 The Council may require applications for approval to be made in a prescribed manner or form, and to be accompanied by payment of any application and/or processing fee and such supporting information as is reasonably necessary to enable the application to be processed and determined.

5.4 The Council is not required to process or determine any application which is not made in accordance with clause 6.3.

**6. OFFENCES AND PENALTIES**

6.1 Any person who breaches this Bylaw commits an offence and is liable to a fine not exceeding \$750.

**7. SCHEDULES** ([The unnamed road line intersecting Section 2, SO 12084, as delineated on the on sheet 1 from SO 12084](#))

The common seal of the Southland District Council

was affixed in the presence of:

Mayor \_\_\_\_\_

Chief Executive \_\_\_\_\_

**SCHEDULE**

The unnamed road line intersecting Section 2, SO 12084, as delineated on attached sheet 1 from SO 12084 (to append).



## Bridge Weight Restriction Postings 2016/2017

Record No: R/16/6/8977

Author: Joe Bourque, Strategic Manager Transport

Approved by: Ian Marshall, Group Manager Services and Assets

☒ Decision

☐ Recommendation

☐ Information

### Purpose

- 1 To comply with the Transport Act 1962 and Heavy Motor Vehicle Regulations 1974, the Road Controlling Authority for any territorial area is required to confirm at least annually any weight limit postings necessary for bridges on the roading network and to revoke any restrictions which no longer apply. This report provides the information to be able to fulfil this requirement. Council last confirmed its bridge posting in late June 2015.

### Executive Summary

- 2 This report updates the list of posted bridges within the Southland District. The posting weight limits are based on detailed six yearly inspections and follow up analysis carried out in 2014, as well as inspection work carried out since. The attached schedule contains changes to bridge postings as a result of bridge inspection, review, upgrade and replacement work carried out in the 2015/2016 financial year.
- 3 In summary:
  - MWH have inspected or attempted to inspect all of Southland District Council's posted bridges, the bulk of which are timber.
  - Of the total number of bridges there are approximately 20 that could not be fully accessed for inspection, but have previous as-built information available to allow a posting assessment to be carried out. Access should be provided on the next round of inspection, or in as part of a follow up inspection.
  - Of the total number of bridges there are two that could not be accessed and have no previous as-built information to allow a posting assessment to be carried out. Access should be provided ASAP for inspection to be carried out. This is subject to water levels.
  - Of the total number of bridges there are 71 posted at less than 100% Class I.
  - Of the total number of bridges there are 31 that require a revision of the previous posted restriction.
  - Of the total number of bridges there are a significant number that have indications of internal defects (ie, rot/decay) requiring further investigation by either drill coring or non-destructive methods.
  - The lack of objective internal verification, as a supplement to hammer sounding, exposes Council to risk. Further verification methods are therefore recommended.
  - The adoption of central loading when setting posting, without consideration of eccentric loading, departs from best practice and also exposes Council to risk. Further quantification of this risk and consideration of upgrade options and/or reposting are therefore recommended.

## Recommendation

That the Council:

- a) **Receives the report titled “Bridge Weight Restriction Postings 2016/2017” dated 22 June 2016.**
- b) **Determines that this matter or decision be recognised as not significant in terms of Section 76 of the Local Government Act 2002.**
- c) **Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the Act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.**
- d) **Confirms the maximum weight and speed limits for heavy motor vehicles on bridges as listed on the attached schedule.**
- e) **Notifies the weight limits to the New Zealand Police, New Zealand Transport Agency and by public notice in daily newspapers.**
- f) **Confirms that any bridges that have an internal defect noted via sounding, be prioritised for further assessment to verify the presence of decayed timber within the member within the next 12 months.**
- g) **Confirms that going forward all structures should have some measure of objective internal condition assessment carried out on a periodic basis (ie, 10 years) with the first round of testing to be completed by 30 June 2018.**
- h) **Continues to impose the ‘central on bridge’ as a restriction until the risk of central vs eccentric loading are fully quantified and reported back to Council.**

## Content

### Background

- 4 In this round of inspections we have initiated a multi-level assessment in order to provide improved understanding and to better address the variable level of risk associated with each type of defect. For each beam inspected there are three types of defects that are picked up, specifically:
  - External Condition Assessment - determining the condition of the member based on its external visual appearance (ie, cracking, crack depth, surface tolerance, etc). This is typically a value between 100% and 80%.
  - External Defect Assessment - determining any further reduction in capacity resulting from an external visible defect in the beam cross section that can be measured (ie external decay, rebates, significant cracking, moisture content, etc). This factor is typically applied as a negative percentage reduction to the external condition assessment.
  - Internal Sounding Assessment - determining an “indicative” condition of the member based on sounding (hitting with a hammer). As this method is highly subjective it requires further verification by drill coring or an alternative objective non-destructive

method. This factor is typically applied as a negative percentage reduction to the external condition assessment and also raises a “**red flag**”, indicating a higher priority for further internal verification.

- 5 It is recommend that all structures should have some measure of objective internal condition assessment carried out (drilling or non-destructive testing (NDT)) on a periodic basis (ie, 10 years). For any bridges that have an internal defect noted via sounding, these structures should be prioritised for further assessment to verify the presence of decayed timber within the member.
- 6 It should be noted that this more detailed format of assessment has been only partially applied to this round of inspection in order to retain and identify beams indicated by previous inspectors as having some form of internal defect, while minimising undue and significant changes to the current postings. With the additional information provided by drill coring and/or alternative NDT the full assessment can be applied over the next round of inspection.
- 7 In 2014 there was a major increase in posted bridges and changes to existing postings as a result of the six yearly detailed inspections carried out of the bridge network. After the inspections were carried out, the timber beam spans were analysed to check their capacities to carry heavy traffic, taking into account the visible deterioration in the condition of the beams. This resulted in a total of 115 bridges being posted. Work in the 2014/2015 year resulted in this number being reduced to 102.
- 8 Since this time three bridges have been able to be removed from the posting list and one (Dipton Flat Bridge 1) has been upgraded from 80% Class 1 to 100% Class 1 but still with the speed and central on bridge restriction. The three bridges totally removed from the list are:
  - McGilvary Road bridge which was upgraded to full unrestricted Class 1.
  - McIntosh Road bridge which has been closed after some of its piles failed, causing the deck to sink. This bridge cannot be economically repaired so it will remain closed while a range of options are considered.
  - Horseshoe Bush Road steel culvert has also been closed after the culvert partly failed. This bridge cannot be economically repaired so it will remain closed while a range of options are considered
- 9 Another bridge has also been removed from the list as it had been double counted on both Ardlussa Cattleflat Road and off Ardlussa Cattleflat Road.
- 10 Over the coming year the following bridges are due to be upgraded and replaced
  - 2862.001 Taylors Bush Road to be replaced with a culvert.
  - 3004.002 Lang Road to be upgraded to 100% Class 1, but still with a speed and central on bridge restriction.
  - 3144.001 Tomogalak Road to be upgraded to 100% Class 1, but still with a speed and central on bridge restriction.
  - 3582.001 Mararoa Bridge is due to be replaced if funding can be sorted out for this work, including a cost share with the landowners.
- 11 Because these bridges will be upgraded or replaced relatively shortly, their postings have been left unchanged. This does present an increased short term risk but seeks to minimise inconvenience to the bridge users.
- 12 Work has been carried out on reviewing the remaining posted bridges and others which may potentially require posting. As a result of this work the postings on 30 bridges have been

**Item 8.1**

reduced. This may be increased further as ongoing inspections are completed and various bridge issues are resolved. Most of these reductions in posting have either involved a further reduction of 10% of the bridge loading capacity or a reduction in the speed restriction from 30 to 10 km/hr.

- 13 One new bridge has been added to the posting list. This is bridge number 9576.001 which is off Webb Road and leads to a gravel source.
- 14 SDC has one additional posted bridge, which is bridge number 3302.001 on Riversdale Pyramid Road. This bridge is shared with Gore District Council (GDC) who take the responsibility for its posting and notification requirements. As GDC has the formal jurisdiction for this bridge it has not been included in our SDC postings. This bridge is due to be replaced in 2017/2018.
- 15 The attached schedule includes 99 bridges for which weight and/or speed restrictions, in terms of the Heavy Motor Vehicle Regulation 1974, are still necessary. The schedule has three less weight limit postings than the previous 2015 Bridge Posting Council report. The changes in bridge postings from the 2015 report are shown in the schedule in bold italics.
- 16 It is proposed that the Council accepts the attached schedule of bridge restrictions and authorises the advertising and notification of the list in accordance with meeting the requirements of the Transport Act 1962 and the Heavy Motor Vehicle Regulations 1974.
- 17 This requires that notification of the restricted weight limit posting or speed limits are advertised at least once annually to remain legally enforceable. This requirement is now due as the last public notification was carried out on 8 July 2015.
- 18 The objective of the decision is to maintain a suitable level of safety for road users and to limit any further structural damage resulting from unsuitable overloading.

**Issues**

- 19 The restricted bridges can cause a range of difficulties for those people who need them to transport heavy freight activity. The posted bridge listing continues to be used as a deficiency register to prioritise the bridge upgrading and renewal programmes in the coming years.
- 20 Limited by the available funding for this work, only those bridges with restrictions that cause the greatest commercial hardship or present the highest safety risk will be prioritised to be upgraded or replaced initially. The Economic Network Plan will play a significant part in developing and defining these priorities, as well as feedback from major users such as Fonterra and forestry companies.
- 21 Several bridges on the posting list are still being reviewed in terms of their status in relation to the extent of the roading network they provide access to and service. A few of these are not a part of council's maintained network and council roading is scheduling those to be removed where and when possible. There are also off road bridges not currently on this list which need, detailed review to see if they can still safely carry Class 1 traffic, as well as discussions with landowners regarding the need for and ownership of these bridges.
- 22 Each bridge on the posting list is subject to ongoing consideration of the alternatives which include:
  - Potential upgrading or replacement where this is justified in terms of the level of service that SDC can afford to provide.
  - How to effectively better manage 'Long Term' postings where the bridge service activity is low use and the restriction is causing limited problems.

- Potential removal of the bridge from the network register as under Council's Extent of Network Access Policy.

## **Factors to Consider**

### **Legal and Statutory Requirements**

- 23 The annual setting and advertising of weight restrictions is a requirement of the Transport Act 1962 and the Heavy Motor Vehicle Regulations 1974.

### **Limitation of Liability and Disclaimer**

- 24 It should be noted that the engineering decisions on the posting requirements for each bridge are based on weighing up the available data, unknowns and risks and applying engineering judgement to come up with recommendations. The available information includes what can be seen visually, felt and heard (from hitting beams with a hammer) to try to best estimate their overall condition. In some cases there has also been limited load testing of individual beams to try to help calibrate the engineering judgement.
- 25 The unknowns include many critical items, including:
- The species and strength grade of timber used to build the bridges.
  - As-built plans of the original bridge.
  - Items that cannot be seen because they are either buried or internal to the structural members.
- 26 This assessment has included determining the degree of decay within timber members via sounding (hitting with a hammer). As timber is a highly variable material that can have well hidden and critical defects, it is recommended that further testing be undertaken including a programme of internal verification of the soundness of timber members. This will mitigate some of the risks associated with the above unknowns and align the inspection process with industry practice. This could involve drilling small holes in the beams to try to identify areas of rot, or more extensive non-destructive testing such as the use of ultra sound. Testing of the timber beams to determine the species of timber should also be carried out to maximise the available strength from specific species.

### **Community Views**

- 27 Where the weight restriction on a bridge impacts heavily on a community or particular road user, the weight restriction can be discussed and economic options considered for strengthening or replacing the existing bridges or options for improving alternative routes can be investigated.

### **Costs and Funding**

- 28 The 'cost of advertising' in providing notification of Council's bridge postings is minor compared to the asset gains and protection realised. This is allowed for and funded by the Roothing Network and Asset Management budget.

### **Policy Implications**

- 29 The posted bridges are in accordance in meeting the Asset Management Plan requirements, the NZ Transport Agency funding requirement and policies, the Council's Extent of Network Policy and the Heavy Motor Vehicle Regulations of 1974.

## Analysis

### Options Considered

- 30 The option of taking no action is not suitable in this case as it would result 'unsafe' structures being used by road users with potentially serious or fatal consequences.
- 31 In all cases the suggested weight restrictions have been set to provide a balance between safety and limiting damage to the structures, as well as setting reasonable limits for the type of vehicles using the bridges.

### Analysis of Options

#### Option 1 - Impose Conservative Lower Posting Limits

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"><li>• Provides increased protection to bridges, slowing down the rate of degradation of the bridge.</li><li>• Reduces risk of failure if an issue not fully identified during an inspection means the carrying capacity of the bridge is less than estimated.</li></ul>	<ul style="list-style-type: none"><li>• Imposes greater cost on landowners and heavy transport industry when required to either take detours or run more truck movements with lighter loads.</li></ul>

#### Option 2 - Accept Greater Risk and Allow Higher Posting Limits

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"><li>• Higher postings mean fewer restrictions such that a lower cost is imposed on the heavy traffic industry.</li></ul>	<ul style="list-style-type: none"><li>• There is a higher risk of failure as during inspections not all areas of internal rot in timber members can be identified.</li><li>• Higher loads will lead to more rapid deterioration of the marginal bridge structures. This will lead to the need to replace the structure sooner.</li></ul>

- 32 This report is based on trying to achieve a reasonable balance of the above two options.

### Assessment of Significance

- 33 It is determined that this matter is not significant in terms of Section 76 of the Local Government Act 2002.

### Recommended Option

- 34 It is proposed that Council accepts the attached list and authorises the advertising of the list in accordance with the requirements of the Transport Act 1962 and the Heavy Motor Vehicle Regulations 1974.
- 35 It is requested that Council discuss and agree how it wishes to deal with the risks outlined in this report.
- 36 The objective of the decision is to maintain a suitable level of safety for road users and to also limit damage to the Council's bridge assets from unsuitable load crossing bridges.

## Next Steps

- 37 Following the Council meeting, the bridge restrictions will be advertised and notified to the New Zealand Police, the New Zealand Transport Agency and the Heavy Transport Industry.
- 38 Work will continue on refining the postings by better understanding the bridge member conditions. Work will also continue on priority bridge upgrades and replacements as part of an overall bridge strategy.
- 39 Council will consider options for further internal verification of timber members using objective testing procedures (drill coring or NDT), and select a preferred option to progress. This further assessment will begin with high risk structures, with an indication of some internal defect (from sounding), but will eventually be carried out on all timber beam bridges.
- 40 Council will consider options to address central vs eccentric loading in the posting assessment. Structures will be prioritised on greatest risk (maximum difference between central and eccentric capacity) and further works or reposting carried out to mitigate those risks.
- 41 The next full round of posting inspections is scheduled to be carried out in 2018, but follow up inspections will be ongoing.

## Attachments

- A Southland District Council Notification of Weight (and/or speed) Limits on Bridges - June 2016 [View](#)

## SOUTHLAND DISTRICT COUNCIL NOTIFICATION OF WEIGHT (AND/OR SPEED) LIMITS ON BRIDGES June 2016

Notice is hereby given that pursuant to Regulation 11(3) of the Heavy Motor Vehicle Regulations 1974, the Southland District Council has fixed the following maximum weight and speed limits for heavy motor vehicles and combinations including a heavy motor vehicle on the bridges described hereunder:

Structure Number	Name Of Road	Name Of Waterway	Weight Limits Max Wt on Any Axle (kg) Position on Bridge	Gross And Axle Weight (% Class I)	Max Speed Limit (km/hr)
1692.001	Allison Rd 1	Otakau Cr Trib	Central on bridge	100%	30
2861.001	Anderson Rd 4	Bastion Cr	Central on bridge	100%	10
3248.001	Argyle Rd	Steven Burn	Central on bridge	80%	10
1164.001	Ashers Rd	Gorge Cr	Central on bridge	<b>80%</b>	10
1253.001	Badwit Rd	Waituna Cr	Central on bridge	<b>80%</b>	10
2865.001	Benmore Otapiri Rd	Winton Stm	Central on bridge	100%	10
2865.003	Benmore Otapiri Rd	Winton Stm Trib	Central on bridge	<b>80%</b>	10
2865.004	Benmore Otapiri Rd	Winton Stm Trib	Central on bridge	100%	30
2895.001	Benmore Rd	Oreti R	4,600	50%	10
3143.002	Biggar Rd 2	Tomogalak Stm Trib	Central on bridge	<b>90%</b>	10
1186.001	Birch Rd	Waituna Cr	Central on bridge	80%	10
1296.002	Braid Rd	Waimahaka Stm Trib	Central on bridge	80%	10
2494.001	Breeze Rd	Mossburn Cr	Central on bridge	70%	10
1606.001	Bridge Inn Rd	Waikiwi Stm	Central on bridge	100%	<b>10</b>
3346.001	Bruce Rd	Mandeville Drain	Central on bridge	80%	10
2825.001	Caird Rd	Otapiri Stm	Central on bridge	60%	10
3353.001	Carter Rd	Waimea Stm	Central on bridge	60%	10
2563.001	Channel Rd 1	Makarewa Flood Ch	Central on bridge	<b>60%</b>	10
1183.001	Cook Rd	Waituna Cr Brch	Central on bridge	70%	10
3654.001	Cumming Rd	Stag Stm		100%	<b>10</b>
1565.002	Davidson Rd 3	Gold Cr	Central on bridge	100%	<b>10</b>
2647.001	Deans Rd	Winton Stm		70%	10
2896.001	Dipton Flat Rd	Dipton Stm	Central on bridge	<b>100%</b>	10
2896.002	Dipton Flat Rd	Dipton Stm Trib	Central on bridge	70%	10
3015.004	Dipton Mossburn Rd	Dipton Stm	Central on bridge	100%	30
2371.002	Dunearn Rd	Terrace Cr Trib	Central on bridge	<b>80%</b>	10
3598.002	Dunrobin Valley Rd	Aparima R Trib		<b>90%</b>	10
3598.003	Dunrobin Valley Rd	Aparima R Trib		80%	10
3363.001	Duthie Rd 2 (Bdy Rd)	Kelvin Stm	Central on bridge	100%	<b>10</b>
2115.003	Feldwick Rd	Orauea R	Central on bridge	<b>90%</b>	10
3347.001	Fortune Rd	Mckeller Stm	Central on bridge	100%	10
1373.001	Frazer Rd (Bdy Rd)	Waiarikiki Stm	Central on bridge	80%	10
1992.001	Fryer Rd	Taunoa Stm	Central on bridge	80%	10
1057.001	George Rd	Waikawa R W Brch	Central on bridge	40%	10
1528.001	Halcrow Rd	Waihopai R	Central on bridge	<b>70%</b>	10
2373.001	Harbour Endowment	Henderson Cr Trib	Central on bridge	100%	30

Structure Number	Name Of Road	Name Of Waterway	Weight Limits Max Wt on Any Axle (kg) Position on Bridge	Gross And Axle Weight (% Class I)	Max Speed Limit (km/hr)
	Rd				
2373.002	Harbour Endowment Rd	Henderson Cr	Central on bridge	<b>90%</b>	10
1498.001	Hedley Rd	Titipua Stm	Central on bridge	100%	10
3902.002	Horseshoe Bay Rd	Backwater		<b>80%</b>	10
2476.001	Howden Rd	Lochiel Stm	Central on bridge	90%	10
3736.001	Hume Rd	Mataura R	Central on bridge	100%	30
3342.001	Kingsbury Rd	McKeller Stm	Central on bridge	<b>70%</b>	10
1332.001	Klondyke Rd	Caddon Burn	Central on bridge	100%	10
3407.002	Lake Monowai	Waiau River	7,000	28,500kg	10
3407.003	Lake Monowai Rd	Canal		70%	10
3407.004	Lake Monowai Rd	Lake Overflow		<b>80% (TBC)</b>	10
3004.002	Lang Rd 2	Dipton Stm	Central on bridge	80%	10
1376.001	Lauderdale Bush Rd	Marairua Stm	Central on bridge	100%	30
2066.005	Lillburn Monowai Rd	Dean Burn Trib	Central on bridge	90%	10
2623.001	Mandeville Rd	Makarewa R Trib	Central on bridge	100%	10
3582.001	Mararoa Rd	Mararoa R	Central on bridge	60%	10
1065.001	Marinui Rd	Marinui Stm	Central on bridge	100%	10
1334.002	Matheson Rd 2	Cadden Burn	Central on bridge	80%	10
2826.001	McBride Rd	Otapiri Stm		60%	10
1504.001	McDonald Rd 2	Hedgehope Stm	Central on bridge	<b>70%</b>	10
3002.002	McDonald Rd 4	Dipton Stm Trib	Central on bridge	100%	10
1584.001	McKerchar Rd 1	Myross Cr	Central on bridge	80%	10
2515.001	McKinnon Rd 2	Mossburn Cr	Central on bridge	80%	10
2444.001	McLeish Rd 2	Middle Cr	Central on bridge	90%	10
3048.001	McLeod Rd 2 North	Okaiterua Stm	Central on bridge	100%	10
3224.001	McRorie Rd	Washpool Cr	Central on bridge	<b>60%</b>	10
1172.001	Moffat Rd 1	Moffat Cr	Central on bridge	90%	10
3158.002	Murphy Rd	Black Swamp Drain		90%	10
2475.001	Nelson Rd	Lochiel Stm	Central on bridge	20%	10
3192.003	Off Ardlussa Cattleflat Rd 1	Mataura R Trib		<b>60%</b>	10
3192.004	Off Ardlussa Cattleflat Rd 2	Mataura R Trib	Central on bridge	70%	10
2619.001	Off Hall Rd	Makarewa R Trib	Central on bridge	20%	10
9576.001	Off Webb Rd	Thornbury Stm	Central on bridge	<b>60% (TBC)</b>	<b>10</b>
1206.001	Orr Rd 1	Duck Cr N Brch	Central on bridge	80%	10
2828.007	Otapiri Mandeville Rd	Ruhtra Stm	Central on bridge	100%	30
3694.001	Parawa Station Rd	Parawa Stm	Central on bridge	100%	10
3245.012	Piano Flat Rd	Charcoal Cr	Central on bridge	<b>80%</b>	10
1002.001	Progress Valley Rd	Waikawa R Trib	Central on bridge	100%	30
2503.001	Pullar Rd	Grove Bush Cr	Central on bridge	<b>60%</b>	10
2128.001	Purvis Rd	Orauea Stm Trib	Central on bridge	100%	10
2897.001	Riverside School Rd	Dipton Stm	Central on bridge	<b>90%</b>	10
2897.002	Riverside School Rd	Dipton Stm Trib	Central on bridge	60%	10

Item 8.1 Attachment

Structure Number	Name Of Road	Name Of Waterway	Weight Limits Max Wt on Any Axle (kg) Position on Bridge	Gross And Axle Weight (% Class I)	Max Speed Limit (km/hr)
1733.001	Ross Rd	Taunamau Cr		70%	10
2596.001	Scott Rd 2	Makarewa R	Central on bridge	<b>50%</b>	10
2555.001	Sharks Tooth Rd	Sharks Tooth Cr	Central on bridge	80%	10
2661.001	Smith Rd 3	Oreti R Trib	Central on bridge	70%	10
3652.005	Sutherland Rd	Murray Cr	Central on bridge	80%	10
3618.001	Taylor Rd 4	Oswald Stm		60%	10
2862.001	Taylors Bush Rd	Winton Stm Trib		60%	10
2526.001	Thomsons Crossing Rd West	Winton Stm		<b>60%</b>	<b>10</b>
3144.001	Tomogalak Rd	Tomogalak Stm	Central on bridge	80%	10
2856.002	Turnbull Rd	Winton Stm Trib	Central on bridge	100%	10
2466.002	Valley Rd	Oporo Cr Brch	Central on bridge	60%	10
1168.001	Waghorn Rd	Currans Cr	Central on bridge	<b>50%</b>	10
1703.001	Waianiwa Oporo Rd	Oreti R Trib	Central on bridge	50%	10
1067.001	Wairata Rd	Waimahaka Stm	Central on bridge	70%	10
1166.002	Waituna Lagoon Rd	Currans Cr Trib	Central on bridge	100%	30
2654.001	Welsh Rd East	Winton Stm		<b>10%</b>	10
3617.001	West Dome Station Rd	Oswald Stm Trib	Central on bridge	100%	10
3147.001	Wilson Rd 7	Larnach Stm	Central on bridge	<b>80%</b>	10
2858.001	Winton Channel Rd	Bastion Cr	Central on bridge	100%	30
1355.001	Woods Rd 1	Oware Stm	Central on bridge	90%	10
1321.001	Wyndham River Rd	Kuriwai Cr		<b>10%</b>	10
1328.001	Wyndham Valley Rd	Don Cr		<b>90%</b>	10

Please note the highlighted restrictions may still alter as a result of work currently underway.

Notice is hereby given that pursuant to Regulation 11(3) of the Heavy Motor Vehicle Regulations 1974, the Southland District Council has revoked the following maximum weight and speed limits for heavy motor vehicles and combinations including a heavy motor vehicle on the bridges described hereunder:

STRUCTURE NUMBER	NAME OF ROAD	NAME OF WATERWAY	WEIGHT LIMITS MAX WT ON ANY AXLE (KG) POSITION ON BRIDGE	GROSS AND AXLE WEIGHT (% CLASS I)	MAX SPEED LIMIT (KM/HR)
1592.002	Horseshoe Bush	Gold Creek		50%	10
1624.001	McGillvray Rd (Bdy Rd)	Weelwood Cr	Central on bridge	60%	10
1505.001	McIntosh Rd South	Hedgehope Stm	Central on bridge	70%	10

## Approval of Unbudgeted Expenditure for Southland Warm Homes Trust for 2016/2017

**Record No:** R/16/6/8406  
**Author:** Susan McNamara, Management Accountant  
**Approved by:** Anne Robson, Chief Financial Officer

☒ Decision ☐ Recommendation ☐ Information

### Purpose

- 1 To seek Council's approval to grant \$35,000 of unbudgeted expenditure in 2016/2017 to the Southland Warm Homes Trust.

### Executive Summary

- 2 As part of the Annual Plan for 2014/15 Council approved grant funding of \$35,000 per annum to Southland Warm Homes Trust (SWHT) until 30 June 2016. This aligned with the contract awarded to SWHT by the Energy Efficiency and Conservation Authority's (EECA) Health Homes Programme.
- 3 SWHT presented to the Activities Performance Audit Committee in public forum on 27 April 2016. During this presentation SWHT discussed the work it has been completing to date and informed the Committee that a report relating to the continued funding by EECA after 1 July 2016 was with Cabinet.
- 4 EECA have confirmed a new insulation programme beginning on 1 July 2016 for two years. This programme relates to low income rental properties. This new programme has been confirmed since the submission and deliberations on the draft 2016/17 Annual Plan were completed.
- 5 With confirmation of EECA's funding now in place SWHT has requested an ongoing commitment from Council of \$35,000 for the 2016/17 financial year. This is unbudgeted expenditure, and staff are recommending that it be funded from the District Operations Reserve.

## Recommendation

That the Council:

- a) **Receives the report titled “Approval of Unbudgeted Expenditure for Southland Warm Homes Trust for 2016/2017” dated 22 June 2016.**
- b) **Determines that this matter or decision be recognised as not significant in terms of Section 76 of the Local Government Act 2002.**
- c) **Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the Act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.**
- d) **Approves the request for unbudgeted expenditure in 2016/2017 of \$35,000 for a grant to Southland Warm Homes Trust funded from the District Operations Reserve.**

## Content

### Background

- 6 SWHT made a submission on the draft Annual Plan for 2014/15 requesting additional funding of \$35,000 per annum for the two years ended 30 June 2016. The funding request for two years aligned the funding from the Council with the funding from EECA. Council approved the request at the Extraordinary Council meeting of 5 and 6 June 2014.
- 7 SWHT were advised of the decision made by Council in a letter dated 4 August 2014. This letter mistakenly included “*Council decided to support the grant request from Southland Warm Homes Trust for the three years*”, rather than the two years that was requested by SWHT.
- 8 No allowance for this grant has been included in the draft Annual Plan for 2016/17 based on the Council’s two year approval in 2014/15. The Draft Annual Plan for 2016/17 was available for public consultation from 30 January 2016 to 29 February 2016. No submission was received from SWHT on the draft Annual Plan, they comment that this was due to the correspondence received from Council advising of a three year commitment.
- 9 SWHT presented to the Activities Performance Audit Committee in public forum on 27 April 2016. During this presentation the Trust outlined the work currently being completed and the anticipated timeline of the announcement of any on-going funding support from EECA. During this presentation it was noted by the Committee that no grant was included in the draft Annual Plan for 2016/17 and no submission had been received for SWHT for funding in 2016/17 as part of the Annual Plan process.
- 10 On 26 May 2016 SWHT requested funding of \$35,000 for the 2016/17 financial year. This request is included as Attachment A.
- 11 SWHT have advised that EECA has confirmed a new home insulation programme beginning on 1 July 2016 for two years for low income rental properties. The Warm Up NZ Health Homes Rental Extension Programme will provide funding for landlords with low income

tenants with a community services card or low income tenants if they have a health referral related to cold, damp housing. Landlords will be required to contribute 50% of the total cost with EECA contributing 25% and the remaining 25% to be provided from third party funders.

- 12 The current Healthy Homes Programme funded by EECA until 30 June 2016 is targeted at home owners, including landlords with rental properties, on low incomes (they must have a Community Services Card) with high health needs. For homeowners EECA contributes 50% of the funding for this programme with 50% coming from third party funding. For rental properties landlords must contribute 40%. In addition to the EECA programme, SWHT and Awarua Synergy provide a subsidy for general income home owners over the summer months.

### **Issues**

- 13 The Annual Plan for 2016/17 does not include a grant to Southland Warm Homes Trust. Approval is required from Council for the unbudgeted expenditure.

### **Factors to Consider**

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

- 14 There are no significant legal or statutory implications. The only point identified is to ensure that the correct decision-making process for the expenditure is followed.

#### **Community Views**

- 15 No community views have been identified at this stage. A grant for \$35,000 was included in 2015/16 in the draft Long Term Plan 2015-25. No negative submissions were received on this grant.

#### **Costs and Funding**

- 16 Staff recommend that if the grant of \$35,000 is approved that it be funded from the District Operations Reserve.

#### **Policy Implications**

- 17 There are no significant policy implications.

### **Analysis**

#### **Options Considered**

- 18 Options are to approve the unbudgeted grant to Southland Warm Homes Trust or not.

## Analysis of Options

**Option 1 – Approves the request for unbudgeted expenditure in 2016/2017 of \$35,000 for a grant to the Southland Warm Homes Trust funded from the District Operations Reserve.**

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"><li>Continued support of the work being completed by Southland Warm Homes Trust.</li><li>Enhancement in the health of our communities due to improved living conditions. This aligns with the Council vision ‘to have thriving, healthy Southland Communities’.</li></ul>	<ul style="list-style-type: none"><li>A reduction in funds available for other projects.</li></ul>

**Option 2 – Declines the request for unbudgeted expenditure in 2016/2017 of \$35,000 for a grant to the Southland Warm Homes Trust funded from the District Operations Reserve.**

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"><li>Funds remain available for future projects.</li></ul>	<ul style="list-style-type: none"><li>Southland Warm Homes Trust will have a reduced funding pool to operate with.</li><li>No improvement in the living conditions of our communities and their health.</li></ul>

## Assessment of Significance

- 19 The content of this report is not deemed significant under the criteria within Council's Significance and Engagement Policy.

## Recommended Option

- 20 Option 1. Approve the request for unbudgeted expenditure of \$35,000 from the District Operations Reserve. In recommending Option 1, staff have considered Council's vision “to have thriving, healthy Southland Communities”.

## Next Steps

- 21 To advise Southland Warm Homes Trust of Council's decision.

## Attachments

- A Southland Warm Homes Trust Funding Application for 2016/17 Year [View](#)



C/o PowerNet Limited, P O Box 1642,  
Invercargill 9840, New Zealand  
Phone: 03 211 1899  
Fax: 03 211 1875

26 May 2016

Anne Robson  
Southland District Council  
P O Box 903  
Invercargill 9840

Dear Anne

**Re: Southland District Council Funding Application for 2016/17 Year**

The Southland Warm Homes Trust (SWHT) greatly appreciates the \$35,000 per annum in funding it has received from the Southland District Council (SDC) over the last two years.

The funding received from SDC has contributed towards SWHT providing free insulation installations in eligible houses under the Energy Efficiency and Conservation Authority's (EECA) Healthy Homes Programme during the two years ending 30 June 2015 and 30 June 2016.

In SWHT's 2014 funding application, funding was requested for two years to coincide with the two year contract awarded by EECA to deliver the Healthy Homes Programme for the 2014/15 and 2015/16 years. However, as per the attached letters, SDC confirmed funding for a three year period, which was greatly appreciated by SWHT.

At a recent SDC meeting where SWHT's Chairman Neil Boniface and PowerNet Ltd's CFO Greg Buzzard presented to the APAC Committee, there was confusion surrounding whether SDC had committed to a two year or a three year funding period. We ask that SDC consider SWHT's funding application of \$35,000 for the 2016/17 year, which is now a late request from SDC's annual budget.

Presently under the Healthy Homes Programme, EECA provides 50% funding with the remaining 50% to come from third party funders such as SDC. SWHT has been awarded funding to install free insulation in 279 eligible low income homes with high health needs for the year ending 30 June 2016, based on confirmed third party funding.

Today the Government will announce whether a new home insulation programme will commence on 1 July 2016. If a new programme is confirmed, SWHT will be relying on third party funding from local organisations such as SDC.



SWHT greatly appreciates the \$35,000 per annum in funding it has received over the last two years, and we request that SDC considers providing funding for the 2016/17 year to assist with the continued delivery of the warm homes project in Southland.

Yours faithfully



Kate Barrie  
**Financial Accountant**  
**Southland Warm Homes Trust**



30 MAR 2015  
127116

When replying please quote: 100/30/5/7

25 March 2015

Warm Homes Trust  
PO Box 1642  
Invercargill 9840

Dear Sir/Madam

Southland District Council is pleased to be able to support Warm Homes Trust with the work it does in our communities.

As part of the Annual Plan, Council agreed to give \$35,000 to your organisation. As such, Council needs to receive an invoice from you for this amount and the invoice needs to include this purchase order number 107855. You will get paid by the 20th of the month after your invoice is received.

Council agreed to fund Warm Homes Trust for three years and a new purchase order number will be issued at the beginning of each financial year so that you can send an invoice.

Council would also like to encourage you to report back on the work your organisation has done in our communities each year as it appreciates hearing what its funding has gone towards. This can be done by forwarding a copy of your annual report to Council, or by letter at the end of the financial year, or if you wish, presenting to Council in public forum.

If you are receiving more than \$10,000, Council requires a report by 30 June showing how the funding has helped assist Southland District.

If you have any questions, please feel free to contact me.

Yours sincerely

Louise Pagan  
**COMMUNICATIONS AND GOVERNANCE MANAGER**



PO Box 903  
15 Forth Street  
Invercargill 9840  
New Zealand

Tel 0800 732 732  
Fax 0800 732 329  
Email [sdcc@southlanddc.govt.nz](mailto:sdcc@southlanddc.govt.nz)  
Internet [www.southlanddc.govt.nz](http://www.southlanddc.govt.nz)

r/15/3/5674



37028

When replying please quote: 140/15/2/10 S Oliver

4 August 2014

Kate Barrie  
Southland Warm Homes Trust  
C/- PowerNet Limited  
PO Box 1642  
Invercargill 9840

Dear Kate

#### Submission on Draft Annual Plan 2014/2015

The Southland District Council (Council) thanks you again for your submission on the draft Annual Plan 2014/2015. Council considered your submission as part of its decision making process. Your submission was one of 49 received.

The amended plan was adopted by Council on 25 June 2014. Copies of the final Annual Plan are now available and can be viewed and/or printed from Council's website [www.southlanddc.govt.nz](http://www.southlanddc.govt.nz) or viewed at any of our council offices.

In your submission and when your organisation spoke to Council, you requested funding for Southland Warm Homes Trust of \$35,000 per annum for three years.

Council decided to support the grant request from Southland Warm Homes Trust for the three years.

You will receive further correspondence in relation to the process for receiving the funds.

Thank you again for making a submission to Council's draft Annual Plan.

Yours faithfully

Shannon Oliver  
PLANNING AND REPORTING ANALYST



PO Box 903  
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Invercargill 9840  
New Zealand

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r/14/6/9354

## Unbudgeted Expenditure - Riverton Skate Park Shelter

**Record No:** R/16/6/9029  
**Author:** Louise Pagan, Communications Manager  
**Approved by:** Rex Capil, Group Manager Community and Futures

☒ Decision ☐ Recommendation ☐ Information

### Purpose

- 1 To seek approval for \$20,000 of unbudgeted expenditure to assist with funding the Southland District Youth Council's LeadLab project to erect a shelter at the Riverton Skate Park.

### Executive Summary

- 2 The Riverton/Aparima Community Board has resolved to build a fibreglass shelter at the Riverton Skate Park in the shape of a paua shell. The project will cost \$25,235 (GST exclusive).
- 3 Plans have been drawn, with a basic copy attached for your information at Attachment B. An engineer's producer statement (PS1) has been obtained and a PIM has been accepted by Council. If this funding is secured construction can begin almost immediately.

### Recommendation

That the Council:

- a) **Receives the report titled "Unbudgeted Expenditure - Riverton Skate Park Shelter" dated 22 June 2016.**
- b) **Determines that this matter or decision be recognised as not significant in terms of Section 76 of the Local Government Act 2002.**
- c) **Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the Act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.**
- d) **Approves \$20,000 (GST exclusive) unbudgeted expenditure toward the Riverton Skate Park shelter as follows:**
  - i) **\$10,000 (GST exclusive) from the Riverton Ward reserve.**
  - ii) **\$10,000 (GST exclusive) from the Riverton/Aparima Community Board, to be funded from the Riverton General reserve.**

## **Content**

### **Background**

- 4 In June 2015, as part of the Southland District Youth Council LeadLab project, Aparima College students Chloe Gorton and Kataraina Harris sought the Riverton/Aparima Community Board's support for a shelter to be built at the Riverton Skate Park.
- 5 The students have undertaken fundraising and sought assistance from a variety of funders.
- 6 Contributions are from the Riverton and Districts School Sesquicentennial Committee, Riverton Youth Focus Group's skateathon, the Community Initiatives Fund, the now defunct Riverton Youth Group and a mufti day at Aparima College, in aggregate totalling \$4,062.
- 7 The Riverton/Aparima Community Board and Waiau/Aparima Ward Councillors have agreed to make significant contributions (\$10,000 each) to the project. Confirmations of their support are attached by way of letter (Attachment A) and community board minutes (Attachment C).

### **Issues**

- 8 There is a need to identify a source of funding to enable the project to proceed.

### **Factors to Consider**

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

- 9 Environment Southland has no natural hazard related concerns or recommendations. Building consent and resource consent are not required from Southland District Council. A PIM has been granted for the proposed shelter and a PS1 document has been obtained from a consultant. Insurance will be covered by Council's existing policy.

#### **Community Views**

- 10 As representatives of the public, the Community Board approved this proposal in principle in June 2015.

#### **Costs and Funding**

- 11 This project will cost \$25,235, (GST exclusive) which includes construction and the cost of obtaining an engineer's producer statement (PS1). Community contributions and fundraising for this project total \$4,062. The Riverton/Aparima Community Board has agreed to contribute \$10,000 from the Riverton General reserve. The Waiau/Aparima Ward councillors have agreed to match this with \$10,000 from the ward reserve. We are awaiting funding decisions from community funders for the remaining \$1,173.

#### **Policy Implications**

- 12 There are no policy implications

### **Analysis**

#### **Options Considered**

- 13 To approve the unbudgeted expenditure request or not.

## Analysis of Options

- e) **Option 1 – Approve the request for \$20,000 (GST exclusive) unbudgeted expenditure toward the Riverton Skate Park shelter as follows: \$10,000 from Waiau/Aparima ward reserve and \$10,000 from the Riverton General reserve.**

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> <li>• This structure will provide shelter for young people using the skate park</li> <li>• It is supporting a Youth Council initiative</li> <li>• The design of the shelter will be an attraction and a point of difference for Riverton</li> </ul>	<ul style="list-style-type: none"> <li>• The cost of the shelter</li> <li>• Council will be responsible for ongoing maintenance of the shelter</li> </ul>

## Option 2 – Do not approve the request for \$20,000 (GST exclusive) unbudgeted expenditure

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> <li>• No cost to Council</li> <li>• Council will not be responsible for ongoing maintenance of the shelter</li> </ul>	<ul style="list-style-type: none"> <li>• There will not be a shelter for young people using the skate park</li> <li>• Council won't be supporting a youth initiative</li> <li>• Disappointment for Riverton youth and the community who have been supportive of this project</li> </ul>

## Assessment of Significance

- 14 The decision is not considered to be significant under the Council's Engagement and Significance Policy.

## Recommended Option

- 15 Option 1 – Approve the request for \$20,000 (GST exclusive) unbudgeted expenditure toward the Riverton Skate Park shelter as follows (\$10,000 from the Waiau/Aparima ward reserve and \$10,000 from the Riverton General reserve).

## Next Steps

- 16 Action the Council's recommendation and complete the project.

## Attachments

- A Letter to Waiau Aparima Ward Councillors - Funding for Shelter at the Riverton Skate Park [View](#)
- B Riverton Skate Park Shelter design (indicative images only) [View](#)
- C Riverton/Aparima Community Board Extract of Minutes - 13 June 2016 Board Meeting [View](#)



When replying please quote: 240/60/3/1 G Erskine

7 June 2016

Waiau Aparima Ward Councillors  
C/- R Dobson  
Southland District Council  
PO Box 903  
Invercargill 9840

Dear Councillors

### Funding for Shelter at the Riverton Skate Park

Further to our discussions over the past few months, I am writing to seek formal confirmation of the Ward's commitment to contribute \$10,000 towards the project to build a shelter at the Riverton Skate Park.

The Youth Council are applying to the Riverton Community Board for \$10,000 towards this project, and believe that confirmation of the Ward's commitment to this project will assist with the success of this application.

We therefore ask that you please confirm your support by signing the declaration below.

Yours faithfully

Greg Erskine  
**COMMUNITY ENGINEER**

To come from the 'old'  
Riverton ward reserve  
funds.

We approve a grant of \$10,000 from the Waiau Aparima Ward to assist with building a shelter at the Riverton Skate Park. This grant is unbudgeted expenditure and will be funded from the Waiau Aparima general reserve.

Cr R Dobson

Cr S Baird

Cr G Hargur



PO Box 903  
15 Forth Street  
Invercargill 9840  
New Zealand

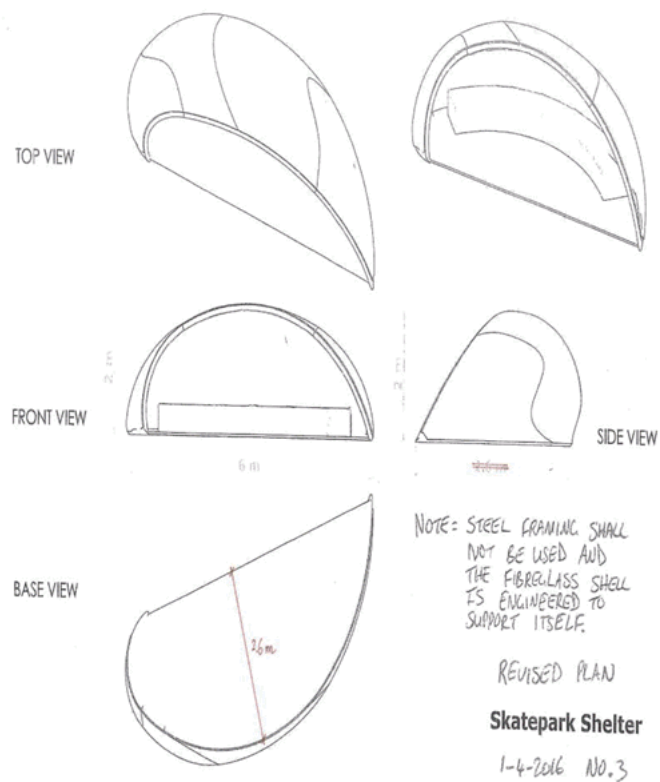
Tel 0800 732 732  
Fax 0800 732 329  
Email [sdcc@southlanddc.govt.nz](mailto:sdcc@southlanddc.govt.nz)  
Internet [www.southlanddc.govt.nz](http://www.southlanddc.govt.nz)

r/16/6/8438

### Riverton Skate Park Shelter



Please note the above image is an early design. The image below is the final revised design.



## Extract of Minutes

### Riverton/Aparima Community Board Meeting of Monday 13 June 2016

Confidential Item to be recorded in Open Meeting

#### C10.1 Riverton Skate Park Shelter

Record No: R/16/6/8520

- a) Receives the report titled “Riverton Skate Park Shelter” dated 8 June 2016.
- b) Determines that this matter or decision be recognised as not significant in terms of Section 76 of the Local Government Act 2002.
- c) Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the Act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.
- d) Confirms the earlier decision to accept the quotation of \$21,500 (excl GST) lodged by Marinecraft and Fibreglass, to build a complete shell from fibreglass without the need for framework.
- e) Confirms funding of the project will be on the following basis; \$4,062 from community contributions and fundraising, 50% of remainder from the Riverton/Aparima Community Board (up to \$10,000), 50% of remainder from the Waiau/Aparima Ward (up to \$10,000) and any shortfall be obtained from community funders.
- f) Recommends that Council approve the unbudgeted expenditure toward the Riverton Skate Park Shelter as follows;
  - \$10,000 from the Waiau/Aparima ward reserve
  - \$10,000 from the Riverton/Aparima Community Board, to be funded from the Riverton General reserve.
- g) Agrees for the decision relating to this project be released in open meeting.

## Proposed Amendments to Resource Management Act Delegations

Record No: R/16/6/8234

Author: Bruce Halligan, Group Manager Environmental Services

Approved by: Steve Ruru, Chief Executive

☒ Decision

☐ Recommendation

☐ Information

### Purpose

- 1 To seek Council approval for proposed changes to staff delegations under the Resource Management Act 1991.

### Background

- 2 The Council currently has an approved schedule of delegations to staff to perform various functions and duties under the Resource Management Act 1991. This was last extensively reviewed in 2011.
- 3 Changes resulting from the recent organisational review necessitate that some alterations be made to reflect new position titles.
- 4 Also, some pending changes to staffing in the Resource Management area mean that it is timely and appropriate to modify these delegations slightly. These modifications will assist in ensuring that service continuity is maintained to customers during this transition period, by providing for a larger pool of the senior staff in the department to approve various matters, rather than just the Senior Resource Consent Planners.
- 5 With any delegated authority granted to staff, it is important that the relevant staff have the necessary experience, training and expertise to fulfil these statutory duties effectively. This is important both in terms of the provision of quality service to customers, and also in mitigating potential liability to the Council. Appropriate training will be undertaken in this regard.
- 6 It is also desirable, from a business continuity perspective, to ensure that departmental processes and associated timeliness of these are not dependent on one or two people for progression, as if these people are on leave or unwell this can lead to disrupted services and KPIs not being achieved.
- 7 These changes to delegations will also provide for professional development of some senior policy staff by providing them with the ability to refocus slightly as and when required, now that the District Plan review process is nearing conclusion.
- 8 Section 34A of the Resource Management Act 1991 is quite specific with regard to the delegation of functions to staff, and hence it is important that the Council's approved schedule of Resource Management Act delegations remains current and relevant. Failure to do so can leave the Council open to legal challenge in relation to the validity of decisions particularly if, for example, a matter was approved by someone without the clear delegated authority to do so.
- 9 The suggested changes to delegations are outlined in Appendix 1 as attached to this report. The changes are highlighted in red for Councillors' information.

- 10 Accordingly, the Council's approval of these amended delegations is requested.

### **Recommendation**

That the Council:

- a) **Receives the report titled "Proposed Amendments to Resource Management Act Delegations" dated 15 June 2016.**
- b) **Approves the schedule of Resource Management Act 1991 delegations as appended to this report effective from 1 July 2016.**

### **Attachments**

- A Resource Management Act Revised Delegations - Draft June 2016 [View](#)

**DELEGATION: RESOURCE MANAGEMENT ACT 1991 AND  
SUBSEQUENT AMENDMENTS  
INSTRUMENT OF DELEGATION**

**DELEGATED TO:** Group Manager Environmental Services ~~Environment and Community~~  
Manager/Team Leader - Resource Management  
Senior ~~Resource Consents~~ Planner  
Resource Management Planners

Specific delegations to each officer as outlined below.

**GROUP RESPONSIBLE:** Environmental Services ~~Environment and Community~~

**DATE APPROVED:** 25/1/2006 - resolution of full Council, 25/11/2009,  
24/3/10, 29 June 2016

**FILE NO:** 10/4/4/3, 360/15/5/1, 240/10/1/4

Pursuant to Section 34A(3) of the Resource Management Act 1991, Sections 34-39 of the Building Act 2004, and related legislation, the Southland District Council hereby delegates to the officers of Council specified below those functions, powers and dates as specified below.

This instrument of delegation was formally approved by a meeting of the full Southland District Council on 29 June 2016. ~~25 November 2009~~

This instrument of delegation hereby rescinds and replaces all and any previous instruments of delegation under the Resource Management Act 1991.

Dated this 30th day of June 2016 ~~25th day of November 2009~~. Signed: \_\_\_\_\_  
Steve Ruru ~~D P Adamson~~, Chief Executive

For the purposes of this instrument, the following abbreviations apply:

GMES = Group Manager Environmental Services ~~GMEC Group Manager - Environment and Community~~ =  
M/TLRM = Manager/Team Leader, Resource Management  
SP ~~SRCP~~ = Senior Planner  
RMPs = Resource Management Planners

**Authority:**

<u>Section of Act</u>	<u>Delegated to:</u>	<u>Details</u>
10, 10A, 10B	<del>GMEC</del> GMES, M/TLRM, SP	Determination of whether existing rights in terms of Section 10 of the RMA apply.
27	GMES, M/TLRM, SP	To provide information to the Minister for the Environment.
34A	GMES, M/TLRM, SP,	Power to carry out delegated functions, as

	RMPs	specified in this instrument.
36(3)	GMES, M/TLRM, SP, RMPs	Power to require the payment of additional charges to cover processing costs in accordance with Council's approved Schedule of Fees and Charges under the Resource Management Act 1991.
36(3A)	GMES, M/TLRM, SP, RMPs	Power to provide on request an estimate of additional charges over and above processing deposits.
37, 37A	GMES, M/TLRM, SP	Power to waive and/or extend time limits for functions under Act.
38	GMES, M/TLRM	Authorisation of Enforcement Officers.
41B	GMES, M/TLRM, SP	Direction to provide evidence with time limits.
42	GMES, M/TLRM	Protection of sensitive information (eg trade secret or cultural issue).
42A	GMES, M/TLRM, SP, RMPs	Preparation of staff reports on resource consent applications and other relevant matters.
42A	CE, GMES, M/TLRM	Approval for public circulation of staff reports on relevant matters.
42A(5)	GMES, M/TLRM, SP	Waiving compliance regarding timeframes for distributing reports, where no material prejudice.
87E	GMES, M/TLRM	Decision on request for application to go directly to Environment Court.
87F	GMES, M/TLRM, SP	Preparation of report on application referred directly to Environment Court.
88(3)	GMES, M/TLRM, SP	Determining an application incomplete and returning to the applicant.
91	GMES, M/TLRM, SP	Determining not to proceed with notification or hearing of application pending lodging of further consents under the Act.
92	GMES, M/TLRM, SP, RMPs	Request further information or agreement to commissioning of a report on resource consent application.
92A(2)	GMES, M/TLRMSP, RMPs	Set timeframe for provision of further information or commissioning of a report.
95A, 95B	GMES, M/TLRM, , SP	Determination of public notification or limited notification.
95D	GMES, M/TLRM, SP	Determination of adverse effects likely to be more than minor.
95E	GMES, M/TLRM, SP, RMPs	Determination if group is affected customary rights group.

95F	GMES, M/TLRM	Determination if person is affected order holder.
99	GMES, M/TLRM, SP, RMPs	Organise and convene prehearing meetings and prepare reports on these under Section 99(5).
100	GMES, M/TLRM	Determine whether a formal hearing is necessary.
101	GMES, M/TLRM, SP	Fix time and date for hearings.
102	GMES, M/TLRM	To determine whether applications are required to be heard by Joint Hearings Committee.
103	GMES, M/TLRM	To determine whether two or more applications to different authorities are sufficiently unrelated that a joint hearing is not appropriate.
104, 104B, 104D, 108 and 113	104A, 104C, GMES, M/TLRM, SP	Make and issue decisions and impose conditions for non-notified resource consent applications, and limited notified resource consent applications where there are no submissions received or where all submissions received are in support and no party wishes to be heard; in accordance with the provisions of the Southland District Plan and the RMA.
106	GMES, M/TLRM, SP	Ability to refuse subdivision consent in certain circumstances.
108A	GMES, M/TLRM, SP	Determination of requirement for a bond.
114	GMES, M/TLRM, SP, RMPs	Notify decisions to applicant and other appropriate authorities.
123(b)	GMES, M/TLRM, SP	Duration of consent.
125(1A)(b)	GMES, M/TLRM, SP	Fix longer period for lapsing of resource consents than is the norm under Section 125(1).
126	GMES, M/TLRM	Cancel consent if not exercised.
127	GMES, M/TLRM, SP	Determining whether application to change or cancel consent requires notification, or limited notification and changing or cancelling any condition on a resource consent.
128	GMES, M/TLRM, SP	Service of notice of intention to review conditions of a resource consent.
129, 130	GMES, M/TLRM, SP	Formulation and public notification of notice to review conditions.
133A	GMES, M/TLRM, SP	Minor corrections of resource consents.
134(4)	GMES, M/TLRM, SP	Approval of transfer of resource consents - written notice.
138	GMES, M/TLRM	Surrender of consent.

139	GMES, M/TLRM, SP	Consider request for and issue Certificates of Compliance for any activity which is a permitted activity under the District Plan.
139A	GMES, M/TLRM, SP	Consider request for and issue Existing Use Certificate.
169	GMES, M/TLRM, SP	Request further information and process notice of requirement.
170	GMES, M/TLRM	Discretion to include notice of requirement in proposed Plan.
171	GMES, M/TLRM, SP	Consider notice of requirement and submissions thereto, and make recommendation to the requiring authority.
174	GMES, M/TLRM	Lodge appeal against decision of a requiring authority.
176A(2)(c)	GMES, M/TLRM, SP	Outline plan waivers.
181(3)	GMES, M/TLRM	Alteration of designation in plan at request of requiring authority, to a minor extent.
220 and 240	GMES, M/TLRM, SP	Issue certificates relating to requirements to comply on ongoing basis with consent conditions and endorsements on titles.
221	GMES, M/TLRM, SP	Imposing and issuing Consent Notices on subdivision consents.
222	GMES, M/TLRM, SP	Dealing with Completion Certificates on subdivision consents.
223	GMES, M/TLRM, SP	Approval of Survey Plan - check compliance prior to sealing.
224	GMES, M/TLRM, SP	Issue certificates indicating all or any of conditions on subdivision consent have been complied with.
226	GMES, M/TLRM, SP	Certification of plans of subdivision that allotments on the plan meet the requirements of the District Plan.
229-237H	GMES, M/TLRM, SP	Creation of esplanade reserves and strips and associated conditions.
240 and 241	GMES, M/TLRM, SP	Imposition and cancellation of amalgamation conditions and restrictive covenants.
243 (e)	GMES, M/TLRM, SP	Revoking a condition specifying easements.
310 and 311	GMES, M/TLRM	Application to Environment Court for a declaration.
314 and 316	GMES, M/TLRM	Seek and/or respond to an Enforcement Order.
320	GMES, M/TLRM	Seek and/or respond to an interim enforcement order.

322, 324, 325A GMES, M/TLRM, SP Signature or cancellation of abatement notice.

### **Other Delegations under Related Legislation**

37 Building Act 2004	GMES, M/TLRM, SP	To permit issue of building consent with certificate attached that resource consent required and no work to commence until this has been obtained.
72-74 Building Act 2004	GMES, M/TLRM, SP	To permit the issue of a building consent in circumstances where the site may be subject to natural hazards but the situation is not made worse by the construction of the building.
75 Building Act 2004	GMES, M/TLRM, SP	Building on two or more allotments - issue and authenticate certificate for entry of titles.
100(f) Sale and Supply of Alcohol Act 2012	GMES, M/TLRM, SP	Certificates that proposed use of premises meets requirements of Resource Management Act 1991 and Building Code.
348 Local Government Act 1974	GMES, M/TLRM, SP	Creation and cancellation of right of ways.
Overseas Investments Act 2005	GMES, M/TLRM, SP	Issue certificates relating to land

### **Authority:**

**‘Authorised Officer’** signing authority as required by:

Early Childhood Certs (Education Act)	GMES, M/TLRM, SP	
Project Information Memorandum	GMES, M/TLRM, SP, RMPs	Building Act 2004 (Planning Information)
Land Information Memorandum	GMES, M/TLRM, SP, RMPs	Local Government Official Information and Meetings Act 1987 (Planning Information)



## Building Consents and Values for April 2016

**Record No:** R/16/5/6317  
**Author:** Kevin O'Connor, Manager - Building Control  
**Approved by:** Bruce Halligan, Group Manager Environmental Services

☐ Decision ☐ Recommendation ☒ Information

### Summary/Comments:

Building consent numbers for April 2016 were up by 7.5%, but project values were down by 27% from those of April 2015. Ten months into the financial year, total consent numbers are back by 11% and project values back by 34%. New dwelling consent numbers for the month are consistent with the previous years. Additions to dwellings numbers were up significantly, with commercial building and farming building numbers up only slightly.

	<u>No.</u>	<u>2016</u> <u>\$</u>	<u>No.</u>	<u>2015</u> <u>\$</u>
1. Dwellings	12	1,406,750	12	2,080,928
2. Additions to Dwellings	20	825,000	11	712,800
3. Commercial/Industrial Buildings	5	389,000	3	96,500
4. Swimming/Spa Pools	0	0	0	0
5. Heating Units	28	118,400	34	147,550
6. Garages	5	101,700	5	137,568
7. Farm Buildings	20	675,000	22	1,237,090
8. Houses for Removal	7	227,000	5	260,000
9. Cowsheds	0	0	1	450,000
10. Miscellaneous	4	13,500	1	5,000
11. Certificates of Acceptance	0	0	0	0
<b>TOTAL</b>	<b><u>101</u></b>	<b><u>3,756,350</u></b>	<b><u>9494</u></b>	<b><u>5,127,436</u></b>

	<u>2016</u>	<u>2015</u>	<u>Variation %</u>
Total consents for month	101	94	7.45
Total consents for year	808	909	-11.11
Total project values for month	3,756,350	5,127,436	-26.74
Total project values for year	66,015,188	100,033,710	-34.00
Average Residential Cost	117,229	173,410	
Average House Area (m <sup>2</sup> )	191.80	170.43	
Number of Inspections Carried Out	371	425	

## Recommendation

That the Council:

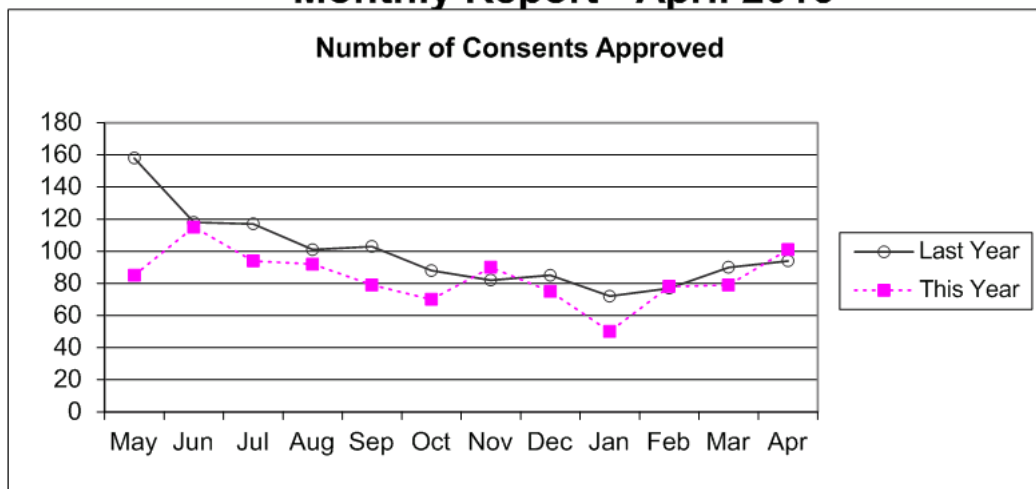
- a) Receives the report titled “Building Consents and Values for April 2016” dated 29 June 2016.

## Attachments

- |   |  |                      |
|---|--|----------------------|
| A | Appendix A - Consents Database Graph April 2016          | <a href="#">View</a> |
| B | Appendix B - Building Consents Issued Numbers April 2016 | <a href="#">View</a> |
| C | Appendix C - Building Consents Issued Values April 2016  | <a href="#">View</a> |

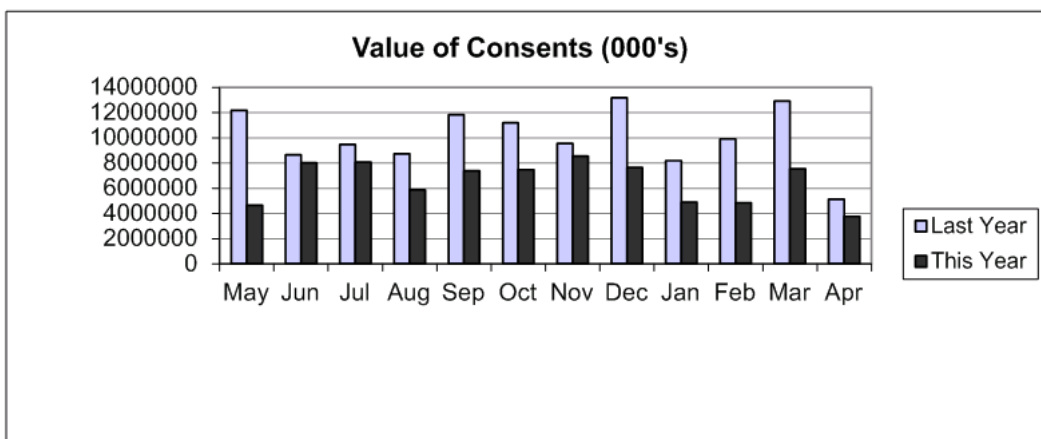
## Southland District Council Building Consents

### Monthly Report - April 2016



#### Percentage Changes - Total Consents

From:	Last month	27.85%
	This month last year	7.45%
	Cumulative year this month last year	-14.94%



#### Percentage Changes - Total Dollars

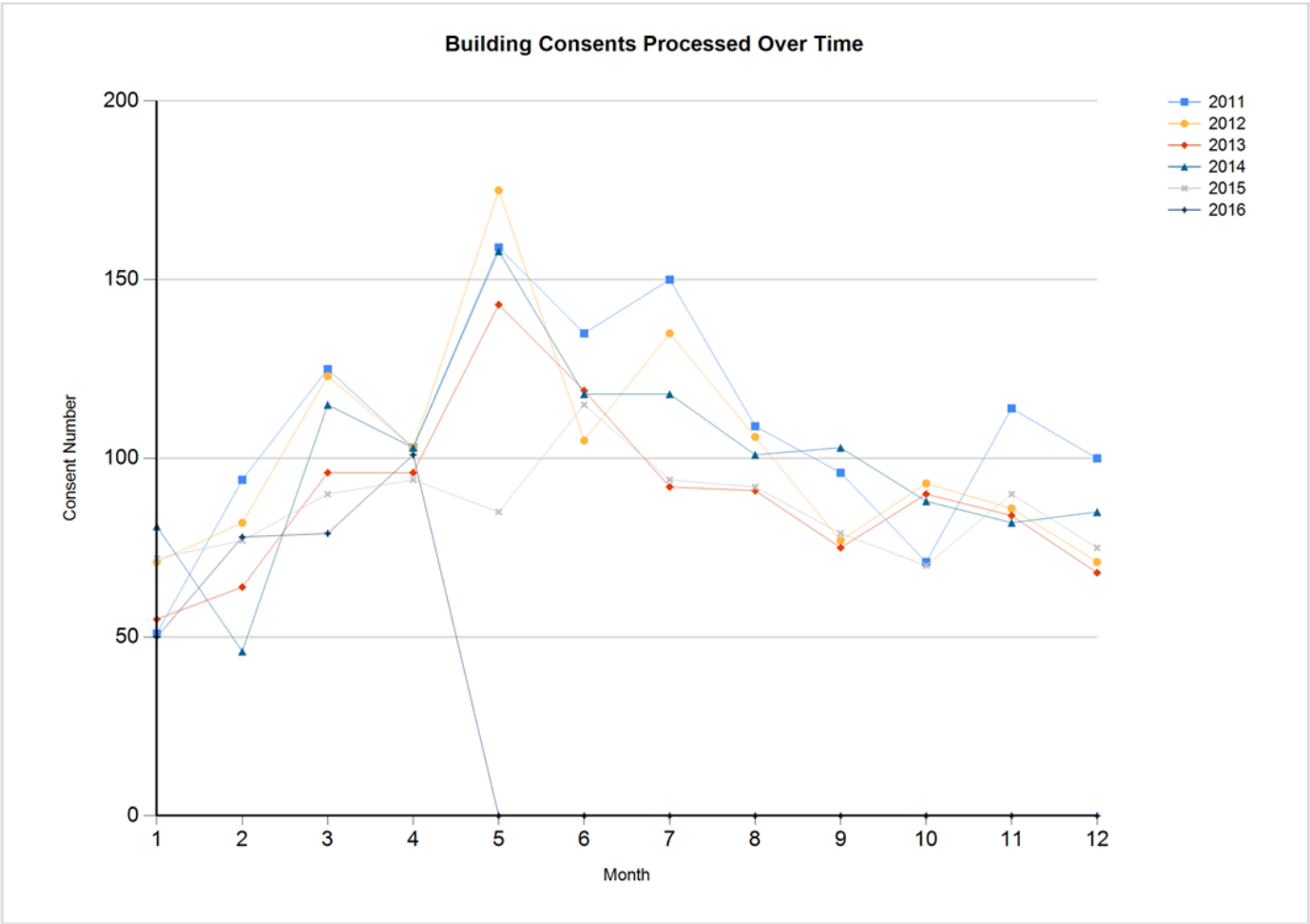
From:	Last month	-50.17%
	This month last year	-26.74%
	Cumulative year this month last year	-34.91%

## Item 8.5 Attachment B

**Building Consent Issued Numbers**

Decision Month	2011	2012	2013	2014	2015	2016	Total
January	51	71	55	81	72	50	380
February	94	82	64	46	77	78	441
March	125	123	96	115	90	79	628
April	103	103	96	103	94	101	600
May	159	175	143	158	85	0	720
June	135	105	119	118	115	0	592
July	150	135	92	118	94	0	589
August	109	106	91	101	92	0	499
September	96	77	75	103	79	0	430
October	71	93	90	88	70	0	412
November	114	86	84	82	90	0	456
December	100	71	68	85	75	0	399
<b>Total</b>	<b>1307</b>	<b>1227</b>	<b>1073</b>	<b>1198</b>	<b>1033</b>	<b>308</b>	<b>6146</b>

5/2/2016 11:41:40 AM



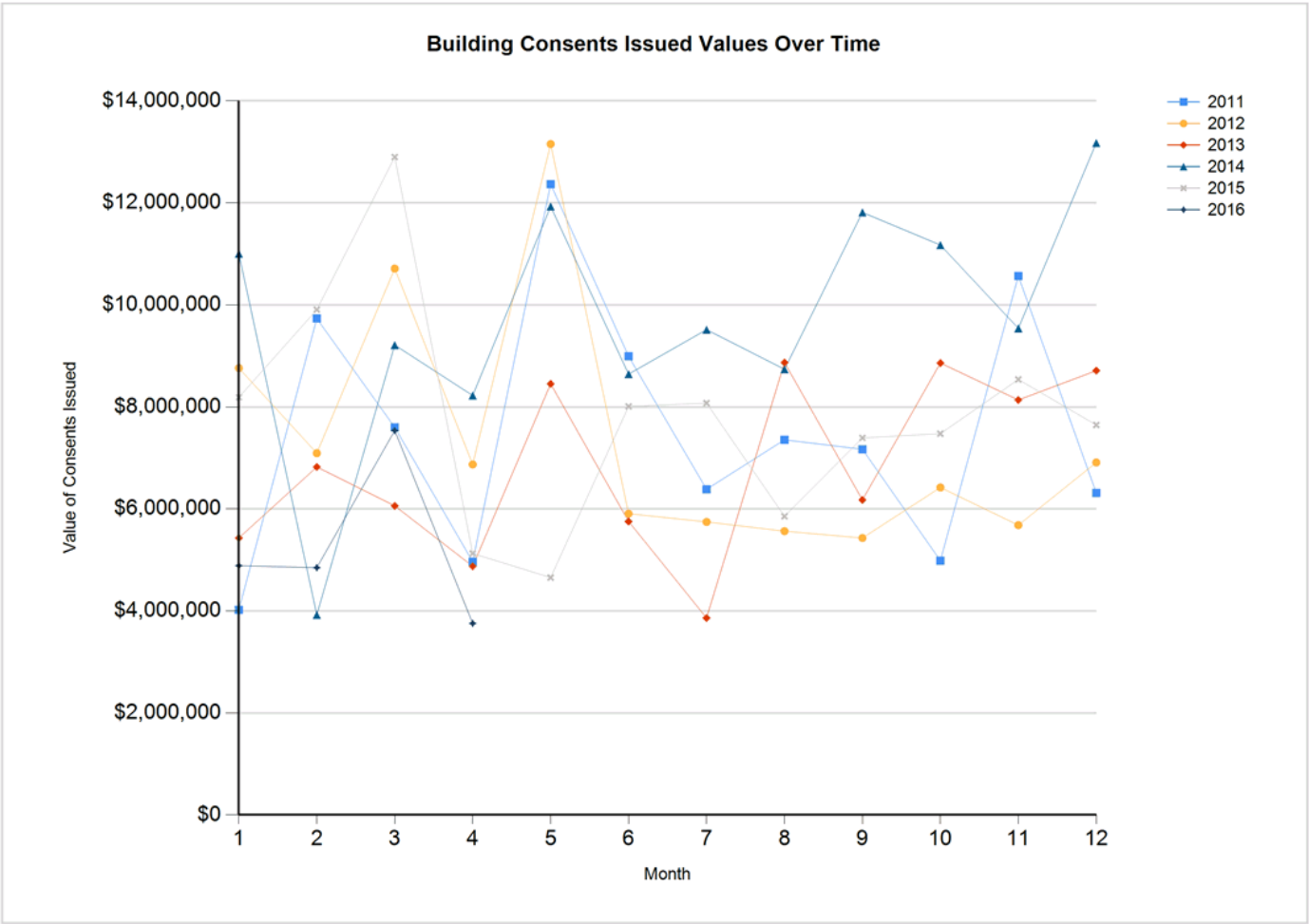
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## Item 8.5 Attachment C

**Building Consent Issued Values**

Decision Month	2011	2012	2013	2014	2015	2016	Total
January	\$4,021,572	\$8,761,841	\$5,430,178	\$11,004,801	\$8,187,785	\$4,887,663	\$42,293,840
February	\$9,732,414	\$7,094,309	\$6,822,148	\$3,923,722	\$9,907,900	\$4,848,585	\$42,329,078
March	\$7,600,703	\$10,712,479	\$6,061,045	\$9,212,772	\$12,900,191	\$7,537,689	\$54,024,879
April	\$4,964,437	\$6,871,776	\$4,875,339	\$8,223,725	\$5,127,436	\$3,756,350	\$33,819,063
May	\$12,367,256	\$13,153,910	\$8,452,973	\$11,929,819	\$4,653,849		\$50,557,807
June	\$8,993,150	\$5,907,098	\$5,755,189	\$8,642,715	\$8,010,777		\$37,308,929
July	\$6,385,423	\$5,745,579	\$3,863,110	\$9,514,841	\$8,076,255		\$33,585,207
August	\$7,355,012	\$5,564,201	\$8,869,939	\$8,738,431	\$5,855,620		\$36,383,202
September	\$7,169,800	\$5,429,701	\$6,177,080	\$11,813,442	\$7,393,073		\$37,983,096
October	\$4,986,424	\$6,420,178	\$8,861,336	\$11,173,980	\$7,475,727		\$38,917,645
November	\$10,567,085	\$5,682,807	\$8,136,544	\$9,540,239	\$8,538,326		\$42,465,001
December	\$6,314,712	\$6,911,079	\$8,710,688	\$13,174,785	\$7,645,900		\$42,757,164
<b>Total</b>	<b>\$90,457,987</b>	<b>\$88,254,958</b>	<b>\$82,015,569</b>	<b>\$116,893,272</b>	<b>\$93,772,839</b>	<b>\$21,030,287</b>	<b>\$492,424,912</b>

5/2/2016 11:44:59 AM



5/2/2016 11:44:59 AM

Item 8.5 Attachment C

## Haast-Hollyford Highway

Record No: R/16/6/9354  
Author: Steve Ruru, Chief Executive  
Approved by: Steve Ruru, Chief Executive

☒ Decision ☐ Recommendation ☐ Information

### Purpose

- 1 To enable the Council to consider whether to support the proposed Haast Hollyford road being put forward for inclusion in the Regional Land Transport Plan and National Land Transport Programme.

### Executive Summary

- 2 Haast Hollyford Highway Ltd (HHHL) is promoting a scheme to build and operate a new 136 km toll road from Haast to Hollyford. In April 2015 the Council passed a resolution which indicated its support for the concept of developing the Haast Hollyford Road.
- 3 The Council has received a copy of a letter from the Minister of Transport which indicates that Central Government would only support the project if it proceeds through the normal Land Transport planning processes. As part of these processes, projects which receive support are included in the appropriate Regional Land Transport Plans and then the National Land Transport Programme.
- 4 Given the indication from the Minister of Transport as to the position of Central Government and the preliminary information that Council now has on the range of community views that exist it is considered appropriate that Council indicate its support for the project proceeding through the normal land transport planning processes. These processes are seen as reflecting good practice for the evaluation and development of a project of this nature.
- 5 To ensure that HHHL have a clear understanding of the process that would need to be followed it is suggested that this Council would look to initiate a meeting between HHHL, the Westland District Council, NZ Transport Agency and this Council.

## Recommendation

That the Council:

- a) Receives the report titled “Haast-Hollyford Highway” dated 20 June 2016.
- b) Determines that this matter or decision be recognised as not significant in terms of Section 76 of the Local Government Act 2002.
- c) Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the Act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.
- d) Notes that its meeting on 22 April 2015 it passed the following resolution:  
*Moved by Cr Kremer, seconded by Cr Baird*  
*and resolved that the Council agrees that the concept of developing the Haast Hollyford Road is a project that potentially has merit and wishes to investigate the project further.*
- e) Notes the content of the letter dated 9 June 2016 from the Minister of Transport and in particular the indication that “*the Government has no plans to support this project unless it goes through the established planning processes*”.
- f) Agrees to support the proposed Haast Hollyford road being put forward for inclusion in the Southland Regional Land Transport Plan and National Land Transport Programme, in accordance with the normal land transport planning processes, subject to Haast Hollyford Highway Limited meeting the costs associated with this process.
- g) Agrees that the Council should seek to convene a meeting with the Westland District Council, Haast Hollyford Highway Limited and NZ Transport Agency to agree on the process that would need to be followed to enable the proposed Haast Hollyford Road to be approved via the normal land transport planning process.
- h) Asks the Chief Executive to write to the Westland District Council, Haast Hollyford Highway Limited and NZ Transport Agency to propose a joint meeting in accordance with the above decisions.

## Content

### Background

- 6 Council was briefed, at a meeting on 4 March 2015, by representatives of Haast Hollyford Highway Ltd (HHHL), on its proposal to develop a new 136 km toll road from Haast to Hollyford. The road would be built as a toll road which would require the Westland and Southland District Council to negotiate a 30 year concession agreement with HHHL.
- 7 Council subsequently considered a report on the HHHL proposal at its 22 April 2015 meeting and passed a resolution which expressed support for the concept of developing the road. The resolutions passed also indicated that the Council wanted to give further consideration to

the relative merits of the project including developing an understanding of the range of community views that might exist about it.

- 8 Since these decisions were made:
- Council has obtained a range of feedback on the HHHL proposal via a number of different mechanisms including its 2016/17 Annual Plan consultation process and the recent Community Conversations engagement process.
  - Council has received a copy of a letter from the Minister of Transport, the Hon Simon Bridges, which outlines the central Government position in relation to the HHHL proposal. A copy of the letter is attached (**Attachment A**).

### Issues

- 9 Given the new information that the Council now has, particularly that regarding the position of central Government, there is an opportunity for the Council to review the approach that it is currently following and determine whether it should endorse the approach being put forward by the Minister of Transport.

### Factors to Consider

#### Government Position

- 10 The letter received from the Minister of Transport outlines the government position in relation to the development of the road. The key sections to note from this letter include:
- If this road is to be built with Government support, it is important that investments are considered within established planning processes, including through development of the relevant Regional Land Transport Plans and the next National Land Transport Programme.*
- ...the Government has no plans to support this project unless it goes through the established planning processes. Further it is unlikely that this privately funded road is likely to proceed without major consenting processes and significant legal processes due to the road encroaching onto conservation land."*
- 11 The Minister's letter indicates that, from a Central Government perspective, there is a clear expectation that the road should proceed through the normal Land Transport planning processes if it is to get the Government's support.
- 12 Given the complex range of issues that need to be addressed having Government support for the road is clearly important. Indeed, HHHL have previously acknowledged this where they have indicated that once they had approval in principle from the Councils they would like to jointly approach central Government seeking support for the road to be called in as a "road of national significance".
- 13 Irrespective of whether the road is developed as a privately funded road, local road, Government road or state highway it would be reasonable for it to be evaluated through the established land transport planning processes. In this way the Council can ensure that it is evaluated via a process that is accepted as good practice.

### **Legal and Statutory Requirements**

- 14 The decision-making provisions in the Local Government Act 2002 apply to all Council decisions. These provisions require that, in making any decision, the Council must:
- Seek to identify all reasonably practicable options
  - Assess the options in terms of their advantages and disadvantages
  - Give consideration to the views and preferences of persons likely to be affected by or who have an interest in the matter
  - For any significant decision involving land or water take into account Māori cultural values and the impact of the decision on such.
- 15 Under Section 97 of the Local Government Act 2002 the Council is not able to make a decision which would involve a significant change to the level of service for a significant activity undertaken by or on its behalf, nor provide for the transfer of control of a strategic asset to another party unless that decision is explicitly provided for in its Long Term Plan.
- 16 The Land Transport Management Act 2003 contains provisions relating to the operation of toll roads including a requirement that the road remain in public ownership throughout the term of the agreement. The provisions also require that the development of any proposed toll road is approved by the Minister of Transport. Before giving his approval the Minister needs to be satisfied that:
- There is a feasible toll free route available
  - That the Councils have carried out adequate community consultation on the proposal
  - That there is a good level of public support for the proposed project
  - That the tolling scheme is an efficient and effective way of meeting a transportation need.
- 17 It is also likely that the project, if it proceeds, will require resource consent for some aspects of the work. The extent of any consenting requirements is unknown at this stage. It is reasonable to expect, however, that for a project of this scale there will be a need for a public notification process to be followed.
- 18 As noted in the Minister's letter there are also a number of other complex legal matters that will need to be considered depending on the proposed classification of the road and the extent to which it encroaches on to land administered by the Department of Conservation.

### **Community Views**

- 19 As part of the 2016/17 Annual Plan consultation process the Council received four submissions which indicated strong support for the HHL proposal. As a result of its consideration of these submissions the Council asked officers to proceed with the development of a proposed consultation process that would enable it to develop a better understanding of the range of community views that might exist on the proposal.
- 20 Council has recently completed the Community Conversations engagement process. These meetings were held to develop an understanding of what the community saw as important strategic issues that needed to be considered leading into development of the 2018 Long Term Plan. Through this process Council received feedback on a wide range of strategic and operational issues.

- 21 As part of the Community Conversations process questions were raised in a number of the meetings about the position that Council was adopting in relation to the HHHL proposal and the relative merits of developing a road between Haast and Hollyford. During the discussion those expressing a view could generally be split into the following categories:
- A number who supported the development of the road and just wanted to see it built, almost irrespective of how it was done or the risks that would be carried by the various parties involved including Council. A number of people in this category seemed to accept the viewpoint that the HHHL proposal would mean that it could be done at no cost (or risk) to the Council or simply see development of the road as an important regional priority.
  - A number who supported the concept of developing the road but saw it as appropriate that it be subject to robust and considered investigation, analysis and decision-making processes. A number in this category were keen to ensure that the Council did not repeat what they perceived as mistakes which had been made in the development of other projects such as the Te Anau Manapouri Airport and the Around the Mountains Cycle Trail.
  - A number who had concerns about the proposal and who did not support its development. In a number of cases those in this category were concerned about the environmental impacts of the project and the fact that it was proposed to be built in a wilderness area.
  - A number who were somewhat indifferent and/or did not have a view either way.
- 22 Points put forward in support of developing the road included:
- It would have positive economic benefits for Southland and the West Coast through an increase in tourism to these regions and/or existing tourists staying in Te Anau and Southland rather than alternate locations such as Queenstown
  - It would provide for easier access to Milford Sound
  - It would provide a shorter access route, from Fiordland, to the West Coast and vice versa
  - It would provide increased resilience to the roading network by providing an alternative access route to the West Coast in the event of adverse weather etc. In this regard some submitters noted the issues which have been experienced on the existing Haast Pass route with landslides in recent years
  - The HHHL proposal meant that the road could be built as a public private partnership with a significant portion of the risk being carried by the private sector investor.
- 23 Points put forward against supporting development of the road as currently proposed included:
- Concerns about it being built through a wilderness area that should continue to be protected
  - That it would 'open up' what is currently an existing 'back country' area for recreational users
  - Concerns about the risks associated with a project of this scale, how these would be managed and whether it was appropriate for these to be carried by the Councils
  - Questions as to whether the road should be developed as a state highway or with central Government support given its potential national significance.

- 24 There was particularly strong support for development of the road from the estimated 150 people who attended the Te Anau Community Conversations meeting. The fact that this meeting followed on from a public meeting held by HHHL four days earlier meant that there was a high level of support for and at times emotion shown at the meeting for the HHHL proposal. This meant that it was difficult for people who may have held an alternative point of view to express those views and/or engage in a balanced discussion about the pros and cons of the proposal.
- 25 Outside of the Community Conversations process there have also been a range of views expressed to Council. It is important that the Council also hear and consider, particularly given the significance of this project, the full range of views that exist on the proposal.

### **Costs and Funding**

- 26 If the recommended option is followed then the direct costs of developing the business cases and other information needed would be met by HHHL.
- 27 Outside of these costs there will be a level of costs that the Council will incur in obtaining its own advice and supporting the project proceeding through this process. These costs are not expected to be significant and officers believe that they could be absorbed within existing budgets at this stage. Officers will come back to Council should this position change.

### **Policy Implications**

- 28 It is proposed that the HHHL proposal would flow through the normal land transport planning processes. Adopting this approach is consistent with existing Council and NZTA policy and would eventually see the road being reflected in the formal Council policy and asset management plans if approved.
- 29 The Council does not have a formal policy on the development of Public Private Partnerships (PPPs), which the HHHL would be if approved. It does, however, have a procurement policy that is of relevance and will need to be considered in further depth at an appropriate time. There is also a range of 'good practice' guidance available from the Auditor-General and National Infrastructure Unit. Officers will look to use this guidance to inform the approach that the Council should follow.

## **Analysis**

### **Options Considered**

#### *Option 1 - Support inclusion in Land Transport Planning Process*

- 30 Under this option the Council would support the HHHL proposal proceeding through the normal land transport planning process for inclusion in the Regional Land Transport Plans and National Land Transport Programme. Note that it would need to be included in both the Westland and Southland Regional Land Transport Plans.
- 31 If Council adopts this option officers would propose that this Council would seek to organise a meeting with the Westland District Council, NZ Transport Agency and HHHL to develop and agree on the process that would need to be followed.
- 32 This option is consistent with the letter received from the Minister of Transport and provides a clearly defined pathway via which HHHL can advance their project.

#### *Option 2 - Do Nothing*

- 33 Under this option the Council would not make a decision, at this point, on supporting the project proceeding through the land transport planning process.

- 34 Adoption of this option would mean that the Council would look at going through a community consultation process relating to the HHL proposal. Officers have developed a draft consultation document and a suggested process. As a result we would be in a position to bring this proposed document and process through to Council at its next meeting for approval.

## **Analysis of Options**

### **Option 1 – Support Inclusion**

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> <li>• Would enable HHL to advance their proposal to develop the road.</li> <li>• Is consistent with the process outlined by the Minister of Transport as necessary for the project to gain central Government support.</li> <li>• Ensures that the road proceeds through a robust evaluation process that is consistent with good practice.</li> <li>• Would ensure that the road would be eligible to receive NZTA funding once the HHL concession ended and responsibility for its maintenance is returned to Council.</li> <li>• HHL would be responsible for developing the material needed for the road to be considered for inclusion in the RLTP.</li> </ul>	<ul style="list-style-type: none"> <li>• HHL may not be prepared to invest in developing the material needed to have the road progress through the established planning processes.</li> </ul>

### **Option 2 – Do Nothing**

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> <li>• Would enable the Council to adopt a more structured approach to the collection of community views prior to it making a decision on whether to support the project being put forward.</li> <li>• Allows the Council to make further progress in obtaining the information needed to evaluate the project before deciding whether to support the project proceeding to the next stage.</li> </ul>	<ul style="list-style-type: none"> <li>• There would be a delay to the project starting to be evaluated through the established land transport planning processes.</li> <li>• There remains a risk that it would not receive an indication as to whether central Government are prepared to support the project.</li> </ul>

### **Assessment of Significance**

- 35 The decision that the Council is being asked to make through this paper is whether to support the Haast Hollyford Road proceeding through the normal land transport planning processes so that it is able to attract central Government support.
- 36 Making this decision would be in accordance with existing Council policy and the process that is used for all other roading projects. As a result officers are of the view that a decision in accordance with the recommendation would not represent a significant decision.

### **Recommended Option**

- 37 The recommended option is for the Council to adopt Option 1 and support the proposed Haast – Hollyford road proceeding through the normal land transport planning processes. This decision would ensure that the road proceeds through the standard planning and evaluation processes used for all other roads.

### **Next Steps**

- 38 Officers would look to convene a meeting between the Westland District Council, NZ Transport Agency and HHHL to discuss and agree on the planning and decision-making process that needs to be followed to enable the project to obtain central Government support.

### **Attachments**

- A Letter from Minister of Transport [View](#)



## Office of Hon Simon Bridges

MP for Tauranga

Minister of Energy and Resources

Minister of Transport

Deputy Leader of the House

Associate Minister for Climate Change  
Issues

Associate Minister of Justice

09 JUN 2016

Todd Barclay  
MP for Clutha-Southland  
[Todd.Barcly@parliament.govt.nz](mailto:Todd.Barcly@parliament.govt.nz)

Dear Todd

Thank you for your email of 29 May 2016 regarding a constituent, Southland District Mayor, Gary Tong. Mr Tong wrote to you about his concerns regarding Haast Hollyford Highway Limited and their proposal to build a Haast-Hollyford Highway.

I have asked the New Zealand Transport Agency (NZTA) for their input about this issue. The NZTA has informed me that neither local authorities nor the NZTA has any formal programme of investigation underway regarding the Haast-Hollyford Road. Any investment in such a project would need to be prioritised alongside other projects to ensure the available funds are allocated fairly and according to the greatest need.

If this road is to be built with Government support, it is important that investments are considered within established planning processes, including through development of the relevant Regional Land Transport Plans and the next National Land Transport Programme.

The private venture proponents of the road have approached the relevant local authorities about the proposal but the NZTA is not aware of any further developments at this stage. Although the privately built road is theoretically possible, it would be New Zealand's first privately built road, and would raise a number of complex procedural and legal issues not least because it would impact on the conservation estate.

Since the proposed road is likely to encroach on conservation land, a legal instrument would need to be found to enable a road to pass through the conservation estate.

Therefore, the Government has no plans to support this project unless it goes through the established planning processes. Further, it is unlikely that this privately funded road is likely to proceed without major consenting processes and significant legal processes due to the road encroaching onto conservation land.

I hope these comments enable you to answer Mr Tong's concerns regarding the Haast-Hollyford Highway.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Simon Bridges', with a long horizontal flourish extending to the right.

---

Hon Simon Bridges  
**Minister of Transport**

## Minutes of the Council Meeting dated 27 October 2015

**Record No:** R/16/6/8333  
**Author:** Fiona Dunlop, Committee Advisor  
**Approved by:** Fiona Dunlop, Committee Advisor

☒ Decision

☐ Recommendation

☒ Information

### Recommendation

That Council confirms the minutes of the meeting held 27 October 2015 as a true and correct record of that meeting.

### Attachments

A Minutes of Council Meeting dated 27 October 2015 (separately enclosed)



## Minutes of the Council Meeting dated 7 April 2016

Record No: R/16/6/8337  
Author: Fiona Dunlop, Committee Advisor  
Approved by: Fiona Dunlop, Committee Advisor

☒ Decision

☐ Recommendation

☒ Information

### Recommendation

That Council confirms the minutes of the meeting held 7 April 2016 as a true and correct record of that meeting.

### Attachments

A Minutes of Council Meeting dated 7 April 2016 (separately enclosed)



## Minutes of the Activities Performance Audit Committee Meeting dated 18 May 2016

Record No: R/16/6/9013  
Author: Alyson Hamilton, Committee Advisor  
Approved by: Alyson Hamilton, Committee Advisor

☐ Decision ☐ Recommendation ☒ Information

### Recommendation

That Council receives the minutes of the Activities Performance Audit Committee meeting held 18 May 2016 as information.

### Attachments

- A Minutes of Activities Performance Audit Committee Meeting dated 18 May 2016 (separately enclosed)



## Minutes of the Policy Review Committee Meeting dated 26 August 2015

Record No: R/16/5/8181  
Author: Fiona Dunlop, Committee Advisor  
Approved by: Fiona Dunlop, Committee Advisor

☐ Decision ☐ Recommendation ☒ Information

### Recommendation

That Council receives the minutes of the Policy Review Committee meeting held 26 August 2015 as information.

### Attachments

- A Minutes of Policy Review Committee Meeting dated 26 August 2015 (separately enclosed)



## Minutes of the Policy Review Committee Meeting dated 7 October 2015

Record No: R/16/5/8182  
Author: Fiona Dunlop, Committee Advisor  
Approved by: Fiona Dunlop, Committee Advisor

☐ Decision ☐ Recommendation ☒ Information

### Recommendation

That Council receives the minutes of the Policy Review Committee meeting held 7 October 2015 as information.

### Attachments

- A Minutes of Policy Review Committee Meeting dated 7 October 2015 (separately enclosed)



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

Record No: R/16/5/8183  
Author: Fiona Dunlop, Committee Advisor  
Approved by: Fiona Dunlop, Committee Advisor

☐ Decision ☐ Recommendation ☒ Information

### Recommendation

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

### Attachments

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



## Minutes of the Policy Review Committee Meeting dated 9 March 2016

Record No: R/16/5/8184  
Author: Fiona Dunlop, Committee Advisor  
Approved by: Fiona Dunlop, Committee Advisor

☐ Decision ☐ Recommendation ☒ Information

### Recommendation

That Council receives the minutes of the Policy Review Committee meeting held 9 March 2016 as information.

### Attachments

- A Minutes of Policy Review Committee Meeting dated 9 March 2016 (separately enclosed)



## Minutes of the Edendale-Wyndham Community Board Meeting dated 28 July 2015

Record No: R/16/5/8176  
Author: Fiona Dunlop, Committee Advisor  
Approved by: Fiona Dunlop, Committee Advisor

☐ Decision ☐ Recommendation ☒ Information

### Recommendation

That Council receives the minutes of the Edendale-Wyndham Community Board meeting held 28 July 2015 as information.

### Attachments

- A Minutes of Edendale-Wyndham Community Board Meeting dated 28 July 2015 (separately enclosed)



## Minutes of the Edendale-Wyndham Community Board Meeting dated 29 September 2015

Record No: R/16/5/8177  
Author: Fiona Dunlop, Committee Advisor  
Approved by: Fiona Dunlop, Committee Advisor

☐ Decision ☐ Recommendation ☒ Information

### Recommendation

That Council receives the minutes of the Edendale-Wyndham Community Board meeting held 29 September 2015 as information.

### Attachments

- A Minutes of Edendale-Wyndham Community Board Meeting dated 29 September 2015 (separately enclosed)



## Minutes of the Edendale-Wyndham Community Board Meeting dated 24 November 2015

Record No: R/16/5/8178  
Author: Fiona Dunlop, Committee Advisor  
Approved by: Fiona Dunlop, Committee Advisor

☐ Decision ☐ Recommendation ☒ Information

### Recommendation

That Council receives the minutes of the Edendale-Wyndham Community Board meeting held 24 November 2015 as information.

### Attachments

- A Minutes of Edendale-Wyndham Community Board Meeting dated 24 November 2015 (separately enclosed)



## Minutes of the Edendale-Wyndham Community Board Meeting dated 26 January 2016

Record No: R/16/5/8179  
Author: Fiona Dunlop, Committee Advisor  
Approved by: Fiona Dunlop, Committee Advisor

☐ Decision ☐ Recommendation ☒ Information

### Recommendation

That Council receives the minutes of the Edendale-Wyndham Community Board meeting held 26 January 2016 as information.

### Attachments

- A Minutes of Edendale-Wyndham Community Board Meeting dated 26 January 2016 (separately enclosed)



## Minutes of the Wallacetown Community Board Meeting dated 11 June 2015

Record No: R/16/5/8163  
Author: Fiona Dunlop, Committee Advisor  
Approved by: Fiona Dunlop, Committee Advisor

☐ Decision ☐ Recommendation ☒ Information

### Recommendation

That Council receives the minutes of the Wallacetown Community Board meeting held 11 June 2015 as information.

### Attachments

- A Minutes of Wallacetown Community Board Meeting dated 11 June 2015 (separately enclosed)



## Minutes of the Edendale-Wyndham Community Board Meeting dated 22 March 2016

Record No: R/16/5/8180  
Author: Fiona Dunlop, Committee Advisor  
Approved by: Fiona Dunlop, Committee Advisor

☐ Decision

☐ Recommendation

☐ Information

### Recommendation

That Council receives the minutes of the Edendale-Wyndham Community Board meeting held 22 March 2016 as information.

### Attachments

- A Minutes of Edendale-Wyndham Community Board Meeting dated 22 March 2016 (separately enclosed)



## Minutes of the Riverton/Aparima Community Board Meeting dated 2 May 2016

Record No: R/16/6/9015  
Author: Alyson Hamilton, Committee Advisor  
Approved by: Alyson Hamilton, Committee Advisor

☐ Decision ☐ Recommendation ☒ Information

### Recommendation

That Council receives the minutes of the Riverton/Aparima Community Board meeting held 2 May 2016 as information.

### Attachments

- A Minutes of Riverton/Aparima Community Board Meeting dated 2 May 2016 (separately enclosed)



## Minutes of the Wallacetown Community Board Meeting dated 16 July 2015

Record No: R/16/5/8165  
Author: Fiona Dunlop, Committee Advisor  
Approved by: Fiona Dunlop, Committee Advisor

☐ Decision ☐ Recommendation ☒ Information

### Recommendation

That Council receives the minutes of the Wallacetown Community Board meeting held 16 July 2015 as information.

### Attachments

- A Minutes of Wallacetown Community Board Meeting dated 16 July 2015 (separately enclosed)



## Minutes of the Wallacetown Community Board Meeting dated 17 September 2015

Record No: R/16/5/8166  
Author: Fiona Dunlop, Committee Advisor  
Approved by: Fiona Dunlop, Committee Advisor

☐ Decision ☐ Recommendation ☒ Information

### Recommendation

That Council receives the minutes of the Wallacetown Community Board meeting held 17 September 2015 as information.

### Attachments

- A Minutes of Wallacetown Community Board Meeting dated 17 September 2015  
(separately enclosed)



## Minutes of the Wallacetown Community Board Meeting dated 26 November 2015

Record No: R/16/5/8167  
Author: Fiona Dunlop, Committee Advisor  
Approved by: Fiona Dunlop, Committee Advisor

☐ Decision ☐ Recommendation ☒ Information

### Recommendation

That Council receives the minutes of the Wallacetown Community Board meeting held 26 November 2015 as information.

### Attachments

- A Minutes of Wallacetown Community Board Meeting dated 26 November 2015 (separately enclosed)



## Minutes of the Wallacetown Community Board Meeting dated 21 January 2016

Record No: R/16/5/8168  
Author: Fiona Dunlop, Committee Advisor  
Approved by: Fiona Dunlop, Committee Advisor

☐ Decision ☐ Recommendation ☒ Information

### Recommendation

That Council receives the minutes of the Wallacetown Community Board meeting held 21 January 2016 as information.

### Attachments

- A Minutes of Wallacetown Community Board Meeting dated 21 January 2016  
(separately enclosed)



## Minutes of the Wallacetown Community Board Meeting dated 17 March 2016

Record No: R/16/5/8169  
Author: Fiona Dunlop, Committee Advisor  
Approved by: Fiona Dunlop, Committee Advisor

☐ Decision ☐ Recommendation ☒ Information

### Recommendation

That Council receives the minutes of the Wallacetown Community Board meeting held 17 March 2016 as information.

### Attachments

- A Minutes of Wallacetown Community Board Meeting dated 17 March 2016 (separately enclosed)



## Minutes of the Gorge Road and Districts Community Development Area Subcommittee Meeting dated 10 February 2015

Record No: R/16/5/8170  
Author: Fiona Dunlop, Committee Advisor  
Approved by: Fiona Dunlop, Committee Advisor

☐ Decision

☐ Recommendation

☒ Information

### Recommendation

That Council receives the minutes of the Gorge Road and Districts Community Development Area Subcommittee meeting held 10 February 2015 as information.

### Attachments

- A Minutes of Gorge Road and Districts Community Development Area Subcommittee Meeting dated 10 February 2015 (separately enclosed)



## Minutes of the Gorge Road and Districts Community Development Area Subcommittee Meeting dated 22 June 2015

Record No: R/16/5/8171  
Author: Fiona Dunlop, Committee Advisor  
Approved by: Fiona Dunlop, Committee Advisor

☐ Decision ☐ Recommendation ☒ Information

### Recommendation

That Council receives the minutes of the Gorge Road and Districts Community Development Area Subcommittee meeting held 22 June 2015 as information.

### Attachments

- A Minutes of Gorge Road and Districts Community Development Area Subcommittee Meeting dated 22 June 2015 (separately enclosed)



## Minutes of the Lumsden Community Development Area Subcommittee Meeting dated 11 April 2016

Record No: R/16/6/9390  
Author: Rose Knowles, Committee Advisor  
Approved by: Rose Knowles, Committee Advisor

☐ Decision ☐ Recommendation ☒ Information

### Recommendation

That Council receives the minutes of the Lumsden Community Development Area Subcommittee meeting held 11 April 2016 as information.

### Attachments

- A Minutes of Lumsden Community Development Area Subcommittee Meeting dated 11 April 2016 (separately enclosed)



## Minutes of the Tokanui Community Development Area Subcommittee Meeting dated 16 March 2015

Record No: R/16/5/8173  
Author: Fiona Dunlop, Committee Advisor  
Approved by: Fiona Dunlop, Committee Advisor

☐ Decision ☐ Recommendation ☒ Information

### Recommendation

That Council receives the minutes of the Tokanui Community Development Area Subcommittee meeting held 16 March 2015 as information.

### Attachments

- A Minutes of Tokanui Community Development Area Subcommittee Meeting dated 16 March 2015 (separately enclosed)



## Minutes of the Tokanui Community Development Area Subcommittee Meeting dated 20 July 2015

Record No: R/16/5/8175  
Author: Fiona Dunlop, Committee Advisor  
Approved by: Fiona Dunlop, Committee Advisor

☐ Decision

☐ Recommendation

☐ Information

### Recommendation

That Council receives the minutes of the Tokanui Community Development Area Subcommittee meeting held 20 July 2015 as information.

### Attachments

- A Minutes of Tokanui Community Development Area Subcommittee Meeting dated 20 July 2015 (separately enclosed)



## Minutes of the Tokanui Community Development Area Subcommittee Meeting dated 23 November 2015

Record No: R/16/5/8172  
Author: Fiona Dunlop, Committee Advisor  
Approved by: Fiona Dunlop, Committee Advisor

☐ Decision

☐ Recommendation

☒ Information

### Recommendation

That Council receives the minutes of the Tokanui Community Development Area Subcommittee meeting held 23 November 2015 as information.

### Attachments

- A Minutes of Tokanui Community Development Area Subcommittee Meeting dated 23 November 2015 (separately enclosed)



## Minutes of the Lumsden/Balfour Water Supply Subcommittee Meeting dated 13 April 2016

Record No: R/16/6/8417  
Author: Rose Knowles, Committee Advisor  
Approved by: Rose Knowles, Committee Advisor

☐ Decision ☐ Recommendation ☒ Information

### Recommendation

That Council receives the minutes of the Lumsden/Balfour Water Supply Subcommittee meeting held 13 April 2016 as information.

### Attachments

- A Minutes of Lumsden/Balfour Water Supply Subcommittee Meeting dated 13 April 2016 (separately enclosed)



## Minutes of the Venture Southland Joint Committee meeting dated 16 May 2016

Record No: R/16/6/9498  
Author: Bronwyn Affleck, Administration Manager  
Approved by: Rex Capil, Group Manager Community and Futures

☐ Decision ☐ Recommendation ☒ Information

### Recommendation

That Council receives the minutes of the Minutes of the Venture Southland Joint Committee meeting dated 16 May 2016 as information.

### Attachments

- A Minutes of the Venture Southland Joint Committee dated 16 May 2016 - PUBLIC  
[View](#)

MINUTES of the VENTURE SOUTHLAND JOINT COMMITTEE MEETING held in the VENTURE SOUTHLAND BOARDROOM, 143 SPEY STREET, INVERCARGILL on MONDAY, 16 MAY 2016 at 10.00AM

PRESENT:

Trevor Johnston (Chair)	Cr Gavin Macpherson	Cr Cliff Bolger
Tom Campbell	Cr Ian Pottinger	Robin Campbell
Chair Ali Timms		

IN ATTENDANCE:

Paul Casson	Stephen Canny	Bobbi Brown
Tim Mackay	Hunter Andrews	Nicola Wills
Bronwyn Affleck		
Ashleigh Reid – Fiordland Advocate		
David Nicol – Southland Times		

APOLOGIES: Nil

Trevor welcomed everyone to the meeting.

1.0 **MINUTES**

1.1 **MINUTES OF THE VENTURE SOUTHLAND JOINT COMMITTEE MEETING 18 APRIL 2016**

Moved Tom Campbell, seconded Robin Campbell

and RESOLVED THAT THE MINUTES OF THE VENTURE SOUTHLAND JOINT COMMITTEE MEETING HELD 18 APRIL 2016 BE CONFIRMED AS A TRUE AND CORRECT RECORD.

1.2 **MATTERS ARISING - Nil**

2.0 **REPORTS**

2.1 **VENTURE SOUTHLAND FINANCIAL STATEMENTS FOR THE MONTH ENDED 30 APRIL 2016**

Report by Tim Mackay

Tim spoke to the report.

Moved Cr Gavin Macpherson seconded Tom Campbell

AND RESOLVED THAT THE VENTURE SOUTHLAND FINANCIAL STATEMENTS FOR THE MONTH ENDED 30 APRIL 2016 BE RECEIVED.

2.2 **HEALTH AND SAFETY WORKSHOPS**

930/120/8/4

R/16/5/6703

Report by Nicola Wills

Nicola spoke to the report.

The Committee acknowledged this was a great initiative.

Moved Robin Campbell, seconded Tom Campbell

and RESOLVED THAT THE HEALTH AND SAFETY WORKSHOPS REPORT BE RECEIVED.

**2.3 OHAI NIGHTCAPS POPULATION STUDY**

930/120/8/4

R/16/5/6683

Report by Nicola Wills

Nicola spoke to the report.

Cr Gavin Macpherson commented the information from the Study would be beneficial for Southland District Council's long-term planning and strategic direction.

Moved Cr Ina Pottinger, seconded Cr Cliff Bolger

and RESOLVED THAT THE OHAI NIGHTCAPS POPULATION STUDY REPORT BE RECEIVED.

**2.4 TOURISM TRENDS AND ISSUES**

930/120/8/4

R/16/5/6412

Report by Warrick Low

Bobbi spoke to the report.

Discussion included:

While Southland had a record number of visitors, the challenge was to get people to stay longer and spend more.

Jim Boulton recently commented that there had been no applications from Southland to the Tourism Growth Partnership Fund and the Committee enquired why?

Bobbi advised the Fund was only available for applications/projects that would attract international visitors. Also projects that had received any other Government funding were not eligible to apply. There may be an opportunity for heritage sector projects to apply to this Fund. Venture Southland is working alongside MBIE to identify options.

The domestic market was still Southland's largest target market.

Venture Southland would continue to work with Council and industry to maximise the benefit and mitigate the impact of visitors to the Southland region.

Discuss regional deals with Air NZ to assist in making it more affordable for families from other regions around New Zealand to come to Southland.

Moved Cr Cliff Bolger, seconded Tom Campbell

and RESOLVED THAT THE TOURISM TRENDS AND ISSUES REPORT BE RECEIVED.

David Nicol left the meeting at 10.30am

**2.5 THE REAL TIME TRAFFIC VIDEO MONITORING PROPOSAL**

930/120/8/4

R/16/5/6843

Report by Renatta Hardy

Stephen Canny spoke to the report.

Stephen advised the current data collection process is out dated no longer meets requirements.

Chair Ali Timms recommended approaching the Regional Transport Committee for funding consideration.

Moved Tom Campbell, seconded Cr Gavin Macpherson  
and RESOLVED:

- (a) THAT THE REAL TIME TRAFFIC VIDEO MONITORING PROPOSAL REPORT BE RECEIVED.
- (b) THAT THE VENTURE SOUTHLAND JOINT COMMITTEE SUPPORT THE CONCEPT FOR THE ESTABLISHMENT OF AN AUTOMATED TRAFFIC COUNTER SYSTEM FOR SOUTHLAND.
- (c) THAT THE VENTURE SOUTHLAND JOINT COMMITTEE ENDORSE THE PROPOSAL TO UNDERTAKE A TRIAL TO EVALUATE THE MERITS OF ESTABLISHING A REGIONAL INTEGRATED NETWORK OF REAL TIME TRAFFIC COUNTERS INCLUDING THE PREPARATION OF APPROPRIATE BUDGETS.
- (d) THAT THE VENTURE SOUTHLAND JOINT COMMITTEE APPROVES VENTURE SOUTHLAND STAFF WORKING WITH LOCAL COUNCIL STAFF AND NZTA TO ADVANCE A VIABLE SOLUTION AND REPORT THE FINDINGS BACK TO THE JOINT COMMITTEE.

## 2.6 2016 SOUTHLAND BUSINESS SURVEY

930/120/8/4

R/16/5/6844

Report by Rhiannon Suter

Rhiannon spoke to the report.

Cr Pottinger enquired whether the survey gathered information relating to the Invercargill CBD and retailer confidence, which would be useful to the Invercargill City Council (ICC).

Stephen advised surveys were completed online and protected participants anonymity which ensured a platform for participants to provide real information.

A separate piece of work would be required to ascertain information relating to Invercargill's CBD and retailer confidence.

Stephen advised a group of Otago University Students had recently undertaken a study of the Invercargill CBD, South City and Bluff. This work may provide some of the information Cr Pottinger enquired about and/or could be used as a base for further investigation, if required.

Moved Robin Campbell, seconded Cr Ian Pottinger  
and RESOLVED THAT THE 2016 SOUTHLAND BUSINESS SURVEY REPORT BE RECEIVED.

## 2.7 AEROMAGNETIC SURVEY OF SOUTHLAND UPDATE

930/120/8/4

R/16/5/68446

Report by Adina Pirvu

Stephen spoke to the report advising the surveying was ahead of schedule. RFP for Data Analysis was about to be circulated.

Moved Cr Cliff Bolger, seconded Cr Gavin Macpherson  
and RESOLVED THAT THE AEROMAGNETIC SURVEY OF SOUTHLAND UPDATE REPORT BE RECEIVED.

2.8 PROJECT UPDATES

930/120/8/4

R/16/5/6845

Report by Stephen Canny

Stephen spoke to the report.

Moved Tom Campbell, seconded Robin Campbell  
and RESOLVED THAT THE PROJECT UPDATE REPORT BE RECEIVED.

2.9 VERBAL UPDATES

No verbal updates.

2.10 HEALTH AND SAFETY UPDATE

Tim reported no incidences since the meeting held 18 April 2016.

Working was continuing on Health and Safety policies.

Venture Southland representatives had attended a 'Contractor Management Safety' seminar on 10 May 2016.

3.0 GENERAL - Nil

The Meeting concluded at 12.45pm.

CONFIRMED:CHAIRMAN:DATE:



## Minutes of the Southland Regional Heritage Committee meeting held 6 May 2016

Record No: R/16/6/9505  
Author: Bronwyn Affleck, Administration Manager  
Approved by: Rex Capil, Group Manager Community and Futures

☐ Decision ☐ Recommendation ☒ Information

### Recommendation

That Council receives minutes of the Minutes of the Southland Regional Heritage Committee meeting held 6 May 2016 as information.

### Attachments

- A Minutes of the Southland Regional Heritage Committee meeting held 6 May 2016  
[View](#)

MINUTES of the SOUTHLAND REGIONAL HERITAGE COMMITTEE MEETING held at VENTURE SOUTHLAND, 143 Spey Street, Invercargill on FRIDAY, 6 MAY 2016 at 10.00am.

**PRESENT:**  
Cr Paul Duffy (Chairman)  
Cr Gavin Macpherson  
Cr Peter Grant  
Cr Bret Highsted  
Cr Lindsay Thomas  
Cr Lloyd Esler

**IN ATTENDANCE:**

Jim Geddes	Jo Massey
Paul Horner	Bobbi Brown
Bruce Halligan	Bronwyn Affleck
Mayor Tracy Hicks	Cr Rebecca Amundsen

**APOLOGIES:**  
Maureen Reynolds, Kathleen Simmonds, Dale Booth

Moved Cr Lindsay Thomas, seconded Cr Lloyd Esler  
and RESOLVED THAT THE APOLOGIES BE ACCEPTED.

Cr Duffy welcomed everyone to the meeting and in particular Bruce Halligan who had recently been appointed by Southland District Council (SDC) to provide oversight and support for the Roving Museum Officer working out of the SDC office.

## 1.0 **MINUTES**

### 1.1 **MINUTES OF THE SOUTHLAND REGIONAL HERITAGE COMMITTEE MEETING HELD 6 NOVEMBER 2016** Minutes for confirmation.

Moved Cr Peter Grant, seconded Cr Lindsay Thomas  
and RESOLVED THAT THE MINUTES OF THE SOUTHLAND REGIONAL HERITAGE COMMITTEE MEETING HELD 6 NOVEMBER 2015 BE CONFIRMED AS A TRUE AND CORRECT RECORD.

#### 1.1.1 **MATTERS ARISING:** Nil

## 2.0 **REPORTS**

### 2.1 **ROVING MUSEUM OFFICER ANNUAL REPORT APRIL 2015 – MARCH 2016** Report by Jo Massey

Moved Cr Lloyd Esler, seconded Cr Lindsay Thomas  
and RESOLVED THAT THE ROVING MUSEUM OFFICER ANNUAL REPORT APRIL 2015 – MARCH 2016 BE RECEIVED.

### 2.2 **ROVING MUSEUM OFFICER POWERPOINT PRESENTATION** Jo Massey spoke to the powerpoint presentation.

Cr Duffy thanked Jo for the on-going support of Museums and heritage organisations around the region. It is reassuring to know Southland's significant heritage is being preserved.

## 2.3 REGIONAL STORAGE UPDATE

Verbal Update Jim Geddes

Jim reported the Advisory Group had had several meetings to discuss regional storage. The January 2016 meeting was attended Bronwyn Simes. Bronwyn has significant Museum/Art Gallery project management experience. Most recently shepherding the redevelopment of Toitu Otago Settlers Museum and now assisting Canterbury Museum with their earthquake recovery.

Bronwyn provided a brief summary of discussions and options to explore and pursue.

Jim advised Tracey Wedge, SMAG collections manager, would be visiting the Hampshire regional storage facility whilst in the UK. The Hampshire storage facility services 15 Museums. Some run by volunteers and others have professional staff, so there are a number of synergies with the Southland region.

Tracey would provide a report informing findings from the visit to the Hampshire storage facility. The recommendations/options identified by Bronwyn Simes would be added to this information and the Advisory Group would formulate a plan forward which will be reported to the next SRHC meeting.

Jim commented that the plan forward would be influenced by identified Museum projects including the proposed SMAG redevelopment. It would identify collections at risk and address not only physical facilities but add-on services as well.

## 2.4 HERITAGE SOUTH REPORT ON HERITAGE FORUM

Report by Heritage South

Cr Amundsen spoke to the report.

Cr Amundsen reported a few people from outside the Southland region attended the Forum. Some had attended previously and consider the Forum an excellent opportunity to meet and discuss ideas and issues relating to the 'heritage community'.

Cr Duffy advised he had intended to attend on Saturday only however was so impressed by Saturday's programme he also attended on Sunday. Cr Duffy added the lack of Councillors attending was disappointing.

Moved Cr Lindsay Thomas, seconded Cr Lloyd Esler  
and RESOLVED THAT THE HERITAGE SOUTH HERITAGE FORUM REPORT BE RECEIVED.

## 2.5 SOUTHLAND REGIONAL HERITAGE COMMITTEE FINANCIAL REPORT TO 31 MARCH 2016

Report by Kathleen Simmonds and Maureen Reynolds, ICC

Cr Duffy advised he had met with Audit NZ representatives and the ICC finance team as part of Audit NZ's pre-audit preparations. Cr Duffy advised Audit NZ had a good understanding of the SRHC and how it links with the Councils.

Jim reported he would meet with Community Trust of Southland representatives on 10 May 2016 regarding submitting an application for assistance towards the Roving Museum Officer role for the three year period April 2016 – March 2019.

Moved Cr Lloyd Esler, seconded Cr Bret Highsted  
and RESOLVED THAT SOUTHLAND REGIONAL HERITAGE COMMITTEE FINANCIAL REPORT TO 31 MARCH 2016 BE RECEIVED.

2.6 SOUTHLAND REGIONAL HERITAGE COMMITTEE ADVISORY GROUP APPLICATION ASSESSMENT REPORT

Report by Jim Geddes, Jo Massey, Paul Horner, Bobbi Brown, Bruce Halligan

1. Applicant  
**OTAUTAU COMMUNITY BOARD**

Project Description  
**Isla Bank War Memorial Restoration**

Total Project Cost: \$18,507

Amount Requested: \$3,000

Awarded: **\$3,000**

2. Applicant  
**OTAUTAU RSA**

Project Description  
**Otautau War Memorial – Gun Shelter Display**

Total Project Cost: \$2,943

Amount Requested: 2,943

Awarded: **\$2,943**

3. Applicant  
**VENTURE SOUTHLAND ON BEHALF OF THE TUATAPERE RSA**

Project Description  
**Restoration of the Orawia War Memorial**

Total Project Cost: \$6,960

Amount Requested: \$3,000

Awarded: **\$3,000**

4. Applicant  
**VENTURE SOUTHLAND ON BEHALF OF THE MATAURA ISLAND WAR MEMORIAL**

Project Description  
**Mataura Island War Memorial Restoration**

Total Project Cost: \$4,238

Amount Requested: \$3,000

Awarded: **\$3,000**

5. Applicant  
**SOUTHLAND MUSEUM & ART GALLERY – NIHO O TE TANIWHA**

*Crs Lloyd Esler and Gavin Macpherson Declared an Interest*

Project Description  
**(A) Film Scanner**

Total Project Cost: \$9,532  
Amount Requested: \$4,500

Awarded: **\$4,500**

Project Description  
**(B) Long-term Storage Project for Clothing and Textiles**

Total Project Cost: \$4,916  
Amount Requested: \$4,916

Awarded: **\$4,916**

6. Applicant  
**RAKIURA MUSEUM**

Project Description  
**Cataloguing of Stewart Island Lockerbie Archaeological Collections**

Total Project Cost – Up to: \$2,440  
Amount Requested – Up to: \$2,440

Awarded: Up to **\$2,440**

7. **CROYDON AVIATION HERITAGE TRUST**

*Cr Bret Highsted Declared an Interest*

Project Description  
**Croydon Aviation Heritage Centre and Precinct – preparation of exhibition and exterior concept plans**

Total Project Cost: \$28,820  
Amount Requested: \$13,820

Awarded: **\$13,820**

8. Applicant  
**SOUTHLAND HERITAGE AND BUILDING PRESERVATION TRUST**

Project Description  
**Kohi Kohi Cottage Restoration – Stage 2**

Total Project Cost: \$44,930  
Amount Requested: \$7,000

Awarded: **Building/maintenance costs not eligible**

9. Applicant  
**MATAURA MUSEUM**

Project Description

**Design and printing of 9 rotating story panels and Photo Collection**

Total Project Cost: \$6,510

Amount Requested: \$6,510

Awarded:: **\$6,510**

10. Applicant  
**WINTON RACECOURSE RESERVE HISTORIC GROUP**

Project Description

**Photo Restoration**

Total Project Cost: \$2,437

Amount Requested: \$2,437

Awarded: **\$2,437** – continue to liaise with RMO

11. Applicant  
**SOUTHERN STEAM TRAIN CHARITABLE TRUST**

Project Description

**Project and Feasibility Study Brief for the Proposed Purchase and Restoration of the Kingston Flyer Steam Train**

Total Project Cost: \$39,000

Amount Requested: \$29,000

Decision: **Decline**

Asset in private ownership – could be sold anytime. Lack of certainty around heritage value – was it Southland's. Heritage project versus Tourism project. Not a priority

12. Applicant  
**SOUTH CATLINS CHARITABLE TRUST**

*Cr Paul Duffy declared an interest*

Project Description

**Curio Bay Tumu Toka Natural Heritage Centre**

Total Project Cost: \$390,000

Amount Requested: \$100,000

Awarded: **\$100,000** - to be uplifted on confirmation of preferred contractors for interpretation

13. Applicant  
**NORTHERN SOUTHLAND DEVELOPMENT TRUST**

Project Description

**Northern Southland Heritage Trail Brochure Reprint**

Total Project Cost: \$4,231

Amount Requested: \$1,500

Awarded: **\$1,500**

Moved Cr Lindsay Thomas, seconded Cr Peter Grant and RESOLVED THAT THE SOUTHLAND REGIONAL HERITAGE COMMITTEE APPROVE THE ALLOCATION OF GRANTS FROM THE SOUTHLAND REGIONAL HERITAGE FUND AS AGREED AT THE MEETING.

### 3.0 GENERAL

#### Karl Gillies

Cr Lloyd Esler read an Obituary for Karl Gillies who had been a Collection Manager/Registrar at SMAG. Lloyd commented that Karl had been an interesting character and there were many stories about his escapades which it would be good to collect.

#### SMAG Submission for Increased Operational Funding.

Cr Thomas commented the SRHC needed to be on the same page regarding heritage related consultation.

The Committee acknowledged it would be beneficial to have an agreed stance on heritage related issues and actions. This would enable SRHC Council representatives to advocate for the proposals when they went up to the respective Councils for consideration.

#### SHRC HOA

After discussion it was agreed to commence a review of the SRHC Heads of Agreement 2012-2017 at the next meeting to be held 29 July 2016.

It was agreed that generally Councils do not have a clear understanding of the role and responsibilities of the Southland Regional Heritage Committee. It would be good to raise the profile of the Committee after elections in October 2016.

Presentation of the Roving Museum Officer's biannual reports to Councils would be a good way to highlight the work being undertaken in the heritage sector across the region. SRHC Minutes would be forwarded to SDC, ICC and GDC for inclusion in Council Agendas going forward.

#### Venture Southland/ Council Letters of Expectation

SDC and ICC had requested Venture Southland to support the Southland Regional Heritage Committee to lead the SMAG redevelopment process as part of the work to be undertaken in the 2016/2017 year.

Moved Cr Lindsay Thomas, seconded Cr Bret Highsted and RESOLVED THAT BOBBI BROWN ATTEND SOUTHLAND MUSEUM AND ART GALLERY (SMAG) TRUST BOARD MEETINGS FROM JULY 2016 ONWARDS TO ENSURE AWARENESS OF DISCUSSIONS AND ACTION POINTS RELATING TO THE SMAG REDEVELOPMENT AND PROVIDE INDEPENDENT LIAISON BETWEEN THE SRHC AND SMAG.

### 4.0 PRESENTATION

Sarah Brown spoke to a powerpoint presentation outlining some of the issues and options being considered by the various Southland Regional Development Strategy groups.

Discussion included:

Great SoRDS were presenting to a variety of groups around the region.

The Strategy process is unique within New Zealand in that there are only about 10 Local Government representatives across the working groups.

**Item 9.29 Attachment A**

Hope Southland is up to the challenge to maximise the opportunities the SoRDS groups will present.

SoRDS see positioning of Southland Museum and the Art Gallery as key to realising a vibrant city centre.

Tourism/heritage connection being highlighted.

Sarah advised the timeline for prioritising projects and initiatives identified by SoRDS working groups:

Action Plans presented to the Governance Group July/early August 2016.

Roll out of Action Plan September – October 2106.

5.0        **NEXT MEETING:** Friday, 29 July 2016.

There being no further business the meeting concluded at 11.50am

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

### Recommendation

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

#### **C10.1 Public Excluded Minutes of the Activities Performance Audit Committee Meeting dated 18 May 2016**

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
Public Excluded Minutes of the Activities Performance Audit Committee Meeting dated 18 May 2016	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.