



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

Date: Thursday, 22 February 2018
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
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Full agendas are available on Council's Website
www.southlanddc.govt.nz

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1 Apologies

At the close of the agenda no apologies had been received.

2 Leave of absence

At the close of the agenda no requests for leave of absence had been received.

3 Conflict of Interest

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

4 Public Forum

Notification to speak is required by 5pm at least two days before the meeting. Further information is available on www.southlanddc.govt.nz 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

Minutes of Council meetings held on 27 September 2017, 13 December 2017 and Extraordinary Council meeting held on 31 January 2018 .

Draft Trade Waste Bylaw 2018

Record No: R/18/1/1282
Author: Rebecca McElrea, Policy and Planning Consultant
Approved by: Ian Marshall, Group Manager Services and Assets

☒ Decision ☐ Recommendation ☐ Information

Purpose

- 1 The purpose of this report is to seek Council's endorsement of the draft Trade Waste Bylaw 2018 for public consultation.

Executive Summary

- 2 Council has responsibility for the provision, maintenance and protection of the Southland District's wastewater network, maintenance workers and the receiving environment. Section 146 of the Local Government Act 2002 (the LGA) enables territorial authorities to make specific bylaws for its district to regulate waste and trade and to manage, regulate against, or protect from the misuse of infrastructure associated with wastewater.
- 3 Under section 159 of the LGA, the Trade Waste Bylaw 2008 is due for review in 2018.
- 4 The draft Trade Waste Bylaw 2018, which is attached to this report, was prepared by Council staff and MWH NZ Limited in 2013. It has since been updated to reflect the present day. Staff are seeking Council's approval to proceed with consulting on the draft Bylaw in accordance with the special consultative procedure outlined in Sections 83 and 86 of the LGA.
- 5 There are two provisions in the draft Bylaw that represent minor changes to the current Trade Waste Bylaw 2008. These changes are outlined in the report below.

Recommendation

That the Council:

- a) **Receives the report titled “Draft Trade Waste Bylaw 2018” dated 12 February 2018.**
- b) **Determines that this matter or decision be recognised as not significant in terms of Section 76 of the Local Government Act 2002.**
- c) **Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the Act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.**
- d) **Determines that a bylaw is the most appropriate way of addressing the issues relating to the regulation and management of trade waste.**
- e) **Determines that the draft Trade Waste Bylaw 2018 is the most appropriate form of bylaw pursuant to Section 155(2)(a) of the Local Government Act 2002.**
- f) **Determines that the draft Trade Waste Bylaw 2018 does not give rise to any implications under the New Zealand Bill of Rights Act 1990 pursuant to section 155(2)(b) of the Local Government Act 2002.**
- g) **Endorses the draft Trade Waste Bylaw 2018 (with any desired amendments).**
- h) **Endorses the Statement of Proposal attached to this report (with any desired amendments).**
- i) **Releases the draft Trade Waste Bylaw 2018 and the Statement of Proposal for public consultation, in accordance with the Special Consultative Procedure outlined in sections 83 and 86 of the Local Government Act 2002, from 1 March 2018 to 5pm on 2 May 2018.**

Background

- 6 Council provides wastewater schemes for communities throughout the district which collect, treat and dispose of wastewater from residential properties, businesses and public facilities. This service also includes the collection, treatment and disposal of industrial liquid wastes (commonly known as Trade Wastes) from industrial premises across the District.
- 7 The Council already has the Trade Waste Bylaw 2008 in existence to deal with trade wastes. It does, however, need to be formally reviewed if it is to remain enforceable.

Issues

The draft Trade Waste Bylaw

- 8 The draft Trade Waste Bylaw 2018 is included with this report, as part of Attachment A. The aims of the Trade Waste Bylaw 2018 are to:
- Ensure the protection of Council staff and the general public
 - Protect the ability of Council to meet obligations under the Resource Management Act 1991
 - Provide for an equitable spread of costs between domestic and trade discharges
 - Protect the investment in the existing and any future infrastructure, treatment plant and disposal facilities.
- 9 It is proposed that the Trade Waste Bylaw 2008 be repealed when a new Trade Waste Bylaw is adopted. The Trade Waste Bylaw 2008 is included with this report as Attachment B. The Trade Waste Bylaw 2008 covers the discharge of trade waste into any sewerage system owned or operated by the Council. The draft Trade Waste Bylaw 2018 is based on the Trade Waste Bylaw 2008, and suggests minor amendments.

Notable changes to the Trade Waste Bylaw 2008

- 10 The details of the Trade Waste Bylaw 2008, which will be changed if the draft Trade Waste Bylaw 2018 is adopted, are outlined below.
- Section 1 - Definitions
Deleted “Working Day” definition as the term ‘Working Day’ is defined in the LGA.
 - Clause 6.6.1 – Penalties
Changed maximum penalty for breach of Trade Waste Bylaw from \$20,000 to \$200,000. Section 242(5) of the LGA, which is specific to Trade Wastes, allows for a \$200,000 penalty (compared to \$20,000 for other utilities).

Factors to Consider

Legal and Statutory Requirements

- 10 The decision-making provisions in sections 77-82 of the LGA are relevant to all decisions of local authorities. Under section 77, a local authority is required to identify all of the reasonably practicable options and assess those options by considering the criteria in section 77.
- 11 Council must give consideration to community views and the preferences of those affected or to have an interest in the matter under section 78.
- 12 Council has the ability under sections 145 and 146 to make bylaws for its district, specifically for the purposes of regulating trade wastes.

- 13 Section 148 of the LGA outlines some special requirements relating to the making of a trade waste bylaw. Council is required to consult with the Minister of Health before making a trade waste bylaw. Section 148 (2) requires that this consultation occur in parallel with the required 2 month public consultation period. Council is also required to give public notice of its intention to make a trade waste bylaw.
- 14 The initiation and completion of the Special Consultative Procedure in accordance with the requirements of Sections 83 and 86 of the LGA will also be necessary before Council can make the Bylaw.
- 15 Before commencing the process for making a bylaw under section 155, Council needs to determine whether a bylaw is the most appropriate way of addressing the perceived problem. The purpose of the proposed Bylaw is to control trade waste discharges into the public sewerage network, protect the public sewerage network from damage, and protect the environment and the health of people in the district. In addition, the Bylaw serves to provide a potential mechanism for recovering the costs associated with conveying, treating and disposing of trade waste. Council considers the proposed Bylaw is necessary in order for it to retain a system of control over trade wastes entering its wastewater system.
- 16 Under section 155 of the LGA 2002, Council also needs to determine whether the proposed Bylaw is in the most appropriate form. The attached draft Southland District Council Trade Waste Bylaw 2018 is considered the most appropriate form of bylaw for the purposes of public consultation. A number of territorial authorities in New Zealand have adopted trade waste bylaws based on the New Zealand Standard Model Trade Waste Bylaw NZS 9201: Part 23:2004. The 2008 Trade Waste Bylaw is consistent with the Standard Model Bylaw template, as is the proposed new Bylaw. This form of bylaw is recognised as best practice within the industry and the content is based on demonstrated knowledge of current issues.
- 17 As per section 159 of the LGA, Council must review the current Bylaw within ten years after the date upon which it was last reviewed. This means the Trade Waste Bylaw 2008 is due to be reviewed by 25 June 2018.
- 18 Section 196 of the LGA allows the occupier of trade premises to discharge trade waste into the wastewater system either with the consent of the territorial authority or without the consent if the discharge is permitted by a trade waste bylaw. A trade waste bylaw provides default standards by which discharges can be made.

The Health Act 1956

- 19 The Health Act 1956 is also relevant in that it requires local authorities to control nuisance, sewerage works regulating drainage and the collection and disposal of sewage.

Compliance with the New Zealand Bill of Rights Act 1990

- 20 The New Zealand Bill of Rights Act 1990 confers certain civil and political rights to people in New Zealand. It is considered that the proposed controls in the Bylaws referred to in this report do not unnecessarily interfere with any rights conferred by this Act and give rise to no implications under the Act.

21 In a number of respects the controls proposed reflect the existing provisions of the LGA. Section 146 of the LGA allows Council's special bylaw-making powers for the purposes of regulation of:

- Waste management
- Trade wastes
- Solid wastes

22 It also enables Councils to manage, regulate against or protect from damage, misuse or loss, or for preventing the use of land, structures and infrastructure associated with water races, water supply, wastewater, drainage, sanitation and land drainage.

23 The LGA itself has already been reviewed by the Attorney-General for any inconsistency with the Bill of Rights.

Community Views

24 If the draft Bylaw is approved, it will be publicly notified in the Advocate on Thursday, 1 March and 8 March 2018. Information concerning the proposed Bylaw will be available from all Council offices within the District. Council's website and social media networks will also be used to notify the public about the proposal and to invite submissions.

25 All members of the public and any interested groups, organisations and agencies will have an opportunity to make submissions on the proposed Bylaw. In accordance with section 148 of the LGA, there will be a submission period of two months.

26 Submissions will open on Thursday 1 March 2018 and will close on Wednesday 2 May 2018.

27 Council will hear and deliberate on submissions on Wednesday 16 May 2018.

28 Staff intend to present the final bylaw to Council for adoption on 20 June 2018, and it is proposed the Bylaw would come into force on 23 June 2018.

Costs and Funding

29 The costs of advertising will be met by current budgets.

Policy Implications

30 No policy or plan implications have been identified.

Analysis

Options Considered

31 There are three options for Council to consider that could achieve the desired objectives. These options are statutory and non-statutory and may be used individually or in combination with each other. The options are:

Non-Statutory

- a) Information and education programmes.

Statutory

- b) Reliance on existing legislation such as the Resource Management Act 1991 and the LGA.
- c) Revoking the current Trade Waste Bylaw 2008 and making a new Trade Waste Bylaw 2018.

Analysis of Options

The benefits and costs of the reasonably practicable options need to be considered in terms of meeting the current and future needs of the communities including:

- good quality infrastructure and public services; and
- performance of regulatory functions in a way that is most cost effective for households and businesses.

Option 1 – Information and Education Programmes

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none">• This option could target information and education to specific groups in the community. It could raise the awareness of safety issues associated with trade waste.• A bylaw would not need to be made.	<ul style="list-style-type: none">• Would rely on people practicing what they had learned.• By not having a trade waste bylaw in place it would reduce controls on trade waste discharges resulting in an increase in the risk of negative effects on the integrity of the wastewater asset and pollution of the receiving environment.• The share of benefits and costs would not be shared equitably between trade waste discharges and domestic discharges and would not reflect the difference in operational costs between the two waste streams. This option would not meet the needs of the district as it may increase the costs to the community of treating trade waste sourced wastewater.• Discharges would still require consent in accordance with section 196 of the LGA.

Option 2 – Reliance on existing legislation such as the Resource Management Act 1991 and the LGA

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none">• A bylaw would not need to be made.	<ul style="list-style-type: none">• Section 196 of the LGA requires trade waste discharges to have consent from the territorial authority in order to discharge trade wastes, or without consent if the

	discharge is permitted by a trade waste bylaw. If there is no trade waste bylaw in place all trade waste discharges will be required to gain consent from Council. Requiring consent in each case would be an inefficient way of managing discharges.
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Option 3 – Review the current Trade Waste Bylaw 2008 and endorse the Trade Waste Bylaw 2018

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> • The draft Bylaw is an amended version of the current Bylaw, which has been operating effectively. • It is an effective method for Council to achieve compliance with its own discharge consent and to preserve the wastewater infrastructure. • The draft Bylaw is very similar to the current Trade Waste Bylaw 2008, so it shouldn't be highly contentious. • This option is in line with current legislative requirements. • This option should ensure conservation and protection of Council's wastewater assets and the environment by having formal controls in place with which to control trade waste discharges. • This option would minimise the cost to the community of treating trade waste sourced wastewater by ensuring operational and maintenance costs are equitably spread. 	<ul style="list-style-type: none"> • No obvious disadvantages • Council will need to go through the process of revising the current Bylaw.

Assessment of Significance

- 32 A significant decision is one that has a high degree of significance in terms of its impact on either:
- the current and future social, economic, environmental or cultural wellbeing of the district or region;
 - people who are likely to be particularly affected by or interested in, the issue, proposal decision or matter;
 - the capacity of Council to performs its role, and the financial and other costs of doing so;
 - the ownership or function of a strategic asset.

- 33 In this report the Council is being asked to review its existing Trade Waste Bylaw as it is required to do under the LGA. As such it is considered to be a decision of low significance.

Recommended Option

- 34 The recommended option is to review the Trade Waste Bylaw 2008 and to endorse the Trade Waste Bylaw 2018. Council will have to carry out the special consultative procedure outlined in sections 83 and 86 of the LGA with regards to the making of a bylaw.

Next Steps

- 34 Staff recommend the following process:

Action	Date
Council considers Bylaw for notification	22 February 2018
Notification of Bylaw	1 March 2018
Submissions close	2 May 2018
Hearings	16 May 2018
Council considers sign-off for final Bylaw	20 June 2018

Attachments

- A Statement of Proposal (which includes the draft Bylaw) [↓](#)
B Trade Waste Bylaw 2008 [↓](#)



Draft Trade Waste Bylaw

Statement of Proposal - March 2018

Southland District Council
Te Rohe Pōtae o Murihiku

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Why do we need a Trade Waste Bylaw?

Southland District Council owns and operates the wastewater reticulation system within the Southland District. This system collects, treats and disposes of sewage and trade wastes from industry, businesses and other trade activities. Section 146(a)(iii) of the Local Government Act 2002 (the LGA) provides that a territorial authority may make a bylaw for its district for the purposes of regulating trade wastes.

Trade waste discharges and related activities are currently managed and regulated under the Trade Waste Bylaw 2008.

Although the Trade Waste Bylaw 2008 has been effective at controlling trade waste discharges, under section 159 of the LGA, the Trade Waste Bylaw 2008 is due to be reviewed in 2018. This is the key reason for the current review and Statement of Proposal.

The draft Bylaw is included with this Proposal as Attachment A.

The draft Bylaw proposes two changes to the Trade Waste Bylaw 2008. The purpose of these changes is to assist with the smooth administration and implementation of the Bylaw.

This Statement of Proposal discusses the proposed form of the new Trade Waste Bylaw and it outlines the consultation process that will be undertaken. The LGA requires Council to consult with the community using the Special Consultative Procedure, and to comply with section 148, prior to adopting a new Trade Waste Bylaw.

This Statement of Proposal is prepared pursuant to sections 83, 86, 89, 148 and 155 of the LGA.

What is Council proposing?

The purpose of the new Trade Waste Bylaw includes, but is not limited to, the following:

1. To ensure the protection of Southland District Council personnel and the general public.
2. To protect the ability of Southland District Council to meet the requirements of the Resource Management Act 1991 and in particular their resource consents for the discharge of treated sewage and also the placement of sludge and bio solids on land.
3. To provide for an equitable spread of costs between domestic and trade waste discharges.
4. To protect the investment in the existing and any future infrastructure, treatment plant and disposal facilities.
5. To ensure compatibility between liquid, solid and gaseous phases of trade waste discharges. This compatibility can relate to such matters as meeting landfill acceptance criteria for solids and sludges and meeting resource consents for emissions to air as well as the trade waste discharge itself into Southland District Council's wastewater system.
6. To ensure trade waste discharges consider, and where appropriate and practicable implement, waste minimisation and cleaner production techniques reducing the quantity and improve the quality of their trade waste discharges, thereby assisting Southland District Council to meet the targets of the New Zealand Waste Strategy.

What must Council consider in developing the Bylaw?

Under section 155 of the LGA, Council must consider the following three things:

- Whether a bylaw is the most appropriate way of dealing with the issue;

- Whether the bylaw is in the most appropriate form;
- Whether the bylaw has any inconsistencies with the New Zealand Bill of Rights Act 1990.

The requirements of Section 155 have been considered.

- The draft bylaw is the best way of dealing with the perceived problem as the purpose of the Bylaw is to control trade waste discharges into the public sewerage network, protect the public sewerage network from damage, and protect the environment and the health of people in the district. In addition, the Bylaw serves to provide a potential mechanism for recovering the costs associated with conveying, treating and disposing of trade waste. Council considers a proposed bylaw is necessary in order for it to retain a system of control over trade wastes entering its wastewater system.
- The draft Bylaw is the most appropriate form of bylaw as it is based on the New Zealand Standard Model Trade Waste Bylaw NZS 9201: Part 23:2004. The 2008 Trade Waste Bylaw is consistent with the Standard Model Bylaw template, as is the proposed new bylaw. This form of bylaw is recognised as best practice within the industry and the content is based on demonstrated knowledge of current issues.
- The content of the draft Bylaw does not pose unjustified restrictions on people so is neither inconsistent with nor raises any implications with the New Zealand Bill of Rights Act 1990.

What has changed in the proposed 2018 Bylaw?

The draft Bylaw proposes the following changes to the Trade Waste Bylaw 2008:

- Section 1 - Definitions

Deleted “Working Day” definition as the term ‘Working Day’ is defined in the LGA.

- Clause 6.6.1 – Penalties

Changed maximum penalty for breach of Trade Waste Bylaw from \$20,000 to \$200,000. Under section 242(5) of the LGA, which is specific to Trade Wastes, allows for a \$200,000 penalty (compared to \$20,000 for other utilities).

Distribution of Statement of Proposal

This Proposal will be distributed in accordance with section 83 of the LGA, on the following basis:

- a) A newspaper advertisement will be placed in the Advocate, notifying people in the District about the Proposal and it will invite submissions.
- b) The Proposal and draft Bylaw will be accessible on Council’s website.
- c) Social media will be used to notify people in the District about the Proposal, and it will be used to invite submissions.

Timetable for consultation

The following dates represent the key times in the consultation programme:

- Thursday, 22 February 2018 - Council adopts first resolution of special consultative procedure
- Thursday, 1 March - First advertisement in The Advocate
- Thursday, 8 March 2018 - Second advertisement in The Advocate
- Wednesday, 2 May 2018 - Submissions close at 4pm

- Wednesday, 16 May 2018 - Submissions heard by Council
- Wednesday, 20 June 2018 - Council adopts bylaw
- Thursday, 28 June 2018 - Public notice of final decision
- Thursday, 28 June 2018 - Bylaw comes into effect subject to above.

Your feedback is encouraged

Council encourages any person or organisation with an interest in the draft Trade Waste Bylaw to consider it and to give feedback. Copies of the full Statement of Proposal and the draft Bylaw available from Council's website, www.southlanddc.govt.nz, and also at the Council offices outlined below.

- Southland District Council, 15 Forth Street, Invercargill
- Winton Area Office and Library, 1 Wemyss Street, Winton
- Lumsden Area Office and Library, 18 Diana Street, Lumsden
- Te Anau Area Office, 116 Town Centre, Te Anau
- Otatau Area Office and Library, 176 Main Street, Otatau
- Wyndham Area Office and Library, 24 Balaclava Street, Wyndham
- Riverton Area Office and Library, 117 Palmerston Street, Riverton
- Stewart Island Area Office and Library, 10 Ayr Street, Halfmoon Bay.

Submissions will be accepted from 8am on Thursday, 1 March 2018 and must be received no later than 4pm on Wednesday, 2 May 2018. Submissions can be made online at <https://consult.southlanddc.govt.nz/>. All submission must state the submitter's name and their contact details.

Council will convene a hearing, which it intends to hold on Wednesday 16 May 2018, at which any party who wishes to do so, can present their submission in person. If you indicate in your written submission you don't want to be heard and then you change your mind, please get in touch with Council and we will try and accommodate you at the hearing. If you have any special requirements when appearing at the hearing (e.g. video conferencing or using sign language), please let us know.

Every submission made to the Council will be acknowledged in accordance with the LGA, will be copied and made available to the public, and every submission will be heard in a meeting which is open to the public. Section 82, 83 and 148 of the LGA sets out the obligations of the Council in regard to consultation, and the Council will take all steps necessary to meet the spirit and intent of the legislation.

Making an effective submission

Written submissions can take any written form (e.g. online form, e-mail, letter). An effective submission makes reference to the clause(s) of the draft Bylaw you wish to submit on, states why the clause is supported or not supported and states what change to the clause is sought.

Attachment A – Draft Trade Waste Bylaw



Trade Waste Bylaw 2018

Draft

Southland District Council
Te Rohe Pōtae o Murihiku

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Document Revision

Date	Amendment	Amended by	Approved by	Approval date

1. Introduction

1.1 Title

This bylaw may be cited as the Southland District Council Trade Waste Bylaw 2018.

1.2 Commencement and Area of Application

This bylaw comes into force on 23 June 2018 and shall apply throughout the District.

1.3 Repealed Bylaw

The Southland District Council Trade Waste Bylaw 2008 is consequently repealed.

1.4 Scope of the Bylaw

The bylaw provides for the:

- Acceptance of long term, intermittent, or temporary discharge of trade waste to the sewerage system;
- Establishment of three grades of trade waste: permitted, conditional and prohibited;
- Evaluation of individual trade waste discharges to be against specified criteria;
- Correct storage of materials in order to protect the sewerage system from spillage;
- Installation of flow meters, samplers or other devices to measure flow and quality of the trade waste discharge;
- Pre-treatment of waste before it is accepted for discharge to the sewerage system;
- Sampling and monitoring of trade waste discharges to ensure compliance with the bylaw;
- Facilitating charging for the treatment and disposal of trade waste;
- The Council to accept or refuse a trade waste discharge;
- The payment of rates, fees and charges to be set by the Council to cover the cost of conveying, treating and disposing of, or reusing, trade waste and the associated costs of administration and monitoring;
- Administrative mechanisms for the operation of the bylaw; and
- Establishment of waste minimisation and management programmes (including sludges) for trade waste producers.

1.5 Compliance with other Acts

Nothing in this bylaw shall derogate from any of the provisions of the Health Act 1956, the Health and Safety in Employment Act 1992, the Resource Management Act 1991, the Building Act 2004, the Hazardous Substances and New Organisms Act 1996 and its regulations or any other relevant statutory or regulatory requirements.

1.6 Trade Premises and Other Users to which the Bylaw applies

This bylaw shall apply to all trade premises within the Southland District where trade wastes are discharged or sought or likely to be discharged to the sewerage system operated by the Council or its agents. The bylaw shall also apply to tankered wastes collected for the purpose of discharge to the sewerage systems operated by the Council or its agents.

1.7 Definitions

For the purposes of this bylaw the following definitions shall apply:

ACCESS POINT is a place where access may be made to a private sewer for inspection (including sampling or measurement), cleaning or maintenance. The location of the access point shall be in accordance with the New Zealand Building Code.

ANALYST means an approved testing laboratory.

APPROVAL or **APPROVED** means approved in writing by the Council.

AUTHORISED OFFICER means any officer appointed by the Council as an enforcement officer under Section 177 of the Local Government Act 2002 as an enforcement officer with powers of entry as prescribed by Sections 171-174 of that Act.

BIO SOLIDS means sewage sludge treated sufficiently so as to be suitable for beneficial re-use.

CHARACTERISTIC means any of the physical or chemical characteristics of a trade waste and includes the level of a characteristic.

CLEANER PRODUCTION means the implementation on trade premises, of operations, methods and processes appropriate to the goal of reducing or eliminating the quantity and toxicity of wastes. This is required to minimise and manage trade waste by:

- a) Using energy and resources efficiently, avoiding or reducing the amount of wastes produced;
- b) Producing environmentally sound products and services;
- c) Achieving less waste, fewer costs and higher profits.

CONDENSING WATER or **COOLING WATER** means any water used in any trade, industry, or commercial process or operation in such a manner that it does not take up matter into solution or suspension.

CONDITIONAL TRADE WASTE which has, or may have, physical or chemical characteristics in excess of the limits in Appendix A and for which the Council requires a trade waste consent which has conditions placed upon the consent holder by the Council.

CONSENT means a consent in writing given by the Council authorising the consent holder to discharge wastewater to the sewer system.

CONSENT HOLDER means the person who has obtained a consent to discharge or direct the manner of discharge of trade waste from any premises to the Council's wastewater system and includes any person who does any act on behalf or with the express or implied consent of the consent holder (whether for reward or not) and any licensee of the consent holder.

CONTAMINANT includes any substance (including gases, odorous compounds, liquids, solids and micro-organisms) or energy (excluding noise) or heat, that either by itself or in combination with the same, similar or other substances, energy or heat:

- a) When discharged into water, changes or is likely to change the physical, chemical or biological condition of water; or
- b) When discharge onto or into land or into air, changes or is likely to change the physical, chemical or biological condition of the land or air into which it is discharged.

CONTINGENCY MANAGEMENT PROCEDURES means those procedures developed and used to remedy, avoid, or mitigate the actual and/or potential adverse effects of these activities on the environment from an unexpected or unscheduled event resulting in discharge, or potential discharge of contaminants of concern into the sewerage system.

COUNCIL means the Southland District Council.

DISCONNECTION means the physical cutting and sealing of the Council's water services, utilities, drains or sewer for use by any person.

DISTRICT means the District of the Southland District Council.

DOMESTIC SEWAGE means foul water (with or without matter in solution or suspension therein) discharged from premises used solely for residential purposes, or wastes of the same character discharged from other premises; but does not include any solids, liquids, or gases that may not lawfully be discharged into the sewerage system.

FOUL WATER means the discharge from any sanitary fixtures or sanitary appliance.

HAZARDOUS WASTES means hazardous substances as defined by the Hazardous Substances and New Organisms Act 1996.

MANAGEMENT PLAN means the plan for the management of operations on the premises from which trade wastes come and may include provision for cleaner production, waste minimisation, discharge, contingency management procedures and any relevant industry Code of Practice.

MASS LIMIT means the total mass of any characteristic that may be discharged to the Council's wastewater system over any stated period from any single point of discharge or collectively from several points of discharge.

MAXIMUM CONCENTRATION means the instantaneous peak concentration that may be discharged at any instant in time.

PERMITTED TRADE WASTE means a trade waste discharge that has physical and chemical Characteristics within the limits outlined in Appendix A and for which the Council does not require a specific trade waste consent by the Council.

PERSON includes a natural person, the Crown, a corporation sole and also a body of persons whether incorporated or unincorporated.

POINT OF DISCHARGE is the boundary between the public Sewer and a private drain specified in the trade waste consent.

PRE-TREATMENT means any processing of trade waste designed to reduce or vary any Characteristic in a waste before discharge to the sewerage system in order to comply with a trade waste consent.

PREMISES means either:

- a) A property or allotment which is held under a separate certificate of title or for which a separate certificate of title may be issued and in respect to which a building consent has been or may be issued;
- b) A building that has been defined as an individual unit by a cross-lease, unit title or company lease and for which a certificate of title is available;
- c) Land held in public ownership (eg reserve) for a particular purpose; or
- d) Individual units in buildings which are separately leased.

PRIVATE SEWER means that section of sewer between the premises and the point of connection to the Council's sewerage system.

PROHIBITED TRADE WASTE means a trade waste discharge that has not been approved by the Council for discharge to the sewerage system as a conditional trade waste and is not a permitted trade waste.

SANITARY APPLIANCE is an appliance which is intended to be used for sanitation, including machines for washing dishes and clothes.

SANITATION means the activity of washing and/or excretion carried out in a manner or condition such that the effect on health is minimised.

SCHEDULE OF FEES AND CHARGES means the list of items, terms and prices for services associated with the discharge of trade waste as approved by the Council.

SEWAGE means foul water and may include trade wastes.

SEWAGE SLUDGE means the material settled out and removed from sewage during the treatment process.

SEWER means the pipework drainage system that conveys sewage.

SEWERAGE SYSTEM means the collection, treatment, disposal of sewage and trade wastes, including all sewers, pumping stations, storage tanks, sewerage treatment plants, outfalls and other related structures operated by the Council and used for the reception, treatment and disposal of trade wastes.

STORMWATER means all surface water run-off resulting from precipitation.

TANKERED WASTE is water or other liquid, including waste matter in solution or suspension, which is conveyed by vehicle for disposal, excluding domestic sewage discharged directly from house buses, caravans, buses and similar vehicles.

TEMPORARY DISCHARGE means any discharge of an intermittent or short duration.

Such discharges include the short-term discharge of an unusual waste from premises subject to an existing consent.

TRADE PREMISES means:

Any premises used for any industrial or trade purposes;

- a) Any premises used or intended to be used for the storage, transfer, treatment, or disposal of waste materials or for other waste management purposes, or used for composting organic materials;
- b) Any other premises from which a contaminant is discharged in connection with any industrial or trade process as defined in the Resource Management Act 1991; or
- c) Any land or premises wholly or mainly used for agricultural or horticultural purposes.

TRADE WASTE is any liquid, with or without matter in suspension or solution, that is or may be discharged from a trade premises to the Council's sewerage system in the course of any trade or industrial process or operation, or in the course of any activity or operation of a like nature; and may include condensing or cooling waters; stormwater which cannot practically be separated, or domestic sewage.

WASTEWATER means water or other liquid, including waste matter in solution or suspension, discharged from a premises to a sewer.

2. Compliance with the Bylaw

2.1 Control of Discharges

2.1.1 Dischargers' responsibilities

No Person shall:

- a) Discharge, or allow to be discharged, any trade waste to the sewerage system except in accordance with the provisions of this Bylaw;
- b) Discharge, or allow to be discharged, a prohibited trade waste into the sewerage system;
- c) Add or permit the addition of condensing or cooling water to any trade waste which discharges into the sewerage system unless specific approval is given in a consent; or
- d) Add or permit the addition of stormwater to any trade waste which discharges into the sewerage system unless specific approval is given in a consent.

2.1.2 Council rights to prevent discharge

In the event of failure to comply with Clause 2.1.1 (a) - (d), the Council may physically prevent discharge to the sewerage system.

2.1.3 Compliance requirements

Any person discharging to the Council sewerage system shall comply with requirements of the Hazardous Substances and New Organisms (HSNO) Act 1996 and the Resource Management Act 1991.

2.2 Storage, Transport, Handling and Use of Hazardous or Harmful Materials

- a) All persons on trade premises shall take all reasonable steps to prevent the accidental entry of any of the materials listed in Clause 2.2(c) of this Bylaw from entry into the sewerage system as a result of leakage, spillage or other mishap.
- b) No person shall store, transport, handle or use, or cause to be stored, transported, handled or used any hazardous substance as defined by the Hazardous Substances and New Organisms Act 1996 or any of the materials listed in Clause 2.2(c) in a manner that may cause the material to enter the sewerage system.
- c) Materials referred to in Clause 2.2 (a) and (b) are those:
 - i. products or wastes containing corrosive, toxic, biocidal, radioactive, flammable or explosive materials and hazardous waste
 - ii. likely to generate toxic, flammable, explosive or corrosive materials in quantities likely to be hazardous, when mixed with the wastewater stream.

- iii. likely to be deleterious to:
 - health and safety; and
 - the receiving environment after treatment; and
 - the sewerage system.

3. Trade Waste Discharges and Consents

3.1 Classification of Trade Waste Discharges

3.1.1 Trade waste types

Trade waste discharges shall be classified as one of the following types:

- a) Permitted (discharges for which consents are not required by the Council and the physical and chemical characteristics limits are contained within those outlined in Appendix A);
- b) Conditional (discharges for which consent is required); or
- c) Prohibited (discharges which are not permitted in the sewerage system).

3.1.2 Acceptance of trade waste

The Council is not obliged to accept any trade waste.

3.2 Application for a Trade Waste Consent

3.2.1 Formal application

Every person who does, or proposes to:

- a) Discharge into the sewerage system any trade waste (either continuously, intermittently or temporarily);
- b) Vary the characteristics of a consent to discharge that has previously been granted;
- c) Vary the conditions of consent to discharge that has previously been granted; or
- d) Significantly change the method or means of pre-treatment for discharge under an existing consent, shall if required by the Council complete an application in the prescribed form for the consent of the Council.

3.2.1.1 Trade waste produced from multiple areas

Where the trade premises produces trade waste from more than one area, a separate copy of the "Description of Trade Waste and Premises" form shall be included in any application for trade waste discharge for each area. This applies whether or not the separate areas are part of a single or separate trade process.

3.2.1.2 Responsibility for execution of application

The applicant for consent shall ensure that the application and every other document conveying required information is properly executed.

3.2.1.3 Requirement for auditing of an application

The Council may require an application to be supported by an independent and external audit to verify any or all information supplied by the applicant, and/or a Discharge Management Plan.

3.2.1.4 Trade waste application fee

Every application shall be accompanied by a trade waste application fee in accordance with the Council's Schedule of Fees and Charges.

3.3 Information and Analysis

3.3.1 Actions upon receipt of trade waste consent application

On the receipt of any application for a trade waste consent to discharge from any premises or to alter an existing discharge, the Council may:

- a) Require the applicant to submit any additional information which it considers necessary to reach an informed decision;
- b) Require the applicant to submit a Management Plan to the satisfaction of the Council; and
- c) Have the discharge investigated and analysed as provided for in Clauses 5.1 and 5.3 of this Bylaw.

3.4 Consideration of an Application

The Council shall, after considering the matters in Clause 3.5, action one of the following in writing:

- a) Grant the application subject to any of the conditions specified in Clause 3.6 that the Council considers appropriate; or
- b) Decline the application.

3.5 Consideration Criteria

In considering any application for a trade waste consent to discharge from any trade premises into the wastewater system and in imposing any conditions on such a consent, the Council shall take into consideration the quality, volume and rate of discharge of the trade waste from such premises or tanker in relation to:

- a) The health and safety of Council staff agents and the public;
- b) The limits and/or maximum values for characteristics of trade waste as specified in the Schedule of Permitted Discharge Characteristics and the Schedule of Prohibited Discharge Characteristics;
- c) The extent to which the trade waste may react with other trade waste or domestic sewage to produce an undesirable effect, eg settlement of solids, production of odours etc;
- d) The flows and velocities in the sewer, or sewers and the material or construction of the sewer or sewers;
- e) The capacity of the sewer or sewers and the capacity of any sewerage treatment works;
- f) The nature of any sewage treatment process and the degree to which the trade waste is capable of being treated in the sewerage treatment works;
- g) The timing and balancing of flows into the sewerage system;
- h) Any statutory requirements relating to the discharge of raw or treated wastewater to receiving waters, the disposal of sewage sludges and any discharge to air, (including the necessity for compliance with any resource consent, discharge permit or water classification);
- i) The effect of the trade waste discharge on the ultimate receiving environment;
- j) The conditions on resource consents for the sewerage system and the residuals from it;

- k) The possibility of unscheduled, unexpected or accidental events and the degree of risk these could cause to humans, the sewerage systems and the environment;
- l) Consideration for other existing or future discharges;
- m) Amenability of the trade waste to pre-treatment;
- n) Existing pre-treatment works on the premises and the potential for their future use;
- o) Cleaner production techniques and waste minimisation practices;
- p) Requirements and limitations related to sewage sludge disposal and reuse;
- q) Control of stormwater;
- r) Management Plan; and
- s) Tankered waste being discharged at an approved location/s.

3.6 Conditions of Trade Waste Consent

Any trade waste consent to discharge may be granted subject to such conditions the Council may impose, including but not limited to:

- a) The particular public sewer or sewers to which the discharge will be made;
- b) The maximum daily volume of the discharge and the maximum rate of discharge and the duration of maximum discharge;
- c) The maximum limit or permissible range of any specified characteristics of the discharge, including concentrations and/or mass limits determined in accordance with Section 3.8;
- d) The period or periods of the day during which the discharge, or a particular concentration, or volume of discharge may be made;
- e) The degree of acidity, or alkalinity of the discharge at the time of discharge;
- f) The temperature of the trade waste at the time of discharge;
- g) The provision by the consent holder, at the consent holder's expense, of screens, grease traps, silt traps or other pre-treatment works to prevent or control the discharge of solids or grease;
- h) The provision and maintenance at the consent holder's expense of an access point (whether inspection chambers, manholes or other apparatus or devices) to provide reasonable access to sewers for sampling and inspection;
- i) The provision and maintenance of a sampling, analysis and testing programme and flow measurement requirements, at the consent holder's expense;
- j) The method or methods to be used for measuring flow rates and/or volume and taking samples of the discharge for use in determining the amount of any trade waste charges applicable to that discharge;
- k) The provision and maintenance by and at the expense of the consent holder of such meters or devices as may be required to measure the volume or flow rate of any trade waste being discharged from the premises and for the testing of such meters;
- l) The provision and maintenance, at the consent holder's expense of such services, (whether electricity, water or compressed air or otherwise), which may be required, in order to operate meters and similar devices;
- m) At times specified, the provision by the consent holder to the Council in a Council approved format of all flow and/or volume records and results of analyses (including pre-treatment by-products, eg sewage sludge disposal);
- n) The provision and implementation of a Management Plan;
- o) Risk assessment of damage to the environment due to an accidental discharge of a chemical;
- p) Waste minimisation and management;
- q) Cleaner production techniques;
- r) Remote control of discharges;

- s) Third party treatment, carriage, discharge or disposal of by-products of pre-treatment of trade waste (including sewage sludge disposal);
- t) Requirement to provide a bond or insurance in favour of the Council where failure to comply with the Consent could result in damage to the Council's sewerage system, its treatment plants, or could result in the Council being in breach of any statutory obligation;
- u) Remote monitoring of discharges; and
- v) The duration of the consent.

3.7 Technical Review and Variation of Consent

3.7.1 Variation of consent conditions by Council

The Council may at any time during the term of a trade waste consent, by written notice to the occupier (following a reasonable period of consultation), vary any condition to such extent as the Council considers necessary, following a review of the technical and legal issues considered when setting conditions of consent.

3.7.2 Variation of consent conditions requested by consent holder

The holder of a trade waste consent to discharge may at any time during the term of a consent, by written application to the Council, seek to vary any condition of consent, as provided for in Clause 3.7.1 of this bylaw.

3.8 Cancellation of the Right to Discharge

3.8.1 Suspension or cancellation on notice

The Council may suspend or cancel any consent or right to discharge at any time, following 20 working days' notice to the consent holder or person discharging any trade waste:

- a) For the failure to comply with any condition of the consent;
- b) For the failure to maintain effective control over the discharge;
- c) For the failure to limit in accordance with the requirements of a consent the volume, nature, or composition of trade waste being discharged;
- d) In the event of any negligence which, in the opinion of the Council, threatens the safety of, or threatens to cause damage to any part of the sewerage system or the treatment plant or threatens the health or safety of any person;
- e) If any occurrence happens that, in the opinion of the Council, poses a serious threat to the environment;
- f) In the event of any breach of a resource consent held by the Council issued under the Resource Management Act 1991;
- g) Failure to provide and when appropriate update a Management Plan as required for a conditional trade waste consent;
- h) Failure to follow the Management Plan provisions at the time of an unexpected, unscheduled or accidental occurrence;
- i) Failure to pay any charges imposed by Council in respect of the trade waste; or
- j) If any other circumstances arise which, in the opinion of the Council, render it necessary in the public interest to cancel the right to discharge.

If any process changes require more than 20 working days, reasonable time may be given to comply with the consent conditions.

3.8.2 Summary cancellation

Any trade waste consent or discharge may at any time be summarily cancelled by the Council on giving to the consent holder or person discharging written notice of summary cancellation if:

- a) They discharge any prohibited substance;
- b) The Council is lawfully directed to withdraw or otherwise terminate the consent summarily;
- c) They discharge any trade waste unlawfully;
- d) If the continuance of discharge is, in the opinion of the Council, a threat to the environment or public health;
- e) If the continuance of the discharge may, in the opinion of the Council, result in a breach of a resource consent held by the Council; or
- f) In the opinion of the Council, the continuance of the discharge puts at risk the ability of the Council to comply with conditions of a resource consent and/or requires identified additional treatment measures or costs to seek to avoid a breach of any such resource consent.

4. Trade Waste Approval Criteria

4.1 Pre-treatment

The Council may approve a trade waste discharge subject to the provision of appropriate pre-treatment systems to enable the person discharging to comply with the Bylaw. Such pre-treatment systems shall be provided, operated and maintained by the person discharging at their expense.

Refuse or garbage grinders and macerators shall not be used to dispose of solid waste from trade premises to the sewerage system unless approved by the Council.

The person discharging shall not, unless approved by the Council, add or permit the addition of any potable, condensing, cooling water or stormwater to any trade waste stream in order to vary the level of any characteristics of the waste.

4.2 Mass Limits

A conditional trade waste consent to discharge may impose controls on a trade waste discharge by specifying mass limits for any characteristic.

Mass limits may be imposed for any characteristic. Any characteristic controlled by mass limit shall also have its maximum concentration limited to the value approved by the Council.

When setting mass limit allocations for a particular characteristic the Council shall consider:

- a) The operational requirements of and risk to the sewerage system and risks to occupational health and safety, public health and the ultimate receiving environment;
- b) Whether or not the levels proposed pose a threat to the planned or actual beneficial reuse of biosolids or sewage sludge;
- c) Conditions in the wastewater system near the trade waste discharge point and elsewhere in the wastewater system;

- d) The extent to which the available industrial capacity was used in the last financial period and is expected to be used in the forthcoming period;
- e) Whether or not the applicant uses cleaner production techniques within a period satisfactory to the Council;
- f) Whether or not the applicant has established to the satisfaction of the Council a programme to achieve cleaner production techniques within a satisfactory period;
- g) Whether or not there is any net benefit to be gained by the increase of one characteristic concurrently with the decrease of another to justify any increased application for industrial capacity;
- h) Any requirements of the Council to reduce the pollutant discharge of the wastewater system;
- i) How great a proportion the mass flow of a characteristic of the discharge will be of the total mass flow of that characteristic in the wastewater system;
- j) The total mass of the characteristic allowable in the wastewater system and the proportion (if any) to be reserved for future allocations; and
- k) Whether or not there is an interaction with other characteristics which increases or decreases the effect of either characteristic on the sewer reticulation, treatment process, or receiving water (or land).

5. Sampling, Testing and Monitoring

5.1 Flow Metering

5.1.1 Requirement for flow metering

Flow metering may be required:

- a) When there is not a reasonable relationship between a metered water supply to the premises and the discharge of trade waste;
- b) When the applicant and the Council cannot agree on a suitable method of flow estimation; or
- c) When the discharge represents a significant proportion of the total flow/load received by the Council.

5.1.2 Consent holder's responsibilities

The consent holder shall be responsible for the supply, installation and maintenance of any meter required by the Council for the measurement of the rate or quantity of discharge of trade waste. These devices shall be subject to the approval of the Council, but shall remain the property of the consent holder.

5.1.3 Record keeping

The consent holder shall keep records of flow and/or volume shall make them available for viewing at any time by the Council and shall be submitted to the Council at prescribed intervals, in a format approved by the Council.

5.1.4 Location of meters

Meters shall be located in a position approved by the Council which provides the required degree of accuracy and is readily accessible for reading and maintenance. The meters shall be located in the correct position according to the manufacturer's installation instructions.

5.1.5 Calibration of meters

The consent holder shall, if required, arrange for in situ calibration of the flow metering equipment and instrumentation by a person and method approved by the Council upon installation and at least once a year thereafter to ensure its performance. The meter accuracy should be $\pm 10\%$ but with no greater a deviation from the previous meter calibration of $\pm 5\%$. A copy of independent certification of each calibration result shall be submitted to the Council.

5.1.6 Resolving meter error

Should any meter, after being calibrated, be found to have an error greater than that specified in Clause 5.1.5 as a repeatable measurement, the Council may make an adjustment in accordance with the results shown by such tests backdated for a period at the discretion of the Council but not exceeding 12 months and the consent holder shall pay or be credited a greater or lesser amount according to such adjustment.

5.2 Estimating Discharge

5.2.1 No meter installed

Where no meter or similar apparatus is warranted, the Council may require that a percentage of the water supplied to the premises, or other such basis as seems reasonable, be used for estimating the rate or quantity of flow for the purposes of charging.

5.2.2 Meter out of repair or removed

Should any meter be out of repair or cease to register, or be removed, the Council shall estimate the discharge for the period since the previous reading of such meter, (based on the average of the previous 12 months charged to the person discharging) and they shall pay according to such estimate.

Provided that when by reason of a large variation of discharge due to seasonal or other causes, the average of the previous 12 months would be an unreasonable estimate of the discharge, then the Council may take into consideration other evidence for the purpose of arriving at a reasonable estimate and the person discharging shall pay according to such estimate.

5.2.3 Tampering of meters

Where in the opinion of the Council, a meter has been tampered with, the Council (without prejudice to the other remedies available) may declare the reading void and estimate discharge as provided above.

5.3 Sampling and Analysis

5.3.1 Reasons for sampling

As determined by the Council, sampling, testing and monitoring may be undertaken to determine if:

- a) A discharge complies with the provisions of this Bylaw;
- b) A discharge is permitted or prohibited; and
- c) Trade waste consent charges are applicable to that discharge.

5.3.2 Quality control of sampling

The taking, preservation, transportation and analysis of the sample shall be undertaken by an authorised officer or agent of the Council, or the person discharging in accordance with accepted industry standard methods, or by a method specifically approved by the Council. The person discharging shall be responsible for all reasonable costs. Where a dispute arises as to the validity of the methods or procedures used by sampling or analysis, the dispute may be submitted to a mutually agreed independent arbitrator.

5.3.3 Right of entry to premises

All authorised officers or authorised agents of the Council, or any analyst, may enter any premises believed to be discharging trade waste at any time in order to determine any characteristics of any actual or potential discharge by:

- a) Taking readings and measurements;
- b) Carrying out an inspection; and/or
- c) Taking samples for testing of any solid, liquid, or gaseous material or any combination or mixture of such materials being discharged.

5.4 Monitoring

5.4.1 Monitoring for compliance

The Council is entitled to audit any trade waste discharge for compliance. Discharge monitoring may be carried out as follows:

- a) The Council or its authorised agent will take the sample and arrange for this sample to be analysed in the approved laboratory by agreed analytical methods;
- b) The sampling procedure will be appropriate to the trade waste and the analysis;
- c) The Council will audit the sampling and analysis carried out by a self-monitoring trade waste discharger. Analysis will be performed by an approved laboratory. Inter-laboratory checks are to be part of this process;
- d) The Council will audit the sampling and analysis carried out by an analyst. Analysis will be performed by an approved laboratory. Inter-laboratory checks are to be part of this process; and
- e) The Council will audit the trade waste consent conditions including any management plans.

At the discretion of the Council all costs of monitoring shall be met by the discharger either through direct payment to the laboratory or to the Council.

5.4.2 Tankered wastes

Tankered wastes shall not be discharged into the Council's sewerage system unless Approval is first obtained from the Council. Any tankered wastes approved for discharge shall be compliant with the Liquid and Hazardous Wastes Code of Practice 2003 and its amendments.

The Council may accept tankered wastes for discharge at an approved location. Tankered wastes shall:

- a) Be transported by a consent holder to discharge domestic septic tank or industrial wastes;
- b) Have material safety data sheets (MSDS) supplied to the Council detailing the contents of a waste;
- c) Be tested to determine their character if the contents of the waste are not known. Specialist advice on pre-treatment or acceptance may be required. The cost of all testing and advice shall be borne by the consent holder;
- d) Not be picked up and transported to the disposal site until appropriate arrangements and method for disposal have been determined by the Council;
- e) To prevent cross-contamination between tanker loads, the tanker shall be thoroughly washed prior to collecting a load for disposal into the sewerage system; and
- f) Have 24 hours' notice given for the disposal of wastes other than those sourced from domestic septic tanks.

Any person illegally disposing of, or causing to be disposed, tankered waste either by incorrect disclosure of contents when obtaining Council approval (characteristics and/or amount) or dumping into the Council's sewerage system will be in breach of the Bylaw.

5.4.3 Disinfected/super chlorinated water

Any water used during the repair and construction of water mains shall be de-chlorinated prior to the discharge into the sewerage system, as approved by Council, or where the discharge:

- a) Has a chlorine concentration of less than 50 mg/L; and/or
- b) Is less than 50 m³/day in volume.

Application for a temporary discharge consent shall be made. Such water shall not be disposed of to Stormwater or adjacent water courses without appropriate approvals.

6. Bylaw Administration

6.1 Accidents and Non-Compliance

The person discharging shall inform the Council immediately on discovery of any accident including spills or process mishaps which may cause a breach of their trade waste consent in particular, or this Bylaw in general.

In the event of any accident occurring, the Council may review the consent or may require the consent holder, to review the contingency management procedures and resubmit the management plan with the Council for approval.

6.2 Charges and Payment

6.2.1 Charges

The Council may recover fees and charges in accordance with the Local Government Act 2002.

6.2.2 Invoicing

All charges determined in accordance with Clause 6.2.1 shall be invoiced in accordance with the Council's standard commercial practice. The invoice shall provide each person discharging with a copy of the information and calculations used to determine the extent of any fees and charges due, in regard to a discharge.

6.2.3 Cease to discharge

The person discharging shall be deemed to be continuing the discharge of trade waste and shall be liable for all charges, until notice of disconnection is given.

6.2.4 Failure to pay

All fees and charges payable under this Bylaw shall be recoverable as a debt.

If the person discharging fails to pay any fees and charges under this Bylaw, the Council may cancel the right to discharge.

6.2.5 Recovery of Costs

The Council may recover costs under the Local Government Act 2002 relating to

Sections 150 and 151, wilful damage or negligent behaviour (Section 175) and remedying damage arising from breach of Bylaw (Section 176).

6.3 Authorised Officers

Any authorised officers may at any reasonable time enter any premises believed to be discharging trade wastes to determine any characteristic of any discharge by:

- a) Taking readings and measurements; or
- b) Taking samples or any solids, liquids or gaseous material or any combination or mixtures of such materials being discharged; or
- c) Observing accidental occurrences and clean-up.

The extent and level of delegation to authorised officers will be in accordance with the Council's Register of Statutory Delegations and Warrants.

6.4 Transfer or Termination of Rights and Responsibilities

6.4.1 Limits to transfer of rights

A trade waste consent to discharge shall be issued in the name of the given consent holder.

6.4.2 Notice to Council of requirement to disconnect

The consent holder shall give 48 hours' notice in writing to the Council of the requirement for disconnection of the discharge connection and/or termination of the discharge consent, except where demolition or relaying of the sewer is required, in which case the notice shall be within seven working days. The person discharging shall notify the Council of the new address details for final invoicing.

On permanent disconnection and/or termination, the person discharging may, at the Council's discretion, be liable for trade waste charges to the end of the current charging period.

6.4.3 Responsibility for a consented discharge

When a person discharging ceases to occupy the premises from which trade wastes are discharged into the sewerage system, any consent granted shall terminate but without relieving the person discharging from any obligations existing at the date of termination.

6.5 Service of Documents

6.5.1 Delivery or post

Any notice or other document required to be given, served or delivered under this Bylaw to a person discharging may (in addition to any other method permitted by law) be given or served or delivered by being:

- a) Sent by pre-paid ordinary mail, courier, or facsimile, or email to the person discharging at the person discharging's last known place of residence or business;
- b) Sent by pre-paid ordinary mail, courier, or facsimile, or email to the person discharging at any address for service specified in a consent to discharge;
- c) Where the person discharging is a body corporate, sent by pre-paid ordinary mail, courier, or facsimile, or email to, or left at its registered office; or
- d) Personally served on the person discharging.

6.5.2 Service

If any notice or other document is:

- a) Sent by post, it will be deemed received on the second day (excluding weekends and public holidays) after posting;
- b) Sent by facsimile or email and the sender's facsimile or email machine produces a transmission report indicating that the facsimile or email was sent to the addressee, the report will be prima facie evidence that the facsimile or email was received by the addressee in a legible form at the time indicated on that report; or
- c) Sent by courier and the courier obtains a receipt or records delivery on a courier run sheet, the receipt or record of delivery on a courier run sheet will be prima facie evidence that communication was received by the addressee in a legible form at the time indicated on the

receipt or courier run sheet, or left at a conspicuous place at the trade premises or is handed to designated person(s) nominated by the consent holder then that shall be deemed to be service on, or delivery to, the consent holder at that time.

6.6 Breaches and Infringement Offences

6.6.1 Penalties

Any person who is in breach of this Bylaw commits an offence and shall on summary conviction be liable to a maximum penalty of \$200,000 in accordance with Section 242(5) of the Local Government Act 2002.

6.7 Transitional Provisions

6.7.1 Applications

Any application for a consent to discharge trade waste made under the Southland District Trade Waste Bylaw 2008 for which a consent has not been granted at the time of this new Bylaw coming into force shall be deemed to be an application made under Clause 3.2 of this Bylaw.

6.7.2 Existing Trade Waste Consents

Every existing trade waste consent shall continue in force as if it were a consent under this Bylaw until it reaches its expiry date.

This Bylaw has been confirmed by resolution passed at a meeting of the Southland District Council held on 20 June 2018.

THE COMMON SEAL of the
SOUTHLAND DISTRICT COUNCIL
was hereunto affixed in the presence of:

MAYOR

CHIEF EXECUTIVE

Appendix A: Permitted Waste Characteristics

1. Introduction

1.1

The nature and levels of the characteristics of any wastewater discharged to the Southland District Council system shall comply at all times with the following requirements, except where the nature and levels of such characteristics are varied by the Southland District Council as part of an approval to discharge a wastewater.

1.2

The Southland District Council shall take into consideration the combined effects of wastewater discharges and may make any modifications to the following acceptable characteristics for individual discharges the Southland District Council believes are appropriate.

1.3

The nature and levels of any characteristic may be varied to meet any new Resource Consents or other legal requirements imposed on the Southland District Council.

2. Physical Characteristics

<p>2.1 Flow</p> <p>a) The 24 hour flow volume shall be less than 5 m³.</p> <p>b) The maximum instantaneous flow rate shall be less than 2.0 L/s.</p>	<p>Flows larger than the guideline values shall be a “conditional” trade waste consent.</p> <p>A lower maximum temperature may be required for large volume discharges.</p>
<p>2.2 Temperature</p> <p>The temperature shall not exceed 50°C.</p>	<p>Higher temperatures:</p> <ul style="list-style-type: none"> • cause increased damage to Sewer structures. • increase the potential for anaerobic conditions to form in the wastewater. • promote the release of gases such as H₂S and NH₃. • can adversely affect the safety of operations and maintenance personnel.

<p>2.3 Solids</p> <ul style="list-style-type: none"> a) Non-faecal gross solids shall have a maximum dimension which shall not exceed 15 mm and gross solids shall have a quiescent settling velocity which shall not exceed 50 mm/minute. b) The suspended solids content of any Wastewater shall have a maximum concentration which shall not exceed 2,000 g/m³. c) The settleable solids content of any wastewater shall not exceed 50 mL/L. d) The total dissolved solids concentration in any Wastewater shall not exceed 10,000 gm/m³. e) Fibrous, woven, or sheet film or any other materials which may adversely interfere with the free flow of wastewater in the drainage system or treatment plant shall not be present in any discharge. 	<p>Gross solids can cause sewer blockages.</p> <p>High suspended solids contents can cause Sewer blockages and overload the treatment processes.</p>
<p>2.4 Oil and grease</p> <ul style="list-style-type: none"> a) There shall be no free or floating layer. b) A trade waste with mineral oil, fat or grease unavoidably emulsified, which in the opinion of the Southland District Council is not biodegradable shall not exceed 200 g/m³ as petroleum ether extractable matter when the emulsion is stable at a temperature of 15°C and when the emulsion is in contact with and diluted by a factor of 10 by raw Sewage, throughout the range pH 6.0 to pH 10.0. c) A trade waste with oil, fat or grease unavoidably emulsified, which in the opinion of the Southland District Council is biodegradable shall not exceed 500 g/m³ when the emulsion is stable at a temperature of 15°C and when the emulsion is in contact with and diluted by a factor of 10 by raw Sewage throughout the range pH 4.5 to pH 10.0. d) Emulsified oil, fat or grease shall not exceed 100 g/m³ as petroleum ether extractable matter when the emulsion is unstable at a temperature of 15°C and when the emulsion is in contact with and diluted by a factor of 10 by raw sewage throughout the range pH 4.5 to pH 10.0. 	<p>Oils and greases can cause sewer blockages, may adversely affect the treatment process and may impair the aesthetics of the receiving water. Where the treatment plant discharges to a sensitive receiving water, lower values should be considered.</p> <p>In terms of oil and greases, biodegradable refers to the bio-availability of the oil and greases and the biochemicals thereby produced and means the oil and grease content of the waste decreases by 90% or more when the wastewater is subjected to a simulated wastewater treatment process which matches the Southland District Council treatment system.</p> <p>If quick break detergents are being used, the operator shall ensure that proper separation systems are being used. If not, oil will reappear in drainage systems as a free layer.</p>

<p>2.5 Solvents and other organic liquids</p> <p>There shall be no free layer (whether floating or settled) of solvents or organic liquids.</p>	<p>Some organic liquids are denser than water and will settle in sewers and traps.</p>
<p>2.6 Emulsions of paint, adhesive, rubber, plastic</p> <p>For the purpose of this subclause:</p> <ul style="list-style-type: none"> • Latex emulsion means an emulsion containing paint, adhesive, rubber, plastic, or similar material. • Treatable in relation to emulsion wastewater means the total organic carbon content of the waste decreases by 90% or more when the wastewater is subjected to a simulated wastewater treatment process which matches the Southland District Council treatment system: <ol style="list-style-type: none"> a) Latex emulsions which are not treatable may be discharged into the Sewer subject to the total suspended solids not exceeding 1,000 g/m³. b) Southland District Council may require pre-treatment of latex emulsions if the emulsion wastewater unreasonably interferes with the operation of the specific treatment plant. <p>Latex emulsions of both treatable and non-treatable types, shall be discharged to the sewer only at a concentration and pH range that prevents coagulation and blockage at the mixing zone in the public sewer.</p>	<p>Latex emulsions vary considerably in their properties and local treatment works may need additional restrictions depending on the experience of the specific treatment plant and the quantity of latex to be treated.</p>
<p>2.7 Radioactivity</p> <p>Radioactivity levels shall not exceed National Radiation Laboratory guidelines.</p>	<p>Refer National Radiation Laboratory “Code of Safe Practice for the Use of Unsealed Radioactive Materials” NRL.C1.</p>
<p>2.8 Colour</p> <p>No waste shall have colour or colouring substance that causes the discharge to be coloured to the extent that it impairs Wastewater treatment processes or compromises the final effluent discharge consent.</p>	<p>Colour may cause aesthetic impairment of receiving waters and adverse effects on lagoon treatment processes and ultra-violet disinfection. Where potential for such problems exists, a level of colour which is rendered not noticeable after 100 dilutions may be used as a guideline.</p>

3. Chemical Characteristics

<p>3.1 pH value</p> <p>The pH shall be between 6.0 and 10.0 at all times.</p>	<p>Extremes of pH:</p> <ul style="list-style-type: none"> • can adversely affect biological treatment processes. • can adversely affect the safety of operations and/or maintenance personnel. • cause corrosion of sewer structures. • increase the potential for the release of toxic gases such as H₂S and HCN.
<p>3.2 Organic strength</p> <p>3.2.1 The Carbonaceous Biochemical Oxygen Demand (BOD) of any waste shall not exceed 1000 g/m³.</p>	<p>The loading on a treatment plant is affected by Biochemical Oxygen Demand (BOD) rather than Chemical Oxygen Demand (COD). For any particular waste type there is a fixed ratio between COD and BOD. For domestic sewage it is about 2.5:1 (COD :BOD), but can range from 1:1 to 100:1 for Trade Waste. Therefore BOD is important for the treatment process and charging, but because of the time taken for testing, it is often preferable to use COD for monitoring.</p>
<p>3.3 Maximum concentrations</p> <p>3.3.1 Introduction</p> <p>The maximum concentrations permissible for the chemical characteristics of an acceptable discharge are set out in the following tables:</p> <p>General chemical characteristics Table 1A.1</p> <p>Heavy metals Table 1A.2</p> <p>Organic compounds Table 1A.3</p> <p>Where appropriate, maximum daily limits (kg/day) for Mass Limit controlled discharges are also given.</p>	<p>Where a consistent relationship between BOD and COD can be established the discharge may be monitored using the COD test.</p>

3.3.2 General chemical Characteristics

Table 1 - General chemical Characteristics

Characteristic	Maximum concentration (g/m ³)	
MBAS (Methylene blue active substances)	500 g/m ³	MBAS is a measure of amniotic surfactants. High MBAS can: <ul style="list-style-type: none"> adversely effect the efficiency of activated sludge plants. impair the aesthetics of receiving waters.
Ammonia (measured as N) - free ammonia - ammonium salts	50 g/m ³ 200/g/m ³	High ammonia: <ul style="list-style-type: none"> may adversely effect the safety of operations and maintenance Personnel. may significantly contribute to the nutrient load to the receiving environment.
Kjeldahl nitrogen	150 g/m ³	High Kjeldahl nitrogen may significantly contribute to the nutrient load of the receiving environment.
Total phosphorus (as P)	50 g/m ³	High phosphorus may significantly contribute to the nutrient loading of the receiving environment. Phosphorus is the nutrient most likely to cause an adverse algal response in fresh water.
Sulphate (measured as SO ₄)	500 g/m ³	Sulphate: <ul style="list-style-type: none"> may adversely affect sewer structures. may increase the potential for the generation of sulphides in the wastewater if the sewer is prone to become anaerobic.
Sulphite (measured as SO ₂)	15 g/m ³	Sulphite has potential to release SO ₂ gas and thus adversely affect the safety of operations and maintenance personnel. It is a strong reducing agent and removes dissolved oxygen thereby increasing the potential for anaerobic conditions to form in the wastewater.

3.3.2 General chemical Characteristics

Table 1 - General chemical Characteristics

Sulphide as H ₂ S on acidification	5 g/m ³	Sulphides in wastewater may: cause corrosion of sewer structures, particularly the top non-wetted part of a sewer. <ul style="list-style-type: none"> generate odours in sewers which could cause public nuisance. release the toxic H₂S gas which could adversely affect the safety of operations and maintenance personnel.
Chlorine (measured as Cl ₂) - free chlorine - hypochlorite	3 g/m ³ 30 g/m ³	Chlorine: <ul style="list-style-type: none"> can adversely affect the safety of operations and maintenance personnel can cause corrosion of sewer structures.
Dissolved aluminium	300 g/m ³	Aluminium compounds, particularly in the presence of calcium salts, have the potential to precipitate as a scale which may cause a sewer blockage.
Dissolved iron	300 g/m ³	Iron salts may precipitate and cause a sewer blockage. High concentrations of ferric iron may also present colour problems depending on local conditions.
Boron (as B)	25 g/m ³	Boron is not removed by conventional treatment. High concentrations in effluent may restrict irrigation applications.
Bromine (as Br ₂)	5 g/m ³	High concentrations of bromine may adversely affect the safety of operations and maintenance personnel.
Fluoride (as F)	30 g/m ³	Fluoride is not removed by conventional wastewater treatment, however pre-treatment can easily and economically reduce concentrations to below 20 g/m ³ .
Cyanide - weak acid dissociable (as CN)	5 g/m ³	Cyanide may produce toxic atmospheres in the sewer and adversely affect the safety of operations and maintenance personnel.

Table 2 - Heavy metals[†]

Metal	Maximum concentration (g/m ³)	
Antimony	10	<p>Heavy metals have the potential to:</p> <ul style="list-style-type: none">• impair the treatment process• impact on the receiving environment• limit the reuse of sludge and effluent. <p>The concentration for chromium includes all valent forms of the element. Chromium (VI) is considered to be more toxic than chromium (III) and for a discharge where chromium (III) makes up a large proportion of the characteristic, higher concentration limits may be acceptable. Specialist advice should be sought.</p>
Arsenic	5	
Barium	19	
Beryllium	0.005	
Cadmium	0.5	
Chromium	5	
Cobalt	10	
Copper	10	
Lead	10	
Manganese	20	
Mercury	0.005	
Molybdenum	10	
Silver	2	
Nickel	10	
Selenium	10	
Thallium	10	
Tin	20	
Zinc	10	
† Heavy metals shall be accepted up to the maximum concentrations given only when specifically approved.		

3.3.3 Organic compounds		
<i>Table 3 - Organic compounds</i>		
Compound	Maximum concentration (g/m ³)	
Formaldehyde (as HCHO)	50 g/m ³	Formaldehyde in the sewer atmosphere can adversely affect the safety of operations and maintenance personnel.
Phenolic compounds (as phenols) - excluding chlorinated phenols	50 g/m ³	Phenols may adversely affect biological treatment processes. They may not be completely removed by conventional treatment and subsequently impact on the environment.
Chlorinated phenols	0.02 g/m ³	Chlorinated phenols can adversely affect biological treatment process and may impair the quality of the receiving environment.
Petroleum hydrocarbons	30 g/m ³	Petroleum hydrocarbons may adversely affect the safety of operations and maintenance personnel.
Halogenated aliphatic compounds†	1 g/m ³	Because of their stability and chemical properties these compounds: <ul style="list-style-type: none"> • may adversely affect the treatment processes. • may impair the quality of the receiving environment. • may adversely affect the safety of operations and maintenance personnel.
Monocyclic aromatic hydrocarbons	5 g/m ³	These compounds (also known as benzene series) are relatively insoluble in water and are normally not a problem in trade waste. They may be carcinogenic and may adversely affect the safety of operations maintenance personnel.
Polycyclic (or polynuclear) aromatic hydrocarbons (PAHs)	0.05 g/m ³	Many of these substances have been demonstrated to have an adverse effect on the health of animals. Some are also persistent and are not degraded by conventional treatment processes.
Halogenated aromatic hydrocarbons (HAHs) Polychlorinated biphenyls (PCBs) Polybrominated biphenyls (PBBs)	0.002 g/m ³ 0.002 g/m ³	Because of their stability, persistence and ability to bioaccumulate in animal tissue these compounds have been severely restricted by health and environmental regulators.
Pesticides (general)† (includes insecticides, herbicides, fungicides and excludes organo-	0.2 g/m ³	The category covers all pesticides other than those that are specifically listed below.

phosphate, organo-chlorine and any pesticides not registered for use in New Zealand)		Pesticides: <ul style="list-style-type: none"> • may adversely affect the treatment processes. • may impair the quality of the receiving environment. • may adversely affect the safety of operations and maintenance Personnel.
Organophosphate pesticides*†	0.1 g/m ³	

* Excludes pesticides not registered for use in New Zealand.

† These compounds shall be accepted up to the given maximum concentration only when specifically approved.

3.3.4 Inhibitory chemicals

No chemical shall be discharged which shall inhibit the performance of the wastewater treatment process such that in the opinion of the Southland District Council will put it at risk from not achieving its environmental statutory requirements.

Draft

Appendix B: Prohibited Waste Characteristics

1. Introduction

Prohibited characteristics are present if their concentration exceeds background levels. The background level in relation to any substance means the extent to which that substance is present (if at all) in the municipal water supply used on the trade premises, or in any other water supply that is approved by the Southland District Council for the purpose of discharging waste.

2. Prohibited Characteristics

- 2.1.1** Any discharge has prohibited Characteristics if it has any solid liquid or gaseous matters or any combination or mixture of such matters which by themselves or in combination with any other matters will immediately or in the course of time:
- Interfere with the free flow of sewage in the wastewater system, or
 - Damage any part of the wastewater system, or
 - In any way, directly or indirectly, cause the quality of the effluent or residual biosolids and other solids from any wastewater treatment plant in the catchment to which the waste was discharged to breach the conditions of a consent issued under the Resource Management Act 1991, or water right, permit or other governing legislation, or
 - Prejudice the occupational health and safety risks faced by sewerage workers, or
 - After treatment be toxic to fish, animals or plant life in the receiving waters, or
 - Cause malodorous gases or substances to form which are of a nature or sufficient quantity to create a public nuisance, or
 - Have a colour or colouring substance that causes the discharge of any wastewater treatment plant to receiving waters to be coloured.
- 2.1.2** A discharge has prohibited characteristics if it has any characteristic which exceeds the concentration or other limits specified in Appendix A unless specifically approved for that particular consent.
- 2.1.3** A discharge has a prohibited characteristic if it has any amount of:
- Harmful solids, including dry solid wastes and materials which combine with water to form a cemented mass.
 - Liquid, solid or gas which could be flammable or explosive in the wastes, including oil, fuel, solvents (except as allowed for in Appendix A), calcium carbide and any other material which is capable of giving rise to fire or explosion hazards either spontaneously or in combination with sewage.
 - The following organo-metal compounds:
 - Tin (as tributyl and other organotin compounds)
 - Chromium (as organic compounds)
 - Copper
 - Any organochlorine pesticides.
 - Any genetic wastes, as follows:

All wastes that contain or are likely to contain genetically altered material from premises where the genetic alteration of any material is conducted.

- Any health care waste covered by NZS 4304 or any pathological or histological wastes.
- Radioactivity levels in excess of National Radiation Laboratory guidelines.



People First

Southland District Council

Te Rohe Pōtae O Murihiku

TRADE WASTE BYLAW 2008

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SDC Trade Waste Bylaw 2008

**SOUTHLAND DISTRICT COUNCIL
TRADE WASTE Bylaw 2008**

1. Introduction**1.1 Title**

This Bylaw may be cited as the Southland District Council Trade Waste Bylaw 2008.

1.2 Commencement and Area of Application

This Bylaw comes into force on 30th day of June 2008 and shall apply throughout the District.

1.3 Repealed Bylaw

The Southland District Council Trade Waste Bylaw 1999 is consequently repealed.

1.4 Scope of the Bylaw

The Bylaw provides for the:

- (a) Acceptance of long-term, intermittent, or Temporary Discharge of Trade Waste to the sewerage system;
- (b) Establishment of three grades of Trade Waste: permitted, conditional and prohibited;
- (c) Evaluation of individual Trade Waste discharges to be against specified criteria;
- (d) Correct storage of materials in order to protect the sewerage system from spillage;
- (e) Installation of flow meters, samplers or other devices to measure flow and quality of the Trade Waste discharge;
- (f) Pre-treatment of waste before it is accepted for discharge to the sewerage system;
- (g) Sampling and monitoring of Trade Waste discharges to ensure compliance with the Bylaw; facilitating charging for the treatment and disposal of Trade Waste.
- (h) The Council to accept or refuse a Trade Waste discharge;
- (i) The payment of rates, fees and charges to be set by the Council to cover the cost of conveying, treating and disposing of, or reusing, Trade Waste and the associated costs of administration and monitoring;
- (j) Administrative mechanisms for the operation of the Bylaw; and

**SDC Trade Waste Bylaw 2008**

- (k) Establishment of waste minimisation and management programmes (including sludges) for Trade Waste producers.

1.5 Compliance with other Acts

Nothing in this Bylaw shall derogate from any of the provisions of the Health Act 1956, the Health and Safety in Employment Act 1992, the Resource Management Act 1991, the Building Act 2004, the Hazardous Substances and New Organisms Act 1996 and its regulations or any other relevant statutory or regulatory requirements.

1.6 Trade premises and other users to which the Bylaw applies

This Bylaw shall apply to all Trade Premises within the Southland District where Trade Wastes are discharged or sought or likely to be discharged to the sewerage system operated by the Council or its agents. The Bylaw shall also apply to Tankered Wastes collected for the purpose of discharge to the sewerage systems operated by the Council or its agents.

Pursuant to Section 196 of the Local Government Act, the Council may refuse to accept any type of Trade Waste which is not in accordance with this Bylaw.

1.7 Definitions

For the purposes of this Bylaw the following Definitions shall apply:

ACCESS POINT is a place where access may be made to a private drain for inspection (including sampling or measurement), cleaning or maintenance. The location of the access point shall be in accordance with the NZ Building Code.

ANALYST means an Approved testing laboratory.

APPROVAL or **APPROVED** means Approved in writing by the Council.

AUTHORISED OFFICER means any officer appointed by the Council as an enforcement officer under Section 177 of the Local Government Act 2002 as an enforcement officer with powers of entry as prescribed by Sections 171-174 of that Act.

BIOSOLIDS means sewage sludge treated sufficiently so as to be suitable for beneficial re-use.



SDC Trade Waste Bylaw 2008

CHARACTERISTIC means any of the physical or chemical characteristics of a trade waste and includes the level of a characteristic.

CLEANER PRODUCTION means the implementation on trade premises, of operations, methods and processes appropriate to the goal of reducing or eliminating the quantity and toxicity of wastes. This is required to minimise and manage Trade Waste by:

- (a) Using energy and resources efficiently, avoiding or reducing the amount of wastes produced;
- (b) Producing environmentally sound products and services;
- (c) Achieving less waste, fewer costs and higher profits.

CONDENSING WATER or **COOLING WATER** means any water used in any trade, industry, or commercial process or operation in such a manner that it does not take up matter into solution or suspension.

CONDITIONAL TRADE WASTE which has, or may have, physical or chemical characteristics in excess of the limits in Appendix A and for which the Council requires a Trade Waste consent which has conditions placed upon the consent holder by the Council.

CONSENT means a consent in writing given by the Council authorising the consent holder to discharge wastewater to the sewer system.

CONSENT HOLDER means the person who has obtained a consent to discharge or direct the manner of discharge of Trade Waste from any premises to the Council's wastewater system, and includes any person who does any act on behalf or with the express or implied consent of the consent holder (whether for reward or not) and any licensee of the consent holder.

CONTAMINANT includes any substance (including gases, odorous compounds, liquids, solids and micro-organisms) or energy (excluding noise) or heat, that either by itself or in combination with the same, similar or other substances, energy or heat:

- (a) When discharged into water, changes or is likely to change the physical, chemical or biological condition of water; or



SDC Trade Waste Bylaw 2008

- (b) When discharge onto or into land or into air, changes or is likely to change the physical, chemical or biological condition of the land or air into which it is discharged.

CONTINGENCY MANAGEMENT PROCEDURES means those procedures developed and used to remedy, avoid, or mitigate the actual and/or potential adverse effects of these activities on the environment from an unexpected or unscheduled event resulting in discharge, or potential discharge of contaminants of concern into the sewerage system.

COUNCIL means the Southland District Council.

DISCONNECTION means the physical cutting and sealing of the Council's water services, utilities, drains or sewer for use by any person.

DISTRICT means the district of the Southland District Council.

DOMESTIC SEWAGE means foul water (with or without matter in solution or suspension therein) discharged from premises used solely for residential purposes, or wastes of the same character discharged from other premises; but does not include any solids, liquids, or gases that may not lawfully be discharged into the sewerage system.

FOUL WATER means the discharge from any sanitary fixtures or sanitary appliance.

HAZARDOUS WASTES means hazardous substances as defined by the Hazardous Substances and New Organisms Act 1996.

MANAGEMENT PLAN means the plan for the management of operations on the premises from which Trade Wastes come, and may include provision for cleaner production, waste minimisation, discharge, contingency management procedures, and any relevant industry Code of Practice.

MASS LIMIT means the total mass of any characteristic that may be discharged to the Council's wastewater system over any stated period from any single point of discharge or collectively from several points of discharge.



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MAXIMUM CONCENTRATION means the instantaneous peak concentration that may be discharged at any instant in time.

PERMITTED TRADE WASTE means a Trade Waste discharge that has physical and chemical characteristics within the limits outlined in Appendix A and for which the Council does not require a specific Trade Waste consent by the Council.

PERSON includes a corporation sole and also a body of persons whether incorporated or unincorporated.

POINT OF DISCHARGE is the boundary between the public sewer and a private drain specified in the Trade Waste consent.

PRE-TREATMENT means any processing of Trade Waste designed to reduce or vary any characteristic in a waste before discharge to the sewerage system in order to comply with a Trade Waste consent.

PREMISES means either:

- (a) A property or allotment which is held under a separate certificate of title or for which a separate certificate of title may be issued and in respect to which a building consent has been or may be issued, or
- (b) A building that has been defined as an individual unit by a cross-lease, unit title or company lease and for which a certificate of title is available, or
- (c) Land held in public ownership (eg reserve) for a particular purpose, or
- (d) Individual units in buildings which are separately leased.

PRIVATE DRAIN means that section of drain between the Premises and the point of connection to the Council's sewerage system.

PROHIBITED TRADE WASTE means a Trade Waste Discharge that has not been Approved by the Council for discharge to the sewerage system as a conditional Trade Waste and is not a Permitted Trade Waste.

SANITARY APPLIANCE is an appliance which is intended to be used for sanitation, including machines for washing dishes and clothes.



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SANITATION means the activity of washing and/or excretion carried out in a manner or condition such that the effect on health is minimised

SCHEDULE OF RATES, FEES AND CHARGES means the list of items, terms and prices for services associated with the discharge of Trade Waste as Approved by the Council.

SEWAGE means foul water and may include Trade Wastes.

SEWAGE SLUDGE means the material settled out and removed from sewage during the treatment process.

SEWER means the pipework drainage system that conveys sewage.

SEWERAGE SYSTEM means the collection, treatment, disposal of sewage and Trade Wastes, including all sewers, pumping stations, storage tanks, Sewage treatment plants, outfalls and other related structures operated by the Council and used for the reception, treatment and disposal of Trade Wastes.

STORMWATER means all surface water run-off resulting from precipitation.

TANKERED WASTE is water or other liquid, including waste matter in solution or suspension, which is conveyed by vehicle for disposal, excluding domestic sewage discharged directly from house buses, caravans, buses and similar vehicles.

TEMPORARY DISCHARGE means any discharge of an intermittent or short duration. Such discharges include the short-term discharge of an unusual waste from premises subject to an existing consent.

TRADE PREMISES means:

- (a) Any premises used for any industrial or trade purposes
- (b) Any premises used or intended to be used for the storage, transfer, treatment, or disposal of waste materials or for other waste management purposes, or used for composting organic materials; or
- (c) Any other premises from which a contaminant is discharged in connection with any industrial or trade process as defined in the Resource Management Act 1991; or



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- (d) and includes any land or premises wholly or mainly used for agricultural or horticultural purposes.

TRADE WASTE is any liquid, with or without matter in suspension or solution, that is or may be discharged from a trade premises to the Council's sewerage system in the course of any trade or industrial process or operation, or in the course of any activity or operation of a like nature; and may include condensing or cooling waters; stormwater which cannot practically be separated, or domestic sewage.

WASTEWATER means water or other liquid, including waste matter in solution or suspension, discharged from a premises to a sewer.

WORKING DAY means any day of the week other than:

- (a) A Saturday, a Sunday, Waitangi Day, Good Friday, Easter Monday, Anzac Day, the Sovereign's birthday, Labour Day; and
- (b) A day in the period commencing with the 25th day of December in a year and ending with the 10th day of January in the following year.

2. Compliance with the Bylaw

2.1 Control of discharges

2.1.1 Dischargers' responsibilities

No person shall:

- (a) Discharge, or allow to be discharged, any Trade Waste to the sewerage system except in accordance with the provisions of this Bylaw;
- (b) Discharge, or allow to be discharged, a Prohibited Trade Waste into the sewerage system;
- (c) Add or permit the addition of condensing or Cooling Water to any Trade Waste which discharges into the sewerage system unless specific approval is given in a consent; or
- (d) Add or permit the addition of stormwater to any Trade Waste which discharges into the sewerage system unless specific approval is given in a consent.

2.1.2 Council rights to prevent discharge

In the event of failure to comply with Clause 2.1.1 (a) - (d), the Council may physically prevent discharge to the sewerage system.



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2.1.3 Compliance requirements

Any person discharging to the Council sewerage system shall comply with requirements of the Hazardous Substances and New Organisms (HSNO) Act 1996 and the Resource Management Act 1991.

2.2 Storage, transport, handling and use of hazardous or harmful materials

- (a) All persons on trade premises shall take all reasonable steps to prevent the accidental entry of any of the materials listed in Clause 2.2(c) of this Bylaw from entry into the sewerage system as a result of leakage, spillage or other mishap.
- (b) No person shall store, transport, handle or use, or cause to be stored, transported, handled or used any hazardous substance as defined by the Hazardous Substances and New Organisms Act 1996 or any of the materials listed in Clause 2.2(c) in a manner that may cause the material to enter the sewerage system.
- (c) Materials referred to in Clause 2.2 (a) and (b) are those:
 - (i) Products or wastes containing corrosive, toxic, biocidal, radioactive, flammable or explosive materials, and hazardous waste
 - (ii) Likely to generate toxic, flammable, explosive or corrosive materials in quantities likely to be hazardous, when mixed with the wastewater stream.
 - (iii) Likely to be deleterious to -
 - health and safety; and
 - the receiving environment after treatment; and
 - the sewerage system.

3. Trade waste discharges and consents**3.1 Classification of trade waste discharges****3.1.1 Trade waste types**

Trade Waste discharges shall be classified as one of the following types:

- (a) Permitted (Discharges for which consents are not required by the Council and the physical and chemical characteristics limits are contained within those outlined in Appendix A)
- (b) Conditional (Discharges for which consent is required); or
- (c) Prohibited (Discharges which are not permitted in the Sewerage System).

3.1.2 Acceptance of trade waste

The Council is not obliged to accept any Trade Waste.



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3.2 Application for a trade waste consent**3.2.1 Formal application**

Every person who does, or proposes to,

- (a) Discharge into the sewerage system any Trade Waste (either continuously, intermittently or temporarily);
- (b) Vary the characteristics of a consent to discharge that has previously been granted;
- (c) Vary the conditions of consent to discharge that has previously been granted; or
- (d) Significantly change the method or means of pre-treatment for discharge under an existing consent,

shall if required by the Council complete an application in the prescribed form for the consent of the Council.

3.2.1.1

Where the Trade Premises produces trade waste from more than one area, a separate copy of the "Description of Trade Waste and Premises" form shall be included in any application for trade waste discharge for each area. This applies whether or not the separate areas are part of a single or separate trade process.

3.2.1.2

The applicant for consent shall ensure that the application and every other document conveying required information is properly executed.,

3.2.1.3

The Council may require an application to be supported by an independent and external audit to verify any or all information supplied by the applicant, and/or a Discharge Management Plan.

3.2.1.4

Every application shall be accompanied by a Trade Waste application fee in accordance with the Council's schedule of fees and charges.



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3.3 Information and analysis**3.3.1 Receipt of trade waste consent application**

On the receipt of any application for a trade waste consent to discharge from any premises or to alter an existing discharge, the Council may:

- (a) Require the applicant to submit any additional information which it considers necessary to reach an informed decision;
- (b) Require the applicant to submit a Management Plan to the satisfaction of the Council; and
- (c) Have the discharge investigated and analysed as provided for in Clauses 5.1 and 5.3 of this Bylaw.

3.4 Consideration of an application

The Council shall, after considering the matters in 3.5, action one of the following in writing:

- (a) Grant the application subject to any of the conditions specified in Clause 3.6 that the Council considers appropriate
- (c) Decline the application

3.5 Consideration criteria

In considering any application for a trade waste consent to discharge from any trade premises into the wastewater system and in imposing any conditions on such a consent, the Council shall take into consideration the quality, volume, and rate of discharge of the trade waste from such premises or tanker in relation to:

- (a) The health and safety of Council staff agents and the public;
- (b) The limits and/or maximum values for characteristics of trade waste as specified in the Schedule of Permitted Discharge Characteristics and the Schedule of Prohibited Discharge Characteristics;
- (c) The extent to which the trade waste may react with other trade waste or domestic wastewater to produce an undesirable effect, eg settlement of solids, production of odours etc.;
- (d) The flows and velocities in the sewer, or sewers and the material or construction of the sewer or sewers;
- (e) The capacity of the sewer or sewers and the capacity of any sewage treatment works;
- (f) The nature of any sewage treatment process and the degree to which the trade waste is capable of being treated in the sewage treatment works;
- (g) The timing and balancing of flows into the sewerage system;



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- (h) Any statutory requirements relating to the discharge of raw or treated wastewater to receiving waters, the disposal of sewage sludges, and any discharge to air, (including the necessity for compliance with any resource consent, discharge permit or water classification);
- (i) The effect of the Trade Waste discharge on the ultimate receiving environment;
- (j) The conditions on resource consents for the sewerage system and the residuals from it;
- (k) The possibility of unscheduled, unexpected or accidental events and the degree of risk these could cause to humans, the sewerage systems and the environment;
- (l) Consideration for other existing or future discharges;
- (m) Amenability of the Trade Waste to pre-treatment;
- (n) Existing pre-treatment works on the premises and the potential for their future use;
- (o) Cleaner production techniques and waste minimisation practices;
- (p) Requirements and limitations related to sewage sludge disposal and reuse;
- (q) Control of stormwater;
- (r) Management Plan; and
- (s) Tankered waste being discharged at an Approved location/s.

3.6 Conditions of trade waste consent

Any trade waste consent to discharge may be granted subject to such conditions the Council may impose, including but not limited to:

- (a) The particular public sewer or sewers to which the discharge will be made;
- (b) The maximum daily volume of the discharge and the maximum rate of discharge, and the duration of maximum discharge;
- (c) The maximum limit or permissible range of any specified characteristics of the discharge, including concentrations and/or mass limits determined in accordance with 3.8;
- (d) The period or periods of the day during which the discharge, or a particular concentration, or volume of discharge may be made;
- (e) The degree of acidity, or alkalinity of the discharge at the time of discharge;
- (f) The temperature of the trade waste at the time of discharge;
- (g) The provision by the consent holder, at the consent holder's expense, of screens, grease traps, silt traps or other pre-treatment works to prevent or control the discharge of solids or grease;
- (h) The provision and maintenance at the consent holder's expense of inspection chambers, manholes or other apparatus or devices to provide reasonable access to drains for sampling and inspection;



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- (i) The provision and maintenance of a sampling, analysis and testing programme and flow measurement requirements, at the consent holder's expense;
- (j) The method or methods to be used for measuring flow rates and/or volume and taking samples of the discharge for use in determining the amount of any Trade Waste charges applicable to that discharge;
- (k) The provision and maintenance by and at the expense of the consent holder of such meters or devices as may be required to measure the volume or flow rate of any trade waste being discharged from the premises, and for the testing of such meters;
- (l) The provision and maintenance, at the consent holder's expense of such services, (whether electricity, water or compressed air or otherwise), which may be required, in order to operate meters and similar devices;
- (m) At times specified, the provision by the consent holder to the Council in a Council Approved format of all flow and/or volume records and results of analyses (including pre-treatment by-products eg sewage sludge disposal);
- (n) The provision and implementation of a Management Plan;
- (o) Risk assessment of damage to the environment due to an accidental discharge of a chemical;
- (p) Waste minimisation and management;
- (q) Cleaner production techniques;
- (r) Remote control of discharges;
- (s) Third party treatment, carriage, discharge or disposal of by-products of pre-treatment of Trade Waste (including sewage sludge disposal);
- (t) Requirement to provide a bond or insurance in favour of the Council where failure to comply with the consent could result in damage to the Council's sewerage system, its treatment plants, or could result in the Council being in breach of any statutory obligation;
- (u) Remote monitoring of discharges; and
- (v) The duration of the consent.

3.7 Technical review and variation

3.7.1 Variation of consent conditions by Council

The Council may at any time during the term of a trade waste consent, by written notice to the occupier (following a reasonable period of consultation), vary any condition to such extent as the Council considers necessary, following a review of the technical and legal issues considered when setting conditions of consent.



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3.7.2 Variation of consent conditions requested by consent holder

The holder of a trade waste consent to discharge may at any time during the term of a consent, by written application to the Council, seek to vary any condition of consent, as provided for in Clause 3.7 of this Bylaw.

3.8 Cancellation of the right to discharge**3.8.1 Suspension or cancellation on notice**

The Council may suspend or cancel any consent or right to discharge at any time, following 20 working days notice to the consent holder or person discharging any Trade Waste:

- (a) For the failure to comply with any condition of the consent;
- (b) For the failure to maintain effective control over the discharge;
- (c) For the failure to limit in accordance with the requirements of a consent the volume, nature, or composition of Trade Waste being discharged;
- (d) In the event of any negligence which, in the opinion of the Council, threatens the safety of, or threatens to cause damage to any part of the sewerage system or the treatment plant or threatens the health or safety of any person;
- (e) If any occurrence happens that, in the opinion of the Council, poses a serious threat to the environment;
- (f) In the event of any breach of a resource consent held by the Council issued under the Resource Management Act 1991;
- (g) Failure to provide and when appropriate update a Management Plan as required for a conditional consent;
- (h) Failure to follow the management plan provisions at the time of an unexpected, unscheduled or accidental occurrence;
- (i) Failure to pay any charges imposed by Council in respect of the Trade Waste; or
- (j) If any other circumstances arise which, in the opinion of the Council, render it necessary in the public interest to cancel the right to discharge.

If any process changes require more than 20 working days, reasonable time may be given to comply with the consent conditions.

3.8.2 Summary cancellation

Any Trade Waste consent or discharge may at any time be summarily cancelled by the Council on giving to the consent holder or person discharging written notice of summary cancellation if:

- (a) They discharge any prohibited substance;



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- (b) The Council is lawfully directed to withdraw or otherwise terminate the consent summarily;
- (c) They discharge any Trade Waste unlawfully;
- (d) If the continuance of discharge is, in the opinion of the Council, a threat to the environment or public health;
- (e) If the continuance of the discharge may, in the opinion of the Council, result in a breach of a resource consent held by the Council; or
- (f) In the opinion of the Council, the continuance of the discharge puts at risk the ability of the Council to comply with conditions of a resource consent and/or requires identified additional treatment measures or costs to seek to avoid a breach of any such resource consent.

4. Trade waste approval criteria**4.1 Pre-treatment**

The Council may approve a Trade Waste discharge subject to the provision of appropriate pre-treatment systems to enable the person discharging to comply with the Bylaw. Such pre-treatment systems shall be provided, operated and maintained by the person discharging at their expense.

Refuse or garbage grinders, and macerators shall not be used to dispose of solid waste from Trade Premises to the sewerage system unless Approved by the Council.

The person discharging shall not, unless Approved by the Council, add or permit the addition of any potable, condensing, cooling water or stormwater to any Trade Waste stream in order to vary the level of any characteristics of the waste.

4.2 Mass limits

A conditional Trade Waste consent to discharge may impose controls on a Trade Waste discharge by specifying mass limits for any characteristic.

Mass limits may be imposed for any characteristic. Any characteristic controlled by mass limit shall also have its maximum concentration limited to the value Approved by the Council.

When setting mass limit allocations for a particular characteristic the Council shall consider:

- (a) The operational requirements of and risk to the sewerage system, and risks to occupational health and safety, public health, and the ultimate receiving environment;

- (b) Whether or not the levels proposed pose a threat to the planned or actual beneficial reuse of biosolids or sewage sludge;
- (c) Conditions in the wastewater system near the trade waste discharge point and elsewhere in the wastewater system;
- (d) The extent to which the available industrial capacity was used in the last financial period and is expected to be used in the forthcoming period;
- (e) Whether or not the applicant uses cleaner production techniques within a period satisfactory to the Council;
- (f) Whether or not the applicant has established to the satisfaction of the Council a programme to achieve cleaner production techniques within a satisfactory period;
- (g) Whether or not there is any net benefit to be gained by the increase of one characteristic concurrently with the decrease of another to justify any increased application for industrial capacity;
- (h) Any requirements of the Council to reduce the pollutant discharge of the wastewater system;
- (i) How great a proportion the mass flow of a characteristic of the discharge will be of the total mass flow of that characteristic in the wastewater system;
- (j) The total mass of the characteristic allowable in the wastewater system, and the proportion (if any) to be reserved for future allocations; and
- (k) Whether or not there is an interaction with other characteristics which increases or decreases the effect of either characteristic on the sewer reticulation, treatment process, or receiving water (or land).

5. Sampling, Testing and Monitoring

5.1 Flow metering

5.1.1 Requirement for flow metering

Flow metering may be required:

- (a) When there is not a reasonable relationship between a metered water supply to the premises, and the discharge of trade waste;
- (b) When the applicant and the Council cannot agree on a suitable method of flow estimation; or
- (c) When the discharge represents a significant proportion of the total flow/load received by the Council.



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5.1.2 Consent Holder's responsibilities

The consent holder shall be responsible for the supply, installation and maintenance of any meter required by the Council for the measurement of the rate or quantity of discharge of trade waste. These devices shall be subject to the approval of the Council, but shall remain the property of the consent holder

5.1.3 Record keeping

The consent holder shall keep records of flow and/or volume shall make them available for viewing at any time by the Council, and shall be submitted to the Council at prescribed intervals, in a format Approved by the Council.

5.1.4 Location of meters

Meters shall be located in a position Approved by the Council which provides the required degree of accuracy and is readily accessible for reading and maintenance. The meters shall be located in the correct position according to the manufacturer's installation instructions.

5.1.5 Calibration of meters

The consent holder shall, if required, arrange for *in situ* calibration of the flow metering equipment and instrumentation by a person and method Approved by the Council upon installation and at least once a year thereafter to ensure its performance. The meter accuracy should be $\pm 10\%$ but with no greater a deviation from the previous meter calibration of $\pm 5\%$. A copy of independent certification of each calibration result shall be submitted to the Council.

5.1.6 Resolving meter error

Should any meter, after being calibrated, be found to have an error greater than that specified in Clause 5.1.5 as a repeatable measurement, the Council may make an adjustment in accordance with the results shown by such tests backdated for a period at the discretion of the Council but not exceeding 12 months, and the consent holder shall pay or be credited a greater or lesser amount according to such adjustment.

5.2 Estimating discharge**5.2.1 No meter installed**

Where no meter or similar apparatus is warranted, the Council may require that a percentage of the water supplied to the premises, or other such basis as seems reasonable, be used for estimating the rate or quantity of flow for the purposes of charging.



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5.2.2 Meter out of repair or removed

Should any meter be out of repair or cease to register, or be removed, the Council shall estimate the discharge for the period since the previous reading of such meter, (based on the average of the previous 12 months charged to the person discharging) and they shall pay according to such estimate.

Provided that when by reason of a large variation of discharge due to seasonal or other causes, the average of the previous 12 months would be an unreasonable estimate of the discharge, then the Council may take into consideration other evidence for the purpose of arriving at a reasonable estimate, and the person discharging shall pay according to such estimate.

5.2.3 Tampering of meters

Where in the opinion of the Council, a meter has been tampered with, the Council (without prejudice to the other remedies available) may declare the reading void and estimate discharge as provided above.

5.3 Sampling and analysis**5.3.1 Reasons for sampling**

As determined by the Council, sampling, testing and monitoring may be undertaken to determine if:

- (a) A discharge complies with the provisions of this Bylaw;
- (b) A discharge is permitted or prohibited; and
- (c) Trade Waste consent charges are applicable to that discharge.

5.3.2 Quality control of sampling

The taking, preservation, transportation and analysis of the sample shall be undertaken by an authorised officer or agent of the Council, or the person discharging in accordance with accepted industry standard methods, or by a method specifically Approved by the Council. The person discharging shall be responsible for all reasonable costs. Where a dispute arises as to the validity of the methods or procedures used by sampling or analysis, the dispute may be submitted to a mutually agreed independent arbitrator.



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5.3.3 Right of entry to premises

All authorised officers or authorised agents of the Council, or any Analyst may enter any premises believed to be discharging Trade Waste at any time in order to determine any characteristics of any actual or potential discharge by:

- (a) Taking readings and measurements;
- (b) Carrying out an inspection; and/or
- (c) Taking samples for testing

of any solid, liquid, or gaseous material or any combination or mixture of such materials being discharged.

5.4 Monitoring**5.4.1 Monitoring for compliance**

The Council is entitled to audit any Trade Waste discharge for compliance. Discharge monitoring may be carried out as follows:

- (a) The Council or its authorised agent will take the sample and arrange for this sample to be analysed in the Approved laboratory by agreed analytical methods;
- (b) The sampling procedure will be appropriate to the Trade Waste and the analysis;
- (c) The Council will audit the sampling and analysis carried out by a self-monitoring Trade Waste discharger. Analysis will be performed by an Approved laboratory. Inter-laboratory checks are to be part of this process;
- (d) The Council will audit the sampling and analysis carried out by an Analyst. Analysis will be performed by an Approved laboratory. Inter-laboratory checks are to be part of this process; and
- (e) The Council will audit the Trade Waste consent conditions including any Management Plans.

At the discretion of the Council all costs of monitoring shall be met by the discharger either through direct payment to the laboratory or to the Council.

5.4.2 Tankered wastes

Tanker wastes shall not be discharged into the Council's sewerage system unless Approval is first obtained from the Council. Any tanker wastes approved for discharge shall be compliant with the Liquid and Hazardous Wastes Code of Practice 2003 and its amendments.



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The Council may accept tankered wastes for discharge at an Approved location. Tankered wastes shall:

- (a) Be transported by a consent holder to discharge domestic septic tank or industrial wastes;
- (b) Have material safety data sheets (MSDS) supplied to the Council detailing the contents of a waste;
- (c) Be tested to determine their character if the contents of the waste are not known. Specialist advice on pre-treatment or acceptance may be required. The cost of all testing and advice shall be borne by the consent holder;
- (d) Not be picked up and transported to the disposal site until appropriate arrangements and method for disposal have been determined by the Council;
- (e) To prevent cross-contamination between tanker loads, the tanker shall be thoroughly washed prior to collecting a load for disposal into the sewerage system; and
- (f) Have 24 hours notice given for the disposal of wastes other than those sourced from domestic septic tanks.

Any person illegally disposing of, or causing to be disposed, tankered waste either by incorrect disclosure of contents when obtaining Council Approval (characteristics and/or amount) or dumping into the Council's sewerage system will be in breach of the Bylaw.

5.4.3 Disinfected/super chlorinated water

Any water used during the repair and construction of water mains shall be de-chlorinated prior to the discharge into the sewerage system, as Approved by Council, or where the discharge:

- (a) Has a chlorine concentration of less than 50 mg/L; and/or
- (b) Is less than 50 m³/day in volume.

Application for a temporary discharge consent shall be made. Such water shall not be disposed of to stormwater or adjacent water courses without appropriate approvals.

6. Bylaw Administration

6.1 Accidents and non-compliance

The person discharging shall inform the Council immediately on discovery of any accident including spills or process mishaps which may cause a breach of their trade waste consent in particular, or this Bylaw in general.

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In the event of any accident occurring, the Council may review the consent or may require the consent holder, to review the Contingency Management Procedures and resubmit the Management Plan with the Council for approval.

6.2 Charges and payment**6.2.1 Charges**

The Council may recover Fees and Charges in accordance with the Local Government Act 2002.

6.2.2 Invoicing

All charges determined in accordance with Clause 6.2.1 shall be invoiced in accordance with the Council's standard commercial practice. The invoice shall provide each person discharging with a copy of the information and calculations used to determine the extent of any Fees and Charges due, in regard to a discharge.

6.2.3 Cease to discharge

The person discharging shall be deemed to be continuing the discharge of Trade Waste and shall be liable for all charges, until notice of disconnection is given.

6.2.4 Failure to pay

All fees and charges payable under this Bylaw shall be recoverable as a debt. If the person discharging fails to pay any fees and charges under this Bylaw, the Council may cancel the right to discharge

6.2.5 Recovery of Costs

The Council may recover costs under the Local Government Act 2002 relating to Sections 150 and 151, wilful damage or negligent behaviour (Section 175) and remedying damage arising from breach of Bylaw (Section 176).

6.3 Authorised Officers

Any Authorised Officers may at any reasonable time enter any premises believed to be discharging Trade Wastes to determine any characteristic of any discharge by:

- (a) Taking readings and measurements; or
- (b) Taking samples or any solids, liquids or gaseous material or any combination or mixtures of such materials being discharged; or
- (c) Observing accidental occurrences and clean-up.



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The extent and level of delegation to authorised officers will be in accordance with the Council's Register of Statutory Delegations and Warrants.

6.4 Transfer or termination of rights and responsibilities**6.4.1 Limits to transfer of rights**

A trade waste consent to discharge shall be issued in the name of the given consent holder.

6.4.2 Notice to Council of requirement to disconnect

The consent holder shall give 48 hours notice in writing to the Council of their requirement for disconnection of the discharge connection and/or termination of the discharge consent, except where demolition or relaying of the discharge drain is required, in which case the notice shall be within seven working days. The person discharging shall notify the Council of the new address details for final invoicing.

On permanent disconnection and/or termination, the person discharging may, at the Council's discretion, be liable for Trade Waste charges to the end of the current charging period.

6.4.3 Responsibility for a consented discharge

When a person discharging ceases to occupy the premises from which Trade Wastes are discharged into the sewerage system, any consent granted shall terminate but without relieving the person discharging from any obligations existing at the date of termination.

6.5 Service of documents**6.5.1 Delivery or post**

Any notice or other document required to be given, served or delivered under this Bylaw to a person discharging may (in addition to any other method permitted by law) be given or served or delivered by being:

- (a) Sent by pre-paid ordinary mail, courier, or facsimile, or email to the person discharging at the person discharging's last known place of residence or business;
- (b) Sent by pre-paid ordinary mail, courier, or facsimile, or email to the person discharging at any address for service specified in a consent to discharge;
- (c) Where the person discharging is a body corporate, sent by pre-paid ordinary mail, courier, or facsimile, or email to, or left at its registered office; or
- (d) Personally served on the person discharging.

6.5.2 Service

If any notice or other document is:

- (a) Sent by post, it will be deemed received on the second day (excluding weekends and public holidays) after posting;
- (b) Sent by facsimile or email and the sender's facsimile or email machine produces a transmission report indicating that the facsimile or email was sent to the addressee, the report will be prima facie evidence that the facsimile or email was received by the addressee in a legible form at the time indicated on that report; or
- (c) Sent by courier and the courier obtains a receipt or records delivery on a courier run sheet, the receipt or record of delivery on a courier run sheet will be prima facie evidence that communication was received by the addressee in a legible form at the time indicated on the receipt or courier run sheet, or left at a conspicuous place at the Trade Premises or is handed to designated person(s) nominated by the consent holder then that shall be deemed to be service on, or delivery to, the consent holder at that time.

6.6 Breaches and infringement offences

6.6.1 Penalties

Any person who is in breach of this Bylaw commits an offence and shall on summary conviction be liable to a maximum penalty of \$20,000 in accordance with Section 242(2) of the Local Government Act 2002.

6.7 Transitional provisions

6.7.1 Applications

Any application for a consent to discharge Trade Waste made under the Southland District Trade Waste Bylaw 1998 for which a consent has not been granted at the time of this new Bylaw coming into force shall be deemed to be an application made under Clause 3.2 of this Bylaw.


6.7.2 Existing Trade Waste consents

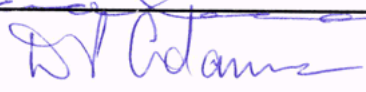
Every existing Trade Waste consent shall continue in force as if it were a consent under this Bylaw until it reaches its expiry date.

**SDC Trade Waste Bylaw 2008**

This Bylaw has been confirmed by resolution passed at a meeting of the Southland District Council held on 25 June 2008.

**THE COMMON SEAL of the
SOUTHLAND DISTRICT COUNCIL
was hereunto affixed in the presence of:**





MAYOR

CHIEF EXECUTIVE



Appendix A: Permitted Waste Characteristics

1. Introduction

1.1

The nature and levels of the characteristics of any wastewater discharged to the Southland District Council system shall comply at all times with the following requirements, except where the nature and levels of such characteristics are varied by the Southland District Council as part of an approval to discharge a wastewater.

1.2

The Southland District Council shall take into consideration the combined effects of wastewater discharges and may make any modifications to the following acceptable characteristics for individual discharges the Southland District Council believes are appropriate.

1.3

The nature and levels of any characteristic may be varied to meet any new resource consents or other legal requirements imposed on the Southland District Council.

2. Physical Characteristics

2.1 Flow

- (a) The 24 hour flow volume shall be less than 5 m³.
- (b) The maximum instantaneous flow rate shall be less than 2.0 L/s.

Flows larger than the guideline values shall be a "conditional" trade waste consent.

2.2 Temperature

The temperature shall not exceed 50°C.

Higher temperatures:

- *cause increased damage to sewer structures.*
- *increase the potential for anaerobic conditions to form in the wastewater*
- *promote the release of gases such as H₂S and NH₃.*
- *can adversely affect the safety of operations and maintenance personnel.*

A lower maximum temperature may be required for large volume discharges.

2.3 Solids

- (a) Non-faecal gross solids shall have a maximum dimension which shall not exceed 15 mm and gross solids shall have a quiescent settling velocity which shall not exceed 50mm/minute.

Gross solids can cause sewer blockages.



SDC Trade Waste Bylaw 2008

- (b) The suspended solids content of any wastewater shall have a maximum concentration which shall not exceed 2000 g/m³.
- (c) The settleable solids content of any wastewater shall not exceed 50 mL/L.
- (d) The total dissolved solids concentration in any wastewater shall not exceed 10,000 gm/m³.
- (e) Fibrous, woven, or sheet film or any other materials which may adversely interfere with the free flow of wastewater in the drainage system or treatment plant shall not be present in any discharge.

2.4 Oil and grease

- (a) There shall be no free or floating layer.
- (b) A trade waste with mineral oil, fat or grease unavoidably emulsified, which in the opinion of the Southland District Council is not biodegradable shall not exceed 200 g/m³ as petroleum ether extractable matter when the emulsion is stable at a temperature of 15°C and when the emulsion is in contact with and diluted by a factor of 10 by raw sewage, throughout the range pH 6.0 to pH 10.0.
- (c) A trade waste with oil, fat or grease unavoidably emulsified, which in the opinion of the Southland District Council is biodegradable shall not exceed 500 g/ m³ when the emulsion is stable at a temperature of 15°C and when the emulsion is in contact with and diluted by a factor of 10 by raw sewage throughout the range pH 4.5 to pH 10.0.
- (d) Emulsified oil, fat or grease shall not exceed 100 g/m³ as petroleum ether extractable matter when the emulsion is unstable at a temperature of 15°C and when the emulsion is in contact with and diluted by a factor of 10 by raw sewage throughout the range pH 4.5 to pH 10.0.

2.5 Solvents and other organic liquids

There shall be no free layer (whether floating or settled) of solvents or organic liquids.

2.6 Emulsions of paint, adhesive, rubber, plastic

For the purpose of this subclause:

- Latex emulsion means an emulsion containing paint, adhesive, rubber, plastic, or similar material.
 - Treatable in relation to emulsion wastewater means the Total Organic Carbon content of the waste decreases by 90% or more when the wastewater is subjected to a simulated wastewater treatment process which matches the Southland District Council treatment system.
- (a) Latex emulsions which are not treatable may be discharged into the sewer subject to the total suspended solids not exceeding 1,000 g/m³.
 - (b) Southland District Council may require pretreatment of latex emulsions if the emulsion wastewater unreasonably interferes with the operation of the specific treatment plant.

High suspended solids contents can cause sewer blockages and overload the treatment processes.

Oils and greases can cause sewer blockages, may adversely effect the treatment process, and may impair the aesthetics of the receiving water. Where the treatment plant discharges to a sensitive receiving water, lower values should be considered.

In terms of oil and greases, biodegradable refers to the bio-availability of the oil and greases and the biochemicals thereby produced, and means the oil and grease content of the waste decreases by 90% or more when the wastewater is subjected to a simulated wastewater treatment process which matches the Southland District Council treatment system.

If quick break detergents are being used, the operator shall ensure that proper separation systems are being used. If not, oil will reappear in drainage systems as a free layer.

Some organic liquids are denser than water and will settle in sewers and traps.

Latex emulsions vary considerably in their properties and local treatment works may need additional restrictions depending on the experience of the specific treatment plant and the quantity of latex to be treated.

SDC Trade Waste Bylaw 2008

- (c) Latex emulsions of both treatable and non treatable types, shall be discharged to the sewer only at a concentration and pH range that prevents coagulation and blockage at the mixing zone in the public sewer.

2.7 Radioactivity

Radioactivity levels shall not exceed National Radiation Laboratory guidelines.

2.8 Colour

No waste shall have colour or colouring substance that causes the discharge to be coloured to the extent that it impairs wastewater treatment processes or compromises the final effluent discharge consent.

Refer National Radiation Laboratory "Code of Safe Practice for the Use of Unsealed Radioactive Materials" NRL.C1.

Colour may cause aesthetic impairment of receiving waters, and adverse affects on lagoon treatment processes and ultra-violet disinfection. Where potential for such problems exists, a level of colour which is rendered not noticeable after 100 dilutions may be used as a guideline.

3. Chemical characteristics**3.1 pH value**

The pH shall be between 6.0 and 10.0 at all times.

Extremes of pH:

- can adversely affect biological treatment processes.
- can adversely affect the safety of operations and/or maintenance personnel.
- cause corrosion of sewer structures.
- increase the potential for the release of toxic gases such as H₂S and HCN.

3.2 Organic strength**3.2.1**

The Carbonaceous Biochemical Oxygen Demand (BOD) of any waste shall not exceed 1000 g/m³.

The loading on a treatment plant is affected by Biochemical Oxygen Demand (BOD) rather than Chemical Oxygen Demand (COD). For any particular waste type there is a fixed ratio between COD and BOD. For domestic wastewater it is about 2.5:1 (COD:BOD), but can range from 1:1 to 100:1 for trade waste. Therefore BOD is important for the treatment process and charging, but because of the time taken for testing, it is often preferable to use COD for monitoring.

Where a consistent relationship between BOD and COD can be established the discharge may be monitored using the COD test.

3.3 Maximum concentrations**3.3.1 Introduction**

The maximum concentrations permissible for the chemical characteristics of an acceptable discharge are set out in the following tables:

General chemical characteristics	Table 1A.1
Heavy metals	Table
1A.2	
Organic compounds	Table 1A.3

Where appropriate, maximum daily limits (kg/day) for mass limit controlled discharges are also given.

3.3.2 General chemical characteristics

Table 1 - General chemical characteristics

Characteristic	Maximum concentration (g/m ³)
MBAS (Methylene blue active substances)	500 g/m ³
Ammonia (measured as N) - free ammonia - ammonium salts	50 g/m ³ 200 g/m ³
Kjeldahl nitrogen	150 g/m ³
Total phosphorus (as P)	50 g/m ³
Sulphate (measured as SO ₄)	500 g/m ³
Sulphite (measured as SO ₂)	15 g/m ³
Sulphide as H ₂ S on acidification	5 g/m ³

MBAS is a measure of amniotic surfactants.

High MBAS can:

- adversely effect the efficiency of activated sludge plants.
- impair the aesthetics of receiving waters.

High ammonia:

- may adversely effect the safety of operations and maintenance personnel.
- may significantly contribute to the nutrient load to the receiving environment.

High Kjeldahl nitrogen may significantly contribute to the nutrient load of the receiving environment.

High phosphorus may significantly contribute to the nutrient loading of the receiving environment. Phosphorus is the nutrient most likely to cause an adverse algal response in fresh water.

Sulphate:

- may adversely affect sewer structures.
- may increase the potential for the generation of sulphides in the wastewater if the sewer is prone to become anaerobic.

Sulphite has potential to release SO₂ gas and thus adversely affect the safety of operations and maintenance personnel. It is a strong reducing agent and removes dissolved oxygen thereby increasing the potential for anaerobic conditions to form in the wastewater.

Sulphides in wastewater may:

- cause corrosion of sewer structures, particularly the top non-wetted part of a sewer.
- generate odours in sewers which could cause public nuisance.
- release the toxic H₂S gas which could adversely affect the safety of operations and maintenance personnel.

SDC Trade Waste Bylaw 2008

Chlorine (measured as Cl_2) - free chlorine - hypochlorite	3 g/m ³ 30 g/m ³
Dissolved aluminium	300 g/m ³
Dissolved iron	300 g/m ³
Boron (as B)	25 g/m ³
Bromine (as Br_2)	5 g/m ³
Fluoride (as F)	30 g/m ³
Cyanide - weak acid dissociable (as CN)	5 g/m ³

Chlorine:

- can adversely affect the safety of operations and maintenance personnel
- can cause corrosion of sewer structures.

Aluminium compounds, particularly in the presence of calcium salts, have the potential to precipitate as a scale which may cause a sewer blockage.

Iron salts may precipitate and cause a sewer blockage. High concentrations of ferric iron may also present colour problems depending on local conditions.

Boron is not removed by conventional treatment. High concentrations in effluent may restrict irrigation applications.

High concentrations of bromine may adversely affect the safety of operations and maintenance personnel.

Fluoride is not removed by conventional wastewater treatment, however pre-treatment can easily and economically reduce concentrations to below 20 g/m³.

Cyanide may produce toxic atmospheres in the sewer and adversely affect the safety of operations and maintenance personnel.

Table 2 - Heavy metals †

Metal	Maximum concentration (g/m ³)
Antimony	10
Arsenic	5
Barium	19
Beryllium	0.005
Cadmium	0.5
Chromium	5
Cobalt	10
Copper	10
Lead	10
Manganese	20
Mercury	0.005
Molybdenum	10
Silver	2
Nickel	10
Selenium	10
Thallium	10
Tin	20
Zinc	10

† Heavy metals shall be accepted up to the maximum concentrations given only when specifically Approved.

Heavy metals have the potential to:

- impair the treatment process
- impact on the receiving environment
- limit the reuse of sludge and effluent.

The concentration for chromium includes all valent forms of the element. Chromium (VI) is considered to be more toxic than chromium (III), and for a discharge where chromium (III) makes up a large proportion of the characteristic, higher concentration limits may be acceptable. Specialist advice should be sought.

3.3.3 Organic compounds

Table 3 - Organic compounds

Compound	Maximum concentration (g/m ³)
Formaldehyde (as HCHO)	50 g/m ³
Phenolic compounds (as phenols) - excluding chlorinated phenols	50 g/m ³
Chlorinated phenols	0.02 g/m ³
Petroleum hydrocarbons	30 g/m ³
Halogenated aliphatic compounds†	1 g/m ³
Monocyclic aromatic hydrocarbons	5 g/m ³
Polycyclic (or polynuclear) aromatic hydrocarbons (PAHs)	0.05 g/m ³
Halogenated aromatic hydrocarbons (HAHs) Polychlorinated biphenyls (PCBs) Polybrominated biphenyls (PBBs)	0.002 g/m ³ 0.002 g/m ³

Formaldehyde in the sewer atmosphere can adversely affect the safety of operations and maintenance personnel.

Phenols may adversely affect biological treatment processes. They may not be completely removed by conventional treatment and subsequently impact on the environment.

Chlorinated phenols can adversely affect biological treatment process and may impair the quality of the receiving environment.

Petroleum hydrocarbons may adversely affect the safety of operations and maintenance personnel.

Because of their stability and chemical properties these compounds:

- may adversely affect the treatment processes.
- may impair the quality of the receiving environment.
- may adversely affect the safety of operations and maintenance personnel.

These compounds (also known as benzene series) are relatively insoluble in water, and are normally not a problem in trade waste. They may be carcinogenic and may adversely affect the safety of operations maintenance personnel.

Many of these substances have been demonstrated to have an adverse effect on the health of animals. Some are also persistent and are not degraded by conventional treatment processes.

Because of their stability, persistence and ability to bioaccumulate in animal tissue these compounds have been severely restricted by health and environmental regulators.



SDC Trade Waste Bylaw 2008

Pesticides (general)† (includes insecticides, herbicides, fungicides and excludes organo-phosphate, organo-chlorine and any pesticides not registered for use in New Zealand)	0.2 g/m ³
Organophosphate pesticides*†	0.1 g/m ³

* Excludes pesticides not registered for use in New Zealand.

† These compounds shall be accepted up to the given maximum concentration only when specifically Approved.

3.3.4 Inhibitory chemicals

No chemical shall be discharged which shall inhibit the performance of the wastewater treatment process such that in the opinion of the Southland District Council will put it at risk from not achieving its environmental statutory requirements.

The category covers all pesticides other than those that are specifically listed below.

Pesticides:

- *may adversely affect the treatment processes.*
- *may impair the quality of the receiving environment.*
- *may adversely affect the safety of operations and maintenance personnel.*

Appendix B: Permitted Waste Characteristics

1. Introduction

Prohibited characteristics are present if their concentration exceeds background levels. The background level in relation to any substance means the extent to which that substance is present (if at all) in the municipal water supply used on the trade premises, or in any other water supply that is Approved by the Southland District Council for the purpose of discharging waste.

2. Prohibited characteristics

2.1.1

Any discharge has prohibited characteristics if it has any solid liquid or gaseous matters or any combination or mixture of such matters which by themselves or in combination with any other matters will immediately or in the course of time:

- (a) Interfere with the free flow of sewage in the wastewater system, or
- (b) Damage any part of the wastewater system, or
- (c) In any way, directly or indirectly, cause the quality of the effluent or residual biosolids and other solids from any wastewater treatment plant in the catchment to which the waste was discharged to breach the conditions of a consent issued under the Resource Management Act 1991, or water right, permit or other governing legislation, or
- (d) Prejudice the occupational health and safety risks faced by sewerage workers, or
- (e) After treatment be toxic to fish, animals or plant life in the receiving waters, or
- (f) Cause malodorous gases or substances to form which are of a nature or sufficient quantity to create a public nuisance, or
- (g) Have a colour or colouring substance that causes the discharge of any wastewater treatment plant to receiving waters to be coloured.

2.1.2

A discharge has prohibited characteristics if it has any characteristic which exceeds the concentration or other limits specified in Appendix A unless specifically Approved for that particular consent.

2.1.3

A discharge has a prohibited characteristic if it has any amount of:

- (a) Harmful solids, including dry solid wastes and materials which combine with water to form a cemented mass;
- (b) Liquid, solid or gas which could be flammable or explosive in the wastes, including oil, fuel, solvents (except as allowed for in Appendix A), calcium carbide, and any other material which is capable of giving rise to fire or explosion hazards either spontaneously or in combination with sewage.
- (c) The following organo-metal compounds:
 - Tin (as tributyl and other organotin compounds)
 - Chromium (as organic compounds)
 - Copper
- (d) Any organochlorine pesticides;
- (e) Any genetic wastes, as follows:

All wastes that contain or are likely to contain genetically altered material from premises where the genetic alteration of any material is conducted.
- (f) Any health care waste covered by NZS 4304 or any pathological or histological wastes.
- (g) Radioactivity levels in excess of National Radiation Laboratory guidelines.

Financial Report for the month ended 31 December 2017

Record No: R/18/1/1161
Author: Dipal Patel, Project Accountant
Approved by: Anne Robson, Chief Financial Officer

☐ Decision ☐ Recommendation ☒ Information

Background

- 1 This report outlines the financial results for the six months to 31 December 2017 or 50% of the financial year.
- 2 The Monthly and YTD Actual results are compared to the Full Year Budget (Projection) in the attached Summary Monthly Financial Report.
- 3 The projection values include any 2016/2017 carried forward items approved by Council in September 2017 and October forecast changes approved by Council in December 2017.
- 4 The 2017/2018 Annual Plan budget is shown in the Reports as the Full Year Budget (Budget).

Overview

- 5 The Summary Monthly Financial Report consolidates the business units within each of the key areas of the Executive Leadership Team (ELT) responsibility. The following commentary focuses on the year to date (YTD) results excluding GST.
- 6 The Detailed Monthly Financial 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.
- 7 In the Council Summary and Detailed Reports, the values in the columns for:
 - The Monthly Budget, is phased where appropriate and is based on the full year projection and includes carry forwards and forecasting.
 - The YTD Budget is based on the full year projection and is a combination of the Annual Plan, carry forwards and forecasting.
 - The Full Year Budget is the Annual Plan budget for the year.
 - The Full Year Projection is the forecasted year end result.
- 8 Phasing of budgets occurs in the first 2 months of the financial year, at forecasting and when one-off costs have actually occurred. This should reduce the number of variance explanations due to timing.
- 9 Where phasing of budgets has not occurred, one twelfth of annual budgeted cost is used to calculate the monthly budget.
- 10 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.

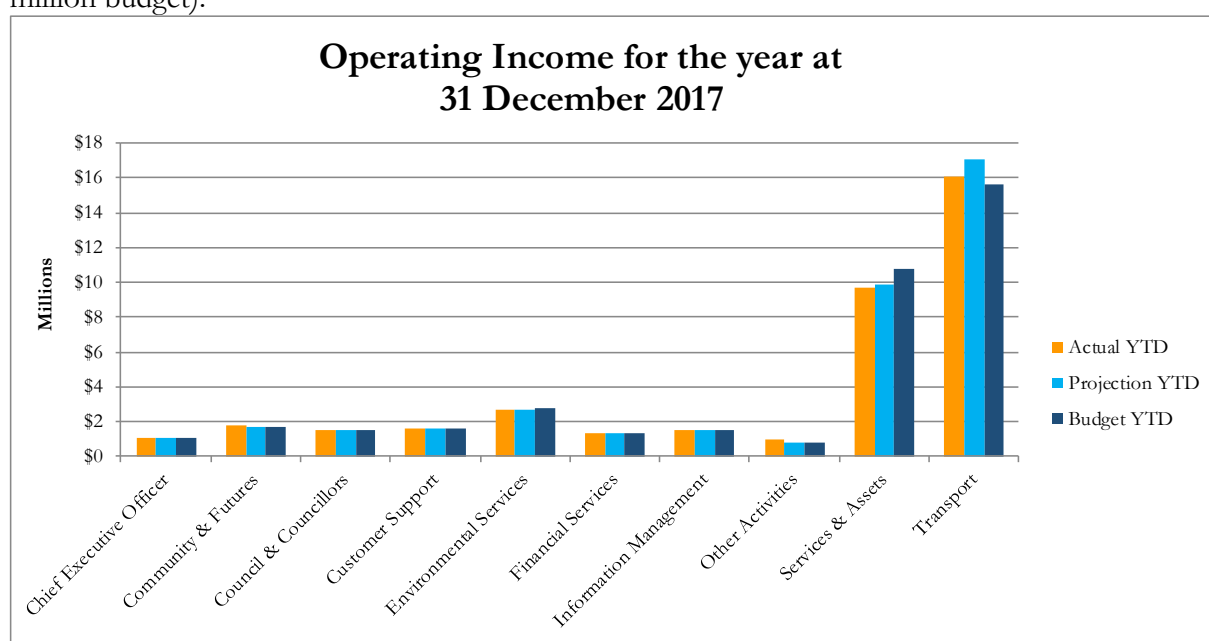
- 11 The Council Summary Report (actuals vs phased and forecast budget) year to date are as follows:

YEAR TO DATE	Actual	Forecast / Projection	Variance	Actual to Projection	Annual Plan Budget	Variance	Actual to Budget
INCOME	\$ 38.2M	\$ 38.9M	(\$0.7M)	↓ (2%)	\$ 38.6M	(\$0.4M)	↓ (1%)
OPERATING EXPENDITURE	\$ 35.6M	\$ 36.0M	\$0.5M	↓ 1%	\$ 36.3M	\$0.7M	↓ 2%
NET SURPLUS / (DEFICIT)	\$ 2.7M	\$ 2.9M	(\$0.2M)	↓ (8%)	\$ 2.3M	\$0.5M	↑ 21%

YEAR TO DATE	Actual	Forecast / Projection	Variance	Actual to Projection	Annual Plan Budget	Variance	Actual to Budget
CAPITAL EXPENDITURE	\$ 11.2M	\$ 17.6M	(\$6.5M)	↓ (37%)	\$ 16.2M	(\$5.1M)	↓ (45%)

Income

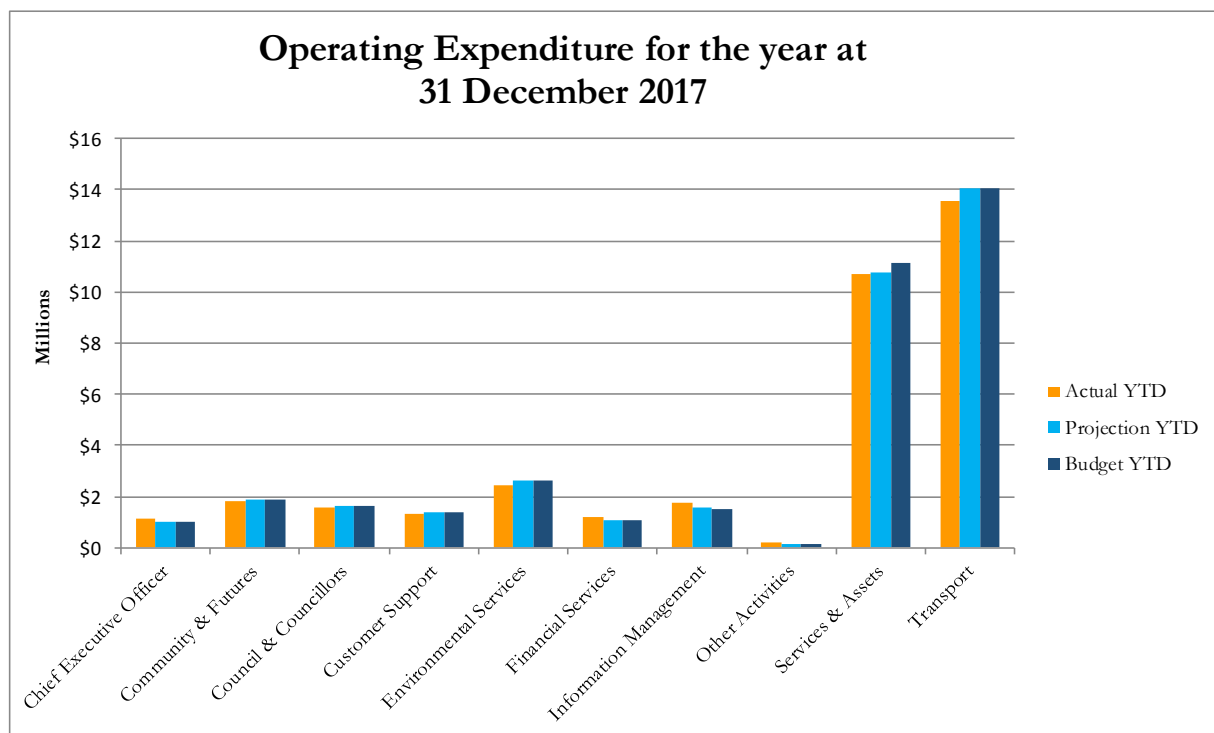
- 12 Operating Income is \$1.6 million (4%) under budget year to date (\$37.3 million actual vs \$38.9 million budget).



- 13 Transport and Roding income is \$1.9 million below budget year to date as this activity has not been phased the budget represents half of the annual cost. However the majority is received during the second half of the financial year. The Funding Assistance Rate (FAR) from NZTA is 52% of the total spend for approved projects. It is now expected that we will not receive the full NZTA funding for the year. Waipapa Point sealing is now expected to take place at the end of the year resulting in a delay in receiving planned funds. However NZTA will carry forward the related budget/funding to the 18/19 year.
- 14 Other Activities are \$172 thousand above budget. This is due to more interest being received on higher levels of cash reserves than budgeted. The reason for higher cash reserves is generally about when capital projects are undertaken. A number of projects including the roading activity will occur in the second half of the year.

Operating Expenditure

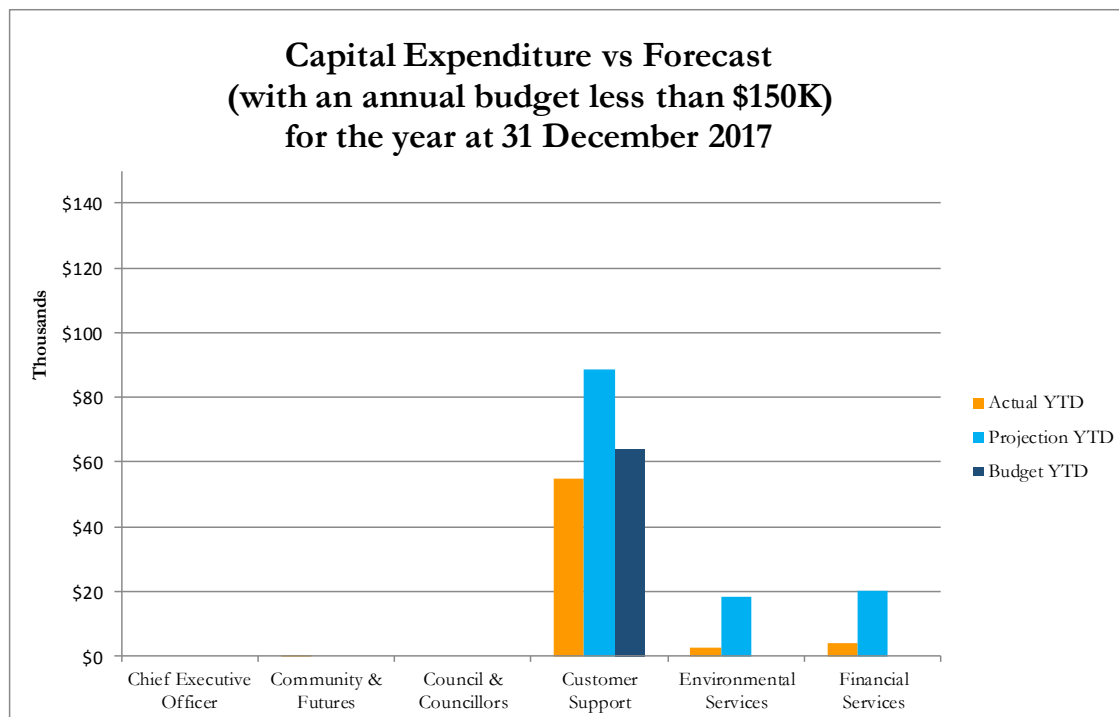
- 15 Operating Expenditure is \$0.5 million (2%) under budget for the year to date (\$35.5 million actual vs \$36 million budget).



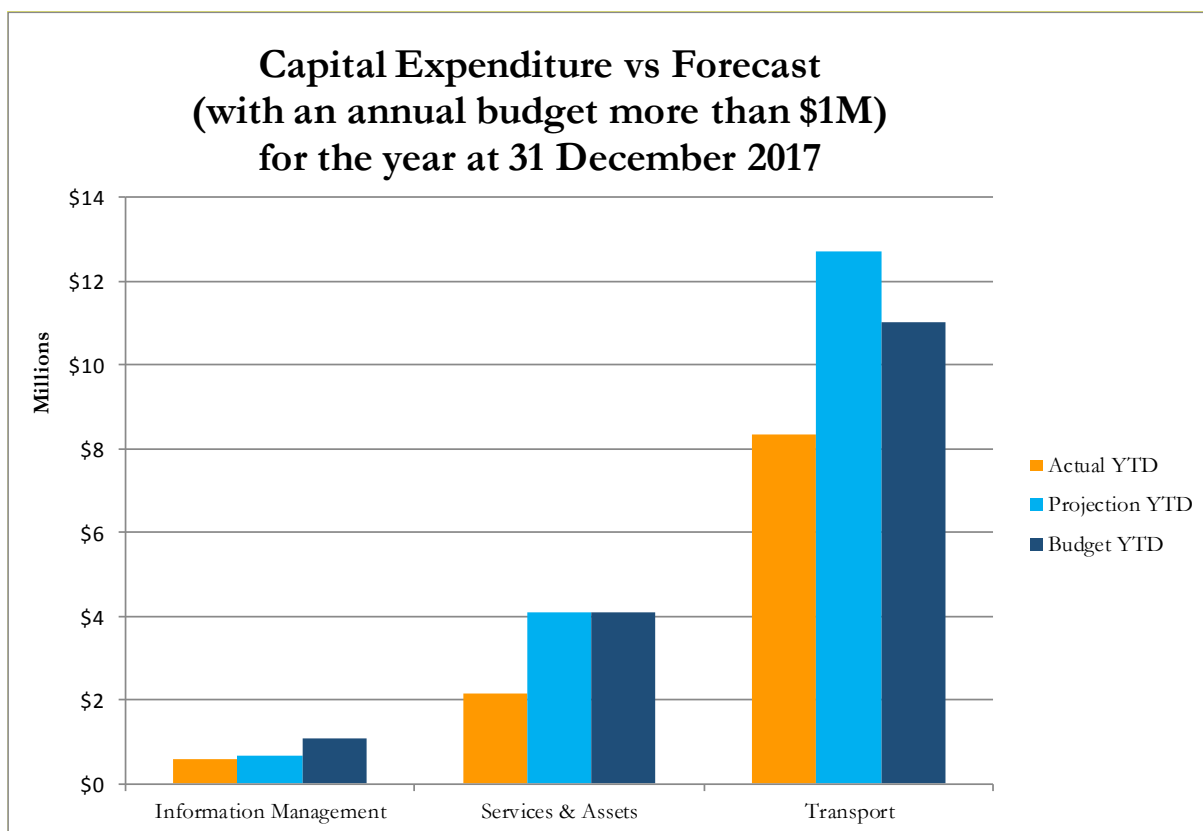
- 16 Transport (Roothing) costs are 3% under budget, a variance of \$486 thousand compared to the YTD budget of \$14 million. This relates to the timing of various works, staff still expect to be on budget at year end.

Capital Expenditure

- 17 Capital Expenditure is \$6.5 million (37%) under budget year to date (\$11.2 million actual v \$17.6 million budget).



- 18 Customer Support, Environmental and Financial Services have vehicle replacements in their budgets which have not been spent yet. 20 vehicles are due for replacement by 30 June 2018, 14 of which were due for replacement by 30 December or earlier. Of these 14, 11 replacement vehicles were ordered in December and 6 have been delivered in January. Orders for the remaining vehicles are anticipated to be placed in February-March.



- 19 Capital expenditure for Services and Assets is 47% (\$1.9 million) under budget for the year to date. The budgets for water and wastewater activities have not been phased but will be completed with the forecasting process which will assist with explaining this variance.

Sewerage:

- Limited construction has occurred in District Sewerage to the end of December.
- The Riversdale land purchase has not occurred yet, discussions are in progress with the landowner (\$150 thousand under).
- The upgrade at Stewart Island is currently \$100 thousand under budget with work continuing slowly with difficulty hiring contractors.
- Winton desludging and the Te Anau oxidation pond improvement projects will take place if the contractor is able to re-establish this year after machinery issues in 2016/17 (\$500 thousand). Discussions have started but still not confirmed.
- Winton and Te Anau waste water pond aerators have been installed before the end of December but final costs have yet to be included.

Water:

- Tenders on the Winton Water Main replacement and Te Anau lateral replacements were awarded by the Services and Assets subcommittee during September. Construction has commenced on these projects and will be completed by the end of the financial year.

- Tender requests for the work on the treatment upgrade at Eastern Bush will be requested early in 2018, to ensure that the intended design considers findings from the Havelock North inquiry (expected in December). The majority of construction that was originally expected to occur in 2017/18 will be deferred to 2018/19 and 2019/20 through the forecasting process. (\$600 thousand under budget).

- 20 Around the Mountain Cycle Trail is currently showing as being over budget by \$154 thousand. This is due to the additional expenditure approved by Council on 27 September 2017 for shelters, trail realignment and signage, not yet reflected in the forecast projection. The majority of funding is to come from MBIE. This will be updated in the second round of forecasting.
- 21 Overall roading capital expenditure is \$4.4 million less than budgeted for the year to date due to the seasonality of the programmed works. The roading team have committed \$13.5 million of works out of the current budget with other projects due to go to tender in early 2018. Council staff are forecasting that they will be under budget at year end. This is because although Waipapa Point will be constructed it will be too late in the season to seal the road. The financial impact of this is still being calculated however for this activity NZTA will roll their funding contribution into the 18-19 year.

Balance Sheet

- 22 Council's financial position as at 31 December 2017 is detailed below and is for the activities of Council only. The balance sheet as at 30 June 2017 represents the audited balance sheet for activities of Council only.
- 23 At 31 December 2017, Council had \$18 million invested in six term deposits ranging from three to six month maturities as follows:

Bank	Amount	Interest Rate	Date Invested	Maturity Date
ANZ	\$ 3,000,000	3.32%	24-Nov-17	17-May-18
ASB	\$ 5,000,000	3.45%	30-Nov-17	30-May-18
BNZ	\$ 2,000,000	3.22%	28-Nov-17	19-Mar-18
BNZ	\$ 3,000,000	3.37%	28-Nov-17	19-Apr-18
Westpac	\$ 3,000,000	3.15%	28-Aug-17	18-Jan-18
Westpac	\$ 2,000,000	3.15%	29-Aug-17	19-Feb-18

- 24 Funds are as follows:

Balance at 31 December 2017	Bank	Account	Interest Rate
\$ 154,222	BNZ	Funds on Call	1.00%
\$ 10,000	BNZ	Operating Bank Acc	1.00%
\$ 298,059	BNZ	Restricted Funds Acc	0.25%

- 25 The principal movement in Property, Plant and Equipment is the year to date budgeted depreciation but fixed assets has gone up not down.
- 26 The increase in Non-Current Assets (Intangible Assets) is the continued acquisition costs of Council's digitisation software.

SOUTHLAND DISTRICT COUNCIL
STATEMENT OF FINANCIAL POSITION

31 December 2017

	Actual 31-Dec-17	Actual 30-Jun-17
Equity		
Retained Earnings	723,395,739	721,861,807
Asset Revaluation Reserves	723,523,369	723,523,369
Other Reserves	33,933,148	33,933,148
Share Revaluation	1,916,029	1,916,029
	1,482,768,285	1,481,234,353
Represented by:		
Current Assets		
Cash and Cash Equivalents	10,362,837	9,078,846
Trade and Other Receivables	6,358,652	7,515,826
Inventories	85,148	85,148
Other Financial Assets	8,422,120	8,426,212
	25,228,758	25,106,032
Non-Current Assets		
Property, Plant and Equipment	1,449,017,134	1,448,916,139
Intangible Assets	2,551,047	2,178,648
Forestry Assets	13,724,000	13,724,000
Internal Loans	19,595,429	20,204,077
Work in Progress	1,735,280	1,735,280
Other Financial Assets	3,319	3,542
	1,486,626,209	1,486,761,685
TOTAL ASSETS	1,511,854,966	1,511,867,716
Current Liabilities		
Trade and Other Payables	4,854,734	6,362,991
Contract Rententions and Deposits	344,883	382,615
Employee Benefit Liabilities	1,416,897	1,416,889
Development and Financial Contributions	2,177,030	2,169,083
Borrowings	600,000	0
Provisions	14,000	14,000
	9,407,544	10,345,578
Non-Current Liabilities		
Employment Benefit Liabilities	63,949	63,949
Provisions	19,759	19,759
Internal Loans - Liability	19,595,429	20,204,077
	19,679,138	20,287,785
TOTAL LIABILITIES	29,086,682	30,633,363
NET ASSETS	1,482,768,285	1,481,234,353

Recommendation

That the Council:

- a) **Receives the report titled “Financial Report for the month ended 31 December 2017” dated 13 February 2018.**

Attachments

- A Council's District Activities Summary Monthly Financial Report - 31 December 2017 [↓](#)
B Council's District Activities - Detailed Monthly Financial Report - 31 December 2017 [↓](#)



DISTRICT COUNCIL ACTIVITIES

(ATTACHMENT TO THE REPORT TO COUNCIL)

SUMMARY MONTHLY FINANCIAL REPORT FOR DECEMBER 2017



Key Financial Indicators

Indicator	Actual	Target*	Variance	Compliance
External Funding: Non rateable income/Total income	43%	≥42%	0%	√
Working Capital: Current Assets/Current Liabilities	2.43	≥0.77	1.66	√
Debt Ratio:** Total Liabilities/Total Assets	0.64%	≤0.76%	(0.12%)	√
Debt To Equity Ratio: Total Debt/Total Equity	0.04%	≤0.00%	0.04%	√

* All target indicators have been calculated using the 2017/18 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.

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 December 2017

Council Summary Report

Income	Monthly				YTD				Full Year Budget			
	Actual	Budget	Variance	Var %	Actual	Budget	Variance	Var %	Budget	Projection	Variance	Var %
Chief Executive Officer	189,413	177,689	11,724	7%	1,093,806	1,033,392	60,414	6%	2,014,908	2,014,908	-	-
Community & Futures	314,753	286,289	28,465	10%	1,808,100	1,717,732	90,369	5%	3,435,463	3,435,463	-	-
Council & Councillors	248,769	247,938	831	0%	1,497,330	1,495,007	2,324	0%	2,983,875	2,983,875	-	-
Customer Support	271,684	264,672	7,012	3%	1,568,624	1,588,033	(19,409)	(1%)	3,176,066	3,176,066	-	-
Environmental Services	373,731	389,145	(15,414)	(4%)	2,628,178	2,645,944	(17,766)	(1%)	5,010,641	4,864,774	(145,867)	(3%)
Financial Services	197,537	208,708	(11,172)	(5%)	1,306,131	1,281,567	24,565	2%	2,570,541	2,570,541	-	-
Information Management	248,594	251,969	(3,375)	(1%)	1,540,375	1,499,155	41,220	3%	3,023,693	3,023,693	-	-
Other Activities	185,754	130,070	55,683	43%	963,235	791,254	171,981	22%	1,407,056	1,407,056	-	-
Services & Assets	1,442,514	1,514,256	(71,742)	(5%)	9,718,089	9,851,351	(133,263)	(1%)	21,634,842	22,813,265	1,178,423	5%
Transport	3,718,820	2,838,998	879,823	31%	15,173,092	17,033,986	(1,860,893)	(11%)	31,428,724	34,208,540	2,779,815	9%
Total	7,191,569	6,309,734	881,835	14%	37,296,961	38,937,420	(1,640,459)	(4%)	76,685,810	80,498,181	3,812,371	5%
Operating Expenditure	Monthly				YTD				Full Year Budget			
	Actual	Budget	Variance	Var %	Actual	Budget	Variance	Var %	Budget	Projection	Variance	Var %
Chief Executive Officer	141,980	124,543	(17,437)	(14%)	1,128,643	982,096	(146,547)	(15%)	1,951,044	1,951,044	-	-
Community & Futures	314,753	276,908	(37,845)	(14%)	1,808,100	1,858,895	50,795	3%	3,593,200	3,593,200	-	-
Council & Councillors	77,731	71,786	(5,945)	(8%)	1,570,256	1,602,441	32,184	2%	2,991,554	2,991,554	-	-
Customer Support	232,411	220,904	(11,507)	(5%)	1,313,388	1,393,587	80,199	6%	2,761,761	2,782,035	(20,274)	(1%)
Environmental Services	339,457	440,270	100,813	23%	2,410,997	2,649,386	238,389	9%	5,124,893	5,230,672	(105,780)	(2%)
Financial Services	84,889	163,084	78,195	48%	1,078,325	1,045,617	(32,707)	(3%)	2,284,124	2,269,571	14,553	1%
Information Management	283,669	239,569	(44,100)	(18%)	1,740,038	1,555,338	(184,700)	(12%)	2,992,876	3,070,681	(77,805)	(3%)
Other Activities	15,485	106,297	90,812	85%	217,762	164,396	(53,366)	(32%)	1,355,611	1,355,611	-	-
Services & Assets	1,672,132	1,652,153	(19,979)	(1%)	10,681,425	10,757,404	75,979	1%	20,088,331	20,026,509	61,822	0%
Transport	2,097,794	2,331,863	234,069	10%	13,547,487	14,033,860	486,373	3%	20,790,741	20,790,741	-	-
Total	5,260,302	5,627,379	367,077	7%	35,496,420	36,043,019	546,598	2%	63,934,134	64,061,618	(127,484)	(0%)

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For the period ending December 2017

Council Summary Report



Capital Expenditure	Monthly				YTD				Full Year Budget			
	Actual	Budget	Variance	Var %	Actual	Budget	Variance	Var %	Budget	Projection	Variance	Var %
Chief Executive Officer	-	-	-	-	-	-	-	-	59,366	59,366	-	-
Community & Futures	-	-	-	-	112	-	(112)	-	31,296	31,296	-	-
Council & Councillors	-	-	-	-	-	-	-	-	-	-	-	-
Customer Support	(577)	14,740	15,317	104%	54,939	88,441	33,502	38%	127,860	176,882	(49,022)	(38%)
Environmental Services	(1,000)	3,082	4,082	132%	2,658	18,493	15,835	86%	34,140	71,126	(36,986)	(108%)
Financial Services	(1,163)	3,398	4,561	134%	3,838	20,390	16,552	81%	-	40,780	(40,780)	-
Information Management	110,784	130,917	20,133	15%	598,161	679,000	80,838	12%	1,995,758	846,629	1,149,129	58%
Services & Assets	444,310	745,594	301,284	40%	2,159,889	4,098,664	1,938,775	47%	8,142,405	8,197,327	(54,922)	(1%)
Transport	2,461,844	2,150,551	(311,293)	(14%)	8,333,933	12,719,521	4,385,588	34%	22,033,509	25,439,043	(3,405,534)	(15%)
Total	3,014,198	3,048,282	34,084	1%	11,153,530	17,624,509	6,470,979	37%	32,424,334	34,862,449	(2,438,115)	(8%)

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DISTRICT COUNCIL ACTIVITIES

(ATTACHMENT TO THE REPORT TO COUNCIL)

DETAILED MONTHLY FINANCIAL REPORT FOR DECEMBER 2017



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Chief Executive Officer												
	Monthly				YTD				Full Year Budget			
	Actual	Budget	Variance	Var %	Actual	Budget	Variance	Var %	Budget	Projection	Variance	Var %
Income												
Chief Executive	90,302	87,626	2,676	3%	408,654	421,442	(12,788)	(3%)	738,939	738,939	-	-
Civil Defence	21,465	21,414	51	0%	128,704	128,486	218	0%	256,972	256,972	-	-
Community Outcomes	3,750	3,750	-	-	22,500	22,500	-	-	45,000	45,000	-	-
Council Elections	3,580	3,571	8	0%	21,464	21,428	36	0%	42,855	42,855	-	-
People and Capability	45,742	60,493	(14,752)	(24%)	385,025	362,960	22,066	6%	725,919	725,919	-	-
Rural Fire Control	835	833	2	0%	5,008	5,000	8	0%	10,000	10,000	-	-
Shared Services Forum	-	-	-	-	57,314	57,906	(592)	(1%)	57,906	57,906	-	-
SI Visitor Levy	23,739	-	23,739	-	65,137	13,672	51,466	376%	137,317	137,317	-	-
Total	189,413	177,689	11,724	7%	1,093,806	1,033,392	60,414	6%	2,014,908	2,014,908	-	-

	Monthly				YTD				Full Year Budget			
	Actual	Budget	Variance	Var %	Actual	Budget	Variance	Var %	Budget	Projection	Variance	Var %
Operating Expenditure												
Chief Executive	91,265	56,810	(34,455)	(61%)	513,457	358,556	(154,901)	(43%)	717,963	717,963	-	-
Civil Defence	20	-	(20)	-	128,606	128,486	(120)	(0%)	256,972	256,972	-	-
Community Outcomes	-	3,750	3,750	100%	25,000	22,500	(2,500)	(11%)	45,000	45,000	-	-
Council Elections	-	-	-	-	-	-	-	-	-	-	-	-
People and Capability	45,742	58,278	12,536	22%	385,025	363,396	(21,629)	(6%)	725,919	725,919	-	-
Rural Fire Control	-	833	833	100%	(0)	5,000	5,000	100%	10,000	10,000	-	-
Shared Services Forum	4,907	4,826	(81)	(2%)	13,532	28,953	15,421	53%	57,906	57,906	-	-
SI Visitor Levy	47	47	-	-	63,022	75,204	12,182	16%	137,284	137,284	-	-
Total	141,980	124,543	(17,437)	(14%)	1,128,643	982,096	(146,547)	(15%)	1,951,044	1,951,044	-	-

	Monthly				YTD				Full Year Budget			
	Actual	Budget	Variance	Var %	Actual	Budget	Variance	Var %	Budget	Projection	Variance	Var %
Net Surplus/(Deficit)	47,432	53,145	(5,713)	(11%)	(34,837)	51,296	(86,133)	(168%)	63,864	63,864	-	-

	Monthly				YTD				Full Year Budget			
	Actual	Budget	Variance	Var %	Actual	Budget	Variance	Var %	Budget	Projection	Variance	Var %
Capital Expenditure												
Chief Executive	-	-	-	-	-	-	-	-	59,366	59,366	-	-
Total	-	-	-	-	-	-	-	-	59,366	59,366	-	-



CHIEF EXECUTIVE COMMENTARY

Chief Executive

Income in this business unit is 3% (\$13 thousand) under budget year to date.

Expenditure year to date is 43% (\$155 thousand) over budget year to date.

- Membership and subscriptions are \$8 thousand overspent. This includes the annual fee to the SOLGM Good Work Programme and LGNZ Managers.
- Training costs of \$9.9 thousand to Harvard studies for the Group Manager Community and Futures was the main contributing factor relating to the \$14 thousand overspend.
- Travel Costs were \$17 thousand over budget. This related to costs associated with staff training and the CE's in August.
- Consultant Fees are \$54 thousand over budget for the Stewart Island Community planning project. These costs are expected to be on budget by year end.
- Legal costs are \$6 thousand over budget which related to the Water and Land Plan. This is expected to be within budget at year end.

Civil Defence

Income and expenditure are on budget.

Rates collected are paid as a grant to Environment Southland for emergency management.

Community Outcomes

Income is on target year to date. This activity is internally funded.

The year to date overspend is as a result of \$25K being paid as part of the agreed SDC allocation to the SORDS project transition to the Southland Regional Development Agency. The budget is \$45K budget for the year.

Council Elections

Income and expenditure is on budget. This activity is partly funded from rates and nomination deposits.

People and Capability

Income year to date is 6% (\$22 thousand) over budget. This activity is internally funded and higher expenditure directly impacts on income allocated to this activity.

Expenditure year to date is 6% (\$22 thousand) over budget year to date.

- Recruitment costs are \$34 thousand over budget year to date. Additional recruitment costs in October included of \$34,000 for incurred for the use of external recruitment companies for the positions of Group Manager Services and Assets and Strategy Development Manager.



- Staff uniform costs were \$25 thousand over budget which related to the rebranding project. Uniform costs will be covered from the budget for the year as well as savings in uniforms over the last 5 years.
- These overspends were partly offset by under spends in OSH expenses and Survey Costs.

Increased expenditure impacts directly on the income allocated to this business unit.

Rural Fire Control

Income is on budget.

There has been no expenditure against the budget and all costs should be on charged for this year as this activity is managed by FENZ from 1 July 2017.

Shared Services Forum

Income is 1% (\$1 thousand) under budget year to date. The full amount for the year was invoiced in September to Gore District Council, Invercargill City Council and Environment Southland.

Expenditure is well below budget although consultant fees are expected for the establishment of SORDS.

Stewart Island Visitor Levy

Income is 376% (\$52 thousand) over budget for the year.

- Levies collected for this month was \$24 thousand over budget.
- Last year, the bulk of the levies were collected over the summer months from December through to the end of May.
- Levy collections from visitors are mostly phased to the summer months based on historical trends.

A grant of \$75 thousand was approved for the Golden Bay project early in September.



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For the period ending December 2017

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	119,410	102,606	16,805	16%	706,266	615,633	90,633	15%	1,231,266	1,231,266	-	-
Community Leadership	60,824	54,501	6,323	12%	347,360	327,007	20,353	6%	654,015	654,015	-	-
Governance	48,381	54,223	(5,842)	(11%)	317,913	325,337	(7,424)	(2%)	650,675	650,675	-	-
Strategy & Policy	86,138	74,959	11,179	15%	436,561	449,754	(13,194)	(3%)	899,508	899,508	-	-
Total	314,753	286,289	28,465	10%	1,808,100	1,717,732	90,369	5%	3,435,463	3,435,463	-	-

	Monthly				YTD				Full Year Budget			
	Actual	Budget	Variance	Var %	Actual	Budget	Variance	Var %	Budget	Projection	Variance	Var %
Operating Expenditure												
Communications and Engagement	119,410	102,790	(16,620)	(16%)	706,266	762,544	56,277	7%	1,398,084	1,398,084	-	-
Community Leadership	60,824	50,207	(10,617)	(21%)	347,360	322,671	(24,689)	(8%)	644,869	644,869	-	-
Governance	48,381	51,116	2,735	5%	317,913	324,242	6,328	2%	650,729	650,729	-	-
Strategy & Policy	86,138	72,795	(13,343)	(18%)	436,561	449,439	12,878	3%	899,518	899,518	-	-
Total	314,753	276,908	(37,845)	(14%)	1,808,100	1,858,895	50,795	3%	3,593,200	3,593,200	-	-

	Monthly				YTD				Full Year Budget			
	Actual	Budget	Variance	Var %	Actual	Budget	Variance	Var %	Budget	Projection	Variance	Var %
Net Surplus/(Deficit)	0	9,380	(9,380)	(100%)	0	(141,164)	141,164	(100%)	(157,736)	(157,736)	-	-

	Monthly				YTD				Full Year Budget			
	Actual	Budget	Variance	Var %	Actual	Budget	Variance	Var %	Budget	Projection	Variance	Var %
Capital Expenditure												
Communications and Engagement	-	-	-	-	-	-	-	-	-	-	-	-
Community Leadership	-	-	-	-	112	-	(112)	-	31,296	31,296	-	-
Governance	-	-	-	-	-	-	-	-	-	-	-	-
Strategy & Policy	-	-	-	-	-	-	-	-	-	-	-	-
Total	-	-	-	-	112	-	(112)	-	31,296	31,296	-	-



COMMUNITY AND FUTURES COMMENTARY

This group's income is 5% (\$90K) over budget and expenditure is under budget by 3% (\$51K) for YTD. The following commentary explains the variances in more detail.

Communications and Engagement

The level of recoveries is 15% (\$91K) over budget YTD, with 16% (\$17K) over budget for December. The level of expenditure directly impacts on the income recoveries.

Expenditure is 5% (\$28K) under budget YTD, with 18% (\$12K) over budget for December. The over budget expenditure is due to additional uniform and document template costs related to the rebranding.

Community Leadership

Income is 6% (\$20K) over budget YTD and expenditure is 7% (\$20K) over budget YTD. In November, \$12K of Grant income was received, which has contributed to the over budget income YTD. December reports an income over budget by \$6K.

The over budgeted expenditure as reported previously, is a combination of taxable allowances for staff which had not been included in the budget, professional development costs and in December an additional \$10K of Consultancy costs.

As this activity is internally funded, the expenditure is aligned to the budget YTD

Governance

Income is continues to be aligned to budget and expenditure is 3% (\$7.3K) under budget YTD. No further commentary is required.

Strategy and Policy

Income is 3% (\$13K) under budget YTD, with expenditure reporting 11% (\$28K) over budget YTD. Expenditure is reporting 26% (\$11K) over budget for December, which is due to payments for Professional services.



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For the period ending December 2017

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	69,630	69,217	413	1%	423,210	422,682	528	0%	837,987	837,987	-	-
Council Contributions/Gran	31,583	31,508	75	0%	189,371	189,050	321	0%	378,101	378,101	-	-
International Relations Commit	948	946	2	0%	5,684	5,675	10	0%	12,588	12,588	-	-
Venture Southland	146,608	146,267	341	0%	879,065	877,600	1,466	0%	1,755,199	1,755,199	-	-
Total	248,769	247,938	831	0%	1,497,330	1,495,007	2,324	0%	2,983,875	2,983,875	-	-

	Monthly				YTD				Full Year Budget			
	Actual	Budget	Variance	Var %	Actual	Budget	Variance	Var %	Budget	Projection	Variance	Var %
Operating Expenditure												
Council and Councillors	70,661	63,232	(7,429)	(12%)	396,559	440,678	44,119	10%	839,866	839,866	-	-
Council Contributions/Gran	7,070	7,505	436	6%	289,154	277,869	(11,285)	(4%)	383,901	383,901	-	-
International Relations Commit	-	1,049	1,049	100%	143	6,294	6,151	98%	12,588	12,588	-	-
Venture Southland	-	-	-	-	884,400	877,600	(6,801)	(1%)	1,755,199	1,755,199	-	-
Total	77,731	71,786	(5,945)	(8%)	1,570,256	1,602,441	32,184	2%	2,991,554	2,991,554	-	-

	Monthly				YTD				Full Year Budget			
	Actual	Budget	Variance	Var %	Actual	Budget	Variance	Var %	Budget	Projection	Variance	Var %
Net Surplus/(Deficit)	171,038	176,152	(5,114)	(3%)	(72,926)	(107,434)	34,508	(32%)	(7,679)	(7,679)	-	-

	Monthly				YTD				Full Year Budget			
	Actual	Budget	Variance	Var %	Actual	Budget	Variance	Var %	Budget	Projection	Variance	Var %
Capital Expenditure												
Council and Councillors	-	-	-	-	-	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-	-	-	-	-	-



COUNCIL AND COUNCILLORS' COMMENTARY

Council and Councillors

The level of recoveries is aligned to budget YTD and for December.

Expenditure is 11% (\$45K) under budget YTD, with 12% (\$6K) over budget for December. The over budget expenditure for December is due to additional staff, travel and accommodation costs.

Council Contributions / Grants

The level of income is aligned to the budget YTD.

Grant expenditure is 4% (\$11k) over budget YTD, with December expenditure aligning to the budget. The YTD over budget is due to timing of grants released.

Venture Southland - Grant

The level of income is aligned to budget for both YTD and December.

No expenditure is reported for December and YTD is 1% (\$6.8K) over budget.



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For the period ending December 2017

Council Detail Report



	Customer Support											
	Monthly				YTD				Full Year Budget			
	Actual	Budget	Variance	Var %	Actual	Budget	Variance	Var %	Budget	Projection	Variance	Var %
Income												
Area Offices	49,056	46,568	2,488	5%	297,207	279,407	17,800	6%	558,814	558,814	-	-
Customer Services	127,692	122,133	5,559	5%	691,503	732,797	(41,294)	(6%)	1,465,594	1,465,594	-	-
District Library	94,937	95,972	(1,035)	(1%)	579,914	575,829	4,085	1%	1,151,658	1,151,658	-	-
Total	271,684	264,672	7,012	3%	1,568,624	1,588,033	(19,409)	(1%)	3,176,066	3,176,066	-	-

	Monthly				YTD				Full Year Budget			
	Actual	Budget	Variance	Var %	Actual	Budget	Variance	Var %	Budget	Projection	Variance	Var %
Operating Expenditure												
Area Offices	18,847	19,952	1,105	6%	138,808	120,341	(18,467)	(15%)	236,478	240,051	(3,574)	(2%)
Customer Services	127,692	119,584	(8,108)	(7%)	691,503	755,720	64,217	8%	1,495,821	1,512,521	(16,700)	(1%)
District Library	85,873	81,369	(4,504)	(6%)	483,076	517,526	34,450	7%	1,029,462	1,029,462	-	-
Total	232,411	220,904	(11,507)	(5%)	1,313,388	1,393,587	80,199	6%	2,761,761	2,782,035	(20,274)	(1%)

	Monthly				YTD				Full Year Budget			
	Actual	Budget	Variance	Var %	Actual	Budget	Variance	Var %	Budget	Projection	Variance	Var %
Net Surplus/(Deficit)	39,273	43,768	(4,495)	(10%)	255,237	194,446	60,790	31%	414,305	394,031	(20,274)	(5%)

	Monthly				YTD				Full Year Budget			
	Actual	Budget	Variance	Var %	Actual	Budget	Variance	Var %	Budget	Projection	Variance	Var %
Capital Expenditure												
Area Offices	-	-	-	-	-	-	-	-	-	-	-	-
Customer Services	-	3,736	3,736	100%	797	22,416	21,620	96%	4,000	44,833	(40,833)	(1021%)
District Library	(577)	11,004	11,581	105%	54,142	66,024	11,882	18%	123,860	132,049	(8,189)	(7%)
Total	(577)	14,740	15,317	104%	54,939	88,441	33,502	38%	127,860	176,882	(49,022)	(38%)



CUSTOMER SUPPORT

Overall, Customer Support income is down by 1% YTD but operational expenditure is under budget by 6% YTD. Capital Expenditure is well within what was forecast.

Area Offices

Income is above the forecast amount due to cemetery internment fees being applied to the Area Offices budgets directly rather than Customer Services which actioned the requests, this will be corrected by finance at a later date, as yet still not confirmed.

Operational expenditure is higher than forecast (15% above budget) YTD due to ordinary time being applied to the Winton office as opposed to our central Customer Services budget. This is to be corrected by Finance at a later date, as yet still not confirmed.

Customer Services

Customer Support's income line is predominantly lower due to less internal overheads received compared to what was budgeted - \$41K less YTD.

Operating Expenditure is within budget even with ordinary time being charged to the Winton Area Office in error.

Capital expenditure is below forecast as the project costs for customer kiosks to view property files or the reception upgrade project have not been incurred at this time.

Libraries

Income is 1% over YTD as Gore District Council have paid their contribution to the Bookbus. Also recoveries are a little higher than the previous year although not quite reaching budgeted level as yet. No donations of cash have been received. Projected income is marginally over budget but this is likely to equalise by year end.

A number of payments, which are annual amounts, have been made and won't change. These include internet costs, membership fees and grants to our Community Libraries.



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The purchase of new membership cards and some items relating to rebranding have pushed stationery costs up. Costs relating to training, travel and course fees are close to budget and this will continue as training for the implementation of Kotui progresses.

Operational costs have been held at over 6% under budget

Both Operational and Capital expenditure is well within budget.



For the period ending December 2017

Council Detail Report



	Environmental Services											
	Monthly				YTD				Full Year Budget			
	Actual	Budget	Variance	Var %	Actual	Budget	Variance	Var %	Budget	Projection	Variance	Var %
Income	12,619	17,065	(4,446)	(26%)	123,511	102,388	21,123	21%	236,677	205,251	(31,426)	(13%)
Alcohol Licensing	14,936	15,170	(234)	(2%)	455,039	471,018	(15,979)	(3%)	636,957	575,764	(61,193)	(10%)
Animal Control	141,689	142,551	(862)	(1%)	860,992	855,305	5,687	1%	1,718,287	1,727,443	9,156	1%
Building Regulations	16,446	20,125	(3,679)	(18%)	111,022	120,751	(9,729)	(8%)	232,814	241,502	8,688	4%
Enviro & Com Dev Admin	7,251	8,400	(1,150)	(14%)	56,284	59,340	(3,057)	(5%)	149,283	109,741	(39,542)	(26%)
Environmental Health	29,923	26,612	3,311	12%	55,585	81,808	(26,223)	(32%)	125,954	94,404	(31,550)	(25%)
Health Licensing	48,437	48,118	319	1%	313,517	288,708	24,808	9%	577,417	577,417	-	-
Museum	9,363	9,341	22	0%	56,142	56,047	95	0%	112,094	112,094	-	-
Regulatory - Non Recoverab	69,344	78,096	(8,752)	(11%)	453,843	468,577	(14,733)	(3%)	937,153	937,153	-	-
Resource Consent Processin	23,723	23,667	56	0%	142,243	142,002	241	0%	284,005	284,005	-	-
Resource Planning/Policy												
Total	373,731	389,145	(15,414)	(4%)	2,628,178	2,645,944	(17,766)	(1%)	5,010,641	4,864,774	(145,867)	(3%)

	Monthly				YTD				Full Year Budget			
	Actual	Budget	Variance	Var %	Actual	Budget	Variance	Var %	Budget	Projection	Variance	Var %
Operating Expenditure	19,491	17,987	(1,505)	(8%)	113,196	114,243	1,047	1%	229,145	229,145	-	-
Alcohol Licensing	36,822	49,743	12,921	26%	386,655	320,011	(66,643)	(21%)	610,820	636,717	(25,897)	(4%)
Animal Control	112,076	130,314	18,238	14%	704,600	819,476	114,876	14%	1,641,730	1,641,730	-	-
Building Regulations	16,446	17,998	1,552	9%	111,022	115,898	4,876	4%	232,814	232,814	-	-
Enviro & Com Dev Admin	8,070	11,212	3,143	28%	93,218	92,050	(1,167)	(1%)	149,862	159,862	(10,000)	(7%)
Environmental Health	10,044	9,908	(136)	(1%)	60,932	62,312	1,381	2%	125,954	125,954	-	-
Health Licensing	46,494	53,278	6,784	13%	349,645	322,542	(27,103)	(8%)	644,816	644,816	-	-
Museum	11,593	33,628	22,036	66%	53,169	78,466	25,297	32%	112,094	112,094	-	-
Regulatory - Non Recoverab	62,166	74,514	12,348	17%	402,969	468,970	66,001	14%	937,153	937,153	-	-
Resource Consent Processin	16,256	41,688	25,432	61%	135,592	255,417	119,825	47%	440,505	510,388	(69,883)	(16%)
Resource Planning/Policy												
Total	339,457	440,270	100,813	23%	2,410,997	2,649,386	238,389	9%	5,124,893	5,230,672	(105,780)	(2%)

	Monthly				YTD				Full Year Budget			
	Actual	Budget	Variance	Var %	Actual	Budget	Variance	Var %	Budget	Projection	Variance	Var %
Net Surplus/(Deficit)	34,274	(51,125)	85,399	(167%)	217,181	(3,442)	220,623	(6410%)	(114,251)	(365,898)	(251,647)	220%



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Capital Expenditure	Monthly				YTD				Full Year Budget			
	Actual	Budget	Variance	Var %	Actual	Budget	Variance	Var %	Budget	Projection	Variance	Var %
Animal Control	(1,000)	-	1,000	-	528	-	(528)	-	-	-	-	-
Building Regulations	-	-	-	-	1,420	-	(1,420)	-	34,140	34,140	-	-
Enviro & Com Dev Admin	-	3,082	3,082	100%	-	18,493	18,493	100%	-	36,986	(36,986)	-
Environmental Health	-	-	-	-	710	-	(710)	-	-	-	-	-
Health Licensing	-	-	-	-	-	-	-	-	-	-	-	-
Museum	-	-	-	-	-	-	-	-	-	-	-	-
Resource Consent Processin	-	-	-	-	-	-	-	-	-	-	-	-
Total	(1,000)	3,082	4,082	132%	2,658	18,493	15,835	86%	34,140	71,126	(36,986)	(108%)



ENVIRONMENTAL SERVICES SUMMARY

Overall December 2017 monthly income for the Environmental Services Group was 6% (\$24,792) below budget at \$373,731 actual versus \$398,523 budget.

Key features of this month's income were that Resource Consent processing was 11% (\$8,752) below budget reflecting relatively subdued levels of consent activity particularly larger scale consents, and Animal Control income was 7% (\$1,069) below budget although the latter is a relatively minor deviation.

Building Control income was almost exactly to budget being \$ 141,689 actual versus \$142,551 budget.

Overall December 2017 monthly expenditure was 23% (\$98,655) below budget at \$339,457 actual v \$438,112 budget.

All departments were significantly under budget expenditure-wise, except for Health Licensing which was running 1% ahead of budget. Most departmental costs in the Environmental Services Group are staff costs and there have been some vacancies which are in the process of being filled, so hence expenditure can be expected to track closer to budget in the coming months.

Overall Group YTD Summary as at end of December 2017 of the 2017/2018 financial year:

Overall Group YTD Income at the end of December 2017 for the 2017/2018 financial year is tracking 3% (\$74,033) below budget at \$2,628,178 actual versus \$2,702,211 budget.

Large scale development activity in the Southland District continues to remain relatively subdued. Larger scale development activities, such as major subdivisions where hearings may be required, have a significant impact on Group income.

Overall Group YTD Expenditure at the end of December 2017 of the 2017/2018 financial year is 9% (\$225,441) below budget at \$2,410,997 actual versus \$2,636,438 budget.

Hence, while Group YTD income in 2017/2018 has been slightly below budget, reflecting current generally subdued development activity levels within the District; Group YTD expenditure is significantly below budget.

There is outstanding capital expenditure within the Group from the 2016/2017 financial year which has been carried forward to 2017/2018 relating to overdue vehicle renewals. These renewals are now scheduled to occur in early 2018, with 3 replacement vehicles already on order for the Building Control team.



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For the period ending December 2017

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	197,537	208,708	(11,172)	(5%)	1,306,131	1,281,567	24,565	2%	2,570,541	2,570,541	-	-
Total	197,537	208,708	(11,172)	(5%)	1,306,131	1,281,567	24,565	2%	2,570,541	2,570,541	-	-

	Monthly				YTD				Full Year Budget			
	Actual	Budget	Variance	Var %	Actual	Budget	Variance	Var %	Budget	Projection	Variance	Var %
Operating Expenditure												
Financial Services	84,889	163,084	78,195	48%	1,078,325	1,045,617	(32,707)	(3%)	2,284,124	2,269,571	14,553	1%
Total	84,889	163,084	78,195	48%	1,078,325	1,045,617	(32,707)	(3%)	2,284,124	2,269,571	14,553	1%

	Monthly				YTD				Full Year Budget			
	Actual	Budget	Variance	Var %	Actual	Budget	Variance	Var %	Budget	Projection	Variance	Var %
Net Surplus/(Deficit)	112,647	45,624	67,023	147%	227,807	235,949	(8,143)	(3%)	286,417	300,970	14,553	5%

	Monthly				YTD				Full Year Budget			
	Actual	Budget	Variance	Var %	Actual	Budget	Variance	Var %	Budget	Projection	Variance	Var %
Capital Expenditure												
Financial Services	(1,163)	3,398	4,561	134%	3,838	20,390	16,552	81%	-	40,780	(40,780)	-
Total	(1,163)	3,398	4,561	134%	3,838	20,390	16,552	81%	-	40,780	(40,780)	-



FINANCIAL SERVICES COMMENTARY

Operating expenditure is over budget (3%) for the year to date.

Legal fees are \$52K over budget due to costs associated with unexpected legal proceedings currently in progress. Audit fees are also \$20K over budget as a result of the timing of the initial invoice in relation to the Long Term Plan audit. Additionally \$12K more district heritage grants have been allocated than anticipated at this stage of the year, however Council are still within the annual budget for this activity.

The majority of these overspends are offset by a number of minor underspends across various account codes, many of which have arisen due to the timing of the costs being incurred. The key underspends are in staff costs (\$18K), financial expenses (credit card fees, debt collection costs etc) (\$15K) and training (\$9K).



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For the period ending December 2017

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	158,080	149,479	8,601	6%	918,240	884,213	34,028	4%	1,793,809	1,793,809	-	-
Knowledge Management	40,934	68,781	(27,848)	(40%)	347,892	412,688	(64,795)	(16%)	825,375	825,375	-	-
Property & Spatial Services	49,581	33,709	15,872	47%	274,242	202,255	71,988	36%	404,509	404,509	-	-
Total	248,594	251,969	(3,375)	(1%)	1,540,375	1,499,155	41,220	3%	3,023,693	3,023,693	-	-

	Monthly				YTD				Full Year Budget			
	Actual	Budget	Variance	Var %	Actual	Budget	Variance	Var %	Budget	Projection	Variance	Var %
Operating Expenditure												
Information Management	193,155	151,272	(41,882)	(28%)	1,117,903	935,662	(182,241)	(19%)	1,868,421	1,868,421	-	-
Knowledge Management	40,934	58,256	17,323	30%	347,892	360,091	12,199	3%	719,946	719,946	-	-
Property & Spatial Services	49,581	30,040	(19,540)	(65%)	274,242	259,584	(14,658)	(6%)	404,509	482,314	(77,805)	(19%)
Total	283,669	239,569	(44,100)	(18%)	1,740,038	1,555,338	(184,700)	(12%)	2,992,876	3,070,681	(77,805)	(3%)

	Monthly				YTD				Full Year Budget			
	Actual	Budget	Variance	Var %	Actual	Budget	Variance	Var %	Budget	Projection	Variance	Var %
Net Surplus/(Deficit)	(35,075)	12,400	(47,475)	(383%)	(199,663)	(56,183)	(143,480)	255%	30,818	(46,987)	(77,805)	(252%)

	Monthly				YTD				Full Year Budget			
	Actual	Budget	Variance	Var %	Actual	Budget	Variance	Var %	Budget	Projection	Variance	Var %
Capital Expenditure												
Information Management	6,532	22,917	16,385	71%	64,302	137,500	73,198	53%	1,857,911	275,000	1,582,911	85%
Knowledge Management	104,252	108,000	3,748	3%	533,859	541,500	7,641	1%	137,847	571,629	(433,782)	(315%)
Total	110,784	130,917	20,133	15%	598,161	679,000	80,838	12%	1,995,758	846,629	1,149,129	58%



INFORMATION MANAGEMENT COMMENTARY

Overall Income is 3% (\$41 thousand) over budget for the year-to-date
Overall Operating Expenditure is 12% (\$185 thousand) over budget for the year-to-date.
The year-to-date position 255% (\$144 thousand) over budget for the year-to-date.
Capital expenditure is 12% (\$80 thousand) under budget

Information Management

Income is 4% (\$34 thousand) over budget for the year-to-date.
Expenditure is 19% (\$182 thousand) over budget.
The net year-to-date position is \$148K over budget.

Capital Work:

Core Systems Review Scoping Report:

Development of the Core Systems Review scoping project started in December and progressing well with a number of workshops and planning meeting happening. The end result of this work will be a formal business case that will be presented to Council in the first part of 2018.

The project scoping work will include a range of discovery, scoping and validation work that will enable officers to provide Council with a high degree of confidence around the whole Core Systems Review programme.

Further refinement has been completed following work and engagement with Council external vendor Effectus Limited. The core framework that the business case will provide has been redefined into the following areas:

- **Change Management** – This will be a key area for Council to the success of the overall Core Systems Project.
- **Data as an Asset** – The underlying requirement for a number of identified business improvement and system improvements will be having a clear data governance framework. Council is inherently has numerous and large datasets that need to be managed and controlled with a view of gaining greater insight for future projects and activities.
- **Business Capability Building** – Council is using an external model to benchmark our existing processes. Works are/have been scheduled to collect and validate existing processes, the risks, issues and opportunities for improvement. This piece of work will provide Council officers an insight into the areas where risks existing and a structure prioritisation process can be completed
- **Strategic System Implementation** – The larger pieces of defined systems work that relates to the HR/Payroll/Health and Safety, Financial Systems, and Electronic processing systems.
- **BAU (Business as Usual) Improvements** – There are a number of areas where are have already identified improves to systems which will be enabled for other activities. The part of the project will also focus on the improvements to existing processes that will ultimately lead to more effective and efficient service deliver.



Expenditure that has occurred during the last 2 months (December and January) have increased the Information Management business unit to be over budget, however this increase will be funded by the core systems review budget at the end of the year.

Currently we have completed nine (9) days of workshops with staff from across the organisation with more planned during February.

Departments and Teams that have been completed are:

- Environmental Health
- Resource Management
- Building Control
- Community Engineers
- Water and Waste
- Transport
- Property
- Customer Support

Knowledge Management

Income is 16% (\$65 thousand) under budget

Expenditure 3% (\$12 thousand) under budget year to date.

The net year-to-date position is \$53K under budget.

Capital Expenditure is 1% (\$8 thousand) under budget year to date.

Capital Work:

Digitisation Project:

Focus for the digitisation project has moved from sending paper away to starting the setup and changes to the electronic world and how we will be using this new media.

Council will also have available a kiosk option in the Invercargill reception area for members of the public to be able access this information via the Public View software that was part of the project. This work is being done as a pilot to the wider requests that the Customer Support group will be aiming to rollout to the remaining Council sites around the District.

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 and processing up to the end of August.

Council has confirmed that Power Business Systems have completed the process of scanning Council's property files and closing this part of the project. A final project report will be presented to the Finance and Audit committee in March. The project has moved into populating the electronic files into Councils systems for future access.

The last pieces that were completed by PBS related to the following large 'properties'

- Fonterra (132 volumes) was scanned as a scan on demand request although the collection had been prepared at the time of making the request.
- Alliance Lorneville (20 volumes), Alliance Makarewa (10 volumes) were scanned as scan on demand requests.



- Distinction Hotel Te Anau (14 volumes) was scanned in October along with a number of other large properties including Menzies College and hotels in Winton and Riversdale

Council officers will be developing and refining the protocol for public access – These will be available by kiosks initially and then the wider Council website once the QA process has been completed. Council is working through the recommendations outlined by the Privacy commission on best practice for showing this information online.

Council received an update status report at the December meeting.

Property and Spatial Services

Income is 36% (\$72 thousand) over budget.

Expenditure is 6% (\$15 thousand) over budget.

The net year-to-date position is \$57K over budget.

Internal overheads allocation has been over allocated to this business unit. Income is generally allocated internally to recover costs and should be on target by year end.



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For the period ending December 2017

Council Detail Report



	Monthly				YTD				Full Year Budget			
	Actual	Budget	Variance	Var %	Actual	Budget	Variance	Var %	Budget	Projection	Variance	Var %
Income												
Grant Allocation Committees	27,684	15,182	12,502	82%	173,115	101,925	71,189	70%	309,644	309,644	-	-
Operating investments	158,069	114,888	43,181	38%	790,121	689,329	100,792	15%	1,097,412	1,097,412	-	-
Total	185,754	130,070	55,683	43%	963,235	791,254	171,981	22%	1,407,056	1,407,056	-	-

	Monthly				YTD				Full Year Budget			
	Actual	Budget	Variance	Var %	Actual	Budget	Variance	Var %	Budget	Projection	Variance	Var %
Operating Expenditure												
Grant Allocation Committees	10,309	103,073	92,765	90%	141,739	145,054	3,315	2%	309,729	309,729	-	-
Operating investments	5,176	3,224	(1,952)	(61%)	76,022	19,342	(56,681)	(293%)	1,045,882	1,045,882	-	-
Total	15,485	106,297	90,812	85%	217,762	164,396	(53,366)	(32%)	1,355,611	1,355,611	-	-

	Monthly				YTD				Full Year Budget			
	Actual	Budget	Variance	Var %	Actual	Budget	Variance	Var %	Budget	Projection	Variance	Var %
Net Surplus/(Deficit)	170,269	23,774	146,496	616%	745,473	626,858	118,615	19%	51,445	51,445	-	-



OTHER ACTIVITIES COMMENTARY

Grant Allocation Committee

Year to date Income is 70% over budget (\$71K). This variance predominantly due to a correction on 16/17 year end interest allocations. Income is anticipated to be \$60K over budget at year end. The remainder of the variance is due to the timing of grant funding received.

Year to date Expenditure is on budget.

Operating Investments

Income is \$101 thousand over budget year to date.

- Interest earned on operating investments is \$262 thousand over budget which is offset by \$180 thousand under budget for interest earned on internal loans. Surplus cash has been invested as it has not been needed for the distribution of internal loans. In addition to this, a \$17 thousand dividend was received from Milford Sound Tourism Limited.

Operating Expenditure is \$57 thousand over budget year to date due to internal interest being allocated for prior years on the Ohai Railway Board reserve account not budgeted.



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For the period ending December 2017

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	74,617	94,165	(19,548)	(21%)	509,309	564,990	(55,681)	(10%)	1,139,252	1,163,634	24,382	2%
Around Mountains Cycle Trail	2,550	2,879	(329)	(11%)	19,829	17,274	2,554	15%	34,549	34,549	-	-
Council Property	76,758	82,884	(6,127)	(7%)	487,452	497,307	(9,854)	(2%)	998,411	998,411	-	-
District Reserves	17,817	20,608	(2,791)	(14%)	106,828	123,647	(16,819)	(14%)	247,294	247,294	-	-
District Sewerage	314,129	310,817	3,312	1%	1,870,791	1,864,900	5,891	0%	3,808,992	3,808,992	-	-
District Water	329,499	336,635	(7,136)	(2%)	1,670,744	1,721,457	(50,713)	(3%)	3,446,193	3,446,193	-	-
Engineering Administration	38,582	43,470	(4,888)	(11%)	239,190	260,822	(21,632)	(8%)	512,171	521,644	9,473	2%
Engineering Consultants	44,535	65,572	(21,037)	(32%)	412,628	393,433	19,195	5%	786,866	786,866	-	-
Forestry	-	-	-	-	1,024,739	1,020,164	4,575	0%	3,874,899	5,019,467	1,144,568	30%
Property Administration	46,156	46,678	(522)	(1%)	270,685	280,065	(9,380)	(3%)	560,130	560,130	-	-
Public Conveniences	62,517	59,724	2,793	5%	362,517	358,345	4,172	1%	716,690	716,690	-	-
Road Safety Com. Advisor	-	3,042	(3,042)	(100%)	1,004	18,255	(17,251)	(94%)	36,520	36,520	-	-
Waste Management	340,407	332,390	8,017	2%	2,104,498	2,038,342	66,156	3%	4,081,861	4,081,861	-	-
Water Services	88,886	90,789	(1,903)	(2%)	543,060	544,735	(1,675)	(0%)	1,095,783	1,095,783	-	-
Work Schemes (CTF)	6,062	24,603	(18,541)	(75%)	94,816	147,616	(52,800)	(36%)	295,231	295,231	-	-
Total	1,442,514	1,514,256	(71,742)	(5%)	9,718,089	9,851,351	(133,263)	(1%)	21,634,842	22,813,265	1,178,423	5%



For the period ending December 2017

Council Detail Report



Operating Expenditure	Services & Assets											
	Monthly				YTD				Full Year Budget			
	Actual	Budget	Variance	Var %	Actual	Budget	Variance	Var %	Budget	Projection	Variance	Var %
Area Engineers	74,617	88,319	13,702	16%	509,309	562,983	53,673	10%	1,130,127	1,130,127	-	-
Around Mountains Cycle Trail	8,946	4,962	(3,983)	(80%)	27,487	29,774	2,288	8%	34,549	59,549	(25,000)	(72%)
Council Property	77,142	74,604	(2,537)	(3%)	650,159	641,139	(9,020)	(1%)	1,088,765	1,088,765	-	-
District Reserves	24,840	20,893	(3,946)	(19%)	127,936	125,660	(2,276)	(2%)	251,020	251,020	-	-
District Sewerage	479,109	365,205	(113,904)	(31%)	2,264,378	2,269,626	5,248	0%	3,579,124	3,136,013	443,111	12%
District Water	441,108	328,117	(112,991)	(34%)	1,940,639	2,040,472	99,833	5%	3,130,750	3,130,750	-	-
Engineering Administration	38,582	40,472	1,890	5%	239,190	255,846	16,656	7%	512,171	512,171	-	-
Engineering Consultants	44,535	65,572	21,037	32%	412,628	393,433	(19,195)	(5%)	786,866	786,866	-	-
Forestry	159,575	96,352	(63,223)	(66%)	782,040	858,215	76,175	9%	2,693,302	3,049,591	(356,289)	(13%)
Property Administration	43,637	43,896	259	1%	286,173	279,787	(6,386)	(2%)	560,130	560,130	-	-
Public Conveniences	67,277	52,045	(15,233)	(29%)	354,164	371,220	17,056	5%	683,488	683,488	-	-
Road Safety Com. Advisor	28,341	3,043	(25,298)	(831%)	181,044	18,433	(162,611)	(882%)	37,889	37,889	-	-
Waste Management	294,721	336,813	42,092	12%	2,002,664	2,037,577	34,913	2%	4,061,882	4,061,882	-	-
Water Services	(125,929)	110,445	236,374	214%	779,332	736,885	(42,447)	(6%)	1,263,799	1,263,799	-	-
Work Schemes (CTF)	15,630	21,414	5,784	27%	124,282	136,354	12,073	9%	274,469	274,469	-	-
Total	1,672,132	1,652,153	(19,979)	(1%)	10,681,425	10,757,404	75,979	1%	20,088,331	20,026,509	61,822	0%



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	Services & Assets											
	Monthly				YTD				Full Year Budget			
	Actual	Budget	Variance	Var %	Actual	Budget	Variance	Var %	Budget	Projection	Variance	Var %
Capital Expenditure	-	74,980	74,980	100%	-	74,980	74,980	100%	41,227	149,959	(108,732)	(264%)
Area Engineers	-	74,980	74,980	100%	-	74,980	74,980	100%	41,227	149,959	(108,732)	(264%)
Around Mountains Cycle Trail	21,105	20,750	(355)	(2%)	278,859	124,500	(154,359)	(124%)	-	249,000	(249,000)	-
Council Property	-	36,858	36,858	100%	-	221,150	221,150	100%	2,541,499	442,299	2,099,200	83%
District Reserves	-	-	-	-	5,595	-	(5,595)	-	-	-	-	-
District Sewerage	75,514	232,456	156,942	68%	498,061	1,394,736	896,675	64%	1,904,827	2,789,472	(884,645)	(46%)
District Water	344,871	375,003	30,131	8%	1,355,437	2,250,015	894,579	40%	3,501,636	4,500,030	(998,394)	(29%)
Engineering Administration	-	3,361	3,361	100%	-	20,163	20,163	100%	-	40,327	(40,327)	-
Engineering Consultants	-	-	-	-	-	-	-	-	-	-	-	-
Forestry	-	-	-	-	-	-	-	-	-	-	-	-
Property Administration	-	-	-	-	-	-	-	-	-	-	-	-
Public Conveniences	-	2,187	2,187	100%	-	13,120	13,120	100%	153,216	26,240	126,976	83%
Road Safety Com. Advisor	-	-	-	-	-	-	-	-	-	-	-	-
Waste Management	2,819	-	(2,819)	-	21,937	-	(21,937)	-	-	-	-	-
Water Services	-	-	-	-	-	-	-	-	-	-	-	-
Work Schemes (CTF)	-	-	-	-	-	-	-	-	-	-	-	-
Total	444,310	745,594	301,284	40%	2,159,889	4,098,664	1,938,775	47%	8,142,405	8,197,327	(54,922)	(1%)



SERVICES AND ASSETS COMMENTARY

Income

At the end of December income is 1% below budget in services in assets.

Most activities were close to budget, except for Area Engineers, where the reduced reflects lower expenditure for the year. Work schemes is under budget by \$53 thousand with some work yet to be invoiced out (all invoices for these jobs not yet received) and one less supervisor for part of the year.

Operating Expenditure

At the end of October operating expenditure is 1% over budget.

The significant variations in operating activity are:

District water is under budget by 5%. This is due to less electricity being used than expected, this is likely to continue until the end of the year and will be considered for forecasting in March next year. There is also lower interest costs this year due to a reduced loan required in previous years due to less capital work being completed than budgeted.

Road safety is over budget, a limited budget has been included in the Annual Plan as the costs are recovered from all councils involved in this shared service.

Capital Expenditure

Capital expenditure is 47% under the forecasted budget for the year. The project included in the Annual Plan for the Invercargill office has been removed as part of forecasting.

Around the Mountain Cycle Trail is currently \$150 thousand over the projection of the year. This is expenditure approved by Council on 27 September 2017 for signs, realignment of the trail and shelters. \$107 thousand is to be funded by MBIE.

For district water limited physical construction has occurred. Significant projects for the year include:

- Winton Water Mains renewal (\$1.6M) – contract let for this project with Contract awarded to Fulton Hogan. Construction has commenced and will continue until late in the current financial year.
- Te Anau lateral replacements (\$0.4M) – this contract has been awarded and commenced at the end of October.
- Eastern Bush water supply upgrade (\$1.2M) – design is being confirmed post receiving the outcome of Havelock North inquiry

District sewerage also limited physical construction at the end of December. Significant projects for the year include:

- Winton desludging (\$500K) – at this stage it is not known if the contractor will be able to re-establish during the year.
- Te Anau oxidation pond improvement including desludging (\$622K) – at this stage it is not known if the contractor will be able to re-establish during the year.
- Aerators for the Te Anau and Winton wastewater ponds (\$400K). The aerators have been installed with the final invoices have yet to be received.



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For the period ending December 2017

Council Rooding Report



		Rooding											
		Monthly				YTD				Full Year Budget			
		Actual	Budget	Variance	Var %	Actual	Budget	Variance	Var%	Budget	Projection	Variance	Var %
Income													
Grants	Total	2,551,972	1,668,705	883,268	53%	8,107,286	10,012,229	(1,904,943)	(19%)	17,253,030	20,024,458	2,771,428	16%
Internal Income	Total	-	438	(438)	(100%)	35,607	43,869	(8,262)	(19%)	176,179	176,179	-	-
Other Income	Total	39,777	41,531	(1,754)	(4%)	304,507	249,186	55,321	22%	500,873	509,260	8,387	2%
Rates	Total	1,127,071	1,125,668	1,403	0%	6,725,692	6,712,769	12,923	0%	13,466,778	13,466,778	-	-
User Charges and Fees	Total	-	2,655	(2,655)	(100%)	-	15,932	(15,932)	(100%)	31,864	31,864	-	-
Total		3,718,820	2,838,998	879,823	31%	15,173,092	17,033,986	(1,860,893)	(11%)	31,428,724	34,208,540	2,779,815	9%
Direct Expenditure													
Advertising	Total	-	66	66	100%	-	395	395	100%	789	789	-	-
Communications	Total	256	664	408	61%	5,222	3,986	(1,236)	(31%)	7,972	7,972	-	-
Conferences and courses	Total	947	1,360	413	30%	9,334	8,161	(1,173)	(14%)	16,322	16,322	-	-
Electricity	Total	3,340	3,000	(340)	(11%)	21,108	18,000	(3,108)	(17%)	36,000	36,000	-	-
Financial Expenses	Total	-	-	-	-	(151)	-	151	-	-	-	-	-
Grants	Total	-	-	-	-	20,636	-	(20,636)	-	-	-	-	-
Insurance	Total	-	-	-	-	1,723	1,877	154	8%	1,877	1,877	-	-
Other Expenditure	Total	(24,266)	5,561	29,827	536%	(241,784)	33,367	275,151	825%	66,733	66,733	-	-
Postage and Stationery	Total	90	88	(2)	(2%)	1,229	526	(703)	(134%)	1,052	1,052	-	-
Professional Services	Total	400	3,067	2,667	87%	10,550	18,404	7,854	43%	36,808	36,808	-	-
Rates	Total	-	-	-	-	2,045	2,355	310	13%	2,355	2,355	-	-



For the period ending December 2017

Council Roding Report



		Roding											
		Monthly				YTD				Full Year Budget			
		Actual	Budget	Variance	Var %	Actual	Budget	Variance	Var%	Budget	Projection	Variance	Var %
Income													
Repairs and Maintenance	Emergency Reinstatement	-	22,885	22,885	100%	-	137,311	137,311	100%	274,621	274,621	-	-
	Environmental Maintenance	81,745	90,951	9,205	10%	833,615	545,703	(287,912)	(53%)	1,091,406	1,091,406	-	-
	Level Crossing Warning Devices	389	2,591	2,202	85%	1,610	15,545	13,935	90%	31,089	31,089	-	-
	Maint - General	-	438	438	100%	1,250	2,629	1,379	52%	5,258	5,258	-	-
	Maint - Unsealed Roads	-	-	-	-	-	-	-	-	-	-	-	-
	Network and Asset Management	126,280	180,596	54,315	30%	1,007,370	1,083,574	76,204	7%	2,167,149	2,167,149	-	-
	Operating Costs	-	-	-	-	(120,357)	-	120,357	-	-	-	-	-
	Routine Drainage Maintenance	62,492	79,335	16,844	21%	474,952	476,012	1,060	0%	952,024	952,024	-	-
	Sealed Pavement Maintenance	184,993	264,064	79,071	30%	1,257,086	1,584,386	327,300	21%	3,168,772	3,168,772	-	-
	Spraying	-	3,188	3,188	100%	-	19,129	19,129	100%	38,258	38,258	-	-
	Stock Underpasses Minor Improv	-	6,477	6,477	100%	-	38,862	38,862	100%	77,723	77,723	-	-
	Street Lighting Transit	-	2,292	2,292	100%	6,496	13,750	7,254	53%	27,500	27,500	-	-
	Structures Maintenance	31,559	14,681	(16,878)	(115%)	221,223	88,086	(133,136)	(151%)	176,173	176,173	-	-
	Traffic Services Maintenance	37,843	35,654	(2,189)	(6%)	253,059	213,926	(39,133)	(18%)	427,852	427,852	-	-
	Unsealed Pavement Maintenance	177,959	202,903	24,944	12%	1,286,778	1,217,419	(69,360)	(6%)	2,434,837	2,434,837	-	-
	Total	703,261	906,055	202,794	22%	5,223,082	5,436,331	213,249	4%	10,872,662	10,872,662	-	-
Staff Costs	Total	49,719	43,950	(5,769)	(13%)	313,542	286,197	(27,345)	(10%)	570,572	570,572	-	-
Travel and Accommodation	Total	3,336	996	(2,339)	(235%)	6,141	5,977	(164)	(3%)	11,954	11,954	-	-
Vehicle Expenses	Total	2,648	81	(2,567)	(3172%)	9,587	486	(9,102)	(1875%)	971	971	-	-
Total		739,731	964,889	225,158	23%	5,382,265	5,816,061	433,796	7%	11,626,067	11,626,067	-	-
Indirect Expenditure													
Depreciation (Funded)	Total	1,283,703	1,284,600	897	0%	7,702,217	7,707,601	5,384	0%	8,155,956	8,155,956	-	-
Internal Expenses	Total	74,361	82,374	8,014	10%	463,005	510,198	47,193	9%	1,008,718	1,008,718	-	-
Total		1,358,063	1,366,975	8,911	1%	8,165,222	8,217,799	52,577	1%	9,164,674	9,164,674	-	-



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For the period ending December 2017

Council Rooding Report



		Roading											
		Monthly				YTD				Full Year Budget			
		Actual	Budget	Variance	Var %	Actual	Budget	Variance	Var%	Budget	Projection	Variance	Var %
Capital Expenditure													
Capital Expenditure	Bridges - Renewal	84,324	77,927	(6,398)	(8%)	669,667	467,560	(202,407)	(43%)	935,120	935,120	-	-
	Drainage Renewals - Acq LOS	132,140	93,482	(38,658)	(41%)	637,064	580,892	(76,171)	(14%)	1,121,785	1,121,785	-	-
	Drainage Renewals - Renewal	11,401	17,272	5,870	34%	208,191	103,631	(104,560)	(101%)	207,262	207,262	-	-
	Minor Improvements Acq LOS	4,263	225,694	221,431	98%	134,436	1,354,166	1,219,729	90%	2,059,917	2,708,331	(648,414)	(31%)
	Minor Improvements Demand	-	-	-	-	-	-	-	-	-	-	-	-
	Minor Improvements Renewals	2,136	100,000	97,864	98%	973,796	600,000	(373,796)	(62%)	-	1,200,000	(1,200,000)	-
	Pavement Rehab - Acq LOS	-	33,367	33,367	100%	-	200,201	200,201	100%	400,401	400,401	-	-
	Pavement Rehab - Renewal	4,598	113,687	109,089	96%	265,556	682,122	396,555	58%	3,950,167	1,364,243	2,585,924	65%
	Preventive Maint - Renewals	26,700	21,590	(5,110)	(24%)	48,624	129,539	80,915	62%	259,077	259,077	-	-
	Seal Rd Resurface - Acq LOS	612,610	719,220	106,610	15%	2,272,044	4,315,320	2,043,277	47%	4,150,000	8,830,641	(4,680,641)	(108%)
	Seal Rd Resurface - Renewal	1,530,565	396,110	(1,134,455)	(286%)	1,782,070	2,376,657	594,587	25%	4,753,314	4,753,314	-	-
	Structure Component - Renewal	8,370	18,993	10,624	56%	(234)	113,960	114,194	100%	227,920	227,920	-	-
	Traffic Services - Acq LOS	1,006	80,188	79,182	99%	10,004	481,128	471,124	98%	962,256	962,256	-	-
	Traffic Services - Renewal	13,151	73,005	59,854	82%	238,320	438,027	199,707	46%	876,054	876,054	-	-
	Unsealed Rd Metal - Renewal	30,579	143,280	112,682	76%	1,033,056	859,563	(173,493)	(20%)	2,094,126	1,719,125	375,000	18%
	Vehicles - Renewal	-	36,757	36,757	100%	41,039	36,757	(4,282)	(12%)	36,111	73,514	(37,403)	(104%)
	Total	2,461,844	2,150,551	(311,293)	(14%)	8,333,933	12,719,521	4,385,588	34%	22,033,509	25,439,043	(3,405,534)	(15%)
Total		2,461,844	2,150,551	(311,293)	(14%)	8,333,933	12,719,521	4,385,588	34%	22,033,509	25,439,043	(3,405,534)	(15%)



TRANSPORT COMMENTARY

Operating Income

YTD Income is \$15.2M versus a Budget of \$17.0M with a variance of \$1.8M or 10.59%. The variance is predominantly due to the timing of capital expenditure (\$2.3M).

Operating Expenditure

YTD Direct Expenditure is \$5.38M versus a Budget of \$5.82M with a variance of \$440K. This is related to the timing of various works and those being weather dependent. Special Purpose Roads Business Unit is tracking \$89K under budget.

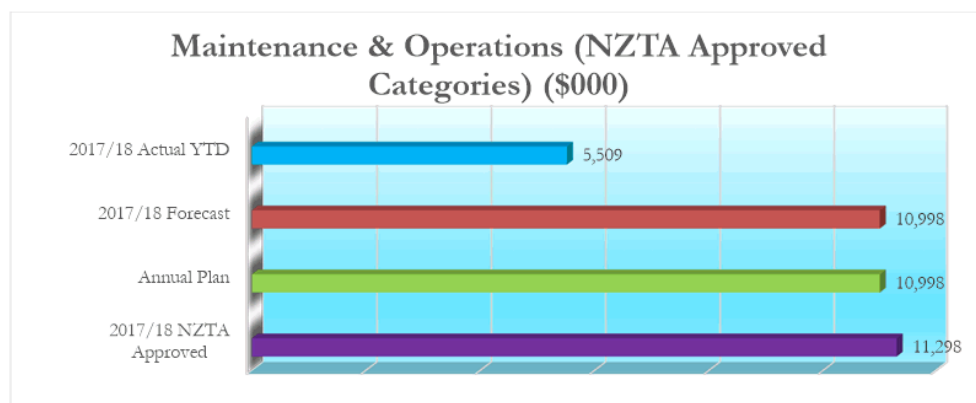
Capital Expenditure

YTD Capital Expenditure is \$8.33M versus a Budget of \$12.72M with a variance of (\$4.39M). The variance is predominately due to the timing of Capital Expenditure in relation to seasonality of programmed works.

Other Comments

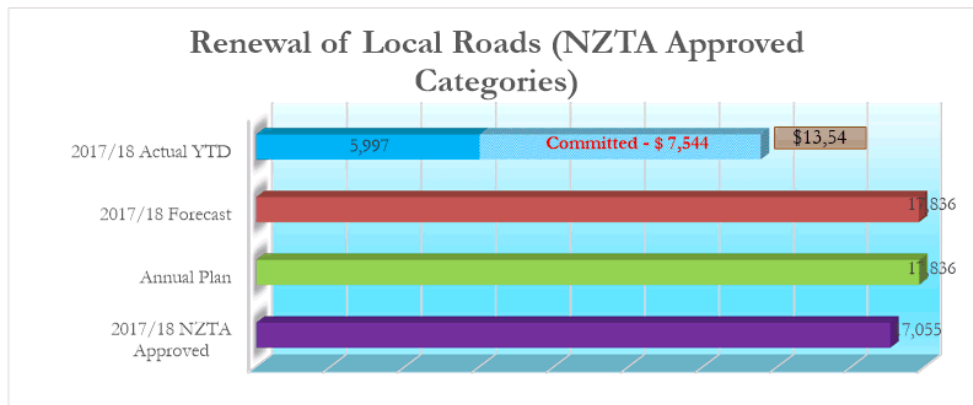
NZTA Performance

The below information includes the main business activity for Council (excluding the Alternative Coastal Route Seal Extension and other Business Units that are fully funded by NZTA).





Financial Tracking vs Plans (Maintenance)			
YTD	Forecast	Annual Plan	NZTA Approved
50.08%	50.00%	50.00%	48.76%



Financial Tracking vs Plans (Capital)			
YTD	Forecast	Annual Plan	NZTA Approved
33.62%	50.00%	50.00%	35.16%

NZTA Commentary

Maintenance is slightly over against budget due to a cold start to the financial year with Ice Gritting for the Central Alliance \$55K over budget for the year. Logging has caused issues for the Central Alliance with Granity and Pourakino Roads requiring extensive repairs this activity is over budget for the year. The Coastal Route is in need of repairs due to the heavy traffic load currently interventions have cost approx. \$150K. After the budget review with the Alliance's partners both are forecasting to remain on budget at year end. Generally heading into Christmas the maintenance budgets are over budget however with both Contractors having a break these generally fall back into line in January.

Capital Expenditure is tracking below budget, currently the Strategic Roding team have \$13.5M of projects already tendered with other projects due to go to tender early in 2018. The LED project has begun with Edendale currently being upgraded. The final two guardrail packages have been tendered for the financial year Opus have two more packages to be released if required. With the great weather of late the resealing contractor (Downers) have completed the Eastern reseal programme and 32% of the Western as of the 22nd January. The Otta Sealing of Ramparts Roads is expected to take place in February with the cost estimated at \$150K with some additional maintenance expected prior to sealing.

Other Commentary

Currently the Alternative Coastal Route Seal Extension project is behind schedule, discussions have been held with The Roding Company who are hopeful they can make up some time in the



New Year by bringing in additional resource. Currently the Roding Company have twelve trucks carting AP65 on the main route with drainage and earthworks expected to be completed by the end of January. Aggregate production is behind schedule however Southern Aggregates are crushing currently so this is not seen as an issue for the project. Slope Point was sealed prior to the Christmas break, pavement marking has been completed with the installation of signs to be completed in January.

Special Purpose Roads are currently under budget due to no invoices being received from NZTA. This Business Unit is 100% funded from NZTA this has no overall impact on SDC. The Lower Hollyford Road has required no emergency works this year however the section down to Marion Falls has been sealed by NZTA, we have not received any invoices for this work. A design is expected to be completed in January for the Chaslands Slip with this progressing to tender as the desired result is to have the road reinstated prior to June.

Transit Recoveries are expected to be on budget at year end, this Business Unit is also 100% funded by NZTA this has no overall impact on SDC.

Southland Regional Development Strategy (SORDS) - Southland Story Project

Record No: R/18/1/1510
Author: Rex Capil, Group Manager Community and Futures
Approved by: Steve Ruru, Chief Executive

☒ Decision ☐ Recommendation ☐ Information

Purpose

- 1 To provide an overview and update on the Southland Stories project being developed via the CEO Shared Services Forum overseeing SORDS related activities.

Executive Summary

- 2 The CEO Shared Services Forum is currently overseeing the development and delivery of the Southland Regional Development Strategy (SORDS) related activities
- 3 One of the priority projects identified in the Strategy is the Southland Story Development. Attached is a copy of the project purpose and outline.
- 4 It has been recognised that this project is about creating a master story, tools and resources that sub regions, communities, sectors and organisations can develop and adapt to tell their own stories.
- 5 As is detailed in the attached proposal it is the intent to establish a project advisory group to act as champions for the project and to ensure it fairly and reasonably represents the Southland region.
- 6 On meeting with the project lead Southland District Council has been requested to provide and confirm two elected representatives to ensure the District is covered appropriately.
- 7 Following consideration of this request it is recommended Cr Julie Keast and Cr Brian Dillon be considered as the Southland District Council representatives for this advisory group.

Recommendation

That the Council:

- a) **Receives the report titled “Southland Regional Development Strategy (SORDS) - Southland Story Project” dated 27 January 2018.**
- 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 Southland District Council involvement with the “Southland Regional Development Strategy (SORDS) - Southland Story Project”**
- e) **Confirms Cr Julie Keast and Cr Brian Dillon as Southland District Council representatives on the Southland Regional Development Strategy (SORDS) - Southland Story Project Advisory Group.**

Background

8 The CEO Shared Services Forum is currently overseeing the development and delivery of the Southland Regional Development Strategy (SORDS) related activities. One of the priority projects identified in the Attraction section of SORDS to assist with dealing with the Grow Population challenge identified in the Strategy is the Southland Story Development.

9 Specifically the Southland Regional Development Strategy identified as an opportunity – *Southland has a story to tell, in fact, it has many stories to tell around distinctive and attractive themes. The opportunity is to position Southland in the minds of New Zealanders, and also internationally, on the basis of people, product and experiences. There is a strong correlation between a region’s image, its economic strength and perceived liveability.*

The opportunity is to articulate the essence of the region and tell the story across all key sectors: visit, live and work, study, invest and do business.

Attraction is not just an advertising campaign but a myriad of actions and programmes with a common thread that communicate common messages leading to an overall sense of curiosity and interest in the region.

10 The Strategy identifies as an immediate priority to develop:

“The Southland Story - Develop a Southland Story in the context of the New Zealand Story. The story would contain the essential features that would drive attraction and develop the brand framework, tools, collateral and resources to bring the Southland Story to life and for different sectors to use it. This would involve a series of workshops, stakeholder interviews, and visual depictions to test the generic story. A second stage would apply the story to sectors – tourism, migrants, students – to ensure there is resonance across all important sectors

Market Insights Data – Undertake research with key stakeholders to capture and test key themes that make Southland a great place to live, visit, study, and do business. This would involve around 50 face to face interviews aligned with the Southland Story development process.”

- 11 At the launch of SORDS in November 2016 the central government representatives confirmed a contribution of \$50,000 towards market insights research and development of the Southland Story.
- 12 SORDS Programme Directors have confirmed Janette Malcolm has been engaged to lead the Southland Story Project. Attached is a copy of the project purpose and outline.
- 13 Unlike many of the other regional stories/frameworks that have been commissioned recently, this project is targeted internally within the region, with the identified need to build confidence with Southlanders.
- 14 It has been recognised that this project is about creating a master story, tools and resources that sub regions, communities, sectors and organisations can develop and adapt to tell their own stories.
- 15 The approach is community led with a variety of community engagement mechanisms intended to ensure there is community input and involvement. This will provide a platform for the project leaders to canvas for stories of people, places and achievements that demonstrate and support Southland values and points of difference. It is anticipated these stories will reflect past, present and future.
- 16 As is detailed in the attached proposal it is the intent to establish a project advisory group to act as champions for the project and to ensure it fairly and reasonably represents the Southland region.
- 17 On meeting with the project lead Southland District Council has been requested to provide and confirm two elected representatives to ensure the District is covered appropriately.
- 18 Following consideration of this request it is recommended Cr Julie Keast and Cr Brian Dillon be considered as the Southland District Council representatives for this advisory group.

Issues

- 19 There are no clearly recognised or identifiable issues with Council being an active contributor to this project.

Factors to Consider

Legal and Statutory Requirements

- 20 There are no legal or statutory requirements needing to be considered in recommending Councillor involvement in this project.

Community Views

- 21 The Southland community has been invited for input to the development of the Southland Regional Development Strategy throughout 2015 -2016. As a result of this input and involvement the Southland Story project has been identified as a priority for the next phase of the implementation of SORDS.

Costs and Funding

- 22 There is no extraordinary expenditure to be incurred by Council in recommending Councillor involvement in this project.

Policy Implications

- 23 There are no policy implications for Council in recommending Councillor involvement in this project.

Analysis

Options Considered

- 24 Council has two options – (1) to endorse and support Councillor involvement in this project as members of the advisory group or (2) not to endorse and support Councillor involvement in this project as members of the advisory group.

Analysis of Options

Option 1 – To endorse and support Councillor involvement in this project as members of the advisory group

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none">• Ensures Council and the district is represented at the advisory group level for this project.• Ensures rural Southland is represented.• Ensures opportunity for a good cross section of Southland stories are reflected in the end product.• Continues to reinforce Southland District Council approach to being a willing partner in regional initiatives and a multi agency approach with a solutions focus.	<ul style="list-style-type: none">• There are no disadvantages in being involved.

Option 2 – To not endorse and support Councillor involvement in this project as members of the advisory group

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none">• There are no advantages in not being involved.	<ul style="list-style-type: none">• Southland District Council would forgo an opportunity to participate in a regional initiative.• Non involvement could compromise a true regional opportunity and representation for rural Southland stories to be told.

Assessment of Significance

- 25 This is not considered significant in accordance with Council's Significance and Engagement Policy.

Recommended Option

- 26 Option 1 - To endorse and support Councillor involvement in this project as members of the advisory group

Next Steps

- 27 If Council support option 1 the SORDS officials will be informed of the decision and can advance the project accordingly.

Attachments

- A Southland Stories 22 Jan 2018 PowerPoint from SoRDS [↓](#)

Southland Stories

What's our why?



Project Purpose

WHY? To help ensure the economic and social future of Southland by having a sufficient, sustainable and confident intergenerational population

FOR WHOM?

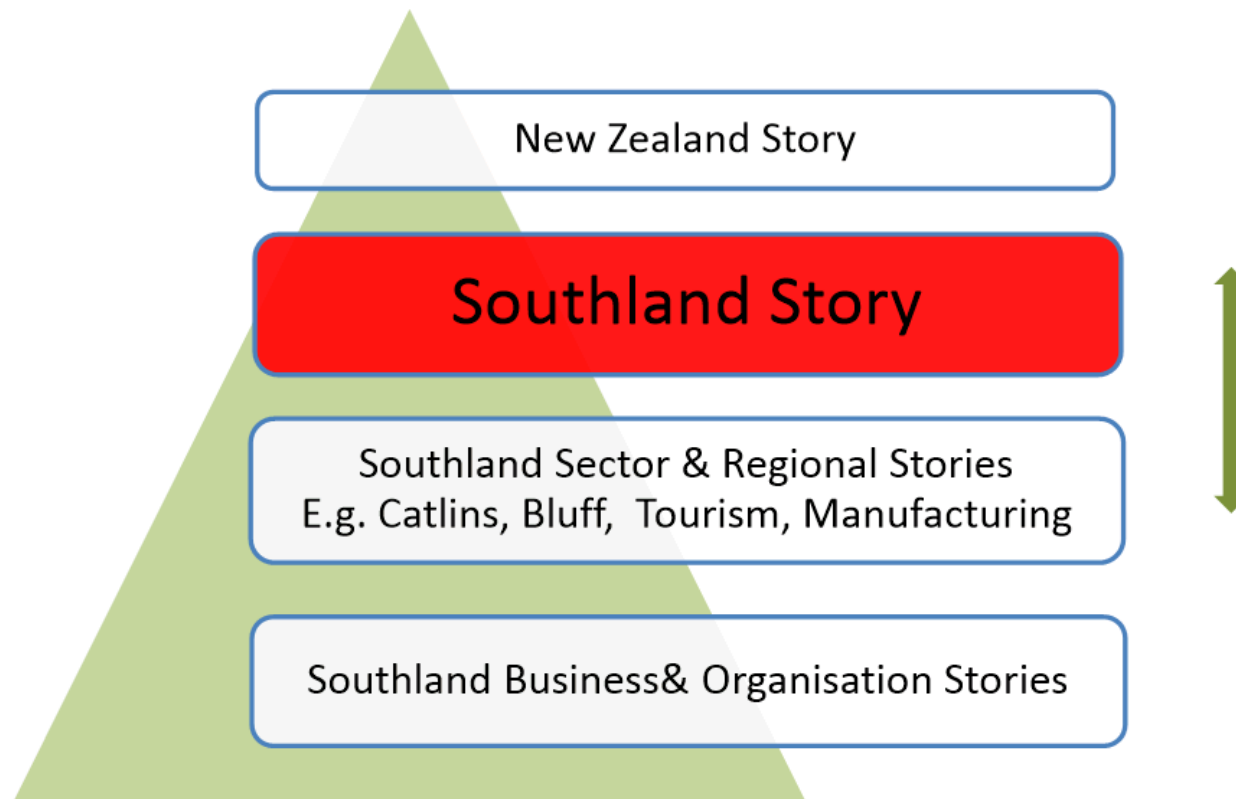
- People living in Southland
- Returning Southlanders
- Potential migrants, for whom Southland is likely to be a good fit

SO THAT?

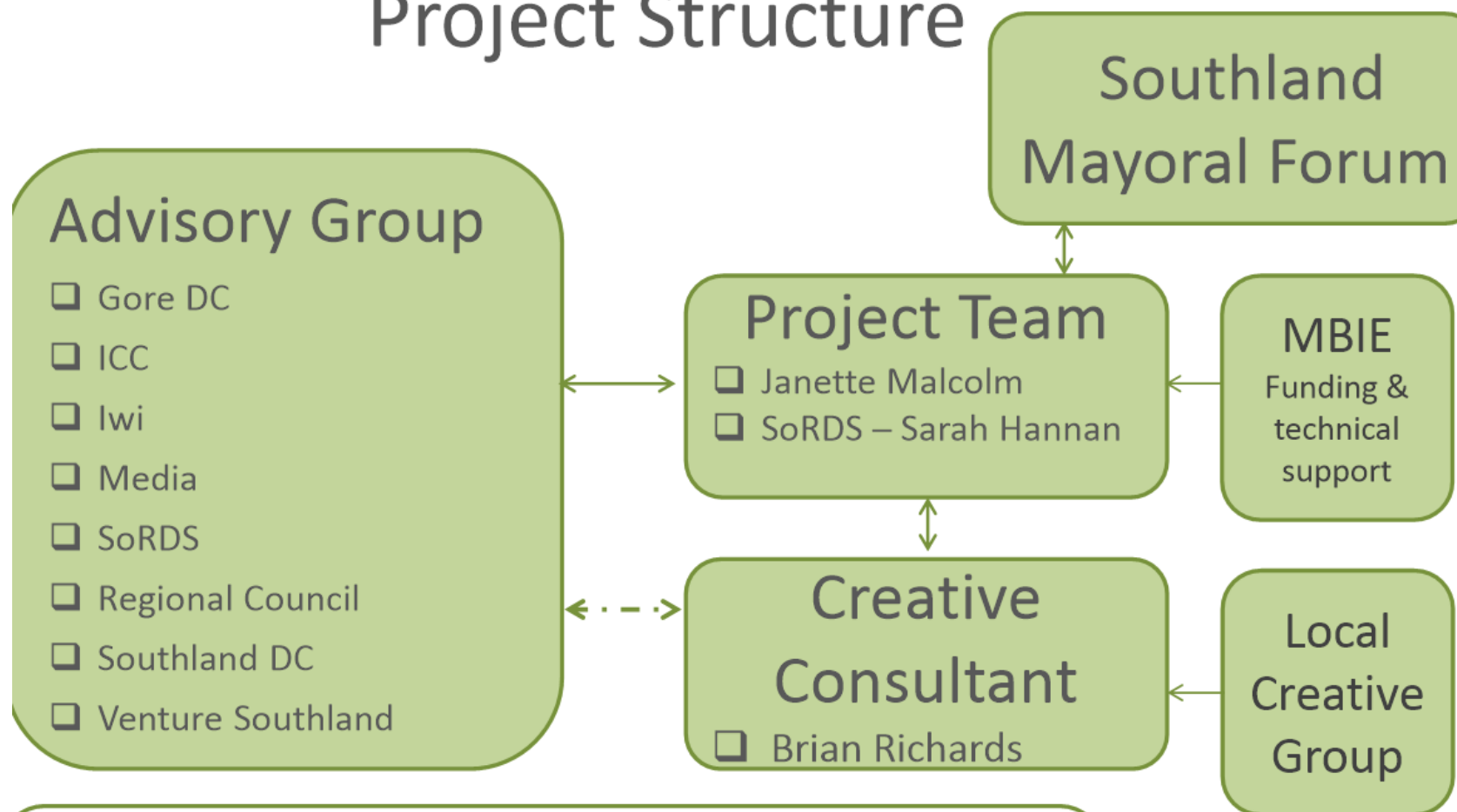
- Locals can articulate why they value living in Southland
- Population is retained
- Potential new residents get authentic picture of Southland leading to higher success rates for attraction and retention
- Parents see a future here for their children
- People and communities grow in confidence

WHAT? Stories of people, places and endeavours that 'disproportionately' demonstrate Southland virtues and values, carry the message and grow pride, commitment and population over time. A mix of the past and the future

Project Focus



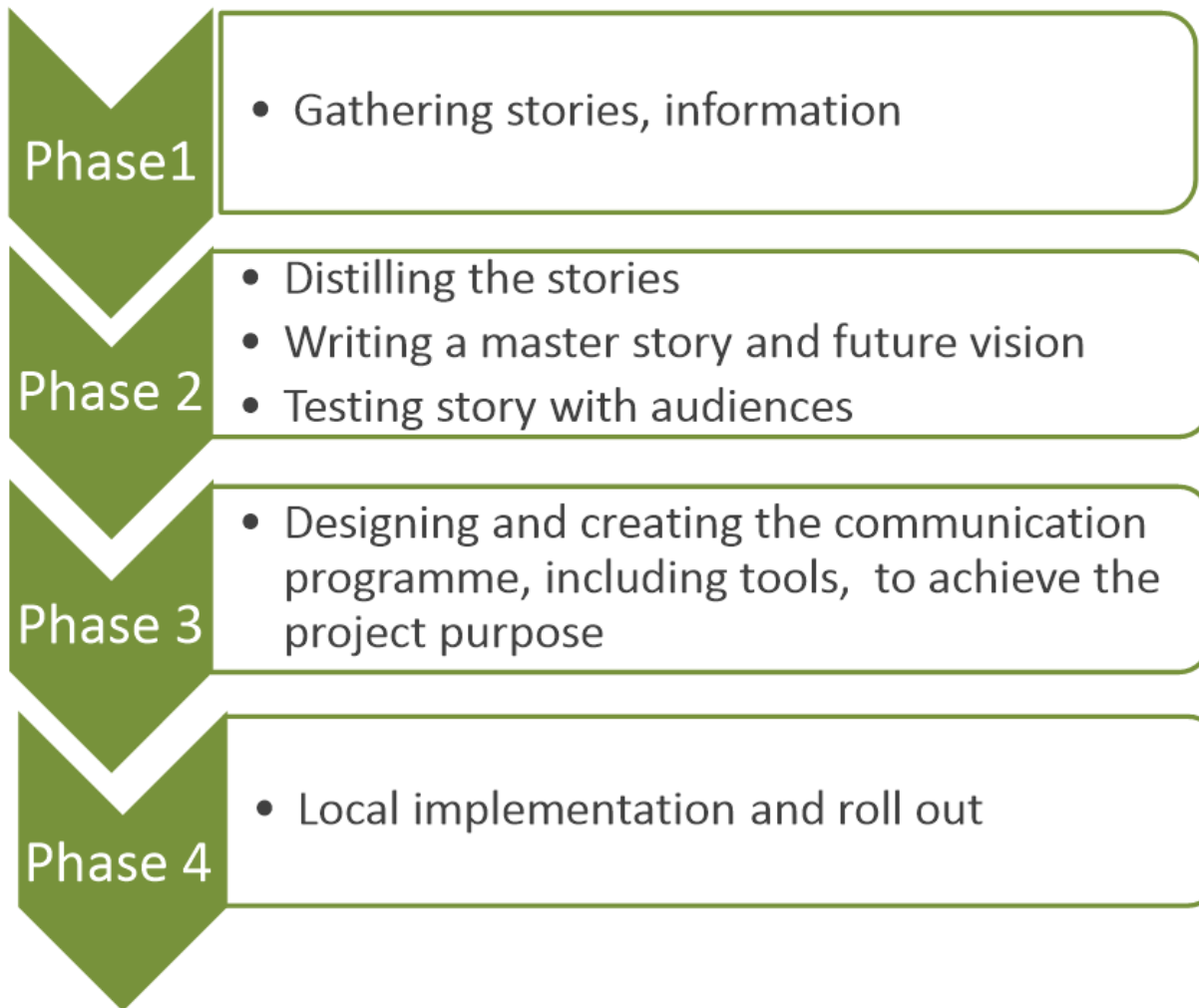
Project Structure



Advisory Group Role

- Ensure the process represents all of Southland
- Act as champions for the project locally and regionally
- Oversight of the project outcomes

Project Stages



Project Process – Gathering Phase Methodology



Project Process – Discussion Locations *



- Te Anau Lumsden
- Otautau / Tuatapere
- Riverton
- Winton
- Tokanui
- Edendale/Wyndham
- Gore
- Stewart Island
- Bluff
- Invercargill

* Locations to be confirmed after discussion with Councils

Project Timeline

Dec 2017	Confirm Shared Services Approval
Jan/Feb 2018	Confirm Advisory Group (AG) & set meeting schedule Agree Phase 1 plan with AG Book venues. Advertise meetings and make direct approaches to boards, organisation and other identified individuals
March	Information gathering for Phase 1
April	Analysis and briefing Creative Consultant
May & June	Consultant presents proposed master story.
July	Research with audiences. Refine
August	Master story finalised. Communication programme and tools development commences

Venture Southland 2018 - 2019 Draft Work Programme

Record No: R/18/2/2268
Author: Rex Capil, Group Manager Community and Futures
Approved by: Steve Ruru, Chief Executive

☒ Decision ☐ Recommendation ☐ Information

Purpose

- 1 To present for Council consideration the draft Venture Southland business plan/work programme for 2018/19.

Executive Summary

- 2 Venture Southland is required every year as per the Heads of Agreement signed between signatory local authorities – Invercargill City Council, Gore District Council and Southland District Council – to produce an annual business plan.
- 3 The Heads of Agreement details the process for the development of the annual business plan – involving the signatory local authorities providing a joint letter of expectation outlining regional priorities and Southland District Council providing an individual letter of expectation outlining SDC specific community development priority projects.
- 4 As a result of the Southland Regional Development Agency establishment process currently being undertaken by Invercargill City Council, Gore District Council, Southland District Council and Environment Southland it has been informally agreed with Venture Southland that there be a variation to the process for the development of the Venture Southland draft annual business plan 2018-2019.
- 5 There are a number of issues arising from previous decisions made by Council that need to be taken into account when it considers, provides direction and finally makes a decision on whether to approve the Venture Southland business plan. These include the:
 - Status of Venture Southland Heads of Agreement 2014-2017.
 - Implications of the notice of intention to exit from the Venture Southland Heads of Agreement and invoking the eighteen month notice period.
 - Implications for the Venture Southland 2018-2019 business plan/work programme.
- 6 Venture Southland has currently developed a draft business plan/work programme for the full 2018/19 financial year through to 30 June 2019. This does not recognise the decisions already made by the Gore District Council and Southland District Council to formally exit the existing Venture Southland Agreement from 1 February 2019. It is therefore proposed that Council ask Venture Southland to submit a revised business plan/work programme that reflects these previous decisions.

Recommendation

That the Council:

- a) **Receives the report titled “Venture Southland 2018 - 2019 Draft Work Programme ” dated 7 February 2018.**
- 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 its decision of 19 July 2017 to give notice to the Invercargill City Council and Gore District Council of its intention to exit the Venture Southland Agreement 2014 – 2017.**
- e) **Asks Venture Southland to prepare a work programme and budget from 1 July 2018 to 1 February 2019 for Council to consider – with deliverables to be negotiated based on being 7/12 of the operating year time and resource allocation and 7/12 of the allocated Southland District Council annual budget for Venture Southland contribution of \$1,742,000 – or specifically \$1,016,167.**
- f) **Request the Chief Executive to initiate discussions with Invercargill City Council and Gore District Council to determine the process by which the Venture Southland Heads of Agreement 2014-2017 exit process is to be managed.**
- g) **Notes that it will need to make decisions relating to the establishment and funding of the proposed Southland Regional Development Agency once the decision making process for this proposal is more advanced.**

Background

- 7 Venture Southland is required, as per the Heads of Agreement signed between signatory local authorities - Invercargill City Council, Gore District Council and Southland District Council, to produce an annual business plan.
- 8 The Heads of Agreement details the process for the development of the annual business plan. This involves the signatory local authorities providing a joint letter of expectation outlining regional priorities and Southland District Council providing an individual letter of expectation outlining SDC specific community development priority projects.
- 9 As a result of the Southland Regional Development Agency establishment process the Gore District Council and Southland District Council made a decision to exit the Venture Southland Agreement from 1 February 2019. Given this decision, and the fact that there will be a need for a new business plan to be developed for the Southland Regional Development Agency should this proposal be confirmed it had been informally agreed with Venture Southland that for the draft annual business plan 2018-2019 development there needs to be a variation to the 'standard' process.
- 10 In an email dated 1 December 2017 from Venture Southland CEO Mr Paul Casson – he indicated Venture Southland management *“had a full planning day off site on Tuesday, it was a good chance for us to have a clear day to ourselves in order to review our current business plan and work towards having a plan to present to the Joint Committee on the 17 December including reviewing budgets, operations, human resources, facilities and future thinking on a range of issues. At the moment we are continuing in a business as usual mode, however knowing as we have for the past two developed business plans that we would transfer to the priorities of the Southland Regional Development Strategy.”*
- 11 As a result of receiving this email Southland District Council staff responded to Venture Southland also on 1 December indicating – *“As discussed today and with reference to the paragraph I have highlighted in red below can you please email within the next couple of weeks your Business Plan information you have developed – then SDC can work with ICC and GDC to initiate a conversation in the New Year to confirm the Letter of Expectation of Regional Priorities to support the VS Business Plan for the period from 1 July 2018 through to February 2019. I will also work with the SDC CPLs to develop the SDC letter of Expectation for SDC specific Community Development priorities as per previous years – and this will complement the process the CPLs are undertaking with the CDPs as per the project specified in this year's LOE.”*
- 12 Subsequent to this on 26 January 2018 Venture Southland sent the attached draft annual business plan 2018-2019 to the Invercargill City Council, Gore District Council and Southland District Council. In their covering email Venture Southland noted:

“Please find attached the draft Venture Southland 2018/19 Work Programme.

As discussed previously, this has been prepared without the letters of expectation this year, due to the ongoing discussion around the implementation of the Southland Regional Development Strategy.

The document prepared represents business as usual, with the following significant changes:

Greater emphasis on retaining and attracting a skilled workforce. We have sourced additional funding for the Southland Youth Futures (\$70k for two years), Job Search Assistance Programme (\$85k for two years with potential for another two) and Welcoming Communities (\$50k for two years). We have also continued the Labour Market Coordinator position but reallocating internal budgets

We have sourced funding to run an intensive business accelerator programme and innovation workshops. This funding is \$52,000 for two years.

To balance the books for the 2018/19 year we have tentatively decreased the tourism marketing budget by \$40,000 and community development by \$10,000. It is hoped that by the start of the 2018/19 financial year there will be some clarity over the future funding and these allocations will be revisited. However it must also be noted that significant resource is going into tourism product development, which is shown under business expenditure.

With the additional funding mentioned above plus additional earth observation/ground station revenue expected, non-council funding has increased \$180,000 (\$1.77m from \$1.59m)

I will prepare a budget in the next few weeks which works on the basis that Venture Southland will discontinue operating in Feb 2019. Although I hope it doesn't come to this obviously, it will be an interesting exercise to go through and can be factored into future plans."

Issues

- 13 There is a need for Council to determine, in light of the decisions that it has previously made to exit the Venture Southland Agreement from February 2019, whether it requires that Venture Southland should prepare a draft business plan/work programme for the seven month period from 1 July 2018 to 1 February 2019.

Factors to Consider

Legal and Statutory Requirements

- 14 The Venture Southland Heads of Agreement 2014-2017 is an agreement between the three owner Councils – Invercargill City Council, Gore District Council and Southland District Council. There are three main clauses in the Venture Southland Heads of Agreement 2014-2017 relating to parties exiting the Agreement. These are clauses 4.1 to 4.3.
- 15 Clause 4.1 provides: *"The term of this Agreement for "VS" shall be from 1 July 2014 until 30 June 2017 and shall continue thereafter unless any party has given eighteen (18) months prior written notice of termination to the other Parties unless the Parties agree to a lesser period of notice. This agreement shall be reviewed at the end of 30 June 2017.*
- 16 Clause 4.2 provides: *"If a party terminates their interest in this Agreement (clause 4.1) then their members and their rights of appointment of member/s are discharged from when the notice expires (the 'date of cessation') without prejudice to any liabilities and commitments to the date of cessation."*
- 17 Clause 4.3 provides: *"If any commitment has been made under this Agreement (Schedule b) is greater than date of cessation then such commitment shall survive termination. For the avoidance of doubt if a commitment is made for a three (3) year term and the Cessation Date occurs within that term, then the term of commitment shall apply for the remainder of the three (3) year term even if the interest in this Agreement has been terminated by a party to the Agreement."*
- 18 As Gore District Council and Southland District Council have enacted clause 4.1 to terminate the Agreement, it would have been expected that the Venture Southland draft business plan and associated budget should reflect this decision. This would mean that the plan should be prepared for the seven month period from 1 July 2018 – 1 February 2019 rather than the full 2018/19 financial year as at present.

- 19 A decision to approve a Venture Southland business plan for the full 2018/19 financial year would be a decision that was inconsistent with the previous decisions made by both the Gore District Council and Southland District Council which would in turn raise a number of legislative breach and unauthorised expenditure issues for Venture Southland and the Southland District Council.
- 20 If Council were of a view that it wished to approve the draft 2018/19 business plan then it should first revoke its previous resolutions to exit the Venture Southland Agreement. The process required to be followed to revoke these resolutions is detailed in standing orders.

Community Views

- 21 The Southland Regional Development Agency establishment process has provided an opportunity for community input into matters related to regional development and future delivery structures.
- 22 Council is cognisant of the Southland Regional Development Agency establishment process currently underway and the timing of consideration for future structures is positive in relation to the exiting of the Venture Southland Heads of Agreement 2014-2017. If the four Southland Councils eventually confirm their decision to establish the new Agency then there will be a need for a business plan and annual work programme for the Agency to be developed in accordance with the process that will be provided for in its constitution.
- 23 These concurrent processes can and will complement each other effectively.

Costs and Funding

- 24 Southland District Council has allocated \$1,742,000 per year for regional development activity, which is currently undertaken via Venture Southland, in the current Long Term Plan 2015-2025.
- 25 With Council enacting the Venture Southland Heads of Agreement 2014-2017 exit clause as per clause 4.1 and giving notice that it is effective from 1 February 2019 it is contended the amount available for the remaining period of the Venture Southland 2018-2019 draft annual plan is for seven months. The amount therefore available for allocation for this 7/12 period is in effect \$1,016,167.
- 26 Council would not want to find itself in a situation in which it had agreed to fund both Venture Southland and the proposed new Southland Regional Development Agency.
- 27 Council will be provided further details and an approach as to what and how it may wish to proceed with regards the reallocation of the available funds as a result of exiting the Venture Southland Heads of Agreement 2014-2017. This will be the subject of a separate order paper once the exit process is underway and the Southland Regional Development Agency establishment process is further advanced.

Policy Implications

- 28 Council does not have any formal policy on how it delivers and undertakes regional development activities. As a result there are no policy implications related to this matter.

Analysis

Options Considered

- 29 The Options available are for Council to endorse the previous decisions (Option 1) and require Venture Southland to prepare a business plan that reflects these decisions or to rescind the exit decisions (Option 2).

Option 1 – Endorse Previous Decisions

- 30 Under this option Council would confirm its previous decisions and require Venture Southland to prepare a work programme and budget from 1 July 2018 to 1 February 2019 for its consideration. The would be based on 7/12 of the operating year time and resource allocation and 7/12 of the allocated Southland District Council annual budget for Venture Southland contribution of \$1,742,000 – or specifically \$1,016,167.
- 31 Staff would also advance discussions with the Invercargill City Council and Gore District Council to determine the process by which the Venture Southland Heads of Agreement 2014-2017 exit process is to be managed.

Option 2 – Rescind Exit Decision

- 32 Under this option Council would move to rescind the previous decisions to exit the Venture Southland Agreement 2014 – 2017. This would then allow Council to proceed with considering the Venture Southland draft annual plan 2018- 2019 and associated budget for the 12 month period.
- 33 If this option were to be pursued there would also be a need for the Council to reconsider its commitment to the proposed new Southland Regional Development Agency.

Analysis of Options

Option 1 – Endorse Previous Decisions

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none">▪ Continues to support the clear and consistent message regarding future approach to regional development activities.▪ Is consistent with the previous decisions and resolutions made by Council during the current triennium.▪ Supports the approach and messages provided throughout the establishment phase of the Southland Regional Development Agency – specifically with regards to standing by the principles underpinning the SoRDS process – being: Whole of Region – that the focus is on the whole region. Simplicity - avoid over complication.	<ul style="list-style-type: none">▪ Requires commitment and resource allocation to advance and fulfil the process required.▪ There is still no confirmed approach to the Southland Regional Development Agency establishment process which does not assist with providing clarity around future regional development delivery priorities and objectives at this stage. It also creates a level of uncertainty for Venture Southland.

<p>Public/private – partnership and collaboration.</p> <p>Clarity of purpose – there is a clear vision, momentum and agility.</p> <p>Economic, social, cultural and environmental – that all dimensions are considered.</p> <p>Resilience – enduring structures that will stand the test of time.</p> <p>Leadership, authority – structures that have stature nationally and locally.</p> <ul style="list-style-type: none"> ▪ Ensures due process is followed and the principles and purpose of agreements entered into with stakeholders are honoured. 	
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Option 2 – Rescind Previous Decisions

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> ▪ Rolls over allocation of funding and budget amounts for activity undertaken by Venture Southland for the full 2018/19 financial year. 	<ul style="list-style-type: none"> ▪ This promotes an inconsistent approach from Council and creates uncertainty. ▪ This provides an inconsistent message to wider community stakeholders at a national, regional and local level with regards to Council's approach to regional development in the future. ▪ Is inconsistent with the mandate and direction provided by Council to staff and stakeholders. ▪ Will create additional costs as Council would need to fund both Venture Southland and the proposed new Southland Regional Development Agency.

Assessment of Significance

- 34 This matter is not considered significant in terms of Council's Significance and Engagement Policy. It is addressing issues relating to the development of the Venture Southland business plan for the period from 1 July 2018 to 1 February 2019 given the previous decision of Council to exit the Venture Southland Agreement in light of the decision to consult on the proposal to form a new Southland Regional Development Agency.

Recommended Option

- 35 It is recommended that Council adopt Option 1 and confirm its previous decision to exit the Venture Southland Agreement and therefore require to prepare a draft business plan and budget based on 7/12 of the 2018/19 year time and resource allocation and 7/12 of the allocated Southland District Council annual budget for Venture Southland contribution of \$1,742,000 – or specifically \$1,016,167.

Next Steps

- 36 Inform Invercargill City Council and Gore District Council as fellow signatories to the Venture Southland Heads of Agreement 2014- 2017 of Council's decision and initiate the next steps accordingly.
- 37 Inform Venture Southland of Council's decision and the associated requirements as a result for the development of the Venture Southland draft annual work programme 2018-2019.

Attachments

- A Venture Southland work programme 2018-19 - Draft January 2018 [↓](#)



**Venture Southland Work Programme
2018/19**

“Empowering the Region”

What is Venture Southland?

Venture Southland undertakes a range of projects and initiatives that contribute to making Southland one of the most attractive and prosperous areas in New Zealand.

Operating as a joint committee of Invercargill City, Southland and Gore District Councils, this unique model is known throughout New Zealand as a positive example of regional coordination and cooperation. The benefits of an integrated approach with community organisations working together and leveraging support and resources are enormous. The business, destination marketing, events and community development teams collaborate on many projects to maximise the benefits.

Venture Southland is funded through contributions from our stakeholders; Invercargill City, Southland District and Gore District Councils, and from contributions from the Community Trust of Southland and Environment Southland. As a regionally coordinated body, Venture Southland is able to access significant external project funding not normally available to local authorities.

Mission Statement

Working with people and organisations to enhance the prosperity and quality of life of Southlanders.

Strategic Goals

- 1) Be the leader in providing regional indicators, statistics and information to allow for informed decisions to be made
- 2) Drive Southland's population growth by creating confidence in the future of the region for people currently living in Southland, and for those looking to move here
- 3) Create genuine, unique, quality experiences and to maximise the value of visitors to the region
- 4) Drive business growth through increased efficiency, competitiveness and investment

Executive Summary

This document outlines the 2018/19 programme of work for Venture Southland. This is a draft to work towards while the local councils determine how to implement the Southland Regional Development Strategy. However, many projects and initiatives presented in the document are included in the Strategy.

The document provides detail on the initiatives Venture Southland believe should be undertaken to grow the region, how they will be resourced and the benefits for Southland and its people.

This document comprises the following major initiatives, which summarise the areas of work:

Attracting and Retaining a Skilled Workforce

This initiative has been prioritised further in the 2018/19 work programme given the importance placed on increasing Southland's population in the Southland Regional Development Strategy, and the important role people play in business growth. It is widely acknowledged that without people, new businesses and new industries cannot develop and existing industries cannot be extended.

The focus of the initiative is to place Southlanders in employment first, and then seek migrants to fill the gaps that are identified. The key programmes that will be undertaken include Southland Youth futures, Job Search Assistance Programme, Welcoming Communities and the i-SITE Immigration Pilot. All these programmes are possible due to external funding.

Regional Strategies, Assessments and Advocacy

As Venture Southland is a regional entity, it can focus on the region in its entirety and provide one voice for the region. A key to providing this voice is the relationships Venture Southland has been able to build with Central Government, international and national bodies, funding organisations, industries and communities. Focus projects for 2018/19 relate to the Southland Visitor Strategy 2017-2022 and Southland Digital Strategy. The update of the Southland Visitor Strategy will provide overall direction for the development of tourism for Southland and ensure opportunities are maximised. Work on the Southland Digital Strategy continues to ensure Southland gets sufficient resources allocated to improve connectivity including cellular coverage and rural and urban broadband.

Destination Development

There is continued focus to develop Southland as a destination for tourists, students, prospective migrants and investors without overlooking the need to retain Southland's current residents. Key areas are the implementation of the Southland Cycling Strategy and supporting Curio Bay Tumu Toka Natural Heritage Centre, which opened in December 2017. This seeks to increase visitors to the Catlins and maximise the value of those visitors.

Diversification of Southland's Economy

Venture Southland identifies opportunities to diversify Southland's economy, investigate its potential and, where applicable, seek investment to make it happen. The opportunities must complement what is already here. The ground station services, whereby Venture Southland coordinates Earth observation contracts, continue to grow and allow investment into other areas. This is recognition of the work undertaken over the past ten years and the relationships that have been developed.

The interpretation of the aerial magnetic survey, which mapped the region in 2016, will allow new and existing businesses to make informed decisions. It is also hoped there will be progress towards having investor(s) in the Health and Wellness Beverage project.

Business Services, Efficiency and Competitiveness

Venture Southland provides support and services to the Southland business community to encourage efficient practices. This ranges from the coordination of Lean Management programmes to the delivery of the Regional Business Partner Programme and the Business Mentors Programme. These programmes provide access to New Zealand Trade & Enterprise capability training vouchers on a matched basis. Workshops on innovation and innovative processes will be developed and delivered in 2017-18, building on previous programmes. These are critical in allowing for Southland businesses to be competitive. Venture Southland also coordinates research and development projects through Callaghan Innovation.

As well as the usual services provided above, funding has been sourced from Creative HQ (on behalf of Callaghan Innovation) to employ an expert to deliver an intensive business accelerator programme and facilitate innovation workshops.

International Education

Venture Southland works in partnership with Southland schools and the Southern Institute of Technology as part of the Southern Education Alliance to promote Southland as a quality educational destination to education agents, parents and students. As the contracted agency, Venture Southland is responsible for deliver the Regional Partner Programme with Education New Zealand, which sets key goals for the development and implementation of the Southern International Education Strategy. A coordinator is employed to implement the programme.

A large part of the attraction of International Students is through marketing Southland to visitors, which is included in Destination Promotion.

Destination Promotion

Venture Southland and Destination Fiordland (as the region's Regional Tourism Organisations) are focused on maximising the benefits of increasing the number of visitors to the region by undertaking various promotional initiatives including digital material, brochures, trade, special interest and local campaigns and events.

Destination attraction focuses on identifying diverse markets and local product offerings to attract visitors, which includes groups such as leisure travellers, corporate travellers, students, migrants, special interest travellers, cruise passengers and event and conference attendees.

Relationships with industry, other regions through International Marketing Alliances, Tourism New Zealand, the Regional Tourism Organisation network (RTONZ), Tourism Industry Association New Zealand, Tourism Export Council and i-SITE network activities are critical to ensuring Southland is promoted nationally and internationally.

Events

Southland has many quality events in the region that add diversity, vibrancy and lift community spirit. Venture Southland coordinates and supports numerous events of all sizes throughout the region including ILT Kidzone, Southland Festival of the Arts, Southland District Council Holiday Programme and provides support to the annual Burt Munro Challenge.

Community Development

Southland has strong and thriving rural communities that contribute towards a quality of life. Venture Southland supports the Southland District Council to provide assistance and support for these communities through a varied range of projects and initiatives. The organisation conducts stakeholder engagement, administers funds on behalf of SDC, Southland Regional Heritage Committee and others, and also provides support for local community groups with community funding planning and advice.

Information

All activities included in the 2018-19 work programme are subject to change based on changing priorities or direction from Venture Southland's stakeholders. This includes the implementation of the Southland Regional Development Strategy.

All activities included in the work programme include staff time. This has not been allocated to each specific activity due to the considerable number of initiatives that overlap, and some initiatives are not fully scoped.

Cost allocations beside each initiatives below do not include overheads of the organisation. The amount allocated to each initiative are shown as a separate line in the budget section of the initiative.

Financial Information

Budgeted Statement of Financial Performance for the 2018/19 Year

	\$000's Budget		
Income			
Invercargill City Council	1,844		
Southland District Council	1,742		
Gore District Council	60		
Environment Southland	20		
Total Stakeholder Funding	3,666		
Other Income			
Other Income	1,586		
Interest	48		
Invercargill i-SITE	137		
Total Other Income	1,771		
Total Income	5,437		
Expenses		External funding	Council Contribution
Community Development	767	65	702
Tourism	1,508	244	1,153
Events	937	447	490
Business Development	2,178	971	1,318
Regional Strategies & Assessments	44	44	-
Total Expenses	5,434	1,771	3,663
Net Surplus/(Deficit)	3	-	3

Budgeted Statement of Comprehensive Revenue and Expenditure

	2016/17 Actual \$000's	2017/18 Budget \$000's	2018/19 Budget \$000's
Income			
Invercargill City Council	1,769	1,806	1,844
Southland District Council	1,742	1,742	1,742
Gore District Council	57	58	60
Environment Southland	20	20	20
Total Stakeholder Funding	3,588	3,626	3,666
Project Revenue	637	381	437
Other Income	886	1,163	1,286
Interest	48	48	48
Total Operating Income	5,159	5,218	5,437
Expenses			
Project Expenditure	321	226	245
Operating Expenditure	4,933	5,046	5,189
Exchange Loss	5	-	-
Total Expenses	5,259	5,272	5,434
Net Surplus/(Deficit)	(100)	(54)	3

Budgeted Statement of Financial Position

	2016/17 Actual \$000's	2017/18 Budget \$000's	2018/19 Budget \$000's
Equity and Reserves			
Accumulated Funds	948	543	630
Total Equity	948	543	630
Assets			
Current Assets			
Cash and cash equivalents	1,062	184	283
Trade and other receivables	438	300	300
Prepayments	43	7	7
Inventories	5	5	5
Investments	1,250	1,250	1,250
Total Current Assets	2,798	1,746	1,845
Non-Current Assets			
Property, plant and equipment	198	180	210
Intangible assets	6	7	5
Total Non-Current Assets	204	187	215
Total Assets	3,002	1,933	2,060
Liabilities			
Current Liabilities			
Trade and other payables	866	440	400
Employee entitlements	234	200	230
Income in advance	954	750	800
Total Liabilities	2,054	1,390	1,430
Net Assets	948	543	630

1. Attracting and Retaining a Skilled Workforce

Venture Southland has sourced additional funding and reallocated internal budgets to place greater emphasis on attracting and retaining a skilled workforce, which is essential for business growth. This starts by retaining skilled workers in Southland, and then attracting migrants from outside the region where gaps are identified. Without people, new businesses and new industries cannot develop, and existing industries cannot be extended.

The importance of retention and attraction was highlighted in 2014 when Venture Southland commissioned the Southland Regional Labour Market Assessment from the University of Waikato. The strategy led to the Southland Regional Development Strategy setting a population target of 110,000 - an increase of 13,000 from the current population by 2025. To achieve this goal Venture Southland has implemented the following key initiatives:

Key programmes being delivered include:

- Southland Youth Futures Programme, which seeks to connect young Southlanders with careers in the primary sector. This programme includes employer talks in schools, employer excellence initiatives, and on-the-job experiences. This is funded by MBIE for two years.
- Job Search Assistance Programme, which seeks to match job seeking migrants with potential opportunities that cannot be filled by New Zealanders. This is funded by MBIE for two years initially, with the potential for two more.
- Welcoming Communities, which seeks to help communities build capacity to value diversity and welcome migrants. This is funded by MBIE for two years, and additional funding has been allocated from the Community Trust of Southland Investigation, Assessment and Impetus Fund.
- iSITE Immigration Pilot, which seeks to encourage visitors to immigrate to Southland. It is estimated that 95% of migrants have visited Southland before relocating here. The implementation was funded by MBIE in 2017.

Venture Southland signed a memorandum of understanding in 2016 with the Ministry of Business, Innovation and Employment and with Immigration New Zealand based on prior initiatives and collaboration to build on regional migrant settlement and retention strategies. This memorandum of understanding assists in the implementation of the Southland Labour Market Strategy.

Budget information

\$521,000 of expenditure is budgeted for this initiative, offset by \$250,000 of revenue.

Summarised as follows:

• Staff time and staff related overheads* ¹	\$293,000
• Direct expenditure* ²	\$20,000
• Allocation of indirect overheads	\$193,000

* Indicates the activity aligns with the Southland Regional Development Strategy

- Funding from MBIE for Southland Youth Futures \$70,000
- Funding from MBIE for Welcoming Communities Pilot \$50,000
- Funding from MBIE for Skills Placement and Job Search Assistance \$85,000
- Investigation, Assessment and Impetus Fund Allocation for Welcoming Communities \$25,000
- Investigation, Assessment and Impetus^{*3} \$15,000 (expenditure and revenue)
- Other revenue \$5,000

^{*1} Shown in funding column below

^{*2} this is an allocation for budgeting purposes of the organisation-wide overheads including rent, computer costs, and administration staff. These costs are mostly fixed and do not vary as priorities change.

^{*3} Expenditure is budgeted to be allocated from the \$200,000 funding received from the Community Trust of Southland for the internally contestable Investigation, Assessment and Impetus fund. This is for budgeting purposes only, and will depend on project funding approved by the Joint Committee throughout the year. It is offset by the corresponding revenue of an equal amount.

	Description	Work Programme 2018/19	Timeframe	Funding/Resource	Aim/Measure	Link to Strategic Goal
1.1	Implement Southland Labour Market Strategy*	<p>Growing Southland population by 10,000 people is the key goal of the Southland Regional Development Strategy. To facilitate this the following programmes have been developed to:</p> <ul style="list-style-type: none"> • Utilise existing work force skills 	Ongoing	Staff time and \$20,000	Link Southlanders with employment opportunities within the region	Great place to live

	Description	Work Programme 2018/19	Timeframe	Funding/Resource	Aim/Measure	Link to Strategic Goal
		<ul style="list-style-type: none"> Up-skill existing and future work force Retain skills within the community Attract skills as required <p>With particular focus on:</p> <ul style="list-style-type: none"> Increasing female participation in the workforce Increasing workforce participation of those over 55 years Migration – both domestic and international <p>Work with the Ministry of Business, Innovation and Employment, and Immigration New Zealand to implement the Southland Labour Market Strategy</p>			Link employment opportunities to migrant attraction programmes and initiatives undertaken to promote Southland to potential migrants (domestic and international)	

	Description	Work Programme 2018/19	Timeframe	Funding/Resource	Aim/Measure	Link to Strategic Goal
		Map future job requirements to align tertiary education, secondary schools and other training organisations Assess and review promotional material				
1.2	Southland Youth Futures – Invest in Youth*	Encourage employers to employ youth and youth to consider primary sector employment through the Invest in Youth Campaign Organise a range of events for employers to present to schools to raise student awareness of employment opportunities in Southland Work with employers to ensure they provide an environment that provides the best opportunities for youth to succeed in the workplace via the Employer Excellence programme, including mentoring and training	Ongoing	\$70,000 external funding received from the Ministry of Business, Innovation and Employment to cover staff and other costs	Deliver in-school programmes to over 1200 secondary students across Southland Deliver 12 site visit days allowing students to experience a variety of industries and workplaces Have over 30 'youth friendly' employers in the region	Great place to live

	Description	Work Programme 2018/19	Timeframe	Funding/Resource	Aim/Measure	Link to Strategic Goal
		Continue to work with employers to develop pathways for youth employment; this includes supporting existing programmes and develop new ones as required				
1.3	Build partnerships to drive migrant attraction and retention*	Identify with employers, industry groups and Immigration New Zealand (Ministry of Business, Innovation and Employment) initiatives to support migrant attraction and retention	Ongoing	Staff time only	Liaise with Ministry of Business, Innovation and Employment to develop programmes to meet regional need	Great place to live
		Work with the Relationship Manager at Ministry of Business, Innovation and Employment to assist with joint initiatives for migrant retention	Ongoing	Staff time only		

	Description	Work Programme 2018/19	Timeframe	Funding/Resource	Aim/Measure	Link to Strategic Goal
1.4	Skills Placement Programme*	<p>Work with MBIE and businesses to develop a retention programme aimed at assisting the successful settlement of accompanying spouses. Details include:</p> <ul style="list-style-type: none"> Utilising existing work force and skills Up skilling existing and future workforce Retention of skills within the community Attraction of skills as required 	Ongoing	\$85,000 funding received from MBIE. Staff time and associated expenses	<p>40 job-seeking migrant clients from the Priority Migrant Target Groups who gain employment appropriate to their skill level</p> <p>120 clients from the Priority Migrant Target Groups provided face-to-face and/or one-on-one and/or workshops-based assistance</p>	Great place to live
1.5	Welcoming Communities*	Southland has been selected as a pilot region by MBIE to deliver this programme, which aims to encourage and support communities to take a greater leadership role in welcoming newcomers	Ongoing	\$50,000 secured from MBIE (over two years) and \$25,000 allocated from the Investigation, Impetus and Assessment fund for the 2017/18 and 2018/19 years	<p>Southland (including Councils) becomes accredited against the national Welcoming Communities standard</p> <p>Pilot successfully undertaken including development of a Welcome Plan</p>	Great place to live

	Description	Work Programme 2018/19	Timeframe	Funding/Resource	Aim/Measure	Link to Strategic Goal
1.6	Te Anau Ambassador Programme	This project plans to develop community volunteers who are Welcome Ambassadors. The Ambassadors will connect people in their communities, and will encourage and enable opportunities for people to feel included	Ongoing	Staff time and \$2,000 funding from SDC Community Initiatives Fund	Successfully deliver the programme in Te Anau and ensure alignment with MBIE Welcoming Communities Pilot	Great place to live
1.7	i-SITE Attraction Pilot	Undertake a pilot project in partnership with Ministry of Business, Innovation and Employment, to investigate the potential to transition visitors into migrants using the i-SITE network	Ongoing	Staff time and \$20,000 from the Investigation, Impetus and Assessment fund in 2016/17, as well as \$20,000 from MBIE. Part of this funding will be applied in the prior year	Pilot programme undertaken, and the results are assessed in line with the pilot objectives	Great place to live

	Description	Work Programme 2018/19	Timeframe	Funding/Resource	Aim/Measure	Link to Strategic Goal
1.8	Pathways to employment	Work with Education New Zealand, local education providers and industries to provide pathways for graduating international students into employment. Attracting and retaining a skilled workforce is one of the six key strategic goals identified in the Southern Regional International Education Strategy in order to contribute to the key shortages in Southland and New Zealand's workforce. Employment will provide opportunities for international students to create a new home in Southland for themselves and their families	Ongoing	Staff time only	Programmes developed to meet regional need	Great place to live

2. Regional Strategies, Assessments and Advocacy

Venture Southland is uniquely positioned as it is not confined by traditional council boundaries and is tasked to look at the regional picture. This includes the planning and development of strategies and ensuring that there is a clear pathway forward for the region, aligning with local and central government and the wider industry and community.

Prioritisation of key projects across the region allows for efficient and appropriate allocation of resources, as well as successful implementation.

Venture Southland advocates on behalf of the region and continues to work closely with central government and the wider community and industry for the benefit of Southland.

Budget information

\$44,000 of expenditure is budgeted for this initiative, offset by \$44,000 of revenue.

Summarised as follows:

- Investigation, Assessment and Impetus^{*1} \$44,000 (expenditure and revenue)
- Staff time and overheads for Regional Strategies, Assessments and Advocacy are included under the specific initiatives throughout this work programme.

^{*1} Expenditure is budgeted to be allocated from the \$200,000 funding received from the Community Trust of Southland for the internally contestable Investigation, Assessment and Impetus fund. This is for budgeting purposes only, and will depend on project funding approved by the Joint Committee throughout the year. It is offset by the corresponding revenue of an equal amount.

	Description	Work Programme 2018/19	Timeframe	Funding/Resource	Aim/Measure	Link to Strategic Goal
2.1	Maintain and develop key relationships	<p>Venture has relationships with many local, national and international organisations. These relationships ensure the delivery of the work programme. These include:</p> <ul style="list-style-type: none"> • Invercargill City Council • Southland District Council • Gore District Council • Community Trust of Southland • Environment Southland • Local MPs • Southland Chamber of Commerce • Southern Scenic Route Steering Committee • Regional Tourism Organisations New Zealand (RTONZ) • New Zealand Trade and Enterprise • Immigration New Zealand • Business Mentors New Zealand • Mātaura Licensing Trust • Murihiku Arts Incubator • Ngāi Tahu • Otago Southland Employers Association 	Ongoing	Staff time only	Develop key relationships to ensure cohesive planning and make sure Southland is well represented at a national level	All

	Description	Work Programme 2018/19	Timeframe	Funding/Resource	Aim/Measure	Link to Strategic Goal
		<ul style="list-style-type: none"> • Creative New Zealand • Southland Regional Heritage Committee • Economic Development New Zealand • Clutha District Council • Ministry of Business, Innovation and Employment • Callaghan Innovation • Education New Zealand • Invercargill Licensing Trust • Local Government New Zealand • Tourism New Zealand • i-SITE New Zealand • Destination Fiordland • International Marketing Alliances • Air New Zealand • Lotteries Commission • International Space agencies • Southern Institute of Technology • Dairy NZ • Federated Farmers • Cruise NZ • Tourism In Aotearoa (TIA) • Conference Incentive NZ • Film Otago Southland Trust 				

19

* Indicates the activity aligns with the Southland Regional Development Strategy

	Description	Work Programme 2018/19	Timeframe	Funding/Resource	Aim/Measure	Link to Strategic Goal
2.2	Support the implementation of the Southland Regional Development Strategy Action Plan*	Awaiting direction from Council on the future structure and objectives. This may result in some other planned activities being replaced, scoped differently or priorities changed	Ongoing	Staff time and within existing budgets or additional funding will be sought	These will be determined as details of the projects are finalised	All
2.3	Southland Destination Strategy 2018-2028*	Working with MBIE, Councils, the Southland tourism industry and the community, Venture Southland will update the current Strategy, and expand its scope to include the management of visitors. The strategy will require extensive consultation and will provide direction for the region to work towards achieving \$1b revenue from the tourism industry. It is important to ensure tourism's social license to occupy is maintained by aligning social, cultural and infrastructural considerations alongside economic. This will become a regional blueprint into which other plans fit, such as Council plans, marketing plans, DOC plans, and various strategies eg. Catlins, Cruise, Cycling, Heritage and Events Strategies	Ongoing	Staff time. Funding available includes \$40,000 funding approved from internal Investigation, Impetus and Assessment Fund, and \$130,000 from MBIE	Strategy completed Implementation plan developed which will identify priorities and resource required	Value from Visitors

20

* Indicates the activity aligns with the Southland Regional Development Strategy

	Description	Work Programme 2018/19	Timeframe	Funding/Resource	Aim/Measure	Link to Strategic Goal
2.4	Southland Digital Strategy*	<p>Maintain an advocacy role to ensure Southland is allocated sufficient resource to improve connectivity</p> <p>Continue to seek improvement of mobile cellular coverage, and rural and urban broadband deployment</p> <p>Milford Sound Connectivity Project</p>	Ongoing	Staff time only	n/a	Great place to live
2.5	Southland Regional Heritage*	<p>Support the Southland Regional Heritage Committee to plan, promote and develop heritage regionally. Assist where required in investigation and to deliver key projects such as a regional heritage storage facility (Project Arc), Arts Centre Invercargill (ACI) and Southland Museum and Art Gallery redevelopment including the proposed Living Dinosaur facility</p> <p>Continue to administer the Southland Regional Heritage Fund</p>	Ongoing	Staff time only	Support provided	
2.6	Regional advocacy	Advocate on behalf of Southland, for example:	Ongoing	Staff time only	Advocacy provided as required	

* Indicates the activity aligns with the Southland Regional Development Strategy

	Description	Work Programme 2018/19	Timeframe	Funding/Resource	Aim/Measure	Link to Strategic Goal
		<ul style="list-style-type: none"> electricity pricing methodology digital connectivity rural broadband initiative sufficient road taxation distribution for infrastructure upkeep and enhancement other national issues related to tourism and community 				
2.7	Regional response to Central Government tenders and submissions	Proactively monitor the need for additional strategies or assessments to ensure Southland is represented at a national level	Ongoing	Staff time only	Number of opportunities identified and responses made	Great place to live
2.8	Invercargill Central Business District	Prioritise objectives set by ICC for the redevelopment of the Invercargill central business district (CBD) in collaboration with other stakeholders. Integrate current initiatives such as the Regional Business Partner and Southland Business Accelerator Programmes to support business	Ongoing	Staff time only	TBC	Great place to live

3. Statistics

One of Venture Southland's key objectives is to be the regional leader in the provision of statistics. The statistics provided will allow for Councils and businesses to make informed decisions.

Some examples of the statistics that may be provided include:

- Visitor numbers
- Guest nights
- Occupancy rates
- Accommodation capacity
- Spend data
- Airbnb analysis
- Travel patterns

Budget information

\$30,000 of expenditure is budgeted for this initiative.

Summarised as follows:

- Direct expenditure*² \$30,000
- Staff time and overheads for Statistics are included under the specific initiatives throughout this work programme.

* Indicates the activity aligns with the Southland Regional Development Strategy

	Description	Work Programme 2018/19	Timeframe	Funding/Resource	Aim/Measure	Link to Strategic Goal
3.1	Market analysis and statistics	<p>Interpret statistics from Statistics New Zealand and Ministry of Business, Innovation and Employment to develop market insights which assist with encouraging investment and new business opportunities as well as sourcing external funding for projects.</p> <p>These include:</p> <ul style="list-style-type: none"> • Visitor satisfaction social media monitoring • Visitor flows including stop over locations and destination of travellers. • Other visitor monitoring 	Ongoing	Staff time and \$30,000 is budgeted for research and information	<p>Information provided as required to allow informed decision making</p> <p>Quarterly economic indicators report</p> <p>Monthly tourism key market indicators report</p>	Statistics
3.2	Market Insights Data Project	Work with Air New Zealand, Ministry of Business, Innovation and Employment to identify and test key regional themes for Southland identity	Ongoing	Staff time and external funding from the Ministry of Business, Innovation and Employment	Summary report with recommendations on how to integrate destination development and attraction initiatives	Statistics

	Description	Work Programme 2018/19	Timeframe	Funding/Resource	Aim/Measure	Link to Strategic Goal
		Undertake travel pattern research to investigate opportunities for new linkages for flights and freight	Ongoing	Staff time and Investigation, Impetus and Assessment funds allocated in 2017. These may be fully utilised by the start of the 2018/19 year		Statistics
3.3	Other statistics	Provide statistics to assist Venture Southland's stakeholders to make informed decisions. Examples of statistics provided are: <ul style="list-style-type: none"> Tourism Key Indicators 	Ongoing	Staff time and share of the \$30,000 allocated towards research and information	Timely and appropriate information is available internally and for Venture Southland's stakeholders	Statistics

4. Destination Development

This continues to be a growth area, with more and more opportunities that will contribute to Southland's goal of attracting 10,000 new people by 2025. One of the areas of focus is developing Southland as a destination for tourists, students, prospective migrants and investors without overlooking the need to retain Southland's current residents.

The Destination Development section of the business plan overlaps with almost all other sections and truly reflects the integrated approach of Venture Southland. It consists of a number of projects that aim to develop Southland as a destination, including international education, attraction and retention of a skilled workforce and commissionable trade tourism products.

Venture Southland has been and will continue to be instrumental in laying the foundations for a number of tourism projects, contributing in a number of ways from facilitating feasibility studies and investigation (including the provision of market insights and data) through to project planning and working alongside community and central government funders to attract external funding and investment.

International Education and Attraction and Retention of a Skilled Workforce are shown as separate sections due to the scale of these activities.

Budget information

\$386,000 of expenditure is budgeted for this initiative, offset by \$34,000 of revenue.

Summarised as follows:

• Staff time and staff related overheads	\$208,000
• Direct expenditure ^{*1}	\$5,000
• Allocation of indirect overheads ^{*2}	\$143,000
• Investigation, Assessment and Impetus ^{*3}	\$30,000 (expenditure and revenue)
• Other revenue	\$4,000

^{*1} This is a general budget to be used for incidental expenditure as the need arises and therefore isn't shown on the table below

^{*2} This is an allocation for budgeting purposes of the organisation-wide overheads including rent, computer costs, and administration staff. These costs are mostly fixed and do not vary as priorities change.

^{*3} Expenditure is budgeted to be allocated from the \$200,000 funding received from the Community Trust of Southland for the internally contestable Investigation, Assessment and Impetus fund. This is for budgeting purposes only, and will depend on project funding approved by the Joint Committee throughout the year. It is offset by the corresponding revenue of an equal amount.

	Description	Work Programme 2018/19	Timeframe	Funding/Resource	Aim/Measure	Link to Strategic Goal
4.1	Attraction and retention of a skilled workforce	This is a significant area of focus and is therefore shown as a separate section	Ongoing	See Section 1: Attraction and Retention of a skilled workforce	See Section 1: Attraction and Retention of a skilled workforce	Great place to live
4.2	International education	This is a significant area of focus and is therefore shown as a separate section	Ongoing	See Section 7: International Education	See Section 7: International Education	Value from Visitors
4.3	Develop and support events	This is a significant area of focus and is therefore shown as a separate section	Ongoing	See Section 9: Events	See Section 9: Events	Great place to live
4.4	Campervan friendly and responsible camping	Assist Invercargill City Council to make Invercargill more campervan friendly, and promote responsible camping throughout the region	Complete by mid 2018	Staff time and \$10,000 secured from ICC and \$10,000 secured from the Impetus and Investigation Fund	Engage a consultant alongside ICC to undertake key investigation Project delivered according to its scope	Great place to live

	Description	Work Programme 2018/19	Timeframe	Funding/Resource	Aim/Measure	Link to Strategic Goal
4.5	Southland Cycling Strategy	Facilitate the implementation of the findings and key projects determined from the strategy alongside the governance group, Councils and the wider community. Note this overlaps with the Around the Mountains Cycle Trail, Cycle Fiordland and Gore Cycling Project	Ongoing	Staff time only	Work with the governance group to implement priorities	Value from Visitors
4.6	Southern NZ Cruise Strategy	<p>Review regional impact and growth forecasts</p> <p>Support the implementation of the cruise strategy alongside key stakeholders. This strategy aims to not only attract more cruise ships and gain more value from their visit but also looks at it as an opportunity to attract visitors to return to Southland for future visits. The provision of appropriate infrastructure is also a key focus</p>	Ongoing	Staff time only	<p>Complete regional impact assessment</p> <p>Establish regional cruise forum</p> <p>Work with Southland District Council to evaluate the provision for fit for purpose infrastructure</p>	Value from Visitors

	Description	Work Programme 2018/19	Timeframe	Funding/Resource	Aim/Measure	Link to Strategic Goal
4.7	Catlins Tourism Strategy 2016-2026	<p>Work alongside Catlins Coast Inc, the wider community, Clutha and Southland District Councils, DOC and iwi to implement the key findings of this strategy and ensure this area is developed appropriately according to what the community and environment can handle.</p> <p>Implementation includes:</p> <ul style="list-style-type: none"> Supporting the DOC, Southland District Council, Clutha District Council Responsible Camping Initiative Providing ongoing marketing support to promote and manage tourism development in the Catlins, including leveraging the value of new projects such as Tumu Toka Curioscape at Curio Bay. 	Ongoing	Staff time only	Assist in the appointment of project coordinator and the implementation of prioritised projects	Value from Visitors

	Description	Work Programme 2018/19	Timeframe	Funding/Resource	Aim/Measure	Link to Strategic Goal
4.8	Southland Museum and Art Gallery*	Support the Invercargill City Council and Southland Museum Art Gallery Board to investigate options for the Southland Museum and Art Gallery, including tourism trade commissionable product opportunities related to a potential Kakaporium, Tuatarium (Living Dinosaur facility) and museum redevelopment. Links to 2.5	Ongoing	Staff time only	Feasibility assessment(s) undertaken for projects including potential funding sources	Value from Visitors
4.9	Anderson Park*	Work alongside Invercargill City Council to analysis the options for the future of Anderson House	Jun-18	Staff time only in addition to previous funding applied.	Support provided	Value from Visitors
4.10	Tourism industry capability building	Continue to provide training and resources to up-skill the tourism sector in specific tourism disciplines including digital marketing, trade channel management, event delivery and product development	Ongoing	Staff time only	Hold 4 workshops building capability of current and future tourism operators	Business

	Description	Work Programme 2018/19	Timeframe	Funding/Resource	Aim/Measure	Link to Strategic Goal
4.11	MBIE Tourism Infrastructure Fund	Look for opportunities that align with the MBIE Tourism Infrastructure Fund. The fund is available for projects such as car parks, freedom camping facilities, sewerage and water works and transport projects	Ongoing	Staff time only	Support two applications	Value from Visitors
4.12	Around the Mountains Cycle Trail operational requirements	Act as Southland District Council agent in delivering marketing and promotion support, coordinating the Official Partner Programme in the community and supporting event delivery and promotion on the trail	Ongoing	Staff time only	Market the Around the Mountains Cycle Trail as part of destination promotion	Value from Visitors
4.13	Around the Mountains Cycle Trail interpretation project	Work alongside Southland District Council and the local community to develop interpretation for the first stage of the trail which aims to educate cyclists and enhance their overall experience.	Ongoing	Staff time and \$50,000 (funded by Southland District Council)	Implementation of interpretation plan	Value from Visitors
4.14	Dark Skies / Natural Dark project	Create a voluntary Dark Skies reserve on Stewart Island by working alongside and consulting the local community	Ongoing	Staff time and \$15,000 from the Investigation and Impetus fund which will likely be applied in 2017/18	Completion of the feasibility study	Value from Visitors

	Description	Work Programme 2018/19	Timeframe	Funding/Resource	Aim/Measure	Link to Strategic Goal
4.15	Support the Southland Story project*	Support the Southland Story project as part of the Southland Regional Development Strategy Action Plan. This project will be undertaken by a consultant and will identify the virtues and values that are special to Southland. The project will lead to people being proud of living in Southland as well attracting people to move to Southland	Ongoing	Staff time. \$19,000 allocated from the Investigation, Impetus and Assessment fund in prior years, which will be applied to this project		Value from Visitors

5. Diversification of Southland's Economy

Venture Southland works to identify opportunities for investment that are complementary with the regional economy and ensure they are promoted to relevant domestic and international markets. Venture Southland's role is to investigate the potential of these opportunities to broaden Southland's economic base.

This area is significant in reducing Southland's dependency on a narrow range of industries. This also creates jobs through the formation of new industries and within support services.

The revenue from providing ground station services continues to grow and to allow Venture Southland to undertake other initiatives. There has been increased interest in Venture Southland's ground station services, and it is hoped these will convert into further opportunities for Venture Southland and Southland businesses.

Some of the projects are ongoing. It is important to have relevant and up-to-date information available so that when the time is right, an investor will take up the opportunity.

Budget information

\$592,000 of expenditure is budgeted for this initiative, offset by \$272,000 of revenue.

Summarised as follows:

• Staff time and staff related overheads	\$364,000
• Direct expenditure ^{*1}	\$80,000
• Allocation of indirect overheads ^{*2}	\$133,000
• Revenue relating to Ground Stations	\$236,000
• Investigation, Assessment and Impetus ^{*3}	\$15,000 (expenditure and revenue)
• Other revenue	\$21,000

^{*1} Shown in funding column below

^{*2} This is an allocation for budgeting purposes of the organisation-wide overheads including rent, computer costs, and administration staff. These costs are mostly fixed and do not vary as priorities change.

^{*3} Expenditure is budgeted to be allocated from the \$200,000 funding received from the Community Trust of Southland for the internally contestable Investigation, Assessment and Impetus fund. This is for budgeting purposes only, and will depend on project funding approved by the Joint Committee throughout the year. It is offset by the corresponding revenue of an equal amount.

	Description	Work Programme 2018/19	Timeframe	Funding/Resource	Aim/Measure	Link to Strategic Goal
5.1	Aeromagnetic Geological Survey	<p>Finalise the interpretation of data for council, industry and community to provide information to make informed decisions.</p> <p>Provide primary data to map Southland's deep water aquifers, minerals and geographic structures</p> <p>Promote the use of electromagnetic survey methods to help define ground water sources for Invercargill and Gore</p>	<p>Sep-18</p> <p>Sep-18</p>	Staff time and \$50,000 allocated from Venture Southland's reserves but not included in the 2018/19 budget, and \$50,000 from the internally contestable Investigation, Impetus and Assessment fund in prior years	Completion of the interpretation	Business
5.2	Earth Observation Services (ground station services)	<p>Manage, develop and enhance the ground stations</p> <p>Promote the services offered to satellite and space organisations to expand opportunities</p>	Ongoing	Staff time and \$236,000 of revenue offset by \$40,000 of expenditure	Deliver services to six satellite and space organisations	Business

	Description	Work Programme 2018/19	Timeframe	Funding/Resource	Aim/Measure	Link to Strategic Goal
		Promote Southland business as contractors with the necessary skills to assist international partners of the earth observation station				
5.3	Identify film opportunities for the region	Continue to support the Film Otago-Southland to promote and develop local film industry opportunities, capacity and capability	Ongoing	Staff time and \$20,000	Identify additional film opportunities for Southland Aim for 52 production days for the year	Business
5.4	Promote opportunities for investment*	Promote opportunities for investment in Southland Examples include earth observation (space - see 3.2), health and wellness foods, food hub, aquaculture, value added production and digital infrastructure. Some of these are investment ready. Venture Southland continues to maintain ongoing monitoring of potential investment opportunities	Ongoing	Staff time and \$20,000	Facilitate six significant investment opportunities	Business

	Description	Work Programme 2018/19	Timeframe	Funding/Resource	Aim/Measure	Link to Strategic Goal
5.5	Tourism product development*	<p>Provide advice and support to develop tourism product including the implementation of strategies such as the Southland Cruise Strategy, Catlins Tourism, Around the Mountains Cycle Trail business and marketing plan</p> <p>Provide advice and support to develop tourism channels</p> <p>See Destination Development and Regional Strategies, Assessments and Advocacy sections</p>	Ongoing	See Section 4. Destination Development	<p>New tourism products identified, evaluated and discussed with businesses and communities</p> <p>Assist in bringing eight new tourism products to the market</p>	Value from visitors

6. Business Service Efficiency, Innovation and Competitiveness

Venture Southland offers business services to Southland businesses; such as business advice referral services, funding support, and facilitating mentoring services as part of the national Regional Business Partner Programme with New Zealand Trade and Enterprise, Callaghan Innovation and Business Mentors New Zealand.

This support ensures Southland businesses are operating as efficiently as possible and are therefore competitive in the marketplace. Venture Southland has a range of services; including Lean Management and workshops to drive efficiency. This is especially important given the labour market challenges highlighted in the Southland Labour Market Strategy.

Innovation and the development of innovative processes are critical to the ongoing competitiveness of Southland businesses. Venture Southland has sourced funding for two years from Creative HQ (who are engaged by Callaghan Innovation) to deliver a range of workshops and programmes designed to assist businesses to implement innovative thinking and new product development. Venture Southland is also able to support businesses through the Callaghan Research and Development funding. Processes and programmes will continue to be developed to support Southland businesses with innovation and development.

Budget information

\$632,000 of expenditure is budgeted for this initiative, offset by \$342,000 of revenue.

Summarised as follows:

• Staff time and staff related overheads	\$330,000
• Direct expenditure ^{*1}	\$73,000
• Allocation of indirect overheads ^{*2}	\$229,000
• Regional Business Partner Programme revenue	\$206,000
• Creative HQ Funding	\$52,000
• Lean Management revenue	\$77,000
• Other revenue	\$7,000

^{*1} shown in funding column below

^{*2} this is an allocation for budgeting purposes of the organisation-wide overheads including rent, computer costs, and administration staff. These costs are mostly fixed and do not vary as priorities change.

	Description	Work Programme 2018/19	Timeframe	Funding/Resource	Aim/Measure	Link to Strategic Goal
6.1	Facilitate the Regional Business Partner Programme	Facilitate the New Zealand Trade and Enterprise capability training vouchers on a 50/50 matched basis	Ongoing	Staff time and \$10,000 of expenditure offset by income generated of \$206,000	\$200,000 in funding allocated to Southland businesses	Business
		Business mentor training and promotion	Ongoing		50 mentor client matches	Business
		Venture Southland recruits and trains mentors who pass on their experiences and advice to matched business operators			Train 50 mentors	Business
		Callaghan Innovation Research and Development fund	Ongoing		\$250,000 allocated	Business
		Business assessments	Ongoing		Complete 140 client assessments	Business
6.2	Innovation support and programmes*	Develop and deliver a range of workshops and programmes designed to assist businesses to implement innovative thinking and new product development	Ongoing	Funding from Creative HQ of \$52,000. This is offset by staff time and incidental costs	Deliver workshops as a need is identified	Business

	Description	Work Programme 2018/19	Timeframe	Funding/Resource	Aim/Measure	Link to Strategic Goal
		Provide Incubation Services to start-ups with high growth potential and a global focus. This is a Callaghan Innovation initiative, delivered with Creative HQ			Provide participants access to innovation, commercialisation, and business capability programmes, training and services	
6.3	Business training and support	Training and support is provided to business and not for profit groups. Focus areas include: <ul style="list-style-type: none"> • Retail • Digital enablement • Export market development 	Ongoing	Staff time only	Deliver training as a need is identified	Business
6.4	Business survey analysis	Annually assess business confidence and challenges businesses faced from the information collected in the 2017/18 survey. Venture Southland uses the information collected to determine priority areas that require attention and resource allocation within the Southland business community	Ongoing	Staff time only	Survey completed with a confidence level of 95% +/-4% Completed by May 2018	Statistics

	Description	Work Programme 2018/19	Timeframe	Funding/Resource	Aim/Measure	Link to Strategic Goal
6.5	Southland Perception Study	Undertaken every two years the perception study provides local and national views on the region	Jun-19	Funding to be confirmed	Study completed and findings reported	Statistics
6.7	Coordinate and promote business efficiency through Lean Management in Southland	Promote Lean methodology and facilitate workshops to improve the efficiency of Southland businesses	Ongoing	Staff time and \$63,000 of expenditure, offset by Income generated \$77,000	Deliver Lean Management training to seven businesses	Business
		Deliver short courses for business process mapping and 5S			20 businesses attend other Lean initiatives including site-visits and networking	Business
6.8	Methane recovery	Continue to investigate the opportunity for capturing methane from effluent ponds and converting it to energy Continue methane recovery trial on a Southland dairy farm Measure and assess the biological, thermal, electrical and economic benefits	Ongoing	Staff time only	Complete the trial of methane and report performance Once completed, promote the system to farmers and process industries to support the wider uptake of these technologies	Business

7. International Education (Study Southland)

Venture Southland administers the Education New Zealand Regional Partnership Programme for Southland. This is designed to support the development and growth of international education in selected regions of New Zealand. It is a partnership and collaboration between international education providers, local educational groups, local government, economic development agencies and the international education industry. Over the past decade the international education sector in Southland has increasingly developed with significant investment, relationship building, direct marketing and delegations overseas. These initiatives have resulted in a steady growth in international student numbers in the Southland region.

Budget information

\$127,000 of expenditure is budgeted for this initiative, offset by \$83,000 of revenue.

Summarised as follows:

• Staff time and staff related overheads ^{*3}	\$61,000
• Direct expenditure ^{*1}	\$20,000
• Allocation of indirect overheads ^{*2}	\$46,000
• Funding from Education New Zealand	\$83,000

^{*1} shown in funding column below

^{*2} this is an allocation for budgeting purposes of the organisation-wide overheads including rent, computer costs, and administration staff. These costs are mostly fixed and do not vary as priorities change.

^{*3} Includes contractor

	Description	Work Programme 2018/19	Timeframe	Funding/Resource	Aim/Measure	Link to Strategic Goal
7.1	Establish Southland as a preferred Education destination for international students and their families	Build relationships with international partners for the purpose of developing new markets and maintaining existing relationships	Ongoing	Funding of \$83,000 per annum from Education New Zealand to deliver the Regional Partnership Programme	Participate at Education New Zealand events, webinars and workshops to increase awareness of the Southland region as an education destination	Value from visitors
7.2	Undertake activities to promote Southland as a preferred education destination	Contract a Southern Education Alliance (SEA) Coordinator to oversee SEA activities in the region	Ongoing		Having ongoing employment of SEA coordinator will create consistency of educational activities	Value from visitors
		Attend ENA's events in September 2018 and March 2019	Ongoing		To connect with off-shore markets and promote Southland as a preferred education destination and establish partnerships	Value from visitors
		Establish Sister School partnerships	Ongoing		New Sister Schools' partnerships developed across the region	Value from visitors

	Description	Work Programme 2018/19	Timeframe	Funding/Resource	Aim/Measure	Link to Strategic Goal
		Produce individual school videos to showcase each education provider	Ongoing		Professional recording and editing of 17 education providers' promotional visitors	Value from visitors
		Encourage the development of Study Southland Ambassadors	Ongoing		Encourage education providers to have their international education students join their alumni programmes	Value from visitors
		Use social media channels to engage with international students alumni	Ongoing		A Facebook calendar plan developed for sponsored Facebook posts	Value from visitors
		Update regional and international marketing collateral to tell the story of Southland	Ongoing		Facilitate the development of the Southern Education Alliance website	Value from visitors
					Update the Study Southland Prospectus	Value for visitors
					Utilise social media channels and newsletters to engage with agents and students	Value for visitors

	Description	Work Programme 2018/19	Timeframe	Funding/Resource	Aim/Measure	Link to Strategic Goal
7.3	Set up programmes that support international students in Southland	Partner with iwi regarding cultural opportunities for international students and create a cultural programme developed for educational providers	Ongoing		Create a cultural welcome day for long term international students	Value from visitors
		Identify extra-curricular activities available in the region and create a regional guide of clubs students can be part of	Ongoing		Establish a system for providing relevant activities for international students	Value from visitors
7.4	Encourage growth of international student numbers in Southland	Set targets for the region based on current market trends	Ongoing		Achieve targets set to increase international student numbers	Statistics
7.5	Undertake annual international education surveys	Annual survey with education providers, stakeholders and students to measure the effectiveness of the strategy	Ongoing		High response rate of survey by SEA providers, students and stakeholders	Statistics
		Create a survey for accommodation providers and obtain data to make recommendations on accommodation capacity within the region	Ongoing		High response rate achieved and an accommodation database established	Statistics

8. Destination Promotion

Venture Southland is focused on maximising the regional benefits of increasing the number of tourists for the region. Promotion of the region nationally and internationally through consistent marketing and communication to strengthen the Southland brand is essential to drive demand, alongside product development that gives reasons to spend more and stay longer. Venture Southland will continue to build Southland as a destination and the evolution of the Southland identity to market to New Zealand and the world, which in turn attracts visitors that support the private and public operations in the region.

Partnerships that have been developed over numerous years are essential to promote Southland. This is through marketing alliances where different organisations or regions pool financial and human resources to leverage greater promotional opportunities, or through relationships developed at a national level within entities that include Tourism New Zealand, Tourism in Aotearoa, Air New Zealand, Cruise New Zealand, RTONZ, CINZ, and DOC.

Destination promotion within Venture Southland includes Attraction and Retention of a Skilled Workforce and International Education. However, as these are significant areas of focus, these are presented in sections 5 and 6 respectively.

Budget information

\$1,397,000 of expenditure is budgeted for this initiative, offset by \$244,000 of revenue.

Summarised as follows:

• Staff time and staff related overheads	\$254,000 (excludes Invercargill i-SITE and Destination Fiordland)
• Direct expenditure ^{*1}	\$271,000
• Allocation of indirect overheads ^{*2}	\$388,000
• Invercargill i-SITE (includes staff) ^{*1}	\$197,000
• Destination Fiordland (includes staff) ^{*1}	\$257,000
• Revenue from the Invercargill i-SITE	\$137,000
• Recoveries from Destination Fiordland	\$66,000
• Investigation, Assessment and Impetus ^{*3}	\$30,000 (expenditure and revenue)
• Other revenue	\$11,000

^{*1} Shown in funding column below

^{*2} This is an allocation for budgeting purposes of the organisation-wide overheads including rent, computer costs, and administration staff. These costs are mostly fixed and do not vary as priorities change.

- ^{*3} Expenditure is budgeted to be allocated from the \$200,000 funding received from the Community Trust of Southland for the internally contestable Investigation, Assessment and Impetus fund. This is for budgeting purposes only, and will depend on project funding approved by the Joint Committee throughout the year. It is offset by the corresponding revenue of an equal amount.

	Description	Work Programme 2018/19	Timeframe	Funding/Resource	Aim/Measure	Link to Strategic Goal
8.1	Marketing and promotional campaigns*	Develop and deliver promotion activities using integrated tools (brand, digital, print and broadcast) with specifically defined target audiences. Activities include: <ul style="list-style-type: none"> • On Your Doorstep promotions • National campaign (to be determined) • Social influencers promotions • Tourism New Zealand promotions • Southern Scenic Route • Pure Southern Lands/Generous Southern Coast promotions • Air NZ Partnership promotions • Event promotions 	Ongoing	Staff time and \$220,000	18 campaigns facilitated as part of annual programme	Value from visitors

	Description	Work Programme 2018/19	Timeframe	Funding/Resource	Aim/Measure	Link to Strategic Goal
		<ul style="list-style-type: none"> • Southland Visitor Guide • Brochure distributions • Electronic distribution marketing • Around the Mountains Cycle Trail promotions and official partner programme See details of specific media, trade and digital promotions below				
8.2	Promote new tourism products*	Promote new tourism products that are developed. For example Dark Skies, Anderson House, and Tumu Toka Curioscape at Curio Bay	Ongoing	Staff time	Promote opportunities as they arise	Value from visitors
8.3	Tourism publicity and media engagement*	Develop relationships and opportunities with media to market Southland via constructive media commentary in print, digital and broadcast. Partners include: <ul style="list-style-type: none"> • Tourism New Zealand Media Programme • TVNZ, Sky, Fairfax Media, NZME & MediaWorks 	Ongoing	Staff time and \$10,000	Generate 96 media pieces Coordinate 18 media famils	Value from visitors

	Description	Work Programme 2018/19	Timeframe	Funding/Resource	Aim/Measure	Link to Strategic Goal
		<ul style="list-style-type: none"> Specialised media channels for target markets (particularly web, blog, social media and magazines) 				
8.4	Tourism supply and trade development*	<p>Develop relationships and opportunities with tourism trade channel partners and connect with local operators</p> <p>Key trade programmes include:</p> <ul style="list-style-type: none"> New Zealand and offshore Inbound operators Cruise New Zealand Conference and Incentives New Zealand i-SITE network Tourism Industry Association trade (including TRENZ) Tourism New Zealand trade Regional Tourism Organisations New Zealand (RTONZ) trade 	Ongoing	Staff time	<p>Engage with 200 agents</p> <p>Attend minimum of four trade shows</p> <p>Present regional profile and product offerings of 70 Southland operators</p> <p>Coordinate 10 trade famils</p> <p>Participate in eight international marketing alliance activities</p>	Value from visitors

* Indicates the activity aligns with the Southland Regional Development Strategy

	Description	Work Programme 2018/19	Timeframe	Funding/Resource	Aim/Measure	Link to Strategic Goal
		<ul style="list-style-type: none"> Christchurch International Airport Ltd (SOUTH) trade 			Develop three trade itineraries	
8.5	Digital Marketing*	<p>Maintain and develop the regional profile of Southland via platform and content management:</p> <ul style="list-style-type: none"> Develop the Southland NZ website to ensure it meets user requirements Search engine optimisation Southland NZ social media platforms and engagement Third party digital platforms (including newzealand.com and other sector channels) Consumer, trade and industry affiliates database management for electronic marketing initiatives Content acquisition and distribution 	Ongoing	Included in marketing and promotional campaigns	<p>Top three ranking for regional searches</p> <p>Growth of website traffic (+10%)</p> <p>Growth of operator listing on Southlandnz to 420 (+19%)</p> <p>Growth of consumer/trade/industry databases (+8%)</p> <p>Growth of social media engagement (+12%)</p>	Value from visitors

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* Indicates the activity aligns with the Southland Regional Development Strategy

	Description	Work Programme 2018/19	Timeframe	Funding/Resource	Aim/Measure	Link to Strategic Goal
8.6	Marketing via Destination Fiordland*	Venture Southland provides staff and operational funding for Destination Fiordland, who generate their marketing budget from their members. Destination Fiordland prepare their own marketing plans that are approved by their board	Ongoing	Expenditure of \$256,000 is offset by reimbursements from Destination Fiordland of \$66,000	n/a	Value from visitors
8.7	Southland promotional merchandise	Design, sourcing and distribution of Southland merchandise for promotion, including gifts for dignitaries, trade partners and regional events and activities	Ongoing	Staff time and \$10,000	n/a	Great place to live
8.8	Invercargill i-SITE	Manage the Invercargill i-SITE including implementing the review undertaken in 2016/17 Promote the regions attractions, events, accommodation and activities to visitors. Generate revenue via commission, retail and advertising sales MBIE i-SITE Attraction Pilot delivered (see 1.6)	Ongoing	Revenue of \$130,000 offset by \$198,000 of expenses	Maintain revenue at it current level for commission and advertising Look for additional revenue sources	Value from visitors

	Description	Work Programme 2018/19	Timeframe	Funding/Resource	Aim/Measure	Link to Strategic Goal
		Department of Conservation i-SITE partnership delivered collaboratively				
8.9	Promote Southland as a conference destination and support potential conferences	Develop relationships with national conference sector (including professional conference organisers) and local conference sector providers Provision of bid support information Coordinate the Conference Incentive fund	Ongoing	Staff time and \$32,000	Prospect 50 conference opportunities, undertaking 12 bids to attract six additional conferences Represent the region through four events, activities and industry channels	Value from visitors
8.10	Event promotion	Support the identification, delivery and promotion of destination events which encourage visitors to Southland	Ongoing	Staff time plus budget included under event promotion	An increase in the number of visitors attending events	Value from visitors
8.11	Curio Bay Tumu Toka Natural Heritage Centre (Tumu Toka Curioscape Visitor Centre, Café and Experience)	Continue providing integral support with facilitating the implementation of the Curio Bay Tumu Toka Vision, including the Natural Heritage Centre development, camp ground upgrade, DOC and Southland District Council infrastructure upgrades	Ongoing	Staff time only	Support provided to South Catlins Development Trust	Value from visitors

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* Indicates the activity aligns with the Southland Regional Development Strategy

	Description	Work Programme 2018/19	Timeframe	Funding/Resource	Aim/Measure	Link to Strategic Goal
		Support includes business advice, project planning and management, support to access funding, financial advice and support, and project development support				

9. Events

Southland is known for high quality events that add diversity, vibrancy and a sense of well-being to the region's residents and ratepayers. Venture Southland believes that events are an important aspect of our approach to develop and promote Southland as an attractive place to live, study, work and visit.

Key events that Venture Southland deliver or support include:

- ILT Kidzone
- Burt Munro Challenge
- Southland Arts Festival
- SDC Holiday Programme
- Bluff Oyster Festival
- Southland Buskers Festival
- Shakespeare in the Park

Other areas event support and promotion are included in the work programme below.

Budget information

\$937,000 of expenditure is budgeted for this initiative, offset by \$447,000 of revenue.

Summarised as follows:

• Staff time and staff related overheads	\$290,000
• Direct expenditure ^{*1}	\$417,000
• Allocation of indirect overheads ^{*2}	\$230,000
• Funding and ticket sales ^{*1}	\$440,000
• Other revenue	\$7,000

^{*1} Shown in funding column below. Budgets for each event are subject to change as further details are known. All events aim to break-even. All figures relating to events are indicative only.

^{*2} This is an allocation for budgeting purposes of the organisation-wide overheads including rent, computer costs, and administration staff. These costs are mostly fixed and do not vary as priorities change.

	Description	Work Programme 2018/19	Timeframe	Funding/Resource	Aim/Measure	Link to Strategic Goal
9.1	Delivery and support of events	<p>Examples of these include those listed below, but other significant events may arise through the year:</p> <ul style="list-style-type: none"> • ILT Kidzone Festival • Burt Munro Challenge • Southland Festival of the Arts • Godzone • Southland District Council Holiday Programme • Southland Buskers Festival • Shakespeare in the Park <p>Venture will continue to support a number of groups holding their own events in order to build capability</p>	Ongoing	<p>Staff time and \$378,000 of event management and support costs, offset by revenue of \$440,000 offset</p> <p>Creative projects support of \$15,000</p> <p>Note: All events aim to break-even by sourcing external funding</p>	Generate spectatorship in excess of 40,000 per annum	Great place to live
9.2	Grow and promote the Southland events calendar	Work alongside council, event organisers and community groups to identify new events, and assist with the development and implementation (where resource allows)	Ongoing	Staff time only	Develop new events in the Southland Region	Great place to live

	Description	Work Programme 2018/19	Timeframe	Funding/Resource	Aim/Measure	Link to Strategic Goal
		Ensure regular communication and promotion of the regional events calendar at southlandnz.com and an industry events calendar			Regular distribution and promotion of the newsletter	
9.3	Events funding	Develop an approach and platform for aligning, planning, coordinating and funding events in the region	Ongoing	Staff time only	Approach and process identified and implemented	Great place to live
9.4	Economic and social impact assessment	Work with key stakeholders to establish a process to identify and prioritise key events to be evaluated in order to understand the economic and social impact	Ongoing	Staff time plus tools which are budgeted under statistics	Economic and/or social impact assessments to be completed where a need is identified	Value from visitors
9.5	Building event capability	Support event organisers on a range of events to build capability within the events sector. This includes event planning, sponsorship, delivery advice, and marketing support (through marketing initiatives such as website, social media and competitions)	Ongoing	Staff time and \$24,000	Provide marketing support to 32 events 52 promotional opportunities undertaken Advice and support to a wide range of events	Great place to live

10. Community Development

Southland is known for its strong and vibrant communities that contribute to a quality of life. Venture Southland supports the Southland District Council in supporting local communities to maintain a proud Southland community spirit, particularly in rural areas. The approach is twofold and relies on a relationship approach of working alongside local people and groups and partnering with Councils, community funders and other stakeholders on a range of projects and initiatives.

There is a close relationship between the Southland District Council Community and Futures group and Venture Southland's Community Development team. Venture Southland's Community Development team helps to deliver Southland District Council's priorities and support Council on a range of projects and initiatives.

The 2018-19 work programme builds on key projects completed in the previous year and shows areas of focus for Venture Southland.

Note: Depending on the Letter of Expectation, some of these projects and priorities may change.

Budget information

\$768,000 of expenditure is budgeted for this initiative, offset by \$55,000 of revenue.

Summarised as follows:

• Staff time and staff related overheads	\$398,000
• Direct expenditure ^{*1}	\$26,000
• Allocation of indirect overheads ^{*2}	\$300,000
• Investigation, Assessment and Impetus ^{*3}	\$44,000 (expenditure and revenue)
• Other revenue	\$11,000

^{*1} shown in funding column below

^{*2} This is an allocation for budgeting purposes of the organisation-wide overheads including rent, computer costs, and administration staff. These costs are mostly fixed and do not vary as priorities change.

^{*3} Expenditure is budgeted to be allocated from the \$200,000 funding received from the Community Trust of Southland for the internally contestable Investigation, Assessment and Impetus fund. This is for budgeting purposes only, and will depend on project funding approved by the Joint Committee throughout the year. It is offset by the corresponding revenue of an equal amount.

Community Development is split into the following sections:

Community Capacity and Capability Building \$10,000

	Description	Work Programme 2017/18	Timeframe	Funding/Resource	Aim/Measure	Link to Strategic Goal
9.1	Community Organisation and Volunteer Sector project	<p>Scope the following projects with SDC (to prioritise and implement the key findings determined from this research undertaken in 2016-2017)</p> <ul style="list-style-type: none"> Shared service pilots (one geographic based and one topic based) Facilitating networking between key Not-for-Profits to share solutions to common challenges (e.g. rural worker trusts) 	By December 2018	Staff time plus a share of \$8,000	Key findings prioritised and implemented	Great place to live
9.2	District Community Facilities Project	<p>The project aims to prioritise and implement the key findings determined from the research undertaken in 2016-2017</p> <p>SDC are to develop the project brief and confirm the scope this project. Follow up activities (to be confirmed) include:</p>	Ongoing	Staff time plus a share of \$8,000	Key findings prioritised and implemented	Great place to live

	Description	Work Programme 2017/18	Timeframe	Funding/Resource	Aim/Measure	Link to Strategic Goal
		<ul style="list-style-type: none"> Engagement of the Ohai community in relation to their hall Facilitating further networking between similar facilities to share solutions to common challenges (e.g. pools) Update the website listing of all facilities on the Venture Southland website 				

Community Planning**\$10,000**

	Description	Work Programme 2017/18	Timeframe	Funding/Resource	Aim/Measure	
9.3	Southland District local community sustainability strategic approach	<p>SDC have developed the project brief and confirmed the scope of this project</p> <p>The project aims to develop and deliver a district-wide approach to community projects prioritisation, community organisation support, funding prioritisation</p>	By June 2018	Staff time plus a share of \$10,000	Approach successfully developed and delivered	Great place to live

	Description	Work Programme 2017/18	Timeframe	Funding/Resource	Aim/Measure	Link to Strategic Goal
		and community partnership delivery of services. SDC has facilitated a workshop with the community development team. At least one further workshop is planned to inform the development of a district/local framework for community development activity				
9.4	Community futures and community leadership plans	SDC to develop the project brief and confirm the scope of this project The project aims to support the SDC with the development and preparation of these plans for each Community Board and CDA Sub Committee This includes support for the implementation of the MBIE-funded Stewart Island/Rakiura Plan	Ongoing	Staff time plus a share of \$10,000	Plans successfully developed	Great place to live
9.5	Community Education	Deliver a series of workshops to be held throughout Southland about identified needs to help build community capacity. Possible topics include:	Ongoing	Staff time plus a share of \$10,000	Successful delivery of a series of workshops	Great place to live

	Description	Work Programme 2017/18	Timeframe	Funding/Resource	Aim/Measure	Link to Strategic Goal
		<ul style="list-style-type: none"> Pool water quality accredited training Funding sustainability Volunteer recruitment Health and safety Digital marketing <p>Maintain Community Organisation Needs Assessment (CONA) information sheet updates (governance, financial and legal information for not-for-profit groups)</p>				

Local Initiatives**\$16,000**

	Description	Work Programme 2017/18	Timeframe	Funding/Resource	Aim/Measure	
9.6	Local Community Project Support	Support for local communities and their projects provided. Note that many of these projects are identified in regional plans and strategies and a range of support is	Ongoing	Staff time plus a share of \$10,000	A minimum of 100 community groups assisted to support and lead their own community projects, which	Great place to live

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* Indicates the activity aligns with the Southland Regional Development Strategy

	Description	Work Programme 2017/18	Timeframe	Funding/Resource	Aim/Measure	Link to Strategic Goal
		provided (funding advice; project planning, support and coordination) as required and as resources allow			align with District priorities and regional and national initiatives	

Offer from Crown to Vest the Causeway and Land in Council along the Riverton Estuary

Record No: R/17/12/32459
Author: Kevin McNaught, Strategic Manager Property
Approved by: Ian Marshall, Group Manager Services and Assets

☒ Decision ☐ Recommendation ☐ Information

Purpose

- 1 To consider an offer from the Crown to the vesting of the Riverton causeway and Crown Land from Palmerston Street to Delhi Street in Council along the Riverton Estuary as a reserve. The offer also includes declaring that part of the Crown Land occupied as part of Bath Street as legal road.

Executive Summary

- 2 Since the removal of the Railway Bridge over the Riverton Estuary some years ago discussions have been ongoing about the vesting in the Council of the remaining causeway. This causeway was left at the request of the Riverton Community/Aparima Community Board at the time for harbour protection, subject to maintenance work being completed to an appropriate standard by the Crown before being transferred to Council.
- 3 Over time the local community had also expressed an interest in the land along the estuary from Palmerston Street to Delhi Street coming under the control of Council. The northern part could not have been dealt with in the past given that land was held under occupation licences by local transport firms.
- 4 All the issues have now been resolved to a state where the Crown has now made the formal offer to Council to take over ownership of all the lands albeit as a local purpose (harbour protection) reserve, recreation reserve, and road.
- 5 The Riverton Harbour Subcommittee at its meeting on 24 July 2017 resolved that the causeway ownership can transfer to Council.
- 6 The Riverton Community/Aparima Community Board at its meeting on 12th February 2018 resolved to recommend to Council that Council accept the vesting subject to the land being cleared of debris.
- 7 The staff recommendation is that Council accepts the vesting from the Crown.

Recommendation

That the Council:

- a) **Receives the report titled “Offer from Crown to Vest the Causeway and Land in Council along the Riverton Estuary” dated 14 February 2018.**
- 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 to accept the vesting from the Crown for the following lands and purposes:**
 - **Sections 3 and 4 SO Plan 420004 as Local Purpose (Harbour Protection) Reserve and to become the responsibility of the Riverton Harbour Subcommittee.**
 - **Sections 1, 5 and 6 as Recreation Reserve and to become the responsibility of the Riverton Community/Aparima Board.**
 - **Section 2 SO Plan 420004 be declared road and vested in Council.**
 - **That the vesting of sections 1,5 and 6 not be undertaken until the land has been cleared of all concrete, rock debris and any other materials dumped on the site.**

Background

- 8 Since the removal of the Railway Bridge over the Riverton Estuary some years ago, discussions have been ongoing about the vesting in the Council of the remaining causeway. This causeway was left at the request of the Riverton Community/Aparima Community Board at the time for harbour protection, subject to maintenance work being completed to an appropriate standard by the Crown before any transfer to Council.
- 9 Recently work was undertaken, by the Crown, to bring the structure up to the standard acceptable to the Riverton Harbour Subcommittee.
- 10 Over time the local community had also expressed an interest in the land along the estuary from Palmerston Street to Delhi Street coming under the control of Council. The northern part could not have been dealt with in the past given that land was held under occupation licences by local transport firms.
- 11 Also part of the Crown land is occupied as Bath Road therefore it is appropriate to change that land status to legal Road at the same time.
- 12 All the issues have now been resolved to a state where the Crown has now made the formal offer for Council to take over ownership of all the lands albeit as a local purpose (harbour protection) reserve, recreation reserve, and road.

Issues

- 13 All issues have now been resolved to a position where the ownership of the land can transfer from the Crown to Council.
- 14 While it is not an issue, the causeway was left at the request of the Riverton Community/Aparima Community Board at the time, and this was a condition of the resource consent for the bridges and other causeway removal. Given the required works are now up to standard, Council has little option other than to accept the vesting.

Factors to Consider

Legal and Statutory Requirements

- 15 The actions are being undertaken pursuant to the Public Works act 1981 and the Reserves Act 1977.
- 16 The vesting in Council under the Reserves Act does not trigger the creation of Esplanade Reserves under the control of the Department of Conservation and all land will vest in Council.
- 17 The vesting's "in trust" for the stated purpose means that Council is the owner of the lands for the purposes, but the Crown retain a revisionary right to get the lands back if Council subsequently resolves that it no longer requires the lands.
- 18 This will not apply to Section 2 as this vesting will make the land road like all others in the District.

Community Views

- 19 The Riverton Harbour Subcommittee at its meeting on 24 July 2017 resolved that the causeway ownership can transfer to Council given the repair work was completed to a satisfactory and enduring standard, and that future upkeep will rest with Council through the Subcommittee. This relates to Sections 3 and 4.
- 20 The Riverton/Aparima Community Board at its meeting on 12 February 2018 agreed to make the above recommendations to Council.

d) Recommends to Council that:

- Sections 3 and 4 SO Plan 420004 be vested in Council as Local Purpose (Harbour Protection) Reserve and become the responsibility of the Riverton Harbour Subcommittee.
- Sections 1, 5 and 6 be vested in Council as Recreation Reserve and become the responsibility of the Riverton/Aparima Community Board.
- Section 2 SO Plan 420004 be declared road and vested in Council.
- That the vesting of sections 1,5 and 6 not be undertaken until the land has been cleared of all concrete, rock debris and any other materials dumped on the site.

Costs and Funding

- 21 All lands are vesting free of charge however a nominal amount of \$10.00 is applied to the road as Council will become the owner and not subject to any revisionary rights like the other lands.
- 22 There may be some minor costs for the Department of Conservation to publish the relevant Gazette Notices confirming the vesting offer.

Policy Implications

- 23 None identified.

Analysis

Options Considered

- 24 To accept or decline the offer of vesting's.

Analysis of Options

Option 1 - Accept the vesting offer

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none">• Completes the transfer of ownership of the causeway to Council.• Places all of Bath Road on Council owned land.• Creates a potential site for a dump station in this location on Council owned land.• Allows for the further development and beautification of the lands along the bank of the estuary for the benefit of the town and community.	<ul style="list-style-type: none">• Will be some cost to the Riverton/Aparima Community Board to develop the land along the estuary

Option 2 - Decline the vesting offer

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none">• No funds will be required to develop and beautify lands	<ul style="list-style-type: none">• Will create an issue in regard to the causeway ownership and possible legal claims if Sections 3 and 4 not accepted.• Unlikely to have the lands developed and beautified if owned by a third party.

Assessment of Significance

- 25 Not considered significant.

Recommended Option

- 26 Option 1 – accept the vesting.

Next Steps

- 27 Notify the Department of Conservation and have actions completed.

Attachments

- A Plans photos and documents - Crown Land vesting at Riverton [↓](#)

Kevin McNaught

From: David Abercrombie <david@abercrombie.co.nz>
Sent: Tuesday, 19 December 2017 2:03 p.m.
To: Kevin McNaught
Subject: LINZ surplus Railway land
Attachments: SDC consent.docx

Kevin

We now have LINZ and DoC aligned to our understanding.

To that end could you please arrange to have the attached consent form completed and returned to me. I acknowledge you may have to first get Council resolution to the proposal.

Please note that DoC will have to arrange the vesting in Council in trust of the reserve land. DoC have agreed to such a requirement.

Kind regards

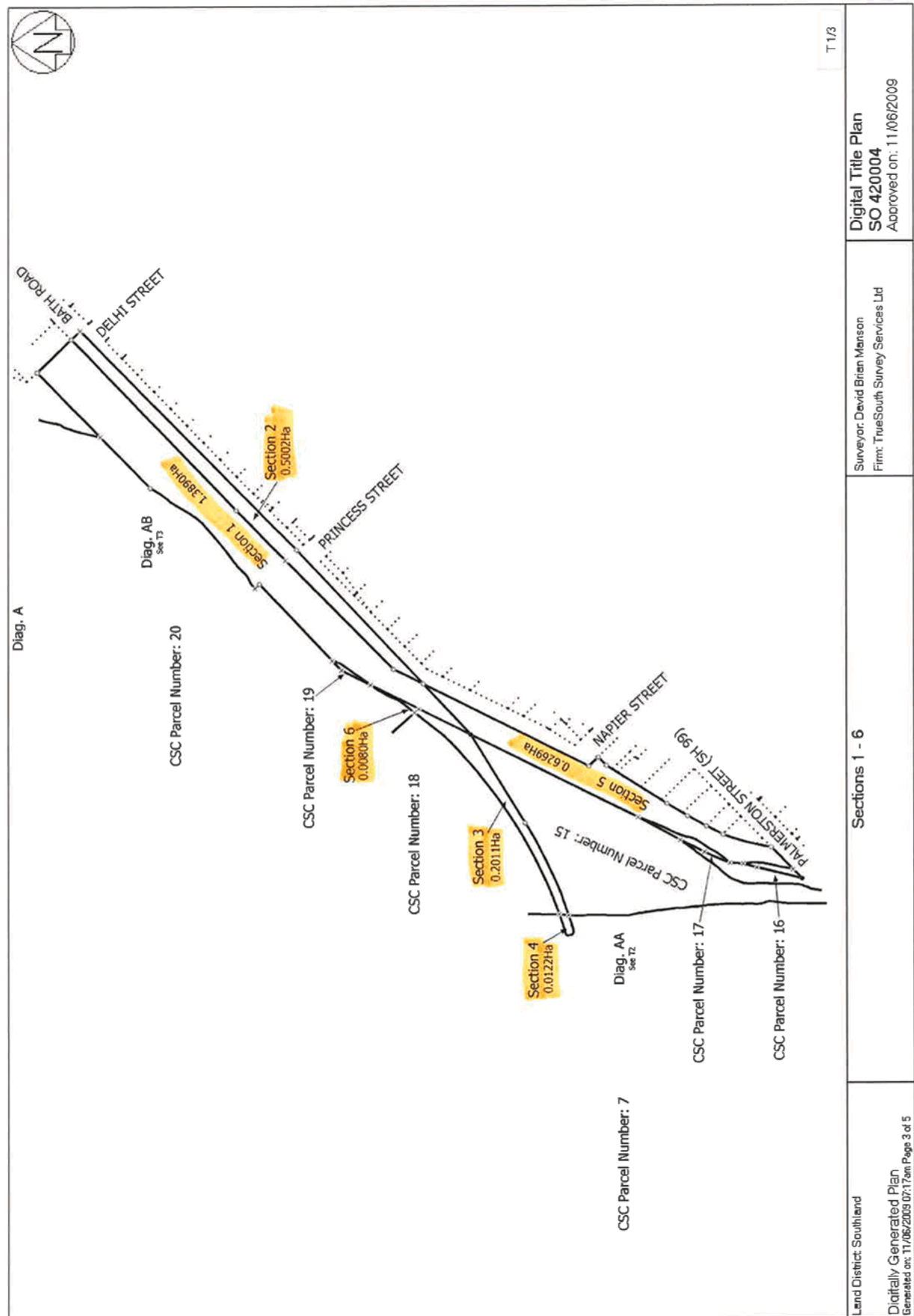
David J Abercrombie



Property Consultants; Licensed Real Estate Agent (REAA 2008)

P O Box 5056, DUNEDIN 9058

Phone: 03 471 9496 | Cell: 0274 350 818 | www.abercrombie.co.nz





LAND TO BE SET APART FOR RESERVE AND ROAD: BATH ROAD, RIVERTON

SOUTHLAND DISTRICT COUNCIL, CONSENTS to:

1. Pursuant to Section 50, Public Works Act 1981, to the portions of land described in the First Schedule to be set apart as Local Purpose [harbour protection] Reserve and, pursuant to Section 26, Reserves Act 1977, vested in trust in Southland District Council for the same purpose.
2. Pursuant to Section 52, Public Works Act 1981, to the portions of land described in the Second Schedule to be set apart as Recreation Reserve and, pursuant to Section 26, Reserves Act 1977, vested in trust in Southland District Council for the same purpose.
3. Pursuant to Section 50, Public Works Act 1981, to the portion of land described in the Third Schedule to be set apart as Recreation Reserve and, pursuant to Section 26, Reserves Act 1977, vested in trust in Southland District Council for the same purpose.
4. Pursuant to Section 114, Public Works Act 1981, and in consideration of the sum of \$10.00, inclusive of GST and payable to Land Information New Zealand, to the portion of land described in the Fourth Schedule being declared road vested in Southland District Council

Southland District
Southland Land District

FIRST SCHEDULE

Land to be declared local purpose [harbour protection] reserve

Area ha	Description
0.2011	Railway Land, Block VI, Jacobs River Hundred; shown as Section 3 on SO 420004 (No registration)
0.0122	Railway Land, Block VI, Jacobs River Hundred; shown as Section 4 on SO 420004 (No registration)

SECOND SCHEDULE

Land to be declared recreation reserve

Area ha	Description
1.3890	Crown Land adjacent to Riverton Harbour Endowment, Block VI, Jacobs River Hundred; shown as Section 1 on SO 420004 (No registration)
0.6269	Crown Land adjacent to Riverton Harbour Endowment, Block VI, Jacobs River Hundred; shown as Section 5 on SO 420004

(No registration)

THIRD SCHEDULE

Land to be declared recreation reserve

0.0080 Railway Land, Block VI, Jacobs River Hundred; shown as Section 6 on SO 420004
(No registration)

FOURTH SCHEDULE

Land to be declared road

Area ha	Description
0.5002	Railway Land, Block VI, Jacobs River Hundred; shown as Section 2 on SO 420004. (no registration)

Dated at Invercargill this day of 2018

.....
For Southland District Council
pursuant to delegated authority

.....
Name

In the presence of:

Witness signature:

.....

Witness name:

.....

Witness occupation:

.....

Witness address:

.....

Clarification of a project planned for the current financial year - new toilet and ground works at Fern Gully on Stewart Island/Rakiura

Record No: R/18/2/3077
Author: Kevin McNaught, Strategic Manager Property
Approved by: Ian Marshall, Group Manager Services and Assets

☒ Decision ☐ Recommendation ☐ Information

Background

- 1 Around 2016 as part of an annual plan process due to increasing demand, a new project was added by the Stewart Island/Rakiura Community Board called “Turnaround area at the end of Rakiura track” and coded to the budget of Streetworks for the 17/18 year. The proposed value was \$12,000 to be funded from the reserves of the Stewart Island Community Board.
- 2 The project was always intended to be the provision of a new toilet as well as ground works for the same and the creation of a small parking area. Unfortunately the wording of the project did not reflect the correct intention of what was proposed.
- 3 After discussing the anomalies with the Chief Executive, his preference was to seek Councils approval to proceed with the project with its correct description and approve the provision of a new toilet to be funded from the reserves of the Stewart Island/Rakiura Community Board, given toilets are normally district funded.
- 4 The budget for the project is \$12,000 for the provision of a Norski long drop Wilderness Toilet. Costs reconfirmed recently are provision and delivery to Bluff at a cost of \$7649.47, with the balance to the project being freight, ground works and installation.
- 5 Officers confirmed the Department of Conservation will help with the installation of the toilet and agree to fund all cleaning and products. The cost of annual sewage removal to be shared 50/50 with Council costs to be around \$500 per annum to be charged to the district toilet activities.

Recommendation

That the Council:

- a) **Receives the report titled “Clarification of a project planned for the current financial year - new toilet and ground works at Fern Gully on Stewart Island/Rakiura” dated 14 February 2018.**
- b) **Confirms the scope of works of the 2017/18 project number 840-A as being; the provision of a new toilet and ground works at Fern Gully on Stewart island/Rakiura.**
- c) **Notes that the Department of Conservation will help with the installation of the toilet and have agreed to fund all cleaning and products and the cost of annual sewage removal to be shared 50/50 between Department of Conservation and Council and those costs be charged to the district toilet activities**
- d) **Confirms the funding for undertaking the project being the reserves of the Stewart Island/Rakiura Community Board and that the annual sewage removal costs be funded from the district toilets budgets.**

Attachments

There are no attachments for this report.

Management Report

Record No: R/18/2/2777
Author: Steve Ruru, Chief Executive
Approved by: Steve Ruru, Chief Executive

☐ Decision ☐ Recommendation ☒ Information

Chief Executive

Havelock North Water Inquiry

- 1 The Stage Two report from the Havelock North Water Inquiry, which focuses on how water is managed across the country was released in early December. A copy of the report is available on the Department of Internal Affairs website (<https://www.dia.govt.nz/Government-Inquiry-into-Havelock-North-Drinking-Water>).
- 2 The report highlights a number of deficiencies with the way in which water is managed across New Zealand. These include a number of significant problems with the way in which the Ministry of the Health has exercised its responsibilities. The report notes that there are in excess of 900 operators of networked water supplies in New Zealand and hence the issues are much wider than just local government albeit that the provision of drinking water is an important local government function.
- 3 The Inquiry report makes a number of recommendations including:
 - Establishment of an independent drinking water regulator. It is expected that the Government will move to have such an agency established within the next twelve months
 - The creation of dedicated and aggregated drinking water suppliers. This could see the management of water removed from local authorities
 - Mandating universal treatment of water supplies. This would mean, for example, that water supplies that are not chlorinated and/or do not have direct forms of treatment would be legislatively required to do so. This move will not necessarily be popular with communities, such as Havelock North and Christchurch that have historically not had formal treatment and residual disinfection systems in place
 - Establishment of a licensing and qualifications system for drinking water suppliers and operators
 - Mandating collaboration between the different agencies involved with the management of water
 - Improve resourcing and capability of drinking water assessors
 - Amending the Resource Management Act to require the protection of drinking water supply catchments.
- 4 While the report is still being considered by Ministers it is expected that Government will move with some speed to address the recommendations. In this regard the Director-General of Health issued a formal notice, under the Health Act, encouraging all local authorities to consider the Inquiry report recommendations and the importance of having an appropriate level of treatment and residual disinfection in drinking water supplies.
- 5 The key implications of the Inquiry findings are likely to include:

- A significant lift in the standards that all drinking water suppliers are required to meet. These standards will likely be rigidly enforced
- There will be a need for significant investment in asset management planning and the maintenance/renewal of the assets used to deliver water. The argument of ‘sweating the assets’ will likely be very closely scrutinised by any new regulatory agency and auditors. As part of the current 2018 LTP audit process Audit NZ have already asked staff for further information on how this Council has addressed the findings in their planning for the future management of Council water supplies
- There will be increased costs which will ultimately need to be funded by the end user, which in the case of local government will be ratepayers. Where capital is required then the owners will need to use their balance sheet, including the appropriate use of debt, to fund these costs
- There could well be flow-on changes needed to the way in which drinking water supply catchments are managed. This could obviously have flow-on impacts for other users of these catchments.

6 It will be important for Council to continue to monitor developments in response to the Stage 2 report. Staff would also encourage all elected members to read the full report. There are a number of observations made that are of relevance to all local authorities.

Water 2050 Project

7 To ensure that it can provide a local government sector perspective on water issues in the year ahead LGNZ are progressing their Water 2050 project.

8 The project seeks outcomes in the following five areas:

- Allocation – the establishment of a framework that efficiently allocates water between competing uses
- Quality – A coherent policy framework for water quality that considers costs and meets communities’ expectations and national standards
- Infrastructure – Three waters infrastructure that is fit-for-purpose, resilient and that affordably meets communities’ expectations and national standards
- Cost and funding – An up-to-date cost of infrastructure and a comprehensive toolbox for funding three waters infrastructure
- Governance – A coherent governance and policy framework to manage water across central and local government.

9 LGNZ will be seeking a range of information from across the sector as the work on this project proceeds.

Climate Change

10 In December 2017 the Government released the Climate Change Adaptation Technical Working Group’s (CCATWG) first stocktake report on Adapting to Climate Change in New Zealand. A copy of the report is available on the Ministry for the Environment website (www.mfe.govt.nz).

11 The report focuses on the current level of progress being made across the country and different sectors in adapting (as distinct from mitigation actions) to climate change. The report identifies gaps in knowledge and work programmes. Overall, it highlights that there is significant work to

be done across all sectors, including central and local government, that need to be adapting to the impacts that climate change will bring.

- 12 The stocktake report will inform the CCATWG's second report on New Zealand's options for addressing and building resilience to the effects of climate change, which is due to be released in March 2018.
- 13 A recent Newsroom article has highlighted the additional adaptation challenges that New Zealand communities may face in circumstances where insurers and banks refuse to reinsure or lend money for the purchase of properties exposed to climate change risks, and in particular sea level rise and other coastal hazards. A copy of the article can be viewed at the following link (www.newsroom.co.nz/2018/01/14/74263/the-risks-of-living-near-the-ocean). The issues raised in the Newsroom article are timely given the coastal flooding events in the upper North Island during the Xmas/New Year period and the issues at Colac Bay that this Council has had to address.
- 14 There is a need for a national and district policy discussion about where responsibility (including fiscal responsibility) for adaptation actions needs to fall. This is an issue that staff have identified but are yet to fully scope and prioritise. Councillors will be aware that some of these issues were discussed with Mayor Gary Webber from the Western Bay District Council during his recent visit to Southland.
- 15 In May Central Government are expected to initiate a public consultation process on the proposed Zero Carbon Act which will provide the legislative platform to move towards their goal of NZ being carbon neutral by 2050.
- 16 The consultation process is expected to look at the question of what targets should form the basis of a Zero Carbon Act, what provision the Act should make for adaptation, what work an independent climate change commission would carry out and whether the agriculture sector should be included in the Emissions Trading Scheme.

Civil Defence Review

- 17 Central Government have recently released the report Better Responses to Natural Disasters and Other Emergencies report which is the response to the Ministerial review of current approaches to the management of civil defence emergencies.
- 18 The review was initiated by the previous government following concerns about the way in which the civil defence system had managed the Kaikoura earthquake and Port Hills fire events. A copy of the report is available on Department of Prime Minister and Cabinet website (www.dpmc.govt.nz/our-business-units/ministry-civil-defence-emergency-management/ministerial-review-better-responses).
- 19 The report makes a number of recommendations about how the current system can be improved including ensuring adequate funding, the development of a more professional system by raising standards, encouragement for greater local collaboration and the creation of a new national emergency management agency.
- 20 There will be a period of consultation with the local government sector on the report's recommendations before Government makes any final decisions.

Local Government Risk Agency (LGRA)

- 21 To assist local authorities develop a better understanding of and address some of the risks from all natural disasters, Local Government NZ have been advocating for the formation of a new

Local Government Risk Agency. The proposed agency would operate in a way that would allow local authorities to retain a good level of control over how they manage and deal with the risks that eventuate.

- 22 A business case seeking support for the formation of the Agency was presented to Government some time ago.

Southern Tourism Opportunities Workshop

- 23 As noted in the December Management report the Queenstown Lakes District Council, (QLDC) and MBIE hosted a southern tourism opportunities workshop in Queenstown at the end of November.
- 24 The workshop provided the opportunity for stakeholders from the tourism industry, local and central government to look at the issues and opportunities affecting the development of tourism across the bottom half of the South Island and how they can work together in a more coordinated and collaborative way.
- 25 While there is still further work to be done to look specifically at how any collaborative arrangements might work and what pieces of work should be developed through such an arrangement it is clear that there is much to be gained, from a Southland and bottom of the South Island perspective, to be gained from working together. While, some might see Queenstown and its interests as being different to those of Southland, it is clear that this is not the case. It is in Southland's interests to work closely with Queenstown and other regions across the bottom of the South to ensure that we all benefit from the opportunities that exist in the tourism sector. This approach aligns very strongly with the Government's approach to Regional Economic Development and so it is critical that we pursue these sorts of collaborative approaches.
- 26 A further follow-up workshop is to be held later this year. Staff see it as important that Southland have an input to this ongoing work.

Southland Regional Development (SORDs)

- 27 In September last year the four Southland Councils released the statement of proposal relating to the formation of a council controlled organisation (CCO), to lead regional development activity.
- 28 There were a number of very strong submissions received which raised points that have been carefully considered by the Joint Committee appointed to hear the submissions and make recommendations to the Councils on how they should move forward. It is expected that the formal report from the Committee will be submitted to each of the four Councils for considering during March.
- 29 Alongside of the process being pursued to determine whether to proceed with the development of a new regional development agency work is also being progressed on a number of the individual project streams identified through the original SORDs Action Plan. This includes the work associated with the Milford Opportunities Project, which is commented in this report.

Whakamana te Waituna Trust

- 30 Council approved at its meeting on 31 January the formation of a new Trust to lead the implementation of the Strategy and Action Plan that has been developed to improve the environmental well-being of the Waituna lagoon and broader catchment. This work will initially be funded via a \$10 million work programme that is to be funded via a \$5 million received from

the Ministry for the Environment's Fresh Water fund and local share contributions from the various partners involved.

- 31 Formation of the Trust is an important milestone in the 'multi agency' partnership arrangement between Ngai Tahu, DOC, ES, Fonterra and SDC which has been in place for a number of years.
- 32 The Trust will be led by nine trustees, including two that are able to be appointed by SDC. Cr Duffy and Cr Keast are the two trustees that Council has initially appointed. The Trust Deed was acknowledged and formally signed at the Waitangi Day celebrations held at Bluff.

Community and Futures Group

MBIE Stewart Island Community Plan Update

- 33 In August 2017, the Ministry of Business, Innovation and Employment approached Council, to lead a programme of development and consultation around opportunities and planning for the future of Stewart Island. The catalyst behind this was the Bonamia Ostreae parasite that has devastated oyster production on Stewart Island. Council engaged Christchurch based independent consultant, Sandra James to undertake this work.
- 34 The purpose of the project is to determine the short, medium and long term community vision for the future sustainability and growth of Stewart Island Rakiura. It will also identify the infrastructure and social structure needed to support the achievement of the overall goals. The Community Plan for Stewart Island, will have alignment to the District's Community Leadership Plans currently underway, and entering Phase three later in the year.
- 35 The Stewart Island community have had opportunity to speak extensively with the consultant over numerous occasions, take part in community workshops, a community fete, and contribute to the plan through multiple surveys. An interim report has been submitted to Council and identifies a number of key issues for the future development of Stewart Island. The final report will be prepared for Council in February/March 2018 to consider the views and aspirations of those living on the island. Through funding provided by MBIE there is a further opportunity to investigate one or two investment plans for future development on Stewart Island.

Welcome Ambassador Project Update

- 36 The purpose of this project is to develop and deliver a pilot in Te Anau that has a focus of intentional welcoming, where being a welcoming community can significantly enhance the experience of residents, ratepayers, and visitors to the area. The pilot will be led and supported by Council's community partnership leader, and delivered by community development through Venture Southland.
- 37 A meeting of Council and community development staff in December 2017 and January 2018 has determined a public meeting to be held on 7 March 2018, 7.30pm at the Te Anau Club. The objective of the public meeting is to seek interest from the wider community in taking part in, and take ownership of the project. The public meeting will involve an introduction to the concept from community development staff, facilitated by Council, and will introduce how the project has worked in Canterbury to date. Any subsequent group established in Te Anau may choose to use the existing model, or create their own that better reflects their local community and wider district and region.

- 38 It is the express intention of this project that Council and other agencies or organisations have only a supporting role, and that the level of engagement and on-going accomplishments of the group are identified, driven and led by volunteers in the community themselves.

Community Organisation and Volunteer Sector Shared Services Pilots

- 39 The purpose of this project is to develop and run two pilot projects around the concept of shared services and shared service delivery within a geographically based and an interest based group of community organisations and volunteer groups within the Southland district.
- 40 Shared services is a concept generally supported by Central Government funding agencies and philanthropic funding bodies, and where there is significant benefit to the efficiency and effectiveness of community organisations and volunteer groups, can work extremely well.
- 41 From the Community Organisation and Volunteer Sector Research undertaken in 2017, and anecdotal information here in Southland and across other areas in New Zealand, we know that many community organisations and groups have identified barriers in their administration, funding for operational and staffing issues, and attracting and retaining people in skilled governance roles, such as Chairs, Secretaries and Treasurers. These pilots will investigate the opportunities available for shared services and what is needed to achieve this by organisations and, if appropriate, funding agencies.
- 42 One of the most critical aspects of shared services will be to look at how we communicate with community and volunteer groups around retaining their autonomy while also being supported by peers in a shared service environment. This will be an important part of any discussions, and will play a pivotal role in determining the success of any shared services.
- 43 Council and community development staff will begin by seeking broad understanding of the level of support for the pilots in each of the areas identified, and discussing in principle the ideas with some community organisation and volunteer groups, as well as philanthropic and central government funding agencies. This will allow some level of confidence to initiate pilots in the areas identified.
- 44 Once the pilots are initiated, community development staff will begin one-on-one and group discussions with community organisations and volunteer sectors in the identified areas. The pilots will be run throughout the 2018 calendar year.

Lumsden Railway Precinct upgrade

- 45 MBIE announced in mid-December 2017 that Council's funding application for the Lumsden Railway Precinct upgrade had been successful in its application for co-funding of the upgrade to the town centre in the amount of \$220,565.
- 46 Since that time an internal staff working group has been formed to ensure the planned works are completed within the scope of the application and to a standard that is able to be replicated around the District.
- 47 At the time of writing this report the formal contract had not yet been received from MBIE however, Venture Southland staff are currently following this up.
- 48 In the meantime the scope of works has been reviewed by the internal working group and staff are currently working with the contractors who provided the quotes for the funding application to finalise details and establish commencement dates for the work.

Community Leadership Planning Process – Phase Three Update

- 49 Phase one was completed in April 2017 and phase two in November 2017. Both phases comprised multiple workshops being held around the District with elected members (phase one) and key stakeholders (phase two) being invited to participate.
- 50 Phase three is the next step in the process and involves wider community engagement. Originally it was planned to undertake this engagement in March 2018 however due to upcoming community consultation concerning the Representation Review and Long Term Plan also taking place in the early part of the year it has been decided to defer phase three until mid-year.
- 51 It is envisaged that phase three may involve a Council “fete” similar to the one held on Stewart Island in November 2017 as part of the Stewart Island Community Planning process. This would involve Community Partnership Leaders, other staff and key stakeholders (still be to confirmed but likely to include regional sporting agencies, health and education etc) basing themselves in strategic locations around the District for a fixed period of time with the intention of engaging with a range of Council residents and ratepayers to seek their feedback on the future of the Southland District.
- 52 The significance of youth input into this process was also identified as being important and staff are currently investigating options for engaging with the District’s youth such as Youth Council, visits to schools etc.

Community Governance Project and Representation Review

- 53 On 8 February the Community and Policy Committee considered a report that provided an update on the Community Governance Project and a summary of the community conversations held in November. The Community Governance Project was initiated by Council over two years ago to focus on developing the community governance and representation framework to work more effectively and efficiently for Council and Southland district. It is also looking to deliver equity of representation and keeps local input and involvement at its centre.
- 54 A survey to seek views has been available since November. Information to date shows over 90 percent wanted to see full district wide coverage of community boards. Discussion at each conversation was in depth and engaging. Workshops were held for community development area subcommittees and community boards to provide an opportunity to give feedback prior to the Council adopting an Initial Proposal for consultation. This will happen in April. A public consultation period will then follow and council will adopt a Final Proposal in July. This will then go to the Local Government Commission for appeal/objections.
- 55 In addition, together with the proposal Council is providing a paper that will provide information on how the proposed new governance structure will be supported. It will include input for the draft terms of interest, roles and responsibilities, operating protocols for governance groups and reporting relationships. It will also comment on work that still needs to be completed including district versus local service delivery responsibilities, revenue and funding models and it will also refer to other examples and learnings from other Councils.

Milford Opportunities Project

- 56 On the 16th of November 2017 the inaugural meeting of the Milford Opportunities Governance Group was held in Invercargill. The independent chair is Dr Keith Turner and the members are Mayor Gary Tong, Mayor Jim Boulton, Aimee Kaio (Ngai Tahu), Jim Harland (NZTA), Bruce Parkes (DOC), Geoff Thomson (Business), Richard Lauder (Business), and Iain Cossar (MBIE).
- 57 The governance group approved the draft Terms of Reference (ToR), with some changes, and similarly the draft Request for Proposal (RFP) for the project managers role.

- 58 The RFP was advertised on the 23rd of November. The closing date for submitting a proposal for the Milford Opportunities project manager role was the 15th of December. In total 13 proposals were received although one was submitted after the stated closing time. The assessment panel met on January 19th to compare assessments and identify a shortlist who were then asked to make a presentation to the governance group on the 26th of January.
- 59 A further Milford visit and governance group meeting is planned for 15/16 February.

Tourism Infrastructure Fund

- 60 The Community and Policy Committee at its meeting on the 8th of February endorsed the development of funding applications for the Te Anau Wastewater Scheme and the Southern Scenic Route open spaces bundle of projects covering Waikawa Domain, Monkey Island, Clifden Bridge and Te Anau. The funding round is expected to open late February and close at the end of March or early April.

Community Futures 2040 – towards the 2021 LTP

- 61 The Community and Policy Committee at its meeting on 8 February 2018 received an update to the Community Futures 2040 work being undertaken and was presented with the “Shaping Community Futures Draft Compendium Report January 2018” produced by BERL.
- 62 Over the past 24 months Council has participated in a number of conversations and workshops with the express intent to consider how it may deal with making informed decisions regarding community futures across the district.
- 63 These ‘fit for future’ conversations have coincided simultaneously with the development of the 2018-2028 Long Term Plan.
- 64 What was identified early on in the development of the 2018-2028 Long Term Plan was that Council needs to understand the issues to be faced in the future and undertake research and gather information and evidential data to assist Council with future decisionmaking roles and responsibilities.
- 65 In essence Council has acknowledged there is a ‘transitioning from 2018 to 2021’ process to be undertaken and this is priority work to inform the 2021-2031 Long Term Plan development and support informed decisionmaking by Council.
- 66 There are various topics of work which need to be completed in the next 24 months to assist in achieving what is required for the development of the 2021-2031 Long Term Plan – and much of this upcoming work is underpinned by the work BERL has been commissioned to complete.
- 67 BERL presented a summary of the “Shaping Community Futures Draft Compendium Report January 2018” – being a thorough statistical analysis of the local economy and the communities in the District.
- 68 The report includes:
- Current situational analysis of the Southland District Council
 - Trend analysis of the social and economic environment in the District
 - Classification of industries according to their degree of specialisation and growth
 - Identification and analysis of core industries
 - Analysis of the strength of different communities and their relationship to the core industries.

- 69 Primarily the report is about providing information regarding the wellbeing of communities in the Southland District.
- 70 In summary the report implies that general wellbeing in Southland District overall, relative to national comparisons, is high.
- 71 The two indicators of the 12 that are declining for Southland comparative to New Zealand relate to:
- Over time decline of international migration
 - Over time decline for home ownership.
- 72 The report provides a significant amount of specific comparative analysis information for Southland District compared to New Zealand and it provides the same level of information for each of the communities of interest identified and comparative analysis of how each community of interest compares relative to the District.
- 73 It implies that relative to the high levels of wellbeing in Southland District compared to the national comparison:
- Wellbeing in Southern and Central communities of interest areas is high.
 - Wellbeing in Fiordland, North-Eastern, Northern and Stewart Island Rakiura communities of interest areas is moderate.
 - Wellbeing in Western communities of interest areas is low.

Information Management

Core Systems Review Scoping Report

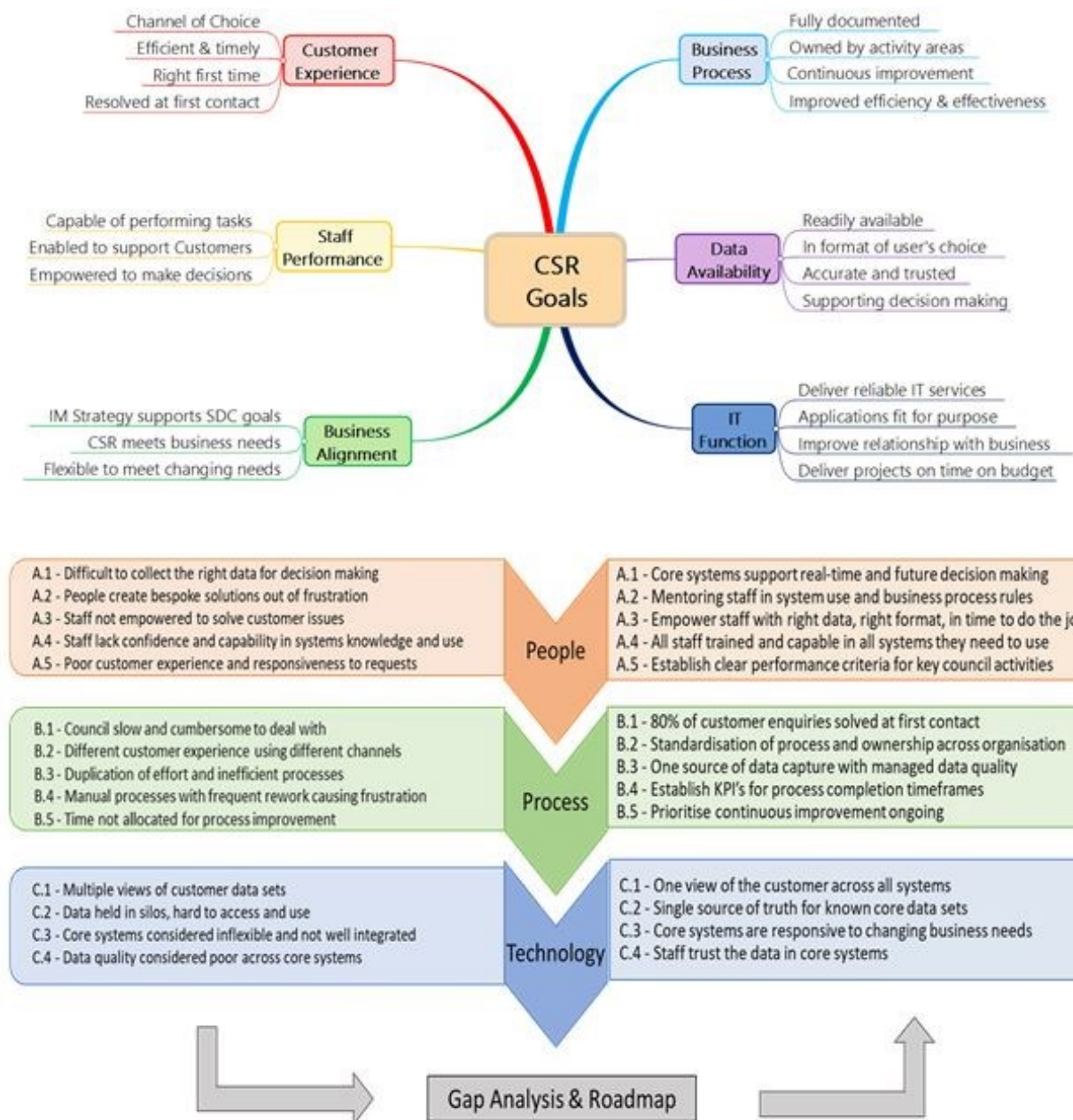
- 74 Development of the Core Systems Review scoping project started in December and is progressing well with a number of workshops and planning meetings happening. The end result of this work will be a formal business case that will be presented to Council in the first part of 2018.
- 75 The project scoping work will include a range of discovery, scoping and validation work that will enable staff to provide Council with a level of confidence around the whole Core Systems Review programme.
- 76 Further refinement has been completed following work and engagement with Council external vendor Effectus Limited. The core framework that the business case will provide has been redefined into the following areas:
- *Change Management* – This will be a key area for Council to ensure the success of the overall Core Systems Project.
 - *Data as an Asset* – The underlying requirement for a number of identified business improvement and system improvements will be having a clear data governance framework. Council inherently has numerous and large datasets that need to be managed and controlled with a view to gaining greater insight for future projects and activities.
 - *Business Capability Building* – Council is using an external model to benchmark our existing processes. Works are/have been scheduled to collect and validate existing processes, the risks, issues and opportunities for improvement. This piece of work will provide Council

staff an insight into the areas where risks existing and a structure prioritisation process can be completed

- *Strategic System Implementation* – The larger pieces of defined systems work that relates to the HR/Payroll/Health and Safety, Financial Systems, and Electronic processing systems.
- *BAU (Business as Usual) Improvements* – There are a number of areas where we have already identified improvements to systems which will be enabled for other activities. This part of the project will also focus on the improvements to existing processes that will ultimately lead to more effective and efficient service delivery.

Project Goals

- 77 The project goals that the Core Systems Review have defined are below and show the linkages to the overall project.



Communications Strategy and Engagement Planning

- 78 Council staff are developing a communications and engagement plan as part for scoping work. The messaging that will be used should clearly articulate what Council is expecting and working towards. One key part is that this is an organisation project that will need the support of Council, ELT and Team Leaders.
- 79 A key theme that will be part of the communication plan will be that the Core Systems Project, whilst it has strong linkages to existing IT systems, there is a large component that we need to approach this project as an organisational change project that all staff will need to be part of for the project to realise the goals and deliver value on the investment Council has approved.

Data Governance

- 80 The Data Governance package (under the Data is an Asset) will be a cornerstone for the CSR project and aims to support Council's strategic framework and specifically strategic priorities:
- Improving how we work – the key aspects listed under this priority all rely on good recordkeeping practices to improve how we work.
 - Business improvement work, robust project management, community partnerships, doing what we say we will, culture, focus on customer support, significant projects managed effectively and ease of doing business all rely on sound records and information management practices implemented, adhered to and monitored across the organisation.
 - Provide appropriate infrastructure/services – the key aspects of this priority talk about cost effective and efficiently managed infrastructure and services, ensuring legislative compliance, considering alternatives and mitigating risk.
 - These activities rely heavily on records and information to support the objectives and provide evidence.
 - Make informed decisions – the key aspects of this priority all relate to our communities. To make informed decisions in partnership with our communities Council relies heavily on access to records and information to understand the past and the present and the way forward

The Finance and Audit Committee received a report on this project at its 13 December 2017 meeting.

Digitisation Project Update

- 81 Council has confirmed that Power Business Systems have completed the process of scanning Council's property files and closing this part of the project. A final project report will be presented to the Finance and Audit committee in March. The project has moved into populating the electronic files into Councils systems for future access.
- 82 The last pieces that were completed by PBS related to the following large 'properties':
- Fonterra (132 volumes) was scanned as a scan on demand request although the collection had been prepared at the time of making the request.
 - Alliance Lorneville (20 volumes), Alliance Makarewa (10 volumes) were scanned as scan on demand requests.
 - Distinction Hotel Te Anau (14 volumes) was scanned in October along with a number of other large properties including Menzies College and hotels in Winton and Riversdale

- 83 Council officers will be developing and refining the protocol for public access – These will be available by kiosks initially and then the wider Council website once the QA process has been completed. Council is working through the recommendations outlined by the Privacy commission on best practice for showing this information online.

Customer Support

- 84 Currently our teams are working towards changing over to a new interface for our “Request for Service” system. While there is no change for the community, for staff this requires training and support. Staff are working through training plans and scheduling time for participants. Our regular users will see different faces behind the counters at times as we have people out for training.

Libraries

- 85 With the approval of unbudgeted expenditure by Council to join Kōtui, work has begun on the transition to the Library Management System on 3 May 2018. For customers this means they will receive new Library cards which were designed by members of our Communications team. The cards also include a versatile “snap off” tab that can be added to a key ring. Prior to implementation, there will be three days where the libraries will be unable to issue or return books, however, the libraries will still be open providing access to newspapers, Wi-Fi and computers as normal. These dates will be advertised well in advance.

Services and Assets

Te Anau Wastewater

- 86 A business case for the Kepler option was considered by Council at its 13 December meeting. As part of its approval for the next stage of works Council has asked that further work be progressed to evaluate the merits of subsurface drip irrigation as compared with the currently consented centre pivot irrigation.
- 87 The request to investigate further subsurface drip irrigation raised a number of issues which are currently being investigated further so that comprehensive advice can be provided back to Council. These include:
- The process and estimated timeframes that would need to be followed to obtain a decision on the resource consent and any other approvals that might be required to proceed with a subsurface disposal option
 - The financial implications and relative costs and benefits of proceeding with subsurface disposal and whether these represent financially prudent spending given the financial management requirements that Council has under the Local Government Act 2002
 - The decision-making process that the Council would need to follow, given the decision-making provisions of the Local Government Act 2002, if it were to form the view that it was desirable to proceed with the implementation of subsurface drip irrigation
 - The alternative options which might exist for funding the increased costs of subsurface drip irrigation
 - An analysis of the risks associated with the implementation of each option

- The timeframes that would be associated with proceeding with the further development and implementation of each option.

88 Work is being progressed to look at each of the above issues in some depth. At this stage it is not possible to put a definitive timetable on when a further business case will be able to reported back to Council as staff are still in the process of arranging access to the appropriate range of professional skills needed to resource this work.

Golden Bay Wharf

- 89 In early 2017 South Port indicated a desire to exist ownership of the Golden Bay Wharf. This followed on from an engineering assessment of the facility which indicated that there was a need for a complete rebuild of the facility as soon as practicable and a decision that they were not prepared to fund the necessary redevelopment of the facility.
- 90 Following an approach from South Port, Council initiated a community engagement exercise to seek community views on the issues relating to the ownership and strategic importance of wharfing facilities to the Island and the Golden Bay facility in particular. The outcomes from this process were reported back in a July 2017 report from Sandra James. This report highlighted the importance of this facility and other wharves to the Stewart Island community.
- 91 In September 2017 the Stewart Island Jetties Subcommittee, Community Board and Council agreed that Council should enter negotiations to see whether it was possible to reach a contract which allowed for the transfer of the facility into Council ownership on acceptable terms and conditions. There have been a number of discussions held to date to work through the range of issues involved with the transfer of this facility and these discussions are continuing. The condition of the facility and the way in which it is used create a number of risk issues which need to be carefully considered.

Water and Wastewater Operations

- 92 There was some pressure on water operations around the district as a result of the prolonged dry summer period.
- 93 Due to the prolonged dry conditions a sprinkler ban was imposed in a number of communities. This was briefly increased to a full hosing ban for two days in January for Tuatapere and Te Anau. Demand is currently being met in all schemes. The Homestead Stock water scheme is currently at some risk due to the ground water level dropping close to the depth of the bore. Consumers on this scheme have been warned and advised to make plans in case the scheme should run dry.
- 94 The Te Anau waste water ponds had a partial flip in November, resulting in four odour complaints from the closest houses. Intervention efforts were successful and the odour issue resolved in one day. At the time the new aerators which has been arranged for the pond had just arrived in the country so installation was fast tracked. There have been no further issues since the new aerators have been operational despite record high temperatures.

Recommendation

That Council:

- a) **Receives the report titled “Management Report” dated 8 February 2018.**

Attachments

There are no attachments for this report.

2018 Southland District Council Scholarship Recipients

Record No: R/18/2/2714
Author: Bronwyn Affleck, Administration Manager
Approved by: Rex Capil, Group Manager Community and Futures

☒ Decision ☐ Recommendation ☐ Information

2018 Scholarship Applicants

- 1 The Southland District Council Community and Policy Scholarship and Bursaries Interview Panel conducted scholarship applicant interviews on 18 January 2018.

2018 Scholarship Recipients

- 2 Centennial Bursary (2,000 each recipient): Katelin Cotter and Connor Ballantyne.
- 3 Valmai Robertson Arts Scholarship (\$2,500 contestable): Jordis Cowan \$250, Ella Kutsyk \$250, Tess Kutsyk \$250, Tallulah Cockburn \$250, Noah Cockburn \$250, Kayla Barker \$250, Shauna McLean \$250, Isabelle Guise \$375, Dashane Du Plessis \$375.
- 4 'Eric Hawkes Memorial' Outward Bound Scholarship 18 – 27 years: Jamie Campbell.
- 5 'Eric Hawkes Memorial' Employee Outward Bound Scholarship: Gloria Eno.

Recommendation

That the Council:

- a) **Receives the report titled "2018 Southland District Council Scholarship Recipients" dated 8 February 2018.**
- b) **Approves the 2018 Southland District Council scholarship recipients as recommended by the Southland District Council Scholarship and Bursaries Interview Panel – being:**
 - **Centennial Bursary (2,000 each recipient): Katelin Cotter and Connor Ballantyne.**
 - **Valmai Robertson Arts Scholarship (\$2,500 contestable): Jordis Cowan \$250, Ella Kutsyk \$250, Tess Kutsyk \$250, Tallulah Cockburn \$250, Noah Cockburn \$250, Kayla Barker \$250, Shauna McLean \$250, Isabelle Guise \$375, Dashane Du Plessis \$375.**
 - **'Eric Hawkes Memorial' Outward Bound Scholarship 18 – 27 years: Jamie Campbell.**
 - **'Eric Hawkes Memorial' Employee Outward Bound Scholarship: Gloria Eno.**

Attachments

There are no attachments for this report.

Minutes of the Edendale-Wyndham Community Board Meeting dated 24 October 2017

Record No: R/17/12/30159
Author: Alyson Hamilton, Committee Advisor
Approved by: Alyson Hamilton, Committee Advisor

☐ Decision ☐ Recommendation ☒ Information

Recommendation

That Council receives the minutes of the Edendale-Wyndham Community Board meeting held 24 October 2017 as information.

Attachments

- A Minutes of Edendale-Wyndham Community Board Meeting dated 24 October 2017 (separately enclosed)

Minutes of the Otautau Community Board Meeting dated 19 October 2017

Record No: R/17/12/29923
Author: Alyson Hamilton, Committee Advisor
Approved by: Alyson Hamilton, Committee Advisor

☐ Decision ☐ Recommendation ☒ Information

Recommendation

That Council receives the minutes of the Otautau Community Board meeting held 19 October 2017 as information.

Attachments

- A Minutes of Otautau Community Board Meeting dated 19 October 2017 (separately enclosed)

Minutes of the Stewart Island/Rakiura Community Board Meeting dated 13 February 2017

Record No: R/17/11/28930

Author: Kirsten Hicks, Committee Advisor/Customer Support Partner

Approved by: Kirsten Hicks, Committee Advisor/Customer Support Partner

☐ Decision

☐ Recommendation

☐ Information

Recommendation

That Council receives the minutes of the Stewart Island/Rakiura Community Board meeting held 13 February 2017 as information.

Attachments

- A Minutes of Stewart Island/Rakiura Community Board Meeting dated 13 February 2017
(separately enclosed)

Minutes of the Stewart Island/Rakiura Community Board Meeting dated 10 April 2017

Record No: R/17/11/28932

Author: Kirsten Hicks, Committee Advisor/Customer Support Partner

Approved by: Kirsten Hicks, Committee Advisor/Customer Support Partner

☐ Decision

☐ Recommendation

☐ Information

Recommendation

That Council receives the minutes of the Stewart Island/Rakiura Community Board meeting held 10 April 2017 as information.

Attachments

- A Minutes of Stewart Island/Rakiura Community Board Meeting dated 10 April 2017
(separately enclosed)

Minutes of the Stewart Island/Rakiura Community Board Meeting dated 12 June 2017

Record No: R/17/11/28933

Author: Kirsten Hicks, Committee Advisor/Customer Support Partner

Approved by: Kirsten Hicks, Committee Advisor/Customer Support Partner

☐ Decision

☐ Recommendation

☐ Information

Recommendation

That Council receives the minutes of the Stewart Island/Rakiura Community Board meeting held 12 June 2017 as information.

Attachments

- A Minutes of Stewart Island/Rakiura Community Board Meeting dated 12 June 2017
(separately enclosed)

Minutes of the Stewart Island/Rakiura Community Board Meeting dated 15 August 2017

Record No: R/17/11/28936

Author: Kirsten Hicks, Committee Advisor/Customer Support Partner

Approved by: Kirsten Hicks, Committee Advisor/Customer Support Partner

☐ Decision

☐ Recommendation

☐ Information

Recommendation

That Council receives the minutes of the Stewart Island/Rakiura Community Board meeting held 15 August 2017 as information.

Attachments

- A Minutes of Stewart Island/Rakiura Community Board Meeting dated 15 August 2017
(separately enclosed)

Minutes of the Stewart Island/Rakiura Community Board Meeting dated 30 October 2017

Record No: R/17/11/28940

Author: Kirsten Hicks, Committee Advisor/Customer Support Partner

Approved by: Kirsten Hicks, Committee Advisor/Customer Support Partner

☐ Decision

☐ Recommendation

☒ Information

Recommendation

That Council receives the minutes of the Stewart Island/Rakiura Community Board meeting held 30 October 2017 as information.

Attachments

- A Minutes of Stewart Island/Rakiura Community Board Meeting dated 30 October 2017
(separately enclosed)

Minutes of the Tuatapere Community Board Meeting dated 17 October 2017

Record No: R/17/12/30250
Author: Alyson Hamilton, Committee Advisor
Approved by: Alyson Hamilton, Committee Advisor

☐ Decision ☐ Recommendation ☒ Information

Recommendation

That Council receives the minutes of the Tuatapere Community Board meeting held 17 October 2017 as information.

Attachments

- A Minutes of Tuatapere Community Board Meeting dated 17 October 2017 (separately enclosed)

Minutes of the Wallacetown Community Board Meeting dated 26 October 2017

Record No: R/17/11/29009
Author: Fiona Dunlop, Committee Advisor
Approved by: Fiona Dunlop, Committee Advisor

☐ Decision ☐ Recommendation ☒ Information

Recommendation

That Council receives the minutes of the Wallacetown Community Board meeting held 26 October 2017 as information.

Attachments

- A Minutes of Wallacetown Community Board Meeting dated 26 October 2017 (separately enclosed)

Minutes of the Winton Community Board Meeting dated 9 October 2017

Record No: R/17/12/29563
Author: Alyson Hamilton, Committee Advisor
Approved by: Alyson Hamilton, Committee Advisor

☐ Decision ☐ Recommendation ☒ Information

Recommendation

That Council receives the minutes of the Winton Community Board meeting held 9 October 2017 as information.

Attachments

A Minutes of Winton Community Board Meeting dated 9 October 2017 (separately enclosed)

Minutes of the Stewart Island Jetties Subcommittee Meeting dated 1 September 2017

Record No: R/17/11/28950

Author: Kirsten Hicks, Committee Advisor/Customer Support Partner

Approved by: Kirsten Hicks, Committee Advisor/Customer Support Partner

☐ Decision

☐ Recommendation

☒ Information

Recommendation

That Council receive the Minutes of the Stewart Island Jetties Subcommittee Meeting dated 1 September 2017 for information.

Attachments

- A Minutes of Stewart Island Jetties Subcommittee Meeting dated 1 September 2017
(separately enclosed)

Minutes of the Stewart Island Jetties Subcommittee Meeting dated 30 October 2017

Record No: R/17/11/28944

Author: Kirsten Hicks, Committee Advisor/Customer Support Partner

Approved by: Kirsten Hicks, Committee Advisor/Customer Support Partner

☐ Decision

☐ Recommendation

☒ Information

Recommendation

That Council receives the minutes of the Stewart Island Jetties Subcommittee meeting held 30 October 2017 as information.

Attachments

- A Minutes of Stewart Island Jetties Subcommittee Meeting dated 30 October 2017
(separately enclosed)

Minutes of the Stewart Island/Rakiura Visitor Levy Subcommittee Meeting dated 29 June 2017

Record No: R/17/11/28942

Author: Kirsten Hicks, Committee Advisor/Customer Support Partner

Approved by: Kirsten Hicks, Committee Advisor/Customer Support Partner

☐ Decision

☐ Recommendation

☒ Information

Recommendation

That Council receives the minutes of the Stewart Island/Rakiura Visitor Levy Subcommittee meeting held 29 June 2017 as information.

Attachments

- A Minutes of Stewart Island/Rakiura Visitor Levy Subcommittee Meeting dated 29 June 2017 (separately enclosed)

Minutes of the Te Anau Basin Water Supply Subcommittee Meeting dated 8 August 2017

Record No: R/18/1/552

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 Te Anau Basin Water Supply Subcommittee meeting held 8 August 2017 as information.

Attachments

- A Minutes of Te Anau Basin Water Supply Subcommittee Meeting dated 8 August 2017 (separately enclosed)

Minutes of the Manapouri Community Development Area Subcommittee Meeting dated 30 August 2017

Record No: R/18/1/644

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 30 August 2017 as information.

Attachments

- A Minutes of Manapouri Community Development Area Subcommittee Meeting dated 30 August 2017 (separately enclosed)

Minutes of the Otautau Community Board Meeting dated 7 December 2017

Record No: R/18/2/3144
Author: Alyson Hamilton, Committee Advisor
Approved by: Alyson Hamilton, Committee Advisor

☐ Decision ☐ Recommendation ☒ Information

Recommendation

That Council receives the minutes of the Otautau Community Board meeting held 7 December 2017 as information.

Attachments

- A Minutes of Otautau Community Board Meeting dated 7 December 2017 (separately enclosed)

Minutes of the Riverton/Aparima Community Board Meeting dated 11 December 2017

Record No: R/18/2/3145
Author: Alyson Hamilton, Committee Advisor
Approved by: Alyson Hamilton, Committee Advisor

☐ Decision ☐ Recommendation ☒ Information

Recommendation

That Council receives the minutes of the Riverton/Aparima Community Board meeting held 11 December 2017 as information.

Attachments

- A Minutes of Riverton/Aparima Community Board Meeting dated 11 December 2017
(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 Update on Representation Review

C10.2 Public Excluded Minutes of the Stewart Island/Rakiura Community Board Meeting dated 12 June 2017

C10.3 Public Excluded Minutes of the Stewart Island/Rakiura Community Board Meeting dated 1 September 2017

C10.4 Public Excluded Minutes of the Stewart Island/Rakiura Community Board Meeting dated 30 October 2017

C10.5 Public Excluded Minutes of the Stewart Island Jetties Subcommittee Meeting dated 1 September 2017

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
Update on Representation Review	s7(2)(i) - The withholding of the information is necessary to enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).	That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists.
Public Excluded Minutes of the Stewart Island/Rakiura Community Board Meeting dated 12 June 2017	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. s7(2)(i) - The withholding of the information is necessary to enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).	That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists.
Public Excluded Minutes of the Stewart Island/Rakiura Community Board Meeting dated 1 September 2017	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

	s7(2)(i) - The withholding of the information is necessary to enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).	which good reason for withholding exists
Public Excluded Minutes of the Stewart Island/Rakiura Community Board Meeting dated 30 October 2017	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.
Public Excluded Minutes of the Stewart Island Jetties Subcommittee Meeting dated 1 September 2017	<p>s7(2)(h) - The withholding of the information is necessary to enable the local authority to carry out, without prejudice or disadvantage, commercial activities.</p> <p>s7(2)(i) - The withholding of the information is necessary to enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).</p>	That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists.