

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

Date: Wednesday, 1 February 2017
Time: 9am
Meeting Room: Council Chambers
Venue: 15 Forth Street
Invercargill

Council Agenda

OPEN

MEMBERSHIP

Mayor	Mayor Gary Tong
Deputy Mayor	Paul Duffy
Councillors	Stuart Baird
	Brian Dillon
	John Douglas
	Bruce Ford
	Darren Frazer
	George Harpur
	Julie Keast
	Ebel Kremer
	Gavin Macpherson
	Neil Paterson
	Nick Perham

IN ATTENDANCE

Chief Executive	Steve Ruru
Committee Advisor	Fiona Dunlop

Contact Telephone: 0800 732 732
Postal Address: PO Box 903, Invercargill 9840
Email: emailsdc@southlanddc.govt.nz
Website: www.southlanddc.govt.nz

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

TABLE OF CONTENTS

ITEM	PAGE
PROCEDURAL	
1 Apologies	5
2 Leave of absence	5
3 Conflict of Interest	5
4 Public Forum	5
5 Extraordinary/Urgent Items	5
6 Confirmation of Council Minutes	5
REPORTS - POLICY AND STRATEGY	
7.1 Southland Regional Development Strategy Action Plan	7
7.2 2017/18 Annual Plan Consultation Document	13
REPORTS - OPERATIONAL MATTERS	
8.1 Use of proceeds from any potential sale of the current Rakiura Museum property after the opening of the proposed new Rakiura Heritage Centre building	15
8.2 Disposal of Edendale Hall Property	21
8.3 Contribution of Clifden Recreation Reserve funds towards a new shed situated on the reserve for the operations of the Tuatapere Golf Club	27
8.4 Contract 16/48 - Longridge Road, Otapiri Gorge Road, South Hillend-Dipton Road Minor Improvements - Approval of Tender Evaluation Process	33
8.5 Management Report	47
8.6 MBIE Welcoming Communities Pilot Invitation	55
REPORTS - GOVERNANCE	
9.1 Financial Report for the month ended 30 November 2016	61
9.2 Forecasted Financial Position for the year ending 30 June 2017	101
9.3 Southland District Council - Local Governance Statement	111
9.4 Elected Member Position Descriptions	155

9.5	Minutes of the Thornbury Community Subcommittee Meeting dated 14 July 2016	Development Area	165
9.6	Minutes of the Orepuki Community Subcommittee Meeting dated 4 August 2016	Development Area	167
9.7	Minutes of the Manapouri Community Subcommittee Meeting dated 16 August 2016	Development Area	169

PUBLIC EXCLUDED

Procedural motion to exclude the public	171
---	-----

C10.1 Transfer of land at 28 Pop Andrew Drive Te Anau to the Fiordland Retirement Housing Trust

C10.2 Rating Sale - 17 Malta Street, Wyndham

C10.3 Appointment of Chair to Milford Sound Tourism

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 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, 14 December 2016

6.2 Meeting minutes of Extraordinary Council, 21 December 2016

Southland Regional Development Strategy Action Plan

Record No: R/16/12/20900
Author: Steve Ruru, Chief Executive
Approved by: Steve Ruru, Chief Executive

☒ Decision ☐ Recommendation ☐ Information

Purpose

- 1 To seek Council endorsement of the Southland Regional Development Strategy Action Plan.

Executive Summary

- 2 During 2014 the Mayoral Forum commissioned development of a Southland Regional Development Strategy (SoRDS). Development of the Strategy was led by a Steering Group made up of representatives from local government, business and the non-profit sector from across the Region.
- 3 The final Strategy was endorsed by the Mayoral Forum in September and then publicly released on 16 October 2015. This Council formally endorsed the phase 1 Strategy document in December 2015.
- 4 Following publication of the Strategy Document work was progressed to develop an Action Plan that detailed the work needed to give effect to the overall goals set through the Strategy document.
- 5 The final SoRDS Action Plan was publicly released on 30 November 2016. At that time central Government also confirmed the allocation of some \$2.4 million of funding to assist with the implementation phase.
- 6 A copy of the final SoRDS Action Plan has previously been circulated to Councillors. This report seeks formal endorsement of the final Action Plan document so that work can continue to look at the structures needed to support its implementation.

Recommendation

That the Council:

- a) **Receives the report titled “Southland Regional Development Strategy Action Plan” dated 25 January 2017.**
- 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 the Southland Regional Development Strategy Action Plan.**
- e) **Agrees that the Actions which are of direct relevance to this Council should be put forward for consideration as part of the appropriate business planning process including the 2017/18 Annual Plan and 2018 Long Term Plan.**
- f) **Asks the Chief Executive to report back on options for progressing the implementation of the Southland Regional Development Strategy Action Plan and regional development in Southland.**

Content

Background

- 7 During 2014 the Mayoral Forum commissioned development of a Southland Regional Development Strategy.
- 8 The first part Southland Regional Development Strategy (SoRDS) document was publicly released on 16 October 2015 and subsequently endorsed by Council in December 2015. At that time Council also agreed to be involved with the next phase of work to develop a Southland Regional Development Strategy Action Plan.
- 9 The Action Plan was developed to work out the initiatives that would be needed to give effect to the strategic intent and overall goals expressed through the first part Strategy document.
- 10 Development of the Action Plan has been led by a SoRDS Governance Group, chaired by Tom Campbell. Much of the work needed to develop the Plan was driven through nine Action Teams which consisted of representatives from across Southland.

Issues

- 11 There is a need for the Council to determine whether it should formally endorse the final Southland Regional Development Strategy Action Plan so that work can be progressed with looking at how the overall Plan might best be implemented.
- 12 If it does decide to endorse the overall Action Plan then it would also be appropriate for the Council to consider including any specific initiatives which require support from this Council

in the appropriate business planning documents such as the Annual Plan and 2018 Long Term Plan.

Factors to Consider

Legal and Statutory Requirements

- 13 The Regional Development Strategy is a non-statutory document outlining an overall vision and work programme for development of the Southland Region.
- 14 The priorities and initiatives signalled through the strategy and Action Plan should be reflected in the Council work programme and hence be reflected in the statutory planning documents such as the Long Term Plan and Annual Plan. There will be the opportunity for public input to the specific initiatives of direct relevance to this Council through these processes.

Community Views

- 15 There are a number of significant strategic issues (eg demographic change and increased efficiency of the rural sector) facing the Southland district and broader region. It is reasonable to assume that a number of stakeholders would expect the regions local authorities to be providing leadership in developing an understanding of and then addressing these issues. Community leadership is seen by many stakeholders as being a 'core' function of local government.
- 16 To date there has generally been a strong expression of public and stakeholder support for the overall intent and direction of the SoRDS work. The Action Team process that was used to develop the overall Action Plan also enabled significant input from stakeholders who are directly affected by the different proposals. As work proceeds with the implementation of the individual actions identified it will be important that there continues to be an opportunity for public and stakeholder input to the final actions which are implemented.

Costs and Funding

- 17 Government have committed \$2.4 million to a range of initiatives associated with the implementation of individual initiatives in the Action Plan.
- 18 There will be a need for a local contribution for a number of the initiatives. This contribution will need to come from a range of agencies across Southland including the local authorities, other public funders such as the Community Trust and private business.
- 19 The extent of any contribution required from this Council will be considered as part of the next phase of work and subsequent business planning processes. It is important to recognise that the actions identified will be implemented over the next five – ten years. Hence, there is not necessarily a need to resolve all of the issues relating to how specific initiatives are to be financed at this time. A number of these issues can be addressed through subsequent business planning processes including the Long Term Plan. As part of this work there will also be an opportunity to review the way in which the resources currently allocated to regional development are utilised and indeed the way in which we deliver regional development services.
- 20 It is also important that the implementation of SoRDS (and regional development in general) is not seen as being purely a local government issue or initiative. There is a need for a number of other regional stakeholders to also be involved if the strategy implementation is to retain its 'whole of Southland' approach which has been an important part of the work to date.

Analysis

Options Considered

- 21 The options available are for the Council to endorse the SoRDS Action Plan or Do Nothing.
- 22 Under the first option Council would support the overall Action Plan document and the directions signalled in it. The Council would not be agreeing to fully implement and/or fund all of the individual actions identified. Consideration of what funding, if any, Council should allocate to individual initiatives will need to be made as part of future LTP and Annual Plan processes. It is considered appropriate at this stage, however, that Council indicate its support for the overall Action Plan and the directions proposed.
- 23 If Council is supportive of the overall Action Plan there will also be a need for the Council to look at how its implementation might best be managed and in particular the structures that would be appropriate for leading this work and regional development in general particularly given the need to adopt a 'whole of Southland' approach to this work. Work has been progressed via the Mayoral Forum to look at how the implementation phase might be managed. A separate report will be brought to Council on this issue in the near future.
- 24 If the Council were to adopt the Do Nothing option then the status of the Action Plan and the level of support that it might receive from this Council would be unclear. Council would need to be clear about its specific concerns if it was to consider adopting this option.

Analysis of Options

Option 1 – Endorse Action Plan

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> Indicates Council support for the strategy and action plan that has been developed. Enable the Council to take a leadership role in encouraging a collaborative approach to addressing the strategic issues confronting the Southland Region. Will ensure that issues of strategic significance to the district and region continue to be addressed in an inclusive 'whole of Southland' way. 	<ul style="list-style-type: none"> Council would need to allocate resource to support the implementation of actions identified in the Action Plan. The level of resource allocated and the timeframes within which this might occur would need to be considered via the Annual Plan and LTP processes.

Option 2 – Do Nothing

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none">• Council would not have to commit resources to the implementation phase of the Regional Development Strategy.	<ul style="list-style-type: none">• The status of the overall Action Plan and the goals signalled through it would need to be reviewed.• Risk that support from central government and other Southland stakeholders would be removed.• Council would not be seen to be actively supporting the Strategy and Action Plan that has received wide support from across the region.• Council would need to review the role that it was playing in supporting development of the district and region as a whole.

Assessment of Significance

- 25 A decision in accordance with the recommendation is not considered to be significant. The Southland Regional Development Strategy Action Plan is a non-statutory document that applies to all stakeholders across the region and not just the four local authorities. There will also be the opportunity for Council to consider the resource implications for individual initiatives as part of subsequent Long Term Plan and Annual Plan processes.

Recommended Option

- 26 That the Council agree to endorse the Southland Regional Development Strategy Action Plan.

Next Steps

- 27 Officers will report further on the structures proposed for managing the implementation phase.

Attachments

There are no attachments for this report.

2017/18 Annual Plan Consultation Document

Record No: R/17/1/1583
Author: Steve Ruru, Chief Executive
Approved by: Steve Ruru, Chief Executive

☒ Decision ☐ Recommendation ☐ Information

Purpose

- 1 To enable Council to adopt the Consultation Document and associated Supporting Information for the 2017/18 Annual Plan.

Executive Summary

- 2 All councils are required by legislation to prepare and adopt an Annual Plan for each financial year.
- 3 Year Three of the Council's Long Term Plan 2015-2025 (LTP or 10 Year Plan) serves as the base for the Annual Plan 2017/2018 and activity managers have proposed changes that are considered necessary.
- 4 In developing the Annual Plan it has become apparent that it is broadly consistent with the LTP. There are no significant changes to the levels of service proposed to be provided by Council and the overall budgeted expenditure is projected to be slightly more than proposed in the LTP. There have been some changes to the timing of some scheduled LTP capital works projects.
- 5 Local authorities which have significant and material changes to their Annual Plan from what was forecasted in the LTP for that year are required to develop a Consultation Document as well as making publicly available the information that provides the basis for the preparation of the Consultation Document (the Supporting Information). There is no longer a requirement to use the special consultation procedure to consult with the public.
- 6 At the time of writing this report the Consultation Document and Supporting Material was still being finalised. It will be circulated, along with a full officer report, under separate cover to the full order paper.

Recommendation

That the Council:

- a) Receives the report titled "2017/18 Annual Plan Consultation Document" dated 25 January 2017.

Attachments

There are no attachments for this report.

Use of proceeds from any potential sale of the current Rakiura Museum property after the opening of the proposed new Rakiura Heritage Centre building

Record No: R/16/12/21217
Author: Kevin McNaught, Strategic Manager Property
Approved by: Ian Marshall, Group Manager Services and Assets

☒ Decision ☐ Recommendation ☐ Information

Purpose

- 1 The Rakiura Heritage Centre Trust have sought confirmation from Council that the sale proceeds of any land portion from any subsequent sale of the current Rakiura Museum property be allocated to the Rakiura Heritage Centre Trust as Council's contribution to the project.
- 2 This is requested so that it may be included in applications to potential funders.

Executive Summary

- 3 The current Rakiura Museum property consists of two parcels of land owned by Council, and upon one of these parcels is situated the existing museum building owned by the Rakiura Heritage Trust. This Trust which runs the museum is separate from the Rakiura Heritage Centre Trust which is developing the new facility on the Island.
- 4 Since the new facility was proposed, it had always been an informal position that when the new facility was opened the existing museum property was surplus to requirements and would be sold. As the building is owned by the Heritage Trust and the land by Council each party would obtain a relative portion of any sale and make their own decisions regarding the use of the funds.
- 5 The feasibility study for the project anticipated that the proceeds from both would be put towards the development of the new facility, however as the Rakiura Heritage Centre Trust is now applying to funders for the project the confirmation of Council's previous informal position has been sought.

Recommendation

That the Council:

- a) **Receives the report titled “Use of proceeds from any potential sale of the current Rakiura Museum property after the opening of the proposed new Rakiura Heritage Centre building” dated 22 January 2017.**
- b) **Determines that this matter or decision be recognised as not significant in terms of Section 76 of the Local Government Act 2002.**
- c) **Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the Act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.**
- d) **Resolves that should after the opening of the new Rakiura Heritage Centre the current Rakiura Museum property being Lot 1, DP 15282 and Section 1, SO 12313 be sold then the net sale proceeds from the land component of the sale be made available to the Rakiura Heritage Centre Trust as Council’s contribution to the development.**

Content

Background

- 6 For some many years now a new Rakiura Heritage Centre has been proposed to be built on NZ Fire Service land beside the existing DOC office on Stewart Island. This new development is to incorporate the existing Rakiura Museum.
- 7 It was initially proposed to include a SDC office however this position has now been superseded by the new combined library and office operating in the Community Centre.
- 8 The current Rakiura Museum property consists of two parcels of land owned by Council, and upon one of these parcels is situated the existing museum building owned by the Rakiura Heritage Trust. This Trust which runs the museum is separate from the Rakiura Heritage Centre Trust which is developing the new facility on the Island.
- 9 Since the new facility was proposed, it had always been an informal position that when the new facility was opened the existing museum property would be surplus to requirements and sold. As the building is owned by the Heritage Trust and the land by Council each party would obtain a relative portion of any sale and make their own decisions regarding the use of the funds.
- 10 The feasibility study for the Heritage Centre Project anticipated that the proceeds from both would be put towards the development of the new facility and this was included in their initial feasibility study. However as the Rakiura Heritage Centre Trust is now applying to funders for the project, the confirmation of Council’s previous informal position has been sought.
- 11 Attached is the letter from the Rakiura Heritage Centre Trust and the staff reply.

Issues

- 12 There are no significant issues, however the following needs to be considered.
- 13 Firstly what is being sought is formal confirmation of Council's position which up until now has been informal.
- 14 Secondly, Council's initial position of being located in this new building has been superseded by the new combined office and library in the Community Centre.
- 15 Thirdly, even though Council's position has changed it is considered appropriate to agree to the Heritage Centre Trust's request as Council's contribution to the project.
- 16 Fourthly the funds to be made available are the residual sale proceeds from the land portion of the existing museum property sale when and if that happens.

Factors to Consider

Legal and Statutory Requirements

- 17 None identified at this stage as the commitment is subject to the current Rakiura Museum property be disposed of. For this to happen the Heritage Centre would need to be operating and the Museum to have either be planning to or actually relocated.
- 18 Any disposal of the Museum property would be a joint project between Council and the Heritage Trust and be based on an agreement between the parties. The agreement and sale would be subject to a separate report and decision by Council at the time, as this current report is about use of the sale proceeds should any eventuate.

Community Views

- 19 No specific views of the community have been sought on this issue given that it has been included in the Heritage Centre feasibility study some years ago and no issues were raised then or subsequently.

Costs and Funding

- 20 No costs identified as what is being recommended is net sale proceeds of the properties land value as these are calculated after any costs.
- 21 In the 2009 feasibility study the amount included from the land sale was \$95,000. This amount however would be subject to market values at the time of any sale as well as the apportionment between the land value and improvements of the sale price.

Policy Implications

- 22 None identified at this stage.

Analysis

Options Considered

- 23 The options are to either confirm the use of the funds for the Heritage Centre or not.

Analysis of Options

Option 1 - Confirm the use of the funds for the Rakiura Heritage Centre

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none">• Provides additional funding for the project as Council's contribution.• Only happens should museum property be sold and any costs deducted.	<ul style="list-style-type: none">• Council cannot use these funds for any other activity.

Option 2 - Decline the use of the funds for the Rakiura Heritage Centre

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none">• Allows Council to use the funds for any other activity or project	<ul style="list-style-type: none">• Could be seen as Council not supporting the project thus putting any potential funding at risk.• Likely to create a negative relationship with the supports of the Heritage Centre.

Assessment of Significance

- 24 A decision in accordance with the recommendation is not considered to be significant given the value of the property concerned.

Recommended Option

- 25 Option 1 – to confirm the use of the funds.

Next Steps

- 26 Advise the Rakiura Heritage Centre Trust of Council's decision.

Attachments

- A Rakiura Heritage Centre Trust - Margaret Hopkins requesting confirmation on use of sales funds from Rakiura museum property [↓](#)
- B Letter to Rakiura Heritage Centre Trust - Proceeds from Sale of Rakiura Museum and Land [↓](#)



Received at
CB marginal
meeting 6/12/16

P.O. Box 184
Oban
Stewart Island 9846

7th October 2016

Rex Capil
Southland District Council
P.O. Box 903
Invercargill

cc Steve Ruru
Gary Tong

Dear Rex

Proceeds from Sale of Rakiura Museum and Land

Further to our discussions at the recent meeting on Stewart Island regarding the future of the Stewart Island Area Office and the proposed new Heritage Centre the following matter arose.

The land that the existing Rakiura Museum sits on belongs to the Southland District Council and when the Feasibility Study was carried out, and in subsequent discussions it was verbally agreed that proceeds from the sale of the Museum and land would go towards the new Heritage Centre. Could you please supply the Trust with a letter confirming this arrangement so that we can include that in our applications to potential funders.

Thank you.

Yours sincerely

A handwritten signature in black ink that reads "M.A. Hopkins".

Margaret Hopkins
Chairperson

When replying please quote: s3905/0009/0, 910/190/2/1

21 December 2016

Rakiura Heritage Centre Trust
PO Box 184
Oban
Stewart Island 9846

Attention: Margaret Hopkins

Dear Margaret

Proceeds from Sale of Rakiura Museum and Land

Thank you for your letter of 7 October.

You ask about the sale proceeds of the museum and land however the museum building is owned by the Rakiura Heritage Trust and the land owned by Council. What that means is that any decisions relating to the sale proceeds of the building will be made by the Heritage Trust not Council.

Naturally any sale of the property will be undertaken jointly by both Council and the Heritage Trust but use of the sale proceeds will be determined separately.

Obviously therefore Council can only comment or commit to the land portion of the sale. In this regard it is the position of staff, but subject to approval of Council, that should any sale proceeds eventuate from the land portion of any sale these will be made available to the Rakiura Heritage Centre Trust as Council's contribution to the development.

It is my intention to seek Council's approval to this in early 2017.

Yours faithfully

Kevin McNaught
MANAGER STRATEGIC PROPERTY

Direct Dial (03) 211 2502 extn 3346
Cellphone 027 229 3234
Email kevin.mcnaught@southlanddc.govt.nz

Disposal of Edendale Hall Property

Record No: R/16/12/21248
Author: Kevin McNaught, Strategic Manager Property
Approved by: Ian Marshall, Group Manager Services and Assets

☒ Decision ☐ Recommendation ☐ Information

Purpose

- 1 To declare the Edendale Hall property surplus to requirements and to be disposed of.

Executive Summary

- 2 In August 2014 the Edendale Wyndham Community Board closed the Edendale Public Hall for public use pending an outcome for a proposed new facility in the town.
- 3 In August 2016 the Edendale Wyndham Community Board recommended to the Southland District Council the property is surplus to requirements and should be disposed of.
- 4 This report is for Council to declare the property surplus so that it can be disposed of.

Recommendation

That the Council:

- a) **Receives the report titled “Disposal of Edendale Hall Property” dated 22 January 2017.**
- 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) **Declares the Edendale Hall property being Lot 53, DP 106 and Lot 2, DP 5626 contained in CFR’s SL80/38 and SL216/59 surplus to requirements and to be disposed of.**
- e) **Delegates to the Chief Executive the authority to determine the sale method and to accept any reasonable offer for the property.**

Content

Background

- 5 The Edendale Public Hall was constructed in 1909 and has been used as such until it was closed for public use by the Edendale-Wyndham Community Board in August 2014.
- 6 Given the ongoing investigations within the community regarding a new facility and location, no action was commenced in regard to this property until these investigations were completed. The Board at its meeting in March 2016 did not want to further explore the Rugby Club or other options within the community.
- 7 The Community Board at its meeting in August 2016 declared the property surplus to requirements and recommended to Council that the property be disposed of.
- 8 The hall was built in 1909 however the land the hall was situated on was not transferred to the Edendale Town Board until 1937. The title prior to that was in the name of local individuals which is not an uncommon situation as they held the title as Trustees for the hall. The land at the rear of the hall was acquired by the Edendale Town Board in 1945 and was subdivided into two lots in 1959.
- 9 DP 5626 was the subdivision plan of the site with Lot 1 being the old fire station which has subsequently transferred to private ownership and Lot 2 was retained as the hall site.
- 10 The land to the west of the hall building which is primarily the gravel carpark was transferred to the Edendale Town Board in 1950.
- 11 All the lands that make up the hall property due to reorganisations have quite rightly had the titles now issued in the name of the Southland District Council.

Issues

- 12 There are numerous issues with this property and building.
- 13 Firstly, the property is held in two titles which is not unusual. However, investigations reveal that the toilets that were added to the west side of the hall, sometime after 1966 (the date consent was obtained to do internal alterations which did not include or show the toilets) are built across the title boundaries. See the attached aerial photograph.
- 14 DP 5626 undertaken in 1959 shows the outline of the building right on the title boundary to the west. Any additional building to the west would naturally go over the boundary, therefore as this has happened the two titles will need to be amalgamated prior to disposal. Unfortunately, no record can be found of any building consent for the toilets, this is not to say one does not exist, it just cannot be located.
- 15 Secondly, in 2005 Council had an initial seismic investigation undertaken for the building that showed that with the front parapet remaining insitu its rating was 21.83% and with the parapet issues dealt with, 29.11%. As this is less than 33% rating then it is considered an earthquake-prone building. This issue will need to be disclosed as part of any disposal.
- 16 Thirdly, adjoining neighbours have constructed gates in the boundary fence and use the hall property for access to the rear of their properties. There is no record of these arrangements and no easements have been created. The neighbours have been advised in writing of this and that the property may be sold in the future.

- 17 The letters also advised them that as no legal rights of access exist they will need to negotiate continued access with any subsequent owners. These letters were sent on 11 April 2016 and no response or queries have been received.
- 18 Fourthly, the two small sheds at the rear of the property are occupied by locals, which is not causing an issue, however they were also advised in writing of Council's plans and that any continued use by them would be with in agreement with any subsequent owners.

Factors to Consider

Legal and Statutory Requirements

- 19 Nothing significant, but as set out above the titles will need to be amalgamated prior to disposal and declaration of the seismic ratings and communication with neighbours as part of the disposal process.

Community Views

- 20 The future of this property has been publically known for some time and the Community Board at its meeting in August 2016 recommended to Council to declare the property surplus to requirements and to be disposed of.

Costs and Funding

- 21 Any costs will be deducted from any sale proceeds with the balance being transferred to the funds of the Edendale Wyndham Community Board. If however the disposal costs exceed any sale proceeds, the Board will fund the shortfall.

Policy Implications

- 22 Nothing identified at this stage.

Analysis

Options Considered

- 23 To declare the property surplus to requirements or not.

Analysis of Options

Option 1 - Declare Surplus

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none">Allow the property to be disposed of thus reducing any future costs and liabilities.	<ul style="list-style-type: none">None identified.

Option 2 - Not to Declare Surplus

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none">None identified as no known use for the land or building have been identified.	<ul style="list-style-type: none">Leaves Council and the Board with an unused building continuing to generate costs and liabilities.

Assessment of Significance

- 24 Not considered significant.

Recommended Option

- 25 Option 1 declare surplus.

Next Steps

- 26 Amalgamate titles and place property on market.

Attachments

- A Aerial Photo - Edendale Town Hall Property [↓](#)



Contribution of Clifden Recreation Reserve funds towards a new shed situated on the reserve for the operations of the Tuatapere Golf Club

Record No: R/16/12/21270
Author: Kevin McNaught, Strategic Manager Property
Approved by: Ian Marshall, Group Manager Services and Assets

☒ Decision ☐ Recommendation ☐ Information

Purpose

- 1 To consider a request from the Clifden Recreation Reserve Committee to contribute funds towards a new shed situated on the reserve as part of the operations of the Tuatapere Golf Club.

Executive Summary

- 2 The Clifden Recreation Reserve has two parts. One is the Tuatapere Golf Course held under lease from Council and the other is an area leased out for grazing to generate funds for use on the reserve and within the community.
- 3 The Clifden Recreation Reserve Committee have requested approval to contribute \$20,000 towards a new shed on the Golf Course for topsoil and tractor storage associated with maintenance of the golf course.
- 4 As this is unbudgeted expenditure the approval of Council is required.

Recommendation

That the Council:

- a) **Receives the report titled “Contribution of Clifden Recreation Reserve funds towards a new shed situated on the reserve for the operations of the Tuatapere Golf Club” dated 17 January 2017.**
- b) **Determines that this matter or decision be recognised as not significant in terms of Section 76 of the Local Government Act 2002.**
- c) **Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the Act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.**
- d) **Agrees to a contribution of 60% but limited to \$20,000 from the funds of the Clifden Recreation Reserve towards the construction of a new shed for the storage of topsoil, tractors and mowers used in the maintenance of the Tuatapere Golf Course.**
- e) **Requires payment to be withheld until two quotes are provided for the new shed and until construction has commenced.**

Content

Background

- 5 The Clifden Recreation Reserve has two parts. One is the Tuatapere Golf Course held under lease from Council and the other is an area leased out for grazing to generate funds for use on the reserve and within the community. The reserve is managed by the Clifden Recreation Reserve Committee
- 6 The Clifden Recreation Reserve Committee have requested approval to contribute \$20,000 towards a new shed on the golf course for topsoil and tractor storage associated with the maintenance of golf course. This equates to 60% of the new sheds cost as the request states that a quote has been received for \$33,000.
- 7 The lease of the golf course provides in Section 8 that the course be maintained and available as a public course. The wording in the lease is: *THAT subject to the provisions and exceptions herein contained the Lessee shall maintain the said golf course as a “public” course and all persons shall have the right to use the said golf course for the purpose of playing golf thereon according to the rules of the game at all times the said golf course is open for such purpose but subject to the payment of the fee hereinafter mentioned.*
- 8 Given this obligation, it is not considered inappropriate that a contribution be made to help the golf club fulfil its public good obligations.
- 9 As no quotes have been provided, the recommendation is that 60% funding be approved up to \$20,000 on the provision of two quotes and that payment not be made until construction has commenced.

Issues

- 10 No issues identified as this is a contribution towards the shed that will be owned by the golf club but situated on Council property. The lease agreement also states that on termination or the effluxion of time all improvements on the land revert to Council without compensation payable, however Council may require them to remove all or some of their improvements as the circumstances may require.

Factors to Consider

Legal and Statutory Requirements

- 11 Section 80 of the Reserves Act 1977 states that monies derived from a reserve shall unless otherwise authorised be used on the maintaining, protecting, improving and developing the reserves. The new shed is considered to be part of that legal requirement so use of the funds held are considered appropriate.

Community Views

- 12 The request for the use of the funds has come from the Clifden Recreation Reserve Committee.

Costs and Funding

- 13 Council currently holds \$37,000 in the funds for the Clifden Recreation Reserve and no other liabilities are known. Additional funds will be added when the current year's grazing rental is received.

Policy Implications

- 14 None identified.

Analysis

Options Considered

- 15 Approve the request as made, approve with conditions or decline it.

Analysis of Options

Option 1 - Approve request as made

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none">Will allow the shed to be built and help maintain the Tuatapere Golf Course as a public course.	<ul style="list-style-type: none">None identified.

Option 2 - Approve request with conditions

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none">Will allow shed to be built and help maintain the Tuatapere Golf Course as a public course.Will limit Council's liability to funding project for which two quotes are required.	<ul style="list-style-type: none">None identified.

Option 3 - Decline request

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none">• None identified.	<ul style="list-style-type: none">• Limiting a small community's ability to fund improvements to a public amenity.• Reserve fund will continue to grow with no know legal and appropriate use for the funds held.

Assessment of Significance

- 16 Not considered significant.

Recommended Option

- 17 Option 2 - Approve request with conditions.

Next Steps

- 18 Notify the Reserve Committee of Council's decision.

Attachments

- A Request for Council's approval - Clifden Recreation Reserve Committee to donate \$20,000 to Tuatapere Golf Club to build new storage shed [↓](#)

CLIFDEN RECREATION RESERVE COMMITTEE EVIN

550 CLIFDEN HWY

RD 1 TUATAPERE 9691

24. 10. 16.

SOUTHLAND DISTRICT COUNCIL.

MR KEVIN McNAUGHT

STRATEGIC PROPERTY MANAGER

Dear Sir,

The Tuatapere Golf Club has proposed to build a new shed on the Domain half way up the no. 5 fairway. The primary use for the shed would be to cover soil used for the repair and maintenance of the golf course. It would also have a secure side for mowers and tractors. The existing shed would be upgraded and lockable for storage of golf carts, barbecues and the storage of chemicals.

The Golf Club have applied to us to help fund this project. The quote for the building is close to 33 000 dollars.

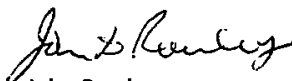
The Recreation Reserve Committee believe this is a worthwhile project as it will be a great help to keep the course in top order.

The Committee subject to the Southland District Council approval wish to donate the Golf Club 20,000 dollars towards this project.

The Golf Club will not proceed with the build until they know the funding position.

We seek your approval.

Yours faithfully,



John Rowley,

Secretary.

Contract 16/48 - Longridge Road, Otapiri Gorge Road, South Hillend-Dipton Road Minor Improvements - Approval of Tender Evaluation Process

Record No: R/16/12/21317
Author: Joe Bourque, Strategic Manager Transport
Approved by: Ian Marshall, Group Manager Services and Assets

☐ Decision ☒ Recommendation ☐ Information

Purpose

- 1 This report outlines the tenders received for the Minor Improvements Project to install safety barriers at Longridge Road, Otapiri Gorge Road, South Hillend-Dipton Road and seeks Council's approval to award Contract 16/48 to the recommended tenderer.

Executive Summary

- 2 This report covers the tendering for the Longridge Road, Otapiri Gorge Road, South Hillend-Dipton Road Minor improvements Contract, the tenders received, the evaluation carried out and recommendations for letting the contract.

Recommendation

That the Council:

- a) Receives the report titled "Contract 16/48 - Longridge Road, Otapiri Gorge Road, South Hillend-Dipton Road Minor Improvements - Approval of Tender Evaluation Process" dated 17 January 2017.
- 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 of advantages and disadvantages prior to making a decision on this matter.
- d) Approves the acceptance of The Roding Company Ltd tender price of \$221,000.00 plus GST for Contract 16/48 - Longridge Road, Otapiri Gorge Road, South Hillend-Dipton Road Minor Improvements.

Content

Background

- 3 Contract 16/48 was tendered for installation of safety barrier at the following four sites:
 - Longridge Road - 10.400-10.580.
 - Longridge Road - 10.880-11.000.

- Otapiri Gorge Road - 3.400-3.570.
- South Hillend Dipton Road - 5.610-5.780.

- 4 The above sites were identified and prioritised as highest risk using the safety embankment risk assessment tool.
- 5 The Roding Company Ltd tendered the lowest conforming tender at \$221,000.00. This was 84% of the Engineer's estimate for physical works of \$262,778.00.
- 6 Please see attached for the Full Tender Evaluation breakdown for Contract 16/48.

Issues

- 7 Nil.

Factors to Consider

Legal and Statutory Requirements

- 8 No known considerations relevant to this report.

Community Views

- 9 No known community views relevant to this report.

Costs and Funding

- 10 The costs for this contract will be covered by NZTA category 341 Minor Improvements as part of the roading programme included in the Long Term Plan.

Policy Implications

- 11 No known considerations relevant to this report.

Analysis

Options Considered

- 12 The contract went out to open tender to obtain market value for the contracts work. The options now are to accept the lowest conforming tender or not award the contract.

Analysis of Options

Option 1 - Acceptance of tender

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none">• Safety benefit of protecting identified hazards.• Meeting our projected forward works programme.	<ul style="list-style-type: none">• Nil.

Option 2 - Not award tender

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none">• Nil.	<ul style="list-style-type: none">• Safety implication of not intervening high priority identified hazards as part of our minor improvements programme.

Assessment of Significance

- 13 The procurement method used through an open tender process, utilising the budget in the Annual Plan, means that the letting of this contract is not significant in terms of Section 76 of the Local Government Act 2002.

Recommended Option

- 14 The Roothing Company Ltd have carried out similar scope works throughout the region with a high standard. Acceptance of its tender as the Lowest Price Conforming Tender is recommended.

Next Steps

- 15 Council formally awards the contract to the recommended tenderer and Council's Group Manager Services and Assets formally notifies the successful and unsuccessful tenderers of the outcome from the tendering process.

Attachments

- A Tender Evaluation 16_48 Merged [↓](#)



12 December 2016

Opus International Consultants Ltd

P +64 3 211 3580

Hartley Hare
Tender Evaluation Team Leader
Southland District Council
15 Forth Street
PO Box 903
Invercargill 9840

Invercargill Office
Opus House, 65 Arena Avenue
PO Box 647, Invercargill 9840
New Zealand

Ref: VN092.00

Contract 16/48 – Longridge Road, Otapiri Gorge Road, South Hillend – Dipton Road Minor Improvements

Dear Hartley

Attached is the final tender evaluation for Contract 16/48 Longridge Road, Otapiri Gorge Road, South Hillend – Dipton Road Minor Improvements for your consideration.

Recommendation

The tender evaluation team recommend the acceptance of the alternate tender from The Roding Company Ltd for the sum of \$221,000.00 being the lowest conforming tender under evaluation.

The tendered price from The Roding Company Ltd is 16% lower than the physical works base estimate of \$262,778.00.

Tender Prices

Seven (7) complying tenders were received and are detailed in the below table.

Tenderer	Tender Price	% of Engineers Estimate
The Roding Company (Alternate tender)	\$221,000.00	84%
The Roding Company	\$227,000.00	86%
Wilson & Keen Contracting	\$231,249.35	88%
SouthRoads	\$237,300.75	90%
Downer	\$263,330.20	100%
Wilson Contractors	\$280,309.49	107%
Fulton Hogan	\$415,615.77	158%

Engineers Estimate vs Recommended Tender

To understand where the recommended tender differs from the final engineers estimate, a tender evaluation summary has been prepared (see attached). From this summary, there are no major discrepancies between the estimate and recommended tender.

The rates which have been used in the estimate are comparable to previous years. The rates submitted by the tenderer are an indication of the competitiveness in the construction industry at present.

Attributes

The attributes of The Roding Company Ltd was marked against the tender marking forms. The attributes were deemed to have passed and to be in conformance with the tender documents.

Clarification

An alternate tender was received by The Roding Company Ltd which offered an alternate tender price if the works were delayed. The alternate tender while offering a tendered sum did not enclose an alternate schedule. A clarification was sent to The Roding Company Ltd which requested a completed schedule. The clarification response is enclosed.

Late Tender Submission

Greg Keen a Director of Wilson & Keen Contracting called a member of the tender evaluation team prior to tenders closing to inform the team that his submission would be late. He was instructed to email a soft copy of his tender through ASAP while the decision to whether the tender could be accepted or not could be made. A soft copy was received by a member of the tender evaluation team at approximately 4.11pm 8 December 2016 which was 11 minutes after tender closing. The hard copy tender submission from Wilson & Keen was received at approximately 4.30pm 8 December 2016 which was 30min after tender closing.

Greg Keen cited that his daughter had gone missing and him and his wife were assisting the police in attempting to locate her. The tender evaluation team determined that this was an exceptional circumstance that the tender would still be considered.

The decision to accept the late tender was made by the tender evaluation team prior to opening the tender submission.

Regards



Albie Ford
For Tender Evaluation Team Leader

Encl



**Opus International
Consultants Ltd**
Invercargill Office
Opus House, 65 Arena Avenue
PO Box 647, Invercargill 9840
New Zealand

t: +64 3 211 3580
f: +64 3 214 2896
w: www.opus.co.nz

Facsimile

Date 9 December 2016
To The Roding Company
Fax No (03)235 8138
Attention Regan McRandle
From Albie Ford
Subject Contract 16/48 Longridge Road, Otapiri Road &
South Hillend - Dipton Road Minor Improvements
Proj/Task VN092.00
File No 16/48

Number of pages including this one: 1
If pages are missing or illegible please contact sender.

Dear Regan,

Tender Submission for Southland District Council Contract 16/48 Longridge Road, Otapiri Road & South Hillend - Dipton Road Minor Improvements refers;

1.1 Alternate Tender Price

Please confirm your alternate tender price of \$221,000.00.

✓ yes *Refer
R. McRandle
09/12/16*

1.2 Schedule of Prices

Should the above alternate tender price be confirmed please supply a completed schedule of prices which matches the alternate tendered price.

✓ *refer attached.*

We require this information no later than 4.00pm Friday 9 December 2016.

Refer

Regards,

Albie Ford

Albie Ford
For Tender Evaluation Team

Longridge Road, Otapiri Gorge Road, South Hillend - Dipton Road Minor Improvements						
ALTERNATIVE Schedule of Prices						
Item	BOP Clause	Description	Unit	Qty	Rate	Amount
Section 1 - Longridge North Road 1						
1		Preliminary and General				
1.1	4.2.1	Establishment	LS	1	\$ 1,941.85	\$ 1,941.85
1.2	4.2.2	Contract Quality Plan	LS	1	\$ 250.00	\$ 250.00
1.3	4.2.3	Traffic Management	LS	1	\$ 2,100.00	\$ 2,100.00
1.4	4.2.4	Survey Setout	LS	1	\$ 200.00	\$ 200.00
1.5	4.2.5	As-builts	LS	1	\$ 200.00	\$ 200.00
2		Earthworks				
2.1	4.3.1	Cut to Waste	LS	1	\$ 2,592.00	\$ 2,592.00
3		Pavement				
3.1	4.4.1	M/4 AP40 Basecourse	LS	1	\$ 10,501.70	\$ 10,501.70
3.2	4.4.2	Rockfill	LS	1	\$ 4,403.00	\$ 4,403.00
4		Guardrail				
4.1	4.5.1	W-beam barrier 2.7mm 12 gauge	m	148.59	\$ 108.90	\$ 16,181.40
4.2	4.5.2	Non-gating end terminal	ea	2	\$ 4,565.00	\$ 9,130.00
5		Miscellaneous				
5.1	4.6.1	Materials Testing	LS	1	\$ 1,200.00	\$ 1,200.00
5.2	4.6.2	Services Relocation	PS	1	\$ 5,000.00	\$ 5,000.00
5.3	4.6.3	Relocate Signs	ea	4	\$ 200.00	\$ 800.00
Section 1 - Longridge North Road 1 Subtotal						\$ 54,500.00
Section 2 - Longridge North Road 2						
1		Preliminary and General				
1.1	4.2.1	Establishment	LS	1	\$ 1,794.95	\$ 1,794.95
1.2	4.2.2	Contract Quality Plan	LS	1	\$ 250.00	\$ 250.00
1.3	4.2.3	Traffic Management	LS	1	\$ 3,100.00	\$ 3,100.00
1.4	4.2.4	Survey Setout	LS	1	\$ 200.00	\$ 200.00
1.5	4.2.5	As-builts	LS	1	\$ 200.00	\$ 200.00
2		Earthworks				
2.1	4.3.1	Cut to Waste	LS	1	\$ 1,296.00	\$ 1,296.00
3		Pavement				
3.1	4.4.1	M/4 AP40 Basecourse	LS	1	\$ 4,322.38	\$ 4,322.38
3.2	4.4.2	Rockfill	LS	1	\$ 2,031.40	\$ 2,031.40
4		Guardrail				
4.1	4.5.1	W-beam barrier 2.7mm 12 gauge	m	198.12	\$ 108.90	\$ 21,575.20
4.2	4.5.2	Non-gating end terminal	ea	2	\$ 4,565.00	\$ 9,130.00
5		Miscellaneous				
5.1	4.6.1	Materials Testing	LS	1	\$ 200.00	\$ 200.00
5.2	4.6.2	Services Relocation	PS	1	\$ 5,000.00	\$ 5,000.00
5.3	4.6.3	Relocate Signs	ea	3	\$ 200.00	\$ 600.00
Section 2 - Longridge North Road 2 Subtotal						\$ 49,700.00
Section 3 - Otapiri Gorge Road						
1		Preliminary and General				
1.1	4.2.1	Establishment	LS	1	\$ 1,823.28	\$ 1,823.28
1.2	4.2.2	Contract Quality Plan	LS	1	\$ 250.00	\$ 250.00
1.3	4.2.3	Traffic Management	LS	1	\$ 3,100.00	\$ 3,100.00
1.4	4.2.4	Survey Setout	LS	1	\$ 200.00	\$ 200.00
1.5	4.2.5	As-builts	LS	1	\$ 200.00	\$ 200.00
2		Earthworks				
2.1	4.3.1	Cut to Waste	LS	1	\$ 2,592.00	\$ 2,592.00
3		Pavement				
3.1	4.4.1	M/4 AP40 Basecourse (solid)	LS	1	\$ 4,210.38	\$ 4,210.38
3.2	4.4.2	Rockfill	LS	1	\$ 1,599.80	\$ 1,599.80
4		Guardrail				
4.1	4.5.1	W-beam barrier 2.7mm 12 gauge	m	228.60	\$ 108.90	\$ 24,894.50
4.2	4.5.2	Non-gating end terminal	ea	2	\$ 4,565.00	\$ 9,130.00
5		Miscellaneous				
5.1	4.6.1	Materials Testing	LS	1	\$ 200.00	\$ 200.00
5.2	4.6.2	Services Relocation	PS	1	\$ 5,000.00	\$ 5,000.00
Section 3 - Otapiri Gorge Road Subtotal						\$ 53,200.00

Item 8.4 Attachment A

Printed Date: 01/02/2016

Item	BOP Clause	Description	Unit	Qty	Rate	Amount
Section 4 - South Hillend - Dipton Road						
1		Preliminary and General				
1.1	4.2.1	Establishment	LS	1	\$ 1,797.77	\$ 1,797.77
1.2	4.2.2	Contract Quality Plan	LS	1	\$ 250.00	\$ 250.00
1.3	4.2.3	Traffic Management	LS	1	\$ 3,100.00	\$ 3,100.00
1.4	4.2.4	Survey Setout	LS	1	\$ 300.00	\$ 300.00
1.5	4.2.5	As-builts	LS	1	\$ 100.00	\$ 100.00
2		Earthworks				
2.1	4.3.1	Cut to Waste	LS	1	\$ 1,296.00	\$ 1,296.00
3		Pavement				
3.1	4.4.1	M/4 AP40 Basecourse (solid)	LS	1	\$ 5,299.33	\$ 5,299.33
4		Guardrail				
4.1	4.5.1	W-beam barrier 2.7mm 12 gauge	m	339.09	\$ 108.90	\$ 36,926.90
4.2	4.5.2	Non-gating end terminal	ea	2	\$ 4,565.00	\$ 9,130.00
5		Miscellaneous				
5.1	4.6.1	Materials Testing	LS	1	\$ 200.00	\$ 200.00
5.2	4.6.2	Services Relocation	PS	1	\$ 5,000.00	\$ 5,000.00
5.3	4.6.3	Relocate Signs	ea	1	\$ 200.00	\$ 200.00
Section 4 - South Hillend - Dipton Road Subtotal						\$ 63,600.00
TOTAL TENDER PRICE (excluding GST)						\$ 221,000.00

The scheduled rates and amounts tendered by a person registered in terms of the Goods and Services Tax Act 1985 shall exclude GST

Tenderer's Name: The Roading Company Ltd

Address: 42 Dairy Street
Wallacetown, 9816

Signature: _____

Date: _____

9/12/16

*Tender Clarification
1.2 SOP*

8 Tender Evaluation Marking Forms

8.1 TENDER EVALUATION MARKING FORMS

- 8.1.1 The TET will use the following tender evaluation marking forms to evaluate each tenderer's non-price attribute submission.

RELEVANT SKILLS		FORM C	
KEY PERSONNEL	PRACTICAL EXPERIENCE Pass / Fail	QUALIFICATIONS AND TRAINING Pass / Fail	
Contract Manager	Pass	Pass	
Contractors Representative (as NZS3910, Clause 5.2)	Pass	Pass	
Contractor's Site Manager/Foreperson	Pass	Pass	
Quality Manager (responsible for preparing, implementing and managing CQP)	Pass	Pass	
Traffic Manager/STMS	Pass	Pass	
Tenderer <i>The Roading Company</i>	Relevant Skills Rating	Pass	
Evaluator's Comments (Continue on separate sheet if necessary)			
TET Note: Relevant Skills relates to individuals, not the company, and should include relevant skills of key subcontractors if the positions listed are to be filled by subcontractors.			

Longridge Road, Otapiri Gorge Road &
South Hillend - Dipton Road Minor
Improvements

Contract No: 16/48

Instructions for Tendering
IFT 1

RESOURCES		FORM D	
FACTORS	PLANT (Equipment and Facilities) Pass / Fail	LABOUR Pass / Fail	
Earthworks	Pass	Pass	
Pavement	Pass	Pass	
Traffic Management	Pass	Pass	
Guardrail	Pass	Pass	
Tenderer	The Keady Company	Resources Rating	Pass
Evaluator's Comments (Continue on separate sheet if necessary)			
<p>TET Note: Resources relates to the company, not individuals, and should include resources of key subcontractors if the factors listed are to be carried out by subcontractors.</p>			

Longridge Road, Otapiri Gorge Road &
South Hillend - Dipton Road Minor
Improvements
Contract No: 16/48

Instructions for Tendering
IFT 1

METHODOLOGY		FORM E	
FACTOR		STANDARD Pass / Fail	
Organisational Structure		Pass	
Financial Management and Reporting		Pass	
Construction Programme		Pass	
Temporary Works		Pass	
Management of Traffic and Pedestrians and minimisation of disruption.		Pass	
Civil Works		Pass	
Environmental		Pass	
QA (including systems used, testing methodology and procedures to rectify test failures)		Pass	
Health and Safety		Pass	
Guardrail Installation		Pass	
Tenderer	The Kaching Company	Methodology Rating	Pass
Evaluator's Comments (Continue on Separate Sheet if Necessary)			
Note for TET: Methodology relates to the proposed method of carrying out the Contract Works, and should include methodology of key subcontractors where work is to be carried out by subcontractors.			

Item 8.4 Attachment A

Longridge Road Minor Improvements						SouthRoads			Fulton Hogan			The Rooding Company			The Rooding Company			Downer			Wilson & Keen			Wilson Contractors			
Construction Estimate															(Alternate)												
Item	Description	Unit	Qty	Rate	Amount	Rate	Amount	%	Rate	Amount	%	Rate	Amount	%	Rate	Amount	%	Rate	Amount	%	Rate	Amount	%	Rate	Amount	%	
Section 1 - Longridge Road 1																											
1	Preliminary and General																										
1.1	Establishment	LS	1	\$ 2,500.00	\$ 2,500.00	\$ 3,945.00	\$ 3,945.00	158%	\$ 3,369.60	\$ 3,369.60	135%	\$ 3,441.85	\$ 3,441.85	138%	\$ 1,941.85	\$ 1,941.85	78%	\$ 2,683.61	\$ 2,683.61	107%	\$ 5,684.45	\$ 5,684.45	227%	\$ 1,419.75	\$ 1,419.75	57%	
1.2	Contract Quality Plan	LS	1	\$ 250.00	\$ 250.00	\$ 100.00	\$ 100.00	40%	\$ 275.00	\$ 275.00	110%	\$ 250.00	\$ 250.00	100%	\$ 250.00	\$ 250.00	100%	\$ 2,200.07	\$ 2,200.07	880%	\$ 287.50	\$ 287.50	115%	\$ 162.50	\$ 162.50	65%	
1.3	Traffic Management	LS	1	\$ 1,500.00	\$ 1,500.00	\$ 1,769.00	\$ 1,769.00	118%	\$ 3,257.00	\$ 3,257.00	217%	\$ 2,100.00	\$ 2,100.00	140%	\$ 2,100.00	\$ 2,100.00	140%	\$ 6,375.20	\$ 6,375.20	425%	\$ 1,725.00	\$ 1,725.00	115%	\$ 5,487.50	\$ 5,487.50	366%	
1.4	Survey Setout	LS	1	\$ 3,000.00	\$ 3,000.00	\$ 1,768.00	\$ 1,768.00	59%	\$ 660.00	\$ 660.00	22%	\$ 200.00	\$ 200.00	7%	\$ 200.00	\$ 200.00	7%	\$ 500.02	\$ 500.02	17%	\$ 287.50	\$ 287.50	10%	\$ 1,068.75	\$ 1,068.75	36%	
1.5	As-built	LS	1	\$ 250.00	\$ 250.00	\$ 100.00	\$ 100.00	40%	\$ 275.00	\$ 275.00	110%	\$ 200.00	\$ 200.00	80%	\$ 200.00	\$ 200.00	80%	\$ 500.02	\$ 500.02	200%	\$ 57.50	\$ 57.50	23%	\$ 1,050.00	\$ 1,050.00	420%	
2	Earthworks																										
2.1	Cut to Waste	LS	1	\$ 2,750.00	\$ 2,750.00	\$ 2,640.00	\$ 2,640.00	96%	\$ 8,222.50	\$ 8,222.50	299%	\$ 2,592.00	\$ 2,592.00	94%	\$ 2,592.00	\$ 2,592.00	94%	\$ 3,869.34	\$ 3,869.34	141%	\$ 491.63	\$ 491.63	18%	\$ 10,614.50	\$ 10,614.50	386%	
3	Pavement																										
3.1	M/4 AP40 Basecourse	LS	1	\$ 9,000.00	\$ 9,000.00	\$ 8,052.00	\$ 8,052.00	89%	\$ 19,442.50	\$ 19,442.50	216%	\$ 10,501.70	\$ 10,501.70	117%	\$ 10,501.70	\$ 10,501.70	117%	\$ 7,251.71	\$ 7,251.71	81%	\$ 5,175.00	\$ 5,175.00	58%	\$ 16,667.00	\$ 16,667.00	185%	
3.2	Rockfill	LS	1	\$ 12,000.00	\$ 12,000.00	\$ 6,600.00	\$ 6,600.00	55%	\$ 23,432.00	\$ 23,432.00	195%	\$ 4,403.00	\$ 4,403.00	37%	\$ 4,403.00	\$ 4,403.00	37%	\$ 12,590.52	\$ 12,590.52	105%	\$ 9,496.13	\$ 9,496.13	79%	\$ 20,373.00	\$ 20,373.00	170%	
4	Guardrail																										
4.1	W-beam barrier 2.7mm 12 gauge	m	148.59	\$ 120.00	\$ 17,830.80	\$ 107.02	\$ 15,902.10	89%	\$ 204.10	\$ 30,327.22	170%	\$ 108.90	\$ 16,181.45	91%	\$ 108.90	\$ 16,181.45	91%	\$ 112.50	\$ 16,716.38	94%	\$ 94.30	\$ 14,012.04	79%	\$ 86.02	\$ 12,781.71	72%	
4.2	Non-gating end terminal	ea	2	\$ 5,000.00	\$ 10,000.00	\$ 5,596.00	\$ 11,192.00	112%	\$ 4,316.00	\$ 8,632.00	86%	\$ 4,565.00	\$ 9,130.00	91%	\$ 4,565.00	\$ 9,130.00	91%	\$ 4,716.06	\$ 9,432.12	94%	\$ 8,515.75	\$ 17,031.50	170%	\$ 3,280.50	\$ 6,561.00	66%	
5	Miscellaneous																										
5.1	Materials Testing	LS	1	\$ 500.00	\$ 500.00	\$ -	\$ -	0%	\$ 550.00	\$ 550.00	110%	\$ 200.00	\$ 200.00	40%	\$ 200.00	\$ 200.00	40%	\$ 250.01	\$ 250.01	50%	\$ 1,109.18	\$ 1,109.18	222%	\$ 2,400.00	\$ 2,400.00	480%	
5.2	Services Relocation	PS	1	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	100%	\$ 5,000.00	\$ 5,000.00	100%	\$ 5,000.00	\$ 5,000.00	100%	\$ 5,000.00	\$ 5,000.00	100%	\$ 5,000.00	\$ 5,000.00	100%	\$ 5,000.00	\$ 5,000.00	100%	\$ 5,000.00	\$ 5,000.00	100%	
5.3	Relocate Signs	ea	4	\$ 150.00	\$ 600.00	\$ 208.5	\$ 834.00	139%	\$ 312.10	\$ 1,248.40	208%	\$ 200.00	\$ 800.00	133%	\$ 200.00	\$ 800.00	133%	\$ 75.00	\$ 300.00	50%	\$ 172.50	\$ 690.00	115%	\$ 73.75	\$ 295.00	49%	
Section 1 - Longridge Road 1 Subtotal					\$ 64,580.80	\$ 57,902.10	90%		\$ 106,712.22	165%		\$ 56,000.00	87%		\$ 54,500.00	84%		\$ 67,669.00	105%		\$ 61,047.43	95%		\$ 83,880.71	130%		
Section 2 - Longridge Road 2																											
1	Preliminary and General																										
1.1	Establishment	LS	1	\$ 2,500.00	\$ 2,500.00	\$ 3,945.00	\$ 3,945.00	158%	\$ 3,466.00	\$ 3,466.00	139%	\$ 3,294.95	\$ 3,294.95	132%	\$ 1,794.95	\$ 1,794.95	72%	\$ 2,683.61	\$ 2,683.61	107%	\$ 4,534.45	\$ 4,534.45	181%	\$ 1,419.75	\$ 1,419.75	57%	
1.2	Contract Quality Plan	LS	1	\$ 250.00	\$ 250.00	\$ 100.00	\$ 100.00	40%	\$ 275.00	\$ 275.00	110%	\$ 250.00	\$ 250.00	100%	\$ 250.00	\$ 250.00	100%	\$ 2,000.06	\$ 2,000.06	800%	\$ 287.50	\$ 287.50	115%	\$ 162.50	\$ 162.50	65%	
1.3	Traffic Management	LS	1	\$ 1,500.00	\$ 1,500.00	\$ 1,769.00	\$ 1,769.00	118%	\$ 3,297.00	\$ 3,297.00	220%	\$ 3,100.00	\$ 3,100.00	207%	\$ 3,100.00	\$ 3,100.00	207%	\$ 5,795.64	\$ 5,795.64	386%	\$ 1,725.00	\$ 1,725.00	115%	\$ 5,487.50	\$ 5,487.50	366%	
1.4	Survey Setout	LS	1	\$ 3,000.00	\$ 3,000.00	\$ 1,768.00	\$ 1,768.00	59%	\$ 660.00	\$ 660.00	22%	\$ 200.00	\$ 200.00	7%	\$ 200.00	\$ 200.00	7%	\$ 500.02	\$ 500.02	17%	\$ 287.50	\$ 287.50	10%	\$ 1,068.75	\$ 1,068.75	36%	
1.5	As-built	LS	1	\$ 250.00	\$ 250.00	\$ 100.00	\$ 100.00	40%	\$ 275.00	\$ 275.00	110%	\$ 200.00	\$ 200.00	80%	\$ 200.00	\$ 200.00	80%	\$ 500.02	\$ 500.02	200%	\$ 57.50	\$ 57.50	23%	\$ 1,050.00	\$ 1,050.00	420%	
2	Earthworks																										
2.1	Cut to Waste	LS	1	\$ 1,500.00	\$ 1,500.00	\$ 1,100.00	\$ 1,100.00	73%	\$ 3,217.50	\$ 3,217.50	215%	\$ 1,296.00	\$ 1,296.00	86%	\$ 1,296.00	\$ 1,296.00	86%	\$ 1,612.23	\$ 1,612.23	107%	\$ 655.50	\$ 655.50	44%	\$ 4,528.34	\$ 4,528.34	302%	
3	Pavement																										
3.1	M/4 AP40 Basecourse	LS	1	\$ 7,500.00	\$ 7,500.00	\$ 6,710.00	\$ 6,710.00	89%	\$ 23,492.70	\$ 23,492.70	313%	\$ 4,322.38	\$ 4,322.38	58%	\$ 4,322.38	\$ 4,322.38	58%	\$ 6,043.09	\$ 6,043.09	81%	\$ 4,312.50	\$ 4,312.50	58%	\$ 8,201.50	\$ 8,201.50	109%	
3.2	Rockfill	LS	1	\$ 3,500.00	\$ 3,500.00	\$ 3,025.00	\$ 3,025.00	86%	\$ 9,157.50	\$ 9,157.50	262%	\$ 2,031.40	\$ 2,031.40	58%	\$ 2,031.40	\$ 2,031.40	58%	\$ 4,616.52	\$ 4,616.52	132%	\$ 3,481.91	\$ 3,481.91	99%	\$ 7,540.88	\$ 7,540.88	215%	
4	Guardrail																										
4.1	W-beam barrier 2.7mm 12 gauge	m	198.12	\$ 120.00	\$ 23,774.40	\$ 95.13	\$ 18,847.16	79%	\$ 204.60	\$ 40,535.35	171%	\$ 108.90	\$ 21,575.27	91%	\$ 108.90	\$ 21,575.27	91%	\$ 112.50	\$ 22,288.50	94%	\$ 94.30	\$ 18,682.72	79%	\$ 84.90	\$ 16,820.39	71%	
4.2	Non-gating end terminal	ea	2	\$ 5,000.00	\$ 10,000.00	\$ 5,596.00	\$ 11,192.00	112%	\$ 4,782.30	\$ 9,564.60	96%	\$ 4,565.00	\$ 9,130.00	91%	\$ 4,565.00	\$ 9,130.00	91%	\$ 4,716.06	\$ 9,432.12	94%	\$ 8,515.75	\$ 17,031.50	170%	\$ 3,280.50	\$ 6,561.00	66%	
5	Miscellaneous																										
5.1	Materials Testing	LS	1	\$ 500.00	\$ 500.00	\$ -	\$ -	0%	\$ 550.00	\$ 550.00	110%	\$ 200.00	\$ 200.00	40%	\$ 200.00	\$ 200.00	40%	\$ 250.01	\$ 250.01	50%	\$ 1,109.18	\$ 1,109.18	222%	\$ 2,400.00	\$ 2,400.00	480%	
5.2	Services Relocation	PS	1	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	100%	\$ 5,000.00	\$ 5,000.00	100%	\$ 5,000.00	\$ 5,000.00	100%	\$ 5,000.00	\$ 5,000.00	100%	\$ 5,000.00	\$ 5,000.00	100%	\$ 5,000.00	\$ 5,000.00	100%	\$ 5,000.00	\$ 5,000.00	100%	
5.3	Relocate Signs	ea	3	\$ 150.00	\$ 450.00	\$ 208.50	\$ 625.50	139%	\$ 327.70	\$ 983.10	218%	\$ 200.00	\$ 600.00	133%	\$ 200.00	\$ 600.00	133%	\$ 75.00	\$ 225.00	50%	\$ 172.50	\$ 517.50	115%	\$ 73.75	\$ 221.25	49%	
Section 2 - Longridge Road 2 Subtotal					\$ 59,274.40	\$ 54,181.66	91%		\$ 100,473.75	170%		\$ 51,200.00	86%		\$ 49,700.00	84%		\$ 60,946.82	103%		\$ 57,682.76	97%		\$ 60,461.86	102%		
Section 3 - Otapiri Gorge																											
1	Preliminary and General																										
1.1	Establishment	LS	1	\$ 2,500.00	\$ 2,500.00	\$ 3,945.00	\$ 3,945.00	158%	\$ 3,268.00	\$ 3,268.00	131%	\$ 3,323.28	\$ 3,323.28	133%	\$ 1,823.28	\$ 1,823.28	73%	\$ 2,683.61	\$ 2,683.61	107%	\$ 5,684.45	\$ 5,684.45	227%	\$ 1,419.75	\$ 1,419.75	57%	
1.2	Contract Quality Plan	LS	1	\$ 250.00	\$ 250.00	\$ 100.00	\$ 100.00	40%	\$ 275.00	\$ 275.00	110%																

Management Report

Record No: R/17/1/1437
Author: Steve Ruru, Chief Executive
Approved by: Steve Ruru, Chief Executive

☐ Decision ☐ Recommendation ☒ Information

Chief Executive

Southland Regional Development Strategy (SoRDS)

- 1 One of the key attributes of the SoRDS work to date has been the desire to ensure that a 'whole of Southland' or Southland Inc approach is adopted to the development of the region. This approach requires that public, private and volunteer sections of the Southland community come together to drive the development of the region as a whole. Unless a united approach is pursued then there is a very real risk that the changes needed to achieve the goals set through the SoRDS Strategy will not be achieved.
- 2 Work is being progressed via the Mayoral Forum to look at the structures that might be used to drive implementation of the Action Plan. The results of this work will be reported to each of the four Southland Councils and the other entities that need to be formally involved in the new structures over the next few months. There will also be a need for a public consultation process to be completed to enable the proposed model to be implemented. In the interim it is appropriate that Council move to formally endorse the Action Plan. The latter is the subject of separate order paper item.

Rural Fire

- 3 The Fire and Emergency Management Bill, which provides for the establishment of Fire and Emergency Management NZ (FENZ) from 1 July 2017, continues to progress through the parliamentary legislative process with it being reported back from the Select Committee prior to the Christmas break.
- 4 The FENZ Bill provides for the merger of Rural Fire Authorities, which have traditionally been a responsibility of local authorities, and the NZ Fire Service into the new FENZ entity. As such it signals a significant change for local authority responsibilities in this area. Important changes proposed through the Bill include:
 - The transfer of Rural Fire Authority responsibilities to FENZ from 1 July 2017. This includes the assets and operating capability within the Southern Rural Fire Authority
 - The repeal, from 1 July 2018, of territorial authorities' fire prevention and risk reduction powers under the Local Government Act 2002
 - The repeal, from 1 July 2017 of territorial authority specific bylaw making power for preventing the spread of fires.

Fluoridation of Drinking Water

- 5 The Health (Fluoridation of Drinking Water) Amendment Bill is currently before the Health Select Committee with submissions closing on 2 February. The intent of the Bill is to transfer responsibility for making decisions on fluoridation of water supplies from local authorities to District Health Boards (DHBs).
- 6 The Bill as currently drafted allows, but does not require, DHBs to determine whether they should direct local authorities to either fluoridate, or not, community drinking water supplies.

- 7 Under the Bill the cost of fluoridating water would be carried by the local authority concerned. Officers do not see a need for this Council to lodge a submission on the Bill.

Local Government Survey

- 8 Local Government NZ (LGNZ) will be repeating, in March 2017, the New Zealand Local Government Survey that was initially undertaken in 2014. The survey will again be undertaken by Colmar Brunton and cover some 3,000 citizens and businesses across New Zealand. Findings from the 2014 survey included that:
- public and business satisfaction with local government services is generally good
 - there is low awareness of the wide range of services local government provides – and the services tend to be under-valued, especially as they affect our daily lives
 - local government is seen to play an important role in developing the prosperity and wellbeing of New Zealand, although there is a sense that local government can achieve more than it does
 - local government performance factors such as financial management and community leadership are viewed as current weaknesses, although local engagement is generally working
 - local government does not enjoy a strong reputation with the public and businesses. On a comparable basis, New Zealand local government service satisfaction is rated similarly to countries such as the United Kingdom and Australia.
- 9 There is clearly work that the sector as a whole, as well as individual local authorities, can and need to do to enhance their performance and reputation. The findings from the survey will be used to inform the work that is being undertaken in this area.

Local Government Minister

- 10 Following the change in Prime Minister and subsequent Cabinet changes there has been a change in the Minister of Local Government. The Hon Anne Tolley now assumes responsibility for the portfolio taking over from the Hon Peseta Sam Lotu-liga.
- 11 With the change in Minister it can be expected that central government will continue to place a strong focus on sector reform and lifting the performance of local government in relation to the provision of core infrastructure.

Customer Support

Library Services

- 12 In December, the refurbished Stewart Island Library and Area Office was opened. With increased hours for the community, the library now catalogued and a self-issue machine in place, a great space for the community has been created. Feedback from residents at the opening was positive with around 50 people coming through on the day.
- 13 The District Library was pleased to receive funding to help complete the Vince Boyle Collection to be housed at the Winton Library. An opening is being planned with members of the Boyle family invited to share in this historic resource they have donated.
- 14 Te Anau Library hours have changed with no late nights, a longer Saturday and being open on Monday mornings. Feedback has been positive and customers are enjoying the longer access on Saturdays. Hours across all libraries will be reviewed in 2017.

Customer Service Delivery

- 15 The Customer Support team are completing a review of the most common customer inquiries through Council and analysing how we could make these as simple and easy for customers through a variety of channels. Changing an address has come through as the number one Request for Service across the District. As a result, a project is in progress to look at how we can streamline this process for customers and staff. We are aiming to have a potential solution ready to trial internally in February 2017.
- 16 Customer Support have enlisted the Community Partnership Leaders to prepare a report on what and how our residents want to access Council Services across the District. This will involve market research across the District so we have a clear understanding of what our customers want, combined with our data on how customers choose to interact with us today. The report is anticipated to be completed by June 2017. Since we had been investigating the possibility of moving the Wyndham Library and Area Office to the Wyndham Memorial Hall, we will put this project on hold so as to ensure a consistent approach to the District as a whole.

Environmental Services

Animal Control

- 17 The Environmental Health team is preparing for the introduction of Dog registration fee discounts in July this year. There will be a communications programme developed to raise awareness of the changes. The programme will include promotion on Council's website, First Edition articles, and reviewing online registration.
- 18 Work has also been progressed with a research exercise looking at dog attacks in the District over the last few years to determine whether there are trends or other offence patterns that can be identified to help reduce future attacks. The findings will be reported to the Regulatory Committee in the near future.

Food Act 2014

- 19 The new Food Act 2014 came into effect from 1 March 2016.
- 20 Food businesses have to transition to the new Food Act 2014 according to a schedule set by the Ministry for Primary Industries. In this District the most significant group of businesses that have to transition in the first year (by 31 March 2017) are those with alcohol on-licenses. Most of these businesses have already transitioned. Officers will continue to encourage the small number remaining to transition by the required date.

Freedom Camping

- 21 Freedom Camping has continued to be a topical issue right across the country over the holiday period. In Southland District there has been a considerable amount of freedom camping activity in some parts of the District such as Lumsden, the South Catlins and Clifden Bridge.
- 22 At the time of writing there have been few significant problems or issues and a generally positive response to Council's more proactive approach to liaison with campers in some of these areas. However, Council is also closely watching legislative developments in this area, with a strong push from some parts of the country for a more consistent approach to bylaws and/or a stronger approach to regulating freedom camping, particularly non self-contained vehicles and tents.

Fencing of Swimming Pools

- 23 The Building (Pools) Amendment Act 2016 came into effect on 1 January 2017. The Act repealed the Fencing of Swimming Pools Act 1987 and included new pool safety provisions in the Building Act 2004 including:
- A requirement for three-yearly inspections of all swimming pools. Officers are currently assessing the impact of this change.
 - Allowing safety covers to be used as barriers for spa pools and hot tubs.
 - Introducing additional enforcement tools for territorial authorities, including notices to fix.
- 24 The amendments place more emphasis on the home owner taking responsibility for their pools. The swimming pool register will need to be updated to remove all pools under 5 m sq. The traditional spa pool which made up the bulk of the register is no longer covered by the legalisation. As yet there is no acceptable solution in place to assess barriers as being compliant but the Government has been consulting on options which might assist in this regard.

Earthquake Prone Buildings

- 25 The Earthquake Prone Buildings legalisation has also been updated via an amendment to the Building Act 2004 that was passed into law last year. The new framework draws on lessons learned from the Canterbury earthquakes, the findings of the subsequent Royal Commission, and public submissions. It aims to:
- establish a more effective and nationally consistent framework for identifying and remediating earthquake-prone buildings
 - better target those districts, buildings and parts of buildings that pose the greatest risk
 - provide improved information for territorial authorities (e.g. local councils), building owners, engineers and the public
 - strike an appropriate balance between protecting people from harm in an earthquake, the cost of strengthening or removing earthquake-prone buildings and impacts on heritage.
- 26 The Southland District Council is the only District in the country to have all three earthquake zones in the one District. All of the earthquake prone buildings in the District have been identified and are recorded on a register, and are being identified on LIMs. Council will need to identify buildings of high seismic risk and ensure these are assessed by engineers within the specified time period.

Building Control Authority Accreditation

- 27 Every two years Council is required to undergo an external assessment by IANZ to determine whether it should retain its accreditation as a Building Control Authority.
- 28 The reassessment process involves a comprehensive review of the Building teams policies and processes by IANZ assessors who will be onsite from 28 February to 3 March. Significant work has been done to ensure that the Building Team are well prepared for the reassessment process.

Building Consents

- 29 Building consent numbers for December 2016 are down by 5.33%, the average residential cost and size is approximately the same from those of the corresponding 2015 period. Half way through the year and consent numbers are up slightly but the value is back 16.62%. The

number of consents being lodged remains high, these are predominately from the Te Anau area.

Service Delivery Review

- 30 Environmental Services Group managers and an external consultant have been progressing the Regulatory and Environmental Services Service Delivery Review, a requirement of Section 17A of the Local Government Act 2002. This is intended to be presented to the first meeting of the new Regulatory and Consents Committee which is scheduled for 23 February 2017.

Edendale Bypass

- 31 The notice of requirement for the State Highway Bypass in Edendale is expected to be lodged with Council prior to the end of January. The New Zealand Transport Agency have requested that the application be publicly notified and have indicated that they will be requesting that a Commissioner is appointed to make the decision.

District Plan

- 32 Mediation is being scheduled for the remaining appeals on the Proposed Southland District Plan. It is likely that mediation will occur in the first few months of 2017. There are five remaining appeals as four have already been resolved through previous mediation. It is likely that mediation will occur during February.
- 33 The Resource Management policy planners are in the process of preparing Variation 3 to the Proposed District Plan 2012. The list of amendments in the variation is still being prepared for approval by the Regulatory and Consents Committee. Once approved by the Committee the variation will be publicly notified and follow the normal Schedule 1 process.

Community and Policy

2017/2018 Annual Plan

- 34 Significant progress has been made on the preparation of the draft Annual Plan and associated consultation document.
- 35 Local estimates meetings have been completed and staff are preparing the consultation document in line with the feedback and direction provided by Councillors at the workshop in December 2016. Given that the draft plan is largely in line with what the 10 Year Plan forecasted for the 2017/18 year, the consultation document is more of an update on the 10 Year Plan story about how the Council is progressing with the plan.
- 36 The Consultation Document will be used to inform and update the community about the key changes from the LTP and highlight some of the projects/programmes scheduled for the 2017/18 year and advise readers how they can provide feedback to Council about the plan. The draft of the consultation document and supporting documents will be considered by Council in February before being released for public comment.

Strategic Planning Workshop

- 37 Significant work has been put into preparing for the Strategic Planning workshop to be held in early February.
- 38 The workshop provides an opportunity for Councillors to set their goals for the current triennium and the overall strategic framework within which the 2018 10 Year Plan will be developed.

Community Board/CDA Planning

- 39 Leadership Planning and goal setting workshops will be run throughout the District for Community Boards and CDA's during April 2017. The workshops, which are to be run in groups of 3-5 Boards/CDA's per workshop are intended to help each Board develop a Community Leadership Plan outlining the goals and strategic priorities that they have for their community in the current triennium and beyond.
- 40 It will be important that the Plans developed for each community reflect Council's overall priorities for the District as a whole. In this way Council can ensure that Community Boards/CDAs are moving in a direction that is consistent with its goals for the district and that resources are prioritised between different areas in a way that reflects the resources available to Council as a whole.

Milford Opportunities Project

- 41 With the funding announcement made for the Milford Opportunities Project at the launch of SoRDS, work has been underway to set up the Governance Group so that we can get the project underway. The following points outline the intended process:
- Have a Governance Group (GG) appointed and a meeting in place for March. The GG to be made up of an Independent Chair, and one representative from each of the following - Council, DoC, Iwi, Business, and MBIE. Approaches, including a letter formally requesting a representative from these organisations, will be made shortly.
 - Council are likely to receive the funding from MBIE although we will continue working closely with DoC on the project
 - The Government's \$250,000 will be spent on scoping the project including any remuneration required for the GG, the contractor writing the investment proposal, the project manager if the investment proposal gets the go ahead.
 - The GG to be a 'voluntarily' formed group (i.e. not a formal committee of DoC or Council) that will make recommendations to DoC and Council.
 - The GG will discuss and finalise the Terms of Reference (ToR) and approve the advertising of the contract to prepare the Investment Proposal – it will be proposed that there is a delegation made to DoC and Council to appoint the contractor so that we can get on with the project
 - Initial ToR to include a 9 month time frame for its existence with a decision point milestone on whether or how the project proceeds by September 2017.
 - If it proceeds, then the ToR will need to be reviewed to reflect the timeframes for undertaking and reporting on the projects that have been scoped in the Investment Proposal
 - Concurrently, with the Investment Proposal work the Project Management Team can be set up and an Expressions of Interest process run to identify potential project manager candidates.

Services and Assets

Roading Contracts

- 42 Tender documents for the Alternative Coastal Route Improvement Project in the Catlins area and the three Maintenance Alliance contracts were finalised and released in December 2016.

- 43 The release of these tender documents represent an important milestone in what are all sizeable projects/contracts for Council. As a result there has been significant work involved in reaching this stage of the process. The four tenders close in mid-February and will be subjected to a tender evaluation process prior to recommendations being made to Council.

NZTA Liaison

- 44 Having a close working relationship with the Planning and Investment division of the NZ Transport Agency (NZTA) is important for both organisations given the size of investment that they make in Southland transport networks.
- 45 In recent months good progress has been made in developing a strong working relationship with our NZTA liaison person. Unfortunately, the relationship that we are developing could be affected by a reorganisation which we understand may be occurring in the near future. This situation creates a risk to the Council that we will not receive the most effective or appropriate level of support.

Te Anau Wastewater

- 46 In December 2016, Council reached a settlement agreement with Fiordland Sewage Options (FSO) in relation to their appeal against the resource consents granted for the wastewater disposal system proposed for the Kepler block.
- 47 The agreement provides for Council agreeing to investigate the potential to develop a disposal system at an alternative site known as the Smith Block, located in Sinclair Road Te Anau, in return for FSO withdrawing the appeal. The agreement has a series of steps in it with Council retaining the right to exercise the Kepler consent should the investigations indicate that the Smith block is not viable at any stage.
- 48 Work is being progressed to 'map out' the tasks that need to be completed and the timelines for them. An outline of the project plan will be brought through to Council and the Te Anau Wastewater Project Committee once finalised. There will also be a need for regular consultation with key stakeholders and affected parties. A Consultation Plan is currently being developed. Making progress on the key tasks will be a priority for the start of 2017.

People and Capability

Recruitment

- 49 There are a number of positions being advertised currently, of particular interest to Council would be the Democracy and Governance Manager, Strategy and Development Manager and Team Leader Customer Support – Contact Centre. There has been interest in all the positions.

Health and Safety

- 50 There was a vehicle accident involving a staff member on the 21st January. The staff member suffered a broken arm and was admitted to hospital, and is expected to make a full recovery. The vehicle was badly damaged and is an insurance write-off. Worksafe have been notified as this is a notifiable event under the Health and Safety Legislation and a full and thorough investigation is underway.

Recommendation

That the Council:

- a) Receives the report titled “Management Report” dated 25 January 2017.

Attachments

There are no attachments for this report.

MBIE Welcoming Communities Pilot Invitation

Record No: R/17/1/73
Author: Rex Capil, Group Manager Community and Futures
Approved by: Bruce Halligan, Group Manager Environmental Services

☒ Decision ☐ Recommendation ☐ Information

Purpose

- 1 In late December 2016 the Ministry of Business, Innovation and Employment (MBIE) approached Council to seek support for Southland District Council to jointly participate in the Welcoming Communities programme.
- 2 The Welcoming Communities programme is a new proposed migrant settlement programme.
- 3 Currently MBIE is establishing up to five pilot sites across New Zealand and has identified Southland as one of these pilot areas.
- 4 The purpose of this report is to outline the opportunity to Council and seek endorsement of the Welcoming Communities programme and support involvement in a Southland pilot programme

Executive Summary

- 5 The Welcoming Communities pilot programme is a new proposed migrant settlement programme developed by MBIE.
- 6 MBIE is seeking the support of the Invercargill City Council, Southland District Council and Gore District Council to jointly participate in the programme as one of up to five pilot sites across New Zealand.
- 7 The selection of the Southland Councils is a result of the collaborative approach that the region has brought to working with Immigration NZ.
- 8 Venture Southland recently developed a Memorandum of Understanding with Immigration NZ.
- 9 Also the Welcoming Communities project is an immediate priority action under the Inclusion and Participation pillar of the recently released Southland Regional Development Strategy (SoRDS) Action Plan.

Recommendation

That the Council:

- a) Receives the report titled “MBIE Welcoming Communities Pilot Invitation” dated 6 January 2017.
- 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 the Welcoming Communities Pilot Programme for Southland.
- e) Accepts the invitation from MBIE to jointly participate with Invercargill City Council and Gore District Council (subject to both of their respective involvement and support) in the Welcoming Communities Pilot Programme as one of up to five pilot sites across New Zealand.
- f) Supports the two staged approach as identified by MBIE of 1. Establishment Phase and 2. Implementation Phase to deliver the Welcoming Communities Pilot Programme.
- g) Agrees to nominate a Southland District Council representative to participate on the working group – person to be determined once the terms of reference and people attributes are provided by MBIE.
- h) Acknowledges that subject to the implementation phase requirements and associated business case development there is a possibility Council may also need to consider allocating a financial contribution as one of the multiagency partners.
- i) Acknowledges that if there is an additional investment required by Council an amount which reflects the implementation phase business case findings (yet to be determined) will need to be considered as part of the Annual Plan 2017-2018 consultation and submission process.

Content

Background

- 10 The Southland region is no exception to what is being observed in other parts of New Zealand where there is a diversity of population reflecting the ongoing migration flows.
- 11 While Southland and New Zealand benefit economically from migration in flows, one of the principal concerns associated with immigration is that if it is not well managed it can negatively impact on social cohesion at the community level.

- 12 This concern is further highlighted when new migrants are perceived as not adapting to their new living environment – be it the host country language, culture and / or identity.
- 13 The Welcoming Communities project is an attempt to overcome such concerns previously identified.
- 14 The Welcoming Communities Pilot Programme aims to involve members of the broader community in welcoming migrants and building on the social cohesion within a community.
- 15 Welcoming migrants and encouraging their inclusion gives a wider group of stakeholders a sense of ownership in the settlement and integration process and outcomes.
- 16 In simple terms the focus of the programme is on the existing local residents and supporting the ‘receiving’ communities.
- 17 Historically most settlement activities have been aimed at supporting migrants to integrate and settle well.
- 18 Welcoming Communities is aimed at encouraging and supporting our communities to be welcoming.
- 19 It is built on the idea that achieving good settlement is a partnership between newcomers and the communities they settle into – involving central government, local government, private businesses and the community not for profit sector.
- 20 This is very much consistent with the community leadership approach being developed and advocated for by the Southland District Council.
- 21 The Welcoming Communities programme centres around supporting local government to take a greater role in ensuring the local communities are welcoming.
- 22 It focusses on developing councils’ community leadership function in the area of migrant integration by
 - Setting an accreditation standard to aspire to,
 - Facilitating the sharing of good settlement practice and ideas,
 - Fostering collaboration and partnership, and
 - Recognising and rewarding success.
- 23 The programme is modelled on the Welcoming Cities initiative in Australia.
- 24 Welcoming Communities is intended to be led by local councils with support from Immigration NZ as the lead national agency, and other central government agencies.
- 25 MBIE anticipate two phases for the pilot
 1. Establishment Phase (February – June 2017); and
 2. Implementation Phase (July 2017 – July 2019).

- 26 As part of the Establishment Phase, MBIE will invite pilot sites to be involved in the development and refining of the Welcoming Communities framework and accreditation standards.
- 27 This would involve nominating a representative(s) to participate in the working group and assist in co-designing the implementation phase and developing the pilot area's own implementation plan.
- 28 The Implementation Phase would see Immigration NZ and partner agencies supporting the pilot areas to develop their Welcoming Plan and work towards achieving the accreditation standards.

Issues

- 29 There is merit in the Southland District Council endorsing the Welcoming Communities pilot programme as invited by MBIE. It should be acknowledged that the invitation to support and jointly participate was also made to Invercargill City Council and Gore District Council.
- 30 It would seem appropriate that for the programme to proceed and succeed as suggested by MBIE that the Invercargill City Council and Gore District Council will also need to both also endorse and support the programme as joint participants for the Southland region.
- 31 There is an opportunity for the Invercargill City Council, Southland District Council and Gore District Council to illustrate to regional and national stakeholders and agencies involved in the SoRDS Action Plan development that the three local authorities are able and willing to jointly participate in this regional initiative to benefit the wider Southland region.
- 32 There is also a good opportunity with SoRDS identified as the lead agency for this Welcoming Communities programme to align with Venture Southland resources – both human and financial – as identified as a priority in the Venture Southland owner Councils letter of expectation for 2017-2018.

Factors to Consider

Legal and Statutory Requirements

- 33 There are no legal or statutory requirements for consideration by Council relating to the Welcoming Communities pilot invitation.

Community Views

- 34 No specific community views have been sought with respect to this invitation to participate in the Welcoming Communities pilot programme.
- 35 However through the development of the SoRDS Action Plan the Welcoming Communities initiative was identified as a priority action under the Inclusion and Participation pillar.
- 36 SoRDS is identified as being representative of community views across the Southland region.

Costs and Funding

- 37 MBIE is still to confirm the amount of direct funding to be allocated to support the participating pilot areas.
- 38 It is anticipated central government pilot programme funding will be for two years – July 2017 to June 2019.

- 39 The Welcoming Communities programme is identified in the SoRDS Action Plan where it clearly identifies MBIE, local authorities and community funders as potential contributing partners.
- 40 Also in the Venture Southland Letter of Expectation 2017-2018 from owner Councils it clearly identifies SoRDS as the lead agency for the Welcoming Communities programme and states “Venture Southland is required to allocate human and financial resource to assist SoRDS (the lead agency) in the delivery of the Welcoming Communities and Welcome Centre Project” – page 26 SoRDS Action Plan 2015-2025.
- 41 However based on the above and subject to implementation phase requirements and the associated business case development there is still a possibility Council may also need to consider allocating a further financial contribution as one of the multiagency partners.
- 42 If there is an additional investment required by Council an amount which reflects the implementation phase business case findings (yet to be determined) will need to be considered as part of the Annual Plan 2017-2018 consultation and submission process.

Policy Implications

- 43 There are no policy implications for consideration by Council relating to the Welcoming Communities pilot invitation.

Analysis

Options Considered

- 44 The options available to Council are to accept the MBIE invitation to jointly participate in the Welcoming Communities Pilot for Southland or not accept the MBIE invitation to jointly participate in the Welcoming Communities Pilot for Southland.

Analysis of Options

Option 1 – Accept the MBIE invitation to jointly participate in the Welcoming Communities Pilot for Southland.

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> Indicates Council support for a programme which requires Council to deliver on its community leadership focus. Enables Council to take a leadership role in migration and associated community requirements as area of importance for the future of Southland communities. Assists in Council leading the way in multiagency project delivery and a collaborative approach with central government, other Councils, private sector and community not for profit organisations. Shows a level of support for SoRDS actions identified as priorities for the region to work together on delivering and resourcing accordingly 	<ul style="list-style-type: none"> Council will need to allocate or reallocate resource to actively participate in the establishment and implementation phases of the project.

Option 2 – Not accept the MBIE invitation to jointly participate in the Welcoming Communities Pilot for Southland.

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> There is no need to allocate or reallocate resource to be involved. 	<ul style="list-style-type: none"> Council will miss an opportunity to deliver on its community leadership area of focus Council will not be seen to be actively supporting the multiagency and collaborative community leadership approach it has been advocating and developing. Council will not be seen to be supporting an initiative which is identified as a priority as part of the SoRDS Action Plan development

Assessment of Significance

- 45 The Welcoming Communities Pilot invitation is not considered significant in relation to Council's Significance and Engagement Policy.

Recommended Option

- 46 That Council agree to accept the MBIE invitation to jointly participate in the Welcoming Communities Pilot for Southland.

Next Steps

- 47 Inform MBIE of endorsement of the Welcoming Communities Pilot Programme for Southland and work with MBIE, Invercargill City Council, Gore District Council, SoRDS and Venture Southland to advance the establishment and implementation phases of the project.

Attachments

There are no attachments for this report.

Financial Report for the month ended 30 November 2016

Record No: R/17/1/519
Author: Robert Tweedie, Management Accountant
Approved by: Anne Robson, Chief Financial Officer

☐ Decision ☐ Recommendation ☒ Information

Background

1. This report outlines the financial results for the five months to 30 November 2016 or 41.6% of the financial year.
2. The Monthly and YTD Actual results, in the attached Monthly Financial Summary Report, are compared to the Full Year Budget (Projection) in the 2016/2017 Annual Plan Budget. The projection values include any carried forward items approved by Council in August 2016 and will include any changes as a result of forecasting when approved by Council. The 2016/2017 Annual Plan budget is shown in the Monthly Financial Summary Report as the Full Year Budget (Budget).

Overview

3. The Monthly Financial Summary Report consolidates the business units within each of the key areas of the Executive Leadership Team (ELT) responsibility. The following commentary focusses on the year to date (YTD) results excluding GST.
4. The Monthly Financial Detailed Report includes more detailed explanations and commentary on variances by the Executive Leadership Team. Commentary generally focuses on the year to date (YTD) results and, where specified, monthly results.
5. Part of the monthly review involves budget managers phasing or timing of the budgets in conjunction with the Finance team. Where phasing of budgets has not occurred, one twelfth of annual budgeted cost is used to calculate the monthly budget.
6. In the Council Summary and Detail Reports, the values in the columns for:
 - The Monthly Budget is phased, where appropriate, and includes forecasting.
 - The YTD Budget is the Annual Plan, carry forwards and forecasting year to date.
 - The Full Year Budget is the LTP budget for the year.
 - The Full Year Projection is the forecasted year end result.
7. Council staff will continue to refine the format of this report to enhance the financial information reported. We welcome any feedback or suggestions on further improvements that could be made to this report.
8. There is ongoing review across the organisation to phase budgets to reflect the monthly significant costs variations appropriately to be undertaken by year end.

9. The Council Summary Report (actuals vs *phased and forecast* budget) year to date are as follows:

INCOME YTD			
Actual	Budget	Variance	Act to Bgt
\$ 26.5M	\$ 28.6M	(\$2.1M)	↓ 7%

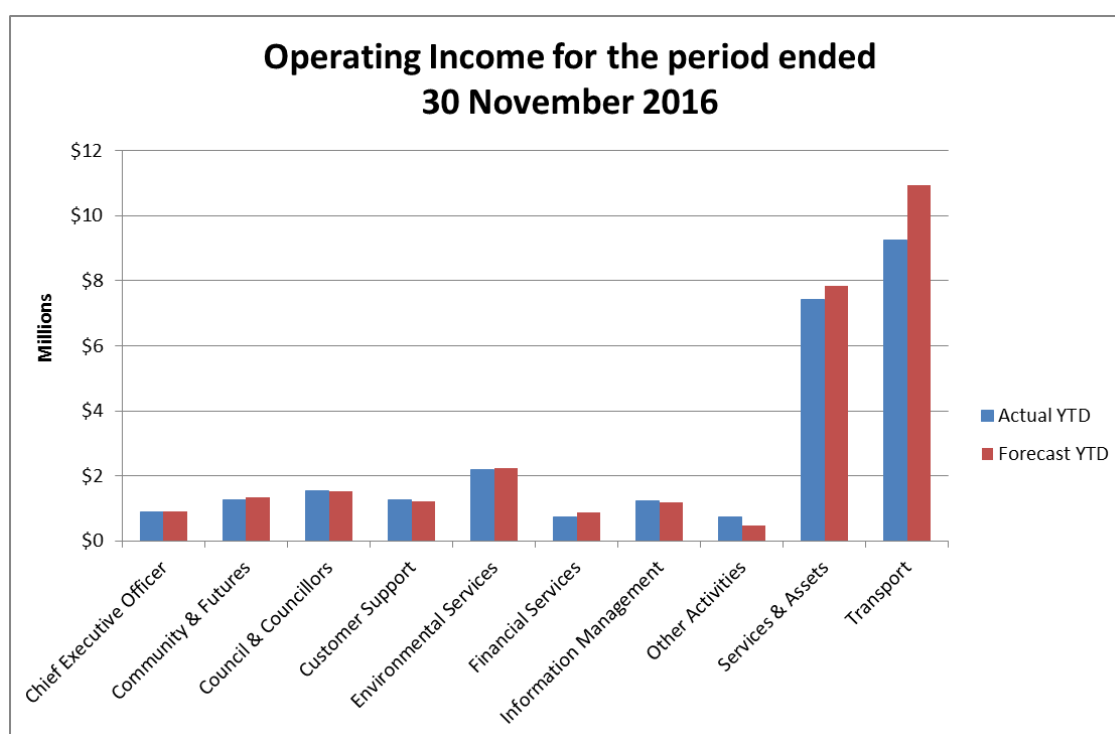
NET SURPLUS YTD			
Actual	Budget	Variance	Act to Bgt
\$ 5.4M	\$ 7.3M	(\$1.9M)	↓ 26%

OPERATING EXPENDITURE YTD			
Actual	Budget	Variance	Act to Bgt
\$ 21.0M	\$ 21.3M	(\$0.3M)	↓ 1%

CAPITAL EXPENDITURE YTD			
Actual	Budget	Variance	Act to Bgt
\$ 3.4M	\$ 12.4M	(\$9.0M)	↓ 73%

Income

10. Operating Income is (\$2.1M) 7% under budget year to date (\$26.5M actual vs \$28.6M budget).



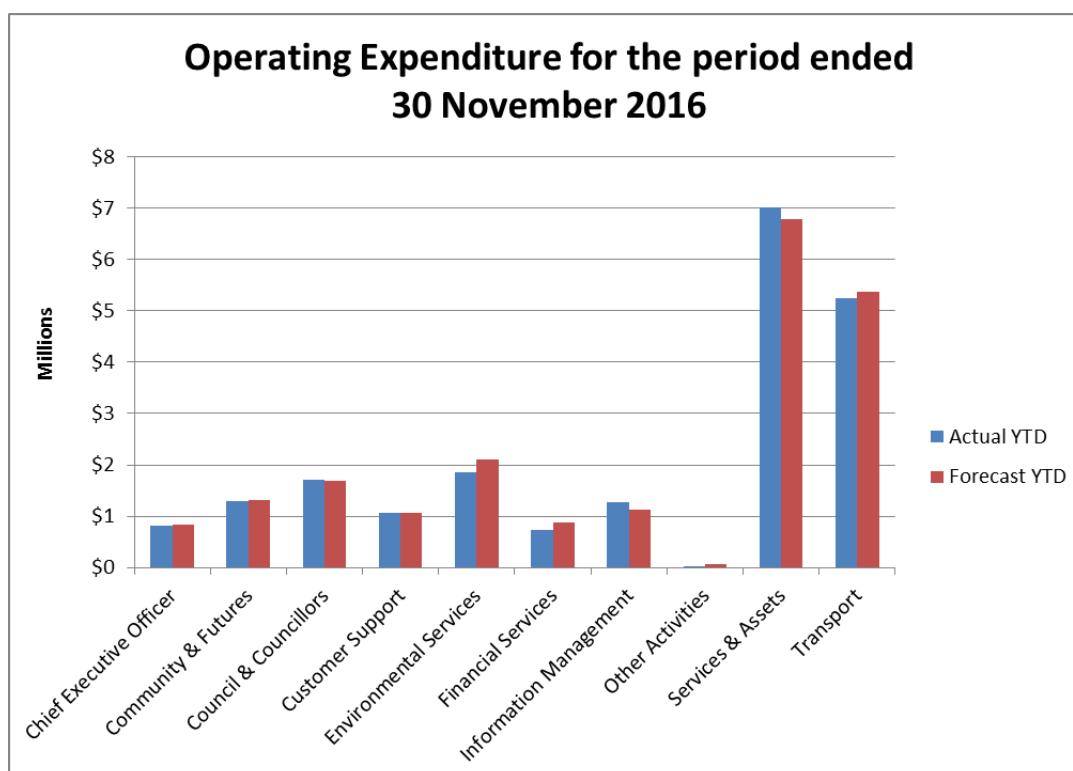
11. Other Activities is over budget due to external interest income on investments being higher than budgeted. Annual Budget 2016-17 assumptions were made based on the level of cash reserves of projected capital works that were going to be undertaken. A number of these have not yet started or occurred including the completion of the Around the Mountains Cycle Trail. Cash reserves which would have been applied to these projects have resulted in higher cash reserves than budgeted leading to more interest income.
12. Services and Assets are \$418K under budget. Phasing has been completed for major expenditure where appropriate.

- The grant from NZ Lotteries of \$500K for the Around the Mountains Cycle Trail will be removed as part of the first round of forecasting as any construction will not occur until the 2017/18 year at the earliest.
- Costs in the Community Engineers and Engineering Consultants business units are under budget to date. These costs are allocated internally resulting in the same income as the expense, both are less than budgeted.

13. Transport and Roding income is below budget year to date. Weather conditions to date have resulted in this year's capital works programme being behind the planned schedule which directly affects the level of income from NZTA. It is projected that this will meet budget by year end..

Operating Expenditure

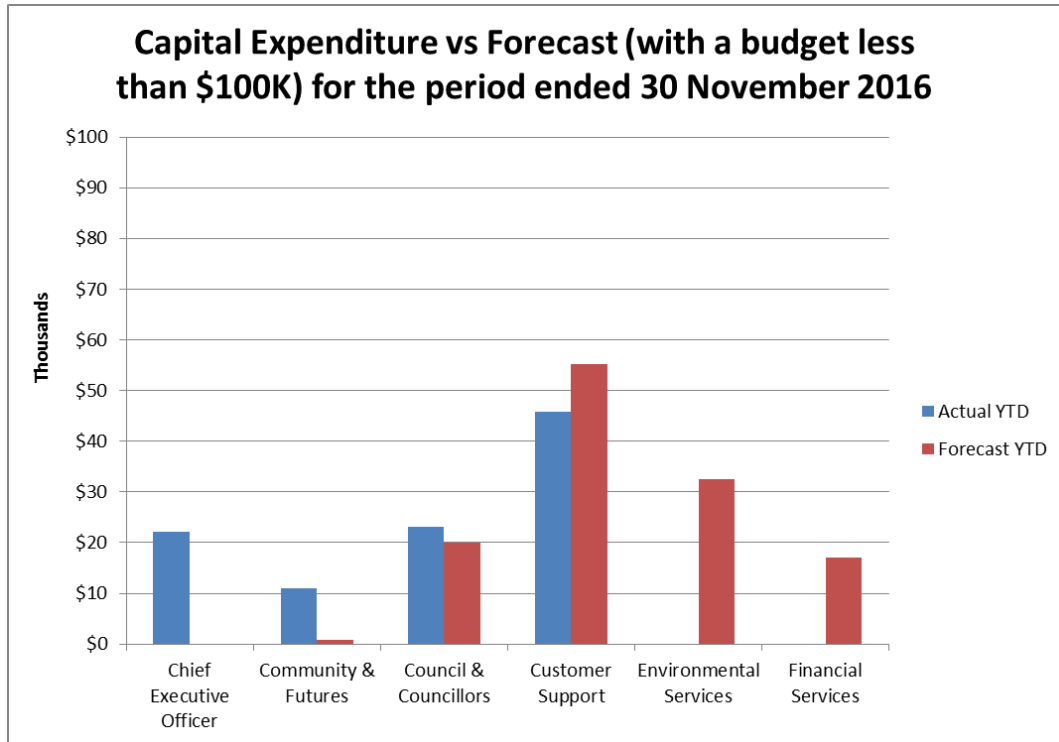
14. Operating Expenditure is (\$0.3M) 1% under budget for the year to date (\$21.0M actual vs \$21.3M budget).



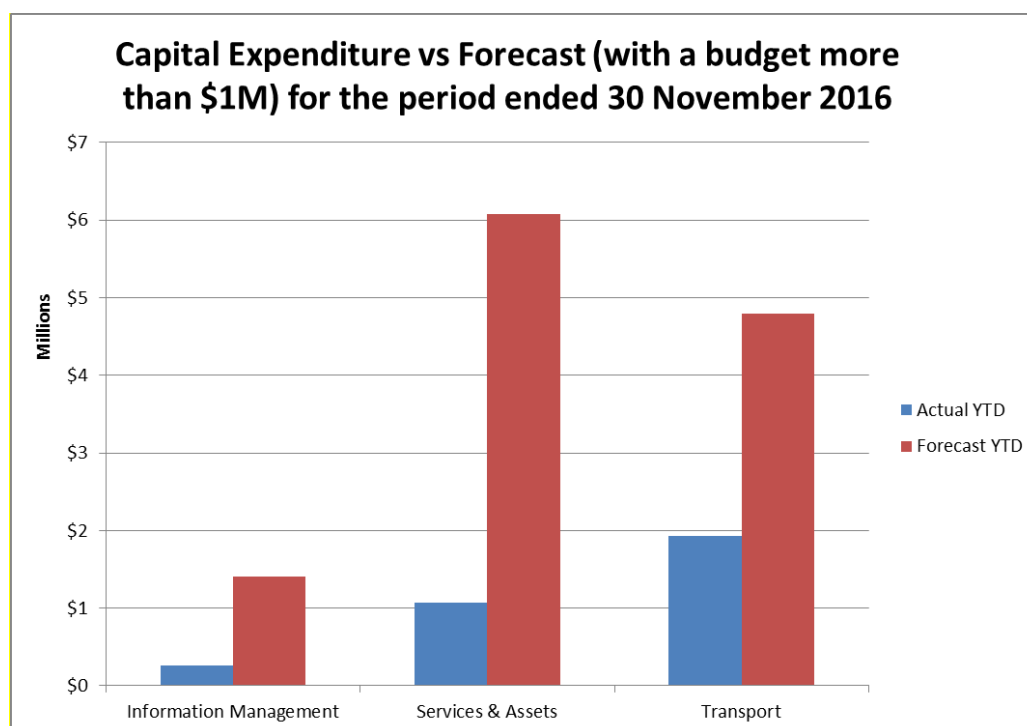
15. Environmental Services is down principally due to the timing of hearing appeals to the district plan and the recent district plan variations proceeded with relatively minimal opposition.
16. Financial Services is below budget. Insurance and valuation roll costs will be estimated to be well below budget for the year as well as savings due to staff vacancies. Any savings in these costs will be reflected in recoveries against income.
17. Information Management is over budget for software licences and consultants due to phasing not being undertaken. This is expected to be in line with budget by year end.
18. Services and Assets are over budget by \$232K primarily due to Forestry harvesting costs being over budget by \$183K and additional Hearing Commissioner charges for the cycle trail.
19. Transport and Roding is slightly behind budget. This is expected to be on target by the end of December.

Capital Expenditure

20. Capital Expenditure is 73% (\$9.0M) under budget year to date (\$3.4M actual v \$12.4M budget).



21. Chief Executive capital expenditure includes the new reception desk, funding for this will be from savings in the business unit or the district operating reserve. This adjustment will be included in the first round of forecasting.
22. Community and Futures capital expenditure relates to office furniture purchased in the Policy and Governance areas and will also be included in the reforecasting. This will be funded from the district operating reserves.



23. Information Management Services is progressing with the digitisation project. Work in respect of the Core Systems Review is still in progress but it is unlikely that any significant capital expenditure will be incurred in this financial year. Forecasting will reflect this.
24. Capital expenditure for Services and Assets includes the project to complete the Around the Mountains Cycle Trail of \$2.2M, Water \$1.4M and Sewerage \$800K. Work in the Water and Sewerage is still in the design phase and yet to commence. The cycle trail will be removed as part of the forecasting process.
25. The seasonality of the Transport and Roding capital works programme directly affects the level of income received from NZTA. Overall roading costs were \$2.8M less than budgeted for the year to date.

Balance Sheet

26. Council's financial position as at 30 November 2016 is detailed below and is for the activities of Council. The balance sheet as at 30 June 2016 represents the audited balance sheet for activities of Council and includes SIESA and Venture Southland.
27. November is the end of a quarterly rates period. Rates collected is reflected in increase in cash reserves.
28. At 30 November 2016, Council had \$18M invested in six term deposits ranging from one to six month maturities as follows:

Bank	Amount	Interest Rate	Date Invested	Maturity Date	Days
ANZ	\$ 3,000,000	2.89%	13-Sep-16	16-Dec-16	79
ANZ	\$ 2,000,000	2.89%	29-Nov-16	29-Mar-17	2
ASB	\$ 5,000,000	3.50%	30-Nov-16	30-May-17	1
BNZ	\$ 3,000,000	3.32%	30-Aug-16	28-Feb-17	93
WPC	\$ 2,000,000	3.10%	31-Aug-16	18-Jan-17	92
WPC	\$ 3,000,000	3.40%	30-Nov-16	19-Apr-17	1

29. Funds on call are the result of Council rates received at the end of November and held to ensure there is enough cash available to meet commitments as they fall due:

Balance at 30 November	Bank	Interest Rate
\$ 1,566,746	BNZ	0.50%

30. The borrowings shown in Current Liabilities was the outstanding amount of assets funded by finance leases for computer equipment in the prior year. External borrowings have not been required with internal funds being used to meet obligations for the year to date.
31. Current Assets (Other Financial Assets) at 30 June 2016 relate to loans to Venture and SIESA. An additional amount of \$10M in term deposits was disclosed under Other Financial Asset. This is in line with reporting standards for deposits with a term of 90 days or more at year end.

SOUTHLAND DISTRICT COUNCIL
STATEMENT OF FINANCIAL POSITION
30-Nov-16

	30-Nov-16	30-Jun-16
Equity		
Retained Earnings	721,466,916	727,868,332
Asset Revaluation Reserves	628,114,960	628,114,960
Other Reserves	30,676,903	31,174,431
Fair Value Reserve	1,983,063	1,983,063
	1,382,241,842	1,389,140,785
Represented by:		
Current Assets		
Cash & Cash Equivalents	19,766,746	5,714,785
Trade and Other Receivables	80,063	5,854,023
Inventories	85,148	98,991
Other Financial Assets	416,720	12,511,753
	20,348,678	24,179,551
Non-Current Assets		
Property, Plant and Equipment	1,351,587,701	1,358,059,613
Intangible Assets	2,237,037	2,177,601
Forestry Assets	12,951,000	12,951,000
Internal Loans	18,497,916	19,992,918
Work in Progress	2,779,101	2,779,101
Other Financial Assets	3,752	3,956
	1,388,056,507	1,395,964,188
TOTAL ASSETS	1,408,405,185	1,420,143,740
Current Liabilities		
Trade and Other Payables	3,577,223	6,696,612
Contract Retentions and Deposits	468,600	449,416
Employee Benefit Liabilities	1,147,191	1,341,157
Development and Financial Contributions	2,286,209	2,285,557
Borrowings	0	51,092
Landfill Contingency	14,000	14,000
	7,493,223	10,837,833
Non-Current Liabilities		
Employment Benefit Liabilities	147,051	147,051
Provision for Decommissioning	25,151	25,151
Provisions	-	-
Internal Loans - Liability	18,497,918	19,992,919
Borrowings	-	-
	18,670,120	20,165,121
TOTAL LIABILITIES	26,163,343	31,002,954
NET ASSETS	1,382,241,842	1,389,140,785

Recommendation

That the Council:

- a) Receives the report titled “Financial Report for the month ended 30 November 2016” dated 18 January 2017.

Attachments

- A Council's District Activities Monthly Financial Summary Report - 30 November 2016 [↓](#)
- B Council's District Activities Monthly Financial Detailed Report - 30 November 2016 [↓](#)



MONTHLY FINANCIAL SUMMARY REPORT FOR THE MONTH OF NOVEMBER 2016

DISTRICT COUNCIL ACTIVITIES

(ATTACHMENT TO THE REPORT TO COUNCIL)

Key Financial Indicators

<i>Indicator</i>	<i>Actual</i>	<i>Target*</i>	<i>Variance</i>	<i>Compliance</i>
External Funding: Non rateable income/Total income	28%	≥ 36%	8%	⊗
Working Capital: Current Assets/Current Liabilities	2.72	≥0.39	2.33	✓
Debt Ratio:** Total Liabilities/Total Assets	0.55%	≤0.82%	-0.27%	✓
Debt To Equity Ratio: Total Debt/Total Equity	0.00%	≤0.01%	-0.01%	✓

* All target indicators have been calculated using the 2016/17 Annual Plan figures.

** Excludes internal loans.

Financial Ratios Calculations:**External Funding:**

Non Rateable Income
Total Income

This ratio indicates the percentage of revenue received outside of rates. The higher the proportion of revenue that the Council has from these sources the less reliance it has on rates income to fund its costs. This is a financial prudence benchmark on Rates Income affordability set by Council.

This ratio was under the target at the end of November due to NZTA roading revenue had not yet been received.

Working Capital:

Current Assets
Current Liabilities

This ratio indicates the amount by which short-term assets exceed short term obligations. The higher the ratio the more comfortable the Council can fund its short term liabilities.

Debt Ratio:

Total Liabilities
Total Assets

This ratio indicates the capacity of which the Council can borrow funds. This ratio is generally used by lending institutions to assess entities financial leverage. Generally the lower the ratio the more capacity to borrow.

Debt to Equity Ratio:

Total Debt
Total Equity

It indicates what proportion of equity and debt the Council is using to finance its assets.

For the period ending November 2016

Council Summary Report



Income	Monthly				YTD				Full Year Budget			
	Actual	Budget	Variance	Var %	Actual	Budget	Variance	Var %	Budget	Projection	Variance	Var %
Chief Executive Officer	156,022	128,141	27,881	22%	888,541	913,201	(24,660)	(3%)	2,030,329	2,030,329	-	-
Community & Futures	371,320	268,541	102,780	38%	1,266,841	1,342,704	(75,863)	(6%)	3,222,489	3,222,489	-	-
Council & Councillors	304,247	305,824	(1,577)	(1%)	1,526,789	1,529,118	(2,328)	-	3,671,121	3,671,121	-	-
Customer Support	303,412	245,687	57,725	23%	1,259,039	1,228,435	30,604	2%	2,948,244	2,948,244	-	-
Environmental Services	458,149	439,252	18,897	4%	2,180,176	2,223,830	(43,655)	(2%)	4,732,445	4,732,445	-	-
Financial Services	221,526	165,589	55,937	34%	722,639	867,325	(144,686)	(17%)	2,087,441	2,087,441	-	-
Information Management	252,336	237,261	15,075	6%	1,216,366	1,186,305	30,061	3%	2,847,133	2,847,133	-	-
Other Activities	138,648	91,041	47,607	52%	721,524	476,329	245,196	51%	1,530,012	1,530,012	-	-
Services & Assets	1,568,714	1,556,063	12,651	1%	7,435,025	7,852,731	(417,706)	(5%)	18,941,677	18,996,677	55,000	-
Transport	1,801,113	2,796,145	(995,032)	(36%)	9,239,777	10,941,517	(1,701,740)	(16%)	29,098,745	29,326,645	227,900	1%
Total	5,575,488	6,233,544	(658,056)	(11%)	26,456,717	28,561,494	(2,104,777)	(7%)	71,109,636	71,392,536	282,900	-

Operating Expenditure	Monthly				YTD				Full Year Budget			
	Actual	Budget	Variance	Var %	Actual	Budget	Variance	Var %	Budget	Projection	Variance	Var %
Chief Executive Officer	138,061	221,444	83,382	38%	824,025	838,629	14,604	2%	2,028,688	2,028,688	-	-
Community & Futures	337,859	319,652	(18,206)	(6%)	1,287,635	1,321,588	33,953	3%	3,200,182	3,200,182	-	-
Council & Councillors	132,556	110,581	(21,975)	(20%)	1,709,641	1,682,836	(26,805)	(2%)	3,524,547	3,524,547	-	-
Customer Support	277,367	255,841	(21,526)	(8%)	1,068,052	1,074,198	6,146	1%	2,584,457	2,584,457	-	-
Environmental Services	497,920	499,545	1,625	-	1,864,786	2,112,261	247,475	12%	4,979,919	4,979,919	-	-
Financial Services	218,884	183,473	(35,411)	(19%)	722,579	876,202	153,623	18%	2,087,412	2,087,412	-	-
Information Management	273,713	261,368	(12,344)	(5%)	1,278,536	1,128,209	(150,327)	(13%)	2,726,526	2,726,526	-	-
Other Activities	1,655	12,034	10,379	86%	26,688	60,170	33,481	56%	1,493,388	1,493,388	-	-
Services & Assets	1,497,430	1,348,547	(148,883)	(11%)	7,011,816	6,779,583	(232,233)	(3%)	15,509,128	15,534,128	(25,000)	-
Transport	1,072,126	1,189,071	116,945	10%	5,254,898	5,380,490	125,592	2%	12,584,678	12,584,678	-	-
Total	4,447,571	4,401,557	(46,014)	(1%)	21,048,657	21,254,165	205,508	1%	50,718,925	50,743,925	(25,000)	-

Net Surplus/(Deficit)	Monthly				YTD				Full Year Budget			
	Actual	Budget	Variance	Var %	Actual	Budget	Variance	Var %	Budget	Projection	Variance	Var %
Net Surplus/(Deficit)	1,127,917	1,831,987	(704,069)	(38%)	5,408,059	7,307,329	(1,899,269)	(26%)	20,390,711	20,648,611	257,900	1%

Capital Expenditure	Monthly				YTD				Full Year Budget			
	Actual	Budget	Variance	Var %	Actual	Budget	Variance	Var %	Budget	Projection	Variance	Var %
Chief Executive Officer	2,861	-	(2,861)	-	22,222	-	(22,222)	-	-	-	-	-
Community & Futures	1,768	145	(1,623)	(1117%)	10,980	726	(10,254)	(1412%)	1,743	1,743	-	-

For the period ending November 2016

Council Summary Report



Council & Councillors	23,058	3,995	(19,061)	(477%)	23,058	19,974	(3,082)	(15%)	47,938	47,938	-	-
Customer Support	4,932	11,037	6,104	55%	45,792	55,183	9,391	17%	123,021	132,438	(9,417)	(8%)
Environmental Services	-	6,485	6,485	100%	-	32,425	32,425	100%	77,819	77,819	-	-
Financial Services	-	3,398	3,398	100%	-	16,992	16,992	100%	40,780	40,780	-	-
Information Management	112,279	281,166	168,888	60%	255,309	1,405,830	1,150,521	82%	3,141,081	3,373,992	(232,911)	(7%)
Services & Assets	622,324	1,216,337	594,013	49%	1,064,830	6,081,687	5,016,857	82%	12,449,250	14,596,049	(2,146,799)	(17%)
Transport	263,336	1,866,932	1,603,596	86%	1,935,152	4,794,011	2,858,860	60%	17,297,491	17,727,491	(430,000)	(2%)
Total	1,030,556	3,389,495	2,358,940	70%	3,357,340	12,406,828	9,049,488	73%	33,179,123	35,998,250	(2,819,127)	(8%)

	Monthly				YTD				Full Year Budget			
Funding Adjustments	Actual	Budget	Variance	Var %	Actual	Budget	Variance	Var %	Budget	Projection	Variance	Var %
Chief Executive Officer	-	(137)	137	(100%)	-	(684)	684	(100%)	(1,641)	(1,641)	-	-
Community & Futures	(172)	(1,714)	1,541	(90%)	(861)	(8,568)	7,707	(90%)	(20,564)	(20,564)	-	-
Council & Councillors	(21,988)	(8,220)	(13,768)	167%	(109,938)	(41,098)	(68,840)	167%	(98,636)	(98,636)	-	-
Customer Support	(15,532)	(19,279)	3,747	(19%)	(77,659)	(96,396)	18,737	(19%)	(240,766)	(231,349)	9,417	(4%)
Environmental Services	-	27,108	(27,108)	(100%)	-	135,539	(135,539)	(100%)	325,293	325,293	-	-
Financial Services	-	3,398	(3,398)	(100%)	-	16,980	(16,980)	(100%)	40,751	40,751	-	-
Information Management	(2,337)	271,115	(273,452)	(101%)	(11,683)	1,355,577	(1,367,260)	(101%)	3,020,474	3,253,385	232,911	8%
Other Activities	-	(3,052)	3,052	(100%)	-	(15,260)	15,260	(100%)	(36,624)	(36,624)	-	-
Services & Assets	(19,224)	978,709	(997,933)	(102%)	(96,120)	4,893,546	(4,989,666)	(102%)	9,016,700	11,133,499	2,116,799	23%
Transport	-	(126,657)	126,657	(100%)	9,054	1,872,884	(1,863,830)	(100%)	783,424	985,524	202,100	26%
Total	(59,252)	1,121,270	(1,180,523)	(105%)	(287,207)	8,112,519	(8,399,726)	(104%)	12,788,411	15,349,638	2,561,227	20%



MONTHLY FINANCIAL DETAILED REPORT FOR THE MONTH OF NOVEMBER 2016

DISTRICT COUNCIL ACTIVITIES

(ATTACHMENT TO THE REPORT TO COUNCIL)



For the period ending November 2016

Council Detail Report

	Chief Executive Officer											
	Monthly				YTD				Full Year Budget			
	Actual	Budget	Variance	Var %	Actual	Budget	Variance	Var %	Budget	Projection	Variance	Var %
Income												
Chief Executive	22,851	20,425	2,426	12%	349,970	318,180	31,790	10%	680,738	680,738	-	-
Civil Defence	21,437	21,414	23	-	107,077	107,072	6	-	256,972	256,972	-	-
People and Capability	52,059	50,497	1,562	3%	214,488	252,487	(37,999)	(15%)	605,969	605,969	-	-
Rural Fire Control	24,727	24,700	26	-	123,508	123,502	7	-	296,404	296,404	-	-
Shared Services Forum	14,111	-	14,111	-	56,444	56,439	5	-	56,439	56,439	-	-
SI Visitor Levy	20,837	11,104	9,732	88%	37,053	55,521	(18,468)	(33%)	133,807	133,807	-	-
Total	156,022	128,141	27,881	22%	888,541	913,201	(24,660)	(3%)	2,030,329	2,030,329	-	-
	Monthly				YTD				Full Year Budget			
	Actual	Budget	Variance	Var %	Actual	Budget	Variance	Var %	Budget	Projection	Variance	Var %
Operating Expenditure												
Chief Executive	82,925	81,798	(1,127)	(1%)	324,472	287,783	(36,689)	(13%)	679,654	679,654	-	-
Civil Defence	20	-	(20)	-	128,586	128,486	(100)	-	256,972	256,972	-	-
People and Capability	52,059	60,841	8,782	14%	214,488	250,642	36,154	14%	605,969	605,969	-	-
Rural Fire Control	-	74,101	74,101	100%	148,571	148,202	(369)	-	296,404	296,404	-	-
Shared Services Forum	3,057	4,703	1,646	35%	7,865	23,516	15,651	67%	56,439	56,439	-	-
SI Visitor Levy	-	-	-	-	43	-	(43)	-	133,250	133,250	-	-
Total	138,061	221,444	83,382	38%	824,025	838,629	14,604	2%	2,028,688	2,028,688	-	-
	Monthly				YTD				Full Year Budget			
	Actual	Budget	Variance	Var %	Actual	Budget	Variance	Var %	Budget	Projection	Variance	Var %
Net Surplus/(Deficit)	17,961	(93,302)	111,263	(119%)	64,515	74,572	(10,056)	(13%)	1,641	1,641	-	-
	Monthly				YTD				Full Year Budget			
	Actual	Budget	Variance	Var %	Actual	Budget	Variance	Var %	Budget	Projection	Variance	Var %
Capital Expenditure												
Chief Executive	2,861	-	(2,861)	-	22,222	-	(22,222)	-	-	-	-	-
Civil Defence	-	-	-	-	-	-	-	-	-	-	-	-
People and Capability	-	-	-	-	-	-	-	-	-	-	-	-
SI Visitor Levy	-	-	-	-	-	-	-	-	-	-	-	-
Total	2,861	-	(2,861)	-	22,222	-	(22,222)	-	-	-	-	-
	Monthly				YTD				Full Year Budget			
	Actual	Budget	Variance	Var %	Actual	Budget	Variance	Var %	Budget	Projection	Variance	Var %
Funding Adjustments												
Chief Executive	-	(90)	90	(100%)	-	(452)	452	(100%)	(1,084)	(1,084)	-	-
Civil Defence	-	-	-	-	-	-	-	-	-	-	-	-
People and Capability	-	-	-	-	-	-	-	-	-	-	-	-
Rural Fire Control	-	-	-	-	-	-	-	-	-	-	-	-
Shared Services Forum	-	-	-	-	-	-	-	-	-	-	-	-
SI Visitor Levy	-	(46)	46	(100%)	-	(232)	232	(100%)	(557)	(557)	-	-
Total	-	(137)	137	(100%)	-	(684)	684	(100%)	(1,641)	(1,641)	-	-

CHIEF EXECUTIVE COMMENTARY**Chief Executive**

Income in this business unit is 10% (\$32K) over budget predominantly due to higher rates penalties income (\$27K). Year to date expenditure is 15% (\$37K) over budget mainly due to the annual membership of NZ Society of Local Government Managers (\$9K) and Staff Costs Ordinary Time (\$23K) year to date.

Civil Defence

Income and expenditure are on budget. Rates collected are paid as a grant to Environment Southland.

People and Capability

Income is 15% (\$38K) under budget due to internal overhead recoveries being lower than budget. Expenditure year-to-date is 14% (\$36K) under budget year to date. This is mainly due to reduced expenditure on training (\$13K), other expenditure for OSH (\$5K), catering / surveys (\$3K) and consultants (\$9K) and staff costs (\$10K). This is offset by an over spend on insurance write off of personal accident and employee and stat liability (\$9K). As this activity is internally funded, the reduced expenditure impacts directly on income.

Rural Fire Control

Income and expenditure are on budget. Rates collected are paid out as a grant to Southern Rural Fire.

Shared Services Forum

Income is on target year to date. This is offset by reduced consultant services 67% (\$16K) year to date. The overall position for this business unit is under budget year to date. Additional consultant fees are expected for the establishment of SORDS.

Stewart Island Visitor Levy

Income is 33% (\$56K) under budget as levies are still to be processed. Last year, the bulk of the levies were collected over the summer months from December through to the end of May.



For the period ending November 2016

Council Detail Report

	Community & Futures											
	Monthly				YTD				Full Year Budget			
	Actual	Budget	Variance	Var %	Actual	Budget	Variance	Var %	Budget	Projection	Variance	Var %
Income												
Communications and Engagement	118,826	95,224	23,602	25%	425,622	476,120	(50,498)	(11%)	1,142,687	1,142,687	-	-
Community Leadership	91,473	46,717	44,756	96%	247,300	233,583	13,717	6%	560,599	560,599	-	-
Community Outcomes	3,750	3,750	-	-	18,750	18,750	-	-	45,000	45,000	-	-
Governance	65,508	52,135	13,373	26%	247,898	260,676	(12,778)	(5%)	625,623	625,623	-	-
Strategy & Policy	91,764	70,715	21,049	30%	327,271	353,575	(26,304)	(7%)	848,580	848,580	-	-
Total	371,320	268,541	102,780	38%	1,266,841	1,342,704	(75,863)	(6%)	3,222,489	3,222,489	-	-
	Monthly				YTD				Full Year Budget			
	Actual	Budget	Variance	Var %	Actual	Budget	Variance	Var %	Budget	Projection	Variance	Var %
Operating Expenditure												
Communications and Engagement	117,253	108,087	(9,167)	(8%)	417,759	464,717	46,958	10%	1,121,580	1,121,580	-	-
Community Leadership	63,852	59,109	(4,743)	(8%)	247,300	229,000	(18,300)	(8%)	560,599	560,599	-	-
Community Outcomes	-	3,750	3,750	100%	50,000	18,750	(31,250)	(167%)	45,000	45,000	-	-
Governance	65,490	66,723	1,234	2%	247,805	258,074	10,269	4%	625,623	625,623	-	-
Strategy & Policy	91,264	81,984	(9,280)	(11%)	324,771	351,047	26,276	7%	847,380	847,380	-	-
Total	337,859	319,652	(18,206)	(6%)	1,287,635	1,321,588	33,953	3%	3,200,182	3,200,182	-	-
	Monthly				YTD				Full Year Budget			
	Actual	Budget	Variance	Var %	Actual	Budget	Variance	Var %	Budget	Projection	Variance	Var %
Net Surplus/(Deficit)	33,462	(51,112)	84,573	(165%)	(20,794)	21,115	(41,910)	(198%)	22,307	22,307	-	-
	Monthly				YTD				Full Year Budget			
	Actual	Budget	Variance	Var %	Actual	Budget	Variance	Var %	Budget	Projection	Variance	Var %
Capital Expenditure												
Communications and Engagement	-	145	145	100%	-	726	726	100%	1,743	1,743	-	-
Community Leadership	-	-	-	-	-	-	-	-	-	-	-	-
Governance	-	-	-	-	1,290	-	(1,290)	-	-	-	-	-
Strategy & Policy	1,768	-	(1,768)	-	9,690	-	(9,690)	-	-	-	-	-
Total	1,768	145	(1,623)	(1117%)	10,980	726	(10,254)	(1412%)	1,743	1,743	-	-
	Monthly				YTD				Full Year Budget			
	Actual	Budget	Variance	Var %	Actual	Budget	Variance	Var %	Budget	Projection	Variance	Var %
Funding Adjustments												
Communications and Engagement	-	(1,614)	1,614	(100%)	-	(8,068)	8,068	(100%)	(19,364)	(19,364)	-	-
Community Leadership	(172)	-	(172)	-	(861)	-	(861)	-	-	-	-	-
Community Outcomes	-	-	-	-	-	-	-	-	-	-	-	-
Strategy & Policy	-	(100)	100	(100%)	-	(500)	500	(100%)	(1,200)	(1,200)	-	-
Total	(172)	(1,714)	1,541	(90%)	(861)	(8,568)	7,707	(90%)	(20,564)	(20,564)	-	-

COMMUNITY AND FUTURES COMMENTARY

Income is 6% (\$76K) under budget and expenditure is 3% (\$34K) under budget for the year-to-date.

Communications and Engagement

Income is 11% under budget. Expenditure is 10% under budget. As this activity is internally funded the expenditure impacts directly on income allocation.

Community Leadership

Income is 16% over budget and expenditure is 8% over budget. As this activity is internally funded the expenditure impacts directly on income allocation. Expenditure reflects staff related costs in undertaking these roles which had not been budgeted in this financial year.

Community Outcomes

Income is on budget. Expenditure is over budget due to the timing of the payment as part of the agreed SDC allocation to the SORDS project.

Governance

Income is 5% under budget. Expenditure is 4% under budget. . As this activity is internally funded the expenditure impacts directly on income allocation.

Capital expenditure includes minor furniture acquisitions which were not budgeted.

Strategy and Policy

Income is 7% under budget. Expenditure is 7% under budget. As this activity is internally funded the expenditure impacts directly on income allocation.

Capital expenditure includes furniture acquisitions as part of the office relocation which were not budgeted.



For the period ending November 2016

Council Detail Report

	Council & Councillors											
	Monthly				YTD				Full Year Budget			
	Actual	Budget	Variance	Var %	Actual	Budget	Variance	Var %	Budget	Projection	Variance	Var %
Income												
Council and Councillors	66,964	66,752	213	-	331,844	333,758	(1,914)	(1%)	801,020	801,020	-	-
Council Contributions/Gran	32,985	32,950	35	-	164,759	164,750	9	-	395,400	395,400	-	-
Council Elections	3,484	5,535	(2,050)	(37%)	27,005	27,673	(669)	(2%)	66,416	66,416	-	-
Council Water & Sewerage L	42,199	42,141	58	-	210,908	210,704	204	-	505,690	505,690	-	-
International Relations Commit	923	922	1	-	4,610	4,610	-	-	12,303	12,303	-	-
Regulatory - Non Recoverab	11,270	11,258	12	-	56,292	56,289	3	-	135,093	135,093	-	-
Venture Southland	146,421	146,267	154	-	731,372	731,333	39	-	1,755,199	1,755,199	-	-
Total	304,247	305,824	(1,577)	(1%)	1,526,789	1,529,118	(2,328)	-	3,671,121	3,671,121	-	-
	Monthly				YTD				Full Year Budget			
	Actual	Budget	Variance	Var %	Actual	Budget	Variance	Var %	Budget	Projection	Variance	Var %
Operating Expenditure												
Council and Councillors	74,311	65,057	(9,254)	(14%)	297,680	359,464	61,784	17%	832,425	832,425	-	-
Council Contributions/Gran	5,594	10,405	4,810	46%	313,846	245,860	(67,986)	(28%)	380,400	380,400	-	-
Council Elections	18,771	13,941	(4,830)	(35%)	87,050	69,703	(17,347)	(25%)	167,288	167,288	-	-
Council Water & Sewerage L	20,153	20,153	-	-	100,767	100,766	-	-	241,839	241,839	-	-
International Relations Commit	-	1,025	1,025	100%	600	5,126	4,526	88%	12,303	12,303	-	-
Regulatory - Non Recoverab	13,727	-	(13,727)	-	25,298	24,317	(981)	(4%)	135,093	135,093	-	-
Venture Southland	-	-	-	-	884,400	877,600	(6,801)	(1%)	1,755,199	1,755,199	-	-
Total	132,556	110,581	(21,975)	(20%)	1,709,641	1,682,836	(26,805)	(2%)	3,524,547	3,524,547	-	-
	Monthly				YTD				Full Year Budget			
	Actual	Budget	Variance	Var %	Actual	Budget	Variance	Var %	Budget	Projection	Variance	Var %
Net Surplus/(Deficit)	171,691	195,242	(23,552)	(12%)	(182,851)	(153,718)	(29,133)	19%	146,574	146,574	-	-
	Monthly				YTD				Full Year Budget			
	Actual	Budget	Variance	Var %	Actual	Budget	Variance	Var %	Budget	Projection	Variance	Var %
Capital Expenditure												
Council and Councillors	23,056	3,995	(19,061)	(477%)	23,056	19,974	(3,082)	(15%)	47,938	47,938	-	-
Total	23,056	3,995	(19,061)	(477%)	23,056	19,974	(3,082)	(15%)	47,938	47,938	-	-
	Monthly				YTD				Full Year Budget			
	Actual	Budget	Variance	Var %	Actual	Budget	Variance	Var %	Budget	Projection	Variance	Var %
Funding Adjustments												
Council and Councillors	-	6,612	(6,612)	(100%)	-	33,060	(33,060)	(100%)	79,343	79,343	-	-
Council Contributions/Gran	-	(1,250)	1,250	(100%)	-	(6,250)	6,250	(100%)	(15,000)	(15,000)	-	-
Council Elections	-	8,406	(8,406)	(100%)	-	42,030	(42,030)	(100%)	100,872	100,872	-	-
Council Water & Sewerage L	(21,988)	(21,988)	-	-	(109,938)	(109,938)	-	-	(263,851)	(263,851)	-	-
International Relations Commit	-	-	-	-	-	-	-	-	-	-	-	-
Regulatory - Non Recoverab	-	-	-	-	-	-	-	-	-	-	-	-
Venture Southland	-	-	-	-	-	-	-	-	-	-	-	-
Total	(21,988)	(8,220)	(13,768)	167%	(109,938)	(41,098)	(68,840)	167%	(98,636)	(98,636)	-	-

COUNCIL AND COUNCILLORS' COMMENTARY

Total Income is on budget and total expenditure is on budget for the year-to-date.

Council and Councillors

Income is on 1% under budget and expenditure is 17% under budget.

Council Contributions / Grants

Income is on budget and expenditure is currently 28% over budget

This is due to the timing of paying out committed grants and community assistance allocations.

Council Elections

Income is 2% under budget and expenditure is 25% over budget.

This is due to the following overspend:

- Election Expenses of \$87K against a budget of \$70K year to date. These expenses are within the full year budget of \$167K.

Council Water and Sewerage Loans

Income is on budget and expenditure is on budget for the year-to-date.

International Relations Committee

Income is on budget and expenditure is 88% under budget for this reporting period.

The International Relations Committee is no longer operating as a standalone Committee and its functions are now included as part of the Community and Policy Committee.

Regulatory - Non Recoverable

Income is on budget and expenditure is 4% over budget.

Venture Southland

Income is on budget and expenditure is 1% over budget



For the period ending November 2016

Council Detail Report

	Customer Support											
	Monthly				YTD				Full Year Budget			
Income	Actual	Budget	Variance	Var %	Actual	Budget	Variance	Var %	Budget	Projection	Variance	Var %
Area Offices	52,807	50,156	2,651	5%	262,023	250,780	11,242	4%	601,873	601,873	-	-
Customer Services	155,430	107,025	48,405	45%	563,369	535,124	28,245	5%	1,284,298	1,284,298	-	-
District Library	95,175	88,506	6,669	8%	433,647	442,530	(8,883)	(2%)	1,062,073	1,062,073	-	-
Total	303,412	245,687	57,725	23%	1,259,039	1,228,435	30,604	2%	2,948,244	2,948,244	-	-
	Monthly				YTD				Full Year Budget			
Operating Expenditure	Actual	Budget	Variance	Var %	Actual	Budget	Variance	Var %	Budget	Projection	Variance	Var %
Area Offices	25,231	21,864	(3,367)	(15%)	106,256	109,935	3,679	3%	262,985	262,985	-	-
Customer Services	155,409	137,881	(17,529)	(13%)	563,268	546,881	(16,387)	(3%)	1,324,298	1,324,298	-	-
District Library	96,727	96,096	(630)	(1%)	398,528	417,382	18,853	5%	997,174	997,174	-	-
Total	277,367	255,841	(21,526)	(8%)	1,068,052	1,074,198	6,146	1%	2,584,457	2,584,457	-	-
	Monthly				YTD				Full Year Budget			
	Actual	Budget	Variance	Var %	Actual	Budget	Variance	Var %	Budget	Projection	Variance	Var %
Net Surplus/(Deficit)	26,045	(10,154)	36,199	(356%)	190,987	154,237	36,750	24%	363,787	363,787	-	-
	Monthly				YTD				Full Year Budget			
Capital Expenditure	Actual	Budget	Variance	Var %	Actual	Budget	Variance	Var %	Budget	Projection	Variance	Var %
Area Offices	-	-	-	-	5,419	-	(5,419)	-	-	-	-	-
Customer Services	-	-	-	-	295	-	(295)	-	-	-	-	-
District Library	4,932	11,037	6,104	55%	40,078	55,183	15,104	27%	123,021	132,438	(9,417)	(8%)
Total	4,932	11,037	6,104	55%	45,792	55,183	9,391	17%	123,021	132,438	(9,417)	(8%)
	Monthly				YTD				Full Year Budget			
Funding Adjustments	Actual	Budget	Variance	Var %	Actual	Budget	Variance	Var %	Budget	Projection	Variance	Var %
Area Offices	(15,532)	(28,241)	12,709	(45%)	(77,659)	(141,203)	63,545	(45%)	(338,888)	(338,888)	-	-
Customer Services	-	3,333	(3,333)	(100%)	-	16,667	(16,667)	(100%)	40,000	40,000	-	-
District Library	-	5,628	(5,628)	(100%)	-	28,141	(28,141)	(100%)	58,122	67,539	9,417	16%
Total	(15,532)	(19,279)	3,747	(19%)	(77,659)	(96,396)	18,737	(19%)	(240,766)	(231,349)	9,417	(4%)

CUSTOMER SUPPORT

YTD our Expenditure is 19% over budget and Income

Area Offices

The transfer of the Stewart Island Area Office to combining with the Stewart Island Library has required some electrical, networking and building work so there is some capital expenditure, however this is expected to come under \$10,000 in total.

Customer Services

For the month of November business unit 10065 is over by 15% due to unbudgeted extra staff to support additional training and coaching to up-skill staff plus increased stationary costs to set up staff being mobile between workspaces. Year to date customer support is tracking at 22% over budget.

Libraries

Payment has now been received from Gore District Council for their contribution towards Bookbus operating costs and although other recoveries are less than anticipated, income is just 2% below estimates.

Electricity costs in almost every building are exceeding budgeted figures and are likely to continue in this pattern for the remainder of the year.

Attempts to limit duplication in our collections have not been well received in all branches however we will take on board all suggestions and review the current process in the New Year.

There have been significant fuel saving costs with the move to the smaller vehicle although there have been some other, unexpected, expenses – complete new set of charging batteries.

In all other areas expenditure has been trimmed where possible, or delayed, and is currently tracking at 3% under budget.



For the period ending November 2016

Council Detail Report

	Environmental Services											
	Monthly				YTD				Full Year Budget			
	Actual	Budget	Variance	Var %	Actual	Budget	Variance	Var %	Budget	Projection	Variance	Var %
Income												
Alcohol Licensing	24,261	17,052	7,208	42%	102,451	85,262	17,189	20%	205,290	205,290	-	-
Animal Control	20,919	15,100	5,818	39%	391,737	437,502	(45,765)	(10%)	555,620	555,620	-	-
Building Regulations	142,041	131,923	10,118	8%	644,035	659,613	(15,578)	(2%)	1,583,070	1,583,070	-	-
Enviro & Com Dev Admin	24,037	20,420	3,617	18%	90,112	102,098	(11,986)	(12%)	245,036	245,036	-	-
Environmental Health	34,724	11,430	23,294	204%	95,883	65,966	29,917	45%	145,978	145,978	-	-
Health Licensing	66,239	87,047	(20,808)	(24%)	67,185	91,989	(24,804)	(27%)	122,090	122,090	-	-
Museum	52,486	51,975	510	1%	277,536	259,876	17,660	7%	623,702	623,702	-	-
Resource Consent Processin	69,725	80,612	(10,887)	(14%)	392,765	403,060	(10,294)	(3%)	967,343	967,343	-	-
Resource Planning/Policy	23,718	23,693	25	-	118,471	118,465	6	-	284,316	284,316	-	-
Total	458,149	439,252	18,897	4%	2,180,176	2,223,830	(43,655)	(2%)	4,732,445	4,732,445	-	-
	Monthly				YTD				Full Year Budget			
	Actual	Budget	Variance	Var %	Actual	Budget	Variance	Var %	Budget	Projection	Variance	Var %
Operating Expenditure												
Alcohol Licensing	23,690	21,499	(2,191)	(10%)	85,571	87,282	1,711	2%	212,409	212,409	-	-
Animal Control	69,965	62,022	(7,944)	(13%)	275,741	271,085	(4,655)	(2%)	656,828	656,828	-	-
Building Regulations	179,081	154,746	(24,335)	(16%)	615,025	642,736	27,712	4%	1,555,905	1,555,905	-	-
Enviro & Com Dev Admin	24,037	25,222	1,185	5%	90,112	96,294	6,182	6%	236,348	236,348	-	-
Environmental Health	33,572	35,235	1,663	5%	75,439	75,380	(59)	-	145,978	145,978	-	-
Health Licensing	14,419	11,954	(2,465)	(21%)	48,982	50,279	1,297	3%	122,090	122,090	-	-
Museum	47,370	48,699	1,329	3%	292,240	299,123	6,883	2%	623,702	623,702	-	-
Resource Consent Processin	84,929	97,896	12,967	13%	353,791	399,411	45,620	11%	967,343	967,343	-	-
Resource Planning/Policy	20,857	42,272	21,415	51%	27,886	190,669	162,783	85%	459,316	459,316	-	-
Total	497,920	499,545	1,625	-	1,864,786	2,112,261	247,475	12%	4,979,919	4,979,919	-	-
	Monthly				YTD				Full Year Budget			
	Actual	Budget	Variance	Var %	Actual	Budget	Variance	Var %	Budget	Projection	Variance	Var %
Net Surplus/(Deficit)	(39,770)	(60,293)	20,523	(34%)	315,389	111,569	203,820	183%	(247,474)	(247,474)	-	-
	Monthly				YTD				Full Year Budget			
	Actual	Budget	Variance	Var %	Actual	Budget	Variance	Var %	Budget	Projection	Variance	Var %
Capital Expenditure												
Animal Control	-	-	-	-	-	-	-	-	-	-	-	-
Building Regulations	-	3,403	3,403	100%	-	17,014	17,014	100%	40,833	40,833	-	-
Enviro & Com Dev Admin	-	3,082	3,082	100%	-	15,411	15,411	100%	36,986	36,986	-	-
Environmental Health	-	-	-	-	-	-	-	-	-	-	-	-
Health Licensing	-	-	-	-	-	-	-	-	-	-	-	-
Museum	-	-	-	-	-	-	-	-	-	-	-	-
Resource Consent Processin	-	-	-	-	-	-	-	-	-	-	-	-
Total	-	6,485	6,485	100%	-	32,425	32,425	100%	77,819	77,819	-	-

For the period ending November 2016

Council Detail Report



	Monthly				YTD				Full Year Budget			
Funding Adjustments	Actual	Budget	Variance	Var %	Actual	Budget	Variance	Var %	Budget	Projection	Variance	Var %
Alcohol Licensing	-	593	(593)	(100%)	-	2,966	(2,966)	(100%)	7,119	7,119	-	-
Animal Control	-	8,434	(8,434)	(100%)	-	42,170	(42,170)	(100%)	101,208	101,208	-	-
Building Regulations	-	1,139	(1,139)	(100%)	-	5,695	(5,695)	(100%)	13,668	13,668	-	-
Enviro & Com Dev Admin	-	2,358	(2,358)	(100%)	-	11,791	(11,791)	(100%)	28,298	28,298	-	-
Environmental Health	-	-	-	-	-	-	-	-	-	-	-	-
Health Licensing	-	-	-	-	-	-	-	-	-	-	-	-
Museum	-	-	-	-	-	-	-	-	-	-	-	-
Resource Consent Processin	-	-	-	-	-	-	-	-	-	-	-	-
Resource Planning/Policy	-	14,583	(14,583)	(100%)	-	72,917	(72,917)	(100%)	175,000	175,000	-	-
Total	-	27,108	(27,108)	(100%)	-	135,539	(135,539)	(100%)	325,293	325,293	-	-

ENVIRONMENTAL SERVICES COMMENTARY**November Month-end Results:**

The total Monthly Income for the Environmental Services Group was 4% (\$44K) at \$458K actual versus \$439K budget.

Key features of this month's income were:

- Alcohol Licensing was 42% (\$7K) ahead of budget reflecting improved vehicle use and income from alcohol fees.
- Environmental Health income was 204% (\$23K) ahead of budget, largely reflecting income received from the Department of Conservation's contribution towards the Freedom Camping warden service provision.
- Building Consent income was 8% (\$10K) over budget reflecting an upward trend on previous months.

Conversely, Resource Consent Processing income was 14% (\$11K) below of budget for the month.

The total Monthly Expenditure for the Environmental Services Group was on target for the month.

All departments, with the minor exception in Animal Control (3% over) were below budget on expenditure, reflecting a close focus on spending, which is always important, particularly so in the current economic climate. In particular, Resource Planning Policy was significantly (51%= \$21K) under budget primarily due to the timing of hearing of the remaining appeals and the fact that recent District Plan Variations proceeded with relatively minimal opposition.

Year to date results for the 4 months to the end of November 2016:

The Group YTD Total Income is 2% (\$44K) below budget, at \$2,180K actual versus \$2,224K budget.

The Group YTD Expenditure is 12% (\$247K) below budget at \$1,864K actual versus \$2,112K budget.

While Group income has been slightly less than budgeted reflecting relatively subdued development activity levels within the District; particularly with regard to larger projects, expenditure is also under budget by a significantly greater amount.

Management staff within the Group are closely monitoring incoming work as well as expenditure, and associated resourcing requirements.



For the period ending November 2016

Council Detail Report

	Financial Services											
	Monthly				YTD				Full Year Budget			
	Actual	Budget	Variance	Var %	Actual	Budget	Variance	Var %	Budget	Projection	Variance	Var %
Income												
Financial Services	221,526	165,589	55,937	34%	722,639	867,325	(144,686)	(17%)	2,087,441	2,087,441	-	-
Total	221,526	165,589	55,937	34%	722,639	867,325	(144,686)	(17%)	2,087,441	2,087,441	-	-
	Monthly				YTD				Full Year Budget			
	Actual	Budget	Variance	Var %	Actual	Budget	Variance	Var %	Budget	Projection	Variance	Var %
Operating Expenditure												
Financial Services	218,884	183,473	(35,411)	(19%)	722,579	876,202	153,623	18%	2,087,412	2,087,412	-	-
Total	218,884	183,473	(35,411)	(19%)	722,579	876,202	153,623	18%	2,087,412	2,087,412	-	-
	Monthly				YTD				Full Year Budget			
	Actual	Budget	Variance	Var %	Actual	Budget	Variance	Var %	Budget	Projection	Variance	Var %
Net Surplus/(Deficit)	2,642	(17,884)	20,526	(115%)	60	(8,877)	8,937	(101%)	29	29	-	-
	Monthly				YTD				Full Year Budget			
	Actual	Budget	Variance	Var %	Actual	Budget	Variance	Var %	Budget	Projection	Variance	Var %
Capital Expenditure												
Financial Services	-	3,398	3,398	100%	-	16,992	16,992	100%	40,780	40,780	-	-
Total	-	3,398	3,398	100%	-	16,992	16,992	100%	40,780	40,780	-	-
	Monthly				YTD				Full Year Budget			
	Actual	Budget	Variance	Var %	Actual	Budget	Variance	Var %	Budget	Projection	Variance	Var %
Funding Adjustments												
Financial Services	-	3,396	(3,396)	(100%)	-	16,980	(16,980)	(100%)	40,751	40,751	-	-
Total	-	3,396	(3,396)	(100%)	-	16,980	(16,980)	(100%)	40,751	40,751	-	-

FINANCIAL SERVICES COMMENTARY

Direct expenditure is 18% (\$154K) under budget for the year to date. The annual maintenance cost of councils purchase order system (\$25k) is payable in April, this will be phased correctly and will be reflected in the January Council Report. Valuation Roll costs and insurance will be under budget at year end by \$55K. Staff vacancies and filling these has resulted in staff costs being \$36K under budget.

A review of Council's outstanding debt and processes is currently underway, as a result of this debt collection costs are less than budgeted (15K).

As this activity is internally funded the reduced expenditure impacts income.



For the period ending November 2016

Council Detail Report

	Information Management											
	Monthly				YTD				Full Year Budget			
	Actual	Budget	Variance	Var %	Actual	Budget	Variance	Var %	Budget	Projection	Variance	Var %
Income												
Information Management	155,565	151,720	3,845	3%	777,750	758,598	19,151	3%	1,820,636	1,820,636	-	-
Knowledge Management	65,670	52,811	12,859	24%	255,807	264,054	(8,247)	(3%)	633,730	633,730	-	-
Property & Spatial Services	31,102	32,731	(1,629)	(5%)	182,809	163,653	19,156	12%	392,767	392,767	-	-
Total	252,336	237,261	15,075	6%	1,216,366	1,186,305	30,061	3%	2,847,133	2,847,133	-	-
	Monthly				YTD				Full Year Budget			
Operating Expenditure	Actual	Budget	Variance	Var %	Actual	Budget	Variance	Var %	Budget	Projection	Variance	Var %
Information Management	177,149	159,501	(17,648)	(11%)	840,958	691,905	(149,054)	(22%)	1,673,358	1,673,358	-	-
Knowledge Management	65,462	63,138	(2,324)	(4%)	254,769	273,721	18,953	7%	660,401	660,401	-	-
Property & Spatial Services	31,102	38,730	7,628	20%	182,809	162,583	(20,226)	(12%)	392,767	392,767	-	-
Total	273,713	261,368	(12,344)	(5%)	1,278,536	1,128,209	(150,327)	(13%)	2,726,526	2,726,526	-	-
	Monthly				YTD				Full Year Budget			
	Actual	Budget	Variance	Var %	Actual	Budget	Variance	Var %	Budget	Projection	Variance	Var %
Net Surplus/(Deficit)	(21,377)	(24,107)	2,730	(11%)	(62,170)	58,096	(120,267)	(207%)	120,607	120,607	-	-
	Monthly				YTD				Full Year Budget			
Capital Expenditure	Actual	Budget	Variance	Var %	Actual	Budget	Variance	Var %	Budget	Projection	Variance	Var %
Information Management	44,565	165,243	120,678	73%	98,587	826,213	727,625	88%	1,750,000	1,982,911	(232,911)	(13%)
Knowledge Management	67,714	115,923	48,210	42%	156,722	579,617	422,895	73%	1,391,081	1,391,081	-	-
Total	112,279	281,166	168,888	60%	255,309	1,405,830	1,150,521	82%	3,141,081	3,373,992	(232,911)	(7%)
	Monthly				YTD				Full Year Budget			
Funding Adjustments	Actual	Budget	Variance	Var %	Actual	Budget	Variance	Var %	Budget	Projection	Variance	Var %
Information Management	(980)	152,969	(153,950)	(101%)	(4,901)	764,847	(769,748)	(101%)	1,602,722	1,835,633	232,911	15%
Knowledge Management	(1,356)	118,146	(119,502)	(101%)	(6,782)	590,730	(597,512)	(101%)	1,417,752	1,417,752	-	-
Property & Spatial Services	-	-	-	-	-	-	-	-	-	-	-	-
Total	(2,337)	271,115	(273,452)	(101%)	(11,683)	1,355,577	(1,367,260)	(101%)	3,020,474	3,253,385	232,911	8%

INFORMATION MANAGEMENT COMMENTARY

Overall Income is 3% (\$30K) over budget for the year-to-date.

Overall expenditure is 13% (\$150K) over budget.

The year-to-date position is \$120K over budget.

Information Management

Income is 3% (\$19K) over budget for the year-to-date. Overall expenditure is 22% (\$149K) over budget. The net year-to-date position is \$149K over budget.

This is mainly due to:

- Professional Services for the quarter being \$75K against a budget of \$34K
- Software Licence Fees being \$107K over budget year to date. These are costs for the year and expected to be on budget by year end.
- Hardware (Supplies and Materials) of \$81K against a budget of \$10k year to date.

Core Systems Project:

Expenditure for consultants have been incurred for this project, with professional services for development of the terms of reference and governance options for this project as well as some work around data collection in terms of organisation wide surveys. The two surveys completed will be used as the benchmark for the annual review of Information Management services and the effectiveness of these to the organisation.

Work is currently focusing on the current business process mapping and documentation that will be used for benchmarking against future improvements and opportunities. This work will in understanding and prioritising what application and/or services are identified for review under core systems.

Knowledge Management

Income is 3% (\$8K) under budget.

- This is mainly due to Internal Overhead recoveries being (\$16K) under budget.

Expenditure is 7% (19K) under budget year-to-date:

Over expenditure variances included:

- Conferences and Courses (\$8K) over budget for training.
- Postage (\$9K) over budget.

Digitisation Project:

Expenditure to date includes the purchase of Nova software licence and setup of Nova for Council's requirements, project management, and costs associated with packing and transporting files to Power Business Services premises in Auckland. The recent upgrade to Office 2013 and the training that was made available to all staff is also included. Total expenditure is \$140K. This does not include any costs associated with preparation, scanning and metadata allocation for the pilot.

Current work around this project has focused on the fixed price negotiation that is planned to be finalised in December. Once this contract price has been completed we will be able to forecast the next 12 months of expenditure for this project.

With the recent earthquakes that occurred in November the options for freightage our planned 5,000 property file has been affected and alternatives are currently being investigated. This will impact future planning freight costs but will report back to Council once confirmed.

As this activity is internally funded, the changes in expenditure impacts directly on income.

Property and Spatial Services

Income is 12% (\$19K) over budget. This mainly comes from Internal income which includes overhead recoveries and GIS income.

Expenditure is 12% (\$20K) over budget.

Over expenditure variances included:

- Consultants \$30K over budget.



For the period ending November 2016

Council Detail Report

	Other Activities											
	Monthly				YTD				Full Year Budget			
	Actual	Budget	Variance	Var %	Actual	Budget	Variance	Var %	Budget	Projection	Variance	Var %
Income												
Allocation Committees	14,492	14,305	187	1%	99,093	92,646	6,447	7%	309,620	309,620	-	-
Operating investments	124,156	76,737	47,420	62%	622,431	383,683	238,748	62%	1,220,392	1,220,392	-	-
Total	138,648	91,041	47,607	52%	721,524	476,329	245,196	51%	1,530,012	1,530,012	-	-
Operating Expenditure												
Allocation Committees	(1,741)	8,850	10,591	120%	4,070	44,249	40,179	91%	322,503	322,503	-	-
Operating investments	3,396	3,184	(212)	(7%)	22,618	15,921	(6,697)	(42%)	1,170,885	1,170,885	-	-
Total	1,655	12,034	10,379	86%	26,688	60,170	33,481	56%	1,493,388	1,493,388	-	-
Net Surplus/(Deficit)												
	Actual	Budget	Variance	Var %	Actual	Budget	Variance	Var %	Budget	Projection	Variance	Var %
Net Surplus/(Deficit)	136,993	79,007	57,986	73%	694,836	416,159	278,677	67%	36,624	36,624	-	-
Funding Adjustments												
Allocation Committees	-	1,074	(1,074)	(100%)	-	5,368	(5,368)	(100%)	12,883	12,883	-	-
Operating investments	-	(4,126)	4,126	(100%)	-	(20,628)	20,628	(100%)	(49,507)	(49,507)	-	-
Total	-	(3,052)	3,052	(100%)	-	(15,260)	15,260	(100%)	(36,624)	(36,624)	-	-

OTHER ACTIVITIES COMMENTARY**Allocations Committee**

Year to date Income is 7% (\$6K) over budget with Creative Community funding expected to be approximately \$5K higher than budget at year end. Additionally, Sport NZ funding for the year is expected to be \$3K over budget.

Year to date Expenditure is 91% (\$40K) under budget. The first Allocations committee meeting was held in December 2016 with grants totalling \$117,990 awarded. Additionally, grants for the Ohai Railway Board were not awarded until December, later than anticipated for budget phasing, resulting in the majority of the \$40K variance.

Operating Investments

Income is \$239K over budget year to date.

- Interest earned on investments is \$153K over budget. Surplus cash has been invested as it has not been needed for the distribution of internal loans.
- Internal Interest received on loans is calculated monthly and is (\$146K) less than budget year to date. This is mainly due to internal loan balances being less than budgeted. Council has set the interest rate to be charged on these loans as part of its 10 Year Plan process and interest is being charged on a monthly basis on all internal loan draw-downs up until 30 June, end of the last financial year.
- Internal Interest is only calculated at year end on Reserves, Cost of Capital and Contribution balances. This has a budget variance of \$232K year to date and needs to be budgeted to be received at year end in June.

Expenditure (Bank and Interest Charges) is in line with budget year to date.



For the period ending November 2016

Council Detail Report

	Services & Assets											
	Monthly				YTD				Full Year Budget			
	Actual	Budget	Variance	Var %	Actual	Budget	Variance	Var %	Budget	Projection	Variance	Var %
Income												
Area Engineers	117,876	97,725	20,151	21%	456,287	488,624	(32,337)	(7%)	1,172,698	1,172,698	-	-
Around Mountains Cycle Trail	2,993	45,083	(42,090)	(93%)	15,005	225,417	(210,412)	(93%)	541,000	541,000	-	-
Council Property	84,406	76,878	7,528	10%	388,805	384,392	4,413	1%	925,562	925,562	-	-
District Reserves	13,919	13,904	15	-	69,525	69,522	4	-	166,852	166,852	-	-
District Sewerage	287,377	295,508	(8,131)	(3%)	1,439,535	1,477,542	(38,007)	(3%)	3,500,579	3,555,579	55,000	2%
District Water	246,819	244,686	2,134	1%	1,272,946	1,295,844	(22,898)	(2%)	3,230,030	3,230,030	-	-
Engineering Administration	46,572	42,320	4,252	10%	197,231	211,600	(14,369)	(7%)	507,841	507,841	-	-
Engineering Consultants	84,942	67,438	17,504	26%	306,034	337,189	(31,155)	(9%)	809,254	809,254	-	-
Forestry	157,203	138,488	18,715	14%	648,870	692,438	(43,568)	(6%)	1,661,850	1,661,850	-	-
Property Administration	44,521	46,657	(2,136)	(5%)	222,609	233,286	(10,677)	(5%)	559,886	559,886	-	-
Public Conveniences	59,034	56,550	2,483	4%	275,522	282,751	(7,230)	(3%)	678,603	678,603	-	-
Road Safety Com. Advisor	450	3,082	(2,632)	(85%)	1,730	15,409	(13,679)	(89%)	36,991	36,991	-	-
Waste Management	320,014	321,513	(1,500)	-	1,636,389	1,607,566	28,823	2%	3,863,337	3,863,337	-	-
Water Services	80,938	82,350	(1,412)	(2%)	407,764	411,748	(3,984)	(1%)	1,000,626	1,000,626	-	-
Work Schemes (CTF)	21,651	23,881	(2,230)	(9%)	96,772	119,403	(22,631)	(19%)	286,568	286,568	-	-
Total	1,568,714	1,556,063	12,651	1%	7,435,025	7,852,731	(417,706)	(5%)	18,941,677	18,996,677	55,000	-
	Monthly				YTD				Full Year Budget			
	Actual	Budget	Variance	Var %	Actual	Budget	Variance	Var %	Budget	Projection	Variance	Var %
Operating Expenditure												
Area Engineers	121,746	115,428	(6,317)	(5%)	456,226	468,402	12,176	3%	1,148,316	1,148,316	-	-
Around Mountains Cycle Trail	9,661	3,417	(6,244)	(183%)	163,495	17,083	(146,412)	(857%)	41,000	41,000	-	-
Council Property	74,095	62,220	(11,875)	(19%)	488,651	490,806	2,156	-	911,347	926,347	(15,000)	(2%)
District Reserves	4,124	13,654	9,530	70%	32,565	68,563	35,997	53%	164,143	164,143	-	-
District Sewerage	211,537	179,116	(32,421)	(18%)	912,383	961,504	49,122	5%	2,215,317	2,215,317	-	-
District Water	242,642	200,803	(41,838)	(21%)	1,044,336	1,068,992	24,656	2%	2,474,615	2,474,615	-	-
Engineering Administration	46,572	50,374	3,802	8%	197,231	204,874	7,643	4%	498,368	498,368	-	-
Engineering Consultants	84,942	67,438	(17,504)	(26%)	306,034	337,189	31,155	9%	809,254	809,254	-	-
Forestry	104,068	67,011	(37,057)	(55%)	562,217	377,402	(184,815)	(49%)	846,477	846,477	-	-
Property Administration	56,412	58,003	1,591	3%	227,667	229,973	2,306	1%	559,886	559,886	-	-
Public Conveniences	42,076	48,797	6,721	14%	312,572	261,195	(51,377)	(20%)	602,773	602,773	-	-
Road Safety Com. Advisor	6,738	2,538	(4,199)	(165%)	71,355	14,433	(56,922)	(394%)	36,991	36,991	-	-
Waste Management	300,435	317,299	16,864	5%	1,469,560	1,591,462	121,902	8%	3,805,379	3,805,379	-	-
Water Services	166,530	135,924	(30,606)	(23%)	657,078	577,299	(79,780)	(14%)	1,127,060	1,137,060	(10,000)	(1%)
Work Schemes (CTF)	25,852	26,524	672	3%	110,446	110,405	(41)	-	268,202	268,202	-	-
Total	1,497,430	1,348,547	(148,883)	(11%)	7,011,816	6,779,583	(232,233)	(3%)	15,509,128	15,534,128	(25,000)	-
	Monthly				YTD				Full Year Budget			
	Actual	Budget	Variance	Var %	Actual	Budget	Variance	Var %	Budget	Projection	Variance	Var %
Net Surplus/(Deficit)	71,284	207,516	(136,232)	(66%)	423,209	1,073,148	(649,940)	(61%)	3,432,549	3,462,549	30,000	1%



For the period ending November 2016

Council Detail Report

	Monthly				YTD				Full Year Budget			
	Actual	Budget	Variance	Var %	Actual	Budget	Variance	Var %	Budget	Projection	Variance	Var %
Capital Expenditure	-	9,061	9,061	100%	-	45,305	45,305	100%	108,732	108,732	-	-
Area Engineers	-	9,061	9,061	100%	-	45,305	45,305	100%	108,732	108,732	-	-
Around Mountains Cycle Trail	(6,445)	488,980	495,425	101%	7,241	2,444,902	2,437,661	100%	5,867,764	5,867,764	-	-
Council Property	5,384	37,080	31,696	85%	30,334	185,400	155,066	84%	444,960	444,960	-	-
District Reserves	326,400	70,336	(256,064)	(364%)	356,810	351,680	(5,130)	(1%)	815,000	844,031	(29,031)	(4%)
District Sewerage	267,886	269,781	1,895	1%	553,304	1,348,905	795,601	59%	1,744,734	3,237,373	(1,492,639)	(86%)
District Water	24,762	324,799	300,037	92%	95,360	1,623,994	1,528,634	94%	3,300,757	3,897,586	(596,829)	(18%)
Engineering Administration	-	3,361	3,361	100%	-	16,803	16,803	100%	40,327	40,327	-	-
Engineering Consultants	-	-	-	-	-	-	-	-	-	-	-	-
Forestry	-	-	-	-	-	-	-	-	-	-	-	-
Property Administration	-	-	-	-	-	-	-	-	-	-	-	-
Public Conveniences	1,565	12,940	11,374	88%	8,095	64,698	56,604	87%	126,976	155,276	(28,300)	(22%)
Road Safety Com. Advisor	-	-	-	-	-	-	-	-	-	-	-	-
Waste Management	2,772	-	(2,772)	-	13,687	-	(13,687)	-	-	-	-	-
Water Services	-	-	-	-	-	-	-	-	-	-	-	-
Work Schemes (CTF)	-	-	-	-	-	-	-	-	-	-	-	-
Total	622,324	1,216,337	594,013	49%	1,064,830	6,081,687	5,016,857	82%	12,449,250	14,596,049	(2,146,799)	(17%)
	Monthly				YTD				Full Year Budget			
	Actual	Budget	Variance	Var %	Actual	Budget	Variance	Var %	Budget	Projection	Variance	Var %
Funding Adjustments	-	7,029	(7,029)	(100%)	-	35,146	(35,146)	(100%)	84,350	84,350	-	-
Area Engineers	-	7,029	(7,029)	(100%)	-	35,146	(35,146)	(100%)	84,350	84,350	-	-
Around Mountains Cycle Trail	-	447,314	(447,314)	(100%)	-	2,236,568	(2,236,568)	(100%)	5,367,764	5,367,764	-	-
Council Property	-	37,145	(37,145)	(100%)	-	185,727	(185,727)	(100%)	430,745	445,745	15,000	3%
District Reserves	-	70,110	(70,110)	(100%)	-	350,551	(350,551)	(100%)	812,291	841,322	29,031	4%
District Sewerage	(1,388)	158,093	(159,480)	(101%)	(6,938)	790,463	(797,401)	(101%)	459,472	1,897,111	1,437,639	313%
District Water	(9,352)	261,848	(271,199)	(104%)	(46,758)	1,309,238	(1,355,996)	(104%)	2,545,342	3,142,171	596,829	23%
Engineering Administration	-	2,571	(2,571)	(100%)	-	12,856	(12,856)	(100%)	30,854	30,854	-	-
Forestry	-	(17,030)	17,030	(100%)	-	(85,151)	85,151	(100%)	(815,374)	(815,374)	-	-
Property Administration	-	-	-	-	-	-	-	-	-	-	-	-
Public Conveniences	(5,421)	6,621	(12,042)	(182%)	(27,105)	33,103	(60,208)	(182%)	51,146	79,446	28,300	55%
Road Safety Com. Advisor	-	-	-	-	-	-	-	-	-	-	-	-
Waste Management	(3,064)	(4,830)	1,766	(37%)	(15,319)	(24,149)	8,830	(37%)	(57,958)	(57,958)	-	-
Water Services	-	11,370	(11,370)	(100%)	-	56,848	(56,848)	(100%)	126,434	136,434	10,000	8%
Work Schemes (CTF)	-	(1,531)	1,531	(100%)	-	(7,653)	7,653	(100%)	(18,366)	(18,366)	-	-
Total	(19,224)	978,709	(997,933)	(102%)	(96,120)	4,893,546	(4,989,666)	(102%)	9,016,700	11,133,499	2,116,799	23%

SERVICES AND ASSETS (EXCLUDING ROADING) COMMENTARY**Overall Financial Performance**

The overall financial performance of the Services and Assets group shows income as well as expenditure are below budget.

Income is significantly driven by the forestry income result to date and a grant for the Around the Mountains Cycle Trail. The forestry result is a timing issue in that the revenue flow is not in line with the staged budgets. Overall other income streams are 5% below budget.

Operating expenditure overall is 3% below budget. The outliers are the Around the Mountains Cycle Trail legal expenses which was the last of the legal and expert witness costs for the Environment Court hearing. The outcome of the environment court is being contested and may result in future legal expenditure. The forestry expenditure is 49% above budget at this point in time. This is due to the gross costs of harvesting now being charged (and the gross harvesting revenue also being shown).

The Road Safety Community Advisor costs are 394% over budget. The portion of costs for Gore and Invercargill are not budgeted as it is recovered from Invercargill City Council (ICC), Gore District Council (GDC). This business unit is balanced to zero at year end.

Capital expenditure is only 18% of the budgeted figure. The biggest variance is the Around the Mountains Cycle Trail where no expenditure has been incurred against a budget of \$2.4M. Many capital works projects, including District Water (\$1.5M) and Sewerage (\$795K) under budget, are not yet underway or are underway but little costs have come to charge.

For the period ending November 2016

Council Rooding Report



	Rooding											
	Monthly				YTD				Full Year Budget			
	Actual	Budget	Variance	Var %	Actual	Budget	Variance	Var%	Budget	Projection	Variance	Var %
Income												
Contributions	-	-	-	-	(9,054)	-	(9,054)	-	-	-	-	-
Grants	672,639	1,662,983	(990,343)	(60%)	3,805,859	5,274,134	(1,668,275)	(32%)	15,187,248	15,415,148	227,900	2%
Internal Income	-	-	-	-	35,335	40,507	(5,172)	(13%)	288,938	288,938	-	-
Other Income	33,372	39,706	(6,334)	(16%)	168,820	198,818	(30,198)	(15%)	505,588	505,588	-	-
Rates	1,095,103	1,093,431	1,671	0%	5,439,017	5,426,848	12,369	0%	13,085,913	13,085,913	-	-
User Charges and Fees	-	26	(26)	(100%)	-	1,410	(1,410)	(100%)	31,058	31,058	-	-
Total	1,801,113	2,796,145	(995,032)	(36%)	9,239,777	10,941,517	(1,701,740)	(16%)	29,098,745	29,326,645	227,900	1%
Direct Expenditure												
Advertising	-	38	38	100%	354	77	(277)	(360%)	769	769	-	-
Communications	234	622	388	62%	2,596	3,419	823	24%	7,770	7,770	-	-
Conferences and courses	2,700	3,383	683	20%	6,636	12,010	5,374	45%	16,915	16,915	-	-
Electricity	3,962	3,000	(962)	(32%)	20,234	15,000	(5,234)	(35%)	36,000	36,000	-	-
Fees and Charges	-	-	-	-	-	-	-	-	-	-	-	-
Financial Expenses	302	-	(302)	-	302	-	(302)	-	-	-	-	-
Insurance	-	-	-	-	2,438	2,731	293	11%	2,731	2,731	-	-
Other Expenditure	(37,515)	222	37,737	16989%	(79,159)	9,897	89,057	900%	16,333	16,333	-	-
Postage and Stationery	-	31	31	100%	764	174	(590)	(339%)	1,025	1,025	-	-
Professional Services	-	7,226	7,226	100%	13,042	19,424	6,381	33%	35,875	35,875	-	-
Rates	(255)	191	446	233%	2,014	956	(1,058)	(111%)	2,295	2,295	-	-
Repairs and Maintenance												
Emergency Reinstatement	-	17,306	17,306	100%	-	151,931	151,931	100%	268,710	268,710	-	-
Environmental Maintenance	65,482	96,112	30,630	32%	560,719	405,807	(154,912)	(38%)	1,067,912	1,067,912	-	-
General Projects	-	-	-	-	-	-	-	-	-	-	-	-
Level Crossing Warning Devices	1,024	1,521	497	33%	2,782	11,864	9,082	77%	30,420	30,420	-	-
Maint - General	125	427	302	71%	15,475	2,135	(13,340)	(825%)	5,125	5,125	-	-
Network and Asset Management	290,886	208,802	(82,084)	(39%)	1,053,506	998,021	(55,485)	(6%)	2,321,667	2,321,667	-	-
Routine Drainage Maintenance	72,651	74,674	2,023	3%	534,479	409,457	(125,022)	(31%)	932,177	932,177	-	-
Sealed Pavement Maintenance	290,269	364,799	74,530	20%	1,260,203	1,276,797	16,594	1%	3,039,993	3,039,993	-	-
Spraying	-	3,177	3,177	100%	26,072	15,885	(10,187)	(64%)	38,125	38,125	-	-

For the period ending November 2016

Council Rooding Report



	Rooding											
	Monthly				YTD				Full Year Budget			
	Actual	Budget	Variance	Var %	Actual	Budget	Variance	Var%	Budget	Projection	Variance	Var %
Stock Underpasses Minor Improv	-	-	-	-	-	19,013	19,013	100%	76,050	76,050	-	-
Street Lighting Transit	2,749	2,292	(457)	(20%)	18,438	11,458	(6,980)	(61%)	27,500	27,500	-	-
Structures Maintenance	46,368	10,461	(35,907)	(343%)	159,799	92,460	(67,339)	(73%)	172,380	172,380	-	-
Traffic Services Maintenance	38,666	40,780	2,114	5%	223,777	193,811	(29,967)	(15%)	509,539	509,539	-	-
Unsealed Pavement Maintenance	155,647	213,742	58,095	27%	812,120	1,091,521	279,401	26%	2,382,424	2,382,424	-	-
Staff Costs	62,288	62,127	(161)	(0%)	225,756	228,151	2,395	1%	563,545	563,545	-	-
Travel and Accommodation	239	932	693	74%	2,866	4,953	2,086	42%	11,719	11,719	-	-
Vehicle Expenses	1,376	(708)	(2,082)	295%	3,017	(171)	(3,188)	1860%	(183)	(183)	-	-
Total	997,199	1,111,160	113,961	10%	4,868,233	4,976,780	108,547	2%	11,566,816	11,566,816	-	-
Indirect Expenditure												
Depreciation (Funded)	3,763	1,417	(2,346)	(166%)	11,011	7,084	(3,927)	(55%)	22,985	22,985	-	-
Internal Expenses	71,163	76,494	5,330	7%	375,653	396,626	20,972	5%	994,877	994,877	-	-
Total	74,927	77,911	2,984	4%	386,665	403,709	17,045	4%	1,017,862	1,017,862	-	-
Net Surplus/(Deficit)	728,988	1,607,074	(878,086)	(55%)	3,984,879	5,561,027	(1,576,148)	(28%)	16,514,067	16,741,967	227,900	1%

For the period ending November 2016

Council Roding Report



		Roding											
		Monthly				YTD				Full Year Budget			
		Actual	Budget	Variance	Var %	Actual	Budget	Variance	Var%	Budget	Projection	Variance	Var %
Capital Expenditure													
Assoc Imprvmnts - Acq Demand		-	-	-	-	79	-	(79)	-	-	-	-	-
Assoc Imprvmnts - Acq LOS		-	-	-	-	3,977	208,000	204,023	98%	1,300,000	1,300,000	-	-
Drainage Renewals - Acq Demand		28,389	130,174	101,805	78%	94,174	745,542	651,368	87%	1,183,400	1,183,400	-	-
Drainage Renewals - Acq LOS		10,681	16,224	5,543	34%	70,533	119,652	49,119	41%	202,800	202,800	-	-
Land - Acquisition LOS		1,758	233,210	231,452	99%	8,249	583,026	574,776	99%	1,027,564	1,457,564	(430,000)	(42%)
Minor Improvements Demand		165	-	(165)	-	253,555	-	(253,555)	-	-	-	-	-
Minor Improvements Renewals		65	-	(65)	-	65	-	(65)	-	-	-	-	-
Other Equip - Acq LOS		-	-	-	-	-	-	-	-	55,463	55,463	-	-
Pavement Rehab - Acq LOS		19,879	129,587	109,708	85%	102,028	299,047	197,019	66%	996,822	996,822	-	-
Preventive Maint - Acq LOS		764	5,070	4,306	85%	12,826	53,235	40,409	76%	253,500	253,500	-	-
Seal Rd Resurface - Acq Demand		34,403	-	(34,403)	-	93,480	-	(93,480)	-	2,800,000	2,800,000	-	-
Seal Rd Resurface - Acq LOS		52,935	888,964	834,028	94%	115,343	1,043,487	928,144	89%	5,217,434	5,217,434	-	-
Structure Component - Acq LOS		50	23,000	22,950	100%	60,093	96,600	36,507	38%	230,000	230,000	-	-
Structure Component - Renewal		11,593	295,094	283,501	96%	45,307	553,301	507,994	92%	922,169	922,169	-	-
Traffic Services - Acq LOS		42,699	50,528	7,829	15%	268,021	324,824	56,803	17%	721,830	721,830	-	-
Unsealed Rd Metal - Acq LOS		59,975	93,964	33,990	36%	807,421	751,714	(55,708)	(7%)	2,349,106	2,349,106	-	-
Vehicles - Acquisition LOS		-	3,117	3,117	100%	-	15,585	15,585	100%	37,403	37,403	-	-
Total		263,336	1,866,932	1,603,596	86%	1,935,152	4,794,011	2,858,860	60%	17,297,491	17,727,491	(430,000)	(2%)
Funding Adjustments													
Total		-	(126,657)	126,657	(100%)	9,054	1,872,884	(1,863,830)	(100%)	783,424	985,524	202,100	26%

TRANSPORT COMMENTARY

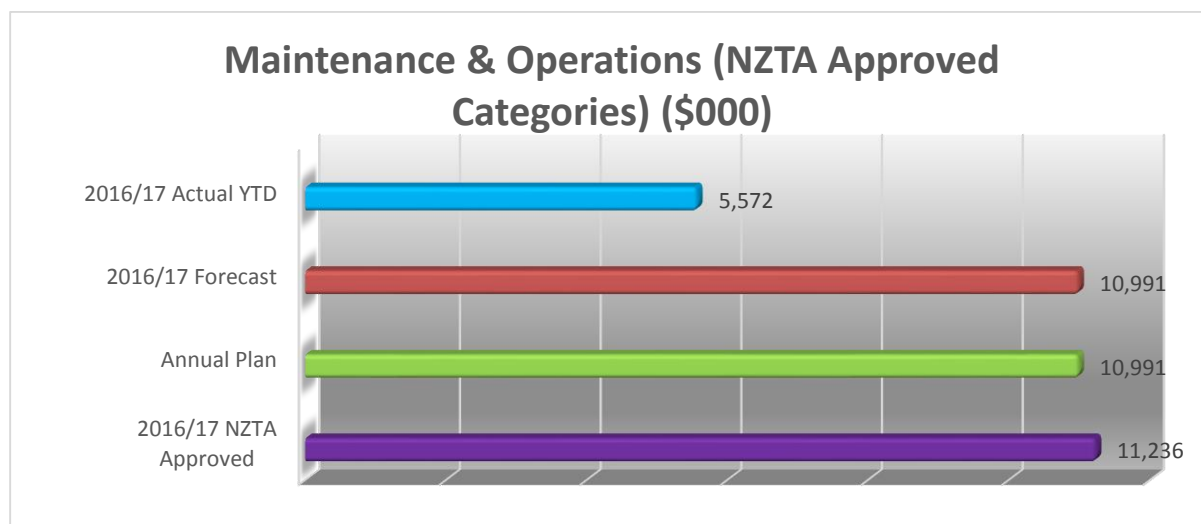
Please note that the budgeted numbers for 16/17 have not been apportioned, therefore a number of the variances are as a result of timing issues.

Overall Financial Performance

Strategic Roothing is currently placing a major focus on the Southern Scenic Route and the Alliance Maintenance Contracts with both going to Tender in December. Roothing is continuing to design guardrail and bridge projects in order to fully utilise NZTA funding. A planning session is due to occur in January to identify the projects for 2017/18 financial year. These projects will be sent to our consultants for design prior to the financial year beginning giving contractors a large window to complete the various projects.

Operating Expenditure

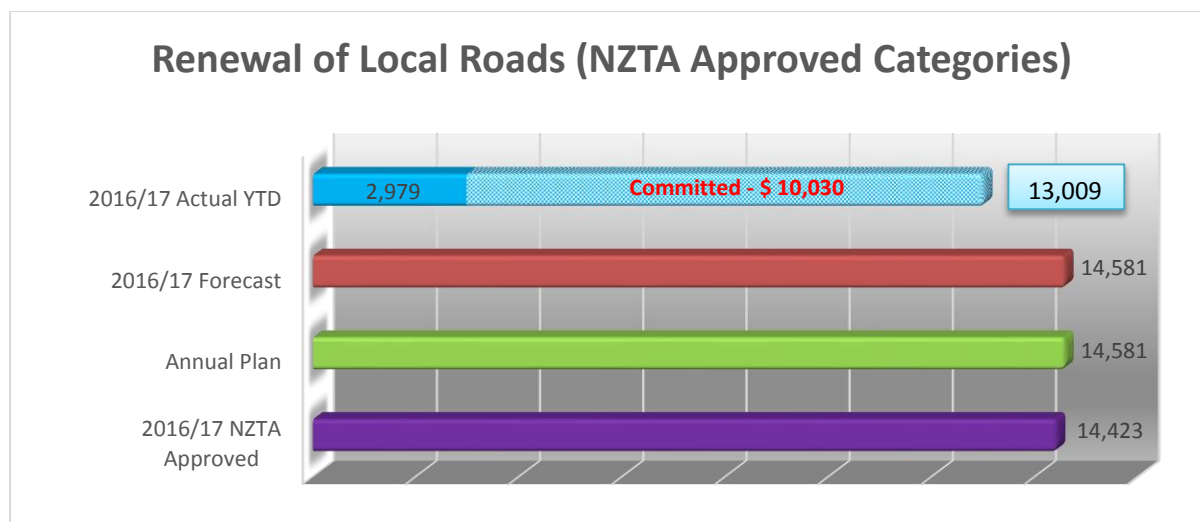
Operating expenditure is slightly over for the year to date however this is expected to be in line with budget after the New Year break.



Financial Tracking vs Plans (Maintenance)			
YTD	Forecast	Annual Plan	NZTA Approved
50.70%	50.00%	50.00%	49.59%

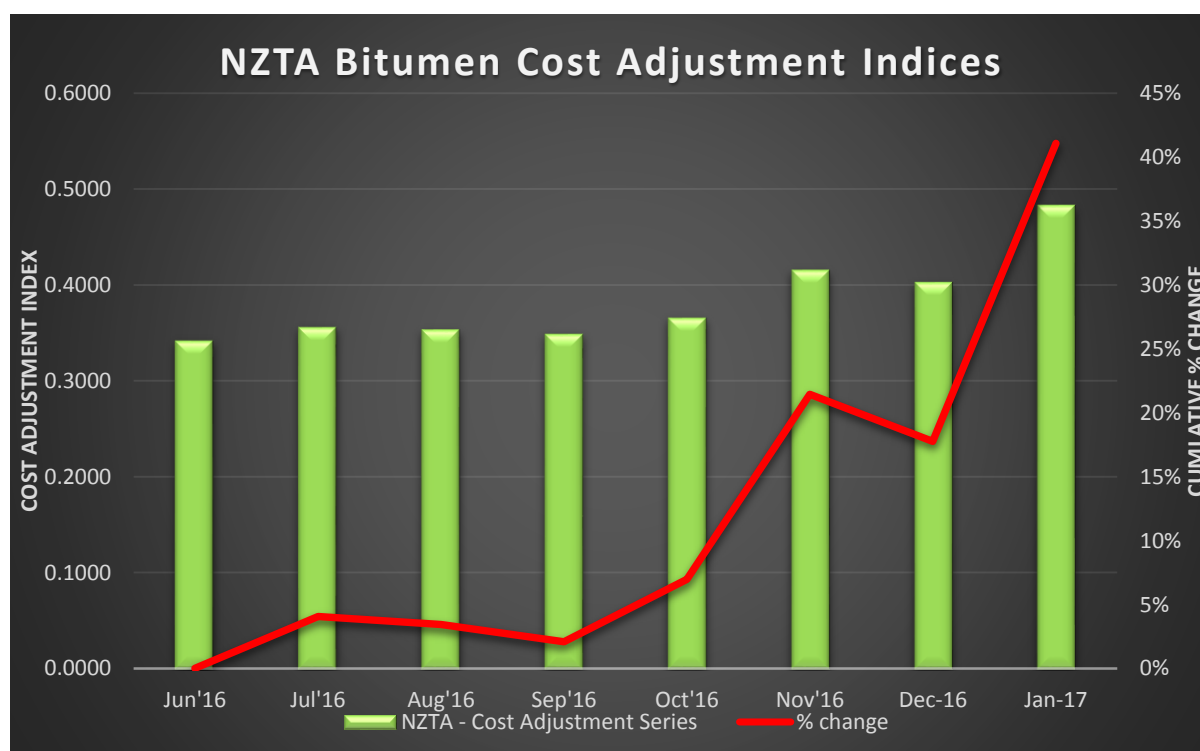
Capital Expenditure

Capital expenditure is currently behind budget however with the reseal programme underway and other capital projects being tendered this is expected to increase significantly in next 3-4 months.



Financial Tracking vs Plans (Capital)			
YTD	Forecast	Annual Plan	NZTA Approved
20.43%	50.00%	50.00%	20.52%

The increase in the Bitumen Index is going to have significant impact on the per m2 rate for the 2016/17 reseal contracts. Below is a graph of the indices by month with the percentage change the red line. As of January 2017 the NZTA bitumen indices has increased by 41% from June when the contracts were approved. The cost of bitumen per tonne to December has increased from \$240 (USD) to \$327 (USD) or a 36.25% increase. The indices only relates to the Bitumen portion of each contract. The effect on the reseal programme will be in the vicinity of a \$200k increase which is within the approved programme budget. This will not impact the rehabilitations contracts as these are fixed price contracts.



Forecasted Financial Position for the year ending 30 June 2017

Record No: R/17/1/996
Author: Robert Tweedie, Management Accountant
Approved by: Anne Robson, Chief Financial Officer

☒ Decision ☐ Recommendation ☐ Information

Purpose

- 1 To inform and get approval from Council of the forecasted changes to the 2016/2017 Annual Plan budget which includes unbudgeted expenditure in the forecasts.

Executive Summary

- 2 Forecasting the financial position for the year ended 30 June 2017 is intended to provide information at an early stage of the year of any variations from the Annual Plan and approved 2015/2016 Carried Forward items.
- 3 Forecasting enables the organisation to understand the anticipated year end position at all levels. It will also assist with decisions and priorities for spending across Council.
- 4 The budgeted expenditure included in the Annual Plan for the 2016/2017 year was adopted in June 2016. Forecasting allows a formal process to communicate to Council and the Executive Leadership Team (ELT) any known changes. The net amount by business units is shown in Attachment A.
- 5 Approval is also sought for unbudgeted expenditure that has been identified as part of this process that has not been advised to Council previously.

Recommendation

That the Council:

- a) Receives the report titled “Forecasted Financial Position for the year ending 30 June 2017 dated 25 January 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) Approve the forecasted changes to Council’s year-end financial position.
- e) Approves the expenditure change below to be incurred during the 2016/2017 financial year:

Expenditure		
Business Unit	Expense	Amount
<i>District Business Units</i>		
Finance	Furniture & Fittings - Renewal	\$40,000

Content

Background

- 6 Forecasting enables transparency and Council to be informed of the anticipated year-end financial result. Forecasting is not intended to involve the time and effort undertaken in the annual budgeting process.
- 7 The first round of forecasting for 2016/2017 is for the 4 months to the end of October and was undertaken at the end of November.
- 8 Forecasting will be completed twice a year aligned with the corporate reporting process. This will be for four month periods ended October and February and undertaken in November and March respectively.
- 9 Budget managers were requested to undertake forecasts for their business units where the expected overall outcome would vary from the budget in the Annual Plan by specified tolerance levels. These net levels are set at:
 - \$1,000 for Council-owned halls;
 - \$1,000 to \$10,000 for townships depending on their operational expenditure in the current year;

- \$10,000 for all District business units. The maximum limit of \$10,000 was set in line with the delegation held by the Chief Executive in relation to him approving unbudgeted expenditure.

- 10 Forecasting has not been undertaken in relation to non-cash expenditure e.g. depreciation and revaluation of fixed assets.
- 11 The overall impact of the forecasted numbers are shown in Attachment C. This is the consolidated net adjustment, rather than adjustments of the individual line items or business units. The detailed changes as shown in Attachment A and B have been split between district and local community activities.
- 12 A performance measure around forecasting is included in Asset Management Plans Activity Profiles around capital financial sustainability. The purpose of this performance measure is to encourage effective cost management. The specific measure is 'that capital work is completed on time and to be within budget as determined by the forecast completed at the end of the second quarter'. This will be measured during the second round of forecasting.

Issues

- 13 Forecasting is part of the ongoing process to encourage better financial behaviours across the organisation. This includes earlier identification of projects that will not be completed by the end of the current financial year. The intention is that where projects will not be completed this year, there will be sufficient time to include them in the Annual Plan budgets for the following year as opposed to a Carried Forward report to Council. The Carried Forward report is provided to Council after the end of a financial year to request that the work not completed during a year is carried into the next financial year's budget.
- 14 Forecasting also provides an opportunity to approve anticipated unbudgeted expenditure during the year. This should reduce the number of individual requests needed to be handled by Council. Council will still need to approve some expenditure items separately where the expenditure is large enough to require individual approval or where unbudgeted expenditure has been identified between the two rounds of forecasting.
- 15 It is expected that forecasting will improve as the process is refined.

Factors to Consider

Legal and Statutory Requirements

- 16 Council needs to ensure that community views are considered for matters deemed significant under the Significance and Engagement Policy.

Community Views

- 17 Consultation was held with the community for the expenditure included in the 2016/2017 budget as part of the Annual Plan process and Estimates meetings.
- 18 Expenditure (both capital and operational) relating to townships has been discussed with the relevant Community Board or Community Development Area Subcommittee before being included in this forecast.
- 19 Where increased expenditure is expected to continue into the 2017/2018 financial year it has been included in the proposed draft Annual Plan and will be subject to the consultation relating to the Annual Plan.

Costs and Funding

- 20 Forecasting completed shows that overall net operating income and expenditure is expected to reduce by \$789,737. This is shown by business unit in Attachment A.
- 21 Overall net District Capital Expenditure is expected to reduce by \$7,8M with the main items being the removal of costs of Around the Mountain Cycle Trail and the Core Systems review being proposed to be deferred to 2017/18. Council is requested to approve the expenditure, not included in resolutions, shown in Attachment B.
- 22 The impact on the budgeted Statement of Comprehensive Revenue and Expense for the 2016/2017 is a \$900K reduction from the original Annual Plan. This is shown in Attachment C and includes \$110K approved Carried Forward amounts and \$790K of forecasting. The impact on revaluation of property, plant and equipment have not been taken into account. For example, at 30 June 2016 a gain of \$415K was reported against the 2015/2016 Long Term Plan Budget of \$21M.

Policy Implications

- 23 Council staff must ensure that all expenditure is carried out within approved delegations. The current financial delegations only allow the Chief Executive to approve unbudgeted expenditure up to \$10,000. Items of expenditure that were either not included or amended from the Annual Plan are included in Attachment C for Council to approve.
- 24 There are no other significant policy implications.

Analysis

Options Considered

- 25 The options are to approve or not to approve, in full or part, the forecasted adjustments to the expenditure in the Annual Plan.

Analysis of Options

Option 1 - Approve the changes in income and expenditure in Attachment A and B.

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> • Council is informed of anticipated changes from the Annual Plan for 2016/2017. • Council has had the opportunity to prioritise expenditure to be incurred in the current financial year. • Council staff are able to purchase services as required to provide services to the community in the most appropriate manner. 	<ul style="list-style-type: none"> • Deferral of projects which are going to be completed later or costing more than previously indicated.

Option 2 - Approve part of the expenditure in Attachment A and B.

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> • Council is informed of anticipated changes from the Annual Plan for 2016/2017. • Council has had the opportunity to prioritise expenditure to be incurred in the current financial year • Council considers that the additional expenditure is not a current priority and does not need to be incurred. 	<ul style="list-style-type: none"> • Processes may be delayed where further approval needs to be sought from Council before committing to additional expenditure.

Option 3 - Not approve the expenditure in Attachment A and B.

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> • Council is informed of anticipated changes from the Annual Plan for 2016/2017. • Council has had the opportunity to prioritise expenditure to be incurred in the current financial year 	<ul style="list-style-type: none"> • Processes may be delayed where further approval needs to be sought from Council before committing to additional expenditure.

Assessment of Significance

- 26 The content of this report is deemed significant under the Significance and Engagement Policy as the financial impact in Attachment A and B is greater than the \$2M included as a measure of financial impact in the Significance Policy.
- 27 The 2 projects which are of significant value are the deferral of the Around the Mountain Cycle Trail, which is currently subject to a legal process, and the Core Systems Review.
- 28 Other projects have not been deferred nor removed at this stage and no additional engagement of the community has occurred beyond the Annual Plan process.

Recommended Option

- 29 Option 1 to receive the forecasted adjustments to the financial statements and approve the expenditure in Attachment A, B and C not included in the Annual Plan for 2016/2017.

Next Steps

- 30 To advise managers of the approval of additional expenditure for the 2016/2017 financial year.
- 31 Ensure that deferred projects are included in the proposed draft Annual Plan for 2017/2018 financial year.
- 32 Revisit forecasting for the 2016/2017 financial year end result in February/March 2017 and provide appropriate reporting to Council.

Attachments

- A Forecast Operational Expenditure 31 October 2016 [↓](#)
- B Forecast Capital Expenditure 31 October 2016 [↓](#)
- C Forecast Profit and Loss 31 October 2016 [↓](#)

ATTACHMENT A:

PeriodName FORECAST NET OPERATIONAL EXPENDITURE ADJUSTMENTS BY BUSINESS UNIT

BU Code	District / Local	Business Unit	Income / Expense	Budget (AP + Carried Forward)	Movement	New Amount	Net Increase / Decrease	Comment
10175	District	Around the Mountains Cycle Trail	Grants General (Capital)	(\$500,000)	\$500,000	\$0	Income Reduction	Removal pf project due to approval process
10410	District	Council Contributions / Grants	Miscellaneous Grant	\$215,000	\$35,000	\$250,000	Cost Increase	Additional \$35K for Southland Warm Homes Trust unbudgeted expense
10070	District	District Library	On line Data Base	\$4,100	\$9,700	\$13,800	Cost Increase	Press Reader access across the district not previously budgeted
10446	District	Venture Southland - Grant	Venture Southland	\$1,755,199	\$13,601	\$1,768,800	Cost Increase	Expense budget - the revenue is being received for this payment to Venture Southland
10175	District	Around the Mountains Cycle Trail	Legal Costs	\$0	\$15,000	\$15,000	Cost Increase	Allowance for professional Fees
10175	District	Around the Mountains Cycle Trail	Hearing Commissioner Charges	\$0	\$150,000	\$150,000	Cost Increase	Estimated Final Costs for year
26835	Local Community	Te Anau Lakefront	Maint - General	\$100,547	\$50,000	\$150,547	Cost Increase	Approved unbudgeted expenditure for Trees at Te Anau Waterfront
26302	Local Community	Operating Costs - Riverton	General Projects	\$8,428	\$20,000	\$28,428	Cost Increase	Approved unbudgeted expenditure for Riverton Skate Park
23900	Local Community	Administration - Gorge Road	General Projects	\$2,040	\$7,700	\$9,740	Cost Increase	Approved unbudgeted \$7.7K for removal and maintenance of trees at Gorge Road Res - safety hazards.
28454	District	Hall - Tussock Creek	Maint - Project	\$11,264	(\$11,264)	\$0	Cost Reduction	No longer going ahead
Net Movement to (Profit) / Loss				-\$109,896	\$789,737	\$691,105		

Does not include adjustments where there is a nil effect on the adjustment between income and expenditure which does not affect funding i.e. Forestry

ATTACHMENT B

FORECAST NET CAPITAL EXPENDITURE ADJUSTMENTS BY BUSINESS UNIT

	District / Local	Business Unit	Income / Expense	Budget (AP + Carried Forward)	Movement	New Amount	Funding Source	Comment
10175	District	Around the Mountains Cycle Trail	Unsealed Roads - Acquis LOS	\$5,867,764	(\$5,567,764)	\$300,000	Reserves	Project removed due to appeal process
10095	District	Information Management	Software - Acquisition LOS	\$1,982,911	(\$1,732,911)	\$250,000	Reserves	Delayed until 2017/18
10090	District	Knowledge Management	Software - Acquisition LOS	\$1,391,081	(\$320,000)	\$1,071,081	Reserves	Digitisation project for the files expected to be scanned early in 17/18 financial year. Project to be completed in early 17/18 due in part to transport delays from the earthquake.
26170	District	Sewerage Scheme Riversdale	Sewerage - Acquisition LOS	\$700,000	(\$300,000)	\$400,000	Reserves	To commence in 2019/20. Construction costs in this year for purchase of land.
28660	District	Water Supply Waikaia	Water - Acquisition LOS	\$36,330	(\$36,330)	\$0	Reserves	Project delayed due to staff vacancies.
10227	District	District Sewerage	Staff Costs LOS	\$91,992	(\$33,682)	\$58,311	Reserves	The removal of staff time associated with a project previously delivered.
10227	District	District Sewerage	Staff Costs - Demand	\$31,140	(\$31,140)	\$0	Reserves	The removal of staff time associated with a project previously delivered.
10226	District	District Water	Staff Costs Renewal	\$35,814	(\$29,550)	\$6,264	Reserves	The removal of staff time associated with a project previously delivered.
10226	District	District Water	Staff Costs LOS	\$96,417	(\$2,725)	\$93,692	Reserves	The removal of staff time associated with a project previously delivered.
10060	District	Strategy and Policy	Furniture & Fittings	\$0	\$7,922	\$7,922	Reserves	Relocation of office - new office furniture
10070	District	District Library	EDP Equip - Acquisition LOS	\$2,300	\$8,750	\$11,050	Savings in Business Units	\$2300 replacement receipt printers and \$8750 self issue machine for Stewart Island
10140	District	Chief Executive	Furniture & Fittings - Renewal	\$0	\$22,222	\$22,222	Savings in Business Units	New desk to accommodate 2 staff in CEO area.
26332	District	Recreation Reserve - Riverton	Buildings - Acquisition LOS	\$95,645	\$25,235	\$120,880	Development Contributions + Reserves	Skate Park \$25,235. \$80K to be funded from development contribution and the balance from reserves
26313	District	Stormwater Drainage - Riverton	Stormwater - Renewal	\$0	\$59,900	\$59,900	Reserves	Approved unbudgeted emergency stormwater drain renewal
10075	District	Finance	Furniture & Fittings - Renewal	\$0	\$40,000	\$40,000	Savings in the Business Unit	Optimize space in the finance area
29450	District	Hall - Memorial	Buildings - Acquisition LOS	\$451,913	\$110,087	\$562,000	Reserves	Previously approved upgrade of Winton Memorial hall funded from Grants of \$241K from prior year
				\$16,744,092	(\$7,779,985)	\$8,964,107		

ATTACHMENT C

Forecast Statement of Comprehensive Revenue and Expense (Communities and District)

Item 9.2 Attachment C

	Note	Annual Plan 2016-2017 (adopted in June 2016) (\$000)	Amounts Carried Forward from 2015- 2016 (\$000)	Forecast Changes from October 2016 (\$000)	Forecasted Result for 2016-2017 (\$000)
Revenue					
Rates		43,539	-	-	43,539
Other revenue		7,353	-	1,671	9,024
Interest and Dividends		81	-	-	81
NZTA		15,326	-	0	15,326
Grants and Subsidies		1,864	-	(500)	1,364
Other Gains/(Losses)		94	-	-	94
Vested Assets		-	-	-	-
Development and Financial Contributions		115	-	0	115
		68,372	-	1,171	69,543
Expenditure					-
Employee Benefit Expenses		11,400	-	-	11,400
Depreciation and Amortisation	2	22,083	-	-	22,083
Finance Costs		20	-	-	20
Other Council Expenditure	2	35,798	110	1,961	37,869
		69,301	110	1,961	71,372
OPERATING SURPLUS/(DEFICIT)		(929)	(110)	(790)	(1,829)
Share of Associate Surplus/(Deficit)		-	-	-	-
SURPLUS/(DEFICIT) BEFORE TAX		(929)	(110)	(790)	(1,829)
Income Tax Benefit		-	-	-	-
SURPLUS/(DEFICIT) AFTER TAX		(929)	(110)	(790)	(1,829)
Gain/(Loss) on Property, Plant and Equipment Revaluations	2	21,718	-	-	21,718
TOTAL COMPREHENSIVE REVENUE AND EXPENSE		20,789	(110)	(790)	19,889

Note:

1) The Annual Plan for 2016-2017 is the consolidated result of Council, Venture and SIESA. This includes any adjustments to the 10 year plan which have been approved by Council up to 30 June 2016.

2) No adjustment has been made to the budgeted amount in the 10 Year Plan for depreciation, revaluation of infrastructure assets and revaluation of forestry assets in the forecasting process

Southland District Council - Local Governance Statement

Record No: R/17/1/50
Author: Rex Capil, Group Manager Community and Futures
Approved by: Bruce Halligan, Group Manager Environmental Services

☒ Decision ☐ Recommendation ☐ Information

Item 9.3

Purpose

- 1 Section 40 of the Local Government Act 2002 requires the Council to make publicly available a Local Governance Statement providing up to date information about the governance structure and management of the Council.

Executive Summary

- 2 The Local Governance Statement document contains information about the governance structure and management of council to assist in enabling the public and interested parties to participate in local government and governance matters.
- 3 The Local Governance Statement is required to be prepared and made publicly available within six months following the triennial local government election of Council.
- 4 The Local Governance Statement is able to be updated from time to time as required by Council.
- 5 Council's Local Governance Statement has been reviewed and updated for the 2016 – 2019 triennium and is now presented to Council for adoption.

Recommendation

That the Council:

- a) **Receives the report titled “Southland District Council - Local Governance Statement” dated 22 January 2017.**
- 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) **Receive the report on the Local Governance Statement.**
- e) **Pursuant to Section 40 of the Local Government Act 2002 adopts the Local Governance Statement as attached to this report**
- f) **Agrees to make the Local Governance Statement publicly available as required by the Local Government Act 2002.**
- g) **Delegates to the Chief Executive Officer the authority to update the Local Governance Statement as necessary and appropriate during the 2016-2019 triennium to ensure it is current and accurate.**

Content

Background

- 6 Council as part of its governance and management role is required to observe certain governance principles. These require Council to:
 - Ensure that the role of democratic governance of the community and the expected conduct of elected members is clear and understood by elected members and the community; and
 - Ensure that the governance structures and processes are effective, open and transparent; and
 - Ensure that, so far as is practicable, responsibility and processes for decision-making in relation to regulatory responsibilities is separated from responsibility and processes for decision-making for non-regulatory responsibilities; and
 - Be a good employer; and
 - Ensure that the relationship between elected members and management of Council is effective and understood
- 7 One part of fulfilling these governance principles is Council preparing a Local Governance Statement and making it publicly available.

- 8 The first Local Governance Statement was prepared and adopted in 2003. It was reviewed in 2008, 2011, 2014 and now in 2017. A draft is attached for adoption by Council.
- 9 The information provided in the statement is that required by the Act and this includes relevant information about the governance, representation and management arrangements of the Council and processes for interaction with and involvement of communities.

Issues

- 10 There are no identified issues associated with the Local Governance Statement.

Factors to Consider

Legal and Statutory Requirements

- 11 Section 40 (2) of the Local Government Act 2002 requires Council to adopt a new Local Governance Statement which is to be prepared and made publicly available within six months of the 2016 local government elections.
- 12 In terms of the Local Government Act 2002 “publicly available” means Council is required to
- (a) Ensure that the Local Governance Statement is accessible to the public; and
 - (b) Publicise that the document is available and information on how copies of the statement can be sourced
- 13 To fulfil these obligations it is suggested this will be achieved by
- (a) Putting a copy of the Local Governance Statement on the Council website
 - (b) Having copies of the Local Governance Statement available at all Council offices/libraries
 - (c) Advising in a local newspaper that the Local Governance Statement has been prepared and adopted and informing where copies can be sourced and viewed

Community Views

- 14 No specific community views were sought in preparing the Local Governance Statement.
- 15 Consideration has been given to various feedback and input provided of a general nature.

Costs and Funding

- 16 There are no extraordinary financial considerations required in the preparation and distribution of the Local Governance Statement

Policy Implications

- 17 There are no policy implications associated with the preparation of the Local Governance Statement

Analysis

Options Considered

- 18 The only options considered will be to prepare and adopt or not to prepare and adopt the Local Governance Statement for the 2016-2019 triennium

Analysis of Options

Option 1 – Prepare and adopt the Local Governance Statement

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> • Fulfils Local Government Act 2002 requirements • Demonstrates good governance and management practice • Supports community participation in local governance and local government activity 	<ul style="list-style-type: none"> • No disadvantages

Option 2 – Not prepare and adopt the Local Governance Statement

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> • No advantages 	<ul style="list-style-type: none"> • Does not fulfil Local Government Act 2002 requirements • Does not demonstrate good governance and management practice • Does not support community participation in local governance and local government activity

Assessment of Significance

- 19 The Local Governance Statement preparation and adoption is not considered significant in terms of Council's Significance and Engagement Policy

Recommended Option

- 20 Option 1 – Prepare and adopt the Local Governance Statement as attached

Next Steps

- 21 Adopt and make publically available the Local Governance Statement

Attachments

- A SDC Local Governance Statement - 1 February 2017 [↓](#)



SOUTHLAND DISTRICT COUNCIL

LOCAL GOVERNANCE STATEMENT

For consideration and approval
at a meeting of the
Southland District Council
1 February 2017

INDEX

	Page Number
INTRODUCTION	3
COUNCIL FUNCTIONS, RESPONSIBILITIES AND ACTIVITIES	3
LEGISLATION RELEVANT TO THE COUNCIL	4
LOCAL LEGISLATION	7
Local Acts	7
Private Acts	7
Bylaws	7
THE ELECTORAL SYSTEM	8
First Past the Post (FFP).....	8
Single Transferable Vote (STV)	8
Changing Electoral Systems	8
REPRESENTATION ARRANGEMENTS	9
Mayoral Office	9
Wards	9
Community Boards.....	9
Community Development Area Subcommittees (CDAs)	10
Māori Wards	10
Changing Representation Arrangements.....	10
The Reorganisation Process.....	11
ELECTED MEMBERS AND CHIEF EXECUTIVE	12
Mayor	12
Deputy Mayor	12
Chief Executive	12
Elected Members	13
Code of Conduct	13
GOVERNANCE, MEMBERSHIP AND DELEGATIONS	14
The Council	14
Council Committees and Subcommittees	17
Joint Committees of the Council	23
Other Entities	24
Council Controlled Organisations	24
Council Organisations	24
MEETING REQUIREMENTS AND PROCESSES	25
CONSULTATION PRINCIPLES	25
Special Consultation Procedure.....	25
Other Consultation and Engagement Processes.....	26
IWI LIAISON	27
MANAGEMENT STRUCTURES AND RELATIONSHIPS	28
Chief Executive	28
Management Groups	28

EQUAL EMPLOYMENT OPPORTUNITIES POLICY	30
APPROVED PLANNING AND REPORTING DOCUMENTS	31
<i>The Long Term Plan</i>	31
<i>The Annual Plan</i>	31
<i>The Annual Report</i>	32
<i>The District Plan</i>	32
<i>Activity Management Plans</i>	33
SYSTEMS FOR PUBLIC ACCESS	34
<i>Requests to the Council</i>	35
<i>Consultation and Engagement</i>	35
REQUEST FOR OFFICIAL INFORMATION	36
APPENDIX I	37
<i>Map of District</i>	
APPENDIX II	38
<i>Summary of amendments to document.</i>	

Introduction

A requirement exists under Section 40 of the Local Government Act 2002 for the Southland District Council to prepare and make publicly available a local governance statement.

This document contains information about the governance arrangements of the Council to enable the public to participate fully in local governance.

A local governance statement is to be prepared and made publicly available within six months after each triennial general election of the Council and the statement can be updated from time to time by the Council as necessary.

Council Functions, Responsibilities and Activities

The purpose of the Southland District Council as set out on section 10 of the Local Government Act 2002 is:

- To enable democratic local decision-making and action by, and on behalf of, communities; and
- To meet the current and future needs of communities for good-quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses.

To give effect to that stated purpose the Council has overall responsibility and accountability in a variety of roles including –

- Planning the District's strategic direction alongside local communities within the District as part of developing the Long Term Plan (LTP) to take a sustainable development approach and promote community wellbeing.
- Facilitating solutions to local issues and needs.
- Advocacy on behalf of the local community with central government, other local authorities and other 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, sewage 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.

As identified in the Southland District Council 10 Year Plan 2015-2025 - Council is guided by its vision: "To have thriving, healthy Southland communities". It also has a mission of "Working together for a better Southland". These are underpinned by a guiding principle of "People First" and supported by three Council Outcomes, which are:

- Supporting our communities. We want Southland's communities to be desirable places to live, grow up, run a business, raise a family and enjoy a safe and satisfying life.
- Making the most of our resources. We want to be good custodians of the environment to ensure that people living here now and in the future can sustain themselves and that the natural beauty of Southland is retained.
- Being an effective Council. We will be prudent, innovative and be an enabler for our communities.

Legislation Relevant To Council

The Southland District Council exercises powers and fulfils responsibilities conferred upon it by various statutes. Important among these are the Local Government Acts of 1974 and 2002, the Local Government (Rating) Act 2002, the Resource Management Act 1991, the Building Act 1991, the Building Act 2004, the Local Government Official Information and Meetings Act 1987 and the Local Electoral Act 2001. Other legislation which confers powers, obligations or responsibilities on the Southland District Council and otherwise regulates the functions and operations of the Council includes:

Airport Authorities Act 1966
Animals Welfare Act 1999
Arts Council of New Zealand Toi Aotearoa Act 1994
Auctioneers Act 1928
Bill of Rights Act 1990
Biosecurity Act 1993
Building Act 2004
Building Research Levy Act 1969
Burial and Cremation Act 1964
Bylaws Act 1910
Cadastral Survey Act 2002
Citizenship Act 1977
Civil Aviation Act 1990
Civil Defence Emergency Management Act 2002
Civil List Act 1979
Climate Change Response Act 2002
Commerce Act 1986
Companies Act 1993
Conservation Act 1987
Consumer Guarantees Act 1993
Copyright Act 1994
Counties Insurance Empowering Act 1941
Crimes Act 1961
Disabled Persons Community Welfare Act 1975
District Courts Act 1947
Dog Control Act 1996
Earthquake Commissions Act 1993
Electricity Act 1992
Employment Relations Act 2000
Energy Companies Act 1992
Environment Act 1986
Fair Trading Act 1986
Fees and Travelling Allowances Act 1951
Fencing Act 1978
Fencing of Swimming Pools Act 1987
Finance Act (No. 2) 1941
Financial Reporting Act 1993
Fire Services Act 1975
Food Act 1981
Foreshore and Seabed Act 2004

Forest and Rural Fires Act 1977
Gambling Act 2003
Gas Act 1992
Goods and Services Tax Act 1985
Hazardous Substances and New Organisms Act 1996
Health Act 1956
Health and Safety in Employment Act 1992
Historic Places Act 1993
Holidays Act 2003
Housing Act 1955
Housing Corporation Act 1974
Human Rights Act 1993
Impounding Act 1955
Income Tax Act 2007
Insolvency Act 2006
Interpretation Act 1999
Land Act 1948
Land Drainage Act 1908
Land Transfer Act 1952
Land Transport Act 1998
Libraries and Mechanics' Institute Act 1908
Limitation Act 2010
Litter Act 1979
Local Authorities (Members' Interests) Act 1968
Machinery Act 1950
Minimum Wage Act 1983
Municipal Insurance Act 1960
National Provident Fund Restructuring Act 1990
New Zealand Bill of Rights Act 1990
New Zealand Geographic Board Act 2004
(Nga Pou Taunaha o Aotearoa)
New Zealand Library Association Act 1939
New Zealand Public Health and Disability Act 2000
Ngāi Tahu Claims Settlement Act 1998
Oaths and Declarations Act 1957
Occupiers Liability Act 1962
Ombudsmen Act 1975
Parental Leave and Protection Act 1987
Plumbers and Gasfitters and Drainlayers Act 2006
Privacy Act 1993
Property Law Act 2007
Prostitution Reform Act 2003
Protected Disclosures Act 2000
Public Bodies Contracts Act 1959
Public Bodies Leases Act 1969
Public Works Act 1981
Queen Elizabeth the Second National Trust Act 1977

Railway Safety and Corridor Management Act 1992
Rating Valuations Act 1998
Rates Rebate Act 1973
Reserves Act 1977
Residential Tenancies Act 1986
Resource Management Act 1991
Sale and Supply of Alcohol Act 2012
Second hand Dealers and Pawnbrokers Act 2004
Secret Commissions Act 1910
Securities Act 1978
Securities Transfer Act 1991
Smoke-free Environments Act 1990
Soil; Conservation and Rivers Control Act 1941
Sovereign's Birthday Observance Act 1952
Standards Act 1988
Statutes Amendment Acts 1936-1951
Statutory Land Charges Registration Act 1928
Summary Offences Act 1981
Te Ture Whenua Māori Act 1993
Telecommunications Act 2001
Transit New Zealand Act 1989
Transport Act 1962
Treaty of Waitangi Act 1975
Trespass Act 1980
Trustees Act 1956
Unit Titles Act 1972
Walking Access Act 2008.
Wild Animal Control Act 1977
Wildlife Act 1953
Trespass Act 1980
Trustees Act 1956
Unit Titles Act 1972

Local Legislation

In addition to the statutes referred to above, the Southland District Council is also bound by local legislation that applies specifically to it. In some cases the former local authorities no longer exist but the Local Acts continue to apply to Southland District Council as successor. These Acts are:

Local Acts

Southland Land Drainage Act 1935

Authorised by the former Wallace and Southland Counties and by succession the Southland District Council to make better provision for land drainage within the District.

Southland District Council (Stewart Island/Rakiura Visitor Levy) Empowering Act 2012

Provides a mechanism for the Council to set and collect levies and obtain revenue from passengers travelling to Stewart Island/Rakiura, in order to better provide services, facilities, and amenities for those persons while they are on the Island.

Private Acts

Southland Flood Relief Committee Empowering Act 1980

Provides for the administration of funds held in trust for the relief of persons suffering loss or damage from floods in Otago and Southland in 1980.

Bylaws

The following bylaws have been made by the Council and apply within the District:

- Control Of Advertising Signs Bylaw 2008
- Roading Bylaw 2008
- Stormwater Drainage Bylaw 2008
- Trade Waste Bylaw 2008
- Wastewater Drainage Bylaw 2008
- Water Supply Bylaw 2008
- Speed Limits Bylaw 2005
- Speed Limits Bylaw 2005, Amendment No. 1
- Speed Limits Bylaw 2005, Amendment No. 2
- Public Places Liquor Control Bylaw 2005
- Keeping Of Animals, Poultry And Bees Bylaw 2010
- Fire Prevention (Vegetation) Bylaw 2010
- Dog Control Bylaw 2010
- Solid Waste Bylaw 2008
- Camping Control Bylaw 2012
- Trading In Public Places Bylaw 2013
- Subdivision and Land Development Standards Bylaw 2012
- Southland District Council Stewart Island/Rakiura Visitor Levy Bylaw 2012

The Electoral System

First Past the Post (FPP)

Elections of the Southland District Council are currently conducted using the First Past the Post electoral system. Under this system the electors vote for their preferred candidate(s), and those receiving the most votes, win.

Single Transferable Vote (STV)

The other option available under the Local Electoral Act 2001 is the Single Transferable Vote electoral system (STV). This system is used in District Health Board (DHB) elections.

Electors rank candidates in order of preference eg Jim Brown 1, Jeff Smith 2, Bill Jones 3 and so on. The number of votes required for a candidate to be elected (called the quota) depends on the number of positions to be filled and the number of valid votes.

The number of candidates required to fill all vacancies is achieved –

- First by the counting of first preferences.
- Then by a transfer of a proportion of votes received by any candidate where the number of votes for that candidate is in excess of the quota.
- Then by the exclusion of the lowest polling candidate and the transfer of these votes in accordance with the voters second preferences.

Changing Electoral Systems

Under the Local Electoral Act 2001 there are three ways in which the Council's electoral system can be changed. They are:

- Council can resolve to change the electoral system to be used at the next two elections or
- Council can conduct a binding poll of electors or
- Electors can demand that a binding poll be undertaken. That demand requires 5% or more of the electors to sign a petition demanding that a poll be held.

Once changed, an electoral system must be used for at least the next two triennial Council elections.

Representation Arrangements

Mayoral Office

A Mayor is elected at large within the District by all electors.

Wards

The Southland District Council is divided into five Wards.

- Mararoa Waimea Ward - three Councillors
- Stewart Island Rakiura Ward - one Councillor
- Waiau Aparima Ward - three Councillors
- Winton Wallacetown Ward - three Councillors
- Waihopai Toetoes Ward - two Councillors

The ward representation structure of the Council recognises the need to provide fair and effective representation of communities of interest within the District, while meeting legislative requirements.

A plan identifying each Ward is attached as Appendix 1 to this statement.

Community Boards

The Southland District Council has eight Community Boards. They are:

- Edendale-Wyndham Community Board.
- Otautau Community Board.
- Riverton/Aparima Community Board.
- Stewart Island/Rakiura Community Board.
- Te Anau Community Board.
- Tuatapere Community Board.
- Wallacetown Community Board.
- Winton Community Board.

All eight Community Boards are comprised of six members elected by the community plus one Councillor appointed by the Council.

In terms of Section 52 of the LGA 2002 these Community Boards:

- Represent and act as an advocate for the interests of their community.
- Consider and report on any matter referred to it by the Council and any issues of interest or concern to the Community Board.
- Make an annual submission to the Council on expenditure in the community.
- Maintain an overview of services provided by the Council within the community.
- Communicate with community organisations and special interest groups in the community.
- Undertake any other responsibilities delegated by the Council.

The Council has a policy of decentralising responsibilities as necessary to provide an effective means of ensuring local input into decision-making. An extensive range of delegated powers given to the Community Boards within the District by the Council allows for and encourages decision-making at the local level.

Each Community Board elects its own chairperson at its first meeting after the triennial election.

The Council reviewed the Community Board representation arrangements in 2012. The process and requirements for the constitution of any new community board within the District is prescribed in Schedule 6 to the Local Government Act 2002.

Community Development Area Subcommittees (CDAs)

Throughout the District 19 Community Development Areas have been identified and established. The purpose of CDAs is to further encourage local input in addressing the needs of local communities and assessing priorities. Community Development Area Subcommittees have been established at:

- | | | | |
|-------------------------|--------------|--------------|-------------|
| ▪ Athol | ▪ Dipton | ▪ Mossburn | ▪ Thornbury |
| ▪ Balfour | ▪ Garston | ▪ Nightcaps | ▪ Tokanui |
| ▪ Browns | ▪ Gorge Road | ▪ Ohai | ▪ Waikaia |
| ▪ Limehills/Centre Bush | ▪ Lumsden | ▪ Orepuki | ▪ Woodlands |
| ▪ Colac Bay | ▪ Manapouri | ▪ Riversdale | |

A CDA Subcommittee comprises six members plus a Councillor in the Ward in which the CDA is established. The Subcommittee is elected and appointed via a public meeting called every three years in March-April in the year following the triennial elections. Chairpersons will be elected at the inaugural CDA meeting.

Māori Wards

The Local Electoral Act 2001 also gives the Council the ability to establish separate Wards for Māori electors. The Council may resolve to create separate Māori Wards or conduct a poll on the matter or the community may demand a poll. The demand for a poll can be initiated by a petition signed by 5% of electors within the District.

Changing Representation Arrangements

The Council is required to review its representation arrangements at least once every six years.

The Council reviewed its representation in 2012. A Representation Review is scheduled to be undertaken in 2017-2018.

This review must include the following –

- The number of elected members (within the legal requirement to have a minimum of six and a maximum of 30 members, including the Mayor).
- Whether the elected members (other than the Mayor) shall be elected by the entire District, or whether the District will be divided into Wards for electoral purposes, or whether there will be a mix of 'at large' and 'Ward' representation.
- If election by Wards is preferred, then the boundaries and names of those Wards and the number of members that will represent each Ward.
- Whether or not to have separate Wards for electors on the Māori roll.
- Whether to have Community Boards and if so how many, their boundaries and membership and whether to subdivide a community for electoral purposes.

The Council must follow the procedure set out in the Local Electoral Act 2001 when conducting this review, and should also follow guidelines published by the Local Government Commission. The Act gives the public the right to make a written submission to the Council, and the right to be heard if you wish.

The public also has the right to appeal any decisions on the above to the Local Government Commission which will make a binding decision on the appeal. Further details on the matters that the Council must consider in reviewing its membership and basis of election can be found in the Local Electoral Act 2001.

The Reorganisation Process

The Local Government Act 2002 sets out procedures which must be followed during proposals to –

- Make changes to the boundaries of the District.
- Create a new District.
- Create a Unitary Authority, a territorial authority which also has the responsibilities, duties and powers of a regional council.
- Transfer a particular function or functions to another Council.

A reorganisation application to the Local Government Commission may be made by any person, body or group, including the local authority or the Minister of Local Government. Before supporting a reorganisation application, the Local Government Commission must be satisfied that there is demonstrable community support in the district of each affected territorial authority. The Commission also has to be satisfied that the reorganisation will promote good local government. Where, by petition, 10% or more of affected electors with the district request a poll of electors, the poll may determine the final outcome.

Further information on these requirements can be found in the Local Government Act 2002 (in particular Schedule 3). The Local Government Commission has also prepared guidelines on procedures for local government reorganisation.

Elected Members and Chief Executive

The Mayor and the Councillors of the Southland District Council have the following roles –

- Setting the policy direction of the Council.
- Monitoring the performance of the Council.
- Giving effect to the purpose of the Local Government Act 2002 which is:
 - (a) To enable democratic local decision-making and action by, and on behalf of, communities; and
 - (b) To meet the current and future needs of communities for good-quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses.
- Representing the interests of the District (on election all members must make a declaration that they will perform their duties faithfully and impartially, and according to their best skill and judgement in the best interests of the District).
- Employing the Chief Executive (under the Local Government Act the local authority employs the Chief Executive, who in turn employs all other staff on its behalf).

Mayor

The Mayor is elected by the District as a whole and as one of the elected members shares the same responsibilities as other members of the Council. In addition the Mayor has the following roles:

- Ensuring the Council is effective in its governance role and provision of leadership and vision to the whole organisation.
- Presiding member at Council meetings. The Mayor is responsible for ensuring the orderly conduct of business during meetings (as determined in the Standing Orders).
- Advocate on behalf of the community. This role may involve promoting the community and representing its interests. Such advocacy will be most effective where it is carried out with the knowledge and support of the Council.
- Ceremonial head of the Council.
- Providing leadership and feedback to other elected members on teamwork and chairing committees.

Deputy Mayor

The Deputy Mayor is recommended by the Mayor and elected by the Council. The Deputy Mayor exercises the same roles as other elected members. In addition, if the Mayor is absent or incapacitated, or if the office of Mayor is vacant, then the Deputy Mayor must perform all of the responsibilities and duties, and may exercise the powers of the Mayor (as summarised above). The Deputy Mayor may be removed from office by resolution of the Council.

Chief Executive

The Chief Executive is appointed by the Council in accordance with Section 42 and Clauses 33 and 34 of Schedule 7 of the Local Government Act 2002. The Chief Executive implements and manages the Council's policies and objectives within the budgetary constraints established by the Council. Under Section 42 of the Local Government Act 2002, the responsibilities of the Chief Executive are:

- Implementing the decisions of the Council.
- Providing advice to the 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 the Council effectively and efficiently.
- Maintaining systems to enable effective planning and accurate reporting of the financial and service performance of the Council.
- Providing leadership for the staff of the Council.
- Employing staff (including negotiation of the terms of employment for the staff).

Elected Members

Elected members have specific obligations as to their conduct in the following legislation:

- Schedule 7 of the Local Government Act 2002, which includes obligations to act as a good employer and to abide by the current Code of Conduct and Standing Orders.
- The Local Authorities (Members' Interests) Act 1968 which regulates the conduct of elected members in situations where there is, or could be, a conflict of interest between their duties as an elected member and their financial interests (either direct or indirect).
- The Secret Commissions Act 1910, which prohibits elected members from accepting gifts or rewards which could be seen to sway them to perform their duties in a particular way.
- The Crimes Act 1961 regarding the acceptance of gifts for acting in a certain way and the use of official information for private profit.
- The Local Government Official Information and Meetings Act 1987 is of importance for the roles and conduct of elected members where a Chair has the responsibility to maintain order at meetings. All elected members should accept a personal responsibility to maintain acceptable standards of address and debate.

Code of Conduct

All elected members are required to adhere to a Code of Conduct. Adopting such a Code is a requirement of the Local Government Act 2002. The Council adopted its first Code in August 2003. Once adopted, the Code may only be amended by a 75% or more vote of the Council. The Code sets out the Council's understanding and expectations of how the Mayor and Councillors will relate to one another, to staff, to the media and to the general public in the course of their duties. It also covers disclosure of information that is received by or is in the possession of elected members, and contains details of the sanctions that the Council may impose if an individual breaches the code.

The current Code of Conduct was passed by Council on 26 October 2016.

Governance, Membership and Delegations

The Council

The Southland District Council has 12 Councillors elected in five Wards and a Mayor who is elected by the District at large.

Mayor:

Gary Tong
Mayoral: 0800 732 732
Personal: 03 235 8031
Mobile: 0274 655 182
Email: gary.tong@southlanddc.govt.nz

Deputy Mayor:

P (Paul) Duffy
Private: 03 246 8559
Mobile: 027 288 5865
Email: paul.duffy@southlanddc.govt.nz
mailto:paul_alison@farmside.co.nz

Councillors

Mararoa Waimea Ward:

J R (John) Douglas
Private: 03 248 6110
Mobile: 027 493 0633
Email: john.douglas@southlanddc.govt.nz

B J (Brian) Dillon
Private: 03 202 7766
Mobile: 027 457 8186
Email: brian.dillon@southlanddc.govt.nz

Ebel Kremer
Private: 03 249 8255
Mobile: 027 510 7785
Email: ebel.kremer@southlanddc.govt.nz

Stewart Island Ward:

B J (Bruce) Ford JP
Private: 03 219 1282
Mobile: 027 231 7815
Email: bruce.ford@southlanddc.govt.nz

Waiau Aparima Ward:

G E J (George) Harpur
Private: 03 226 6040
Mobile: 027 652 6728
Email: george.harpur@southlanddc.govt.nz
mailto:jg2003@xtra.co.nz

S A (Stuart) Baird
Private: 03 236 8602
Mobile: 027 650 9721
Email: stuart.baird@southlanddc.govt.nz

Nick Perham
Mobile: 021 221 1243
Email: nick.perham@southlanddc.govt.nz

Winton Wallacetown Ward:

G J (Gavin) Macpherson

Private: 03 235 2789

Mobile: 021 121 1655

Email: gavin.macpherson@southlanddc.govt.nz

Darren Frazer

Mobile: 021 415 840

Email: darren.frazer@southlanddc.govt.nz

N R (Neil) Paterson

Private: 03 236 1343

Mobile: 021 554 737

Email: neil.paterson@southlanddc.govt.nz

Waihopai Toetoes Ward:

J A (Julie) Keast

Private: 03 246 8410

Mobile: 027 220 6404

Email: julie.keast@southlanddc.govt.nz

P (Paul) Duffy

Private: 03 246 8559

Mobile: 027 288 5865

Email: paul.duffy@southlanddc.govt.nz

The Council is responsible for –

- Developing and approving Council policy.
- Determining the expenditure and funding requirements of the Council through the planning process.
- Monitoring the performance of the Council against its stated objectives and policies.
- Employing, overseeing and monitoring the Chief Executive's performance.

Generally, the legislation, which the Council uses on a day-to-day basis, provides for delegations. When an Act or Regulation empowering the "Council" to carry out a decision-making function, that decision must be made by way of a resolution of the full Council unless the Act or Regulation, permits delegation to a Committee, Subcommittee, or Officer.

Council may delegate specific functions to a Committee (subject to any conditions or limitations imposed).

Council cannot delegate:

- (a) The power to make a rate; or
- (b) The power to make a by-law; or
- (c) The power to borrow money, or purchase or dispose of assets, other than in accordance with the long-term plan or otherwise expressly covered in the Policy; or
- (d) The power to adopt a long-term plan, annual plan, or annual report; or
- (e) The power to appoint a Chief Executive; or
- (f) The power to adopt policies required to be adopted and consulted on under this Act in association with the long-term plan or developed for the purpose of the local governance statement; or
- (g) The power to adopt a remuneration and employment policy; or
- (h) The power to approve or change a plan (RMA); or

- (i) The power to approve or amend the Council's Standing Orders; or
- (j) The power to approve or amend the Code of Conduct for elected members; or
- (k) The power to appoint and discharge members of committees or;
- (l) The power to establish a Joint Committee with another local authority or other public body; or
- (m) The power to make the final decision on a recommendation from the Ombudsman where it is proposed that Council not accept the recommendation.

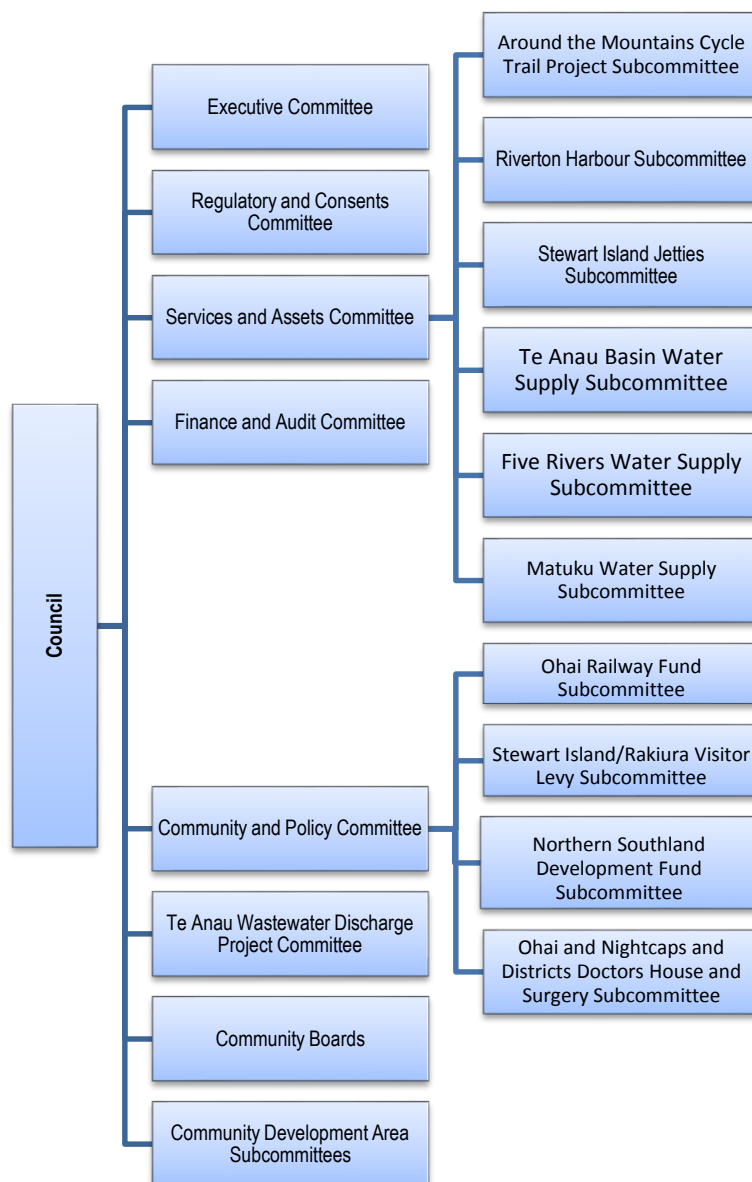
Note: For (a) - (g) see clause 32(1) Schedule 7 Local Government Act 2002 and for (h) - (m) see clauses 15, 27, 30 Schedule 7 of Local Government Act 2002 and Section 34A of Resource Management Act 1991.

In addition, Council has also decided to retain the following powers:

- (a) To approve Council strategy and policy;
- (b) To discharge Chairpersons of Committees and Subcommittees;
- (c) To approve Council's recommendation to the Remuneration Authority for the remuneration of elected members;
- (d) To approve the Triennial Agreement;
- (e) To approve the Local Governance Statement;
- (f) To determine whether or how to fill any extraordinary Council vacancies;
- (g) To make decisions on representation reviews;
- (h) To appoint and discharge trustees, directors or office holders to Council's Council-Controlled Organisations (CCOs) and Council Organisations (CO's) and to other external bodies.
- (i) In respect of District Plan decisions:
 - To notify a Proposed District Plan;
 - To approve the Proposed District Plan as operative (Section 34A(1)(a) of the RMA);
 - To appoint a Hearings Commissioner (Section 34A(1) of the RMA);
 - To make a decision on submissions and further submissions to a Proposed District Plan;
 - To agree to settle and submit a draft consent order to the Environment Court relating to an appeal on a Proposed District Plan, Plan Change, Variation or Notice of Requirement to designate land or for a heritage order;
 - To reject a private plan change request.

Council Committees and Subcommittees

In order to be efficient, effective and timely in delivering its services, Southland District Council has established a number of committees to assist with the conduct of the business of the Council. A Committee Chairperson is responsible for presiding over meetings of the Committee and ensuring that the Committee acts within the delegated jurisdiction conferred by the Council.



Southland District Executive Committee

Chairperson - Mayor Gary Tong
 Cr Paul Duffy
 Cr Brian Dillon
 Cr Ebel Kremer
 Cr Julie Keast
 Cr Gavin Macpherson

The Executive Committee is responsible for:

- Monitoring the progress and performance of Council and the Chief Executive.
- Addressing Code of Conduct issues relating to elected members and the Chief Executive.
- Making decisions on urgent matters arising between scheduled Council meetings or on specific matters referred to it by Council.

- Monitoring compliance with the Southland District Council Fraud Policy.

Regulatory and Consents Committee

Chairperson - Cr Gavin Macpherson
 Mayor Gary Tong
 Cr Brian Dillon
 Cr Paul Duffy
 Cr Darren Frazer
 Cr Julie Keast
 Cr Neil Paterson

The Regulatory and Consents Committee is responsible for overseeing the statutory functions of the Council under the following legislation:

- Resource Management Act 1991
- Health Act 1956
- Food Act 2014
- Dog Control Act 1996
- Sale and Supply of Alcohol Act 2012
- Heritage New Zealand Act Pouhere Taonga Act 2014
- Building Act 2004
- Freedom Camping Act 2011
- Psychoactive Substances Act 2013
- Impounding Act 1955

But not limited to the above

Services and Assets Committee

Chairperson - Cr Brian Dillon
 The Mayor and all Councillors

The Services and Assets Committee is responsible for overseeing the following Council activities:

- Transport;
- Property management including community facilities, acquisitions and disposals (including land dealings);
- Forestry;
- Water supply, wastewater and stormwater;
- Solid waste management;
- Flood protection;
- Waste management;
- Rural fire management;
- Te Anau Airport;
- Stewart Island Jetties and Riverton Harbour Committee;
- Water supply schemes.

Finance and Audit Committee

Chairperson - Cr Ebel Kremer
 Mayor Gary Tong
 Cr John Douglas
 Cr Paul Duffy
 An external appointee to be confirmed

The Finance and Audit Committee is responsible for:

- Ensuring that Council has appropriate financial, risk management and internal control systems in place that provide:
 - An overview of the financial performance of the organisation.
 - Effective management of potential opportunities and adverse effects.
 - Reasonable assurance as to the integrity and reliability of Council's financial and non-financial reporting.
- Exercising active oversight of information technology systems.

- Exercising active oversight of “Council’s health and safety policies, processes, compliance, results and frameworks”
- Relationships with External, Internal Auditors, Banking Institutions and Insurance brokers.

The Finance and Audit Committee will monitor and assess the following:

- The financial and non-financial performance of Council against budgeted and forecasted outcomes
- Consideration of forecasted changes to financial outcomes
- Council’s compliance with legislative requirements
- Council’s risk management framework
- Council’s Control framework
- Council’s compliance with its treasury responsibilities

Community and Policy Committee

Chairperson - Cr Julie Keast

The Mayor and all Councillors

The Community and Policy Committee is responsible for:

- Assessing and providing advice to Council on:
 - Key strategic issues affecting the District and Council;
 - Community development issues affecting the District and Council;
 - The service needs of the District’s communities and how these needs might best be met;
 - Resource allocation and prioritisation processes and decisions.
- Developing and recommending strategies, plans and policies to the Council that advance the Council’s vision and goals, and comply with the purpose of the Local Government Act.
- Monitoring the implementation and effectiveness of strategies, plans and policies.
- Developing and approving submissions to government, local authorities and other organisations.
- Advocating Council’s position on particular policy issues to other organisations, as appropriate.
- Considering recommendations from Council’s Subcommittees and make decisions where it has authority from Council to do so, or recommendations to Council where a Council decision is required.

It is also responsible for community partnerships and engagement. This includes:

- Monitoring the progress, implementation and effectiveness work undertaken by Venture Southland in line with the Venture Southland Heads of Agreement and specific Service Level Agreement between Southland District Council and Venture Southland.
- Allocations of grants, loans, scholarships and bursaries in accordance with Southland District Council policy.
- International relations.
- Developing and overseeing the implementation of Council’s community engagement and consultation policies and processes.

Te Anau Wastewater Discharge Project Committee

Chairperson – Mayor Gary Tong

Cr Ebel Kremer

Don Mowat as a representative from Te Ao Mārama Incorporated

Alan Youldon

Shirley Mouat

Rachel Cockburn

Alan Bickers (external appointee)

The Te Anau Wastewater Discharge Project Committee is responsible for:

- The role of governance oversight on behalf of the Southland District Council for the upgrading and discharge of treated wastewater effluent from the Te Anau wastewater treatment plant.

The Te Anau Wastewater Discharge Project Committee is delegated:

- The role of project management governance for the Te Anau wastewater discharge project, except that:
 - The project business case shall be as approved by Council; and

- The separate project physical works stages tenders cannot proceed until final business cases have been approved by Council for each respective stage.

The specific responsibilities of the Project Committee which are to:

- a) Provide overall direction for the project.
- b) Ensure a robust business case is developed and submitted to Council for approval.
- c) Ensure that the projects are completed on time, within the approved budgets and in accordance with the respective approved project definitions and business cases.
- d) Monitor project progress including sub-projects.
- e) Ensure that appropriate reporting systems are maintained to provide accurate and timely information to the Committee and Council.
- f) Act as a conduit for communication and consultation with the Te Anau Community Board and the Manapouri Community Development Area Subcommittee.
- g) Ensure that proper risk assessment is performed and mitigation strategies are developed.
- h) Ensure that appropriate agreements are finalised and to forward, with recommendations, completed agreements to Council for final approval.
- i) Ensure that final business cases are presented to Council for approval prior to the letting of physical works contracts.
- j) Approve project timelines, budget, and deliverables within the Council approved project definitions and business cases.
- k) Recommend to Council changes to the project objectives, timelines, budget and deliverables outside the Council approved project definitions and business cases.
- l) Sign-off the project deliverables at the relevant milestones.
- m) Ensure that the proper financial checks and professional balances are included.
- n) Ensure that the projects meet Council's statutory obligations.
- o) Ensure that the projects deliver the required benefits.
- p) Ensure that all decisions and processes are well documented and the communities are kept informed; and
- q) Ensure that appropriate quality assurance processes are maintained throughout the projects.

In exercising its delegated powers and responsibilities, the Te Anau Wastewater Discharge Project Committee will operate within:

- policies, plans, standards or guidelines that have been established and approved by Council
- the overall priorities of Council
- the needs of the local communities
- the budgets approved by the Council.

Ohai Railway Fund Subcommittee

Chairperson - Mrs Sue Adams

Council appointees:

Cr Stuart Baird
Cr George Harpur,
Cr Nick Perham

Community Appointees (until the next community elections)

Mrs Donna Booth,
Mr Bruce Allan,
Mr Ivan Smith.

Responsible for making all grants or loans or both from the Ohai Railway Fund for the benefit of the residents of the District of the former board or to any resident of the District of the former board.

Riverton Harbour Subcommittee

The Riverton Harbour Subcommittee will comprise as follows:

- Cr Nick Perham
- Four members nominated by Riverton/Aparima Community Board (Community Board to nominate a representative from the Community Board, two representatives from Berth owners and one representative from either Riverton Rowing Club or Riverton Coastguard)
- One member nominated by the local Iwi Aparima Oraka Runaka.
- One representative from Environment Southland (with no voting rights).

The Riverton Harbour Subcommittee is delegated the following responsibilities by the Southland District Council.

- (a) The management and control of all Riverton Harbour assets vested in the SDC being:
 - the use and maintenance of the boat ramp adjacent Koi Koi Park.
 - the use and maintenance of the “unloading wharf” and crane at Lees Point operated by the Council so that no vessel anchors, moors, secures or is placed at the unloading wharf unless actively loading or unloading fuel, provisions, fishing equipment or fish (1972 Bylaw No. 3).
 - the use and maintenance of the “common walkway” on the jetty leading to the privately owned berth numbered L36.
 - the use and maintenance of the “common walkway” on the jetty leading to the privately owned berths numbered L22, L23, L24, L25, L26, L27, L28, L29 and L30.
 - the provision and maintenance of the ‘lead lights’ markers the white light at Howells Point and red flashing light at Pearl Rock and any other navigational aids required to assist those vessels leaving and entering the Riverton Harbour.
 - the use and maintenance of berth L35 currently subject to a lease.
- (b) The administration, management and control of all Riverton harbour endowment lands now vested in the Southland District Council in consultation with and subject to approval by the Southland District Council being those lands comprised in Certificates of Title 5C/914, 5C/917, 5C/918, 5C/919, 5C/920, 5C/921, 5B/825, 9D/859, 10C/615, 10C/616 and all such other Riverton harbour endowment lands so vested.

Stewart Island Jetties Subcommittee

The membership of the Stewart Island Jetties Subcommittee is seven members and will comprise as follows:

- Cr Bruce Ford
- One representative appointed by each of the following;
 - Stewart Island/Rakiura Community Board
 - Stewart Island Tourism Industry
 - Stewart Island Fishing Industry
 - Environment Southland
 - Department of Conservation
 - Local Iwi

The Stewart Island Jetties Subcommittee is delegated to oversee the development and maintenance of jetties located at Fred’s Camp, Millars Beach, Ulva Island, Port William and Little Glory Cove, taking into account Council’s goals and objectives and policies.

- (a) The governance of six wharves specifically located at Fred’s Camp, Millars Beach, Ulva Island, Golden Bay, Port William and Little Glory Cove.
- (b) Consideration of and reporting on all matters referred by Council or the users of the wharves under the administration of the Subcommittee.

- (c) Guide the preparation of any Asset Management Plans and long term budget relating to expenditure relevant to the wharves, for consideration by Council as part of its planning process including recommendations of any wharf fees.
- (d) Communications with organisations and those who have a special interest with the wharves under the governance of the Subcommittee.
- (e) Annually review any asset management plans, budgets or community services strategy applicable to the wharves under the administration of the Subcommittee.
- (f) Overview the preparation of an annual report for users, payers and any others with an interest in the wharfs.
- (g) Any other activities, as delegated by the Council.

Stewart Island/Rakiura Visitor Levy Allocation Subcommittee

The membership of the Stewart Island/Rakiura Visitor Levy Allocation will comprise as follows:

Council appointees:

Chairperson – Cr Julie Keast

Cr Bruce Ford

Community appointees:

Stewart Island/Rakiura Community Board Member - *to be appointed*

Industry appointees:

A representative from or recommended by each of the approved operators – Real Journeys, Stewart Island Flights, Cruise NZ – *to be appointed*

The Stewart Island/Rakiura Visitor Levy Allocation Subcommittee is responsible for governance of the Stewart Island/Rakiura Visitor Levy Fund and setting strategic objectives to act as the basis for assessing applications for funding.

Northern Southland Development Fund Subcommittee

The membership of the Northern Southland Development Fund Subcommittee will comprise as follows:

- Chairperson – Cr Julie Keast
- Cr John Douglas
- Two representatives from the Lumsden Community Development Area Subcommittee
- Two representatives from the Mossburn Community Development Area Subcommittee
- Two representatives from the Dipton Community Development Area Subcommittee

Responsible for fulfilling the purpose of the fund to reflect the substantial community support Meridian Energy has received for Project White Hill and to offset any perceived loss of amenity values resulting from the development of the White Hill Wind Farm and to provide for the creation, maintenance and enhancement of facilities, amenities and programmes for the long term betterment and advantage of the people of the Northern Southland community to enable them to provide for their social, economic, environmental and cultural wellbeing.

Around the Mountains Cycle Trail Project Subcommittee

The membership of the Around the Mountains Cycle Trail Project Subcommittee will comprise as follows:

Chairperson – Cr Brian Dillon

Mayor Gary Tong

Cr Stuart Baird

Cr Paul Duffy

Cr Julie Keast

Cr Ebel Kremer

The purpose of the Around the Mountains Cycle Trail Project Subcommittee is to perform the role of governance oversight on behalf of the Southland District Council for the completion of the Around the Mountains Cycle Trail.

The Southland District Council will retain the authority to approve the final project budget. Once funding is approved by Council the responsibility for delivery of the project falls to the Services and Assets committee.

This Around the Mountains Cycle Trail Project Subcommittee is a Subcommittee of the Services and Assets committee and will have authority to act as delegated by that committee.

Water Supply Subcommittees

The Council has constituted three Water Supply Subcommittees operating as subcommittees of the Services and Assets Committee and are each responsible for the overall governance of the respective water supply scheme in accordance with the policies of the Council. These Subcommittees are:

Five Rivers	Six members plus Ward Councillor
Matuku	Six members plus Ward Councillor
Te Anau Basin	One member each from Ramparts, Mt York, Takitimu, Kakapo, Homestead, Princhester plus two appointed by Landcorp and the Ward Councillor

The Council may also, from time to time establish adhoc committees to consider particular issues.

Joint Committees of the Council

Venture Southland

Advisory Subcommittee - Mayor Gary Tong, Cr Stuart Baird, Cr Gavin Macpherson, (Council representatives).

Joint Committee - Cr Gavin Macpherson

Alternates - Cr Stuart Baird

Mr R Campbell and Mr Tom Campbell (Council Appointees)

Responsible for the advancement and coordination of activities within the Southland region including, tourism, economic and business development, promotion and marketing of the region, community development and events management.

Emergency Management Group

Mayor Gary Tong, Cr Paul Duffy

Purpose of the Group is to identify the hazards and risks to be managed by the group and the Civil Defence Emergency Management measures deemed necessary to manage those hazards and risks.

WasteNet (Waste Management Advisory Group)

Cr Neil Paterson, Cr Paul Duffy

WasteNet has been developed to oversee waste management in Southland.

Southland Regional Heritage Committee

Cr Paul Duffy, Cr Gavin Macpherson

Cr Neil Paterson as alternate

The purpose of the Committee is to establish and preserve the regional heritage of Murihiku/Southland.

Southland Regional Land Transport Subcommittee

Cr Brian Dillon

To develop and oversee regional land transport in Southland.

OTHER ENTITIES

Village Committee

Monowai Village Committee

Meets once a year to set sewerage rate. Open to all ratepayers of Monowai Village to attend.

Council Controlled Organisations

Council Controlled Organisations (CCOs) are those organisations in which the Council is involved by itself or with other local authorities and controls 50% or more of the voting rights or appoints 50% or more of the directors. The Council Controlled organisations in which the Council is involved are:

Milford Community Trust

The purpose of the Milford Community Trust is to manage and carry out services and undertake leadership, planning and advocacy for the general benefit of the Milford Community.

The Council has one representative – Cr Ebel Kremer - on a Board of seven trustees. Representation is by Council appointment.

Southland Museum and Art Gallery Trust Board

The purpose of the Trust Board is to maintain, manage and operate a museum and art gallery.

The Council has two members – Cr Gavin Macpherson and Cr Neil Paterson - on an eight member Trust Board as permitted by the constitution. Representation is by a Council appointment.

Council Organisations

Council Organisations (COs) are those organisations in which the Council is involved by itself or with other local authorities and has any voting rights or rights to appoint directors etc. The Council Organisations in which the Council is involved are –

External Organisation	Representation	Nominated Appointee
Age Concern Southland	An Officer	Janet Thomas
Destination Fiordland	Two Councillors	Crs Kremer, Douglas
Discover Fiordland Heritage Trust	One Councillor	Cr Kremer
Gore and Districts Community Counselling Centre Inc.	One Councillor	Cr Keast
Milford Sound Development Authority	Chief Executive and One External Appointee	Steve Ruru, Jeff Grant
Pioneer Women's Memorial Trust (Gore)	One Councillor	Cr Keast
Predator Free Rakiura Governance Group	An Officer	Bruce Halligan
Rakiura Heritage Centre Trust	One Councillor	Cr Ford
Regional Community Road Safety Network	An Officer	Joe Bourque
Shared Services Forum	Mayor and Two Councillors	Mayor Tong, Crs Dillon, Harpur
Southland Community Wastebusters Trust	One Councillor	Cr Paterson
Southland Indoor Leisure Centre Charitable Trust	An Officer	Steve Ruru
Southland Medical Foundation	Mayor	Mayor Tong
Southland Regional Heritage Building and Preservation Trust	Two Councillors	Crs Duffy, Macpherson
Te Roopu Taiao	Mayor (and an alternate)	Mayor Tong, Cr Duffy
Waiau Working Party	One Councillor	Cr Harpur
Waituna Partners Group	One Councillors plus One Staff representative	Cr Duffy, Bruce Halligan. (Cr Keast alternate)

Meeting Requirements and Processes

The legal requirements for conducting Council, Community Board and Committee meetings are provided for in the Local Government Act 2002 and the Local Government Official Information and Meetings Act 1987 (LGOIMA).

Scheduled meetings are publicly notified not more than 14 days and not less than five days before the end of each month for the following month. Where this requirement cannot be satisfied (eg in the case of extraordinary meetings) then the Council shall cause such public notice as is reasonable in the circumstances to be given. The place, dates and times of meetings are advertised in the Southland Times newspaper circulating within the District.

All Council, Community Boards and Committee meetings must be open to the public unless there is reason to consider some item 'in Committee' (ie these items are considered to be confidential and members of the public will be asked to leave the room until discussion on the item has been completed). Although meetings are open to the public, members of the public do not have speaking rights unless prior arrangements are made with the Council, Community Board or Committee.

The LGOIMA specifies those circumstances where a Council, Community Board or Committee may consider items with the public excluded. These circumstances generally relate to protection of personal privacy, professionally privileged or commercially sensitive information, and the maintenance of public health, safety and order. The Council agenda is a public document, although parts may be withheld if the above circumstances apply. Minutes of all meetings must be kept as evidence of the proceedings of the meeting. These must be made publicly available subject to the provisions of the LGOIMA.

During meetings the Mayor, Councillors and Community Board members must follow Standing Orders which are a set of procedures for conducting meetings agreed upon by the Council. The application of Standing Orders can be suspended at any meeting by a vote of 75% of the members present. A copy of the Standing Orders can be obtained by contacting the Council.

Consultation Principles

The Local Government Act 2002 establishes certain principles and requirements for consultation as part of the planning, decision-making and accountability role of the Council.

In the course of making any decision the Council is required to –

- Consider those options available to achieve the objective of a decision by assessing the costs, benefits and impact of those options.
- Consider the views of the community at the various stages of the decision-making process and the views of Māori (especially where land or water are involved).
- Have regard to the present and future social, economic, environmental and cultural wellbeing of communities.
- Identify the reasons for a decision also for any decision which is inconsistent with any other Council policies or plans.

Special Consultative Procedure

When making certain types of decision the Local Government Act 2002 requires the Council to use the 'special consultative procedure'. The special consultative procedure is regarded as a minimum process that the Council must use when making certain decisions under the Local Government Act 2002 or addressed in the Council's Policy on Significance. The purpose of the Policy on Significance is to ensure that communities within the Southland District are fully consulted and encouraged to participate in the consideration of issues, proposals or decisions deemed to be significant and/or involve dealing with the strategic assets of the Council.

The special consultative procedure comprises the following steps:

- **STEP ONE:** Preparation of a statement of proposal and a summary. The Council must prepare a description of the proposed decision or course of action. The statement must be available for distribution throughout the community and must be available for inspection at the

Council office and may be made available elsewhere. The Council also has to prepare a full and fair summary of the proposal which must be distributed as widely as the Council considers to be reasonably practicable. That statement must be included on an agenda for a Council meeting.

- STEP TWO: Public notice. The Council must publish a notice in one or more daily newspapers, or in other newspapers of equivalent circulation, of the proposal and of the consultation being undertaken.
- STEP THREE: Receive submissions. The Council must acknowledge all written submissions and offer submitters a reasonable opportunity to make an oral submission. The Council must allow at least one month (from the date of the notice) for submissions.
- STEP FOUR: Deliberate in public. All meetings where the Council deliberates on the proposal or hears submissions must be open to the public (unless there is some reason to exclude the public under the LGOIMA). All submissions must be made available unless there is reason to withhold them under LGOIMA.
- STEP FIVE: Follow up. A copy of the decision and a summary of the reasons must be provided to submitters. There is no prescribed format for such a summary.

The Council must follow the special consultative procedure before it:

Adopts a Long Term Plan (LTP) or Annual Plan.

- Amends the LTP.
- Adopts, revokes, reviews or amends a bylaw.

The Council may be required to use the special consultative procedure under other legislation, and it may use this procedure in other circumstances if it wishes to do so.

Other Consultation and Engagement Processes

In addition to the statutory requirements the Council has long been committed to public involvement and consultation and engagement in the administration of the District. An extensive network of representation exists. The administration and provision of services and responsibilities has been decentralised as necessary thereby allowing an effective means of ensuring local input into decision-making. The range of delegations to Community Boards, Community Development Area Subcommittees and Water Supply Committees contributes to local decisions being made on local issues.

Consultation and engagement are often required on issues for which there are no statutory processes or timeframes in legislation. Consultation and engagement should be tailored to the complexity of an issue and its potential for controversy.

In exercising its discretion, the Council should have regard to the nature and significance of the decision and the extent to which the Council is already aware of the views of the affected public.

Iwi Liaison

The Southland District Council recognises Ngāi Tahu as the tāngata whenua within the Murihiku/Southland District.

The Council values highly its relationship with Ngāi Tahu within Murihiku/Southland. To help promote and develop this relationship, the Council (together with the other three local authorities in the Southland region namely Environment Southland, Invercargill City Council and the Gore District Council) is an active participant and signatory to the 'Charter of Understanding' between the four Councils and Te Ao Mārama Incorporated.

The 'Charter of Understanding' has been revised following discussions at Te Roopu Taiao (the Councils/Tāngata Whenua Joint Management Committee) to incorporate the wider responsibilities under the Local Government Act 2002.

The 'Charter of Understanding' provides:

- The basis for an ongoing relationship between the four Councils and the tāngata whenua of Murihiku to assist in developing the capacity of Māori to contribute to the decision-making processes.
- A foundation for consultation on a wide range of local government issues.
- For the recognition and willingness of Te Ao Mārama Inc to assist all councils in consultation with all 'ngā matawaka' living in Murihiku (ngā matawaka being Māori living in Murihiku/Southland who are not Ngāi Tahu).

Te Roopu Taiao - meets four times a year. Deals with the higher level political interface, budget setting, accessing resources, commitments from members. Councillor representatives from each Council plus officers, and representatives from each of the four Papatipu Rūnanga in Murihiku/Southland.

Te Ao Mārama Inc - the day-to-day management structure that is run and operated directly by tāngata whenua. Consists of representatives from each of the four Papatipu Rūnanga in Murihiku/Southland, and some representation from Te Rūnanga o Ngāi Tahu as and when required.

Kaupapa Taiao Manager - effectively is the Iwi Liaison Officer role. Has direct contact with the Councils on an almost daily basis. Deals directly with applicants for resource consents for affected party sign offs. Responsible for the daily running of the Te Ao Mārama Inc.

Management Structures and Relationships

The Chief Executive is responsible to the Council for:

- Ensuring the management team provides the Council with policy advice.
- Implementing the Council's policies to achieve the required results.

The management of the Council is structured under four groups and three core areas.

The Executive Leadership Team is made up of four Group Managers, the People and Capability Manager, Chief Information Officer, Chief Financial Officer and the Chief Executive Officer and they review all general organisation issues and provide a link between the Council and the staff.

Chief Executive Officer

The Local Government Act 2002 requires the Council to employ a Chief Executive Officer whose responsibilities are to employ other staff on behalf of the Council, implement Council decisions and provide advice to the Council. Under the Local Government Act the Chief Executive is the only person who may lawfully give instructions to a staff member. Any complaint about individual staff members should therefore be directed to the Chief Executive, rather than the Mayor or Councillors.

The Chief Executive is:	Steve Ruru
His contact details are:	Southland District Council PO Box 903 Invercargill 9840 Phone: 0800 732 732 Fax: 0800 732 329 Email: steve.ruru@southlanddc.govt.nz

Executive Leadership Team

The roles and responsibilities of the Executive Leadership Team are:

Services and Assets

Contact:	Ian Marshall Group Manager - Services and Assets Phone: 0800 732 732 Fax: 0800 732 329 Email: ian.marshall@southlanddc.govt.nz
----------	---

Responsible for:	Community engineers, water and waste, roading, council property, forestry, Stewart Island power and Te Anau Airport Manapouri.
------------------	--

Environmental Services

Contact:	Bruce Halligan Group Manager - Environmental Services Phone: 0800 732 732 Fax: 0800 732 329 Email: bruce.halligan@southlanddc.govt.nz
----------	--

Responsible for:	Building control, environmental health, alcohol licensing, resource management, animal control, rural fire and civil defence.
------------------	---

Customer Support

Contact:

Trudie Hurst
 Group Manager - Customer Support
 Phone: 0800 732 732
 Fax: 0800 732 329
 Email: trudie.hurst@southlanddc.govt.nz

Responsible for:

Customer services and libraries.

Community and Futures

Contact:

Rex Capil
 Group Manager - Community and Futures
 Phone: 0800 732 732
 Fax: 0800 732 329
 Email: rex.capil@southlanddc.govt.nz

Responsible for:

Communications, engagement, governance, community partnership leaders and strategy and policy.

People and Capability

Contact:

Janet Ellis
 People and Capability Manager
Phone: 0800 732 732
Fax: 0800 732 329
Email: janet.ellis@southlanddc.govt.nz

Responsible for:

Human resources and health and safety.

Information Management

Contact:

Damon Campbell
 Chief Information Officer
 Phone: 0800 732 732
 Fax: 0800 732 329
 Email: damon.campbell@southlanddc.govt.nz

Responsible for:

Information Technology, knowledge management and mapping

Finance

Contact:

Anne Robson
 Chief Financial Officer
 Phone: 0800 732 732
 Fax: 0800 732 329
 Email: anne.robson@southlanddc.govt.nz

Responsible for:

Rates and Council finances.

Equal Employment Opportunities Policy

One of the responsibilities of the Chief Executive, upon appointment, is the promotion of equal employment opportunities within the Council. There is also a requirement upon the Council to act as a good employer by operating a personnel policy which includes having an equal employment opportunities policy.

The Council has a policy of Equal Employment Opportunity for all staff where:

- The elimination of any discrimination and the provision of equal opportunities are regarded as essential in the management of staff resources; and
- No employee or potential employee shall gain advantage or suffer disadvantage by reason of race, colour, gender, employment status, marital status, personal disability, religion, sexual orientation, age or political beliefs.

The aim of the Council is to incorporate the principles of equal employment opportunities as part of its human resources strategy. The Council is committed to the principle of equal employment opportunities in recruiting, employing, training and promoting its staff.

Approved Planning and Reporting Documents

The Council has adopted and approved a number of key planning and reporting documents to assist it in fulfilling the purpose of local government, performing its role as a local authority and exercising the powers, responsibilities and duties conferred on it.

The Long Term Plan (LTP)

The LTP is the Council's primary organisational planning document, covering a period of 10 years and is reviewed every three years. It also forms the Annual Plan for the first year. The intent of the LTP is that it provides a vision and strategic framework within which the Council operates.

The LTP sets out the Council's priorities over the medium to long-term. Under the Local Government Act 2002, the purpose of the LTP is to: describe the activities of Council, describe the community outcomes of the District (or region), provide integrated decision making and coordination of resources, provide a long-term focus for Council's decisions and activities, provide accountability and also participation by the public in the decision-making processes on activities to be undertaken by Council.

Information to be included in the LTP is set out in Schedule 10 of the Local Government Act 2002, and includes: community outcomes; groups of activities; capital expenditure for groups of activities; statements of service provision; funding impact statement for groups of activities; details of variations between the LTP and assessment of water and sanitary services and waste management plans; information about council-controlled organisations; policy on development of Māori capacity to contribute to decision-making processes; financial strategy; revenue and financing policy; policy for determining significance; financial statements (forecast and previous year); statement concerning balancing of budget; funding impact statement; information about reserve funds and significant forecasting assumptions.

The Council uses a variety of information to prepare the LTP, including information from surveys, other district, regional and national strategies as well as Activity Management Plans (described below). In addition, Council's various local committees and subcommittees (Community Boards, Community Development Areas, Water Supplies, Halls, Reserves, Village, Harbours and Jetties) provide input into plans regarding township/area services and are involved in the preparation of local budgets.

For an LTP the preparation work will start at least 30 months ahead of the adoption date.

The Council's LTP:

- Describes the type of District the community wants (community outcomes).
- Outlines the role the Council will play in working towards achieving that vision.

- Identifies some of the key challenges facing the Council over the next 10 years.
- Provides an overview of each activity the Council will carry out and the services it will provide for the next 10 years.
- Determines how much the business of the Council will cost, and how it will be funded.

The Council must follow the special consultative process in preparing and adoption the LTP. Once the preparatory work is complete, the Council's adopts the draft LTP and this is advertised for public comment. A summary document is also prepared and is distributed to all households in the District as well as non-residential ratepayers. The public have at least one month to make a written submission. As well as making a written submission, submitters have the opportunity to address the Council in person at its submission hearing. Once all submissions have been considered, the Council then considers any changes it wishes to make to the LTP before adopting the final document.

The Annual Plan

The Council is required to produce an Annual Plan in each of the two years when an LTP is not produced. The purpose of the Annual Plan is to support the LTP, extend the opportunity for public participation, contribute to Council's accountability to its community, detail the annual budget and identify any variances from the LTP funding and financial information for that year.

The Annual Plan has an operational function to implement the strategy, which has been developed and adopted through the LTP. The Annual Plan's primary purpose is to provide the accountability base for the setting and assessing of rates, which cannot be set until Council adopts the Annual Plan.

The intensive preparation work for the Annual Plan (include budget preparation and review by local committees and Council) generally occurs from November - March prior to adoption.

The process used by Council in preparing, consulting on and adopting the Annual Plan is similar to that described above for the LTP.

The Annual Report

At the end of each financial year (1 July - 30 June) the Council publishes an Annual Report, which contains audited accounts for the previous financial year. Each annual report must be completed and adopted by resolution, within four months after the end of the financial year to which it relates.

The purposes of the annual report are:

- To promote the Council's accountability to the community for the decisions made throughout the year by the Council; and
- To compare the annual activities and performance with the intended activities and performance set out in the Annual Plan/LTP.

In addition to the full Annual Report Council must also prepare a summary of the Report. The summary must be a fair and consistent representation of the major matters in the Annual Report.

The District Plan

The Southland District Plan (the District Plan) enables the Southland District Council (the Council) to carry out its functions under the Resource Management Act 1991 (the Act). The purpose of the Act is to provide for the sustainable management of natural and physical resources. Section 73 of the Act requires territorial authorities to have a District Plan.

The District Plan is a legally enforceable document and the Act provides penalties for breaches of Plan rules.

The District Plan sets a framework for development and the management of the natural and physical resources in the District. It establishes objectives, policies and rules for managing the environmental effects of land use, subdivision and development.

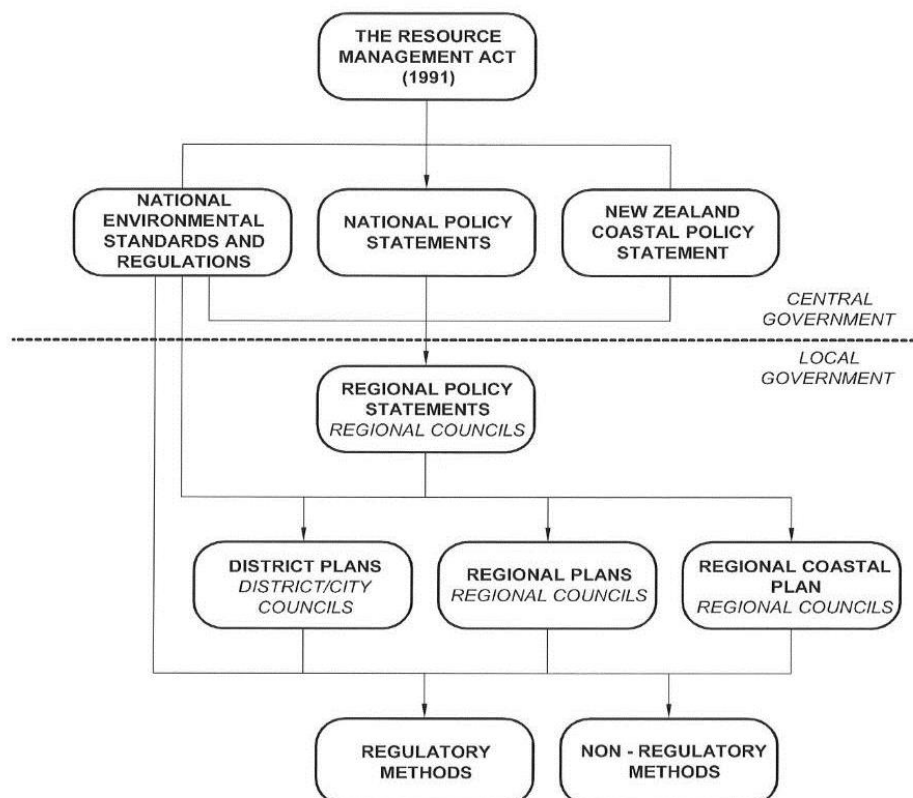
The first Southland District Plan to become operative under the Act took legal effect in July 2001. The current Plan is a second generation District Plan under the Act and will eventually supersede the 2001 Plan following the outcomes of public notification and the formal submission hearing and appeal processes of the Act.

The District Plan is representative of both the Council and the community's aspirations for the Southland District.

The Act requires the District Plan to give effect to the Southland Regional Policy Statement which acts as the overarching Resource Management Policy document for the Southland Region. In preparing the District Plan, the Council must consider a range of other plans and policy documents of relevance to the District. In particular, Section 75 of the Act requires that a District Plan must:

- **give effect to** any National Policy Statement, New Zealand Coastal Policy Statement and any Regional Policy Statement, and
- **not be inconsistent with** a Water Conservation Order or any Regional Plan.

Council will undertake Plan Changes, where these plans or policy documents are prepared or altered during the life of the District Plan. Figure 1, illustrates the key linkages in the New Zealand legislative and policy framework.

Figure 1: Legislative and Policy Framework in New Zealand

National Park Management Plans and Conservation Management Strategies are also relevant to consider in the development of plans and policies.

Activity Management Plans (AMP)

Council has a number of Activity Management Plans (AMP) for its activities which support the data and forecasts included in the LTP and provide additional detail about the activities and assets of Council. AMP assist the Council to ensure that information and assumptions underlying the forecast information provided in the LTP are reasonable, supportable and reliable.

These plans help to ensure that the Council provides a desired level of service (as defined by the community of Southland District) through the management of assets and activities in the most cost effective and sustainable manner for present and future customers. Activity Management Planning provides direction for future management of assets and activities and a robust basis for long term financial forecasts. The Council's AMP provide information about the following (by the community, where applicable):

- What the activity is and why Council provides it.
- What service and performance standards are sought, why these standards have been adopted and how Council has been performing against those targets.
- How demand is likely to change over the period of the plan, the impact of demand change on the assets and services and where the demand-sensitive areas are (eg, where significant investment is required to meet future demand, and/or where the consequence of not meeting demand is high).
- How the Council operates, maintains, renews and upgrades the networks to ensure performance standards are met in a manner that maximises value for money (eg, how decisions are made on whether to continue maintenance or renew assets, how investment priorities are decided to provide greatest benefit for the cost).
- The strategies that are in place to ensure risks are understood and managed.

- What all this will cost and the impact on user charges (rates, etc) over the plan period (minimum of 10 years).

Systems for Public Access

Principal Council Office:

Southland District Council
15 Forth Street
PO Box 903
Invercargill 9840

Phone: 0800 732 732
Fax: 0800 732 329
Email: emailsdc@southlanddc.govt.nz
Internet: <http://www.southlanddc.govt.nz>

Local Council Offices located at:

<u>Location</u>	<u>Hours</u>	<u>Contact Details</u>
Lumsden: 18 Diana Street	Monday, Wednesday and Friday 10.00 am - 5.00 pm	Phone: 0800 732 732 Fax: 0800 732 329
Otautau: 176 Main Street	Monday - Friday 8.00 am - 5.00 pm	Phone: 0800 732 732 Fax: 0800 732 329
Riverton: 117 Palmerston Street	Monday - Thursday 8.00 am - 4.30 pm Friday 8.00 am - 6.00 pm	Phone: 0800 732 732 Fax: 0800 732 329
Stewart Island: 9 Ayr Street Halfmoon Bay	Monday - Friday 9.00 am - 12.00 noon	Phone: 0800 732 732 Fax: 0800 732 329
Te Anau: 116 Town Centre	Monday - Friday 8.30 am - 5.00 pm	Phone: 0800 732 732 Fax: 0800 732 329
Winton: 1 Wemyss Street	Monday - Friday 8.00 am - 5.00 pm	Phone: 0800 732 732 Fax: 0800 732 329
Wyndham: 44 Balaclava Street	Tuesday and Thursday 2.00 pm - 5.00 pm Thursday 6.30 pm - 8.00 pm	Phone: 0800 732 732 Fax: 0800 732 329

Requests to the Council

Anyone can lodge a request for Council service by –

- Visiting any of the offices of the Council.
- Telephoning the Council office or local offices.
- Writing to the Council's Chief Executive or appropriate Group Manager.
- Contacting the Mayor or a Councillor.
- Emailing Council on emailsdc@southlanddc.govt.nz
- Making a request through on-line services on www.southlanddc.govt.nz

Requests for information of particular topics should be made to the staff concerned. Contact or assistance on finding the correct staff member can be either found on the website under "Services" or through the telephonists answering the 0800 732 732 number.

Consultation and Engagement

The Council prepares and publishes a quarterly newsletter entitled 'First Edition' which is delivered to all residents of the district, non resident ratepayers and other Councils. This newsletter is used by the Council to inform ratepayers and residents of current issues and activities. From time to time the Council will also invite comments or submissions on certain issues to improve the decision-making process or assist in the development of proposals.

Throughout any year there are numerous opportunities for the public to participate in the decision-making process. This can be via special consultative procedures used for any proposal and also the Annual Plan/LTP. The Council encourages the involvement of all communities within its District through a system of 8 Community Boards and 19 Community Development Area Subcommittees in addition to 5 Wards of the District, represented by the 12 Councillors.

Requests for Official Information

Under the Local Government Official Information and Meetings Act 1987 (LGOIMA) any person may request information from the Council. Any request for information is a request made under LGOIMA. You do not have to say you are making a request under LGOIMA.

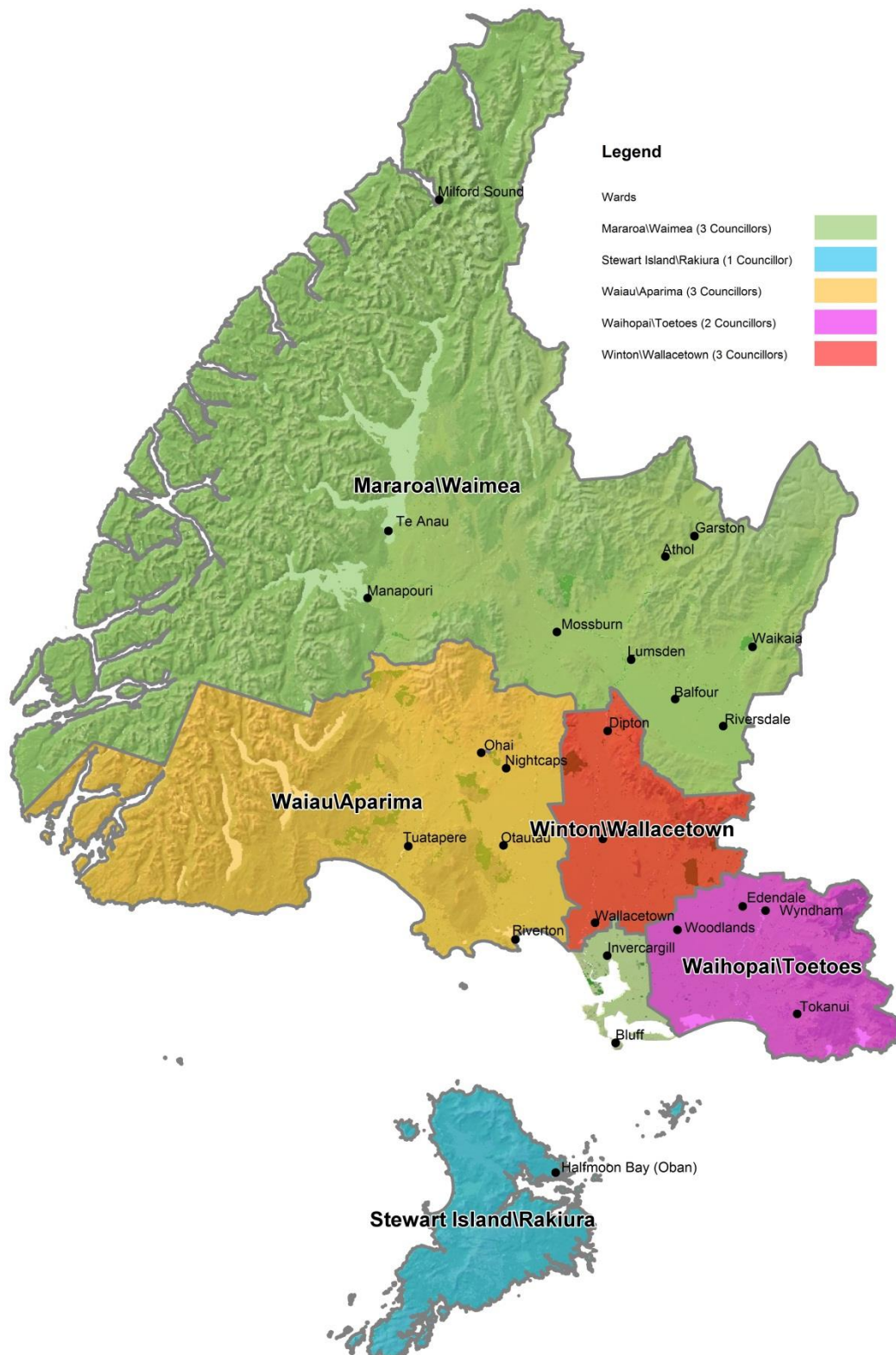
Once a request is made the Council must supply the information unless good reason exists for withholding it. The LGOIMA says that information may be withheld if release of the information would:

- Endanger the safety of any person.
- Prejudice maintenance of the law.
- Compromise the privacy of any person.
- Reveal confidential or commercially sensitive information.
- Cause offence to tikanga Māori or would disclose the location of waahi tapu.
- Prejudice public health or safety.
- Compromise legal professional privilege.
- Disadvantage the local authority while carrying out negotiations or commercial activities.
- Allow information to be used for improper gain or advantage.

The Council must answer requests within 20 working days (although there are certain circumstances where this timeframe may be extended). The Council may charge for official information under guidelines set down by the Ministry of Justice.

In the first instance you should address requests for official information to:

The Chief Executive
Southland District Council
PO Box 903
Invercargill 9840

Appendix I**Map of Wards**

Appendix II**Summary of amendments to document**

<u>DATE</u>	<u>SECTION TO BE CHANGED</u>	<u>PAGE NO</u>	<u>AUTHORITY</u>

Elected Member Position Descriptions

Record No: R/17/1/206
Author: Rex Capil, Group Manager Community and Futures
Approved by: Bruce Halligan, Group Manager Environmental Services

☒ Decision ☐ Recommendation ☐ Information

Purpose

- 1 The purpose of this report is to outline the requirement to formally establish the roles and responsibilities of the following elected member positions:
 - (a) Councillors;
 - (b) Deputy Mayor;
 - (c) Chairs of Council Committees; and
 - (d) Community Board Chairs and members.
- 2 The Remuneration Authority requires information detailing these roles to assess and support the distribution of the total remuneration amount allocated to the Southland District Council.
- 3 The report recommends that the position descriptions for these roles as prepared be adopted and staff be requested to inform the Remuneration Authority accordingly.

Executive Summary

- 4 At the 14 December 2016 Southland District Council meeting Council approved a recommendation be made to the Remuneration Authority regarding the distribution and allocation of remuneration for additional responsibilities of elected members.
- 5 This specifically related to additional responsibilities associated with the roles of Deputy Mayor, Council Committee Chairs and District Plan contribution.
- 6 Council also approved changes to the Elected Members Reimbursements and Remuneration Policy subject to the approval by the Remuneration Authority of the recommended allocations for the additional responsibilities.
- 7 To support this distribution of extra remuneration for positions of additional responsibility Council is required to provide to the Remuneration Authority a position description for these respective roles and responsibilities.
- 8 Council has a responsibility to update and revise the position descriptions as required and it seems appropriate to do so for the 2016-2019 triennium.
- 9 The updated and revised position descriptions have been developed and attached to this report for adoption.

Recommendation

That the Council:

- a) **Receives the report titled “Elected Member Position Descriptions” dated 25 January 2017.**
- b) **Determines that this matter or decision be recognised as not significant in terms of Section 76 of the Local Government Act 2002.**
- c) **Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the Act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.**
- d) **Adopts the Southland District Council Elected Member Position Descriptions 2016-2019 developed for:**
 - (i) **Councillors**
 - (ii) **The Deputy Mayor**
 - (iii) **Chairs of Council Committees**
 - (iv) **Community Board Chairs and members**
- e) **Requests that staff provide the adopted Southland District Council Elected Member Position Descriptions 2016-2019 to the Remuneration Authority.**

Content

Background

- 10 The Remuneration Authority has developed a remuneration framework which aims to align remuneration with the responsibilities of elected member functional roles and recognises additional responsibilities.
- 11 As part of the framework Councils are required to provide a position description for functional roles and responsibilities to the Remuneration Authority.
- 12 This assists in informing and supporting the distribution of extra remuneration for positions of additional responsibility assigned to elected members.
- 13 Council developed position descriptions for Councillors, the Deputy Mayor, Committee Chairs and Community Board Chairs and Members for the previous triennium.
- 14 These position descriptions have been reviewed and updated for the 2016-2019 triennium and form the content of the attachment to this report.
- 15 The position descriptions, roles and responsibilities reflect information provided from a range of Council documents and documentation provided by the Remuneration Authority.

Issues

- 16 There are no issues identified in revising and updating the elected member position descriptions.

Factors to Consider

Legal and Statutory Requirements

- 17 The development of the elected member position descriptions fulfils the Remuneration Authority framework requirement.

Community Views

- 18 There is no requirement to consult with the public regarding the development of the elected member position descriptions.

Costs and Funding

- 19 There are no additional financial considerations associated with the development of the elected member position descriptions.

Policy Implications

- 20 There are no policy implications associated with the development of the elected member position descriptions.

Analysis

Options Considered

- 21 Council has the option to adopt the elected member position descriptions or not.

Analysis of Options

Option 1 – adopt the elected member position descriptions and provide to the Remuneration Authority.

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none">• Fulfils Remuneration Authority framework requirements• Provides clarity and clear purpose for roles and responsibilities of elected members• Represents good practice and good governance• Assists in formalising structures and roles and responsibilities• Supports the distribution of extra remuneration for positions of additional responsibility	<ul style="list-style-type: none">• There are no disadvantages in adopting the elected member position descriptions

Option 2 – not adopt the elected member position descriptions and not [provide to the Remuneration Authority.

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none">• There are no advantages in not adopting the elected member position descriptions	<ul style="list-style-type: none">• Will not fulfil Remuneration Authority framework requirements• Does not represent good practice or good governance• Does not support clarity in roles and responsibilities for elected members

Assessment of Significance

- 22 The elected member position descriptions are not considered significant in relation to Council's Significance and Engagement Policy.

Recommended Option

- 23 It is recommended Council support option 1 to adopt the elected member position descriptions and provide to the Remuneration Authority.

Next Steps

- 24 Staff will provide the adopted elected member position descriptions to the Remuneration Authority.

Attachments

- A Elected Member Position Descriptions 2016-2019 [↓](#)

ELECTED MEMBER POSITION DESCRIPTIONS 2016 - 2019

Southland District Council Councillor

This position description broadly outlines the responsibilities associated with the position of Councillor on the Southland District Council. This document is not intended as an exhaustive list of all Councillor responsibilities but provides an outline of core functions.

The collective duties of Councillors are broadly defined as:

- Representing the interests of Southland District Council.
- Formulating Southland District Council's strategic direction and relative priorities through the Long Term Plan (LTP), which determines the services and activities to be undertaken by Southland District Council over a 10 year period.
- Determining the expenditure and funding requirements of Southland District Council activities through the LTP and annual planning processes.
- Overseeing, developing and/or approving all Southland District Council policies, administrative, legal, financial and strategic, including formal regional and district planning matters within the Southland District Council's geographical area of responsibility.
- Monitoring the ongoing performance of Southland District Council against its stated objectives and policies (including formal sign-off of the Annual Report).
- Ensuring prudent use of Southland District Council resources.
- Law-making (bylaws).
- Overseeing Southland District Council compliance with any relevant Acts of Parliament
- Employing, setting performance requirements for, and monitoring the ongoing performance of the Southland District Council's Chief Executive. Under the Local Government Act 2002, the local authority employs the Chief Executive who, in turn, employs all other staff on its behalf - elected members of Southland District Council have no responsibilities for, and cannot direct, any staff employed by the Southland District Council other than the Chief Executive.

Councillors are also responsible for representation and advocacy which includes:

- Bringing the views of the community into Southland District Council decision-making processes.
- Being an advocate for community groups and individuals at Southland District Council meetings.
- Balancing the need to advocate for specific interests against the needs of the wider community.
- Listening to the concerns of local residents and ratepayers on issues pertaining to the Southland District Council.
- Maintaining contact with community representatives and other local stakeholders.
- Participating in any relevant consultative processes with the local community and/or other organisations.
- Ensuring the views of the Southland community are appropriately represented to Central Government.

The governance responsibilities of Councillors include:

- Participating constructively and effectively in the good governance of the Southland District Council as a whole.
- Understanding and ensuring that basic principles of good governance are a part of the decision-making approach of the Southland District Council.
- Understanding and respecting the differing roles of Mayor, Deputy Mayor, Committee chairs and councillors.
- Recognising that the governance role does not extend to operational matters or to the management of any implementation.
- Having a good understanding of the council processes set out in the Standing Orders that determine how Southland District Council meetings are run.
- Developing and maintaining a working knowledge of Southland District Council services, management processes, powers, duties and constraints.
- Participating in the setting and monitoring of Southland District Council policies, budgets, strategies and service delivery through annual and long-term planning processes.
- Ensuring familiarity with agendas and other Southland District Council reports before council meetings.
- Being familiar with and complying with the statutory requirements of an elected councillor.
- Undertaking the responsibilities associated with the allocation of committee positions and appointments to outside organisations.
- Complying with the Code of Conduct adopted by the Southland District Council.
- Identifying, being aware of and declaring any potential personal conflicts of interest, whether of a pecuniary or non-pecuniary nature.

Southland District Council Deputy Mayor

In addition to the responsibilities held as a councillor, the Deputy Mayor is responsible for:

- Supporting the Mayor in his role and deputising for him in his absence.
- Keeping abreast of all issues facing Southland District Council, to allow for relative ease when deputising for the Mayor, should that need arise.
- Representing the Southland District Council to a high standard, recognising that conduct in the role of Deputy Mayor reflects on council as a whole.
- Representing the Southland District Council in a strong, competent and articulate manner in the council area and to any external agencies or groups.
- Ensuring sufficient familiarity with Southland District Council Standing Orders and procedures to be able to deputise competently for the Mayor in chairing council meetings and other sessions of council.
- Representing the Southland District Council in various local, regional and/or national settings, both formal and informal, as appropriate.
- Working closely with other elected members of Southland District Council to ensure smooth council decision-making.
- Ensuring sufficient familiarity with the processes and procedures of various civic functions to be able to correctly follow the obligations of such civic functions in the event of deputising for the Mayor, should that need arise.

Southland District Council Committee Chairperson

In addition to the normal duties of Councillors there are extra responsibilities associated with being the chairperson of a Council committee. These responsibilities may include:

- Chairing meetings of the Committees in the areas of Council activity and business within their area of responsibility.
- Representing the Southland District Council to a high standard in the areas of Council activity and business within their area of responsibility, recognising that conduct in the role of Committee chair or portfolio folder reflects on Council as a whole.
- Promoting and supporting good governance by the Southland District Council.
- Developing a clear understanding of the terms of reference of their Committees, and of the scope and range of the specific areas of Council activities and business within their area of responsibility to allow them to carry out their role as Committee chair.
- Ensuring sufficient familiarity with council Standing Orders and procedures to be able to chair Council Committee meetings and any other sessions of Council for which they have responsibility.
- Undertaking sufficient preparation before meetings they are chairing to effectively carry out their role as Committee Chair or portfolio folder.
- Ensuring any meetings they chair act within the powers delegated by the Southland District Council.
- Managing the progress of business during meetings, including ensuring adherence to the Southland District Council Code of Conduct, Standing Orders and any other statutory obligations and requirements.
- Ensuring that all meeting participants have an opportunity to make an appropriate contribution within the bounds of Standing Orders and due process.
- Maintaining and ensuring due order and decorum throughout meetings they chair.
- Commenting to the media (or other agencies) as the Southland District Council spokesperson on issues arising that pertain to their committee or that are on the agenda in the areas of Council activity and business within their area of responsibility, but only if delegated to do so by Council.
- Liaising with appropriate Southland District Council staff in respect of the areas of council activity and business within the committee chair area of responsibility.
- Providing political leadership in building a political consensus around council issues in the areas of Council activity and business that are within their area of responsibility.
- Recognising and contributing to issues that cut across specific areas of council activity and business within the Committee chair area of responsibility.
- Working closely with other elected members of Southland District Council to ensure smooth Council decision-making.
- Keeping abreast of all issues concerning council activity and business within their area of responsibility.

Southland District Council Community Board Chairperson and Members

The position description for Community Board members has been established to outline some of the core duties associated with the role. Community Board members are responsible for representation and advocacy including:

- Representing and acting as an advocate for the interests of their community.
- Considering and reporting on all matters referred to them by the Southland District Council, or any matters of interest or concern to the Community Board.
- Communicating with community organisations and special-interest groups in the community.
- Bringing the views of their community to the attention of Southland District Council
- Listening to the concerns of their community on issues pertaining to the community board.
- Maintaining an overview of services provided by the Southland District Council in the community, and commenting on any services delivered by the council.
- Maintaining contact with various community representatives and other local stakeholders.
- Championing causes which best relate to the interests of their community and campaigning for the improvement of the quality of life in their community.

Governance responsibilities of Community Board members include:

- Participating constructively and effectively in the good governance of the Community Board as a whole.
- Understanding and ensuring that basic principles of good governance are a part of the approach of the Community Board.
- Understanding and respecting the differing roles of Community Board Chair and Community Board members; the roles of the council's Mayor, Deputy Mayor, Committee chairs and councillors; and the very different roles of the managers and staff of the council with whom the Community Board might work.
- Being fully aware of the Community Board delegations as set out by the Southland District Council.
- Recognising that the governance role does not extend to operational matters or to the management of any implementation.
- Having a good understanding of the Community Board processes set out in the Standing Orders that determine how Community Board meetings are run and how decisions are made.
- Developing and maintaining a working knowledge of Southland District Council services, management processes, powers, duties and constraints.
- Ensuring familiarity with agendas and other Community Board reports before meetings of the Community Board.
- Being familiar with and complying with the statutory requirements of a Community Board member.
- Identifying, being aware of and declaring any potential personal conflicts of interest, whether these are pecuniary or non-pecuniary.

Possible additional responsibilities of Community Board members include:

- Undertaking any other responsibilities that are delegated to them by the Southland District Council or are prescribed by Order in Council.
- Participating in any relevant consultative processes with the local community and/or other organisations.
- Representing the views and position of the Community Board to external parties, where delegated to do so, and with a clear understanding that only formal

Community Board decisions can commit the Community Board to any particular course of action (and then only in matters where the Community Board is delegated to act).

- Participating, as needed, in the setting and monitoring of Council policies, budgets, strategies and service delivery through annual and long-term planning processes.

Community Board Chair - Additional Responsibilities

In addition to the normal duties of Community Board members there are extra responsibilities associated with being the chairperson of a community board. These responsibilities may include:

- Chairing meetings of the Community Board.
- Representing the Community Board to a high standard in the areas of activity and business delegated.
- Promoting and supporting good governance by the Community Board.
- Developing a clear understanding of the terms of reference of their Community Board, and of the scope and range of delegations in order to carry out the role of Community Board Chair.
- Ensuring sufficient familiarity with council's Standing Orders and procedures that they can chair Community Board meetings and any other sessions for which they have responsibility.
- Undertaking sufficient preparation before the meetings they are chairing to allow them to effectively carry out the role of Chair.
- Ensuring meetings they chair operate within the powers delegated by the council.
- Managing the progress of business during meetings, including ensuring adherence to the council's Standing Orders and to other statutory obligations and requirements.
- Ensuring that all participants in meetings have an opportunity to make an appropriate contribution within the bounds of Standing Orders and due process.
- Maintaining and ensuring due order and decorum throughout meetings they chair.
- Commenting to the media (or other agencies) as the Community Board spokesperson, where delegated/authorised to do so, on issues that pertain to the Community Board.
- Liaising with appropriate Southland District Council staff in respect of the areas of delegated council business for which the Community Board has responsibility.
- Providing leadership to the Community Board in helping form a consensus that is representative of the community.
- Working closely with other members of the Community Board to ensure smooth Community Board decision-making.
- Keeping abreast of all issues facing the Community Board

Minutes of the Thornbury Community Development Area Subcommittee Meeting dated 14 July 2016

Record No: R/17/1/231
Author: Alyson Hamilton, Committee Advisor
Approved by: Alyson Hamilton, Committee Advisor

☐ Decision ☐ Recommendation ☒ Information

Recommendation

That Council receives the minutes of the Thornbury Community Development Area Subcommittee meeting held 14 July 2016 as information.

Attachments

- A Minutes of Thornbury Community Development Area Subcommittee Meeting dated 14 July 2016 (separately enclosed)

Minutes of the Orepuki Community Development Area Subcommittee Meeting dated 4 August 2016

Record No: R/16/12/21338
Author: Alyson Hamilton, Committee Advisor
Approved by: Alyson Hamilton, Committee Advisor

☐ Decision ☐ Recommendation ☒ Information

Recommendation

That Council receives the minutes of the Orepuki Community Development Area Subcommittee meeting held 4 August 2016 as information.

Attachments

- A Minutes of Orepuki Community Development Area Subcommittee Meeting dated 4 August 2016 (separately enclosed)

Minutes of the Manapouri Community Development Area Subcommittee Meeting dated 16 August 2016

Record No: R/17/1/1530

Author: Jenny Labruyere, Committee Advisor/Customer Support Partner

Approved by: Jenny Labruyere, Committee Advisor/Customer Support Partner

☐ Decision

☐ Recommendation

☒ Information

Recommendation

That Council receives the minutes of the Manapouri Community Development Area Subcommittee meeting held 16 August 2016 as information.

Attachments

- A Minutes of Manapouri Community Development Area Subcommittee Meeting dated 16 August 2016 (separately enclosed)

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 Transfer of land at 28 Pop Andrew Drive Te Anau to the Fiordland Retirement Housing Trust

C10.2 Rating Sale - 17 Malta Street, Wyndham

C10.3 Appointment of Chair to Milford Sound Tourism

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
Transfer of land at 28 Pop Andrew Drive Te Anau to the Fiordland Retirement Housing Trust	s7(2)(b)(ii) - The withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.	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.
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
Rating Sale - 17 Malta Street, Wyndham	s7(2)(a) - The withholding of the information is necessary to protect the privacy of natural persons, including that of a deceased person.	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.
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
Appointment of Chair to Milford Sound Tourism	s7(2)(a) - The withholding of the information is necessary to protect the privacy of natural persons, including that of a deceased person. 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.