



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

Date: **Wednesday, 10 April 2019**
Time: **9am**
Meeting Room: **Council Chamber**
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

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

Note: The reports contained within this agenda are for consideration and should not be construed as Council policy unless and until adopted. Should Members require further information relating to any reports, please contact the relevant manager, Chairperson or Deputy Chairperson.

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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

6.1 Meeting minutes of Council, 6 March 2019

Draft Combined Local Alcohol Policy - delegation to Combined Local Alcohol Policy committee

Record No: R/19/3/4916

Author: Jane Edwards, Policy Analyst

Approved by: Bruce Halligan, Group Manager Environmental Services

☒ Decision

☐ Recommendation

☐ Information

Purpose

- 1 This report recommends the delegation of Council's functions and powers to the combined Local Alcohol Policy committee (the committee) to:
 - consider and endorse a draft combined Local Alcohol Policy (the draft policy) for public consultation
 - oversee and manage the adoption of the draft policy

Executive Summary

- 2 The Local Alcohol Policy (LAP) aims to minimise the harm arising in individuals and communities as a consequence of the consumption of alcohol, in terms of the Sale and Supply of Alcohol Act 2012 (the act).
- 3 In 2016, Council adopted the combined LAP with Invercargill City Council (ICC) and Gore District Council (GDC). The current LAP is included as Attachment A. The current LAP states that a review will occur after two years of implementing the policy.
- 4 Following GDC's advice, on 11 December 2018, that it wished to withdraw from the combined LAP, Council has undertaken a joint review process with ICC which has included preliminary consultation with reporting agencies under the act, and with the Invercargill Licensing Trust (ILT) and Hospitality Association NZ (HANZ).
- 5 In December 2018, Council resolved to establish a joint committee with ICC to oversee and manage the review of the current LAP and the adoption of a new LAP. If Council agrees to the recommendations of this report, the committee will have the power of decision that binds the two councils throughout the remaining life cycle of the LAP until its final adoption.
- 6 Council nominated councillors Dillon, Duffy, Harpur and MacPherson as its representatives on the committee. ICC has nominated Councillors Arnold, Biddle, Crackett and Ludlow.
- 7 Staff are recommending that Council delegate all of its functions under part 2, sub part 2 of the act to the committee, with the exception of the discretion afforded under section 88. Section 88 gives the ability to discontinue with the LAP at any time, and this discretion should be retained by Council.

Recommendation

That Council:

- a) **Receives the report titled “Draft Combined Local Alcohol Policy - delegation to Combined Local Alcohol Policy committee” dated 3 April 2019.**
- 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 delegate to the Combined Local Alcohol Policy Committee all its functions under part 2, sub part 2, of the Sale and Supply of Alcohol Act 2012, with the exception of the discretion afforded under Section 88 of the Act (to discontinue) and Section 90 of the Act (the power to bring the combined Local Alcohol Policy into force).**

Background

- 8 Section 75 of the act states that territorial authorities may adopt a local alcohol policy. The act allows two or more territorial authorities to adopt a single policy for their districts (section 76).
- 9 Council adopted a combined LAP with ICC and GDC in May 2016. The current LAP took three years to produce through a combined effort with ICC and GDC. The three councils are regarded as a single territorial authority with a single district for the purposes of producing a LAP under the act.
- 10 The purpose of the current LAP is recorded as follows:

“The policy reflects the intent of the act, which is to ensure that alcohol is sold and supplied in a safe and responsible manner and to ensure that the harm arising in individuals and communities as a consequence of the consumption of alcohol is minimised. A LAP allows Council to fine-tune the application of the act through its own activities and those of the Alcohol Regulatory and Licensing Authority, to meet the needs of individual communities.

The policy will help to inform the decisions of the District Licensing Committees (DLC) on alcohol licences for the sale of alcohol in the Southland region, providing a direction as to whether they should be granted, and if so, the conditions that could be imposed.”
- 11 The purpose of a LAP is also to set a clear framework for the District Licensing Committee (DLC) and Alcohol Regulatory Licensing Authority when making decisions on licence applications in Southland, and to provide a guide to those applying for a licence in Southland.

- 12 The current LAP states that after two years of implementing the policy, the policy will be reviewed.
- 13 A meeting of the DLC was held in August 2017, to discuss the merits of reviewing the LAP. Representatives from Council (including Councillors McPherson, Duffy and Douglas), ICC and GDC indicated that there was support for continuing to have a combined LAP. There was a general consensus that the LAP has been a useful tool and the consistent approach across Southland is beneficial for alcohol licence applicants and agencies and also generally consistent with the Southland Regional Development Strategy - ease of doing business work stream.
- 14 Previously, Council has committed to a combined policy to ensure consistency across Southland, and to deliver the objectives relating to the overall health and wellbeing of communities. It was also felt that a combined policy facilitates inter Council co-operation and support which is beneficial for growth, experience and understanding of the issues for our Council, DLC members and staff. At a broader level, this approach could also be seen as consistent with the Southland Regional Development Strategy
- 15 Subsequent to GDC's decision to remove itself from the joint review process, Council, at its meeting on 18 December 2018, chose to continue, resolving to join with ICC to re-establish the Combined Local Alcohol Committee. Councillors Dillon, Duffy, Harpur and Macpherson were appointed to be Council's representatives on the committee.
- 16 Council resolved at its December 2018 meeting that the committee, with a membership of four councillors from each council, has the delegated authority to set its own procedure, quorum and rules relating to the appointment of a chairperson, whether one person for the whole process, or several.
- 17 Delegating the authority under the act to the committee creates an efficient way of hearing and deciding on submissions. The alternative would be that all submitters would need to be heard by both councils before the councils could make a decision on the submissions and adopt the LAP. This could result in considerable complications and delays for both submitters and the councils, and possible additional costs to submitters of presenting to both councils.

Issues

- 18 If Council endorses the recommendations in this report, policy content decisions will be made by the participating councils' delegates to the committee.
- 19 If Council chooses to continue the joint process with ICC, consideration by the committee may require compromises having to be made in order to produce a mutually acceptable draft endorsed for public consultation.

Factors to Consider

Legal and Statutory Requirements

20 Key legislative points concerning LAPs are:

- LAPs are restricted in their content (section 77 of the act)
- Council must not produce a draft policy without having consulted the Police, inspectors and medical officers of health (section 78(4) of the act).
- if a council decides to produce a LAP it must first produce a draft policy, that has regard to a number of matters (section 78(2) of the act)
- after producing a draft policy, Council must produce a provisional policy, using the special consultative procedure to consult on the draft policy (section 79).

Community Views

- 21 If a draft LAP is endorsed by the committee, Council will need to seek wider community views using the special consultative procedure.
- 22 Preliminary discussions to review the current LAP has been undertaken with reporting agencies under the act and stakeholders including HANZ and the ILT.

Costs and Funding

- 23 At its December 2018 meeting, Council resolved to cover the costs of its representatives on the committee; one half of administration and any other costs associated with meetings of the committee.

Policy Implications

- 24 There are no policy implications to the delegation of authority to the committee.
- 25 It should be noted that any decisions made under this delegation may have future policy implications that can be discussed with Council if they arise.

Analysis

Options Considered

26 The options are as follows:

- delegate Council's functions and powers to the committee to:
 - consider and endorse a draft policy for public consultation
 - oversee and manage the adoption of a draft policy
- withdraw from the joint committee and continue the LAP review, applying it only to the Southland District
- propose a different way forward

Analysis of Options

Option 1 – delegate Council’s functions and powers to the committee to:

- **consider and endorse a draft policy for public consultation**
- **oversee and manage the adoption of a draft policy**

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none">• a consistent approach across Southland is beneficial for alcohol licence applicants and is promoted by the Southland Regional Development Strategy• is consistent with the previous approach taken by Council• facilitates inter-Council co-operation and support which is beneficial for growth, experience and understanding of the issues for our Council, DLC members and staff• having the committee to hear and determine submissions will ensure that the process is efficient for both submitters and the two participating councils• resources and costs can be shared between the two councils	<ul style="list-style-type: none">• Council may have to compromise on some issues in order for the committee to agree• the LAP results in more monitoring and reporting. As it is not compulsory, it could be considered as a further administrative process to be undertaken (there is a cost associated with the time staff spend on this)

Option 2 – withdraw from the combined committee and continue the LAP review applying it only to Southland District

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none">• only having Council involved would make it simpler to complete a review• only having Council involved may enable greater focus on issues in the Southland District• Council would not have to compromise on any issues	<ul style="list-style-type: none">• This will contribute to greater inconsistency approach across Southland, which may make it harder for alcohol licence applicants and agencies and is less consistent with the Southland Regional Development Strategy• this would mean Council was changing its approach (from when the LAP was developed and adopted, and from its resolution on 18 Oct 2017)• this may hinder inter-Council cooperation and support• Council would incur all costs involved

Option 3 – propose a different way forward

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none">• would provide clarity on Council's desired approach	<ul style="list-style-type: none">• this would mean Council was changing its approach to the LAP, which may be confusing to the public• this may hinder inter-Council cooperation and support

Assessment of Significance

- 27 The decision Council is being asked to make in this report has been assessed as not significant in relation to the Council's Significance and Engagement Policy.

Recommended Option

- 28 Staff recommend Option 1 – that Council delegates its functions and powers to the combined Local Alcohol Policy committee to:
- consider and endorse a draft policy for public consultation
 - oversee and manage the adoption of a draft policy

Next Steps

- 29 If Council confirms the resolutions, it is intended that the committee will meet to produce a draft policy and endorse it for public consultation.
- 30 Public notice will be given on the draft policy and a submission period will follow.
- 31 At the close of submissions, the committee will hear those wishing to be heard in support of their submissions. The submissions will be heard at times, dates and venues decided by the committee.
- 32 A provisional LAP will then be prepared and ratified by the committee, taking into consideration the feedback received through the submission process.
- 33 The provisional LAP is publicly notified and is open to appeal. Only the Police, medical officers of health, licensing inspectors and those who have made submissions to the draft policy may appeal the provisional LAP.
- 34 The LAP comes into effect 30 days after it is publically notified, provided there are no appeals. If any appeals are lodged to the provisional LAP, it comes into effect 30 days after all appeals are resolved. The committee will have the power of decision that binds the councils throughout the remaining lifecycle of the LAP until its final adoption.

Attachments

- A FINAL Combined Local Alcohol Policy [↗](#)



COMBINED LOCAL ALCOHOL POLICY

- 2014 -

ADOPTED 31 MAY 2016

OPERATIVE 30 AUGUST 2016

OTHER THAN POLICY B1 TRADING HOURS- OPERATIVE 7 DECEMBER 2016.

INTRODUCTION

Background

Alcohol problems can be seen as the result of the social, economic and geographical nature of the community.

"Significant alcohol involvement exists in many community level problems, such as alcohol involved traffic crashes (including fatalities and injuries), non-traffic death and trauma (burns, drowning, falls, assaults), while a major percentage of homicide victims have high blood alcohol levels. Each of these can be viewed as products of the community system." (1)

The current New Zealand drinking culture is said (2) to be characterised by the following:

- (a) New Zealand is a society in which many people are tolerant of drunkenness.
- (b) It is a society in which many current drinkers appear to exercise little self-control.
- (c) It is a society in which many adults who currently drink appear not to be concerned about their physical or mental well-being because of their drinking behaviour.
- (d) It is a society in which many parents do not know about their children's alcohol drinking habits.

Several factors may have contributed to this, including the following:

- (a) Alcohol is readily available from a range of retail outlets.
- (b) Alcohol is, and is perceived to be, inexpensive when bought retail from an off-licence.
- (c) Alcohol is vigorously advertised, often associated with attractive role models and popular activities.

Information from the Police and the Medical Officer of Health indicates that the problem of alcohol abuse appears to be at least as significant in the Southland region as elsewhere in New Zealand.

It is also recognised that many New Zealanders enjoy alcohol in moderation as a social "lubricant" and "relaxant".

A Local Alcohol Policy (LAP) aims to create a meaningful contribution by local authorities to address the sale, supply or consumption of alcohol.

The Gore District, Invercargill City and Southland District Councils have worked together and developed this LAP in recognition of the significant harm that excessive consumption of alcohol continues to have in our communities.

Prior to preparing this policy in 2013, focus groups were held with stakeholders. When the Draft LAP was advertised for public submission, 585 submissions were received. Submissions were heard in June and August 2014.

Alcohol is a legal drug. Some would have it otherwise, but "prohibition" is not the legislated position in New Zealand. Further, the reasonable use of alcohol in social settings is generally recognised by New Zealand society as being appropriate. The use and abuse of alcohol can be a significant cause of disease, disability and social harm. Its negative impacts include illness, injury, violence, crime, motor vehicle accidents and death. These impacts have an adverse effect on individuals and families, and also come at a significant cost to the community which must provide emergency, healthcare and other services.

About 84% of New Zealand adults (18 years or older) drink alcohol (3). 63% percent are classed as "moderate drinkers" and 21% as "binge" drinkers. Most drinking occurs in people's own homes (52%) followed by a friend/relative's home (16%) (3).

Invercargill, Gore/Mataura and part of Southland District are Licensing Trust areas. In such areas the retailing of alcohol from off-licences and the operation of taverns is the preserve of community-elected licensing trusts.

The Purpose of a Local Alcohol Policy

The policy reflects the intent of the Act, which is to ensure that alcohol is sold and supplied in a safe and responsible manner and to ensure that the harm arising in individuals and communities as a consequence of the consumption of alcohol is minimised. A LAP allows the Council to fine-tune the application of the Act through its own activities and those of the Alcohol Regulatory and Licensing Authority, to meet the needs of individual communities.

The policy will help to inform the decisions of the District Licensing Committees (DLC) on alcohol licences for the sale of alcohol in the Southland region, providing a direction as to whether they should be granted, and if so, the conditions that could be imposed.

The Effect of a Local Alcohol Policy

The Act is quite prescriptive about the areas a LAP can cover. Specifically they are:

- Limits on the **location** of licensed premises in particular areas or near certain types of facilities, such as specific neighbourhoods or near schools or churches.
- Limits on the **density** of licensed premises by specifying whether new licences or types of licences should be issued in a particular area.
- Imposition of **conditions** on groups of licences, such as a "one way door" condition that would allow patrons to leave premises but not to enter or re-enter after a certain time.
- Recommendations on **discretionary conditions** for licences.
- To provide for the maximum **trading hours** of On, Off and Club Licences, which are:
 - 8.00 am – 4.00 am the following day for on-licences and club licences.
 - 7.00 am – 11.00 pm for off-licences.

OBJECTIVES

OVER-ARCHING ISSUES

1. Hazardous drinking is a social and public health problem with significant implications for the social and economic well-being of people in the Southland region.
2. Only a minority of the total quantity of alcohol sold is consumed in licensed premises or licensed events, where there is supervision, control and host responsibility. The majority of alcohol is consumed in situations where there may be little control or supervision.

OBJECTIVE 1: RECOGNITION OF HARM REDUCTION FROM ALCOHOL MISUSE AS A COMMUNITY PRIORITY

The seriousness of alcohol misuse as a serious social and public health problem is recognised and addressed in the way Councils make policy for, and deliver services to, the people in their districts.

Implications:

The seriousness of the problem is such that it is a major social issue. Local government has opportunities to help address this issue, at least partially through its responsibilities under the Act.

A LAP can be a useful part of a series of measures a community can take to address alcohol-related problems.

OBJECTIVE 2: PROVISION OF A SAFE DRINKING ENVIRONMENT

The provision of safe environments for the responsible sale, supply and consumption of alcohol.

Implications:

This means that the Councils will:

- Place significant emphasis on host responsibility, particularly in assessing applications and imposing conditions of approval.
- Encourage organisers of an event or special occasion to properly plan for it, if alcohol is to be available.

OBJECTIVE 3: COLLECTION OF EVIDENCE AND REVIEW OF POLICY

After two years of implementing the Policy and gathering information relating to alcohol related harm, it will be reviewed.

Implications:

- This means that the Councils will receive regular monitoring reports of premises, events and the conditions imposed on licences from their Licensing Inspectors.
- This means that the Southern District Health Board will be requested to provide statistics of Southland hospital admissions of alcohol related harm incidents and associated costs.
- This means that Primary Health South will be requested to provide monitoring statistics of education outcomes and awareness of community issues.
- This means that the NZ Police will be requested to provide statistics on alcohol related crime statistics in Southland communities as well as controlled purchase operations.

POLICIES

A. SENSITIVE PREMISES

POLICY A1: SENSITIVE PREMISES

Where there is an application for a proposed On, Off or Club licence or a renewal where the application relates to a significant change in the style or operation of the business (special licence applications are exempt) evidence of consultation with the sensitive premises shall be provided.

"Sensitive premises" are deemed to be:

- Any school, child care facility, pre-school or other facility providing for the education or care of children.
- Any place of religious gathering or assembly.
- Any residential activity – dwelling or apartment.
- Any community facility.

Within 50 metres of the boundary of the subject property.

Evidence of consultation will not be required where a resource consent has been granted under the Resource Management Act 1991.

Reason:

This policy is to ensure that neighbouring properties are aware of the possibility of licensed premises being established or having its licence renewed where there is a change in the style of business (for example from a café closing at 5.00 pm to a late night "dance" venue) nearby. It gives the occupants of a sensitive premises an opportunity to voice their concerns and the applicant an opportunity to identify and address them.

In principle the community felt that there should be a separation between a licensed premises and a "sensitive premises". This recognises that licensed premises are often grouped with other non-residential uses and the grouping proves to be quite appropriate, or has been there for such a long time that the situation was accepted and managed. It was the "fear of what might happen" that caused concern.

B. TRADING HOURS

POLICY B1: TRADING HOURS

The following shall be the maximum trading hours for the sale, supply and consumption of alcohol (within the context of their licences) on licensed premises within the Gore District/Invercargill City/Southland District Council areas:

1. On-licences (bars, taverns, hotels, entertainment venues and Class 1 restaurants):
 - (i) Invercargill Central Business District Area: The hours between 8.00 am on any day to 3.00 am the following day.
 - (ii) Invercargill (other than the Invercargill Central Business District Area): The hours between 8.00 am on any day to 1.00 am on the next day.
 - (iii) Gore District/Southland District: The hours between 8.00 am on any day to 3.00 am on the following day.
2. On-licences (Class 2 and Class 3 restaurants) including BYO restaurants:
The hours between 8.00 am on any day of the week to 1.00 am the following day.
3. Off-licences:
The hours between 7.00 am on any day to 11.00 pm the same day and includes dedicated "bottle store" outlets and "across the bar" sales.
4. Club licences:
Not to operate outside the hours of 8.00 am - 3.00 am. (Note: Applications for Club licences will need to justify the hours requested on the basis of the activity of the Club.)
5. Special licences:
No restriction, however applications for Special Licences will need to justify the hours requested in terms of the purpose of the function or event.

Note: All above provisions are subject to Sections 47 and 48 of the Act, which relate to the sale and supply of alcohol on Anzac Day morning, Good Friday, Easter Sunday and Christmas Day.

Reasons:**Off-licences**

- (i) The default trading hours provided for in the Act have been accepted. The risks associated with later closing times do not outweigh the benefit of providing a service where there is a demand.

On-licences

- (i) Earlier closing hours reduce the risk of alcohol-related offences occurring. The later premises close, the higher the percentage of alcohol-related offending. Ministry of Justice studies indicate that there is a direct correlation between the lateness of closing hours of on-licences and club licences and alcohol related offending. The later the premises closes, the higher the risk of offending (5). Information supplied by the Police (4) indicated that calls relating to alcohol related events in Invercargill City peaked at 3,117 in 2009 but had reduced to 2,723 by 2012 in response to earlier closing times.
- (ii) The policy reflects hours currently observed.
- (iii) In Invercargill the Proposed District Plan contains policies favouring the ongoing maintenance and development of the CBD as a late night entertainment area. Earlier closing of on-licences in suburban areas helps maintain residential amenity in Invercargill and helps direct late night entertainment into the CBD.
- (iv) 1.00 am closing for restaurants reflects the purpose of a restaurant licence.

Club Licences and Special Licences

- (i) The pattern of social behaviour should relate to the activity of the club, in the case of a club licence, and the nature of the occasion, in the case of a special licence, and the alcohol licence should be tailored accordingly.

C. DISCRETIONARY CONDITIONS

POLICY C1: DISCRETIONARY CONDITIONS

Alcohol licences of any type may be issued subject to discretionary conditions. A list of the possible conditions are detailed below. Applicants are encouraged to consider the discretionary conditions, and submit as to their applicability. Matters which may be addressed in discretionary conditions include, but are not restricted to, the following:

A. Premises layout and design

- (i) Design and layout requirements
- (ii) Minimum seating requirements
- (iii) Maximum numbers of patrons

B. Staffing

- (i) Training requirements for staff
- (ii) Management requirements in relation to staff (e.g. number of staff, duty managers)
- (iii) Prescribed ratio of security staff to patrons
- (iv) Uniform requirements (e.g. high visibility vests for security staff)

C. Host responsibility

- (i) Queue management
- (ii) Provision of food
- (iii) Management of an event in such a way as to reduce abuse of alcohol, e.g.
 - Ten minutes of "no alcohol service" every hour
 - No "shots" served after midnight
 - Limits on the number of drinks sold in any one transaction
 - Restrictions on use of glass vessels
 - Minimum wind-down periods (or short duration closings – to encourage a break in drinking and food consumption)
 - Restrictions on discounts (e.g. "happy" hours)
 - Steps to prevent sales to minors
 - One-way door policy
 - Entry or "cover charge"
 - Restrictions on activities (e.g. drinking games, cage fights)
 - Provision of a place of safety for any intoxicated patrons
 - Limiting the sale of undiluted spirits close to closing time
 - Restricting the number of serves per sale at large scale events
 - Membership and expansion of the IBAN (Invercargill Bar Alert Network)
 - Support mechanisms for sober drivers

- Advertising proposed for the event
- Advertising of alcohol promotions or "specials"
- Procedures that will ensure that minors only receive legal alcohol on the premises/event
- Requiring the presence of a Duty Manager
- (iv) Availability of transport home for patrons

D. Amenity and good order

- (i) Cleaning the outside of the premises and immediate environs
- (ii) Use of CCTV
- (iii) Signage and advertising

E. Management of incidents

- (i) Licensee to keep a register of incidents
- (ii) Mandatory notification to Police of violent incidents

F. CPTED Principles.

Reason:

Experience has shown that attention to the matters raised as possible conditions can help alleviate harm associated with consumption of alcohol at that event or premises.

The Committee also wishes to create a local practice note that will encourage (but not require) a pre-application meeting. This will enable the applicant to discuss the various conditions prior to lodging an application.

Each and every condition will not be applicable to each and every Licence. The Licence applicant can submit on those conditions it thinks are most applicable and the Committee can impose such conditions as may be applicable from the list.

This policy is to encourage good working relationships between Councils and industry providers while enabling the use of conditions to promote the purposes of the Act.

RELATED MATTERS

ALCOHOL BAN AREAS

The Gore District, Invercargill City and Southland District Councils intend to maintain and enforce existing Alcohol or Alcohol Ban Areas established under a bylaw or bylaws promulgated under the Local Government Act 2002.

Reason:

Alcohol or alcohol ban areas were introduced within the Invercargill City and Gore and Southland District areas in response to requests by Police and also property owners in the affected areas. They have proven an effective way to enable Police to intervene in situations where alcohol use or abuse has been a factor.

Background:

"The growing incidence of drinking in public places, especially by young people, has been a particular source of anxiety, as are reports of alcohol-fuelled street violence. With the decriminalisation of public drunkenness in the early 1980s, some observers have pointed to a lack of tools which frontline police can use to "nip trouble in the bud", leading to calls for local councils to pass by-laws which prohibit the possession or consumption of alcohol in defined public places." (6)

However, the Police submission noted:

"Repeat observations and anecdotal information continue to indicate that a significant number of people continue to ignore the (Invercargill) alcohol ban by consuming alcohol whilst travelling around/through the CBD" (5)

Considering alcohol bans over New Zealand as a whole, Webb, Marriott-Lloyd and Grenfell (6) concluded:

".... largely uncontrolled and unregulated use of alcohol in public places (especially main public thoroughfares and inner city parks) can frustrate local police goals of crime reduction and inner city safety. From a crime science perspective, such locations for public place drinking can be seen as "offender convergence settings", where offenders meet, spend time and identify potential co-offenders Seen in this light, disrupting such locations by proactively enforcing alcohol ban bylaws gives police a useful way to minimise the serious impact of alcohol-related co-offending. Police also recognise that there should not be a "silver bullet" mentality about alcohol bans"

Implications:

The alcohol ban areas already in existence need to be enforced. For local authorities, this means

- Ensuring that signage is adequate and is maintained.
- Ensuring that the bylaws are reviewed as necessary.
- Taking necessary steps to enforce the bylaw with the Councils' own regulatory staff.

REFERENCES

- (1) Holder H.D. Alcohol Related Data Collection for Harm Reduction Purposes at the Local Level: A Review of New Zealand Data and Action Recommendations. Alcohol Liquor Advisory Council. January 2003.
- (2) ALAC: The Way We Drink 2005; ALAC Occasional Publication No 27.
- (3) Public Health South: The Impact of Alcohol on the Health of Southern Communities - a Report to Inform the Development of Local Alcohol Policies by Southern District Councils, 1 July 2013).
- (4) ALAC Alcohol Monitor, Research NZ, 14 January 2011.
- (5) New Zealand Police: Calls to Police (and Invercargill offences) related to alcohol – Southland Area, Released 07 October 2013.
- (6) Webb M, Marriott-Lloyd P, Grenfell M: Banning the Bottle: Alcohol Bans in New Zealand. Ministry of Justice.

GLOSSARY

All terminology used in this Policy shall have the same meaning as that used in the Sale and Supply of Alcohol Act 2012. The more commonly used terms are reproduced below:

- Alcohol** Means a substance -
- (a) That -
 - (i) Is or contains a fermented, distilled, or spirituous liquor; and
 - (ii) At 20°C is found on analysis to contain 1.15% or more ethanol by volume; or
 - (b) That -
 - (i) Is a frozen liquid, or a mixture of a frozen liquid and another substance or substances; and
 - (ii) Is alcohol (within the meaning of paragraph (a)) when completely thawed to 20°C; or
 - (c) That, whatever its form, is found on analysis to contain 1.15% or more ethanol by weight in a form that can be assimilated by people.
- Club** Means a body that –
- (a) Is a body corporate having as its object (or as one of its objects) participating in or promoting a sport or other recreational activity, otherwise than for gain; or
 - (b) Is a body corporate whose object is not (or none of whose objects is) gain; or
 - (c) Holds permanent club charter.
- Intoxicated** Means observably affected by alcohol, other drugs, or other substances (or a combination of 2 or all of those things) to such a degree that 2 or more of the following are evident:
- (a) Appearance is affected
 - (b) Behaviour is impaired
 - (c) Co-ordination is impaired
 - (d) Speech is impaired
- Licence**
- (a) Means a licence issued under this Act that is in force; and
 - (b) In relation to any licensed premises means the licence issued for them (or, in the case of premises that two or more licences have been issued for, any of those licences).

NOTE: Under Section 13 of the Act there are four kinds of licence: On-licences, Off-licences, Club licences and Special Licences. Reference should be made to Sections 13 – 22 of the Act for further details/kinds of licences.

Local Alcohol Policy:

- (a) Means a policy, in force under Section 90 of the Act, relating to the sale, supply, or consumption of alcohol (or to two or all of those matters) within the district of a territorial authority or the districts of two or more territorial authorities; and
- (b) In relation to a territorial authority, means a policy, in force under Section 90, relating to the sale, supply or consumption of alcohol (or to two or all of those matters) within its district or the districts of two or more territorial authorities that include it.

Premises:

- (a) includes a conveyance; and
- (b) includes part of any premises; and
- (c) in relation to a licence, means the premises it was issued for.

Other Terms used in this report:

Binge drinking: Drinking alcoholic beverages with the primary intention of becoming intoxicated by heavy consumption of alcohol over a short period of time.

Pre-loading: Drinking alcoholic beverages at home or other non-licensed premises, prior to a planned visit to a licensed premises, with the primary intention of being at least partially affected by alcohol prior to arriving at the licensed premises.

Dog Registration Fees for 2019/2020

Record No: R/19/2/2517
Author: Michael Sarfaiti, Environmental Health Manager
Approved by: Bruce Halligan, Group Manager Environmental Services

☒ Decision ☐ Recommendation ☐ Information

Purpose

- 1 The purpose of the report is to set the dog control fees for the 2019/2020 year.

Executive Summary

- 2 Council's dog control fees must be prescribed by resolution. It is proposed to continue the current 2018/2019 fees for the 2019/2020 year.

Recommendation

That Council:

- a) **Receives the report titled "Dog Registration Fees for 2019/2020" dated 1 April 2019.**
- b) **Determines that this matter or decision be recognised not significant in terms of Section 76 of the Local Government Act 2002.**
- c) **Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the Act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.**
- d) **Sets the dog control fees in Attachment A for the 2019/2020 registration year.**
- e) **Publicly notifies the fees in the Fiordland Advocate during the weeks starting 3 June 2019 and 17 June 2019.**
- f) **Authorises an incentive prize draw to encourage more dog owners to register their dogs online.**
- g) **Authorises that the late penalty does not apply to new dogs registered using the proposed new dogs online service.**
- h) **Approves the collection of less dog registration fees than those fees set in Attachment A for new dogs that are registered using the proposed online service.**

Background

- 3 The Dog Control Act 1996 requires territorial authorities to set dog control fees. Council currently has approximately 13,000 registered dogs within its District.
- 4 The dog control service operates a register of dogs, investigates complaints about dogs, monitors the District, and promotes responsible dog ownership.
- 5 The dog control business unit is staffed by a manager, one full-time and part-time dog control officer, a part-time ranger, and the customer contact centre. Support services are provided by a contractor (Armourguard) and via a shared service with the Invercargill City Council.
- 6 Council has a combined dog pound with the Invercargill City Council. Council has a licence to occupy the pound with an exclusive licence to use five of the 28 kennels.

Issues

Continuation of fees

- 7 It is proposed to continue the dog registration fees for 2019/2020 at the same level as 2018/2019 fees. The proposed fees for 2019/2020 are in Attachment A.

Online registration for new dogs

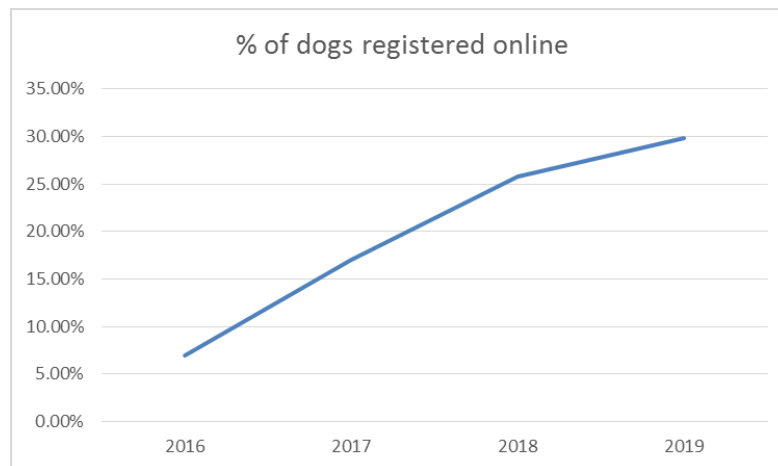
- 8 Staff are proposing to implement a new online registration service for *new* dogs (dogs that have not been registered before), by 1 June 2019. Currently, District dog owners can only *renew* dogs online.
- 9 In its meeting on 18 June 2018, Council resolved to approve the collection of less fees for new dogs online, the main reason being that the system cannot back calculate the puppy fee from the date of birth of the dog; rather it calculates it from the date of registration.
- 10 Staff also recommend that the late penalty is not applied to new dogs online, as this would make implementation too complex. Staff have no concerns about this, as the important goal is to have new dogs registered (as opposed to remaining unregistered) and make this easy for dog owners.
- 11 Accordingly, a recommended resolution has been included to authorise the collection of less fees for new dogs registered online - repeating the same resolution of Council on 18 June 2018. At that meeting, the author advised Council that the income lost may be less than \$5,000, however this cannot be estimated accurately due to variables such as the number of dog owners who will register their new dogs online, or the proportion of new dogs that would be subject to the late penalty.

Incentive to register online

- 12 It is proposed to offer the same incentive as last year - 20 free dog registrations are promoted as prizes for dog owners that apply online by 1 July 2019, with one change, to also give away one free iPad. Benefits are:
 - less staff time in processing an application = less cost
 - high accuracy – this also results in less cost, due to less time following up on errors.
- 13 Applying online means that the dog owner, once receiving the registration pack in the post, goes onto Council's website to the "Payments" shortcut, and then pays for the dog registration either

straight from the customer's bank account or by Visa or Mastercard. Owners that register by this method are not required to send back their registration form.

- 14 The number of dog owners that renew online is increasing as shown here:



Some statistics

- 15 Some statistics concerning non-working dogs:
- 51% receiving the neutering discount, up from 45% the previous year
 - 88% dogs chipped, up from 75% the previous year
 - 94% receiving the fencing discount, up from 80% the previous year
 - 48% receiving all discounts, up from 42% the previous year
 - 4% receiving no discounts, down from 16% the previous year
- 16 Also, 38 dog bite incidents reported, down from 42 the previous year.

Factors to Consider

Legal and Statutory Requirements

- 17 Section 37 of the Dog Control Act 1996, is concerned with fee setting, and is attached to this report in Attachment B.
- 18 Council is legally required to set the fees by resolution and to subsequently publicly notify these fees.
- 19 The prize draw is a 'Sales Promotion Scheme' under the Gambling Act 2003, as defined in Section 4 of that act:

sales promotion scheme means gambling that does not involve a gaming machine nor prize restricted or prohibited under section 17, used by a creator, distributor, or vendor of goods or services to promote the sale of those goods or services if—

- (a) participation in the gambling requires a person to purchase the goods or services promoted for a price not exceeding the usual retail price; and

- (b) the date or period on or over which the outcome of the gambling will be determined is clear to the participant at the time and place of sale; and
- (c) the person is not required to pay direct or indirect consideration other than to purchase the goods or services promoted (except the cost, at the standard rate, incurred in submitting an entry into the promotion, for example, the cost of postage at the standard rate or sending a telecommunication by mobile telephone at the standard rate); and
- (d) the outcome is determined—
 - (i) randomly or wholly by chance; or
 - (ii) partly by chance (whether chance plays the greater or lesser part) and partly by the application of some knowledge or skill

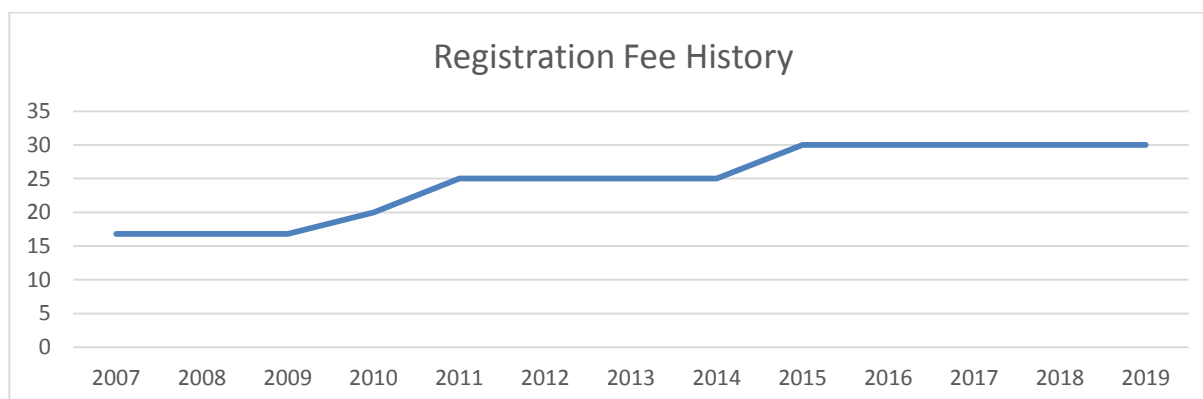
- 20 Sales Promotions Schemes are authorised under Section 18 of that Act, and so Council's incentives scheme is permitted and no licence is required.

Community Views

- 21 Members of the community will have an opportunity to express their views on the registration fees when they are publicly notified.

Costs and Funding

- 22 The dog control service is funded mainly from registration fees, and also from infringements, and fees and charges. Council has resolved that dog control is to be fully funded by fees and charges.
- 23 The fee history is as follows:



- 24 The fee discounts were introduced in 2017/2018.
- 25 The dog control business unit retains its reserve, as required by the Dog Control Act.
- 26 The reserve has been used to keep fees lower for longer, and also investment (e.g. online registration systems, replacement firearms, technology). The reserve is now currently about zero.
- 27 The reserve was built up during the 2000's, when a large number of \$300 infringement fines were issued for unregistered dogs (so for example 1,000 unregistered dogs discovered over a several year period = \$300,000 infringement fees). While staff continue to issue these fines, more recently the 'instant fine' approach has not been practiced, primarily for health and safety and related purposes.

- 28 It is likely that Council will have to consider increasing fees next year, likely by \$5.
- 29 During the next Long Term Plan process, the author proposes to ask Council to consider introducing 10% rates funding for dog control. Dog control is similar to alcohol and health licensing in that all these activities involve registration, education, public queries, monitoring, visits, and enforcement.

Policy Implications

- 30 There are no specific policy and plan considerations.

Analysis

Options Considered

- 31 There are no options, Council must set dog control fees by resolution and may make any changes to the proposed fees in Attachment A as it sees fit.

Analysis of Options

Option 1 – That Council sets the dog control fees in Attachment A for the 2019/2020 registration year, with any amendments as it sees fit.

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none">the recommended fees are considered suitable for the District.	<ul style="list-style-type: none">none identified.

Assessment of Significance

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

Recommended Option

- 33 Not applicable.

Next Steps

- 34 Council's decision will be publicly notified in the Fiordland Advocate and also on Council's website.

Attachments

- A Registration fee schedule [↓](#)
- B Section 37 of the Dog Control Act [↓](#)

DOG CONTROL FEE SCHEDULE**EFFECTIVE 1 JULY 2019****(All fees GST inclusive)****Registration - Dog (non-working)****\$90.00****Discounts**

- (a) The dog is spayed or neutered **-\$10.00**
- (b) The dog is in a fenced or controlled property **-\$20.00**
- (c) Responsible owner (according to Council's criteria) and microchipped dog **-\$30.00**

Registration fee inclusive of (a), (b) and (c)**\$30.00****Registration - Working Dog****\$30.00****Late Registration - All Dogs****50%**

Registration fee for a dog that is required to be registered with SDC, that has been impounded by SDC, and released to a SDC authorised rehoming provider (initial registration only)

Free**Dog Control Fees**

- (a) Dog hearing lodgement fee **\$100.00**
- (b) Multiple dog licence application fee **\$50.00**
- (c) Sale of collars **\$9.00**
- (d) Withdrawal of infringement fee, per infringement **\$30.00**

Microchipping

- (a) Microchipping of a dog registered by SDC **Free**
- (b) Commercial breeders that require more than four pups to be microchipped per registration year **\$30.00 per dog, for the fifth and subsequent dog**

Dog Impounding Fees

- (a) Impounding of dogs **\$100.00**
- (b) Sustenance of impounded dog per day or part thereof **\$20.00**
- (c) Euthanasia **\$40.00**

Section 37 Dog Control Act 1996

Territorial authority to set fees

- (1) The dog control fees payable to a territorial authority shall be those reasonable fees prescribed by resolution of that authority for the registration and control of dogs under this Act.
- (2) Any resolution made under subsection (1) may—
 - (a) fix fees for neutered dogs that are lower than the fee for dogs that have not been neutered;
 - (b) fix fees for working dogs that are lower than the fee for any other dog, and may limit the number of working dogs owned by any person which qualify for lower fees under this section;
 - (c) fix different fees for the various classes of working dogs;
 - (d) fix fees for dogs under a specified age (not exceeding 12 months) that are lower than the fee that would otherwise be payable for those dogs;
 - (e) fix, for any dog that is registered by any person who demonstrates to the satisfaction of any dog control officer that that person has a specified level of competency in terms of responsible dog ownership, a fee that is lower than the fee that would otherwise be payable for that dog;
 - (f) fix by way of penalty, subject to subsection (3), an additional fee, for the registration on or after the first day of the second month of the registration year or such later date as the authority may fix, of any dog that was required to be registered on the first day of that registration year;
 - (g) fix a fee for the issue of a replacement registration label or disc for any dog.
- (3) Any additional fee by way of penalty fixed under subsection (2)(f) shall not exceed 50% of the fee that would have been payable if the dog had been registered on the first day of the registration year.
- (4) In prescribing fees under this section, the territorial authority shall have regard to the relative costs of the registration and control of dogs in the various categories described in paragraphs (a) to (e) of subsection (2), and such other matters as the territorial authority considers relevant.
- (5) Where any 2 or more territorial authorities have formed a joint standing or joint special committee in accordance with section 7, the resolution of that committee under subsection (1) may fix different fees in respect of dogs kept in the different districts, having regard to the costs of registration and dog control in the districts concerned.
- (6) The territorial authority shall, at least once during the month preceding the start of every registration year, publicly notify in a newspaper circulating in its district the dog control fees fixed for the registration year.
- (7) Failure by the territorial authority to give the public notice required by subsection (6), or the occurrence of any error or misdescription in such public notice, shall not affect the liability of any person to comply with this Act or to pay any fee that is prescribed by the territorial authority under subsection (1).

- (8) No increase in the dog control fees for any year shall come into effect other than at the commencement of that year.”

Unbudgeted Expenditure Approval for the Flying Fox

Record No: R/19/3/4154
Author: Mark Day, Community Facilities Manager
Approved by: Matt Russell, Group Manager Services and Assets

☒ Decision ☐ Recommendation ☐ Information

Purpose

- 1 The Manapouri Community Development Subcommittee (CDA) resolved to change the LTP project on Manapouri foreshore from play equipment for pre-schoolers to a 45m flying fox at a cost of approximately \$42,500 plus GST. This change results in a funding shortfall of approximately \$17,500.
- 2 To resolve this shortfall, the Committee resolved to recommend to Council to utilise available interest from the Reserve Contributions Reserve fund of \$9000 and request Council to approve unbudgeted expenditure for the remaining \$8,500 from both the Manapouri Community Development Area Subcommittee General Reserve and the Frasers Beach General Projects Budget.

Executive Summary

- 3 The CDA included a project in the 2017/2018 financial year for new playground equipment for pre-schoolers. During the investigation stage, presenting various equipment options to the CDA through the Chair, no options were chosen which eventually led to the CDA indicating they would rather look into a Flying Fox at the foreshore.
- 4 Any change to the LTP project like this will need a formal resolution of the CDA as well as the resolutions regarding unbudgeted expenditure. This resolution was sought and approved at the meeting held on 18 September 2018.
- 5 In the interim, there have been additional projects approved that have depleted the reserve budget so that now there are not sufficient funds available to fully fund this project. The proposal is to request the shortfall comes from the Frasers Beach General Projects Budget (Operational).

Recommendation

That the Council:

- a) **Receives the report titled “Unbudgeted Expenditure Approval for the Flying Fox” dated 1 April 2019.**
- b) **Determines that this matter or decision be recognised as not significant in terms of Section 76 of the Local Government Act 2002.**
- c) **Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the Act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.**
- d) **Agrees with the staff recommendation to proceed with the 45m flying fox option.**
- e) **Approve unbudgeted expenditure of \$17,500 plus GST for the additional costs of the flying fox to be made up of \$8500 from a combination of the General Reserve (\$7584) and the Frasers Beach General Projects Budget (\$916) with the remaining \$9000 to be funded from interest earned on the Reserve Contributions Reserve.**

Background

- 6 The CDA included a project in the 2017/2018 financial year for new playground equipment for pre-schoolers. During the investigation stage, presenting various equipment options to the CDA through the Chair, no options were chosen which eventually led to the CDA indicating they would rather look into a Flying Fox at the foreshore.
- 7 Any change to the LTP project like this will need a formal resolution of the CDA as well as the resolutions regarding unbudgeted expenditure.

Issues

- 8 The current LTP project is for new playground items suitable for toddlers. With the current position of the CDA to look at the option of a Flying Fox being significantly different, the project is required to be either cancelled and a new project created, or a resolution required by the CDA to change the project.
- 9 A change to the project will also require additional funding so decisions around that also need to be made.
- 10 Below are the comments of the Community Engineer about the proposed change:

A flying fox (under the standards they are called travellers) is designed such that the seat height off the ground should be 400mm when loaded with 130kg, therefore due to the tension it will hang higher when not in use, as it would run higher with someone lighter than 130kg. part of this reason (and with all playground equipment) is that if a small child cannot physically climb the equipment or get on the equipment, i.e. legs too short for a ladder, or cannot pull down the flying fox seat in order to get on then that child is too small.

For the flying fox to work and best chance to be compliant it needs to be on the flattest area before the slope drops down significantly and it will need to transit diagonally across the whole area, a 45m would just fit, this may/ or may not affect the view shaft. It should be lower than the road level.

From my initial concerns over the compliance and safety of it based on the thinking it could go down the slope, I revisited the site on my own and then later with Shirley Mouat pointing out that for it to work it had to be on this flat part and stretch across the area. This was also based on discussions with the course taker for the playground inspection course I did.

Her advice (and she is one of only three NZ playground inspection level 3 qualified people) was that they are best designed for level ground, with a platform to start from and the travel should represent a curve/ banana that you speed up going down then it slows you down at the other end as it is going back up.

Considering the above and to get the best experience I would recommend the 45m over the 30m option.

- 11 What is covered above is that the structure's height deals with the Health and Safety requirements around young users, as well as the proposed site dealing with the issues around topography.

Factors to Consider

Legal and Statutory Requirements

- 12 All playground equipment to be installed must be compliant to the New Zealand Standard, NZS 5825:2015 Playground equipment and surfacing. The proposed Flying Fox meets these standards.

Community Views

- 13 The position of the CDA will be taken to represent the community. It should be noted that the desire to change the current LTP project to a Flying Fox is a different to the project scope that has been publically consulted upon.

Costs and Funding

- 14 The current LTP project has a budget of \$25,000 to be funded through the Manapouri General Reserve.
- 15 The total estimated cost to supply and install a Flying Fox at the desired location if progressed is expected to be approx. \$33,500 - \$40,000 for a 45m unit or \$31,500 - \$38,000 for a 30m unit. A breakdown as below. It is recommended that the 45m unit be installed.
- 16 Based on these estimates and the subsequent recommendation, unbudgeted expenditure of \$17,500 is required.
- 17 Interest on Reserve Contributions are available to fund this project to the level of \$9,000, leaving a further \$8,500 to be funded from the Manapouri General Reserve budget. The Manapouri General Reserve cannot fully fund this additional \$8,500 due to other commitments the CDA have made to fund from this Reserve. Therefore it is proposed to fund \$7,584.00 from the Reserve fund and the shortfall of \$916.00 from the Frasers Beach General Projects operational budget.

Policy Implications

- 18 That what is being proposed or investigated is in line with the Manapouri Foreshore Management Plan. There is nothing in the plan that specifically contemplates the proposed Flying Fox.
- 19 The plan does however state that the general policy statements in the District Wide Reserve Management Plan will be consistent with what's required in the Manapouri Foreshore. There is a comment that the Manapouri Foreshore Plan will take precedence over the district wide policy statements.
- 20 There is nothing in the Manapouri Foreshore Management Plan that prohibits a Flying Fox and the plan contemplates additional facilities on the reserve. The comments of the engineer are that the structure should be below road level thus reducing any visual impact.
- 21 The general policy statements attached to the plan state that any new play equipment must meet the required standards, be visible to the public, cause minimum harm to neighbouring properties, and reflect the special visual character of the reserve. If none of these are an issue then there is nothing to stop the construction.

Analysis

Options Considered

- 22 If the Council are of a mind that the project change is required and considered that a Flying Fox meets the requirements a set out in paragraph 23 above, then the options come down to the length of the Flying Fox.

Analysis of Options

Option 1 – Flying Fox – 30m

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none">• Is less cost albeit marginally than the 45m option• Less visual impact	<ul style="list-style-type: none">• Will not give the experience of a 45m ride

Option 2 – Flying Fox – 45m

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none">• Provides the best experience for users.	<ul style="list-style-type: none">• Is slightly more expensive than the 30m option.• Will be longer thus having a larger visual impact.

Assessment of Significance

- 23 While the change of the project from the LTP to a Flying Fox may be considered a significant difference, the decision to change the project is not considered significant.

Recommended Option

- 24 Option 2- a 45m Flying Fox

Next Steps

- 25 Approval to the unbudgeted expenditure and if approved confirm costing's and complete project.

Attachments

There are no attachments for this report.

Forecasted Financial Position for the year ending 30 June 2019

Record No: R/19/3/4654
Author: Joanie Nel, Management Accountant
Approved by: Anne Robson, Chief Financial Officer

☒ Decision

☐ Recommendation

☐ Information

Purpose

- 1 To inform the Council of the forecasted financial position for the year ending 30 June 2019.
- 2 Seek approval for unbudgeted expenditure, deletion of some projects and the deferral to future years of other projects.

Executive Summary

- 3 Forecasting the financial position for the year ended 30 June 2019 is intended to provide information about what has changed since the budget was approved, why it has occurred and what the result is expected to be at the end of the year. In considering the final position staff consider what they planned to do in the Annual Plan, the projects carried forward from 2017/18 that were approved by Council on 25 September 2018, unbudgeted expenditure requests approved by Council during the year and the expected year end position as a result of operational decisions and information.
- 4 Forecasting enables the organisation to understand the anticipated year end position at all levels. It will also assist with decisions and priorities for spending across Council.
- 5 The budgeted expenditure included in the Annual Plan for the 2018/2019 year was adopted in June 2018. Forecasting allows a formal process to communicate to the Executive Leadership Team (ELT), Finance and Audit Committee and Council any known or expected changes. The net change by business units is shown in Attachment A.
- 6 The effect of the forecast changes on the Statement of Comprehensive Revenue and Expenditure and Statement of Financial Position is shown in Attachment B and C.
- 7 As part of this report approval is also sought for unbudgeted expenditure that has not been advised to Council previously. Additionally, there are a number of projects that have been identified as needing to be deferred to future years. A detailed list of these projects can be found in Attachment D. There is also a list of projects that are to be deleted, or where a project is completed under budget, the remaining budget is to be deleted, contained in Attachment E.
- 8 This report has also been presented to the Finance and Audit Committee on 26 March 2019. The Finance and Audit Committee questioned why an additional \$7.2 million in projects were to be carried forward given that Council has already approved \$3.4 million of projects to be moved to the 2019/20 year as part of the October 2018 forecasting round. The concern for the Finance and Audit committee was whether there is risk for Council in not delivering the projects now as well as the ongoing issue of a sizeable quantity of projects constantly moving. Staff acknowledged the concerns and noted a significant value of the carry forward was in relation to the Te Anau wastewater project. Staff also talked about the approach they were taking to the review of the 2019-2020 Annual plan projects which is to ensure that the programme is realistic and relevant..

Recommendation

That the Council:

- a) Receives the report titled "Forecasted Financial Position for the year ending 30 June 2019" dated 3 April 2019.
- 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) Note the forecasted changes to Council's year-end financial performance and position as detailed in Attachment B and C.
- e) Approves the changes as detailed in Attachment A.
- f) Notes the projects or partial costs of projects indicated to be deferred to future years, as detailed in Attachment D and requests staff to make the necessary changes to the 2019/2020 Annual Plan.
- g) Approves the deletion of the following 2018-19 projects:

Business Unit	Project	Amount	Details
District Leadership	Project 3.3 Complaints and Compliments	\$2,000	Project no longer required
Riverton	Wastewater treatment upgrade & sewer pumps	\$31,728	Project for SCADA no longer required
Waiau Aparima Ward	Monkey Island Hardstand and Shelter upgrade, Gemstone Beach project	\$128,000	Projects removed as requested by the Ward Committee. Monkey Island is in twice Gemstone Beach to be considered as part of the open spaces work Council's undertaking
Waikaia	Waikaia Depot project	\$6,000	Project cancelled, no longer required
Lumsden	Upgrade Railway Heritage Area	\$7,688	Project completed, remaining budget no required
Te Anau	Te Anau Water Park new track, Te Anau Walkway in water park, supply	\$48,000	Water park track and walkway projects deleted, water supply

	water to Lions Park BBQ area		project to Lions park BBQ area cancelled, park already has water
Waikawa	Waikawa toilets	\$1,488	Funds carried forward from 17/18 not required
Woodlands	Woodlands Heritage orchard shelter	\$3,000	Unwanted project deleted by CDA Subcommittee
Lumsden	Lumsden Toilet facility upgrade	\$76,925	Project completed, remaining budget to be deleted

- h) Approves the following unbudgeted expenditure for the 2018/19 financial year and the associated funding source:

Business Unit	Expense	Amount	Funding Source
Financial Services	Increased Valuer General costs and Legal fees	\$96,181	District Operations Reserve
Knowledge Management	Increases in Software licence fees for 10 additional RM8 licences, Landonline fees for Certificate of Title searches and general operational costs	\$14,000	District Operations Reserve
Around the Mountains Cycle Trail	Operational costs, maintenance, capital and final easement work that needs undertaken	\$258,466	Lottery and Government Grants, Loan and Roothing reserves
Roothing - Administration	Training budget not included in LTP 3% of staffing costs	\$19,500	Roothing Rates Reserves
Ohai Forest	Increase in Consultants fees due to larger physical programs being undertaken than originally budget, due to a larger land preparation area	\$12,436	Forestry Reserve
Lumsden Hall	Unbudgeted Expenditure for refurbishment of kitchen and toilets at Lumsden Hall approved by the CDA Subcommittee	\$11,960	Lumsden Community Centre Reserve

Financial and Reserve Contributions	Edendale Primary School tennis courts, Community & Policy agreed to support this project	\$30,000	Financial & Development Contributions
Riverton Harbour	Completion of Wharf upgrade projects, Long wharf and Pleasure wharf	\$16,559	Riverton Harbour General Reserve
Camping Ground - Wyndham	Wyndham Camping Ground project completed over budget	\$10,891	Edendale Wyndham General Reserve
SIESA	Forecasting for budget shortfalls in Generation Maintenance, Fuel, Road Freight, Travel and Temp contractor fees	\$120,100	SIESA Operation Reserve

Background

- 9 Forecasting enables transparency and Council to be informed of the anticipated year-end financial result. Forecasting is not intended to involve the time and effort undertaken in the annual budgeting process.
- 10 Budget managers were requested to undertake forecasts for their business units where the expected overall outcome would vary from the budget in the Annual Plan by specified tolerance levels. These net levels are set at:
 - \$1,000 for Council-owned halls
 - \$1,000 to \$10,000 for townships depending on their operational expenditure in the current year
 - \$10,000 for all District business units. The maximum limit of \$10,000 was set in line with the delegation held by the Chief Executive in relation to him approving unbudgeted expenditure.
- 11 Changes due to forecasting have been included in the attachments as follows:
 - Attachment A, provides details of changes to revenue and operating expenditure and capital expenditure for each business unit with commentary from the budget manager.
 - Attachment B, shows the net effect of the changes to the Statement of Comprehensive Revenue and Expenditure for the year ended 30 June 2019.
 - Attachment C, shows the effect of changes to the Statement of Financial Position for the year ending 30 June 2019.
 - Attachment D, provides details of the specific projects being deferred to future years. Currently staff are looking to include changes to the 19/20 year in the draft annual plan for that year.
 - Attachment E, provides details of the specific projects being deleted.

- 12 Since the Finance and Audit Committee has been held, there has been a change made to the below table. The table presented to Finance and Audit Committee included all carried forward numbers (not just Projects). The below table, which is a breakdown of the movement of capital projects as a result of carry forwards and forecasting for the 2018/2019 year and doesn't include Roothing, is as follows:

Financial Activity	Amount
Capital projects as per the 2018/2019 Annual Plan per Project List (not including Roothing)	\$14,456,860
Carried forward from 2017/2018	\$ 2,653,084
Unbudgeted Council Reports	\$ 2,012,325
October Forecasting movement	(\$ 2,865,784)
February Forecasting movement	(\$ 7,774,087)
Expected project costs for 2018/19	\$ 8,482,398

- 13 Major changes due to forecasting are shown below. Details can be found in Attachment A.
- 14 **Revenue** - Changes in revenue from the budget has increased by \$495 thousand (Attachment B). This is principally due to the Lotteries Grant received from MBIE towards the Around the Mountains Cycle Trail project.
- 15 **Operating Costs** - Operating expenditure has increased from the budget by \$566 thousand.
- 16 Major changes are:
- Increased valuer general costs and legal fees for Financial Services of \$96 thousand.
 - Increase to costs in the Around the Mountains Cycle Trail, including additional mowing, weeding and additional minor works required following the NZTA warrant of fitness, land easements and tidying up costs of \$338 thousand. This is funded from a combination of lottery funding, MBIE, loan and roading reserves.
 - An increases in the forecasted operating costs for SIESA operations, for budget shortfalls in generation maintenance, fuel, freight charges, travel and temporary contractor fees, \$120 thousand.
- 17 **Capital**
- The forecast capital expenditure has decreased by \$7.2 million due to the deferral of a number of projects. Details can be found in Attachment A.
- 18 The total forecast net deficit for the year is \$4.5million which is \$210 thousand less than the original Annual Plan budget.
- 19 The Transport team indicated that apart from the training forecasted, no further adjustment is required to the roading programme with planned projects being on target for year-end budgets.

Issues

- 20 Forecasting is part of the ongoing process to encourage better financial behaviours across the organisation. This includes earlier identification of projects that will not be completed by the end of the current financial year. The intention is that projects indicated to be completed in 2019/20 will be included in the 2019/20 Annual Plan. Additionally, any changes at year end will be included as part of the carry forward report to Council.
- 21 Forecasting also provides an opportunity to approve anticipated unbudgeted expenditure during the year. This should reduce the number of individual requests needed to be handled by Council. Council will still need to approve some expenditure items separately where the expenditure is large enough to require individual approval or where unbudgeted expenditure has been identified between the two rounds of forecasting.
- 22 In 2017/18, \$19 million of projects were moved to 2018/19 as part of the Annual Plan consultation process. An additional \$7 million was carried forward into 2018/19 at year end as a carry forward. During the October forecasting round, \$3.4 million was proposed to be deferred to the 2019-2020 Annual Plan. During this forecasting round, an additional \$7.2 million is proposed to be deferred to the 2019-2020 Annual Plan (Attachment D).

Factors to Consider

Legal and Statutory Requirements

- 23 There are no legal or statutory requirements in regards to forecasting Council's end of year position.

Community Views

- 24 Consultation was held with the community for the expenditure included in the 2018/2019 budget as part of the Annual Plan process and estimates meetings.
- 25 Changes proposed to capital and operational expenditure for townships will be have been or will be reported to the relevant Community Board or Community Development Area Subcommittee. There are no new significant projects planned for 2018/19.

Costs and Funding

- 26 Forecasting completed shows that overall net operating income and expenditure is expected to decrease by \$70 thousand. This is shown by business unit in Attachment A.
- 27 Overall net Capital Expenditure is expected to decrease by \$7.2 million. Council is requested to approve the expenditure, not included in resolutions, shown in Attachment A.
- 28 The impact on the budgeted Statement of Comprehensive Revenue and Expenditure for the 2018/2019 is a net operating deficit of \$210K from the original Annual Plan as shown in Attachment B.

Policy Implications

- 29 Council staff must ensure that all expenditure is carried out within approved delegations. The current financial delegations only allow the Chief Executive to approve unbudgeted expenditure up to \$10,000.

Analysis of Options

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

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

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none">• Council is informed of anticipated changes from the Annual Plan for 2018/2019.• Council has had the opportunity to prioritise expenditure to be incurred in the current financial year.• Council staff are able to purchase services as required to provide services to the community in the most appropriate manner.	<ul style="list-style-type: none">• Deferral of projects which are going to be completed later or costing more than previously indicated.

Option 2 - Approve the forecast changes recommended

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none">• Council is informed of anticipated changes from the Annual Plan for 2018/2019.• Council has had the opportunity to prioritise expenditure to be incurred in the current financial year• Council considers that the additional expenditure is not a current priority and does not need to be incurred.	<ul style="list-style-type: none">• Processes may be delayed where further approval needs to be sought from Council before committing to additional expenditure.

Option 3 - Do not approve, in part or in full, the forecast changes recommended

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none">• Council is informed of anticipated changes from the Annual Plan for 2018/2019.• Council has had the opportunity to prioritise expenditure to be incurred in the current financial year	<ul style="list-style-type: none">• Processes may be delayed where further approval needs to be sought from Council before committing to additional expenditure.

Assessment of Significance

- 30 The content of this report is not deemed significant under the Significance and Engagement Policy.

Recommended Option

- 31 Option 1 to receive the forecasted adjustments to the financial statements and approve the expenditure in Attachment A not included in the Annual Plan for 2018/2019.

Next Steps

- 32 To advise managers of the approval of unbudgeted expenditure for the 2018/2019 financial year.
- 33 Ensure that deferred projects are included in the proposed 2019-2020 Annual Plan.

Attachments

- A Forecasting Financial Report - February 2019 - Attachment A [↓](#)
- B Forecasting Financial Report - February 2019 - Attachment B [↓](#)
- C Forecasting Financial Report - February 2019 - Attachment C [↓](#)
- D Forecasting Financial Report - February 2019 - Attachment D [↓](#)
- E Forecasting Financial Report - February 2019 - Attachment E [↓](#)

APPENDIX A: Forecast adjustments to revenue, operating expenditure and capital expenditure by business unit

Business Unit Name	February Forecast Adjustment	Forecast Balance at 30 June 2019	Increase or (Decrease)	Comment
Income				
Building Regulation	(\$49,500)	\$22,533	(Decrease)	Amended to reflect actual level of income being received
Investments Operating	\$230,000	\$230,000	Increase	Reflection of the actual interest income received
Resource Consent Processing	\$13,000	\$173,732	Increase	Balancing adjustment as expenditure has been forecast to increase. Most of legal costs will be recovered back.
Street Works - EdenWyn	(\$4,266)	\$19,469	(Decrease)	Project 633 in progress
Library - Lumsden	(\$4,451)	\$19,531	(Decrease)	To reflect transfer of budget for library books to District Library business unit (10070)
Library - Otautau	(\$5,252)	\$24,752	(Decrease)	To reflect transfer of budget for library books to District Library business unit (10070)
Library - Riverton	(\$8,903)	\$49,952	(Decrease)	To reflect transfer of budget for library books to District Library business unit (10070)
Library - Te Anau	(\$21,618)	\$164,245	(Decrease)	To reflect transfer of budget for library books to District Library business unit (10070)
Library - Winton	(\$24,161)	\$85,922	(Decrease)	To reflect transfer of budget for library books to District Library business unit (10070)
Library - Wyndham	(\$4,093)	\$36,602	(Decrease)	To reflect transfer of budget for library books to District Library business unit (10070)
Subtotal Other Revenue	\$120,756	\$826,738	Increase	
Around the Mountains Cycle Tra	\$557,948	\$673,998	Increase	Approved MBIE grant and Lotteries Grant received
Stewart Island Jetties	\$8,867	\$156,212	Increase	WS0010 Millars Beach Refurbishments
Street Works - Lumsden	\$21,400	\$21,400	Increase	MBIE funding towards the Lumsden Railway upgrade project
Street Works - Stewart Island	(\$7,500)	\$20,000		796-A New Footpath Rankin St, funding adjustment
Toilets - Clifden	(\$116,066)	\$0		Clifden toilet budget deferred
Toilets - Lumsden	(\$11,063)	\$101,500	(Decrease)	Lumsden Toilet TIF application project deferred
Toilets - Waikawa	(\$30,851)	\$31,000	(Decrease)	Forecasting to undertake 50% of the project this FY, Carry over the remaining budget to 2019/2020 to complete the project
Subtotal Grant and Subsidies	\$422,735	\$1,004,110	Increase	
Parks & Reserves General	(\$48,000)	\$0	(Decrease)	PR0013 - Te Anau Water Park new track \$30K, Project deleted. 1705 - Te Anau Walkway in Water Park area \$15K, Project deleted. tea100 - Supply water to Lions Parks BBQ area \$3K, Project cancelled, park already has water.

Business Unit Name	February Forecast Adjustment	Forecast Balance at 30 June 2019	Increase or (Decrease)	Comment
Subtotal Dev. and Financial Cont.	(\$48,000)	\$3,215,962	(Decrease)	
Total Revenue adjustment	\$495,491	\$5,046,811	Increase	
Operational Expenditure				
Customer Service	\$6,000	\$95,937	Increase	Increase forecast for extra Travel to allow the sharing of resource across the District and Catering charges required for meetings and events.
District Library	(\$64,018)	\$410,637	(Decrease)	\$8k increase in Operating costs offset by transfer of community funding by the district back to the district library. Previously book purchases were coded to the communities and a contribution from the district made, to simplify all book purchases are now through the district library for communities.
Financial Services	\$96,181	\$385,400	Increase	Increased Valuer General costs and Legal Fees
Knowledge Management	\$14,000	\$88,695	Increase	Increases in Software licence fees for 10 additional RM8 licences, Landonline fees for CT searches and staff catering during training
Information Management	\$200,000	\$700,600	Increase	Consulting costs ex capial line for core systems review
Chief Executive	(\$16,963)	\$137,932	(Decrease)	Reduction forecasted in legal fees, increas in finance
Around the Mountains Cycle Tra	\$122,416	\$192,416	Increase	Additional Mowing/Weed eating plus Trail Audit costs
District Water	(\$37,000)	\$46,100	(Decrease)	WAT990 Consulting and project management for district metered areas deferred, WAT953 \$20k deferred as completed with WAT952
Building Regulation	\$7,288	\$368,860	Increase	Revised to reflect actual costs
Dog and Animal Control	\$8,000	\$20,000	Increase	Forecast increase in legal and associated prosecution costs.
Resource Consent Processing	\$13,000	\$59,626	Increase	Forecasting budget increase due to increased expenditure
Resource Planning/Policy	(\$162,483)	\$70,160	(Decrease)	Forecasting budget reduction due to lower actuals
Regulatory - Non Recoverable	(\$30,000)	\$10,000	(Decrease)	Lower work load in relation to Territorial Authority functions
Depot - Waikaia	(\$6,000)	\$0	(Decrease)	CB0010 Waikaia Depot project deleted as per projects spreadsheet
Roading - Administration	\$19,500	\$19,500	Increase	Training budget not included in LTP. 3% of staffing costs.
Dipton Forest	\$3,438	\$22,768	Increase	Increased Maintenance general charges
Forest Administration	\$32	\$32	Increase	Forecast for budget shortfall
Gowan Hills Forest	(\$58)	\$108,635	(Decrease)	Decrease to reflect actual cost
Ohai Forest	\$12,436	\$82,500	Increase	Increase due to larger physical programs being undertaken than originally budgeted. Maintenance \$2,023, Est \$4,881, Tending \$420

Business Unit Name	February Forecast Adjustment	Forecast Balance at 30 June 2019	Increase or (Decrease)	Comment
Operational Expenditure				
Waikaia Forest	\$6,515	\$1,945,680	Increase	Increase due to larger physical programs being undertaken than originally budgeted.
Financial and Reserve Contribu	\$42,000	\$42,000	Increase	Edendale Community Pool heat pump \$12,000, Council approved 31 Dec 2018. Edendale Primary School tennis courts \$30,000, Community & Policy agreed to support this project and fund transfer from Financial and Dev contributions.
Recreation Reserve - EdenWyn	(\$11,180)	\$13,820	(Decrease)	Project 854 Hedge removal completed
Recreation Reserve -Gorge Road	(\$4,210)	\$5,000	(Decrease)	Hedge removal and fence install complete
Recreation Reserve - Lumsden	\$8,500	\$8,500	Increase	Upgrade pavilion at the Lumsden Recreation Reserve. Unbudgeted expenditure approved by CDA 15 October 2018.
Hall - Lumsden	\$11,960	\$11,960	Increase	R/18/11/26915 Unbudgeted Expenditure for refurbishment of kitchen and toilets at Lumsden Hall
Beautification - Manapouri	\$1,400	\$7,952	Increase	Forecast for budget shortfall
Hall - Manapouri	\$1,400	\$1,400	Increase	Forecast for budget shortfall
Cemetery - Mossburn	\$3,439	\$9,327	Increase	Cemetery Boundary tree removal
Operating Costs - Riversdale	\$7,104	\$7,104	Increase	Riversdale Fire Bore installation R/18/3/4760
Operating Costs - Riverton	\$13,000	\$21,647	Increase	Riverton Xmas tree project funded from General Reserves and South Sea spray art festival
Street Works - Riverton	\$2,300	\$3,019	Increase	Forecast for budget shortfall
Refuse Collection - Riverton	\$2,000	\$4,148	Increase	Additional \$2000 forecasted for Refuse collection charges in Feb 19 round
Recreation Reserve - Riverton	\$6,000	\$7,578	Increase	Forecast budget shortfall
Harbour	\$16,559	\$18,659	Increase	Completion of Wharf upgrade projects, Long wharf and Pleasure wharf
Street Works - Stewart Island	\$2,500	\$4,603	Increase	Forecasted budget shortfall Maint general
Stewart Island Jetties	\$108,867	\$154,900	Increase	Unbudgeted exp for immediate repairs to Ulva and Millars Beach jetties repairs funded from District Ops reserve. User pays fee investigation.
Operating Costs - Te Anau	\$10,000	\$16,149	Increase	Te Anau community housing feasibility study.
Sportsground/Boating - Te Anau	\$2,100	\$2,100	Increase	Forecasted budgeted shortfall for Internal Maintenance
Toilets - Waikawa	(\$1,488)	\$0	(Decrease)	PC0020 Waikawa toilets project, funds carried over from 2017/2018 not required.
Curio Bay Reserve (SDC Costs)	\$7,000	\$7,000	Increase	R/18/11/27247 Unbudgeted expenditure approved by Council on 18/12/18 for upgrading the drinking water quality supplying the Curio Bay rec reserve
Toilets - Tokanui	(\$2,862)	\$4,485	(Decrease)	PC0023 Tokanui toilet project completed under budget
Beautification - Tokanui	\$8,000	\$10,000	Increase	Additional Mowing charges not budgeted for

Business Unit Name	February Forecast Adjustment	Forecast Balance at 30 June 2019	Increase or (Decrease)	Comment
Camping Ground - Wyndham	\$10,891	\$17,250	Increase	Costs to complete project
SIESA - Operations	\$61,300	\$551,652	Increase	Forecast budget shortfall
SIESA - Staff House	\$1,700	\$2,722	Increase	Forecast budget shortfall
SIESA - Waste Recovery	\$65,000	\$113,439	Increase	Forecast budget shortfall
Total adjustment	\$565,563	\$5,811,892	Increase	
Net surplus (deficit)	(\$70,072)			
Capital Expenditure				
District Library	\$122,636	\$267,476	Increase	Unbudgeted expenditure in relation to the Kotui Library Management System not completed until August 2018, however the budget of \$55,750 approved by Council was not carried forward from 2017/2018 to 2018/2019. Plus movement of community library book budgets back to district to simplify process.
Information Management	(\$908,142)	\$663,149	(Decrease)	To transfer part of the project IT5 (Core systems replacement) budget from capital costs to consulting line to reflect the amount spent in consultants for the year.
Around the Mountains Cycle Tra	\$216,050	\$457,258	Increase	Capital works as per MBIE agreement R/18/11/25466. Works costed for Option 1 of the LTP budget was lower than the same works costed for MBIE agreement. Since the LTP adoption MBIE have agreed to fund \$116,050 (50%) of this work. Councils portion to fund is \$116,050. Additionally there is final easement work that needs undertaken and more signage required, plus Tables and Chairs, Spouting and Water tanks
District Water	(\$1,395,607)	\$1,566,819	(Decrease)	Changes in district water projects
District Sewerage	(\$3,900,228)	\$2,831,411	(Decrease)	Changes in district sewerage projects
Building Regulation	\$72,431	\$107,431	Increase	to reflect actual costs, 3 vehicles (including 1 previously leased)
Toilets - Colac Bay Playground	(\$63,976)	\$63,000	(Decrease)	50% of TIF app deferred to 19/20
Street Works - EdenWyn	(\$4,266)	\$160,000	(Decrease)	Project 633 in progress
Water Supply Matuku	(\$20,000)	\$0	(Decrease)	project RW272 - flowmeter and intake deferred at request of water supply committee
Library - Lumsden	(\$4,451)	\$0	(Decrease)	Transfer of budget for library books to District Library business unit (10070)
Street Works - Lumsden	(\$2,774)	\$63,998	(Decrease)	Project UN302 completed
Toilets - Lumsden	(\$76,925)	\$206,670	(Decrease)	Lumsden Toilet TIF application project part deferral to 19/20
Playground - Lumsden	(\$7,688)	\$0	(Decrease)	Completed in conjunction with UN302
Beautification - Manapouri	(\$42,500)	\$0	(Decrease)	Flying Fox
Street Works - Riversdale	\$4,000	\$33,000	Increase	Project has been awarded, expected start date 18 Feb, completion March

Business Unit Name	February Forecast Adjustment	Forecast Balance at 30 June 2019	Increase or (Decrease)	Comment
Library - Riverton	(\$8,903)	\$0	(Decrease)	To reflect transfer of budget for library books to District Library business unit (10070)
Street Works - Riverton	(\$145,068)	\$23,000	(Decrease)	Flagtrax project installed, awaiting final invoice. Footpath project 717 being investigated by OPUS
Stormwater Drainage - Riverton	(\$10,000)	\$0	(Decrease)	STO1508 Riverton Investigate stormwater deferred. scope of work to be defined.
Toilets - Cosy Nook, Monkey I	(\$139,528)	\$140,000	(Decrease)	50% of TIF app deferred to 19/20
Street Works - Stewart Island	(\$7,500)	\$20,000	(Decrease)	Removal of the unfunded projects via SIVL. These are the Rankin St to Golden Bay project and the Horseshoe Bay Rd project.
Library - Te Anau	(\$21,618)	\$0	(Decrease)	To reflect transfer of budget for library books to District Library business unit (10070)
Street Works - Te Anau	(\$10,000)	\$10,000	(Decrease)	1726 Improve signage around town project, defer as per Project Spreadsheet. \$10K remaining is CCTV project.
Stormwater Drainage - Te Anau	(\$12,834)	\$0	(Decrease)	STO640 deferred
Toilets - Boat Hbr, Town Centr	(\$112,337)	\$114,063	(Decrease)	forecast to complete 50% this year.
Parks & Reserves General	(\$13,000)	\$60,000	(Decrease)	was budget \$15K over three year, forecasting to complete the entire project this year. Te Anau
Water Supply Kakapo	\$4,264	\$64,264	Increase	to reflect actual costs on RW139
Toilets - Waikawa	(\$61,702)	\$62,000	(Decrease)	50% of project PC0027 to 2019/20
Curio Bay Reserve (SDC Costs)	\$35,000	\$35,000	Increase	budget to 2019/2020 to complete the project
Toilets - Clifden	(\$116,132)	\$116,000	(Decrease)	Project deferred
Recreation Reserve - WaiauApar	(\$128,000)	\$0	(Decrease)	be removed from Waiau/Aparima Ward budgets as requested by the Ward Committee. The
Library - Otautau	(\$5,252)	\$0	(Decrease)	To reflect transfer of budget for library books to District Library business unit (10070)
Street Works - Otautau	(\$660)	\$18,000	(Decrease)	Project 700 being investigated by OPUS
Holt Park Camping Ground	(\$143,907)	\$70,000	(Decrease)	Project 812 upgrade to Camping Ground, build to commence in March
Library - Winton	(\$24,161)	\$0	(Decrease)	To reflect transfer of budget for library books to District Library business unit (10070)
Stormwater Drainage - Winton	(\$300,000)	\$700,000	(Decrease)	stormwater renewal during 2018/19 deferred to next year.
Sewerage Scheme Winton	(\$10,000)	\$10,000	(Decrease)	WW786 part deferral to 19/20 Consent renewal preparation
Beautification - Woodlands	(\$3,000)	\$0	(Decrease)	PR0031 Woodlands Heritage Orchard Shelter - CDA deleted this project.
Library - Wyndham	(\$4,093)	\$0	(Decrease)	To reflect transfer of budget for library books to District Library business unit (10070)
Total adjustment	(\$7,249,871)	\$7,862,539	(Decrease)	
Total adjustment	(\$6,188,817)	\$24,720,231	(Decrease)	

APPENDIX B**FORECAST STATEMENT OF COMPREHENSIVE REVENUE AND EXPENSES (DISTRICT AND LOCAL)**

	Annual Plan 2018-2019 (adopted in June 2018) (\$000)	Amounts Carried Forward from 2017-2018 (\$000)	Forecast Changes from October 2018 (\$000)	Forecast Changes from February 2019 (\$000)	Forecasted Result for 2018- 2019 (\$000)
Revenue					
Rates	46,780	-	-		46,780
Other revenue	8,138	94	1,121	121	9,473
Interest and Dividends	140	-	-		140
NZTA	13,125	-	-		13,125
Grants and Subsidies	1,040	-	(36)	423	1,427
Other Gains/(Losses)	- 1,348	-	-	-	1,348
Vested Assets	-	-	-		-
Development and Financial Contributions	64		15 -	48	31
	67,939	94	1,100	495	69,629
Expenditure				-	-
Employee Benefit Expenses	12,418	-	-		12,418
Depreciation and Amortisation	22,338	-	-		22,338
Finance Costs	22	-	-		22
Other Council Expenditure	37,521	107	1,227	566	39,421
	72,299	107	1,227	566	74,199
OPERATING SURPLUS/(DEFICIT)	(4,360)	(13)	(127)	(70)	(4,570)
Share of Associate Surplus/(Deficit)	-	-	-		-
SURPLUS/(DEFICIT) BEFORE TAX	(4,360)	(13)	(127)	(70)	(4,570)
Income Tax Benefit	-	-	-		-
SURPLUS/(DEFICIT) AFTER TAX	(4,360)	(13)	(127)	(70)	(4,570)
Gain/(Loss) on Property, Plant and Equipment Revaluations	26,994	-	-		26,994
TOTAL COMPREHENSIVE REVENUE AND EXPENSE	22,634	(13)	(127)	(70)	22,424

APPENDIX C:

**SOUTHLAND DISTRICT COUNCIL
FORECAST STATEMENT OF FINANCIAL POSITION
30 JUNE 2019**

	30 June 2018 '000		Forecast October 2018/2019 '000		Forecast February 2018/2019 '000		Consolidated Annual Plan 2019/2020 '000
	Annual Plan and Carry Forwards	October Forecast adjustments					
Equity							
Retained Earnings	727,943	-	13	727,930	-	70	722,574
Asset Revaluation Reserves	780,585			780,585			780,585
Fair Value Reserves	-			-			1,916
Other Reserves	35,213		385	35,598	-	1,164	36,911
	1,543,741		372	1,544,113	-	1,233	1,541,986
Current Assets							
Cash and Cash Equivalents	386		230	616		6,016	3,096
Trade and Other Receivables	7,183			7,183			7,183
Inventories	85			85			85
Work in Progress	-			-			-
Other Financial Assets	1,159			1,159			334
	8,813		230	9,043		6,016	10,698
Non Current Assets							
Property, Plant and Equipment	1,532,697		602	1,533,299	-	7,099	1,526,343
Intangible Assets	2,905			2,905	-	151	2,799
Forestry Assets	12,208			12,208			12,208
Internal Loans	38,135	-	230	37,905	-	6,016	822
Investments in Associates	-			-			-
Other Financial Assets	-			-			4
	1,585,946		372	1,586,318	-	13,266	1,542,176
TOTAL ASSETS	1,594,759		602	1,595,361	-	7,250	1,552,874
Current Liabilities							
Trade and Other Payables	7,180	-		7,180			7,180
Contract Retentions and Deposits	201	-		201			201
Employee Benefit Liabilities	1,539	-		1,539			1,539
Development and Financial Contributions	1,942	-		1,942			1,878
Provision for Decommissioning	14			14			14
Provisions	-	-		-			-
Borrowings	-	-		-			-
	10,876	-		10,876	-		10,812
Non-Current Liabilities							
Employee Benefit Liabilities	67	-		67			67
Provision for Decommissioning	8			8			8
Borrowings	-			-			-
Internal Loans - Liability	40,067	230		40,297	-	6,016	-
	40,142	230		40,372	-	6,016	75
TOTAL LIABILITIES	51,018	230		51,248	-	6,016	10,887
NET ASSETS	1,543,741	372		1,544,113	-	1,233	1,541,987

ATTACHMENT D: Projects planned to be deferred during the February Forecasting round to Future Years

Town	Activity	Project Name	Financial Year	Funded From	Total 18/19 Budget	Deferred \$ spend to future years	Comment
District Water	Water supply	Consultancy, project management and design for DMA metering	2018/19	District Funding	17,000	17,000	WAT990 Consulting and project management for district metered areas deferred
District	Wastewater	Inflow project to comply with Consent limits	2018/19	District Funding	150,000	150,000	project WW1530 inflow project to comply with consent limits deferred
Matuku	Water supply	Install flowmeter and new intake pump	Multi-Year 17/18	Loan & Reserves	20,000	20,000	project RW272 - flowmeter and intake deferred at request of water supply committee
Ohai	Wastewater	New UV/Treatment Plant upgrade	2017/18	District Funding	54,469	44,469	WW336 New UV/treatment plant deferred to obtain a consent for the backwash from the plant upgrade.
Ohai/Nightcaps/Wairiki	Water supply	Metering District Metered Areas	2015/16	District Funding	5,751	5,751	project WAT343 Ohai district metering area deferred
Ohai/Nightcaps/Wairiki	Water supply	Replacement of tanks at Ohai for safety purposes	2018/19	District Funding	90,000	60,000	WAT696 Ohai tank replacement expecting to purchase tanks and form the road. Tanks are expected to be installed in 2019/20.
Riversdale	Wastewater	Treatment Upgrade Stage 2	2018/19	District Funding	300,000	275,000	WW501 Riversdale Treatment upgrade, land purchase deferred until final hydro modelling is completed to determine what needs to determine scheme design to ensure it works as required.
Riverton	Roads & footpaths	Footpaths	Multi-Year 16/17	Rates	132,810	121,810	Footpath project 717 being investigated by Opus
Riverton	Stormwater	Investigate Stormwater discharge around Soundshell area due to blocked outlets	2018/19	Reserves	10,000	10,000	STO1508 Riverton Investigate stormwater deferred, scope of work to be defined.
Riverton/Aparima	Water supply	Upgrade Alum Sludge Area	2016/17	District Funding	11,976	11,976	WAT561 Riverton upgrade alum sludge area deferred; WAT563 upgrade storage tank and WAT1510 magflow deferred
Riverton/Aparima	Water supply	Upgrade Alum Sludge Area	2018/19	District Funding	44,904	44,904	
Riverton/Aparima	Water supply	200mm Magflow at water out at Water Treatment Plant	2018/19	District Funding	15,000	15,000	
Riverton	Water supply	Treatment Plant Upgrade, Rising Main & intake improvements	2012/13	Mix & Loan	206,247	206,247	reduction in expected costs for project 26362; remainder deferred
Monkey Island	Community services	Monkey Island Toilets	2018/19	Loan	255,000	139,528	50% of TIF app deferred to 19/20
Stewart Island	Wastewater	Pumps to stage 1 sewer pump stations	2017/18	District Funding	78,612	78,612	WW363 Stewart Island deferred as total scope of work over three projects expected to be \$50,000

Town	Activity	Project Name	Financial Year	Funded From	Total 18/19 Budget	Deferred \$ spend to future years	Comment
Te Anau	Community services	Te Anau New Toilet Milford Rd end of town	2018/19	Loan	100,000	110,000	PC0033 - Te Anau new toilet Milford Rd, forecasting to complete 50% for the work this FY. Remaining to be deferred to 2019/2020.
Te Anau	Water supply	Metering - District Metered Areas	2018/19	District Funding	188,100	101,500	urgent. WAT675 still to be completed.
Te Anau	Wastewater	Scheme Capacity Upgrade	2018/19	District Funding	3,074,219	1,623,284	WW603 Te Anau LOS portion \$2,544,784- adjustment for changes in work program from Council decision Oct 18 to go with SDI Reduced in February to reflect pipeline work not expected to have any significant work completed in 18/19; Have allowed for \$1,500,000 for approved business case budget WW1548 still \$65,000
Te Anau	Wastewater	Consent - Upukerora extension	2018/19	District Funding	247,902	125,000	UN2019-7 Te Anau consent for discharge to Upukerora \$150,000 per decision by Council Oct 18. Updated in February to reflect the Upukerora consent work not being started until SDI discharge consent is clearly taking longer than expected. Needing to incur monitoring costs in case consent is applied for; allowing \$25,000
Te Anau	Wastewater	Scheme Capacity Upgrade Demand Portion	2018/19	Dev Cont & Loan	1,887,801	1,019,570	WW596 Te Anau demand portion- adjustment for changes in work program from Council decision Oct 18 to go with SDI; Reduced in February to reflect pipeline work not expected to have any significant work completed in 2018/19; have allowed for \$1,500,000 for approved business case budget.
Waikawa	Community services	Waikawa toilet	2018/19	Loan	60,000	61,702	PC0027 - forecasting to undertake 50% of the project this FY, Carry over the remaining budget to 2019/2020 to complete the project
Clifden	Community services	Clifden toilets	Multi-Year 17/18	Loan	210,372	116,132	PC0025 - Increased project budget as approved by Council 2 May 2018
Eastern Bush	Water supply	Water Supply Upgrade - Stage 1	Multi-Year 16/17	District Funding	835,384	350,384	WAT62 - Awaiting confirmation from Environment Southland of discharge requirements, not expecting to complete any significant construction in 18/19 remaining \$435,000 moved to 2019/20 with second half of funds in LTP. February reduced to to \$75,000 as still waiting on consent.

Town	Activity	Project Name	Financial Year	Funded From	Total 18/19 Budget	Deferred \$ spend to future years	Comment
Otautau	Community services	Upgrade camping ground - sewerage connection, new ablution block, new kitchen, new huts & chalets	2015/16	Loan & Reserves	213,907	50,000	Project 812 upgrade to Camping Ground, build to commence in March
Otautau	Wastewater	SCADA upgrade at 4 stations	2016/2017	District Funding	152,768	80,000	WW1617_50 Otautau SCADA upgrade deferred.
Winton	Stormwater	Storm Main Replacement	2018/19	Loan	1,000,000	300,000	Slight reduction in amount of work expected to be completed on STO1718 Winton stormwater renewal during 2018/19 deferred to next year.
Winton	Water supply	Rising main replacement	2017/18	District Funding	700,000	600,000	Project WAT1617_55 rising main replacement expected to continue into the new year with investigation into exact location of all laterals ongoing before putting work to tender.
Te Anau	Stormwater	Condition Assessment	2017/18	Reserves	12,834	12,834	STO640 deferred
Tuatapere	Water supply	Consent Renewal Preparation	2018/19	District Funding	20,000	20,000	WAT736 (Tuatapere resource consent renewal) deferred to 2019/20 with the consultants expected to complete in by December 2019
Orawia	Water supply	Consent Renewal Preparation	2017/2018	District Funding	19,999	10,000	Project WAT353 Orawia consent renewal deferred in CAMMS
Lumsden	Wastewater	Desludging Lumsden	2018/19	District Funding	253,080	253,080	Additional project UN2019-5 Lumsden desludging approved by Council 25 September 2018; not expected to be completed in 2018-19 as contractor has been working in Canterbury. Should be reestablishing in Southland late February/early March and looking to have work in Riverton completed first.
Nightcaps	Wastewater	Desludging Nightcaps	2018/19	District Funding	178,780	178,780	Additional project UN2019-5 Nightcaps desludging approved by Council on 25 September 2018 not expected to be completed in 2018-19 as contractor has been working in Canterbury. Should be reestablishing in Southland late February/early March and looking to have work in Riverton completed first
Riverton	Wastewater	Desludging Riverton Rocks	2018/19	District Funding	353,469	304,866	Contractor has not been in District and staff is unsure when this project will be completed
Otautau	Wastewater	Disposal fields flushing pointon disposal lines	2018/19	District Funding	35,000	15,000	Work being carried out by Downer, part deferral to 19/20
Winton	Wastewater	Consent Renewal Preparation	2018/19	District Funding	20,000	10,000	Part deferral of project to 19/20
Te Anau	Roads & footpaths	Improve signage around town project	2018/19	Reserves	10,000	10,000	
Finance & Admin	District Leadership	Equipment Renewal and Core systems replacement (combined projects)	Multi-year	District Funding		715,642	\$240k deferral of Phone system and Costs deferred to ensure infrastructure correctly sized
				Count	37	7,268,071	

ATTACHMENT E: Projects planned to be deleted during the February Forecasting round

Town	Activity	Project Name	Financial Year	Funded From	Total 18/19 Budget	Deleted \$ spend for the year 2019/20	Comment
		Project 3.3 Complaints & Compliments For the creation and purchase of numerous methods for gathering customer feedback and setting up software systems that capture and report					
Customer Service	District Leadership	on Complaints and Compliments	2016/17	Rates/Reserves	2,000	2,000	Project deleted
Riverton	Wastewater	Treatment Upgrade & Sewer Pumps	2018/19	District Funding	31,728	31,728	Project for SCADA no longer required
							Projects to be removed from Waiau/ Aparima Ward budgets as requested by the Ward Committee. The Monkey Is. project has been included in the TIF application Project which is District Funded. The Gemstone Beach project is cancelled and is to be revaluated as part of the Open Spaces work Council is undertaking.
Waiau Aparima Ward	Community services	Monkey Island Hardstand and Shelter upgrade, Gemstone Beach project	2018/19	Reserves	128,000	128,000	CB0010 Waikaia Depot project deleted as per projects spreadsheet
Waikaia	Community services	Waikaia Depot	2018/19	Reserves	6,000	6,000	
Lumsden	Roads & footpaths	Upgrade Railway Heritage Area	2017/18	Reserves	7,688	7,688	Completed in conjunction with UN302
		PR0013 - Te Anau Water Park new track \$30K, Project deleted. 1705 - Te Anau Walkway in Water Park area \$15K, Project deleted. tea100 - Supply water to Lions Parks BBQ area \$3K, Project cancelled, park already has water.					
Te Anau	Community services	cancelled, park already has water.	2015/16	Dev Cont	48,000	48,000	PR0013 - Te Anau Water Park new track \$30K, Project deleted. 1705 - Te Anau Walkway in Water Park area \$15K, Project deleted. tea100 - Supply water to Lions Parks BBQ area \$3K, Project cancelled, park already has water.
							PC0020 Waikawa toilets project, funds carried over from 2017/2018 not required.
Waikawa	Community services	Waikaia toilets	2017/2018	Rates	1,488	1,488	
							PR0031 Woodlands Heritage Orchard Shelter - CDA deleted this project.
Woodlands	Community services	Woodlands Heritage orchard shelter	2018/19	Reserves	3,000	3,000	
Lumsden	Community services	Lumsden Toilet Facility Upgrade	2017/18	Loan	283,595	76,925	Project completed, remaining budget to be deleted
					511,499	304,829	

Monthly Financial Report - February 2019

Record No: R/19/4/6130
Author: Kate Westenra, Graduate Accountant
Approved by: Anne Robson, Chief Financial Officer

☐ Decision ☐ Recommendation ☒ Information

Summary

1. The purpose of this report is to provide Council with an overview of the financial results to date by the nine activity groups of Council, as well as the financial position, and the statement of cash flows.
2. This report summaries Council financial results for the eight months to 28 February 2019.

Recommendation

That the Council:

- a) **Receives the report titled “Monthly Financial Report - February 2019” dated 3 April 2019.**

Attachments

- A Monthly Council Financial Report - February 2019 [↓](#)



Monthly Financial Report

February 2019

Southland District Council
Te Rohe Pōtae o: Murihiku

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Executive Summary

1. This Monthly Financial Report summarises Council's financial results for the eight months to 28 February 2019.
2. The Monthly Financial Report Summary consolidates the business units within each of Council's Groups of Activities.
3. The Monthly Financial Report includes:
 - Year to Date (YTD) Actuals, which are the actual costs incurred,
 - Year to Date (YTD) Projection, which is based on the full year projection and is a combination of the Annual Plan and carry forwards,
 - Year to Date (YTD) Budget, which is based on the full year Annual Plan budget with adjustments for phasing of budgets,
 - Full Year (FY) Budget, which is the Annual Plan budget figures,
 - Full Year (FY) Projection, which is the Annual Plan Budget figures plus the carry forward, and forecast adjustments.
4. Phasing of budgets occurs in the first two 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.
5. Where phasing of budgets has not occurred, one twelfth of annual budgeted cost is used to calculate the monthly budget.
6. Southland District Council Summary Reports use a materiality threshold to measure, monitor and report on financial performance and position of the Council. The materiality threshold adopted by Council, together with annual budget for 2018/2019 is variances more or less than 10% of the original adopted budget and greater than \$10,000 in value.
7. Report Contents:
 - A. Council Monthly Summary
 - B. Council Summary Report - Income and Expenditure and Commentary
 - C. Statement of Comprehensive Income
 - D. Statement of Financial Position and Movement Commentary
 - E. Statement of Cash Flows.

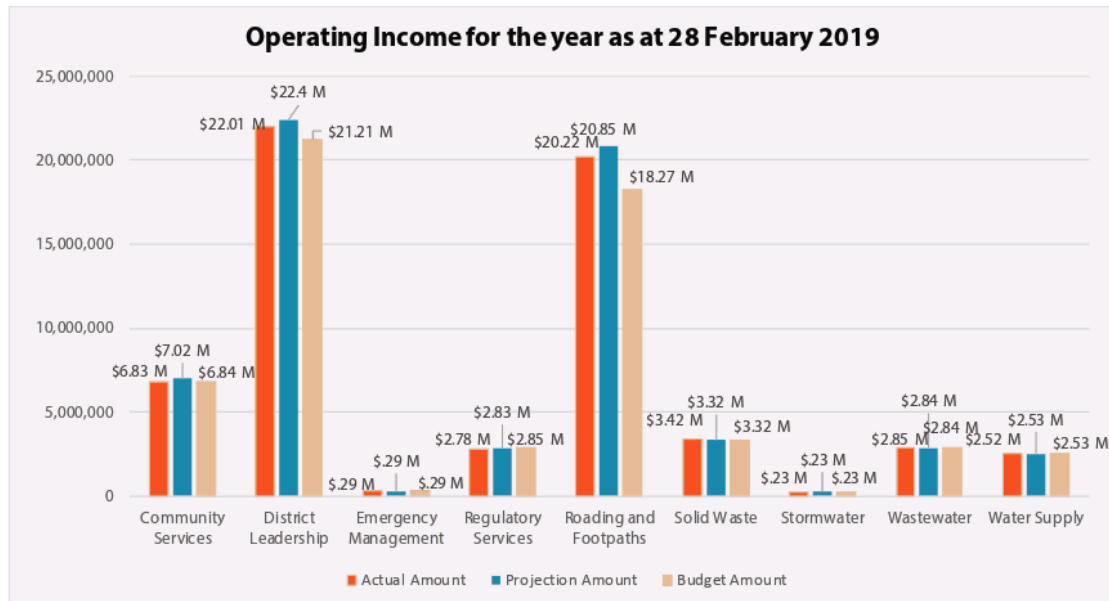
Abbreviation Explanation

Abbreviation	Description
AP	Annual Plan
CAPEX	Capital Expenditure
ELT	Executive Leadership Team
FYB	Full Year Budget
GDC	Gore District Council
GIS	Geographic Information System
GMSE	GeoMedia Smart Client
GST	Goods and Services Tax
ICC	Invercargill City Council
LED	Light Emitting Diode
LTP	Long Term Plan
ME	Month End
NZTA	New Zealand Transport Authority
SDC	Southland District Council
SIESA	Stewart Island Electricity Supply Authority
YE	Year End
YTD	Year To Date
YTD Variance	Comparison of actual results compared to YTD budget
\$M	Millions of dollars

A. Council Monthly Summary

1. Income

Operating Income is \$1.18M (2%) under projection for YTD (\$61.1M actual vs \$62.3M projected).



Community Services income is \$188,588 (3%) under YTD projection.

- **Public Conveniences** is \$225,788 (27%) under projection. The budget includes potential grant income from MBIE for the Monkey Island, Clifden Bridge, Milford Road and Waikawa toilet upgrade projects, an interim claim is to be invoiced in June 2019. These projects were subject to the TIF application.
- **SIESA** is \$53,944 (5%) over projection due to there being a 3% increase in electricity consumption and the income received from waste recovery.
- **Work Schemes** is \$89,386 (41%) under projection. The number of large projects continues to be down from previous years. Some of this is associated with the vacant position has not been filled. Additional funding from the Corrections Department has yet to be applied for which in previous years has been around \$8,000, although there are no guarantees this money will be available this year or what the amount might be.

District Leadership income is \$391,188 (2%) under YTD projection.

- **Corporate Services** is \$462,775 (5%) under projection. This is made up of various areas within the corporate support group. Most of these activities within corporate support are internally funded therefore income is a reflection of the expenditure levels. The key variance is:
 - **Financial Services** is \$178,001 (13%) under projection. This business unit is internally funded and reflects expenditure which is \$130,971 under projection YTD. The primary reasons for the under expenditure is staff costs and training as a result of vacancies in the team, this is expected to remain underspent at year end. Other costs currently underspent are consultants, membership fees, audit fees and software costs which are expected to be on projection at year end. The underspend will be offset by additional legal costs expected.

- **Investments – Operating Account** is over projection by \$217,116 (22%). Income is higher than budgeted due to external interest on investments being more than projected (\$265,000). This is offset by anticipated interest income on internal loans being lower than projected for YTD, which is as a result of actual internal loans being lower than expected.
- **Operations and Community Services** is under projection by \$286,408 (40%). The Operations and Community Services business unit is internally funded and reflects expenditure which is \$274,654 under projection YTD. In the budget there is an income line for recoveries from the roading business unit for work completed by the community engineers. Due to the way we need to report to NZTA we are now having to offset this income directly against expenses. Income from NZTA is \$122,014 (31%) below budget. This is due to there being one Community Engineer vacancy for the majority of the year, as well as there being a lower level of claimable work undertaken.
- **District Development Services** includes the Milford Opportunities Project which is \$89,758 (126%) under projection due to the MBIE grant still to be invoiced. The claim for this grant is expected to be processed in March 2019.
- **Representation and Advocacy** is \$75,151 (3%) over projection. This is principally due to the Chief Executive business unit being receiving more rates penalty income than anticipated and having the proceeds from a vehicle sale. The vehicle sales proceeds was budgeted in the prior FY.

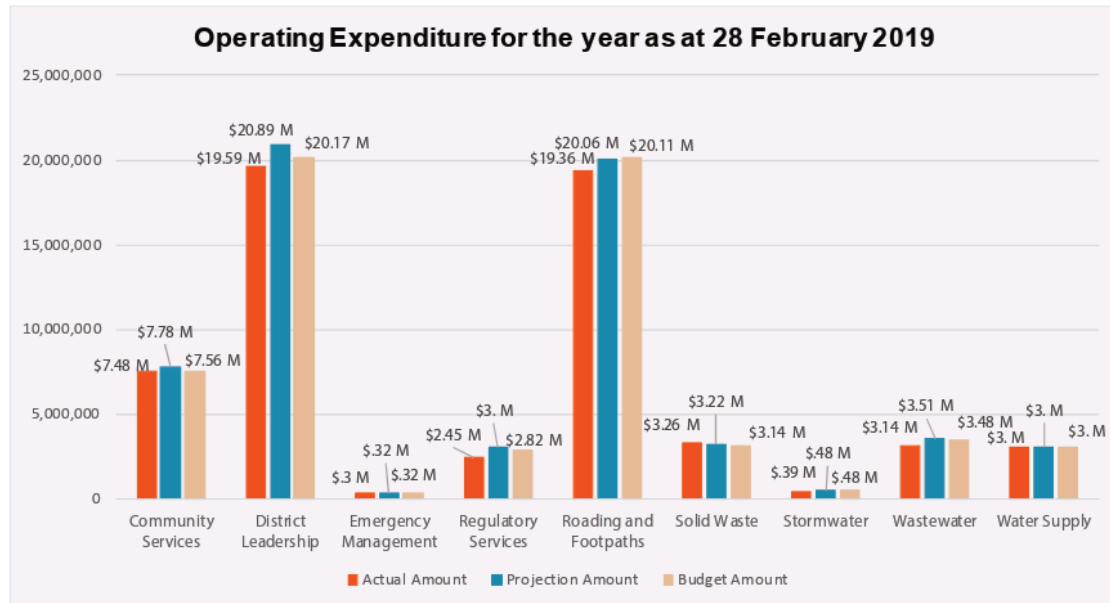
Roading and Footpaths income is \$632,672 (3%) under YTD projection. This is predominantly due to:

- **Around the Mountains Cycle Trail** received income of \$500,000 from New Zealand lotteries grant that was not budgeted for in the current financial year.
- **Road Safety Southland** is \$173,634 (69%) under projected income. The majority of this variance is due to ICC not being invoiced for \$100,641 yet. The remainder is caused by the operational expenditure being \$73,508 less than projected year to date. Costs, and therefore income, are expected to be as budgeted by year end.
- **District Wide Roding** is \$348,263 (2%) under projection, this is a reflection on the lower levels of work that was carried out earlier in the financial year and therefore lower NZTA funding received. Although the district wide roading income is still \$348,263 (2%) under projection it is expected to be on budget at year end due to an increase in the work currently being undertaken. Detail on district wide roading expenditure on page 8 and 9.
- **Special Purpose Roads** is under projection by \$512,073 (26%). This is still largely driven by the delays with the Chaslands Slip repair. Work is steadily progressing and is still expected to be completed this construction season.

Solid Waste income is \$105,072 (3%) over YTD projection. This is predominantly due to increased fees received from the transfer stations and recoveries from additional wheelie bins have been put into service.

2. Expenditure

Operating Expenditure is \$3.3M (5%) under projection for the YTD (\$59M actual vs \$62.2M projection).



Community Services operating expenditure is \$298,340 (4%) under YTD projection.

- **Community Centres** is \$56,740 (14%) under projection. This is mainly maintenance budgets that have not been utilised throughout the district. This includes the Nightcaps Hall repaint project (\$30,000) which has been completed in March 2019. Additionally, some non-Council owned halls have not yet uplifted their rates.
- **Parks and Reserves** is \$290,726 (21%) under projection. District reserves management is \$100,000 under projection due to the Open Spaces consultant budget not yet being used. The remaining variance is not made up of one single contributor, rather most of the business units across the district are underspent due to operational costs not yet being incurred for the year.
- **Water structures** is \$61,709 (66%) over projection. This is a result of costs at both Riverton Wharves and Stewart Island Jetties being over budget YTD. The YTD overspend on the Riverton Harbour is additional costs incurred to complete the budgeted maintenance project, this has been included in the February forecast that is yet to be approved by Council. The YTD overspend on the Stewart Island Jetties includes maintenance repairs at Ulva Island and Millers Beach jetties as per Council's approval in September 2018. This approved budget is included in the February forecast round.

District Leadership operating expenditure is \$1.3M (6%) under YTD projection. The major contributors to this are:

- **Corporate services** is \$736,226 (8%) under projection. There are variances across all activities in this group. The key variance is:

- **Financial Services** is \$130,971 (10%) under projection. The primary reasons for the under expenditure is staff costs as a result of vacancies in the team, minimal expenditure on consultants, training and memberships, also audit fees and software costs not being incurred to date. The majority of these costs are expected to be incurred before the end of the financial year.
- **Governance** is \$68,935 (15%) under projection. Governance includes the team of committee advisors. Mileage costs are under projection as well as training costs being less due to the timing of courses, this is expected to be on budget by the end of the financial year. Salary costs are also under projection due to changes in the where positions are funded compared to what was originally budgeted. Additionally, the binding of Council, community board and committee minutes has been delayed for several years as a supplier could not be found. A supplier has now been located with this work expected to be completed by the end of the FY.
- **Operations and Community Services** is \$274,654 (40%) under projection. As noted above we have had to change the way we account for NZTA costs. This has resulted in us offsetting income from the roading business unit for the roading work completed by the community engineers against expenditure. Additionally, there has been a vacancy resulting in various costs being lower than budgeted.
- **People and Capability** is \$62,092 (11%) under projection. This is made up of training and salary budgets. The salary costs are under projection due to vacancies that have now been filled. The training budget is expected to be used by year end.
- **District Support** is \$304,442 (8%) under projection, a major part of this is due to Community Operating costs being under projection. Operational costs across all of the business units are under and over budget. The major areas are as follows:
 - **Riverton** is over spent by \$15,014 (64%). This is due to two funding requests that were approved by the Community Board. A \$9,000 grant towards the purchase of the Christmas tree was approved July 2018 and a \$5,000 grant towards the street artwork that was approved in December 2018.
 - **Te Anau** is under spent by \$32,483 (56%) principally due to miscellaneous grants and freedom camping budgets not being used yet, other variances are minor. The Freedom camping expense is to be forecast to zero, costs associated with Freedom Camping are district funded.
 - **Waihopai Toetoes Ward** is under spent by \$71,027 (72%) due to general projects that are still to be undertaken and grants that are yet to be paid out. \$27,223 of actual costs have been capitalised that were budgeted in general projects (operational expenditure). This effectively reduces the \$71,027 variance to a \$43,804 expenditure variance.
- **Representation and Advocacy** is \$101,185 (4%) over projection. This is principally due to the Chief Executive business unit being over projection. There are a number of expenditure items that need to be reallocated to the appropriate business units. This will be done for the March 2019 report.
- **Forestry** is \$147,902 (7%) under projection. This predominately relates to Silviculture pruning at Gowan Hills Forest that is yet to be done. Also the seedling purchases and tree planting at Waikaia Forest is yet to occur. These activities are forecast to be completed by year end.

Other Activities in this group have a positive and a negative variance which offset some of the variances within this group.

Regulatory Services operating expenditure is \$549,503 (18%) under YTD projection. This is primarily due to expenditure being below projection in the Building Solutions and Resource Management areas, reflecting the fact that the budgeted environment court expenditure on the District Plan appeals has not proven necessary. Additionally, some expenditure on regional planning projects in the areas of landscapes, climate change and biodiversity has been deferred until the 2019/2020 year. There have been some staff vacancies in the Building Solutions team that have now been filled so expenditure will start tracking closer to budget in the later part of 2018/2019.

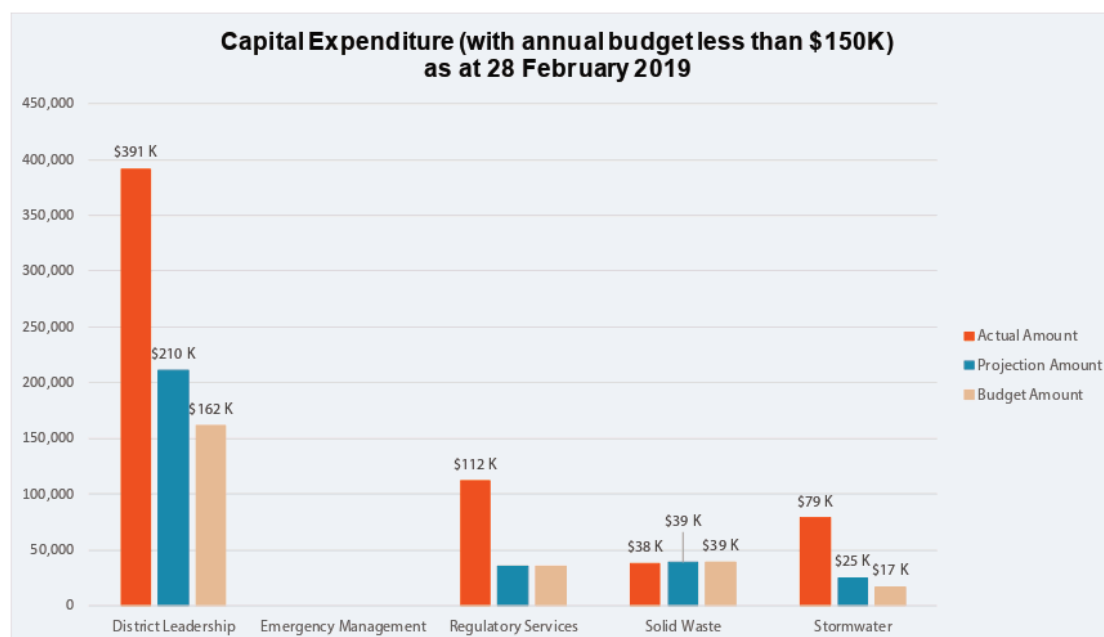
Roading and Footpaths operating expenditure is \$698,181 (3%) under YTD projection.

- **Road Safety Southland** is \$72,754 (29%) under projection. A focus on advertising campaigns will decrease this variance which is expected to be on budget at year end.
- **Roading – District Wide** is \$467,461 (3%) under projected spend, made up of the following:
 - **Sealed Pavement Maintenance** is \$106,090 (6%) under projected spend. The 2019/20 pre seal repairs are still the main driver. This was due to contractor resourcing issues and therefore a later than normal start with repairs. This activity has increased over the past month and will continue to do so, forecasting to be on budget at year end.
 - **Unsealed Pavement Maintenance** is \$112,602 (7%) under projected spend. Still behind schedule due to flood maintenance work being a priority late last year, however this activity has picked up over February.
 - **Structures Maintenance** is \$54,374 (18%) under projected spend. This activity has increased over the past month and will continue to do so, forecasting to be on budget at year end.
 - **Environmental Maintenance** is \$89,875 (11%) above projected spend. The main driver of this was flooding events in late November/December. Activities within this budget are largely weather dependent and as such the timing and extent of works are unpredictable. It is proposed to manage any additional costs within the overall activity budget.
 - **Emergency Reinstatement** is \$156,506 (134%) above projected spend due to the flooding events in late November/December. It is proposed to manage any additional costs within the overall activity budget.
- **Roading – Special Purpose** is \$90,000 (100%) under projection due to the contractor not invoicing us for the maintenance works on the Lower Hollyford yet.

Wastewater operating expenditure is \$366,856 (10%) under YTD projection. This is primarily due to an under spend of \$416,000 that relates to the costs for the business case and investigation for the Te Anau wastewater scheme. There is a total allowance of \$500k for this work in 2018/2019 that is phased evenly in the first six months of the year, resulting in this underspend.

4. Capital Expenditure (CAPEX)

Capital Expenditure is \$6.1M (30%) under projection year to date (\$14.2M actual v \$20.2M projection).

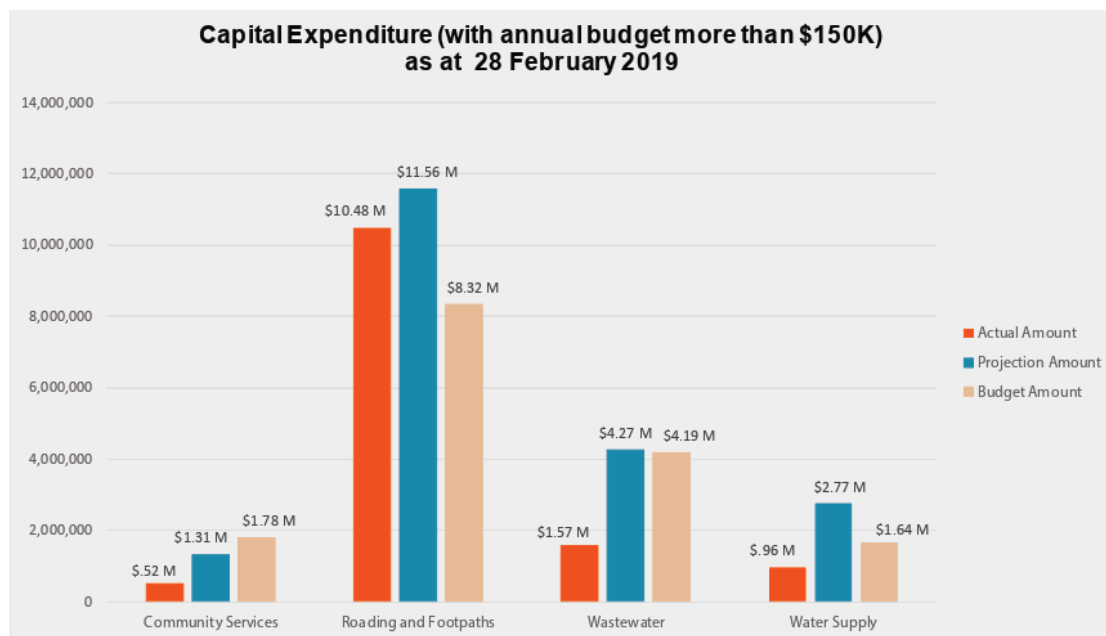


District Leadership is \$180,847 (86%) over projection.

- **Corporate services** is \$37,035 over projection due to information management being \$39,319 over projection from consultancy costs incurred for CAMMS (Strategy and Project Management System). The Council approved this unbudgeted expenditure for the 2018/2019 financial year in June 2018. This budget was phased for costs to be incurred later in the financial year, it has created a variance to date.
- **District Development Services** is \$51,366 over projection. The community leadership vehicle has been renewed earlier than initial phased. A correction has been made to the phasing and will be reflected in the March 2019 report.
- **District Support** is \$84,230 over projection due to operating costs in Tuatapere and Waihopai Toetoes Ward.
 - The Tuatapere capital expenditure is the purchase of the community swimming pool, which was approved by Council 20 July 2016. Council is an intermediary entity to transfer the pool from the Ministry of Education to the Tuatapere Swimming Pool Society. The Tuatapere Community Board approved to fund the costs of this purchase. To date this process has been reliant on the Crown which has resulted in the purchase only just being processed. We are now in the process of transferring the property to the Tuatapere Swimming Pool Society.
 - Waihopai Toetoes capital expenditure is the new flagtrax for Edendale, Wyndham & Tokanui communities. This work was budgeted as operational expenditure.

Regulatory Services is \$77,078 (220%) over projection. Three vehicle renewals were processed in January of which one was included in the 2018/2019 Annual Plan. Of the additional two vehicles one was formally leased and has been replaced with a Council owned vehicle. The second was acquired in exchange for the Council pool vehicle which was overdue for replacement. The additional vehicle renewals have been included in the February forecast.

Stormwater is \$53,293 (211%) over projection. These costs relate to the Winton stormwater main replacement project that has begun, the entire budget has been phased to June 2019.



Community Services is \$786,235 (60%) under YTD projection which is due to:

- **Council Facilities** is under projection by \$30,789 (41%). Construction of the Otautau Holt Park camping ground project is yet to begin. This work is expected to be undertaken in this financial year.
- **Parks and Reserves** is under projection by \$84,980 (63%). Waiau Aparima Ward has budgeted projects at Monkey Island and Gem Stone beach, both of which are being forecast out of the current FY (yet to be approved by Council) as agreed by the Ward Committee. These costs have been spread over the whole year.
- **Public Conveniences** is under projection by \$598,200 (70%) due to projects that have not yet commenced. The Te Anau, Monkey Island, Waikawa and Clifden toilets were previously scheduled to be completed for this period. However, procurement delays have pushed this work out by a number of months. These projects have been forecast to be 50% completed this FY with the remaining 50% to be deferred to next FY.
- **SIESA** is under projection by \$70,030 (100%). The majority of scheduled capital works have been put on hold pending a business review.

Roading and Footpaths is \$1.01M (9%) under YTD projection.

- **Around the Mountains Cycle Trail** is underspent by \$76,333 (47%). The timing of expenditure relates to the coordination for the installation of the toilets and shelters. Delivery of the toilets has been delayed, they are expected to be shipped 1 April 2019. The shelters have been delivered and are awaiting installation.
- **Roading - District Wide** is \$444,549 (5%) under projected spend.
 - The resurfacing contract is \$872,000 ahead of projected spend due to timing of work.
 - Unsealed Roding Metalling is also ahead of projected spend by \$126,000, this is due to the timing of works.
 - Bridge renewal including structures component is \$585,000 behind projected spend largely due to timing and waiting on signed landowner agreements to be returned for bridges being divested prior to physical works becoming completed.
 - Pavement Rehabilitation is tracking behind projected spend by \$415,000, this is due to timing of the construction work. Construction work for this activity are now well underway.
- **Roading - Special Purpose** is under projected spend by \$458,162 (24%), mainly due to the Chaslands slip repairs. This delay was due to the initial onsite construction conditions. Works are still expected to be completed in late March / April which is in line with revised programme.
- **Street Works** Currently under the projected spend by \$179,036 (38%). The tender document for the full programme of footpath works is being finalised, this includes the additional footpath funds made available from NZTA. The programme size will be approximately \$750,000 or 4,500 m².

Wastewater is \$2.7M (63%) under YTD projection. The significant project for the year is Te Anau wastewater budget. The project was forecasted in October and will be re-forecasted through the second round to reflect delays in the issue of the tender for the pipeline. Costs incurred in the year are likely to be for design and consenting of various elements of the project.

Water Supply is \$1.8M (65%) under projection. The key variances are:

- **District water** is under projection by \$905,089 (50%). The significant underspend is on the following projects:
 - Te Anau water supply lateral replacement project is under projection by \$566,667. Work has now commenced with expected completion by year end.
 - Eastern Bush water supply upgrade project is \$266,923 under projection. Council is yet to obtain a discharge consent for the backwash waters from the plant upgrade, this consent is unlikely to be obtained until the end of the current financial year. Therefore the project has been deferred to the 2019/2020 financial year.

B. Council Summary Report

Southland District Council Financial Summary for the period ending 28 February 2019

Operating Income									
	YTD					FYB			
	Actual Amount	Projection Amount	Budget Amount	Variance	Var %	Projection Amount	Budget Amount	Variance	Var %
Community Services	6,830,484	7,019,072	6,838,525	(188,588)	(3%)	11,106,135	10,927,260	(178,875)	(2%)
District Leadership	22,006,152	22,397,340	21,206,356	(391,188)	(2%)	31,140,227	31,033,227	(107,000)	(0%)
Emergency Management	285,496	292,427	292,427	(6,931)	(2%)	438,641	438,641	0	0%
Regulatory Services	2,780,390	2,834,474	2,851,432	(54,083)	(2%)	4,217,151	4,217,151	0	0%
Roading and Footpaths	20,219,463	20,852,135	18,269,595	(632,672)	(3%)	31,901,439	28,846,487	(3,054,952)	(10%)
Solid Waste	3,421,389	3,316,317	3,316,317	105,072	3%	4,973,196	4,973,196	0	0%
Stormwater	226,976	229,095	229,095	(2,118)	(1%)	396,867	396,867	0	0%
Wastewater	2,846,369	2,844,159	2,844,159	2,209	0%	4,257,630	4,257,630	0	0%
Water Supply	2,518,392	2,533,315	2,533,315	(14,923)	(1%)	3,875,650	3,875,650	0	0%
Total	\$61,135,111	\$62,318,333	\$58,381,220	(1,183,222)	2%	\$92,306,937	\$88,966,110	(3,340,827)	(4%)
Operating Expenditure									
	YTD					FYB			
	Actual Amount	Projection Amount	Budget Amount	Variance	Var %	Projection Amount	Budget Amount	Variance	Var %
Community Services	7,484,871	7,783,211	7,556,924	(298,340)	(4%)	11,402,280	11,247,763	(154,517)	(1%)
District Leadership	19,586,246	20,889,567	20,174,267	(1,303,321)	(6%)	32,246,139	32,066,202	(179,937)	(1%)
Emergency Management	304,665	317,081	317,081	(12,416)	(4%)	438,641	438,641	0	0%
Regulatory Services	2,449,963	2,999,466	2,823,758	(549,503)	(18%)	4,527,518	4,252,013	(275,505)	(6%)
Roading and Footpaths	19,359,248	20,057,430	20,105,586	(698,181)	(3%)	30,474,140	30,466,373	(7,766)	(0%)
Solid Waste	3,255,715	3,215,552	3,137,019	40,164	1%	4,701,221	4,701,221	0	0%
Stormwater	391,195	480,292	480,292	(89,097)	(19%)	708,933	708,933	0	0%
Wastewater	3,140,350	3,507,206	3,481,873	(366,856)	(10%)	4,919,161	4,919,161	0	0%
Water Supply	3,004,785	2,999,237	2,999,237	5,548	0%	4,525,665	4,525,665	0	0%
Total	\$58,977,037	\$62,249,041	\$61,076,035	(3,272,003)	(5%)	\$93,943,698	\$93,325,973	(617,725)	(1%)
Net Surplus/Deficit	\$2,158,074	\$69,292	(\$2,694,815)	2,088,781	7%	(\$1,636,760)	(\$4,359,863)	(2,723,102)	(3%)
Capital Expenditure									
	YTD					FYB			
	Actual Amount	Projection Amount	Budget Amount	Variance	Var %	Projection Amount	Budget Amount	Variance	Var %
Community Services	522,338	1,308,573	1,779,069	(786,235)	(60%)	3,441,719	3,013,625	(428,094)	(12%)
District Leadership	391,312	210,465	161,535	180,847	86%	289,428	83,054	(206,374)	(71%)
Emergency Management	0	0	0	0	0%	0	0	0	0%
Regulatory Services	112,078	35,000	35,000	77,078	0%	35,000	35,000	0	0%
Roading and Footpaths	10,479,604	11,558,074	8,320,956	(1,078,470)	(9%)	19,190,213	14,943,110	(4,247,103)	(22%)
Solid Waste	37,578	38,942	38,942	(1,364)	(4%)	58,413	58,413	0	0%
Stormwater	78,516	25,223	16,667	53,293	211%	1,047,834	1,035,000	(12,834)	(1%)
Wastewater	1,568,453	4,270,378	4,190,035	(2,701,926)	(63%)	6,900,820	6,335,053	(565,767)	(8%)
Water Supply	961,828	2,767,374	1,643,882	(1,805,546)	(65%)	2,755,526	1,755,118	(1,000,408)	(36%)
Total	\$14,151,706	\$20,214,029	\$16,186,086	(6,062,323)	(30%)	\$33,718,953	\$27,258,373	(6,460,580)	(19%)

Activities reporting under Groups listed:

Community Services	District Leadership	Regulatory Services
Community Assistance	Representation and Advocacy	Building Control
Parks and Reserves	Community Development	Resource Management
Cemeteries	District Support	Animal Control
Community Facilities	Corporate Support	Environmental Health
Community Groups	Forestry	
Library Services		
Public Toilets		
Airports		
Electricity Supply		

C. Statement of Comprehensive Income

Statement of Comprehensive Revenue and Expenses					
for the period ending 28 February 2019					
	YTD			FYB	
	Actual Amount	Projection Amount	Budget Amount	Projection Amount	Budget Amount
Revenue					
Rates Revenue	31,056,452	30,921,036	30,921,036	46,780,057	46,780,057
Other Revenue	7,381,042	7,391,416	6,274,118	8,138,388	8,138,388
Interest and Dividends	368,459	93,275	93,275	139,912	139,912
NZ Transport Agency Funding	9,675,305	10,739,795	8,234,621	16,152,037	13,124,585
Grants and Subsidies	1,058,888	775,714	535,007	1,353,661	1,040,286
Other gains/losses	86,493	26,663	26,663	(1,347,690)	(1,347,690)
Vested Assets	0	0	0	0	0
Development and financial contributions	5,704	10,496	10,496	63,744	63,744
	49,632,343	49,958,394	46,095,216	71,280,109	67,939,282
Expenditure					
Employee Benefit Expense	8,373,696	8,288,076	8,288,076	12,418,394	12,418,394
Depreciation and Amortisation	14,872,529	14,891,858	14,891,858	22,338,053	22,338,053
Finance Costs	13,315	14,667	14,667	22,000	22,000
Other Council Expenditure	24,214,729	26,694,501	25,595,430	38,138,422	37,520,697
Scheme capital recovery for sewerage/water schemes	0	0	0	0	0
	47,474,269	49,889,102	48,790,031	72,916,869	72,299,144
Total Comprehensive Income	2,158,074	69,292	(2,694,815)	(1,636,760)	(4,359,863)

Note: The presentation of the statement of comprehensive income aligns with Councils annual report. The annual report is based on national approved accounting standards. These standards require us to eliminate internal transactions. Council is also required to report by activities. A number of council functions relate to a number of activities, e.g. finance. To share these costs, an internal transaction is generated between the finance business unit and the activity business units.

Within the annual report, Council also prepare Activity Funding Impact Statements. These statements are prepared under the Financial Reporting and Prudence Regulations 2014. This regulation requires internal charges and overheads recovered be disclosed separately. The Council Summary report is a summary of what these Activity Funding Impact Statements will disclose for income and expenditure at year end.

The result of this is that the revenue and expenditure in the Comprehensive Income Statement does not reconcile to the total income and total expenditure reported in the Council Summary Report on page 13 due to the elimination of the internal transactions. However, the net surplus/deficit (as per the Council Summary Report) matches the total comprehensive income (as per the Statement of Comprehensive Income).

D. Statement of Financial Position

Council's financial position as at 28 February 2019 is detailed below and is for the activities of Council only. The balance sheet as at 30 June 2018 represents the audited balance sheet for activities of Council only.

SOUTHLAND DISTRICT COUNCIL STATEMENT OF FINANCIAL POSITION as at 28 February 2019		
	Actual 28-Feb-19	Actual 30-Jun-18
Equity		
Retained Earnings	723,147,940	720,989,866
Asset Revaluation Reserves	772,464,594	772,464,594
Other Reserves	41,882,804	41,882,804
Share Revaluation	2,368,904	2,368,904
	<u>1,539,864,242</u>	<u>1,537,706,168</u>
Represented by:		
Current Assets		
Cash and Cash Equivalents	19,969,092	15,885,108
Trade and Other Receivables	2,708,086	6,823,524
Inventories	106,493	106,493
Other Financial Assets	2,806,981	2,716,374
	<u>25,590,652</u>	<u>25,531,499</u>
Non-Current Assets		
Property, Plant and Equipment	1,505,392,402	1,506,009,083
Intangible Assets	2,316,704	2,272,416
Forestry Assets	13,429,626	13,428,000
Internal Loans	27,981,222	29,031,239
Work in Progress	361,364	511,419
Other Financial Assets	2,731	3,091
	<u>1,549,484,049</u>	<u>1,551,255,249</u>
TOTAL ASSETS	<u>1,575,074,701</u>	<u>1,576,786,748</u>
Current Liabilities		
Trade and Other Payables	3,191,721	5,898,519
Contract Retentions and Deposits	508,293	341,452
Employee Benefit Liabilities	1,280,415	1,564,589
Development and Financial Contributions	2,171,430	2,167,401
Provisions	14,000	14,000
	<u>7,165,859</u>	<u>9,985,962</u>
Non-Current Liabilities		
Employment Benefit Liabilities	49,281	49,281
Provisions	14,097	14,097
Internal Loans - Liability	27,981,223	29,031,240
	<u>28,044,601</u>	<u>29,094,618</u>
TOTAL LIABILITIES	<u>35,210,459</u>	<u>39,080,579</u>
NET ASSETS	<u>1,539,864,242</u>	<u>1,537,706,168</u>

F. Statement of Cash Flows**Statement of Cashflows for the year ended February 2019**

	2018/2019 YTD Actual
Cash Flows from Operating Activities	
Receipts from rates	34,573,786
Receipts from other revenue (including NZTA)	18,111,347
Cash receipts from Interest and Dividends	368,459
Payment to Suppliers	(26,531,957)
Payment to Employees	(8,657,870)
Interest Paid	(13,315)
GST General Ledger (net)	388,996
<i>Net Cash Inflow (Outflow) from Operating Activities</i>	18,239,445
Cash Flows from Investing Activities	
Receipts from sale of PPE	86,493
(Increase)/Decrease Other Financial Assets	(90,247)
Purchase of property, plant and equipment	(14,105,793)
Purchase of Forestry Assets	(1,626)
Purchase of Intangible Assets	(44,287)
<i>Net Cash Inflow (Outflow) from Investing Activities</i>	(14,155,460)
Cash Flows from Financing Activities	
Increase/(Decrease) Term Loans	-
Increase/(Decrease) Finance Leases	-
<i>Net Cash Inflow (Outflow) from Financing Activities</i>	-
Net Increase/(Decrease) in Cash and Cash Equivalents	4,083,985
Cash and Cash Equivalents at the beginning of the year	15,885,108
Cash and Cash Equivalents at the end of the year	19,969,093

Cash and Cash Equivalents and Other Financial Assets

1. At 28 February 2019, Council had \$18M invested in six term deposits ranging from three to six month maturities as follows:

SDC Investments - Term Deposits				
Bank	Amount	Interest Rate	Date Invested	Maturity Date
ANZ	\$ 2,000,000	3.07%	30-Jan-19	17-May-19
ANZ	\$ 3,000,000	2.98%	22-Feb-19	17-May-19
ASB	\$ 5,000,000	3.33%	30-Nov-18	30-May-19
BNZ	\$ 3,000,000	1.90%	8-Feb-19	19-Mar-19
Westpac	\$ 2,000,000	2.47%	22-Feb-19	18-Apr-19
Westpac	\$ 3,000,000	2.45%	25-Feb-19	18-Apr-19
Total	\$ 18,000,000			

At 28 February 2019, SIESA had \$1.62M invested in four six month term deposits as follows:

SIESA Investments - Term Deposits				
Bank	Amount	Interest Rate	Date Invested	Maturity Date
BNZ	\$ 600,000	3.33%	23-Oct-18	23-Apr-19
BNZ	\$ 300,000	3.38%	7-Nov-18	6-May-19
BNZ	\$ 320,000	3.34%	1-Oct-18	1-Apr-19
BNZ	\$ 400,000	3.33%	30-Jan-19	29-Jul-19
Total	\$ 1,620,000			

2. Funds on Call at 28 February 2019:

Funds on Call				
	Amount	Bank	Account	Interest Rate
SDC	\$ 1,720,071	BNZ	Funds on Call	1.00%
	\$ 10,000	BNZ	Operating Bank Acc	1.00%
	\$ 349,701	BNZ	Restricted Funds Acc	3.25%
SIESA	\$ 120,064	BNZ	Funds on Call	1.00%

Council's Investment and Liability Policy states that Council can invest no more than \$10M with one bank. Investments and Funds on Call, comply with the SDC Investment Policy.

Unbudgeted Expenditure Request - Mossburn Community Facilities Inc, Kitchen Upgrade

Record No: R/19/3/5451

Author: Kelly Tagg, Community Partnership Leader

Approved by: Rex Capil, Group Manager Community and Futures

☒ Decision

☐ Recommendation

☐ Information

Purpose

- 1 The purpose of this report is to seek approval from Council to allow unbudgeted expenditure by the Mossburn Community Development Area Subcommittee (CDA) so that they may provide a grant to Mossburn Community Facilities' Inc to assist with the costs associated with its upcoming kitchen upgrade.

Executive Summary

- 2 Mossburn Community Facilities Inc (the community centre) wishes to upgrade its kitchen and has advised the Mossburn CDA that the approximate cost to do so will be \$58,000.
- 3 The community centre has supplied quotes from a builder and a joiner totalling \$36,785 (excluding GST and appliances).
- 4 The CDA has funds available from the harvesting and replanting of trees at the Mossburn cemetery which are available to be used for the benefit of the Mossburn community centre.

Recommendation

That Council:

- a) **Receives the report titled “Unbudgeted Expenditure Request - Mossburn Community Facilities Inc, Kitchen Upgrade” dated 28 March 2019.**
- b) **Determines that this matter or decision be recognised as not significant in terms of Section 76 of the Local Government Act 2002.**
- c) **Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the Act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.**
- d) **Approves the unbudgeted expenditure request in the amount of up to \$58,000 payable to Mossburn Community Facilities Inc.**
- e) **Notes that the unbudgeted expenditure be funded from the Mossburn cemetery business unit and the Mossburn general reserve on receipt of an invoice(s) from Mossburn Community Facilities Inc.**

Background

- 5 In April 2018 the Mossburn CDA recommended to Council that the trees on the property at 20 Cemetery Road, being Mossburn cemetery, be harvested and replanted and that the net revenue from the harvesting and replanting process be added to the Mossburn CDA financial reserves.
- 6 The Mossburn CDA also recommended to Council that the net revenue from this harvest and all subsequent harvests be used for the benefit of the Mossburn community centre.
- 7 Council subsequently approved the recommendation of the CDA at its meeting of 18 April 2018.
- 8 The total income received from the harvesting of the trees was \$57,811.31, the replanting cost was \$4,309.50, spot spraying of the Mossburn cemetery trees was \$1,223.99 and removing additional trees of no value from the boundary at Mossburn cemetery was \$3,250.00 leaving a net sale proceeds to date of \$49,027.82 (excluding GST).
- 9 The net sale proceeds of \$49,027.82 currently sit within the Mossburn cemetery business unit and if not spent prior to 30 June 2019 will be transferred to the newly created Mossburn community centre reserve.

Issues

- 10 There will be additional ongoing maintenance costs associated with the upkeep of the recently planted trees through until their next harvest. However, Mossburn Community Facilities Inc has advised they will take full responsibility for these future costs.

Factors to Consider

Legal and Statutory Requirements

- 11 None identified.

Community Views

- 12 The Mossburn CDA represent the views of the community.

Costs and Funding

- 13 The Mossburn CDA is forecast to have \$105,000 in its general reserve at the end of June 2019. There are no major projects earmarked for the use of these funds during this Long Term Plan cycle.
- 14 Quotes for the full cost estimate of \$58,000 were not available at the time of writing this report and the Mossburn CDA resolved at its March 2019 meeting that the funds would only be paid out on receipt of invoice from Mossburn Community Facilities Inc.
- 15 The CDA resolved to fund the grant from both the Mossburn Cemetery business unit and the Mossburn general reserve.

Policy Implications

- 16 Council approval for the unbudgeted expenditure is required.

Analysis

Options Considered

- 17 The CDA must decide if it wishes to fund the full \$58,000 in which case the funds will need to come from both the Mossburn cemetery business unit and the Mossburn general reserve. The CDA must also determine how future maintenance costs for the trees will be funded – from the cemetery business unit, the general reserve or the Mossburn community centre reserve.

Analysis of Options

Option 1 – approve a grant of \$58,000 to Mossburn Community Facilities Inc to assist with the cost of upgrading the kitchen in the Mossburn community centre; such grant to be funded via the Mossburn cemetery business unit and Mossburn general reserve.

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none">the Mossburn community centre will receive the funds they require for the upgrade and it will be able to proceed as planned.the net sale proceeds from the felling and replanting of the trees at the Mossburn Cemetery have been earmarked for the sole use of Mossburn Community Facilities Inc	<ul style="list-style-type: none">the project cannot be fully funded from the Mossburn cemetery business unit as there is only \$49,072 in funds available, the shortfall will need to come from the general reserve which decreases the amount of funds available for other projects

Option 3 – decline the unbudgeted expenditure request

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none">none identified.	<ul style="list-style-type: none">the project is not able to proceed as planned.the CDA would have a large pool of reserves (almost \$160,000) and no projects planned to spend it on.

Assessment of Significance

- 18 Not considered significant.

Recommended Option

- 19 Option 1 is the recommended option.

Next Steps

- 20 The Mossburn CDA and Mossburn Community Facilities Inc will be advised of the outcome and the community centre will be advised of their requirements for uplifting the funds.

Attachments

- A Grant request from Mossburn Community Facilities Inc. [↓](#)

MOSSBURN COMMUNITY FACILITIES INC.

PO Box 5, Mossburn 9747

20th February 2019

The Chairperson
Mossburn CDA
PO Box 102
Mossburn 9747

Dear Mr Guyton

The Mossburn Community Facilities requests that the funds from the community trees be paid to the facility.

We are intending to update our kitchen facilities, which will be of benefit for all users. This is going to cost approximately \$58,000, which will include new joinery, vinyl and upgraded appliances. Please find attached preliminary quotes for builder and joiner.

Yours Sincerely
Mossburn Community Facilities Committee



John Lang
Chairperson



QUOTE

Mossburn Community Centre

Date	28 Dec 2018	McMaster Building Ltd
Expiry	27 Jan 2019	1553 Tokanui - Gorge
Quote Number	QU-0012	Road Highway
Reference	Kitchen revamp	Fortrose 5RD
GST Number	99-687-142	Invercargill
		9875
		mcmasterbuilding@gmail.com
		GST No: 099-687-142

Description	Quantity	Unit Price	Amount NZD
Flooring new commercial lino	1.00	5,300.00	5,300.00
Painter to plaster paint and paper	1.00	3,000.00	3,000.00
Electrician unhook and re hook up electrics	1.00	2,000.00	2,000.00
Builder To rebuild sections as discussed and remove some sections.	1.00	2,500.00	2,500.00
Plumber to hook up plumbing	1.00	1,800.00	1,800.00
		Subtotal	14,600.00
		TOTAL GST 15%	2,190.00
		TOTAL NZD	16,790.00

Terms

Valid for 30 days from date of quote.

Registered Office: Attention: Ryan McMaster, 1553 Tokanui Gorge Road Highway, Fortrose, Fortrose, 9875, New Zealand.



Quote & specifications for proposed kitchen for Mossburn Hall

New kitchen joinery as per plan A2167 R1 including:

- 6 – Two drawer sliding door unit with an adjustable shelf fitted in each.
- 2 – Blind corner units with fixed shelf in each.
- 2 – Open shelving units with two equal fixed shelves in each.
- 2 – Sliding door sink cupboards with adjustable shelf in each.
- 1 – Tall single door crockery cupboard with one fixed shelf and four adjustable shelves.
- 2 – Wall mounted single door cupboards with adjustable shelf fitted in each.
- 2 – Wall mounted cupboards with adjustable shelf fitted in each.
- 1 – Oven tower to house microwave, oven and a half, cupboard above and single drawer below.
- 1 – Fridge surround with cupboard above. (fridge space to suit 635mm wide fridge)
- 1 – Tray open shelf with fixed centre division.
- 1 – Space for free standing rubbish bins.

Kitchen specifications including:

- Reuse and cut down existing stainless steel bench tops.
- 55mm square edge brushed stainless steel bench tops for island and tray open shelf.
- 16mm whiteboard to all carcasses, drawers, & backs with 1mm PVC edge tape.
- 18mm Melteca, Bestwood or Prime Melamine colour board to all doors, drawer fronts & seen panels with matching 2mm PVC edge tape. (colour TBC)
- Blum standard hinges. (non soft close)
- Hafele Function drawer runners. (non soft close)
- Base joinery 960mm over bench tops.
- Tall and wall joinery 2100mm over all.
- G profile handle on all drawers.
- Flush pull handle to all sliding doors.
- Hettich SlideLine 55 sliding door system.
- Hafele Shutter rim lock and Symo cylinder with keys to each door and drawer
- No allowance for supply or fitting of appliances.
- No allowance for plumbing, lighting or electrical work.
- No allowance for splash backs.
- No allowance for removal or disposal of existing kitchen.

Total value for kitchen joinery including delivery & installation.

\$22,185.00 + G.S.T

This quote is valid for 60 days from the date indicated below,
a deposit of 50% is required on final site measure or commencement of the job.
Thank you for the opportunity to quote for your joinery, if you require any further information please do
not hesitate to contact me.

Regards
Anne Finlayson
2/10/2018

300 Great North Road Winton
Email : molloy.joinery@extra.co.nz
PH : 03 2360399 0800 4 NIGEL Fax : 03 2360393 Call • 0274 274820

Management Report

Record No: R/19/3/5559
Author: Steve Ruru, Chief Executive
Approved by: Steve Ruru, Chief Executive

☐ Decision ☐ Recommendation ☒ Information

Chief Executive

3 Waters

1. As part of its 3 waters review process the Department of Internal Affairs are facilitating a series of workshops to discuss their thinking around a new regulatory regime, including new national standards, for drinking water, stormwater and wastewater systems.
2. As part of this work there has been some discussion about the potential for responsibility for what are currently privately owned and operated drinking water supplies (ie those which supply more than a stand-alone household) to become a local government responsibility. Across NZ there are currently some 800,000 people who receive their drinking water from unregulated private suppliers.
3. Any suggestion that currently owned private water supplies should become a local authority responsibility raises a number of issues including those relating to how the cost of funding the upgrading and operation of such schemes might be funded. This issue is being actively monitored at a national level along with the other issues of concern. Staff will keep Council advised of any further developments.

Climate Change

4. As part of its work on climate change Local Government NZ commissioned Jack Hodder QC to provide comment on the range of legal risks that local authorities might face arising from the impacts of climate change on local communities.
5. While there has been some case law in relation to a local authorities approval of development in at risk areas the picture has been less clear in relation to the extent to which local authorities have a responsibility to take proactive adaptation measures. Given the increasing risk profile and extent of exposure that communities face around NZ this issue will gain increasing prominence in communities affected by an increasing number of natural hazard events.
6. In summary Mr Hodder concludes that there are increasing climate change litigation risks for the sector. The main points that he makes are:
 - there are an increasing number of climate change cases being litigated around the world
 - groups and individuals are getting more and more creative with bringing claims – unless central government steps in, the judiciary will likely play a greater role in developing legal rules in this area

- current local government litigation risk mostly relates to decisions to limit development (short-term judicial review). In the future it seems likely to extend to the consequences of allowing development and failing to implement adaptation measures
 - there have not yet been any large damages claims in relation to failure to implement adaptation measures in New Zealand. However, it may be only a matter of time
 - in the face of such risks, with impact on most parts of New Zealand, the idea of national standards and solutions, and appropriate legislation, seems obvious.
7. The findings from Mr Hodder's work have important implications for our work as a local authority. In our capacity as a regulatory authority approving, for example, resource and building consents, we need to ensure that we take a cautious approach in considering whether to approve new development where there are potential risks.
8. It will also flow into our work as an infrastructure provider. The extent to which Council has had regard to increased intensity and frequency of heavy rainfall events in developing and maintaining its stormwater infrastructure, for example, will become increasingly important.
9. The advice also raises the question as to whether Council needs to have a more proactive adaptation programme in place in a number of our communities that already face natural hazard issues, such as coastal erosion and flooding that will only increase in intensity with climate change.
10. A report recently released by the Organisation for Economic Cooperation and Development (OECD) notes that in most OECD countries central government provides an over-arching policy framework within which local authorities are expected to manage the impacts of sea level rise. As such it creates a strong argument for a stronger policy framework to be developed within New Zealand. A summary of the OECD work is available at www.oecd.org/environment/cc/policy-highlights-responding-to-rising-seas.pdf

Representation Review

11. The Local Government Commission released its decision on the appeals against Council's final representation proposal in early March.
12. In its decision the commission has:
- endorsed the five ward structure for the election of councillors. In doing so they have 'tweaked' the ward boundaries that Council had proposed to move Dipton back into the Oreti (currently Winton Wallacetown) ward. They have also extended the Waihopai-Toetoe ward so that it now matches the enlarged Waihopai-Toetoe Community Board boundaries that had been proposed by Council. These changes are a logical amendment to the proposal that was released by Council
 - endorsed the establishment of nine community boards covering the whole of the district. In doing so the commission have also moved to establish three sub-divisions in the Oreti and Northern Community Board areas. The creation of a sub-division, has the same practical effect as wards for the election of councillors and means that the community board members will be elected from within those subdivisions. The three subdivisions for the Northern ward are Parawa-Fairlight, West Dome and Mid-Dome

covering the Mossburn and Lumsden areas respectively. The Oreti Community Board sub-divisions are Hokonui (Dipton area), Midland (Winton and surrounds) and Makarewa (Wallacetown and Makarewa).

13. In their decision the commission noted Council's desire to have district-wide coverage by community boards. They also noted the added value and greater flexibility that local community group structures can bring, as compared with the current CDA subcommittee approach, to support the work of the new boards and Council itself.
14. The release of this decision provides certainty as to the representation arrangements that will apply from the October 2019 elections. This will allow staff to progress the work needed to finalise the elections process and subsequent elected member induction process.
15. Alongside of the representation review process staff have an Organisational Service Delivery Review project underway which has been looking at the changes that should be put in place to support the new community board structure.

Southland Regional Development Agency

16. The Board of Directors for the new Southland Regional Development Agency (SRDA) was publicly announced on 22 March.
17. The board is to be chaired by Ian Collier who has a background in the tourism sector having worked for Air New Zealand. The other members of the board are Dean Addie (Southland), Sarah Brown (Southland), Lucy Griffiths (Wairarapa), Maria Pera (Southland) and Joc O'Donnell (Southland).
18. The Mayoral Forum have approved the letter of expectation that sets out the funding and ownership expectations that the shareholders have for the board. It will be used to inform development of a draft Statement of Intent that will need to be formally approved by the shareholders prior to 30 June.

Health and Disability System Review

19. In August 2018 the government established an independent review of the current health and disability system. The review panel is being led by Heather Simpson.
20. The focus of the review is on identifying changes which will improve the equity of outcomes. They are also charged with looking to the future to ensure that the system is able to meet the technological, demographic, workforce and other challenges that will confront the system over the coming years.
21. The panel has been seeking input from the public and those actively involved in the health and disability sector. An online process is available for those wanting to submit their views is available at the following website www.systemreview.health.govt.nz/overview/give-us-your-views/
22. The review panel is due to produce an interim report in August 2019 with a final report due in March 2020.

Bella Vista Development

23. Bella Vista is a residential subdivision development in Tauranga.
24. In April 2018 Tauranga City Council issued dangerous and/or affected building notices for all 21 homes in the Bella Vista development, and required immediate evacuation of the homes, following serious concerns about their safety and their compliance with the Building Code. In June 2018 the city council voted to purchase all the properties from the homeowners, and agreed a settlement with them in November 2018. The city council is now in the process of repairing, removing, demolishing or remediating the affected houses.
25. The Ministry for Business Innovation and Employment (MBIE) have recently completed a review of the Tauranga City Council building control processes and the way in which the Bella Vista development was managed by the council. Key findings from the review include:
- that the council did not follow its normal processes and procedures in relation to the Bella Vista development and thereby lost the benefit of the inherent safeguards, checks and oversight provided by those processes
 - senior management intervened in and subverted normal council processes. This was, in part, due to undue or inappropriate pressure from the developer
 - the implementation of a single or main point of contact at the council for the development meant that the escalation of concerns about the Bella Vista development did not occur as it should
 - the council did not enter conditions on building consents or follow through on the need for third-party verification of compliance. For instance, where engineers were to carry out on-site inspections on elements of specific engineered design
 - the council did not manage departures from building consents in accordance with the proper procedure once work was underway
 - the council allowed building work to go ahead after earlier failed inspections had not been fully resolved, and it did not require building work to stop when critical documents such as ‘producer statements’ for third-party inspections were not provided
 - the council did not utilise the enforcement powers granted to it by the Building Act to stop or require remediation of non-compliant building work when this was observed
 - the council did not maintain proper records of its decisions and the reasons for decisions.
26. One of the lessons emerging from this case, which is applicable to all local authorities, is the importance of ensuring that the required professional standards are met and that the relevant regulatory staff receive an appropriate level of support in this regard. MBIE in their report comment:

Throughout interviews, the consistent view from staff sitting below senior management was that this decision (to appoint a single contact point to interact with the developer) was the most significant reason for the failure in Council functions with respect to the Bella Vista development. This is because it was the point in time when the checks, balances and safeguards provided by normal processes were set to one side, with practices emerging from the decision which were considered high risk.

27. The decision to appoint a single point of contact was made as part of a meeting between the developer, chief executive and other relevant staff to discuss concerns being raised by the developer about the way in which the Bella Vista development was being managed. As noted in the above quote from the MBIE report, it sent an ‘inappropriate’ signal to staff about the standards that were expected to be met. The financial and other costs flowing from this failure have clearly been very significant for the Tauranga City Council and the affected homeowners.

Community and Futures

Strategy and Policy

Corporate Performance Framework

28. The corporate performance framework aligns Council’s high level direction to its activities and outcomes, and its purpose is to streamline Council planning and reporting functions. As part of the corporate performance framework, Council will deliver on its legislative requirements – including the Long Term Plan, Annual Plan, Annual Report and activity management plans.
29. Council produces an interim performance report, undertaken three times a year – for the four month periods of July-October, November-February and March-June, with the third being produced to inform the Annual Report. The second interim performance report was presented on 26 March 2019 to the Finance and Audit Committee. It is still a work in progress with the new CAMMs software with continuous improvements being made. The March report had two attachments which showed the off target key performance indicators and the on target key performance indicators. The June year end results will also inform the Annual Report which will be formally adopted in September.
30. This framework requires Council activity managers to provide meaningful explanation of the level of performance compared to what was planned, and an opportunity for conversation around performance with the committee.
31. Council has also introduced team business plans that cover each financial year and provides officers and elected members with the linkages between Council’s wider vision, as outlined in the Long Term Plan and Annual Plan and the programmes, projects and operational requirements to deliver effectively on these promises. Team business plans for 1 July 2019 implementation are currently being developed throughout Council teams.

Annual Plan 2019/2020

32. The Local Government Act 2002 requires Council to prepare and adopt an Annual Plan in the second and third years between the development of the Long Term Plan. The purpose of the Annual Plan is to consider and approve any variations to the Long Term Plan for that financial year. Once finalised the direction given for 2019-2020 will be used to set rates for the year beginning 1 July 2019 and deliver any additional projects identified.
33. Consultation on the Annual Plan was not undertaken for this round as there was no significant variance from the Long Term Plan 2018 – 2028. This is aligned with Council’s Significance and Engagement Policy that determines whether an issue is significant and the level of community consultation required.

34. The Annual Plan work programme is currently being finalised and will be considered by the Finance and Audit Committee in May, prior to seeking Council approval in June 2019.

Long Term Plan 2031

35. In March the first of the Long Term Plan 2031 workshops was held with councillors and Youth Council. The purpose of the workshop was to begin the development of the next strategic framework while considering the current strategic context and trends of the District.
36. The next workshop is scheduled for 21 May 2019 and will examine and discuss the activities that Council undertakes and consider the financial and infrastructure strategies.

Risk Management Framework

37. Council continues to identify the need to invest in and develop its risk management processes and approach. The objective of the risk management framework is to create a framework to effectively understand, plan for, and mitigate risk across all levels and activities within the organisation that can provide assurance to Council, the Southland District community and stakeholders that critical risks are identified and managed effectively.
38. The framework document was adopted by Council in February 2019, and work has begun to transition from the current quarterly risk update approach to implementing the risk management framework. It is anticipated to be finalised by June 2019.

Community Futures Research and Analysis Work Programme

39. Council supports the continuation of research and analysis work to support its decision making in preparation for the Long Term Plan 2031. This work will assist in leading the development of Council's overall approach to the management of change and preparation for what the future might hold for the District and its communities, and identify priorities for investing in community future planning.
40. The executive leadership project team comprising of the chief executive, chief financial officer, group manager services and assets, group manager environmental services and group manager community and futures determine prioritisation, and is facilitated by the strategy and policy manager.
41. High level project plans have been developed to help determine what is required to deliver priority projects within the District, and will help inform assumptions leading into the Long Term Plan 2031. Update reports on all work streams will be provided to the Community and Policy Committee between February and June 2019.
42. The on-going work streams include:
- socio-demographic projects (where are we now, where are we heading, and where do we want to be)
 - climate change and implications for the Southland District (risks and impacts on the District)
 - service delivery framework – District vs local service provision and levels of service (an assessment and evaluation of Council services and determine the most appropriate level of service to meet community needs in the future)

- rating affordability planning and implications (to understand income levels in our communities and affordable measures for delivery of activities and services – and implications of decisions on rating affordability for the district)
- land and water plan implications (to understand the implications of compliance standards on the future provision of services to local communities)
- community facility provision framework (how, what and when are facilities used and needed)
- community partnerships assistance and funding alignment approach (multi agency community partnership opportunities, and Council's funding and grants schemes to support community organisations)
- technological change impacts on communities and implications for Southland District Council

43. Much of this work has a long term focus to support future decision making, and will be considered in relation to Council's overall approach over the next 1-5 years.

Policy and bylaw updates

44. There are a number of Council bylaws and policies currently being reviewed and updated, and a number of bylaws due for review in the next 12-18 months.
45. The draft delegations manual was presented to the Finance and Audit Committee in March, and will be presented to Council in April 2019 for adoption. Further work on the delegations manual will include work on the terms of reference and delegations for community boards and the Council's governance structure for the 2019-2022 term.
46. The review of the Board (TAB) Venue and Gambling Venue Policies has begun, with a report due to the Community and Policy Committee on 9 August 2019 to discuss a draft policy approach.
47. Council will also begin to investigate options around abandoned vehicles and unkempt properties that may lead to fire hazards.

Governance and Democracy

Community Governance Project

48. As noted in the last report, work is progressing on arrangements to support the community governance project. This will build upon the information contained in the reference document that Council produced in April 2018.
49. The new representation arrangement does signal a large change for the District with no longer having gaps or grey areas in locally-based decision-making. Community boards will have a much broader focus and Council will work to support the change.

Local Authority Elections

50. The local authority elections will be held in October 2019. They will be conducted by postal vote with election day being Saturday, 12 October 2019. The elections this year will be based on the outcome of the representation review determination noted above. Information will be distributed closer to election date. Elections will be held for the mayor, ward councillors and community board members.
51. Nominations open Friday 19 July and close at 12 noon on Friday 16 August. Voting will begin on Friday 20 September and close at 12 noon on Saturday 12 October. People are encouraged to make sure they are on the electoral roll. There will be information sessions scheduled for intending candidates prior to nominations closing.
52. Further information will be made available on Council's website.

Community Partnership Leaders

Community Board Plans

53. The community partnership leaders are working to finalise the project plan for the delivery of nine community board plans across the District. It is intended that these plans will be developed in conjunction with existing community board and community development area subcommittee members, key stakeholders in the community, youth councillors and the wider public via a variety of different engagement mediums. This process will also inform other important Council work streams such as the development of activity management plans and the 2031 Long Term Plan.

Inspiring Communities Workshop

54. Several staff attended a recent Connections and Collaboration Workshop facilitated by Inspiring Communities. The workshop focused on discussions around community-led development, the community engagement wheel, and asked key questions about why we are trying to connect with our communities. The workshop also looked at stakeholder mapping, why people don't participate, trust, social needs, the working together continuum and different models for collaboration.

Stakeholder Engagement

55. Over the last couple of months the CPLs have met with stakeholders from Internal Affairs, Community Trust South, ILT, ILT Foundation, ICC, GDC, Age Concern, a cyber-safety expert, Sport Southland, Emergency Management Southland, aged care providers, Environment Southland, District Health Board staff, representatives from regional sports organisations, MBIE, Presbyterian Support and Ministry of Education as part of the CPLs role to foster links between Council and the community. These meetings have been used as information gathering exercises to inform key projects and information sharing in order to update our community on activities being undertaken around the District.

Stewart Island/Rakiura Ulva Island and Golden Bay Development

56. An application is being prepared to the Tourism Infrastructure Fund for replacement of the Ulva Island jetty and development of Golden Bay's jetty and facilities. It is intended the application will be made to the August funding round. The Stewart Island/Rakiura Community Board and jetties committee has provided valuable input to the proposed design of the Ulva Island jetty and

contributed to the design work for the Golden Bay development which is now being scoped and costed. Public consultation is currently taking place for the Ulva Island jetty design and when the final designs have been received for the Golden Bay development public consultation will also be held.

Welcoming Communities

57. A cultural toolkit has been developed by Anna Kirkwood and Kate Wilkinson from the Awareness Project (diversity and inclusion specialists)
58. The cultural toolkit contains key practical tips on what needs to be placed to ensure an inclusive approach is adopted to welcome new people to our communities.
59. All four councils have met and the concept discussed with key staff.
60. Funding for the welcoming communities pilot project has had seed funding made available through to December 2019 from central government.

Environmental Services

Group Manager Commentary

Predator Free Rakiura

61. The Predator Free Rakiura Leadership Group (PFR LG) has met within the last month with senior national level DoC Management and also with representatives of Predator Free 2050, the national entity leading this work in conjunction with DoC at a national level. Feedback from both agencies has been positive, and DoC continues to provide very significant managerial and technical support for this project.
62. The Leadership Group held a public meeting on Rakiura on the evening of 26 March to inform the community of the current project status and progress, which was well attended by approximately 60 persons. The community feedback received at this meeting was mostly very positive. The PFR LG has been working on a Memorandum of Understanding between the participant parties. This will come through to Council, as a participant in the PFR LG, for consideration in the near future.

Building Solutions IANZ Audit –follow up

63. Councillors have previously been advised of the generally positive outcome of the IANZ audit, and a formal report was presented to the Regulatory and Consents Committee at its 27 March meeting.
64. Staff have now developed an IANZ Clearance Plan and forwarded this to IANZ by the required date of the end of March 2019, and are in the process of fully embedding the required changes. This is required by mid-May.
65. If IANZ is satisfied that all non-compliance items have been fully addressed, then the Council will be reaccredited for two years (the maximum period) as low risk.
66. Somewhat connected to this, the chief executive section of this report covers the Ministry of Business Innovation and Employment Bella Vista review process extensively in his comments above. As he comments, this is a very useful and sobering report for the building control sector,

and the relevant learnings will be socialised with Building Solutions team. One important element the report emphasised was the need for councils to ensure that work is not allowed to continue on when significant non-compliance items are identified.

EQC Visit

67. Representatives of the Earthquake Commission visited Southland during March for a combined councils' session hosted by SDC. EQC is the New Zealand Crown entity investing in natural disaster research, education and providing insurance to residential property owners.
68. EQC representatives explained their role and how this has been applied in various situations around New Zealand and spoke about current and future risk issues. This was a very useful session and some good networking contacts with EQC were also established to continue future liaison.

Ministry of Primary Industries Forestry Visit

69. Council hosted representatives of the Ministry of Primary Industries (MPI) policy team in mid-March to illustrate on the ground the concerns which Council had previously communicated in writing regarding the practical implications of the National Environmental Standard for Production Forestry on the Council's roading network.
70. The MPI representatives appreciated the opportunity to view these issues on the ground, and said that these concerns would be factored into future thinking, while obviously not providing any guarantees of future changes.

Greenbriar Resource Consent- Ohai

71. The Regulatory and Consents Committee at its March meeting considered and granted a resource consent for the expansion of the Ohai coal mine by Greenbriar Limited the current operator of the mine. No submitters in opposition wished to be heard. Consent was granted for a 10 year period subject to extensive conditions including reinstatement requirements.

Resource Management

Dark Skies Plan Change for Rakiura

72. The Regulatory and Consents Committee have approved the preliminary consultation to occur on the proposed Dark skies plan change. The change to the District Plan has been sought to create some rules around future lighting on the island in order to maintain the existing quality of the dark skies. Meetings for key stakeholders will be held on Raikura on 13 and 14 May and it is intended to publicly notify the plan change in the last quarter of 2019.
73. Council has teamed up with Environment Southland, Gore District Council and Invercargill City Council to undertake high level region wide assessments on Climate Change, Biodiversity, Landscapes and Natural Character.
74. These reports have been progressing well. It is anticipated that the Climate Change report will be released to the councils and the general public by the middle of 2019. The other reports are still being completed and are unlikely to be released in 2019.

Animal Control

75. A lot of work is going into increasing the number of dog owners who register online. Staff hope to have the new dogs online registration operating by 1 June. Other projects include a communications drive to promote dog owners notifying changes (to ensure online registration goes smoothly for them) and exploring emailing registration forms.
76. The team is working with the Te Anau Community Board following its consultation about local dog rules. A report will be presented at their next meeting at which decisions can be made.

Environmental Health

77. The Ministry for Primary Industries (MPI) completed an onsite review of Council's functions under the Food Act 2014, on 6 March. When the report is released, this will be presented to a Committee of Council. Feedback from the MPI Officer conducting the review was that SDC is in a good position moving forwards.

Building Solutions

78. The department have received 82 building consent applications for the month. This is up about 17% on the previous three year average and 24% on the same period as last year, the past two months have seen a higher than average application count. The increase was most noted in R1 (residential category 1) consents up 37% on the previous three year average.
79. The value of consent applications are down slightly on the previous three year average from \$8.6 million to \$8.2 million. This is also up on the same period as last year, up from \$4.5 million to \$8.2 million.
80. There was a noted increase on the three year average in applications from the Mararoa Waimea Ward up from 22 to 30 and Waiau Aparima up from an average of 16 to 25 which is also an increase on the same period as last year. There was a reduction in applications received from Winton Wallacetown which were a noted decline on the three year average down from 23 to 19 applications received.
81. The department issued 70 consents for the month, this is up from 59 consents for the same period as last year. The increase in consent numbers reflected a 31% increase in the value of consented work.
82. For the year-to-date the total number of consents issued are down from 641 to 551 on the same period in 2017-18. The value of consented work for the month was \$7,130,494 up from \$5,424,250 for the same period as last year. The value of consents for the 2018/2019 financial year to date \$57,626,377 down from 65,780,184 for the same period as last year. The consent fees generated for the month was \$167,482.40 up from \$87,157.73 for the same period as last year. The consent fee for the year to date is \$1,149,778.41 up from \$1,103,997.22 for the same period as last year.
83. The average length of time to issue a building consent was 19.75 days. The department issued 33 CCCs and refused 16 CCCs. This has contributed to a slight reduction of the number of active consents for which no Code Compliance Certificate has issued which currently sits at 4,377.
84. The Christchurch based Solutions Team continue to process some of the Council's building consent applications, in order to maintain customer service and timeliness and ease pressure on

in-house staff and there is also currently an additional contractor inspector engaged for similar reasons.

Customer Delivery

85. The team are supporting a number of internal and external projects across Council. All involve trying to improve business processes for staff and customers. We have also been involved in sharing our knowledge with Gore District Council staff as we share many of the same types of issues.
86. We have also been involved with the transition of Destination Fiordland to become its own entity and are working through a similar process as Venture Southland moves to the new Southland Regional Development Agency (SRDA).

Customer Support

87. We have welcomed Renee Bull to the team on a full-time basis after an internal promotion for another team member and recruited Nikki Ladd as a casual customer support partner.

	FEBRUARY 2019
Total number of calls to 0800 732 732	4282
Abandonment rate	0.16%
Request for Service received	814
Top three requests types	Building inspections, change of address and water leaks
Payments processed by Council	17792
Cash	1.3%
Cheques	9.5%
Direct Credit	52.8%
Direct Debit	28.1%
Eftpos	8.3%
Number of visitors to our Libraries and Council Service Centres*	11921
*Excludes Invercargill, Stewart Island, Wyndham and Book Bus	

Libraries

88. We have welcomed Sherree Simpson and Sarah Hickson to the Te Anau library as librarian/customer support partners. They are passionate about the library and have a goal to see if every book in the collection can be issued to a borrower over the next 12 months. In Otautau, Diane Fetter has joined the team as a casual customer support partner as Jenny Marshall is leading the training for dog registration processes for staff this year.
89. We have continued to offer the range of programs for library patrons but would love to hear from people not using the library about how we can meet their needs. Please feel free to contact our district library manager, Mark Fraser via email on mark.fraser@southlanddc.govt.nz or via 0800 732 732.

90. The table below shows the number of individuals checking out items from a branch library each month.

LIBRARY NAME	FEBRUARY 2019
Bookbus	350
Lumsden	88
Otautau	77
Riverton	180
Stewart Island	49
Te Anau	393
Winton	563
Wyndham	69

91. Use of the PressReader application is below.

MONTH	ISSUES DOWNLOADED	ARTICLES READ
February 2019	4548	22969

92. Our Library service has new books each month, these can be viewed online through our catalogue on <https://www.southlanddc.govt.nz/my-southland/libraries/>

Knowledge Management

93. The team have had a busy February. With 32 LIMs for February and 130 property file requests this is reflecting a busy property market. Also over the month the team have been working on integration of RM8 and Pathway, two of our main systems for frontline staff to use to issue consents, licenses or register dogs.
94. The team is working on developing training material resources for Records Manager and legislative requirements. This includes material to reflect the people's different learning style.
95. We continue to receive archives research requests from the public which are very time intensive and manual. As yet we do not charge for this service. This will be reviewed in the next long term plan. There were six requests in February and March 2019.

Business Solutions

96. The team have welcomed a new helpdesk analyst which has allowed existing staff to start work on stabilising our environment. With pressure on our GIS resource to complete the representation review and deliver on the GIS software upgrades we have identified the need for further resource.
97. The business solution analysts have been working hard on CAMMS reporting and have identified a number of limitations in the current CAMMS Insights product which they are now investigating to see if we can amend these locally, or need further support.
98. Our program of work includes:
- Network Security, configuring the new firewalls appliances to replace our ageing equipment which will improve the perimeter security

- Infrastructure, we continue to review and base-line our infrastructure so that we can have a better understanding of what needs to be replaced including our server room hardware, networking and end user equipment
 - Phones, the configuration of the back office connections for the new phone system has started and user requirements are being gathered
 - GIS Mapping, the GIS team have completed the Apollo upgrade and have started upgrading the GeoMedia platforms, this project is expected to be completed in April.
 - Pathways, we have begun to configure E-Pathways and Pathways for new dog registrations.
99. The team is also looking at the way that Council manages its software, hardware, networks and integration points. This information will be used to form the base Disaster Recovery Plan for the organisation from a technology perspective.

People and Capability Update

100. Health, Safety and wellness continues to be a focus within Council. Health and Safety Audits and Safety observations on our contractors are continuing. This includes traffic management audits. The pre-approval process for our contractors has been updated and the process of collecting information for re-approval has begun. Health and Safety e-learning and team activities are continuing.
101. The project delivery manager recruitment is well underway with a decision on the appointment of the role expected shortly.

Services and Assets Group

Group Manager's Update

102. The first quarter of 2019 has rapidly disappeared and has largely been consumed with the structural changes to the Services and Assets Group and the resultant works programme resourcing. There has been significant focus on the capacity each team has to undertake the works programmes committed to. This focus has been particularly relevant given the 2019/2020 Annual Plan development process. Through this process the team is looking beyond next year to ensure the theme of over-committment and under-delivery is not continued.
103. There is still significant effort required to improve the way in which we engage and work with our elected representative structures. This is a learning curve for both our staff and elected representatives. Clarity and communication around our delivery framework and legislative timelines is needed to ensure expectations are clear.
104. Internally, we still have some work to do regarding the removal of silos to ensure that we are united in our messaging and efficient in our delivery. Further work is also required on some of our delivery requirements including our procurement and contract management processes. This work has been prioritised this year.
105. 2019 is the year that we need to revisit our Infrastructure Strategy to better understand and guide the strategic context for the activities and services we provide. The strategy is required to ensure

we are planning for the future in the work that we undertake today. It is anticipated that this work will need to commence in April/May to ensure completion by the end of the calendar year.

Commercial Infrastructure

Stewart Island Electrical Supply Authority (SIESA) (PowerNet)

106. On 25 February the start batteries on Unit 1 failed with what is suspected to be a hydrogen gas explosion, this is likely to have been caused by overcharging of a failing battery. No damage was caused apart from the damage to the batteries themselves, replacement batteries are being sourced.
107. The intercooler associated with Unit 4 that failed during December has been repaired and returned to service; the Unit 4 radiator was also flushed and repainted during this repair. Now that Unit 4 is back in service pricing will be obtained to replace the rear main crankshaft seal on Unit 5 which has developed an oil leak.
108. Peter Petchy is currently working through the archaeological global authority which will enable a quicker connection time.

Forestry (IFS)

109. Forestry activity for this period has included silvicultural pruning in Gowan Hills and pre-plant land preparation in Ohai and Waikaia Forests. Heritage NZ have now approved the archaeological consent for future works in Waikaia. Financial results are still tracking well above budget.

Around the Mountains Cycle Trail

110. An onsite meeting is to be held with Southroads, Opus and Southland District Council for mark out of the toilets and shelters. The toilets have been delayed but are expected to be shipped prior to April, we are also waiting on a building consent exemption for a shelter at Mavora Lakes.
111. Additional signs have been ordered and received, and will be programmed with other works expected to take place in April. An application has been made to the Maintaining Great Ride fund for \$100K, this includes funds for water tanks along the trail as well as tables, benches and interpretation panels for stage one. An application for \$50K has been lodged resulting in this work having no impact on Southland District Council as it will be 100% funded.

Strategic Transport

Speed Limit Review

112. The initial review of the speed limits across the District for local roads has been completed. The Transport team have been undertaking discussion with communities where changes are proposed. Feedback to date has been positive and supportive of the proposed changes.
113. This engagement will continue during April, with any relevant feedback incorporated into the proposed changes at which point a report will be presented to Council, with the objective of starting the formal public consultation process needed to formally change the bylaw.

District Wide Renewals Programme

- 114. Reseals – All programmed work for the annual District wide road resurfacing program have been completed for the 2018 -2019 season.
- 115. Pavement Rehabilitation – The Roding Company are making good progress with all sites. The Ohai Clifden Highway and Otapiri Gorge Road sites along with the first section of Otautau Tuatapere Road have all been sealed.
- 116. The remaining sections of Otautau-Tuatapere Road and Shand Road are on track to be completed by Easter.
- 117. Footpath renewal – the footpath renewal programme has been finalised with a package of works currently out to tender. Sites have been selected on asset condition along with Long Term Plan budget availability.

Bridges

- 118. The annual restricted bridge inspections by Council's structural engineering consultants, Stantec are nearing completion. The outcome of these inspections along with updated bridge restriction list will be presented to Council at the June meeting.
- 119. Council staff also met with the New Zealand Transport Agency (NZTA) to raise awareness about Council's concerns with the volume of its ageing bridging network and the availability of funding support that Council could attract from NZTA to support an enhanced renewals programme. The meeting was positive with NZTA suggesting potential avenues which Council could explore and apply for additional funding and in particular for the critical bridges.

Streetlights

- 120. An audit of Council's Distributed Unmetered Load (DUML) database and processes was conducted, in accordance with Electricity Industry Participation Code as required by the Electricity Industry Act 2010. The audit was conducted in accordance with the audit guidelines for DUML. Audit timeframes range from three months to 36 months based on levels of future risk rating.
- 121. The purpose of this audit is to verify that the volume information is being calculated accurately, and that profiles have been correctly applied.
- 122. Meridian moved to using the Southland District Council data in June 2018, with the first audit being carried out in March 2018. The second audit has now been completed and found a high level of accuracy in this data and all but one of the previous non-compliances recorded in the last audit report have been cleared.
- 123. Currently the data is being maintained in an excel spreadsheet but is being loaded to RAMM as soon as possible and no later than June 2019.
- 124. There were no specific issues raised as part of the audit however a recommendation was made on investigating tracking and recording of festive lighting being connected to the unmetered streetlight circuit.
- 125. As a result of the audit outcome the next round of auditing has indicatively been extended out to be in 18 months' time.

Strategic Water and Waste

Te Anau Wastewater Discharge Project

126. Following Council resolutions from the 23 October 2018 meeting, when it was resolved to proceed with a sub-surface drip irrigation as disposal route, staff have been progressing work on a number of fronts including development of resource consents for the sub-surface drip irrigation field, as well as advancing towards a detailed design.
127. Staff have also met with Environment Southland consenting staff, to develop a strategy to allow early lodgement of the application. At this stage it is expected that an application will be able to be lodged towards the end of April.
128. The tender for the pipeline element of the contract has now been released to four pre-qualified contractors. Tender returns close on 12 April.

Land and Water Plan Implementation

129. Environment Southland released their proposed Land and Water Plan last year.
130. In total 25 appeals were received by Environment Southland of which Council has identified 10, which it will join as a section 274 party. Council has also lodged an appeal to the decision.
131. The basis of Council's appeal, is largely around the 'non-complying' activity status on wastewater discharges to water. The latest direction issued from the Environment Court outlines a proposed path, where appeals to objectives will be heard ahead of mediation, by grouped topic on policies and rules. Evidence in support of the appeals was filed with the Environment Court on 22 March.

Review of Solid Waste Contract Arrangements

132. The WasteNet Southland Waste Management Group has rolled over the Bond Contract for waste collection on the same rates and terms and conditions.
133. WasteNet has also put out a tender for the provision of the recycling acceptance contract. The Request for Proposal was issued in December, with a number of tenders having been evaluated and requests for clarifications issued.

Tokanui Wastewater Discharge Consent Application

134. In 2018, staff prepared a consent application for the renewal of the Tokanui wastewater discharge proposing a minor upgrade, on the basis that monitoring showed no significant impact on the receiving water, based on comparison of upstream and downstream monitoring.
135. The application is the first one to be assessed under the new Proposed Southland Water and Land Plan which indicates that discharges to water will be considered as a non-complying activity. Environment Southland have produced their report recommending that the application is declined on the basis that the impact of any leakage through the base of the ponds is not sufficiently managed.
136. As this has a significant implication for other pond based systems, Council requested a delay in the hearing process to allow the wider implications of this issue to be scoped and a strategy for

addressing the issues developed. Advice from Commissioners received in February granted this request until May 2019.

Property Services

137. Work is ongoing with finance staff in the review of the Council Fixed Asset Register. This will ensure that the fixed asset register is correct and allow it to be used as the basis, for the identification of strategic assets or not, and which of the non-strategic assets are surplus.
138. Staff have also been involved in preparing Environment Southland resource consent applications for the Tourism Infrastructure Fund projects at Clifden Bridge and Waikawa.
139. Property administration agreements that have been finalised of interest are Ringaringa Road deviation, easement agreement with Landcorp for access to and the pipeline on their land for the Kepler disposal field, land acquisition for the Clifden bridge Tourism Infrastructure Fund development, landowner agreement related to the Orawia water take site.

Community Facilities

140. Work has commenced on the 2018 - 2019 projects, to be completed this financial year. There are a number of projects that have been started, with the remaining projects having been quoted for. Once the quotes have been confirmed and approved, the work will be programmed to commence for those that are under budget. There has been a focus on getting all of the project information into CAMMS, so that we having a better understanding of the project commitments that remain to be completed before the end of the financial year. This has then been carried through to the final forecasting round.
141. We are currently in discussion with a number of consultants who are providing quotes to complete work associated with Master Data and Meta Data standards and also minimum levels of service for the community facilities portfolios.
142. Progress is being made towards pulling together a Tourism Infrastructure Fund application for the Stewart Island jetties project. The application was to be submitted for the next funding round that started on the 1 March 2019. However it has been decided to delay this until the next round in August so that a more robust application can be presented.
143. The application consists of two projects, the Ulva Island wharf and associated on-shore infrastructure and the Golden Bay wharf and associated on-shore infrastructure. We are working with Venture Southland, the Stewart Island Community Board, Department of Conservation and Opus to put together the application. Although the scope of work has been increased from an original project to upgrade the Ulva Island wharf, there is a clear understanding from the local community for the need to include the Golden Bay project as it will mitigate current health and safety issues that have been identified.

Water Structures

144. The Riverton wharves still have two outstanding issues associated with licence compliance. An amicable resolution could not be reached with one of the jetty owners so this has been put in the hands of Council's lawyer to be resolved. There are also ongoing discussions with one of the other jetty owners who dispute the length of jetty that they purchased. A possible resolution has

been identified that will potentially resolve this situation. The upgrade to the main long wharf has been completed. The damaged navigation light in Riverton harbour has been replaced.

Project Delivery Team

145. The Project Delivery Team are well underway with the projects from the first allocation from the current list of committed projects from the Long Term Plan and Annual Plan with a value of \$4,650,000. We currently have 33 projects in progress with six projects completed. The balance of our projects are in the consenting or approval stage, it is anticipated these will move to delivery phase within a month. The Project Delivery Team are working with the Activity Managers to pick further projects from the 2018 - 2019 projects and starting to plan the 2019 - 2020 projects.

The Southern Scenic Route

146. The Southern Scenic Route Tourism Infrastructure Fund projects are well underway. The four projects are all in progress, Waikawa, Monkey Island, Clifden Bridge and Te Anau toilets are in the final stage of consenting and the contracts has been awarded.
147. The new facilities have been ordered, the works program will start as we receive the new buildings, the first is due in the last week of April. Now that we have design, consent and delivery times set we will be conducting community discussions starting in Tuatapere on 5 April, followed by the other sites.

Work Schemes

148. Main projects completed by Work Scheme over the last month have been:
- dismantling, moving and erecting of desks and furniture at Forth Street office
 - repairs along coastal track at Riverton
 - mowing throughout District
 - noxious control at Andersons Park for Invercargill City Council
 - Wyndham Hall Repairs

Recommendation

That the Council:

- a) **Receives the report titled “Management Report” dated 1 April 2019.**

Attachments

- A Building Solutions - Graphs and Tables - February 2019 [↓](#)



Building Solutions Capacity and Capability Report

February 2019

Consents Issued For Month

	FISCAL YEAR		FISCAL YEAR	
	2017-18		2018-19	
APPLICATION TYPE	APPLICATION COUNT	APPLICATION VALUE	APPLICATION VALUE	APPLICATION COUNT
Bridge/Platform/Underpass				2
Commercial/Industrial	2	\$68,000	\$6,308.50	3
Dwellings Alterations/Additions - NOT RBW	1	\$112,000	\$1,384.20	3
Farm Shed/Dairy Shed/Small Industrial	19	\$1,371,000	\$20,667.80	19
Garages/Carports	1	\$29,000	\$1,278.80	3
Heating Units	11	\$42,150	\$3,292.00	7
Misc/Plumbing & Drainage	2	\$12,000	\$987.00	1
RBW - Dwellings Alterations/Additions	11	\$782,600	\$13,254.80	14
RBW - Dwellings New/Relocated/Sleepouts	11	\$2,992,500	\$39,899.13	18
SLEEPOUTS ONLY and Stage Dwellings New/Relocated	1	\$15,000	\$85.50	
Grand Total	59	\$5,424,250	\$87,157.73	70



Consents Issued – Year to Date

	FISCAL YEAR		FISCAL YEAR	
	2017-18		2018-2019	
APPLICATION TYPE	APPLICATION COUNT	APPLICATION VALUE	APPLICATION COUNT	APPLICATION VALUE
Bridge/Platform/Underpass	10	\$528,100	10	\$1,230,000
Certificate of Acceptance			1	\$4,000
Commercial/Industrial	56	\$10,787,831	33	\$11,451,800
Demolition			1	\$30,000
Dwellings Alterations/Additions - NOT RBW	11	\$320,000	9	\$143,000
Farm Shed/Dairy Shed/Small Industrial	128	\$8,791,761	123	\$10,095,248
Garages/Carports	52	\$1,077,175	36	\$1,122,000
Heating Units	103	\$453,953	106	\$502,750
Misc/Plumbing & Drainage	22	\$131,800	17	\$94,190
RBW - Dwellings Alterations/Additions	102	\$5,799,480	84	\$3,989,599
RBW - Dwellings New/Relocated/Sleepouts	151	\$37,824,584	126	\$28,854,290
SLEEPOUTS ONLY and Stage Dwellings New/Relocated	6	\$65,500	5	\$109,500
Grand Total	641	\$65,780,184	551	\$57,626,377



Number of Building Consents Issued Versus Number of CCCs

DECISION COUNT	FISCAL YEAR	
	2018-2019	
APPLICATION TYPE	BUILDING CONSENT ISSUED	CCC ISSUED
Bridge/Platform/Underpass	10	8
Certificate of Acceptance	1	
Commercial/Industrial	33	34
Demolition	1	
Dwellings Alterations/Additions - NOT RBW	9	28
Farm Shed/Dairy Shed/Small Industrial	123	82
Garages/Carports	36	40
Heating Units	106	115
Misc/Plumbing & Drainage	17	14
RBW - Dwellings Alterations/Additions	84	46
RBW - Dwellings New/Relocated/Sleepouts	126	102
SLEEPOUTS ONLY and Stage Dwellings New/Relocated	5	19
Grand Total	551	488



Building Consent Applications Received for the Month 2017-18, 2018-19 and Average for the Previous Three Years

Lodge Fiscal Year End	Property Ward	Average Count - Previous 3 Fiscal Years	Application Count
2018	Mararoa Waimea	23	23
	Stewart Island Rakiura	2	1
	Waiau Aparima	19	17
	Waihopa Toetoes	13	5
	Winton Wallacetown	23	20
2018 Total		79	66

Lodge Fiscal Year End	Property Ward	Average Count - Previous 3 Fiscal Years	Application Count
2019	Mararoa Waimea	22	30
	Stewart Island Rakiura	1	3
	Waiau Aparima	16	25
	Waihopa Toetoes	8	5
	Winton Wallacetown	23	19
2019 Total		70	82

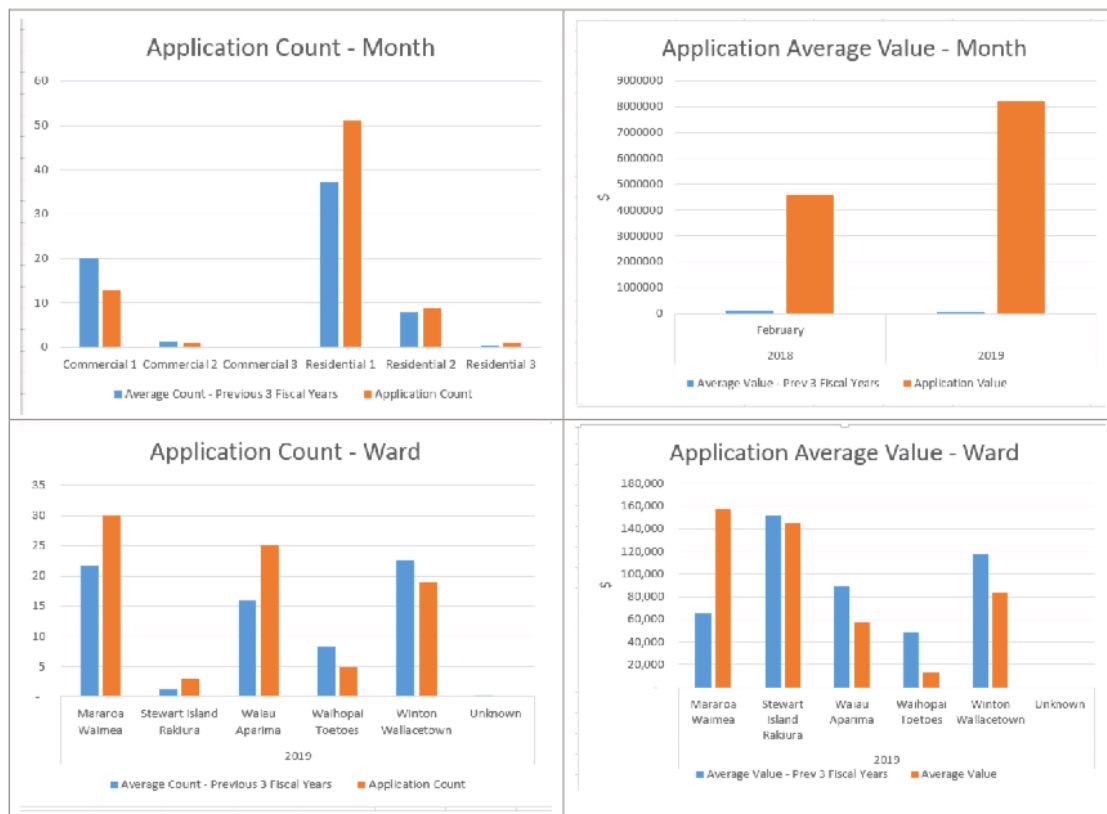
Applications Received for 2017-18, 2018-19 and Three Year Average for Fiscal Year to Date

Lodge Fiscal Year End	Property Ward	Average Count - Previous 3 Fiscal Years	Application Count
2018	Mararoa Waimea	228	231
	Stewart Island Rakiura	18	10
	Waiau Aparima	154	149
	Waihopa Toetoes	113	105
	Winton Wallacetown	170	172
2018 Total		685	668

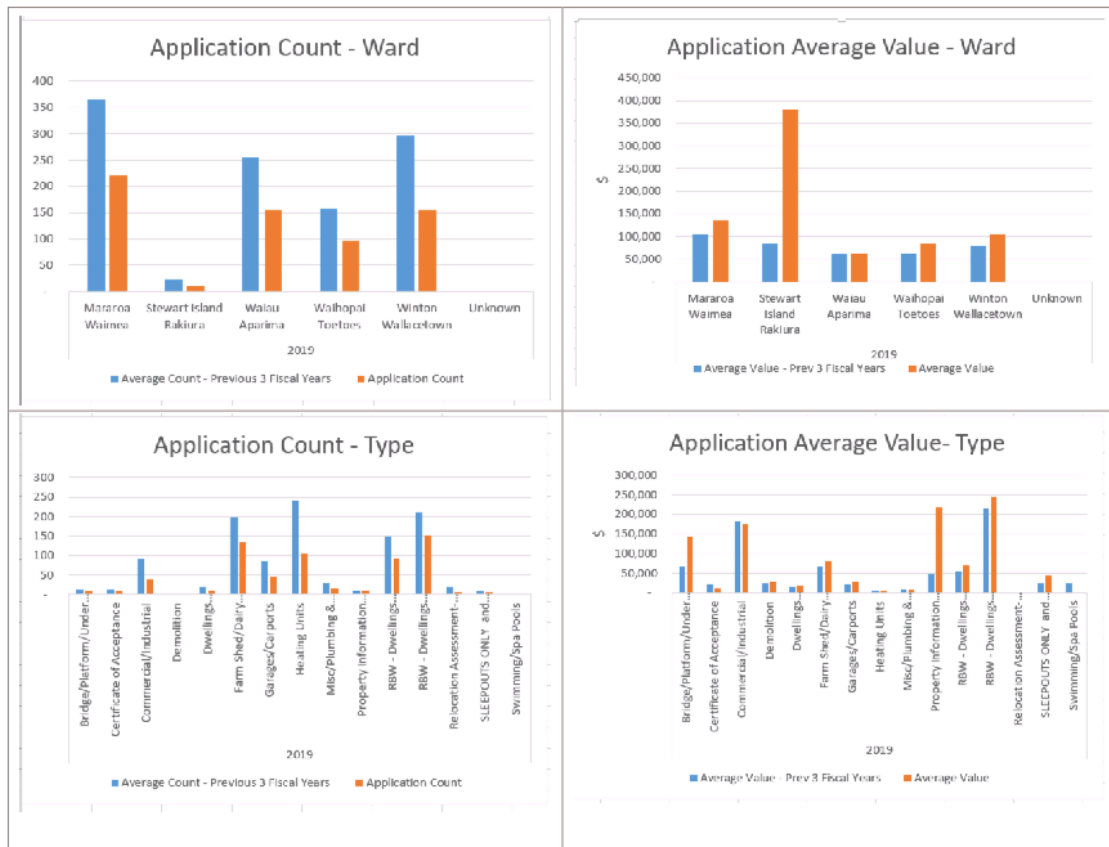
Applications Received for 2017-18, 2018-19 and Three Year Average for Fiscal Year to Date

Lodge Fiscal Year End	Property Ward	Average Count - Previous 3 Fiscal Years	Application Count
2019	Mararoa Waimea	222	205
	Stewart Island Rakiura	16	10
	Waiau Aparima	146	152
	Waihopai Toetoes	99	92
	Winton Wallacetown	177	146
2019 Total		662	605

Distribution of Consent Applications for the Month



Building Consent by Ward and Value for Year to Date





Monthly Resource Report for February 2019 – Reference Document R18/10/25219
Annual Capacity and Capabilities Planning 2018-19

FRAMEWORK FOR ASSESSMENT			
Number of building consent applications received and issued and how many were issued within the statutory timeframes	Received	Issued	Issued on time
	82	70	84%
Number of inspections undertaken and the number of days to book an inspection	Received	Time taken	
	177	2 days	
Number of CCC applications received, CCCs issued and how many were issued within the statutory timeframes	Received	Within time period	
	60	93%	
TA functions that required staff resources	760 minutes Internal charging WOF equates to .08 of a person per year (all amusement device inspections carried out were outside normal working hours)		
The volume of building control work (if any) that was undertaken on behalf of another BCA	Time taken	For whom	
	N/A		
The number of competent staff (at each level of competency as shown in the technical skills matrix which aligns to the NCAS) available to process applications, make site inspections and complete compliance work (based on consents received to date and factored up for year. R/18/10/25219)	Skill	Staff required	Staff available
	TA function	0.08	All staff
	BC-I CP-I	(.095 x 12) 1.14	2
	BCO, CPO	(.32 x 12) 3.84	2
	BC-S CP-S	(.41 x 12) 4.92	2
	BC-So SP-SO	(.013 x 12) .156	2
	Tech expert	1	1
	Total	11.36	11
Any known influences that may affect staff availability such as public holidays, training courses, popular times of year for leave and upcoming large scale projects the management team is aware of, etc.	There were 11 days lost due to leave and TOIL for the month.		
Technical leadership requirements or specialist experts that may be needed.	All additional staff requirements are addressed by the Solutions Team and Firewatch		



HAVING ASSESSED THE ABOVE WHAT IMMEDIATE ACTION IS REQUIRED	The department is currently working on removing all single points of failure within the department, this is seen as the greatest threat to our business continuity
Offering overtime to existing staff	Lance Patterson to complete TA work and WOF work
Seeking assistance from other SBCG Councils through the MOU	N/A
Employing external contractors to supplement staff levels	Solutions Team and Firewatch are currently contracted to provide additional support where and when needed
Employing additional permanent staff.	The department have filled the vacancy for the senior building control officer with a suitably qualified person

Delegations Manual Project

Record No: R/19/1/1589
Author: Carrie Adams, Intermediate Policy Analyst
Approved by: Rex Capil, Group Manager Community and Futures

☒ Decision ☐ Recommendation ☐ Information

Purpose

- 1 The purpose of this report is to present the draft Delegations Manual to Council for adoption.

Executive Summary

- 2 Council has been working towards the development of a manual that consolidates delegations across the organisation since early 2018.
- 3 Currently, delegations and terms of reference for committees of Council and community boards are contained in various documents across activities and groups. The draft Delegations Manual will provide a 'one stop shop' for elected representatives, staff and customers to access:
 - Council's delegations of governance activities to Council committees and community boards
 - Council's delegations of management activities to the chief executive
 - the chief executive's delegations to Council staff, including the executive leadership team.
- 4 The executive leadership team at its 11 February 2019 meeting endorsed the draft Delegations Manual and resolved to recommend to Council that it adopt the draft Delegations Manual as attached.
- 5 The draft Delegations Manual was presented to the Finance and Audit Committee for feedback at its 26 March 2019 meeting.
- 6 Staff are requesting that Council revoke all existing instruments of delegation and adopt the draft Delegations Manual.
- 7 It is recommended that formal review of the draft Delegations Manual once adopted, be undertaken in line with triennial elections.

Recommendation

That the Council:

- a) **Receives the report titled “Delegations Manual Project” dated 10 April 2019.**
- 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) **Revoke all existing instruments of delegation.**
- e) **Adopt the draft Delegations Manual.**
- f) **Notes that the draft Delegations Manual will be reviewed after the 2019 triennial election.**

Background

- 8 Council has been working towards the development of a manual that consolidates Council’s delegations since early 2018.
- 9 The purpose of the Delegations Manual is to define and authorise the scope of:
 - Council’s delegations of governance activities to Council committees and community boards
 - Council’s delegations of management activities to the chief executive
 - the chief executive’s delegations to Council staff, including the executive leadership team.
- 10 The draft Delegations Manual provides for specific delegations relating to finance, regulatory functions and specific statutory responsibilities devolved to Council through legislation.
- 11 The executive leadership team at its 11 February 2019 meeting endorsed the draft Delegations Manual and resolved to recommend to Council that it adopt the draft Delegations Manual as attached.
- 12 The draft Delegations Manual was presented to the Finance and Audit Committee for feedback at its 26 March 2019 meeting.

Issues

- 13 To ensure the success of the implementation of the draft Delegations Manual, it is important that elected representatives and staff are involved and supportive to achieve the objectives of making this document meaningful, accurate and current.

- 14 In order for the draft Delegations Manual to be an organisation wide reference document, it is necessary for Council to revoke all existing instruments of delegation when adopting the draft Delegations Manual.
- 15 It is significant to note to that the development of the draft Delegations Manual has provided an opportunity to make corrections and changes to some of the existing instruments of delegation which were out of date. These changes have occurred primarily in the following areas:
- Environmental Services and Services and Assets activity areas (updating)
 - Building Act 2004 delegations (as per instrument presented for adoption to Council at its 7 February 2019 meeting)
 - finance and expenditure delegations (as per recently adopted Council Debt Recovery Policy as well as Services and Assets restructure)
 - corrections to role titles where possible throughout (including the recent Services and Assets restructure).
- 16 As there is currently no Delegations Manual, the process for making efficient amendments on an as needed basis will be a new initiative. The governance and democracy team will oversee the draft Delegations Manual once adopted. The governance and democracy team is well placed to undertake this given the team's role as a liaison between Council and staff. Practically, this means the Governance and Democracy team will amend the draft Delegations Manual once adopted to:
- give effect to any Council resolution
 - give effect to any written instruction given by the chief executive
 - make any typographical or grammatical corrections.
- 17 Whilst the document has been reviewed extensively, staff note that it may require amendments that will not come to light until the draft Delegations Manual is adopted and in use. In addition, once adopted, the draft Delegations Manual should be viewed as a living document that changes along with Council decision making.
- 18 It is recommended that the terms of reference section be reviewed after the triennial election in 2019, as there is reasonable change given that the proposed new board structure has been accepted through the Representative Review process.
- 19 Going forward, formal review of the draft Delegations Manual once adopted will be undertaken in line with triennial elections.

Factors to Consider

Legal and Statutory Requirements

- 20 There are no specific legal or statutory requirements identified with regards to the development and adoption of the draft Delegations Manual.

Community Views

- 21 Community views have not been sought in relation to the draft Delegations Manual project as it relates to organisation wide operational practices. It can be expected that the community would expect Council to operate in accordance with recognised good practice standards in this regard.

Costs and Funding

- 22 Costs associated with staff time have been met within current budgets.
- 23 From a risk management perspective, having an organisation wide Delegations Manual is prudent, to ensure that the correct delegations are followed.

Policy Implications

- 24 There are no policy implications identified through the recommendation to adopt the draft Delegations Manual.
- 25 If adopted, the draft Delegations Manual will be an accessible, 'one stop' resource for elected representatives, staff and customers.

Analysis

Options Considered

- 26 There are two options for Council to consider:

Option 1: Adopt the draft Delegations Manual and revoke existing delegations.

Option 2: Not adopt the draft Delegations Manual or revoke existing delegations.

Analysis of Options

Option 1 – Council to adopt the Delegations Manual and revoke existing delegations.

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none">• provides clarity as to delegations regarding Council activities for elected representatives, staff and customers.• in line with best practice from a risk management perspective.• Services and Assets restructure has highlighted the need to update delegations for this group.• allows six months to put Delegations Manual into practice prior to 2019 election in order to make any necessary changes.	<ul style="list-style-type: none">• terms of reference for Council committees and community boards require review after 2019 triennial election.

Option 2 – Council not adopt the Delegations Manual or revoke existing delegations.

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none">• there are no advantages identified.	<ul style="list-style-type: none">• further delay puts at risk current risk management practice and associated operational requirements.• failure to have a Delegations Manual does not represent best practice.• will result in confusion over organisation wide delegations.

Assessment of Significance

- 27 This decision is not considered significant in relation to Council's Significance and Engagement Policy.

Recommended Option

- 28 It is recommended that Council select option 1, adopt the draft Delegations Manual and revoke existing delegations.

Next Steps

- 29 The draft Delegations Manual project has highlighted that the next step is an examination of the relationship between financial delegations and the broader procurement policy and expenditure approval processes. This is a separate piece of work related to the recommended review of the terms of reference and is already underway.

Attachments

- A DRAFT Delegations Manual [↓](#)



Southland District Council

Manual of Delegations

xxx 2019

DRAFT

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Council Revisions

Council meeting date	Amendment/Act	Report #
10/4/19	created	R/19/1589

1 Introduction

Southland District Council ("Council") relies on a clear distinction between governance and management activities for effective operation. Council is comprised of:

- **elected members**, including councillors and community board members who have overall responsibility for Council decisions and activities
- **the Chief Executive**, who is the sole employee of the elected members, and
- **Council officers**, who are employed by the Chief Executive.

Governance activities are the remit of elected members. Management activities are the remit of the Chief Executive, which includes the provision of policy advice, as well as implementing the governance decisions made by elected members.

In order for a Council to operate efficiently and effectively, the Chief Executive delegates provision of policy advice and decision implementation to Council officers.

1.1 Purpose

The purpose of the Delegations Manual ("the manual") is to define and authorise the scope of:

- a) the division between governance and management activities
- b) Council's delegations of governance activities to Council committees and community boards
- c) Council's delegations of management activities to the Chief Executive
- d) the Chief Executive's delegations to Council officers, including the Executive Leadership Team.

Other aspects of Council's work programme can be delegated by Council resolution. This includes the work programme detailed in the Long Term Plan and Annual Plan. Separate delegations are not required for Council officers to undertake any work included in these documents, which are adopted by Council.

The Delegations Manual also provides for specific delegations relating to finance, regulatory functions and specific statutory responsibilities devolved to Council through legislation.

1.2 Structure of Manual

The Delegations Manual is structured as follows:

1. Delegations framework – this section outlines Council's guiding principles for delegating authority and establishes the legal power for making these delegations. It then establishes the framework through which the delegations are made and structured
2. Governance delegations – this section sets out the delegation of governance powers from Council to committees and community boards
3. Financial delegations – the delegation of financial powers enables the achievement of Council's objectives and work programme, as adopted in the Long Term Plan and Annual Plan. This section sets the limits of financial delegations to Council sub-committees and Council officers
4. Statutory delegations - this section sets out key statutes and regulations that devolve and delegate power, duties and responsibilities to Council. These delegations are consistent with the Local

Government Act 2002 ('the Act'), which empowers Council to delegate the enforcement, inspection, licensing and administration related to bylaws and other regulatory matters to any other local authority, organisation, or person

5. Non statutory delegations – this section sets out how the Chief Executive delegates management powers and responsibilities to facilitate the effective operation and administration of Council business.

2 Delegations Philosophy

Delegations are the assignment of a duty or power of action to another, together with the authority to carry out that duty or complete the action assigned with responsibility for the outcome.

The powers, functions and duties of Council are prescribed by central government either expressly or implicitly by statute and associated regulations. The legislative framework imparts various different powers, functions and duties to the elected Council, the Chief Executive and to specific Council officers.

Primary statutes that impact Council include but are not limited to:

- Local Government Act 2002 ('the Act')
- Resource Management Act 1991 ('RMA')
- Building Act 2004
- Reserves Act 1977.

2.1 Philosophy

In the interests of good management and effective administration, Council believes that decision-making should be delegated to the lowest competent level. This will enable the best use of elected member and Council officer abilities and minimise the cost of material, technical and financial resources.

Authority and responsibility are inseparable. Those with the responsibility for a task or function should always have the authority to carry it out effectively. Those with authority should always be responsible for its wise use.

Delegations do not remove ultimate accountability of elected members, the Chief Executive and the leadership team for the affairs of Council.

2.2 Key Principles

In making decisions about delegated authority, Council and the Chief Executive will balance the following, to enable Council to:

- operate efficiently and effectively
- concentrate on its policy making role, empowering the Chief Executive and Council officers to implement and administer those policies
- carry out Council functions openly and fairly
- provide delegates with the necessary authority to effectively carry out delegated responsibilities
- properly observe all statutory requirements.

Other principles observed in the development of the manual are that delegations will:

- be made to positions, not people
- be recorded in the Delegations Manual
- have any updates recorded in an Appendix of Subsequent Delegations
- commit Council to decisions made by staff with delegated authority
- be reviewed and amended as required, including a review in line with triennial elections.

2.3 Delegations to the Chief Executive

Council may delegate any function to the Chief Executive except those expressly precluded by legislation. Any further delegations by the Chief Executive made following the publication of this manual will be recorded in an Appendix of Subsequent Delegations.

The Chief Executive may appoint an Executive Leadership Team member to assume delegated authority in the event of planned or unplanned leave, absence or unavailability. Such appointments should be for a limited time and be recorded in writing.

2.3.1 Temporary Delegations

Council officers who are charged with increased duties in a temporary capacity also receive the delegated powers, duties and responsibilities relevant to the position in which they are acting. Any appointment in a temporary capacity shall be recorded in writing and be for a defined period.

2.3.2 Extension of Delegated Authority

The group manager and team leader/activity manager of any Council officer who has a specific delegated authority will share the same delegation.

2.4 Legal Restrictions

Council cannot delegate any power which is required by law to require a resolution of Council, including under Schedule 7 Clause 32 of the Local Government Act 2002.

Council cannot delegate the power to:

- set a rate
- adopt a bylaw
- borrow money, purchase or dispose of assets, outside of the Long Term Plan
- adopt a Long Term Plan, Annual Plan, or Annual Report
- appoint the Chief Executive
- adopt policies with consultation requirements prescribed by the Local Government Act 2002, including those associated with the Long Term Plan
- approve, adopt, and set operative dates for changes and/or variations to resource management plans and policies under the Resource Management Act 1991
- approve and adopt the District Plan and Notices of Requirement

- adopt a remuneration or employment policy
- make a final decision following an Ombudsman's recommendation that rejects or modifies that recommendation
- appoint or discharge the Deputy Mayor
- approve or amend Council's Standing Orders
- approve or amend the Code of Conduct for elected members
- establish and determine the structure, terms of reference, and delegated authorities of committees
- appoint and discharge members of committees
- establish a joint committee with another local authority or public body.

2.5 Powers and Responsibilities Retained by Council

Council also retains the following additional powers and responsibilities:

- the powers and duties conferred or imposed on Council by the Public Works Act 1981, unless specifically delegated
- approval of a draft Long Term Plan or draft Annual Plan prior to community consultation
- approval of a draft bylaw prior to community consultation
- approval of governance policies and draft policies prior to community consultation
- resolutions required to be made by Council under the Local Electoral Act 2001, including the appointment of an electoral officer
- the power to institute any proceedings in the High Court that are not injunctive proceedings
- the power to enter into a contract other than in accordance with the provisions of s.4 of the Public Bodies Contracts Act 1959
- the power to appoint Council representation on any body
- the power to sell, dispose or purchase land, including parks, reserves and endowment properties
- the power to authorise or otherwise commit Council to any expenditure exceeding that in the current Annual Plan/Long Term Plan
- the power to cease any existing function or commence any new significant activity
- formulation or amendment of Council's corporate goals and objectives
- submissions to any external body where the subject of the submission is not the responsibility of a standing committee
- approval of alterations to the adopted Long Term Plan/Annual Plan budget
- adoption of the Local Governance Statement
- adoption of the Triennial Agreement
- preparation of Long Term Plan/Annual Plan documents
- power to set fees and charges
- adoption of the Assessment of Water and Sanitary Services.

3 The Statutory Framework

3.1 Council's Principal Responsibilities

The purpose of local government as per s.10 of the Local Government Act 2002 is:

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

The governance principles of local government as set out in s.39 of the Local Government Act 2002 are:

- a local authority should ensure that the role of democratic governance of the community, and the expected conduct of elected members, is clear and understood by elected members and the community
- a local authority should ensure that the governance structures and processes are effective, open, and transparent
- a local authority should ensure that, so far as is practicable, responsibility and processes for decision making in relation to regulatory responsibilities is separated from responsibility and processes for decision-making for non regulatory responsibilities
- a local authority should be a good employer
- a local authority should ensure that the relationship between elected members and management of the local authority is effective and understood.

3.2 Responsibilities of the Chief Executive

The Local Government Act 2002 requires Council to delegate the management of the organisation to the Chief Executive in accordance with s.42 and Schedule 7 ss.33 – 36, on the terms and conditions that Council consider appropriate.

The Chief Executive is responsible to the elected Council for:

- a) implementing the decisions of the local authority
- b) providing advice to members of the local authority and to its community boards, if any
- c) ensuring that all responsibilities, duties, and powers delegated to him or her or to any person employed by the local authority, or imposed or conferred by an Act, regulation, or bylaw, are properly performed or exercised
- d) ensuring the effective and efficient management of the activities of the local authority
- e) maintaining systems to enable effective planning and accurate reporting of the financial and service performance of the local authority
- f) providing leadership for the staff of the local authority
- g) employing, on behalf of the local authority, the staff of the local authority (in accordance with any remuneration and employment policy) and

- h) negotiating the terms of employment of the staff of the local authority (in accordance with any remuneration and employment policy).

The Chief Executive is responsible for:

- a) ensuring, as far as practicable, that the management structure of the local authority:
 - reflects and reinforces the separation of regulatory responsibilities and decision making processes from other responsibilities and decision making processes
 - is capable of delivering adequate advice to the local authority to facilitate the explicit resolution of conflicting objectives.
- b) appointment of independent commissioner(s) to hear, consider, and determine all contested resource consent applications in respect of which Council, or a Council Controlled Organisation (CCO), is or could be perceived to be an interested party
- c) delegating to the Hearings Panel all of Council's regulatory powers in respect of hearing, considering and determining all matters relating to resource consents under the Resource Management Act 1991; approvals under the Fencing of Swimming Pools Act 1987; and actions under the Dog Control Act 1996
- d) delegating to appropriate staff Council's powers to undertake compliance inspection and enforcement in accordance with Council's approved procedures.

3.3 Delegation of Powers to any Other Officer

The Delegations Manual records all delegations from the Chief Executive to Council officers. Schedule 7 (s.32B) of the Local Government Act 2002 provides (with some restrictions) powers for a Council officer to further delegate to any other officer.

4 Authority

All previous delegations were revoked by resolution, and the delegations made in the governance section of the manual and other delegations of statutory and financial powers to committees and subcommittees and all the delegations made to the Chief Executive were adopted by Council at its meeting on 10 April 2019.

Sub delegations made by the Chief Executive pursuant to the policy and to the powers delegated to him were made effective from 10 April 2019.

5 Amendments to this Manual

This manual shall be maintained by the Governance and Democracy Team who shall amend it in accordance with:

- any instruction to that effect given by Council, and any for delegate authorised to amend this manual
- any need for typographical, grammatical or other minor amendment where the intention of Council in the matter of a delegation is not altered

- any amendments to address legislative or regulatory changes, excluding the powers and responsibilities that remain with Council, which shall go to Council for approval.

The Delegations Manual will be reviewed in line with triennial elections.

6 Conduct of Affairs

All elected members, community boards, committees and subcommittees shall conduct their affairs in accordance with the Local Government Act 2002, Local Government Official Information and Meetings Act (LGOIMA) 1987, Local Authorities (Members' Interests) Act 1968, Council Code of Conduct (with respect to all elected members) and standing orders.

7 Ambiguity or Conflict

In the event of ambiguity or conflict as to which committee or subcommittee has the delegated authority to act in respect of a particular matter, then the Mayor will decide in consultation with Governance and Democracy and having received advice from the Chief Executive.

8 Governance Delegations

8.1 Introduction

Council's delegation model is designed to enable committees of Council to fully and completely undertake their roles consistent with their terms of reference. The use of delegated authority to the most appropriate level of the organisation enables Council to achieve the purpose of local government as prescribed in the Local Government Act 2002; which is:

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

When a statute or regulation empowers Council to carry out a decision making function, that decision must be made by resolution of the full governing body, unless the statute or regulation permits delegation to a committee, subcommittee or Council officer.

Under s.41A of the Local Government Act 2002, the Mayor has the power to establish the committees of the Council and appoint the Chairperson of each committee of Council before the other members of the committee are determined.

The business to be delivered and administered by Council is significant and wide-ranging, implementing the requirements of many statutes and associated regulations, Council plans, policies, bylaws and other services. Without delegation, Council's operations and administration would not be efficient, effective or timely in delivering services.

The body or person to whom powers are delegated will usually exercise the delegated power, but is not obliged to do so. Delegates may choose not to exercise authority when a matter becomes of high public interest, or the issues involved are contentious or high risk.

When urgency, public interest, or risk requires matters that would normally be delegated for decision to a standing committee may go to the full elected Council for decision. The decision to do so will be made by the Mayor in conjunction with the Chief Executive.

8.2 Community Boards

Pursuant to clause 32 of Schedule 7 of the Local Government Act 2002 ('LGA'), Council delegates the responsibilities, duties and powers listed below to community boards to exercise within their communities (as defined in the LGA).

Any decision by a community board must be consistent with policies or standards or resolutions adopted by Council (whether or not specifically referred to in the delegations below), the needs of their local communities and the approved budget for the activity.

It is Council's intention that community boards exercise their delegations in respect of local activities. For district activities which are the responsibility of Council, community boards will have the power to review and make recommendations to Council on the levels of service on the understanding that Council will be operating on a district wide minimum level of service.

The decision as to whether the exercise of a delegated power is for a local activity will be made by the Group Manager Community and Futures and the Group Manager Services and Assets on behalf of the Chief Executive. The group managers may consult with the chairperson of the relevant community board.

TYPE OF COMMITTEE	Community board
RESPONSIBLE TO	Council
SUBCOMMITTEES	None
LEGISLATIVE BASIS	Resolution made by Council through the representation arrangements as per the Local Electoral Act 2001. Role, status and membership as per subpart 2 of Part 4 of the LGA Community boards delegated powers by Council as per schedule 7, clause 32, LGA Appointment of councillors to community boards as per s.50, LGA
MEMBERSHIP	Six members elected by the local authority triennial elections plus a member appointed by Council. The chairperson is elected by the community board. Other councillors may attend meetings but not vote.
FREQUENCY OF MEETINGS	At least six times per year
QUORUM	Not less than four members
SCOPE OF ACTIVITIES	Community boards are bodies established by statute. Their role as set out in the LGA is to: <ul style="list-style-type: none"> • represent and act as an advocate for the interest of its community • consider and report on all matters referred to it by Council, or any matter of interest or concern to the community board • maintain an overview of services provided by Council within the community • prepare an annual submission to Council for expenditure within the community

	<ul style="list-style-type: none"> • communicate with community organisations and special interest groups within the community • undertake any other responsibilities that are delegated to it by Council. <p>In addition to these activities, community boards will consider how best to provide for their communities, and the people who live there, into the future.</p> <p>Community board members will provide leadership by:</p> <ul style="list-style-type: none"> • positively representing their community and the Southland District • identifying key issues that will affect their community's future and work with Council staff and other local representatives to facilitate multi agency collaborative opportunities • promote a shared vision for the wider community of interest area and develop ways to work with others to achieve positive outcomes. <p>Community boards will adopt a strategic focus that will enable members to:</p> <ul style="list-style-type: none"> • provide local representation and guidance on wider community issues, initiatives and projects • contribute to the development and promotion of community cohesion, by developing and supporting relationships across a range of stakeholders at a local, regional and national level • take part in community forums, meetings and workshops • inform local residents and ratepayers on issues that affect them. <p>Board members will be kept abreast of operational issues and the progress of projects via regular contact with the community engineers.</p>
DELEGATIONS	<p>Power to Act</p> <p>Community boards shall have the following delegated powers and be accountable to Council for the exercising of these powers:</p> <p>Engagement and representation</p> <ol style="list-style-type: none"> a) facilitating Council's consultation with local residents and community groups on local issues and local aspects of district wide issues including input into the Long Term Plan, Annual Plan, and policies that impact on the board's area b) engaging with Council officers on local issues and levels of service, including infrastructure, recreational, community services and parks, reserves and cemetery matters c) representing the interests of the community at Council, committee or subcommittee meetings when a motion under debate relates to a matter that the board considers to be of particular interest to the residents within its community d) monitoring and keeping the Council informed of community aspirations and the level of satisfaction with services provided. <p>Financial</p> <ol style="list-style-type: none"> a) approving expenditure within the limits of annual estimates

	<p>b) approving unbudgeted expenditure for locally funded activities up to the value of \$10,000</p> <p>c) approve expenditure of board reserves up to the value of \$10,000.</p> <p>Rentals and Leases</p> <p>In relation to all leases of land and buildings within their own area, on behalf of Council;</p> <p>a) accepting the highest tenders for rentals of \$10,000; or less per annum</p> <p>b) approving the preferential allocation of leases where the rental is \$10,000 or less per annum.</p> <p>Local Assets and Facilities</p> <p>a) have input to the management of local halls and community centres which are owned by Council and where no management committee exists</p> <p>b) appoint a local liaison person responsible for community housing.</p> <p>Some community boards have specific delegations in addition to the broad delegations above:</p> <p>Stewart Island/Rakiura Community Board</p> <p>a) have input to the development of policy relating to the governance of the Stewart Island Electrical Supply Authority (SIESA)</p> <p>b) have input to the management of SIESA.</p> <p>Te Anau Community Board</p> <p>a) have input into the management of the Te Anau/Manapouri Airport</p> <p><u>Power to Recommend</u></p> <p>Assets and Facilities</p> <p>a) annually providing feedback on any asset management plans or community services strategies applicable to the community for which the community board is responsible.</p> <p>Rentals and Leases</p> <p>In relation to all leases of land and buildings within their own area, on behalf of Council</p> <p>a) recommending highest rentals in excess of \$10,000 per annum to the Group Manager Services and Assets</p> <p>b) recommending the preferential allocation of leases where the rental is in excess of \$10,000 per annum to the Group Manager Services and Assets</p> <p>c) recommending tenders to the Services and Assets Committee where preference is not for acceptance of the highest tenderer.</p> <p>Contracts/Tenders</p> <p>a) recommending tenders less than \$200,000 to the Group Manager Services and Assets</p> <p>b) recommending tenders in excess of \$200,000 to the Services and Assets Committee</p>
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	<p>c) recommending tenders to the Services and Assets Committee where preference is not for acceptance of the lowest tenderer.</p> <p>Financial</p> <p>a) recommending annual estimates to Council</p> <p>b) recommending unbudgeted expenditure in excess of \$10,000 to Council.</p> <p>Local Policy</p> <p>a) considering matters referred to it by officers, Council, its committees or subcommittees, including reports and policy and bylaw proposals relating to the provision of council services within the board's area; and</p> <p>b) making submissions or recommendations in response to those matters as appropriate.</p> <p>Delegations to the Chairperson</p> <p>The Chairperson of each community board is delegated with the following additional responsibilities:</p> <p>a) approval of leases, rental agreements and the rollover of existing contracts under \$1,000</p> <p>b) approval to sign applications of support for dispensation of The Keeping of Animals, Poultry and Bees Bylaw.</p>
LIMITS TO DELEGATIONS	No financial or decision making delegations other than those specifically delegated by Council.
CONTACT WITH MEDIA	<p>The community board Chairperson is the authorised spokesperson for the board in all matters where the board has authority or a particular interest.</p> <p>Board members, including the chairperson, do not have delegated authority to speak to the media and/or outside agencies on behalf of Council on matters outside of the board's delegations.</p> <p>The Group Manager Community and Futures will manage the formal communications between the board and its constituents and for the board in the exercise of its business. Correspondence with central government, other local government agencies or official agencies will only take place through Council staff and will be undertaken under the name of the Southland District Council.</p>
REPORTING	Community boards are unincorporated statutory bodies which are elected to represent the communities they serve. There are no formal reporting requirements to Council. The boards maintain bound minute books of their own meetings

8.3 Expectations of Committees

Within its areas of jurisdiction, each committee is expected to:

- report minutes of all meetings to Council
- observe and pursue the goals, objectives and strategies in any strategic plan adopted by full Council

- maintain regular communications with other committees and full Council to ensure that the widest possible good is achieved for the community
- approve expenditure that exceeds delegated authority of Council officers, within the financial parameters of the Long Term Plan and Annual Plan
- ensure appropriate consultation and communication is undertaken with the community and affected stakeholders
- monitor and respond to changes in legislation governing their jurisdiction
- support Council staff to achieve programmes and projects contained in the Long Term Plan.

All committees will operate within:

- the policies, plans, standards or guidelines established and approved by Council
- the overall priorities of Council
- the needs of people in the district
- the approved budgets for the activity.

8.4 Committees

The Council has established the following committees:

- Executive Committee
- Community and Policy Committee
- Services and Assets Committee
- Finance and Audit Committee
- Regulatory and Consents Committee
- Te Anau Wastewater Discharge Project Committee
- District Licensing Committee

8.4.1 Executive Committee

TYPE OF COMMITTEE	Council committee
RESPONSIBLE TO	Council
SUBCOMMITTEES	None
LEGISLATIVE BASIS	Committee constituted by Council as per schedule 7, clause 30 (1)(a), LGA 2002. Committee delegated powers by Council as per schedule 7, clause 32, LGA 2002.
MEMBERSHIP	Mayor (Chairperson), Deputy Mayor, Chairperson Regulatory and Consents Committee, Chairperson Services and Assets Committee, Chairperson Finance and Audit Committee, Chairperson Community and Policy Committee
FREQUENCY OF MEETINGS	As required
QUORUM	Three
SCOPE OF ACTIVITIES	The Executive Committee is responsible for: <ul style="list-style-type: none"> • monitoring the progress and performance of Council and the Chief Executive • addressing code of conduct issues relating to elected members and the Chief Executive • making decisions on urgent matters arising between scheduled Council meetings or on specific matters referred to it by Council • monitoring compliance with Council's Fraud Policy.
DELEGATIONS	Council delegates to the Executive Committee the following powers: <ol style="list-style-type: none"> (a) oversee the employment of the Chief Executive in accordance with the provisions of the Local Government Act 2002 (b) development of the Chief Executive's performance agreement for review and approval by Council (c) monitoring the Chief Executive's performance against the approved performance agreement (d) commissioning any market data required to assess appropriate remuneration for the Chief Executive for their annual review (e) developing a remuneration arrangement for the Chief Executive and making recommendations to Council. <p>A summary of the outcomes from reviews of the Chief Executive's performance along with any recommendations relating to his remuneration and employment conditions shall be reported to the committee.</p>
FINANCIAL DELEGATIONS	Council authorises the following delegated authority of financial powers to Council committees in regard to matters within each committee's jurisdiction. <p>Contract acceptance:</p> <ul style="list-style-type: none"> • accept or decline any contract for the purchase of goods, services, capital works or other assets where the total value of the lump sum contract does not exceed the sum allocated in the Long Term Plan/Annual Plan

	<ul style="list-style-type: none">• accept or decline any contract for the disposal of goods, plant or other assets other than property or land. <p>Budget reallocation. Committee is authorised to reallocate funds from one existing budget item to another without approval of the Finance and Audit Committee. Reallocation of this kind must not impact on current or future levels of service and must be:</p> <ul style="list-style-type: none">• reported to the next Finance and Audit Committee meeting• funded by way of savings on existing budget items• within the jurisdiction of the committee• consistent with the Revenue and Financing Policy.
CONTACT WITH MEDIA	<p>The Mayor is the authorised spokesperson for the committee in all matters where the committee has authority or a particular interest. Committee members do not have delegated authority to speak to the media and/or outside agencies on behalf of Council on matters outside of the committee's delegations unless expressly given.</p>

8.4.2 Community and Policy Committee

TYPE OF COMMITTEE	Council committee
RESPONSIBLE TO	Council
SUBCOMMITTEES	<ul style="list-style-type: none"> • Ohai Railway Fund Subcommittee • Stewart Island/Rakiura Visitor Levy Subcommittee • Northern Southland Development Fund Subcommittee • Ohai and Nightcaps and Districts Doctors House and Surgery Subcommittee
LEGISLATIVE BASIS	<p>Committee constituted by Council as per schedule 7, clause 30 (1)(a), LGA 2002.</p> <p>Committee delegated powers by Council as per schedule 7, clause 32, LGA 2002.</p>
MEMBERSHIP	The Community and Policy Committee is a committee of the whole Council. The Mayor and all councillors will be members of the Community and Policy Committee.
FREQUENCY OF MEETINGS	Six weekly or as required
QUORUM	Seven
SCOPE OF ACTIVITIES	<p>The Community and Policy Committee is responsible for:</p> <ul style="list-style-type: none"> • assessing and providing advice to Council on: <ul style="list-style-type: none"> - key strategic issues affecting the District and Council - community development issues affecting the District and Council - the service needs of the District's communities and how these needs might best be met - resource allocation and prioritisation processes and decisions. • developing and recommending strategies, plans and policies to the Council that advance Council's vision and goals, and comply with the purpose of the LGA • monitoring the implementation and effectiveness of strategies, plans and policies • developing and approving submissions to government, local authorities and other organisations • advocating Council's position on particular policy issues to other organisations, as appropriate • considering recommendations from Council's subcommittees and make decisions where it has authority from Council to do so, or recommendations to Council where a Council decision is required. <p>It is also responsible for community partnerships and engagement. This includes:</p> <ul style="list-style-type: none"> • monitoring the progress, implementation and effectiveness work undertaken by Venture Southland in line with the Venture Southland Heads of Agreement and specific service level agreement between Council and Venture Southland • allocations of grants, loans, scholarships and bursaries in accordance with Council policy

	<ul style="list-style-type: none"> • international relations • developing and overseeing the implementation of Council's community engagement and consultation policies and processes.
DELEGATIONS	<p>Power to Act</p> <p>The Community and Policy Committee shall have the following delegated powers and be accountable to Council for the exercising of these powers:</p> <ol style="list-style-type: none"> a) approving all submissions made by Council to other councils, central government and other bodies b) to approve scholarships, bursaries, grants and loans within Council policy and annual budgets c) monitor the performance of Venture Southland in the delivery against its business plan and Council's letter of expectation. <p>Power to Recommend</p> <p>The Community and Policy Committee has authority to consider and make recommendations to Council regarding strategies, policies and plans.</p>
FINANCIAL DELEGATIONS	<p>Council authorises the following delegated authority of financial powers to Council committees in regard to matters within each committee's jurisdiction.</p> <p>Contract acceptance:</p> <ul style="list-style-type: none"> • accept or decline any contract for the purchase of goods, services, capital works or other assets where the total value of the lump sum contract does not exceed the sum allocated in the Long Term Plan/Annual Plan • accept or decline any contract for the disposal of goods, plant or other assets other than property or land <p>Budget reallocation. Committee is authorised to reallocate funds from one existing budget item to another without approval of the Finance and Audit Committee. Reallocation of this kind must not impact on current or future levels of service and must be:</p> <ul style="list-style-type: none"> • reported to the next Finance and Audit Committee meeting • funded by way of savings on existing budget items • within the jurisdiction of the committee • consistent with the Revenue and Financing Policy
LIMITS TO DELEGATIONS	<p>Matters that must be processed by way of recommendation to Council include:</p> <ul style="list-style-type: none"> • amendment to fees and charges relating to all activities • powers that cannot be delegated to committees as per the Local Government Act 2002 and sections 2.4 and 2.5 of this manual. <p>Delegated authority is within the financial limits in section 9 of this manual.</p>
STAKEHOLDER RELATIONSHIPS	<p>This committee will maintain and develop relationships with:</p> <ul style="list-style-type: none"> • Venture Southland • Milford Community Trust • Northern Southland Development Fund Subcommittee

	<ul style="list-style-type: none">• Ohai Railway Fund Subcommittee• Destination Fiordland• Stewart Island Rakiura Visitor Levy Subcommittee• Ohai-Nightcaps and Districts Doctors House and Surgery Subcommittee. <p>The committee will also hear and receive updates to Council from these organisations as required.</p>
CONTACT WITH MEDIA	<p>The committee Chairperson is the authorised spokesperson for the committee in all matters where the committee has authority or a particular interest.</p> <p>Committee members do not have delegated authority to speak to the media and/or outside agencies on behalf of Council on matters outside of the board's delegations.</p> <p>The Group Manager, Community and Futures will manage the formal communications between the committee and the people of the Southland District and for the committee in the exercise of its business.</p> <p>Correspondence with central government, other local government agencies or official agencies will only take place through Council staff and will be undertaken under the name of the Southland District Council.</p>

8.4.3 Services and Assets Committee

TYPE OF COMMITTEE	Council standing committee
RESPONSIBLE TO	Council
SUBCOMMITTEES	<ul style="list-style-type: none"> • Around the Mountains Cycle Trail Project Subcommittee • Riverton Harbour Subcommittee • Stewart Island Jetties Subcommittee • Te Anau Basin Water Supply Subcommittee • Five Rivers Water Supply Subcommittee • Matuku Water Supply Subcommittee
LEGISLATIVE BASIS	<p>Committee constituted by Council as per schedule 7, clause 30 (1)(a), LGA 2002.</p> <p>Committee delegated powers by Council as per schedule 7, clause 32, LGA 2002.</p>
MEMBERSHIP	The Services and Assets Committee is a committee of the whole Council. The Mayor and all the councillors will be members of the Services and Assets Committee.
FREQUENCY OF MEETINGS	Six weekly or as required
QUORUM	Not less than seven members
SCOPE OF ACTIVITIES	<p>The Services and Assets Committee is responsible for overseeing the following Council activities:</p> <ul style="list-style-type: none"> • transport • property management including community facilities, acquisitions and disposals (including land dealings) • forestry • water supply, wastewater and stormwater • solid waste management • flood protection • waste management • Te Anau airport • Stewart Island Jetties and Riverton Harbour Committee • water supply schemes.
DELEGATIONS	<p>The Services and Assets Committee shall have the following delegated powers and be accountable to Council for the exercising of these powers:</p> <p>Power to Act</p> <ol style="list-style-type: none"> may delegate the management and control of all Riverton harbour assets vested in the Council to the Riverton Harbour Subcommittee may delegate the responsibility to oversee the development and maintenance of jetties located at Fred's Camp, Millars Beach, Ulva Island, Port William and Little Glory Cove to the Stewart Island Jetties Subcommittee monitor the delivery of capital works projects and the implementation of the capital works programme

	<p>d) monitor the delivery of operations and maintenance contracts</p> <p>e) approve and/or assign all contracts for work, services or supplies where the value is in excess of \$200,000 where those contracts relate to work within approved estimates. Where the value of the work, services, supplies or business case or the value over the term of the contract is estimated to exceed \$2M a prior review and recommendation of the business case by the Finance and Audit Committee is required. The business case shall include as a minimum; risk assessment, a procurement plan and financial costings</p> <p>f) monitor the return on all Council's investments including forestry</p> <p>g) monitor and track Council contracts and compliance with contractual specifications.</p> <p>Power to Recommend</p> <p>The Services and Assets Committee is responsible for considering and making recommendations to Council regarding:</p> <p>h) policies relating to the scope of activities of the Services and Assets Committee</p> <p>i) changes to Council's adopted levels of service</p> <p>j) The dividend from the forestry business unit.</p>
FINANCIAL DELEGATIONS	<p>Council authorises the following delegated authority of financial powers to Council committees in regard to matters within each committee's jurisdiction.</p> <p>Contract acceptance:</p> <ul style="list-style-type: none"> accept or decline any contract for the purchase of goods, services, capital works or other assets where the total value of the lump sum contract does not exceed the sum allocated in the Long Term Plan/Annual Plan accept or decline any contract for the disposal of goods, plant or other assets other than property or land <p>Budget reallocation. Committee is authorised to reallocate funds from one existing budget item to another without approval of the Finance and Audit Committee. Reallocation of this kind must not impact on current or future levels of service and must be:</p> <ul style="list-style-type: none"> reported to the next Finance and Audit Committee meeting funded by way of savings on existing budget items within the jurisdiction of the committee consistent with the Revenue and Financing Policy.
LIMITS TO DELEGATIONS	<p>Matters that must be processed by way of recommendation to Council include:</p> <ul style="list-style-type: none"> amendment to fees and charges relating to all activities powers that cannot be delegated to committees as per the Local Government Act 2002 and sections 2.4 and 2.5 of this manual. <p>Delegated authority is within the financial limits in section 9 of this manual.</p>

STAKEHOLDER RELATIONSHIPS	<p>This committee shall maintain relationships including, but not limited to the following organisations:</p> <ul style="list-style-type: none">• Regional Land Transport Committee• WasteNet• FENZ (Fire and Emergency New Zealand)• SIESA <p>The Committee will also hear and receive updates to Council from these organisations, as required.</p>
CONTACT WITH MEDIA	<p>The committee Chairperson is the authorised spokesperson for the committee in all matters where the committee has authority or a particular interest.</p> <p>Committee members do not have delegated authority to speak to the media and/or outside agencies on behalf of Council on matters outside of the board's delegations.</p> <p>The relevant group manager will manage the formal communications between the committee and the people of the Southland District and for the committee in the exercise of its business. Correspondence with central government, other local government agencies or official agencies will only take place through Council staff and will be undertaken under the name of the Southland District Council.</p>

8.4.4 Finance and Audit Committee

TYPE OF COMMITTEE	Council standing committee
RESPONSIBLE TO	Council
SUBCOMMITTEES	None
LEGISLATIVE BASIS	Committee constituted by Council as per schedule 7, clause 30 (1)(a), LGA 2002. Committee delegated powers by Council as per schedule 7, clause 32, LGA 2002.
MEMBERSHIP	Mayor, three councillors and one external appointee
FREQUENCY OF MEETINGS	Quarterly or as required
QUORUM	Three members
SCOPE OF ACTIVITIES	<p>The Finance and Audit Committee is responsible for:</p> <ul style="list-style-type: none"> ensuring that Council has appropriate financial, risk management and internal control systems in place that provide: <ul style="list-style-type: none"> an overview of the financial performance of the organisation effective management of potential opportunities and adverse effects reasonable assurance as to the integrity and reliability of Council's financial and non-financial reporting. exercising active oversight of information technology systems exercising active oversight of Council's health and safety policies, processes, compliance, results and frameworks relationships with external, internal auditors, banking institutions and insurance brokers. <p>The Finance and Audit Committee will monitor and assess the following:</p> <ul style="list-style-type: none"> the financial and non financial performance of Council against budgeted and forecasted outcomes consideration of forecasted changes to financial outcomes Council's compliance with legislative requirements Council's risk management framework Council's control framework Council's compliance with its treasury responsibilities.
DELEGATIONS	<p>The Finance and Audit Committee shall have the following delegated powers and be accountable to Council for the exercising of these powers.</p> <p>In exercising the delegated powers, the Finance and Audit Committee will operate within:</p> <ul style="list-style-type: none"> policies, plans, standards or guidelines that have been established and approved by Council the overall priorities of Council the needs of the local communities the approved budgets for the activity.

	<p>The Finance and Audit Committee will have responsibility and delegated authority in the following areas:</p> <p>Financial and performance monitoring</p> <ul style="list-style-type: none"> a) monitoring financial performance to budgets b) monitoring service level performance to key performance indicators. <p>Internal control framework</p> <ul style="list-style-type: none"> a) reviewing whether Council's approach to maintaining an effective internal control framework is sound and effective b) reviewing whether Council has taken steps to embed a culture that is committed to probity and ethical behaviour c) reviewing whether there are appropriate systems, processes and controls in place to prevent, detect and effectively investigate fraud. <p>Internal reporting</p> <ul style="list-style-type: none"> a) to consider the processes for ensuring the completeness and quality of financial and operational information being provided to Council b) to seek advice periodically from internal and external auditors regarding the completeness and quality of financial and operational information that is provided to the Council. <p>External reporting and accountability</p> <ul style="list-style-type: none"> a) agreeing the appropriateness of Council's existing accounting policies and principles and any proposed change b) enquiring of internal and external auditors for any information that affects the quality and clarity of Council's financial statements and statements of service performance, and assess whether appropriate action has been taken by management in response to the above c) satisfying itself that the financial statements and statements of service performance are supported by appropriate management signoff on the statements and on the adequacy of the systems of internal control (ie, letters of representation), and recommend signing of the financial statements by the Chief Executive/Mayor and adoption of the Annual Report, Annual Plans, Long Term Plans <p>Risk management</p> <ul style="list-style-type: none"> a) reviewing whether Council has in place a current, comprehensive and effective risk management framework and associated procedures for effective identification and management of the Council's significant risks b) considering whether appropriate action is being taken to mitigate Council's significant risks. <p>Health and safety</p> <ul style="list-style-type: none"> a) review, monitor and make recommendations to Council on the organisations health and safety risk management framework and policies to ensure that the organisation has clearly set out its commitments to manage health and safety matters effectively. b) review and make recommendations for Council approval on strategies for achieving health and safety objectives
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- c) review and recommend for Council approval targets for health and safety performance and assess performance against those targets
- d) monitor the organisation's compliance with health and safety policies and relevant applicable law
- e) ensure that the systems used to identify and manage health and safety risks are fit for purpose, being effectively implemented, regularly reviewed and continuously improved. This includes ensuring that Council is properly and regularly informed and updated on matters relating to health and safety risks
- f) seek assurance that the organisation is effectively structured to manage health and safety risks, including having competent workers, adequate communication procedures and proper documentation
- g) review health and safety related incidents and consider appropriate actions to minimise the risk of recurrence
- h) make recommendations to Council regarding the appropriateness of resources available for operating the health and safety management systems and programmes
- i) any other duties and responsibilities which have been assigned to it from time to time by Council.

Internal audit

- a) approve appointment of the internal auditor, internal audit engagement letter and letter of understanding
- b) reviewing and approving the internal audit coverage and annual work plans, ensuring these plans are based on Council's risk profile
- c) reviewing the adequacy of management's implementation of internal audit recommendations
- d) reviewing the internal audit charter to ensure appropriate organisational structures, authority, access, independence, resourcing and reporting arrangements are in place.

External audit

- a) confirming the terms of the engagement, including the nature and scope of the audit, timetable and fees, with the external auditor at the start of each audit
- b) receiving the external audit report(s) and review action(s) to be taken by management on significant issues and audit recommendations raised within
- c) enquiring of management and the independent auditor about significant business, political, financial and control risks or exposure to such risks.

Compliance with legislation, standards and best practice guidelines

- a) reviewing the effectiveness of the system for monitoring Council's compliance with laws (including governance legislation, regulations and associated government policies), with Council's own standards, and best practice guidelines as applicable
- b) conducting and monitoring special investigations, in accordance with Council policy, and reporting the findings to Council

	<p>c) monitoring the performance of Council organisations, in accordance with the Local Government Act.</p> <p>Business Case Review</p> <p>a) review of the business case of work, services, supplies, where the value of these or the project exceeds \$2million or the value over the term of the contract exceeds \$2million.</p> <p>Insurance</p> <p>a) consider Council's insurance requirements, considering its risk profile</p> <p>b) approving the annual insurance renewal requirements</p> <p>Treasury</p> <p>a) oversee the treasury function of Council ensuring compliance with the relevant Council policies and plans</p> <p>b) ensuring compliance with the requirements of Council's trust deeds are met</p> <p>c) recommending to Council treasury policies.</p> <p>Power to Recommend</p> <p>The Finance and Audit Committee is responsible for considering and making recommendations to Council regarding:</p> <p>a) policies relating to risk management, rating, loans, funding and purchasing</p> <p>b) accounting treatments, changes in generally accepted accounting practice, and new accounting and reporting requirements</p> <p>c) the approval of financial and non-financial performance statements including adoption of the Annual Report, Annual Plans and Long Term Plans.</p> <p>The Finance and Audit Committee is responsible for considering and making recommendations to the Services and Assets Committee on business cases completed under the 'Power to Act' section above.</p>
FINANCIAL DELEGATIONS	<p>Council authorises the following delegated authority of financial powers to Council committees in regard to matters within each committee's jurisdiction.</p> <p>Contract acceptance:</p> <ul style="list-style-type: none"> accept or decline any contract for the purchase of goods, services, capital works or other assets where the total value of the lump sum contract does not exceed the sum allocated in the Long Term Plan/Annual Plan accept or decline any contract for the disposal of goods, plant or other assets other than property or land <p>Budget reallocation. Committee is authorised to reallocate funds from one existing budget item to another. Reallocation of this kind must not impact on current or future levels of service and must be:</p> <ul style="list-style-type: none"> reported at the next Finance and Audit Committee meeting funded by way of savings on existing budget items within the jurisdiction of the committee <p>consistent with the Revenue and Financing Policy.</p>

LIMITS TO DELEGATIONS	<p>Matters that must be processed by way of recommendation to Council include:</p> <ul style="list-style-type: none"> • amendment to fees and charges relating to all activities • powers that cannot be delegated to committees as per the Local Government Act 2002 and sections 2.4 and 2.5 of this manual. <p>Delegated authority is within the financial limits in section 9 of this manual.</p>
RELATIONSHIPS WITH OTHER PARTIES	<p>The Chief Executive is responsible for servicing and providing support to the committee in the completion of its duties and responsibilities. The Chief Executive generally appoints the Chief Financial Officer to provide these functions on his behalf.</p> <p>Professional advisors to the committee shall be invited to attend all meetings of the committee:</p> <ul style="list-style-type: none"> • external auditor • internal auditor/risk advisor (if appointed) • Chief Financial Officer. <p>At each meeting, the Chairperson will provide the external auditor and the internal auditor/risk advisor (if appointed) with an opportunity to discuss any matters with the committee without management being present. The Chairperson shall request the Chief Executive and staff in attendance to leave the meeting for the duration of the discussion. The Chairperson will provide minutes for that part of the meeting.</p> <p>The Chief Executive and the Chief Financial Officer shall be responsible for drawing to the committee's immediate attention any material matter that relates to the financial condition of Council, material breakdown in internal controls and any material event of fraud.</p> <p>The committee shall provide guidance and feedback to Council on financial performance, risk and compliance issues.</p> <p>The committee will report to Council as it deems appropriate but no less than twice a year.</p>
CONTACT WITH MEDIA	<p>The committee Chairperson is the authorised spokesperson for the committee in all matters where the committee has authority or a particular interest.</p> <p>Committee members, including the Chairperson, do not have delegated authority to speak to the media and/or outside agencies on behalf of Council on matters outside of the committee's delegations.</p> <p>The Chief Financial Officer will manage the formal communications between the committee and its constituents and for the committee in the exercise of its business. Correspondence with central government, other local government agencies or other official agencies will only take place through Council staff and will be undertaken under the name of the Southland District Council.</p>

8.4.5 Regulatory and Consents Committee

TYPE OF COMMITTEE	Council committee
RESPONSIBLE TO	Council
SUBCOMMITTEES	None
LEGISLATIVE BASIS	Committee constituted by Council as per schedule 7, clause 30 (1)(a), LGA 2002. Committee delegated powers by Council as per schedule 7, clause 32, LGA 2002.
MEMBERSHIP	The Regulatory and Consents Committee will comprise of six members. The Chairperson for this committee will be appointed by Council.
FREQUENCY OF MEETINGS	Six weekly or as required
QUORUM	Three
SCOPE OF ACTIVITIES	The Regulatory and Consents Committee is responsible for overseeing the statutory functions of Council including but not limited to the following legislation: <ul style="list-style-type: none"> • Resource Management Act 1991 • Health Act 1956 • Food Act 2014 • Dog Control Act 1996 • Sale and Supply of Alcohol Act 2012 • Heritage New Zealand Act Pouhere Taonga Act 2014 • Building Act 2004 • Freedom Camping Act 2011 • Psychoactive Substances Act 2013 • Impounding Act 1955 • Southland Land Drainage Act 1935 • Southland Land Drainage Amendment Act 1938.
DELEGATIONS	Council delegates to the Regulatory and Consents Committee the following functions: <p>Power to Act</p> <ol style="list-style-type: none"> a) maintain an oversight of the delivery of regulatory services b) conduct statutory hearings on regulatory matters and undertake and make decisions on those hearings (excluding matters it is legally unable to make decisions on ie/pursuant to the RMA) c) appoint panels for regulatory hearings d) hear appeals on officer's decisions to decline permission for an activity that would breach the Southland District Council Control of Alcohol Bylaw 2015 e) approve Council's list of resource management hearing commissioners (from whom a commissioner can be selected) at regular intervals and the Chief Executive be authorised to appoint individual commissioners for a particular hearing

	<p>f) make decisions on applications required under the Southland District Council's Development and Financial Contribution Policy for remissions, postponements, reconsiderations and objections</p> <p>i) receive Council's Annual Reports on dog control and alcohol licensing</p> <p>j) hear objections to officer decisions under the Dog Control Act 1996</p> <p>k) hear objections and decide on matters under the Southland Land Drainage Act 1935 and Southland Land Drainage Amendment Act 1938.</p> <p>The Regulatory and Consents Committee shall be accountable to Council for the exercising of these powers (Local Government Act 2002, Schedule 7, Clause 32).</p> <p>Power to Recommend</p> <p>The Regulatory and Consents Committee is responsible for considering and making recommendations to Council regarding:</p> <p>a) regulatory policies and bylaws for consultation</p> <p>b) regulatory delegations</p> <p>c) regulatory fees and charges (in accordance with the Revenue and Financial Policy)</p> <p>d) assisting with the review and monitoring of the District Plan.</p>
FINANCIAL DELEGATIONS	<p>Council authorises the following delegated authority of financial powers to Council committees in regard to matters within each committee's jurisdiction.</p> <p>Contract acceptance:</p> <ul style="list-style-type: none"> accept or decline any contract for the purchase of goods, services, capital works or other assets where the total value of the lump sum contract does not exceed the sum allocated in the Long Term Plan/Annual Plan accept or decline any contract for the disposal of goods, plant or other assets other than property or land <p>Budget reallocation. Committee is authorised to reallocate funds from one existing budget item to another without approval of the Finance and Audit Committee. Reallocation of this kind must not impact on current or future levels of service and must be:</p> <ul style="list-style-type: none"> reported to the next Finance and Audit Committee meeting funded by way of savings on existing budget items within the jurisdiction of the committee consistent with the Revenue and Financing Policy.
LIMITS TO DELEGATIONS	<p>Matters that must be processed by way of recommendation to Council include:</p> <ul style="list-style-type: none"> making operative District Plan changes decision to notify the reviewed District Plan and make operative amendments to fees and charges relating to all activities. <p>Powers that cannot be delegated to committees as per the Local Government Act 2002 and sections 2.4 and 2.5 of this manual.</p>

	Delegated authority is within the financial limits in section 9 of this manual.
STAKEHOLDER RELATIONSHIPS	<p>This committee shall maintain relationships including, but not limited to the following organisations:</p> <ul style="list-style-type: none"> • Southland Museum and Art Gallery • Southland Heritage Building Preservation Trust • Emergency Management Southland • Southland Regional Heritage Committee • Public Health South • New Zealand Police • Ministry of Business, Innovation and Employment • Alcohol Regulatory and Licensing Authority <p>The Committee will also hear and receive updates to Council from these organisations, as required.</p>
CONTACT WITH MEDIA	<p>The Committee Chairperson is the authorised spokesperson for the committee in all matters where the committee has authority or a particular interest.</p> <p>Committee members, including the Chairperson, do not have delegated authority to speak to the media and/or outside agencies on behalf of Council on matters outside of the committee's delegations.</p> <p>The Group Manager, Environmental Services will manage the formal communications between the committee and its constituents and for the committee in the exercise of its business. Correspondence with central government, other local government agencies or other official agencies will only take place through Council staff and will be undertaken under the name of the Southland District Council.</p>

8.4.6 Te Anau Wastewater Discharge Project Committee

TYPE OF COMMITTEE	Council committee
RESPONSIBLE TO	Council
SUBCOMMITTEES	None
LEGISLATIVE BASIS	Committee constituted by Council as per schedule 7, clause 30 (1)(a), LGA 2002. Committee delegated powers by Council as per schedule 7, clause 32, LGA 2002.
MEMBERSHIP	The membership of the Te Anau Wastewater Discharge Project Committee shall be: <ul style="list-style-type: none"> • His Worship the Mayor, who will be the Committee Chair. • Don Mowat, as a representative from Te Ao Mārama Incorporated. • Allan Youldon • Shirley Mouat • Rachel Cockburn • Cr Ebel Kremer • Alan Bickers.
FREQUENCY OF MEETINGS	As required
QUORUM	Not less than five members of the project committee including the Mayor and/or Councillor.
SCOPE OF ACTIVITIES	The specific responsibilities of the project committee are to: <ol style="list-style-type: none"> a) provide advice on the final method of discharge to be used at the Kepler block having regard to the range of factors that Council should reasonably consider in making such a decision b) provide advice on how Council might consult with and communicate with the community, affected parties and other stakeholders in an appropriate manner about the project and the disposal of wastewater c) provide comment on the updated business case to be put forward for Council consideration in relation to the different final discharge options d) once Council has made a decision as to the final discharge method the committee shall monitor the progress that is made in delivering on the overall project, and any sub-projects, relative to the approved milestones, budgets and project scope and business cases e) Provide advice to Council, on how any variations between actual and planned delivery might be best addressed f) Provide advice to Council on the assessment of project risks and appropriate mitigation strategies given the overall scope of the project g) Assist with providing information to the Te Anau Community Board and the Manapouri Community Development Area Subcommittee on the project. h) Ensure that committee decisions and processes are well documented in accordance with Council policies and its statutory requirements.

DELEGATIONS	The Te Anau Wastewater Discharge Project Committee has delegated authority to provide advice and monitor the progress being made with the project in accordance with the responsibilities outlined in scope of activities above.
FINANCIAL DELEGATIONS	<p>Council authorises the following delegated authority of financial powers to Council committees in regard to matters within each committee's jurisdiction.</p> <p>Contract acceptance:</p> <ul style="list-style-type: none"> accept or decline any contract for the purchase of goods, services, capital works or other assets where the total value of the lump sum contract does not exceed the sum allocated in the Long Term Plan/Annual Plan accept or decline any contract for the disposal of goods, plant or other assets other than property or land <p>Budget reallocation. Committee is authorised to reallocate funds from one existing budget item to another without approval of the Finance and Audit Committee. Reallocation of this kind must not impact on current or future levels of service and must be:</p> <ul style="list-style-type: none"> reported to the next Finance and Audit Committee meeting funded by way of savings on existing budget items within the jurisdiction of the committee consistent with the Revenue and Financing Policy.
LIMITS TO DELEGATIONS	<p>The Project Committee does not have delegated authority in relation to the following matters:</p> <ol style="list-style-type: none"> the expenditure or committal of Council funds approval of project timetable(s) and budget(s) within which the different stages of the project need to be progressed negotiation and approval of any land access, acquisition or disposal agreements approval of the updated business case and/or decisions in relation to the type of treatment and disposal systems to be developed approval of the procurement strategy and/or methods to be used for services and other works which need to be progressed as part of the project the approval of any tenders or other expenditure associated with the project negotiation, approval or limitation of any other contractual arrangements that Council might have and/or put in place including with its staff.
RELATIONSHIPS WITH OTHER PARTIES	The primary relationship of the project committee will be with the project management team through the Project Manager. The project committee will report via progress reports and meeting minutes to Council.
CONTACT WITH MEDIA	The committee Chairperson is the authorised spokesperson for the committee in all matters where the committee has authority or a particular interest.

	<p>Committee members, including the Chairperson, do not have delegated authority to speak to the media and/or outside agencies on behalf of Council on matters outside of the committee's delegations.</p> <p>The Group Manager Environmental Services will manage the formal communications between the committee and its constituents and for the committee in the exercise of its business. Correspondence with central government, other local government agencies or other official agencies will only take place through Council staff and will be undertaken under the name of the Southland District Council.</p>
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8.4.7 District Licencing Committee

TYPE OF COMMITTEE	Committee
SUBORDINATE TO	Council
LEGISLATIVE BASIS	Sale and Supply of Alcohol Act 2012, s.186.
MEMBERSHIP	Membership of the committee shall follow the requirements set out in s.189 of the Sale and Supply of Alcohol Act 2012. Committee members are appointed for a period of three years coinciding with triennial elections.
QUORUM	Quorum shall follow the requirements set out in s.191 of the Sale and Supply of Alcohol Act 2012
FUNCTIONS	<p>Functions are set out in s.187 of the Sale and Supply of Alcohol Act 2012. These include that the District Licensing Committee decides applications for:</p> <ul style="list-style-type: none"> • new and renewed licences and managers certificates, regardless of whether they are contested • temporary authorities and temporary licences • variation of licences • most enforcement action for special licences.

8.5 Subcommittees

8.5.1 Introduction

Council and its committees may appoint subcommittees as other subordinate decision making bodies as it considers appropriate. Council's delegation model is designed to enable the subcommittees of Council to fully and completely undertake their role, consistent with their terms of reference.

Council has established the following subcommittees:

SUBCOMMITTEE	SUBCOMMITTEE OF
Community Development Area ('CDA') subcommittees	Council
Around the Mountains Cycle Trail Project Subcommittee	Services and Assets Committee
Riverton Harbour Subcommittee	Services and Assets Committee
Stewart Island Jetties Subcommittee	Services and Assets Committee
Water supply subcommittees - Te Anau Basin, Five Rivers, Matuku	Services and Assets Committee
Ohai Railway Fund Subcommittee	Community and Policy Committee
Stewart Island/Rakiura Visitor Levy Subcommittee	Community and Policy Committee
Northern Southland Development Fund Subcommittee	Community and Policy Committee
Ohai and Nightcaps and Districts Doctors House and Surgery Subcommittee	Community and Policy Committee

8.5.2 Delegations to Subcommittees

A subcommittee shall exercise only such delegated authority as is granted to it from time to time by Council or the relevant standing committee. The primary purposes of subcommittees are:

- a) to dispose of matters which have been delegated to it
- b) to investigate and report, with recommendations if appropriate, on matters referred from Council or the relevant standing committee
- c) to act as a forum for communication between elected representatives, officers, and interested parties.

8.5.3 Community Development Area Subcommittees

TYPE OF COMMITTEE	Subcommittee
SUBORDINATE TO	Council
LEGISLATIVE BASIS	Subcommittees delegated powers by Council as per schedule 7, clause 32, LGA 2002.
MEMBERSHIP	<p>Six elected members and one appointed member being the appointed District Councillor</p> <p>The appointed District Councillor has speaking rights and voting rights at community development area subcommittee meetings to which he/she has been appointed.</p> <p>Where a District Councillor is unable to attend a meeting of the community development area subcommittee to which he/she has been appointed, another District Councillor from within the same ward may attend the community development area subcommittee meeting but has speaking rights only.</p>
QUORUM	Four
CANDIDATE AND VOTING ELIGIBILITY	<p>Eligibility for candidates to stand for election</p> <p>Residents or ratepayers from within the defined area of the CDA who have resided or owned a property in that area for a minimum of six months.</p> <p>Nomination of candidates for election to CDAs</p> <p>Residents or ratepayers from within the defined area of the CDA who have resided or owned a property in that area for a minimum of six months.</p> <p>Eligibility to vote at the public meeting to elect candidates for the CDA</p> <p>Residents or ratepayers from within the defined area of the CDA who have resided or owned a property in the area for a minimum of six months.</p> <p>Defined area of the CDA</p> <p>The defined area is the legally constituted rating boundary of the CDA from where the local rate is collected and expended.</p> <p>Identification of a candidate or nominator of the triennial public meeting</p> <p>Candidates and nominators must complete the triennial attendance register at the public meeting, the register will identify the candidates and nominators residential address or in the case of an absentee landowner his/her address can be identified from the ratepayers roll for that CDA.</p>

	<p>Election of Chairperson of the CDA</p> <p>The Chairperson of the CDA is elected by members of the CDA at the inaugural meeting of the CDA for that term.</p> <p>Nominations in absentia at triennial meeting</p> <p>Where a nominee for election to the subcommittee is unable to attend the triennial meeting, the nomination is acceptable providing that the nominee has lodged an apology for the meeting. The two nominators must be present at the triennial meeting.</p> <p>Proxy voting</p> <p>Proxy voting at the CDA triennial elections meeting is NOT permitted.</p> <p>Community development area subcommittee</p> <p>The CDA is a subcommittee of Council and must comply with Council's Code of Conduct and Standing Orders. CDA resolutions are recommendations as per the minutes and must be confirmed by Council.</p>
FREQUENCY OF MEETINGS	At least twice a year
SCOPE OF ACTIVITIES	<p>CDA subcommittees are delegated the following responsibilities by the Council.</p> <ul style="list-style-type: none"> • represent and act as an advocate for the interest of its community • consider and reporting on all matters referred to it by Council, or any matter of interest or concern to the CDA subcommittee • maintain an overview of services provided by Council within the community • consider annual estimates for expenditure within the community and recommend these to Council • communicate with community organisations and special interest groups within the community • undertaking any other responsibilities that are delegated to it by Council. <p>In addition to these activities, CDA subcommittees will consider how best to provide for our communities, and the people who live there, into the future.</p> <p>CDA subcommittees will provide leadership by:</p> <ul style="list-style-type: none"> • positively representing their community and the Southland District • identifying key issues that will affect their community's future and work with Council staff and other local representatives to facilitate multi-agency collaborative opportunities • promote a shared vision for the wider community of interest area and develop ways to work with others to achieve positive outcomes. <p>CDA subcommittees will adopt a strategic focus that will enable members to:</p> <ul style="list-style-type: none"> • provide local representation and guidance on wider community issues, initiatives and projects • contribute to the development and promotion of community cohesion, by developing and supporting relationships across a range of stakeholders at a local, regional and national level

	<ul style="list-style-type: none"> • take part in local community forums, meetings and workshops • inform local residents and ratepayers on issues that affect them.
DELEGATIONS	<p>Power to Act</p> <p>CDA subcommittees shall have the following delegated powers and be accountable to Council for the exercising of these powers:</p> <p>Engagement and Representation</p> <ol style="list-style-type: none"> facilitating Council's consultation with local residents and community groups on local issues and local aspects of district wide issues including input into the Long-term Plan, Annual Plan, and policies that impact on the subcommittee's area engaging with council officers on local issues and levels of service, including infrastructure, recreational, community services and parks, reserves and cemetery matters representing the interests of the community at Council, committee or subcommittee meetings when a motion under debate relates to a matter that the subcommittee considers to be of particular interest to the residents within its community monitoring and keeping Council informed of community aspirations and the level of satisfaction with services provided. <p>Financial</p> <ol style="list-style-type: none"> approving expenditure within the limits of annual estimates approving unbudgeted expenditure for locally funded activities up to the value of \$10,000. <p>Rentals and Leases</p> <p>In relation to all leases of land and buildings within their own area, on behalf of Council:</p> <ol style="list-style-type: none"> accepting the highest tenders for rentals of \$10,000; or less per annum approving the preferential allocation of leases where the rental is \$10,000 or less per annum. <p>Local Assets and Facilities</p> <ol style="list-style-type: none"> overseeing the management of local halls and community centres which are owned by Council and where no management committee exists. This will occur by way of relationships with officers of Council appoint a local liaison person responsible for community housing. <p><u>Power to Recommend</u></p> <p>Assets and Facilities</p> <ol style="list-style-type: none"> annually providing feedback on any asset management plans or community services strategies applicable to the community for which the community area development subcommittee is responsible. <p>Rentals and Leases</p> <p>In relation to all leases of land and buildings within their own area, on behalf of Council:</p> <ol style="list-style-type: none"> recommending highest rentals in excess of \$10,000 per annum to the Group Manager Services and Assets

	<p>b) recommending the preferential allocation of leases where the rental is in excess of \$10,000 per annum to the Group Manager Services and Assets.</p> <p>Contracts/Tenders</p> <p>a) recommending tenders less than \$200,000 to the Group Manager Services and Assets</p> <p>b) recommending tenders in excess of \$200,000 to the Services and Assets Committee</p> <p>c) recommending tenders to the Services and Assets Committee where preference is not for acceptance of the lowest tenderer.</p> <p>Financial</p> <p>a) recommending annual budget to Council</p> <p>b) recommending unbudgeted expenditure in excess of \$10,000 to Council.</p> <p>Local Policy</p> <p>a) considering matters referred to it by officers, Council, its committees or subcommittees, including reports and policy and bylaw proposals relating to the provision of council services within the CDA's in full area</p> <p>b) appoint a local liaison person responsible for community housing.</p> <p>Delegations to the Chairperson</p> <p>The Chairperson of each community area development subcommittee is delegated with the following additional responsibilities:</p> <p>a) approval of leases, rental agreements and the rollover of existing contracts under \$1,000.</p>
CONTACT WITH MEDIA	<p>The subcommittee Chairperson is the authorised spokesperson for the subcommittee in all matters where the subcommittee has authority or a particular interest.</p> <p>Subcommittee members, including the Chairperson, do not have delegated authority to speak to the media and/or outside agencies on behalf of Council on matters outside of the subcommittee's delegations.</p> <p>The Group Manager Community and Futures will manage the formal communications between the subcommittee and its constituents and for the subcommittee in the exercise of its business. Correspondence with central government, other local government agencies or official agencies will only take place through Council staff and will be undertaken under the name of Council.</p>

8.5.4 Around the Mountains Cycle Trail Project Subcommittee

TYPE OF COMMITTEE	Subcommittee
SUBORDINATE TO	Services and Assets Committee
LEGISLATIVE BASIS	Subcommittees delegated powers by Council as per schedule 7, clause 32, LGA 2002.
MEMBERSHIP	The membership of the Around the Mountains Cycle Trail Project Subcommittee shall be:

	<ul style="list-style-type: none"> the Chairman of the Services and Assets Committee who shall be chairman of the Subcommittee the Mayor four Southland District Council councillors. <p>The Around the Mountains Cycle Trail Project Subcommittee shall have the power to co-opt councillors and/or other suitably qualified persons, with interests in special topics, for the duration of the Around the Mountains Cycle Trail Project Subcommittee's consideration of those topics.</p>		
FREQUENCY OF MEETINGS	As required		
QUORUM	Four		
SCOPE OF ACTIVITIES	The Around the Mountains Cycle Trail Project Subcommittee shall have responsibility for:		
	FUNCTION	RESPONSIBILITY	HOW WILL THIS BE ACHIEVED?
	Project completion	To ensure the cycle trail project is completed to the standard expected on a no surprises basis.	Monitoring progress and making decisions to allow completion to be achieved.
	Project progress	<p>To monitor progress of the project and make necessary decisions to keep the project on track in accordance with the project plan.</p> <p>To ensure the project is completed on time in accordance with the project plan.</p>	<p>Receive sufficiently detailed progress reports from the Project Manager to be able to be fully informed of progress towards the completion outcome.</p> <p>Make decisions on actions necessary to overcome constraints that put achieving the planned outcome at risk</p>
	Financial management	To ensure the project is completed to the agreed budget.	<p>Receive sufficiently detailed progress reports from the Project Manager to be able to be fully informed of the likely completion outcome.</p> <p>Make decisions on actions necessary to overcome constraints that put achieving the completion within budget at risk.</p>

			Approve procurement plans and let contracts in accordance with those plans for the purchase of goods and services to complete the cycle trail project.
	Risk management	To monitor risk management processes and ensure that risks are being identified, mitigated and managed.	Receive reports on risk management. Assess if all important risks are being managed properly. Flag any unmanaged risks.
	Health and safety management	To monitor health and safety management and ensure it is being carried out appropriately.	Receive reports on health and safety management including evidence of proactive management and evidence of safety observations and due diligence. Ensure unsafe practices are eliminated from the project.
	Compliance	To monitor consent compliance to ensure all work is carried out under necessary consents and to ensure all consent conditions are complied with.	Receive confirmation reports of consent compliance Receive exception reports on issues of non-compliance and proposals to correct non-compliance.
DELEGATIONS	The Around the Mountains Cycle Trail Project Subcommittee shall have authority to: a) expend funds in accordance with the approved budgets for the Around the Mountains Cycle Trail project b) approve procurement plans and let contracts in accordance with those plans for the purchase of goods and services to complete the cycle trail project.		
RELATIONSHIPS WITH OTHER PARTIES	The primary relationship of the project subcommittee will be with the Project Management Team through the Project Manager. The project subcommittee will report via progress reports and meeting minutes to the Services and Assets Committee.		
CONTACT WITH MEDIA	The Around the Mountains Cycle Trail Project Subcommittee Chairperson is the authorised spokesperson for the Around the Mountains Cycle Trail Project Subcommittee in all matters where the Around the Mountains Cycle Trail Project Subcommittee has authority or a particular interest.		

	<p>The Group Manager, Services and Assets will manage the formal communications between the subcommittee and its constituents and for the committee in the exercise of its business.</p> <p>Correspondence with central government, other local government agencies or other official agencies will only take place through Council staff and will be undertaken under the name of the District Council.</p>
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8.5.5 Riverton Harbour Subcommittee

TYPE OF COMMITTEE	Subcommittee
SUBORDINATE TO	Services and Assets Committee
LEGISLATIVE BASIS	Subcommittees delegated powers by Council as per schedule 7, clause 32, LGA 2002.
MEMBERSHIP	<p>The Riverton Harbour Subcommittee will comprise as follows:</p> <ul style="list-style-type: none"> • one Councillor from the Waiau-Aparima Ward • four members nominated by Riverton/Aparima Community Board (community board to nominate a representative from the community board, two representatives from berth owners and one representative from either Riverton Rowing Club or Riverton Coastguard) • one member nominated by the local Iwi Aparima Oraka Runaka • one representative from Environment Southland (with no voting rights).
QUORUM	Four
FREQUENCY OF MEETINGS	Quarterly
SCOPE OF ACTIVITIES	<p>The Riverton Harbour Subcommittee is delegated the following responsibilities by Council:</p> <p>(a) the management and control of all Riverton Harbour assets vested in Council being:</p> <ul style="list-style-type: none"> • the use and maintenance of the boat ramp adjacent Koi Koi Park • the use and maintenance of the “unloading wharf” and crane at Lees Point operated by Council so that no vessel anchors, moors, secures or is placed at the unloading wharf unless actively loading or unloading fuel, provisions, fishing equipment or fish (1972 Bylaw No. 3) • the use and maintenance of the “common walkway” on the jetty leading to the privately owned berth numbered L36. • the use and maintenance of the “common walkway” on the jetty leading to the privately owned berths numbered L22, L23, L24, L25, L26, L27, L28, L29 and L30 • the provision and maintenance of the ‘lead lights’ markers the white light at Howells Point and red flashing light at Pearl Rock and any other navigational aids required to assist those vessels leaving and entering the Riverton Harbour • the use and maintenance of berth L35 currently subject to a lease. <p>(b) the administration, management and control of all Riverton Harbour endowment lands now vested in the Southland District Council in</p>

	consultation with and subject to approval by the Southland District Council being those lands comprised in Certificates of Title 5C/914, 5C/917, 5C/918, 5C/919, 5C/920, 5C/921, 5B/825, 9D/859, 10C/615, 10C/616 and all such other Riverton harbour endowment lands so vested.
DELEGATIONS	<p>Power to Act</p> <p>The Riverton Harbour Subcommittee shall be responsible for the following:</p> <ol style="list-style-type: none"> 1 The exercise of the following powers (and enforcement of same): <ul style="list-style-type: none"> • to determine whether any person shall be authorised as necessary to carry out work on any vessel or fishing equipment or any other work or lease any equipment used in fishing or any other gear on Council harbour endowment land and any such authorisation may be given by the Harbourmaster (1972 Bylaw No. 3) • to determine whether any vessel may be left on Council harbour endowment land (1972 Bylaw No. 3) • to determine by resolution that any particular area on Council Harbour Endowment land be a parking area for restricted periods (1972 Bylaw No. 3) • to ensure as necessary that no person stops, stands or parks any vessel, vehicle, trailer, boat trailer or any other equipment in any area of Council harbour endowment land unless authorised by the committee or the Harbourmaster (1972 Bylaw No. 3) • to take such steps as are necessary to arrange for the removal of any vessel, gear, equipment, vehicle, trailer, or boat trailer left on Council harbour endowment land without the approval of the Riverton Harbour Committee provided that if the goods are not removed or remain unclaimed by the owner the matter shall be referred to Council for further action in consultation with the Riverton Harbour Committee (1972 Bylaw No. 3) • to ensure as necessary that no person drives any vehicle over Council harbour endowment land at a speed greater than 20 kilometres per hour (1972 Bylaw No. 3). • to arrange for and provide such signs as deemed necessary from time to time to assist in the best use of the wharves and Council harbour endowment lands and for any other reason (1972 Bylaw No. 3). 2. The Riverton Harbour Subcommittee shall be responsible for ensuring that the income from assets and income derived from harbour activities and endowment lands is applied to the maintenance and development of Riverton Harbour, to the maintenance and improvement of endowment lands vested in Council and for such other purposes to benefit the Riverton community 3. The Riverton Harbour Subcommittee shall be responsible for preparing an annual budget in every financial year in consultation and with the assistance of Council 4. The Riverton Harbour Subcommittee shall be responsible for preparing an Asset Management Plan in and with the assistance of Council.

	<p>5. The Riverton Harbour Subcommittee shall under delegated authority from Council perform those functions, powers and duties which have now been transferred by Environment Southland as under the Riverton Harbour Board Bylaws (No. 2) 1970 Clauses 1-14, 22 and 35-37. Accordingly the subcommittee is responsible as under:</p> <p>Control of Vessels</p> <ul style="list-style-type: none"> (a) to ensure as necessary that vessels only anchor, moor at a berth or wharf/mooring site for which that vessel has been licensed unless the licensee of that berth, wharf has given approval for same. [1970 Bylaw No. 1(a)] (b) to ensure as necessary that any vessel not having a licensed site or wharf/berth is moored, anchored, secured or placed within the Riverton Harbour as directed by the Harbourmaster. [1970 Bylaw No. 1(b)] (c) to ensure as necessary that vessels are not anchored in the fairway or stopped in such a way that the approach to any wharf is obstructed. [1970 Bylaw No. 2] (d) to ensure as necessary that all vessels anchored or moored or secured to any wharf within the Harbour are adequately secured. [1970 Bylaw No. 3] (e) to order the removal of any vessel, timber or other obstacle to any part of the Riverton harbour as deemed necessary by the Harbourmaster for the better working of shipping, cargo or wharves. [1970 Bylaw No. 4] (f) in pursuance of the responsibilities under (a), (b), (c), (d) and (e) the Harbourmaster may arrange to secure, moor, unmoor, place or remove any vessel and where necessary recommend to Environment Southland that it consider a prosecution for a breach of these Bylaws. [1970 Bylaw Nos. 5(a), 5(b), 5(c) and 5(d)] (g) to grant permission in appropriate situations for a master of any vessel to haul a vessel on shore for the purpose of inspection or repairs. [1970 Bylaw No. 6] (h) to require, where appropriate by order of the Harbourmaster the removal from a wharf of any vessel having on board cargo or other matter injurious to health or offensive or dangerous in any respect or other action deemed to be necessary for the safety and interest of all vessels. [1970 Bylaw No. 7] (i) to control as determined by the Harbourmaster the place, times and manner of bringing vessels to or in taking them from any wharf and the securing of any vessel. [1970 Bylaw No. 10] (j) to take such steps as are necessary for the suppression of any fire happening on any vessel or on any wharf. [1970 Bylaw No. 13] (k) to ensure as necessary that all motor-launches operating within the Riverton Harbour have a silencing device in good repair to prevent undue noise from the engine and that the master/driver of the motor-launch is over 15 years of age. [1970 Bylaw Nos. 14(2), 14(3), 14(4), 14(5), 14(6), 14(7), 14(8)]
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	<p>(l) to ensure as necessary that the speed, use or management of a motor launch or of a seaplane on the harbour surface or of a water ski aquaplane or other object towed by any motor-launch or seaplane does not create a nuisance or continue to be a nuisance. [1970 Bylaw No. 14(9)]</p> <p>(m) to ensure as necessary that the speed of a motor-launch or seaplane on the surface of the water does not exceed ten kilometres an hour in those situations prescribed by 1970 Bylaw No. 14(10)(a), (b), (c) and (d)</p> <p>(n) to ensure as necessary that the speed of any water ski, aquaplane or other similar object or person towed by any motor launch or seaplane does not exceed ten kilometres an hour or ride on any water ski aquaplane or other object so towed in those situations prescribed by 1970 Bylaw No. 14(11)(a), (b), (c) and (d)</p> <p>(o) to ensure as necessary that any motor launch or seaplane being used to tow any water-ski aquaplane or other similar object or person has two persons on board so that one person can warn of any mishap occurring or the possibility of any mishap occurring to the person being towed or riding upon the water ski, aquaplane or other object. [1970 Bylaw No. 14(12)(a) and (b)]</p> <p>(p) to determine from time to time what part of the Riverton Harbour is to be reserved as an access lane or lanes for any particular purpose in accordance with 1970 Bylaw No. 14(13)(a), (b) and (c)</p> <p>(q) to determine in any particular case where special circumstances so justify by resolution that any of the Riverton Harbour Board Bylaws No. 2 (1970) or any specified provisions thereof shall not apply in respect of any area or areas of the Riverton Harbour. [1970 Bylaw No. 14(14)]</p> <p>(r) to deal with any applications on the occasion of any yacht, launch or boat race or speed trial for the suspension of the Riverton Harbour Board Bylaws No. 2 (1970) or any specified provisions thereof in accordance with 1970 Bylaw No. 14(15)(a) and (b)</p> <p>(s) to obtain where possible the name and address of any person who appears to have committed any offence against the Bylaws and where appropriate the registered number of any vessel involved in the alleged offence.</p> <p>Mooring and Anchoring</p> <p>To enforce the General Harbour Regulations for harbours of New Zealand as may be applicable (1970 Bylaw No. 22).</p> <p>Control</p> <p>To appoint a Harbourmaster for the purposes of control in terms of the Riverton Harbour Board Bylaws (No. 2) 1970 and to supervise the observance and enforcement of the provisions of these bylaws and to appoint in consultation with the Southland District Council such other officers as may be deemed necessary from time to time [1970 Bylaw No. 35].</p>
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	<p>Offences and Penalties</p> <ul style="list-style-type: none"> - to order any person or persons who may be in breach of the provisions of the Riverton Harbour Board Bylaws (No. 2) 1970 to leave the foreshore forthwith. [1970 Bylaw No. 36] - to recommend commencement of summary proceedings in appropriate cases against any person in breach of the bylaw. <p>(6) The Riverton Harbour Subcommittee shall have the power to make submissions to Environment Southland in respect of all resource consent applications received by Environment Southland that deal with matters involving the Riverton Harbour.</p> <p>(7) The Riverton Harbour Subcommittee will report at three monthly intervals to Environment Southland on any actions taken pursuant to the powers transferred by Environment Southland and any issues or concerns identified by users of the harbour.</p> <p>5.2 Power to Recommend</p> <p>The Riverton Harbour Subcommittee will:</p> <ul style="list-style-type: none"> (a) make recommendations to Environment Southland on matters of concern that pertain to Environment Southland's RMA functions (b) make recommendations to the Services and Assets Committee on all matters of policy not delegated to the Riverton Harbour Subcommittee (c) recommend to the Council the granting of any leases or licenses for any Riverton Harbour endowment lands
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8.5.6 Stewart Island Jetties Subcommittee

TYPE OF COMMITTEE	Subcommittee
SUBORDINATE TO	Services and Assets Committee
LEGISLATIVE BASIS	Subcommittees delegated powers by Council as per schedule 7, clause 32, LGA 2002.
MEMBERSHIP	<p>The membership of the Stewart Island Jetties Subcommittee is seven members and will comprise as follows:</p> <ul style="list-style-type: none"> • the current Stewart Island/Rakiura Ward Councillor • one representative appointed by each of the following: <ul style="list-style-type: none"> - Stewart Island/Rakiura Community Board - Stewart Island Tourism Industry - Stewart Island Fishing Industry - Environment Southland - Department of Conservation - local iwi
QUORUM	Four
FREQUENCY OF MEETINGS	Three times a year

SCOPE OF ACTIVITIES	<p>The Stewart Island Jetties Subcommittee is delegated to oversee the development and maintenance of jetties located at Fred's Camp, Millars Beach, Ulva Island, Port William and Little Glory Cove, taking into account Council's goals and objectives and policies.</p> <ul style="list-style-type: none"> (a) the governance of six wharves specifically located at Fred's Camp, Millars Beach, Ulva Island, Golden Bay, Port William and Little Glory Cove (b) consideration of and reporting on all matters referred by Council or the users of the wharves under the administration of the subcommittee (c) guide the preparation of any asset management plans and long term budget relating to expenditure relevant to the wharves, for consideration by Council as part of its planning process including recommendations of any wharf fees (d) communications with organisations and those who have a special interest with the wharves under the governance of the Subcommittee (e) annually review any asset management plans, budgets or community services strategy applicable to the wharves under the administration of the subcommittee (f) overview the preparation of an annual report for users, payers and any others with an interest in the wharves (g) any other activities, as delegated by Council.
DELEGATIONS	<p>Power to Act</p> <ul style="list-style-type: none"> (a) overview the compliance and service delivery of the appropriate programmes and plans including legal compliance. <p>Power to Recommend</p> <p>The Stewart Island Jetties Subcommittee has the power to recommend:</p> <ul style="list-style-type: none"> (a) priorities for maintenance and development for the wharves under the administration of the subcommittee (b) the level of fees to be collected for use of the wharves under the administration of the subcommittee (c) The expenditure of funds outside the approved annual budget (d) long term asset management plans and reports as per the scope of activities (e) to the Services and Assets Committee as it does not have discretionary powers.

8.5.7 Water Supply Subcommittees – Te Anau Basin, Five Rivers, Matuku

TYPE OF COMMITTEE	Subcommittee
SUBORDINATE TO	Services and Assets Committee
LEGISLATIVE BASIS	Subcommittees delegated powers by Council as per schedule 7, clause 32, LGA 2002.
MEMBERSHIP	Te Anau Basin Water Supply Subcommittee

	<p>The total membership of the Te Anau Basin Water Supply Subcommittee will be nine. Membership of the subcommittee shall be determined by an election at a triennial public meeting.</p> <p>The subcommittee representation shall comprise:</p> <ul style="list-style-type: none"> • a water supply consumer from each of the following areas: <ul style="list-style-type: none"> – Duncraigen – Homestead – Kakapo – Mt York – Princhester – Ramparts – Takitimu • two representatives appointed by Landcorp. <p>Matuku Water Supply Subcommittee</p> <p>The total membership of the Matuku Water Supply Subcommittee will be six plus a councillor.</p> <p>The Chairperson shall be elected by the vote of the subcommittee.</p> <p>Five Rivers Water Supply Subcommittee</p> <p>The total membership of the Five Rivers Water Supply Subcommittee will be six members plus a councillor.</p> <p>The Chairperson shall be elected by the vote of the subcommittee.</p>
QUORUM	<p>Te Anau Basin Water Supply Subcommittee – 5</p> <p>Matuku Water Supply Subcommittee – 4</p> <p>Five Rivers Water Supply Subcommittee – 4</p>
FREQUENCY OF MEETINGS	<p>Te Anau Basin Water Supply Subcommittee</p> <p>Three meetings per annum or as required.</p> <p>Matuku Water Supply and Five Rivers Water Supply Subcommittee</p> <p>One meeting per annum or as required.</p>
SCOPE OF ACTIVITIES	<p>The activity of the Southland District Council's Water Supply Subcommittees is framed by Council policies and plans. The responsibilities of these water supply subcommittees include:</p> <ul style="list-style-type: none"> • providing feedback to Council officers on relevant plans and strategies (including asset management plans) • receiving operational and financial reports • community engagement and representing community views to Council.
DELEGATIONS	<p>Power to Act</p> <p>The Te Anau Basin, Matuku and Five Rivers Water Supply Subcommittees shall have the following delegated powers and be accountable to Council for the exercising of these powers:</p> <ol style="list-style-type: none"> (a) power to recommend the annual budget relating to the relevant water supply scheme (b) power to approve expenditure outside Council's authorised officer levels but within the budget of the water supply schemes. All

	<p>decisions to approve expenditure outside Council's authorised officer levels must be made by way of a resolution at a meeting of the water supply subcommittees. Any such decisions must be reflected in the minutes of the meeting</p> <p>(c) power to approve new connections to the relevant water supply scheme</p> <p>(d) power to approve expenditure outside of the relevant annual budget for emergency works</p> <p>(e) policies relating to water schemes.</p> <p>In addition to the power to approve expenditure outside of the relevant annual budget for emergency works, this committee can also recommend unbudgeted expenditure to Council for approval.</p>
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8.5.8 Ohai Railway Fund Subcommittee

TYPE OF COMMITTEE	Subcommittee
SUBORDINATE TO	Community and Policy Committee
LEGISLATIVE BASIS	Subcommittees delegated powers by Council as per schedule 7, clause 32, LGA 2002.
MEMBERSHIP	<p>The Ohai Railway Fund Subcommittee comprises the following members:</p> <ul style="list-style-type: none"> three representatives who are appointed by Council four local representatives whom are elected at the subcommittee's triennial meeting.
QUORUM	NA
FREQUENCY OF MEETINGS	The triennial meeting of the subcommittee is held within the first three months of the year following the triennial elections of the Southland District Council.
SCOPE OF ACTIVITIES	<p>The purpose of the fund is to provide grant(s) for the benefit of the "residents" of the former "Ohai Railway Board Area" as legally described in the New Zealand Gazette Notice, page 1671 of 11 May 1916. A "resident" being a person or a descendant of a person whose name appeared on the Parliamentary Electoral Roll for a nine year period during the years 1960 to 1999, both years inclusive, and whose address at this time or times was within the area of the district of the former Board.</p>
DELEGATIONS	<p>Power to Act</p> <p>The Ohai Railway Fund Subcommittee shall have the following delegated powers and be accountable to Council for the exercising of these powers:</p> <ul style="list-style-type: none"> making decisions regarding funding applications to the Ohai Railway Fund.

8.5.9 Stewart Island/Rakiura Visitor Allocation Levy Subcommittee

TYPE OF COMMITTEE	Subcommittee
SUBORDINATE TO	Community and Policy Committee
LEGISLATIVE BASIS	Subcommittees delegated powers by Council as per schedule 7, clause 32, LGA 2002.

MEMBERSHIP	<p>The subcommittee consists of the following members appointed by Council:</p> <p>Chairperson:</p> <p>A councillor of Southland District Council who shall be the Chair of the Council Community and Policy Committee.</p> <p>Members:</p> <ul style="list-style-type: none"> • a representative from or recommended by each of the approved operators named under the Stewart Island/Rakiura Visitor Levy Policy • one community board representative • the councillor for Stewart Island/Rakiura Ward
QUORUM	Three
FREQUENCY OF MEETINGS	One meeting per annum or as required
SCOPE OF ACTIVITIES	<p>The Stewart Island/Rakiura Visitor Levy Allocation Subcommittee is responsible for governance of the Stewart Island/Rakiura Visitor Levy Fund and setting strategic objectives to act as the basis for assessing applications for funding.</p> <p>The subcommittee will be supported by a technical advisory group, appointed by Council. The role of the technical advisory group will be to provide technical expertise in relation to strategic objectives and applications for funding.</p>
DELEGATIONS	<p>The Stewart Island/Rakiura Visitor Levy Allocation Subcommittee shall have the following delegated powers and be accountable to Council for the exercising of these powers:</p> <ul style="list-style-type: none"> (a) determining strategic outcomes for the Stewart Island/Rakiura Visitor Levy Fund (b) making decisions regarding funding applications to the Stewart Island/ Rakiura Visitor Levy Fund. (c) setting policy in relation to the collection and enforcement of the Stewart Island/Rakiura Visitor Levy.

8.5.10 Northern Southland Development Fund Subcommittee

TYPE OF COMMITTEE	Subcommittee
SUBORDINATE TO	Community and Policy Committee
LEGISLATIVE BASIS	Subcommittees delegated powers by Council as per schedule 7, clause 32, LGA 2002.
MEMBERSHIP	<p>The membership of the Northern Southland Development Fund Subcommittee will comprise as follows:</p> <ul style="list-style-type: none"> • one Councillor from the Mararoa-Waimea Ward • two representatives from the Lumsden Community Development Area Subcommittee • two representatives from the Mossburn Community Development Area Subcommittee • two representatives from the Dipton Community Development Area Subcommittee

	<ul style="list-style-type: none"> Chair (or delegate of the Southland District Council Community and Policy Committee).
QUORUM	NA
FREQUENCY OF MEETINGS	Two meetings per annum or as required
SCOPE OF ACTIVITIES	The purpose of the fund is to reflect the substantial community support Meridian Energy has received for Project White Hill and to offset any perceived loss of amenity values resulting from the development of the White Hill Wind Farm and to provide for the creation, maintenance and enhancement of facilities, amenities and programmes for the long term betterment and advantage of the people of the Northern Southland community to enable them to provide for their social, economic, environmental and cultural wellbeing.
DELEGATIONS	<p>The Northern Southland Development Fund Subcommittee shall have the following delegated powers and be accountable to Council for the exercising of these powers:</p> <ul style="list-style-type: none"> making decisions regarding funding applications to the Northern Southland Development Fund.

8.5.11 Ohai-Nightcaps and Districts Doctors House and Surgery Subcommittee

TYPE OF COMMITTEE	Subcommittee
SUBORDINATE TO	Community and Policy Committee
LEGISLATIVE BASIS	Subcommittees delegated powers by Council as per schedule 7, clause 32, LGA 2002.
MEMBERSHIP	<p>Membership of the subcommittee shall comprise of the following:</p> <ul style="list-style-type: none"> two members appointed by the Ohai-Nightcaps Lions Club one member of the Nightcaps Community Development Area Subcommittee one member of the Ohai Community Development Area Subcommittee one Councillor who shall be the Chairperson of the subcommittee
QUORUM	Three
FREQUENCY OF MEETINGS	As required
SCOPE OF ACTIVITIES	The Ohai- Nightcaps and Districts Doctors House and Surgery Subcommittee is responsible for allocation of the net proceeds received from the sale of the former doctor's residence in Nightcaps.
DELEGATIONS	The Ohai-Nightcaps and Districts Doctors House and Surgery Subcommittee is tasked with considering applications for grant monies from medical organisations within the Ohai and Nightcaps areas.

8.6 Joint Local Authority Committees

Council may unite with any one or more local authorities or other public bodies in appointing a joint committee in accordance with Schedule 7 clause 30A of the Local Government Act 2002. Southland District Council and other local authorities within the region have formed a number of joint committees, with terms of reference to address specific subject matters.

Any committee appointed will be considered to be both a committee of Southland District Council and a committee of the other local authority or public body, unless otherwise specified by legislation. In forming any such committee Council must reach agreement with the other local authorities or public bodies involved which must specify the number of members, how the Chairperson and deputy are to be appointed, the terms of reference of the committee, what responsibilities are to be delegated to the committee and how the agreement may be varied.

The powers to discharge any individual member and appoint another will be exercisable by the local authority or public body that made the appointment.

JOINT COMMITTEE
Venture Southland Joint Committee
Venture Southland Advisory Subcommittee
Emergency Management Group
Southland Regional Heritage Joint Committee
Southland Regional Land Transport Committee
Wastenet (Waste Management Advisory Group)
Combined Local Approved Products Committee
Combined Local Alcohol Policy Committee

8.6.1 Venture Southland Joint Committee

TYPE OF COMMITTEE	Joint committee
SUBORDINATE TO	Council
LEGISLATIVE BASIS	Joint Committees delegated powers by Council as per schedule 7, clause 30A, LGA 2002.
MEMBERSHIP	<p>Membership of the joint committee shall comprise of the following:</p> <ul style="list-style-type: none"> • Mayor, Southland District Council • two councillors, Southland District Council • two community appointees by Southland District Council • Mayor, Invercargill City Council • two councillors, Invercargill City Council • two community appointees by Invercargill City Council • Mayor, Gore District Council • one councillor, Gore District Council • one iwi representative. <p>Note: Mayor or councillors can transfer their position to another councillor in their absence and the transference has full voting rights.</p>
QUORUM	Seven
DELEGATIONS	<p>Power to Act</p> <p>Full power to act within Scope of activity set out below:</p> <ol style="list-style-type: none"> 1. to be responsible for the establishment and implementation of a comprehensive strategy for the co-ordinated economic development of Southland

	<ol style="list-style-type: none"> 2. to identify and communicate opportunities and facilitate the development of new sustainable ventures 3. to establish strategic plans and identify priorities for (but not exclusively): <ul style="list-style-type: none"> - enterprise development - tourism, promotions and events - community development 4. to achieve a co-ordinated and complementary approach to the implementation of existing programmes and projects 5. to provide strong advocacy for issues and opportunities of significance to Southland and Southlanders 6. to establish a fund to facilitate, investigate, assess, evaluate and prepare feasibility studies for new initiatives 7. to take a proactive approach towards accessing and finding funds for major projects 8. to develop and implement further partnerships with Southern Institute of Technology, Community Trust of Southland and other key agencies to implement projects and initiatives of benefit to Southland 9. to promote community projects and initiatives of benefit to Southlanders and visitors to Southland 10. to establish suitable premises, equipment, promotional material and other resources necessary in support of the objects and purposes of Venture Southland 11. to facilitate seminars, public forums and education to develop skills and public awareness of issues and opportunities of benefit to Southland 12. to utilise and manage funds, make necessary investments, enter into joint ventures, service contracts, lease and other agreements upon such securities or in such a manner and upon such terms and conditions as the Joint Special Committee may deem necessary and to apply funds received for the purposes for which they were granted or advanced or allocated 13. to maintain close liaison with community groups and local communities throughout Southland to ensure all local and regional strategies and initiatives of benefit to Southland are identified, encouraged and addressed 14. to undertake as necessary other activities which are incidental or conducive to the attainment of the above objects and purposes. <p>Power to Recommend Full power to recommend outside scope of activity.</p>
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8.6.2 Wastenet (Waste Management Advisory Group)

TYPE OF COMMITTEE	Joint committee
SUBORDINATE TO	Council

LEGISLATIVE BASIS	Joint Committees delegated powers by Council as per schedule 7, clause 30A, LGA 2002.
MEMBERSHIP	<p>Membership of the joint committee shall comprise of the following:</p> <ul style="list-style-type: none"> • two councillors, Southland District Council • two councillors, Invercargill City Council • two councillors, Gore District Council
QUORUM	
DELEGATIONS	<p>The functions and responsibilities of the Waste Management Advisory Group are to:</p> <ol style="list-style-type: none"> 1. be the high level decision making committee for the implementation and carrying out of the WasteNet activities within the delegations from each of the WasteNet Councils 2. receive and approve financial monitoring reports as to the accounting between the WasteNet Councils in relation to the WasteNet activities 3. report to each constituent WasteNet Council as to the WasteNet activities outcomes 4. develop policies to ensure the smooth implementation and operation of the WasteNet activities 5. provide a forum for: <ol style="list-style-type: none"> a) the exchange of views and information relevant to the management of waste for each of the WasteNet Council territories; b) discussion as to the effectiveness of the services contracts including ways in which value can be added to the parties through the services contracts and the implementation of the WasteNet Southland Business Plan c) the identification of opportunities for joint waste management and minimisation initiatives d) identification and resolution of points of tension or difficulties between the WasteNet Councils as to their respective roles under the services contracts and this agreement. 6. receive reports and recommendations from the WMG and approve recommendations as permitted by each separate WasteNet Council's delegations 7. formulate recommendations in relation to the services contracts, waste disposal and minimisation strategies and the implementation of the WasteNet Southland Business Plan for consideration by the joint committee and each of the WasteNet Councils as appropriate 8. make recommendations to the WasteNet Councils in relation to the following: <ol style="list-style-type: none"> a) the exit by a WasteNet Council from any or all of the services contracts b) the inclusion of other territorial authorities into any of the services contracts or into WasteNet Southland 9. make decisions generally (in accordance with each Council's delegations) in relation to the implementation of the WasteNet Southland Business Plan

	<ol style="list-style-type: none"> 10. make recommendations to the WasteNet Councils and/or decisions (in accordance with each WasteNet Council's delegations) in relation to the Regional Landfill Contract as to the following: <ol style="list-style-type: none"> a) the portion of funding of general waste management and waste minimisation costs to be recovered through landfill charges b) landfill pricing for authorised users c) and requests from the landfill operator for approval of major industrial users. 11. make recommendations to the WasteNet Councils and/or decisions (in accordance with each WasteNet Council's delegations) in relation to the Recyclables Acceptance Contract as to the following: <ol style="list-style-type: none"> a) the exercise of the WasteNet extension right pursuant to clause 2.5 b) the modification of the contract conditions in connection with exercise of the WasteNet extension right pursuant to clause 2.5 c) the allocation of the contract price payable under the contract as between the WasteNet Councils d) the apportionment of the revenue share payment received by the WasteNet Councils under the contract. 12. make recommendations to the WasteNet Councils and/or decisions (in accordance with each WasteNet Council's delegations) in relation to the Collection and Transfer Stations Contract as to the following: <ol style="list-style-type: none"> a) the exercise of the WasteNet Extension Right pursuant to clause 2.3 b) the modification of the contract conditions in connection with exercise of the WasteNet extension right pursuant to clause 2.3 13. exercise such powers or functions as shall be delegated to the WAG by the WasteNet Councils (either together or separately) 14. carry out such other functions and responsibilities as the WasteNet Councils shall agree shall be functions and responsibilities of the WAG.
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8.6.3 Southland Regional Heritage Joint Committee

TYPE OF COMMITTEE	Joint committee
SUBORDINATE TO	Council
LEGISLATIVE BASIS	Joint Committees delegated powers by Council as per schedule 7, clause 30A, LGA 2002.
MEMBERSHIP	<p>Membership of the joint committee shall comprise of the following:</p> <ul style="list-style-type: none"> • two councillors, Southland District Council • two councillors, Invercargill City Council • two councillors, Gore District Council • one iwi representative may be appointed by the committee <p>Other committee members may be appointed by the committee being persons who have the skills, attributes or knowledge that may assist the work of the committee</p>

QUORUM	A quorum shall be half of the members (including vacancies) if the number is even, and a majority (including vacancies) if odd and must at any time have an elected member of a local authority from each.
DELEGATIONS	The committee shall have such powers, functions and duties as are necessary to carry out the objects and goals set out in the Southland Regional Heritage Joint Committee Heads of Agreement 2017-24.

8.6.4 Civil Defence Emergency Management Group (CDEM)

DESCRIPTION	The Southland CDEM group is a partnership of local authorities, emergency services and other organisations tasked with providing effective and comprehensive management of major hazards and their consequences anywhere in Southland. Civil Defence is a major function of Council and the availability of resources from outside the district in the case of a major incident is important. In addition, the Civil Defence and Emergency Management Act 2002 intensified the relationships within the region on these issues.
SUBORDINATE TO	Council
MEMBERSHIP	Membership from the Southland District Council includes <ul style="list-style-type: none"> • Mayor, Southland District Council • one councillor (alternate)
FUNCTIONS	Liaise on regional civil defence plans
DELEGATIONS	Recommend to Council any changes to the district civil emergency plan as a consequence of regional plans.

8.6.5 Southland Regional Land Transport Committee

DESCRIPTION	The Regional Transport Committee (RTC) is established under the auspices of the Land Transport Act 2003 (as amended). It is responsible for preparing the Regional Land Transport Strategy, the Regional Land Transport Programme, and for advising the Regional Council on strategic land transport planning and funding matters. The Regional Council requires that Council has one appointee (plus an alternate) on the body. Other Councils in the region have a similar entitlement.
SUBORDINATE TO	Council
MEMBERSHIP	The committee comprises of: <ul style="list-style-type: none"> • an elected member from each of the following councils: <ul style="list-style-type: none"> - Southland District Council - Invercargill City Council - Gore District Council • two Environment Southland elected members • a representative from the New Zealand Transport Agency
FUNCTIONS	To make sure that arrangements for land transport throughout the region are integrated. Participation in this committee should contribute to this objective.
DELEGATIONS	<ul style="list-style-type: none"> • to report to Council on discussions and resolutions of RTC meetings • recommend changes to Council on matters arising from the RTC

8.6.5 Combined Local Approved Products Committee

TYPE OF COMMITTEE	Joint Committee
SUBORDINATE TO	Council
LEGISLATIVE BASIS	Psychoactive Substances Act 2013 Joint Committees delegated powers by Council as per schedule 7, clause 30A, LGA 2002.
MEMBERSHIP	Membership of the joint committee shall comprise of the following: <ul style="list-style-type: none"> • two councillors, Southland District Council • two councillors, Invercargill City Council • two councillors, Gore District Council
QUORUM	A quorum shall be half of the members (including vacancies) if the number is even, and a majority (including vacancies) if odd and must at any time have an elected member of a local authority from each.
DELEGATIONS	The committee shall have the powers, functions and duties under sections 66 to 69 of the Psychoactive Substances Act 2013 (local approved products policies): <ul style="list-style-type: none"> • to set its own procedure, quorum and rules relating to the appointment of a chairperson or persons.

8.6.6 Combined Local Alcohol Policy Committee

TYPE OF COMMITTEE	Joint Committee
SUBORDINATE TO	Council
LEGISLATIVE BASIS	Sale and Supply of Alcohol Act 2012 Joint Committees delegated powers by Council as per schedule 7, clause 30A, LGA 2002.
MEMBERSHIP	Membership of the joint committee shall comprise of the following: <ul style="list-style-type: none"> • four councillors, Southland District Council • four councillors, Invercargill City Council • four councillors, Gore District Council
QUORUM	A quorum shall be half of the members (including vacancies) if the number is even, and a majority (including vacancies) if odd and must at any time have an elected member of a local authority from each.
DELEGATIONS	The committee shall have the powers, functions and duties under part 2, sub part 2 of the Sale and Supply of Alcohol Act 2012 (local alcohol policies): <ul style="list-style-type: none"> • to set its own procedure, quorum and rules relating to the appointment of a chairperson or persons.

9 Financial Delegations

9.1 Introduction

This section outlines the delegated financial authority to committees and Council officers. The roles and responsibilities of elected members and officials within the financial management system are quite

different. Elected members set the overarching policy setting, while Council officers implement the policy. The different roles are more specifically set out below.

9.2 Council's Role in Financial Management

The responsibility of Council in financial management is to:

- ensure Council remains financially stable while giving focus to financing key Council priorities
- promote the prudent use of ratepayer's money together with other funding available to deliver agreed levels of service, cater for growth and maintain a sound asset management approach
- ensure Council rates and fees are kept to a level commensurate with its levels of service obligation
- provide financial parameters within which Council's work programmes are to be achieved.

9.3 The Chief Executive's Role in Financial Management

The responsibility of the Chief Executive in financial management includes:

- overall responsibility of Council for sound financial management
- delivery of the financial outcomes of Council's long term plan
- responsibility for the performance of staff with delegated financial powers
- arbitrating any conflict relating to finance which may arise from time to time, in which the Chief Executive's decision is final
- ensuring compliance with Council's funding and financial policies
- compliance with the Local Government Act 2002, the Local Government (Rating) Act 2002, Rates Rebate Act 1973, Financial Reporting Act 1993 and other statutory provisions.

9.4 Committees' Role in Financial Management

The role of Council committees in financial management is to:

- consider issues and make recommendations to Council on how best to achieve goals and objectives
- consider issues and make recommendations on how best to reflect this in the long term plan, annual plan and annual report
- take responsibility for the finances of activities within the committee jurisdiction
- recommend changes to full Council when required
- approve the transfer of funding between projects or programmes within the same categories, when the transfer is beyond the delegated authority of the Chief Executive and within the scope of the long term plan
- consider and approve contracts or expenditure if recommended by a manager.

9.5 Managers' Role in Financial Management

Council group and activity managers' role in financial management is to:

- deliver the work programme outlined in the long term plan within the agreed budget
- take responsibility for the performance and management of specified activity budgets
- monitor and control activity finances
- keep the Chief Executive and appropriate Council committee informed of financial matters and the overall status of activity finances
- liaise with the Finance Manager on all financial matters
- produce annual and long term plan activity budgets in a form specified by the Finance Manager
- obtain and provide services within delegated limits and Council policy
- take responsibility and accountability for activity expenditure.

In all cases, financial delegations are made only to enable the commitment or expenditure of funds provided for in the annual plan or long term plan. Financial delegations are made relative to the specified sum as outlined further below.

9.6 The Finance Manager's Role

The Finance Manager (in consultation with the Chief Financial Officer) has responsibility for carrying out the day to day cash and short term debt management activities. This will include, but is not limited to, the following:

- calculating and maintaining comprehensive cash flow projections on a daily (two weeks forward), weekly (four weeks forward), monthly (12 months forward) and annual (five years) basis. These cash flow forecasts determine Council's borrowing requirements and surpluses for investment
- electronically downloading all Council bank account information daily
- co-ordinating Council's operating units to determine daily cash inflows and outflows, to manage Council's ongoing cash position within approved parameters
- carrying out short term borrowing as required, minimising overdraft costs
- using spreadsheet modelling to provide accurate forecasting that promotes efficient cash management
- minimising fees and bank/government charges by optimising bank account/facility structures
- monitoring Council's use of overdraft or cash advance facilities
- matching future cash flows to smooth the overall cash flow timeline
- providing detailed reports comparing actual and budgeted monthly cash flows
- maximising the return from available funds by not making vendor payments earlier than required, unless there is a financial benefit in doing so.

9.7 Financial Delegations to Council Committees

Council authorises the following delegated authority of financial powers to Council committees in regard to matters within each committee's jurisdiction, also detailed in the terms of reference section of this manual.

9.7.1 Contract Acceptance

Council committees are authorised to:

- accept or decline any contract for the purchase of goods, services, capital works or other assets where the total value of the lump sum contract or the annual value of the term contract does not exceed the sum allocated in the Long Term Plan/Annual Plan
- accept or decline any contract for the disposal of goods, plant or other assets other than property and land.

9.7.2 Budget Reallocation

Committees are authorised to reallocate funds from one existing budget item to another without approval of the Finance and Audit Committee. Reallocation of this kind must not impact on current or future levels of service and must be:

- reported to the next Finance and Audit Committee meeting
- funded by way of savings on existing budget items
- within the jurisdiction of the committee
- consistent with the Revenue and Financing Policy.

9.8 General Delegations from Council to the Chief Executive

For the purpose of implementing decisions made by Council and its committees, the Chief Executive has delegated authority for:

- all arrangements and contracts for the supply of goods, services, plant and labour
- the management of operations and maintenance
- capital expenditure to the limit approved in the annual plan and/or long term plan.

9.8.1 Emergency Delegations

During a declared state of emergency, the Chief Executive may enter into any contract on behalf of Council of up to \$1,000,000 in excess of budgeted amounts.

In the time between the last Council meeting of the term, and the inaugural Council meeting, the Chief Executive may enter into any contract on behalf of Council, subject to the budgeted limits approved in the Long Term Plan/Annual Plan.

9.9 Expenditure Delegations

9.9.1 Contract and Expenditure Authorisation

Council delegates to its officers the power to incur expenditure and enter into contracts as per the following table, subject to Council's approved:

- Procurement Policy and Manual
- Sensitive Expenditure Policy
- Long Term Plan/Annual Plan budget.

Authority to purchase capital items or goods and services within relevant Council estimates

POSITION	LIMIT \$
Chief Executive	No Limit
Chief Executive Support	10,000
Mayoral Support	5,000
GM Community and Futures	100,000
Communications and Engagement Manager	10,000
Strategy and Policy Manager	10,000
Governance and Democracy Manager	10,000
Community Partnership Leader	10,000
GM Services and Assets	1,000,000
Projects Delivery Manager	200,000
Strategic Manager Water and Waste	200,000
Strategic Manager Transport	200,000
Commercial Infrastructure Manager	100,000
Community Facilities Manager	100,000
Manager Property Services	100,000
Manager Operations Water and Waste	50,000
Senior Water and Waste Engineer	50,000
Senior Roading Engineer	50,000
Roading Asset Engineer	50,000
Roading Engineer	20,000
Roading Contract Manager	20,000
Work Scheme Supervisor	20,000
Community Facilities Officer Building Assets	20,000
People and Capability Manager	100,000
People and Capability Advisor	1,000
Chief Financial Officer	200,000
Finance Manager	20,000

POSITION	LIMIT \$
Finance Officer – Rates	1,000
GM Customer Delivery	100,000
Digital Solutions Manager	10,000
Business Solutions Manager	10,000
Team Leader Knowledge Management	10,000
Customer Contact Centre Manager	10,000
Library/Customer Support Operations Manager	10,000
District Library Manager	10,000
Senior Technical Librarian	1,500
GM Environmental Services	100,000
Team Leader Resource Management	10,000
Team Leader Building Solutions	10,000
Environmental Health Manager	10,000
Quality Assurance Lead	10,000

Authority to enter into contracts (full value of contract) within estimates or accept tenders for asset disposal

POSITION	LIMIT \$
Chief Executive	200,000
GM Community and Futures	100,000
GM Services and Assets	200,000
People and Capability Manager	100,000
Chief Financial Officer	200,000
GM Customer Delivery	100,000
GM Environmental Services	100,000

Authority to authorise payments for awarded contracts (1) or approved loan payments (2), investments (3), tax and payroll payments (4) or GST and FBT payments (5)

POSITION	LIMIT \$
Chief Executive	No limit (all)
GM Community and Futures	100,000 (1)
GM Services and Assets	No limit (1)
Strategic Manager Water and Waste	200,000 (1)
Strategic Manager Transport	200,000 (1)
People and Capability Manager	100,000 (1) 500,000 (4)
Chief Financial Officer	No limit (1,2,3,5) 500,000 (4)

POSITION	LIMIT \$
Finance Manager	No limit (2,3,5) 500,000 (4)
Management Accountant	No limit (5)
Financial Accountant	No limit (5)
GM Customer Delivery	100,000 (1)
GM Environmental Services	100,000 (1)

Authority to make electronic bank payments, direct debits, inter account transfers and sign cheques subject to invoice or payment request being duly authorised

POSITION	LIMIT \$
Chief Executive	No limit
People and Capability Manager	No limit
Chief Financial Officer	No limit
Finance Manager	No limit
Management Accountant	No limit
Financial Accountant	No limit
GM Environmental Services	No limit

Authority to purchase plant, capital items and goods and services NOT within estimates but subject to suitable funding source being available (district budgets only)

POSITION	LIMIT \$
Chief Executive	10,000
GM Services and Assets	5,000

Authority to purchase plant, capital items and goods and services NOT within estimates due to extreme weather and/or other emergency event

POSITION	LIMIT \$
Chief Executive	500,000

Authority to authorise credit notes in debtor system

POSITION	LIMIT \$
Chief Executive	No limit
GM Community and Futures	100,000
GM Services and Assets	100,000
People and Capability Manager	100,000
Chief Financial Officer	200,000
Finance Manager	20,000
GM Customer Delivery	100,000

POSITION	LIMIT \$
GM Environmental Services	100,000

9.9.2 Council Credit Cards

The following positions are delegated authority to use Council credit cards to the specified limit:

POSITION	LIMIT \$
Mayor	10,000
Chief Executive	20,000
Group Managers	10,000

The Chief Executive may approve the issue of additional credit cards to staff (other than those listed in 9.9.2) where appropriate, subject to the following:

- the Chief Executive must be satisfied that the credit card is necessary to cover regular travel or administrative efficiencies, such as payment of properly authorised purchases from overseas
- a credit limit of no more than \$10,000.

9.10 Schedule of Financial Delegations

The Council makes the following additional delegations of financial powers:

9.10.1 Agency Payments when Council acting on behalf of another agency (MCT, Southland Flood Relief, etc)

DESCRIPTION	DELEGATE
Collection and transfer of funds, not subject to limits in 9.1 and Investment and Liability Management Policy.	Chief Financial Officer Finance Manager Financial Accountant

9.10.2 Approve Expenditure

DESCRIPTION	DELEGATE
All purchases require an authorised purchase order. Authoriser must have the authority to approve the level of expenditure as per 9.9.1.	The person initiating the purchase order should not be the same person who is authorising it. Where expenditure relates to the individual (ie. training, accommodation, mileage, expense, reimbursement) the purchase order must be approved by the individual's manager or higher.

9.10.4 Bank Signatories

DESCRIPTION	DELEGATE
Authorised to operate Southland District Council accounts.	Any two of the following officers: Chief Executive

DESCRIPTION	DELEGATE
	Chief Financial Officer Finance Manager Financial Accountant Management Accountant

9.10.5 Authorised to 'own' Council bank accounts

DESCRIPTION	DELEGATE
Authorised to operate Southland District Council accounts.	Chief Executive and Chief Financial Officer

9.10.6 Bonds

DESCRIPTION	DELEGATE
Forfeiture of bonds (partial or total).	Chief Financial Officer
Refund of bonds (partial or total).	Chief Financial Officer Finance Manager

9.10.7 Credit Cards

DESCRIPTION	DELEGATE
Issue of credit cards subject to 9.9.2.	Chief Executive

9.10.8 Credit Notes

DESCRIPTION	DELEGATE
Authority to issue credit notes.	As per 9.9.1 authority to authorise credit notes in debtor system

9.10.9 Debt

DESCRIPTION	DELEGATE
Approve the write-off of rates, water rates, SIESA tariffs and other revenue, and associated charges (such as legal/collection fees, interest/penalties etc)	Chief Executive (up to \$25,000 per request) Chief Financial Officer (up to \$25,000 per request) Finance Manager (up to \$10,000 per request)
Approve/authorise legal proceedings in relation to collection of all arrears, other than rating sales/leases and abandoned land sales/leases	Chief Executive Finance Manager
Approve the write-off of other revenue associated with their activity, and associated charges (such as legal/collection fees, interest/penalties etc) up to \$10,000 per request	Executive Leadership Team Members

DESCRIPTION	DELEGATE
Approve payment arrangements outside normal Council terms	Chief Executive Executive Leadership Team Members Finance Manager (up to \$10,000 and/or 240 days)
Authorise disconnection of supply	SIESA Activity Manager
Approve the write-off of SIESA tariffs, and associated charges (such as legal/collection fees, interest/penalties etc) up to \$10,000 per request	SIESA Activity Manager
Approve payment arrangements for SIESA arrears outside normal Council terms	SIESA Activity Manager
Make demand on the mortgagee for unpaid rates and water rates	Finance Officer Debtors Officer
Issue disconnection notices in accordance with the Debt Recovery Policy	Finance Officer Debtors Officer
Apply penalty charges in accordance with the Debt Recovery Policy	Finance Officer Debtors Officer
Lodge debts with recovery agencies as required	Finance Officer Debtors Officer
Advise debt recovery agency or legal representative to proceed to legal recovery (once approved)	Finance Officer Debtors Officer

9.10.10 Deposit of Funds

DESCRIPTION	DELEGATE
Authorise the deposit of funds into Council's operational bank accounts (ie non-investment).	All customer support staff All finance staff

9.10.11 Investments (placing/withdrawing/changing terms)

DESCRIPTION	DELEGATE
Authority in accordance with Council's Investment and Liability Management Policy is granted to invest Council monies. A regular report is to be prepared for the Finance and Audit Committee stating what investments are made, with whom, term, and interest rate.	Chief Financial Officer Finance Manager

9.10.12 Discontinue Service

DESCRIPTION	DELEGATE
Authority to discontinue any service for non payment and authorise resumption of service where appropriate.	Finance Manager in consultation with Group Manager Services and Assets

9.10.13 Donations

DESCRIPTION	DELEGATE
Authority to make donations/koha.	Executive Leadership Team or their delegated authorities

9.10.14 Early Payment of Rates

DESCRIPTION	DELEGATE
Accept notifications/requests for early repayment of rates on behalf of council. Calculate and update the schedule of specified rates on an annual basis.	Finance Officer
Accept notifications/requests for early repayment of rates on behalf of council. Oversee the early payment of specified rates.	Finance Manager Chief Financial Officer

9.10.15 Interest

DESCRIPTION	DELEGATE
Authority to negotiate loan interest rates and terms with brokers and/or lending institutions for loans raised by Council.	Chief Financial Officer Finance Manager

9.10.16 Overdraft (establishing/cancelling/modifying)

DESCRIPTION	DELEGATE
Authority to arrange overdraft facilities in accordance with Council's Investment and Liability Management Policy.	Chief Financial Officer Finance Manager

9.10.17 Borrowing (establishing/cancelling/modifying)

DESCRIPTION	DELEGATE
Authority to arrange overdraft facilities in accordance with Council's Investment and Liability Management Policy.	Chief Financial Officer

9.10.18 Oath/Declaration

DESCRIPTION	DELEGATE
Make any oath or declaration in regard to Council's financial affairs.	Chief Financial Officer Finance Manager

9.10.19 Rates Penalties

DESCRIPTION	DELEGATE
Remission of penalties in accordance with Council's Remission and Postponement of Rates Policy.	Chief Financial Officer Finance Manager Finance Officer – Rates Finance Officer – Credit Control

9.10.20 Rates Remission and Postponement

DESCRIPTION	DELEGATE
Authority to postpone rates or remit rates in accordance with Council's Remission and Postponement of Rates Policy.	Chief Financial Officer Finance Manager
Authority to request any further information and documentation required to make a decision regarding the remission or postponement of rates or penalties.	Chief Financial Officer Finance Manager Finance Officer – Rates Finance Officer – Credit Control

9.10.21 Rates Remission and Postponement on Maori Freehold Land

DESCRIPTION	DELEGATE
Authority to accept or decline applications for remission of rates on Māori freehold land. Authority to review applications, if applicable, for remission of rates on Māori freehold land.	Chief Financial Officer
Authority to receive applications and make recommendations to Chief Financial Officer for remission of rates on Māori freehold land. Authority to request financial statements regarding the property if there is evidence that the land is occupied or being used for economic benefit. Authority to write off rates if the application is accepted.	Finance Manager Finance Officer – Rates Finance Officer – Credit Control

9.10.22 Refunding Overpayments

DESCRIPTION	DELEGATE
Authority to refund customer/ratepayer overpayments/payment errors.	Chief Financial Officer Finance Manager

9.10.23 Reserve Contributions

DESCRIPTION	DELEGATE
Authority to consider and decide upon any application for remission or reduction of reserve contributions.	Group Manager Services and Assets Group Manager Environmental Services Community Facilities Manager Strategic Manager Property

9.10.24 Development and Financial Contributions

DESCRIPTION	DELEGATE
Authority to refund, development and/or financial contributions.	Chief Financial Officer

9.10.25 Small Claims

DESCRIPTION	DELEGATE
Authority to refund, development and/or financial contributions.	Chief Executive Chief Financial Officer

9.10.26 Valuations

DESCRIPTION	DELEGATE
Amend any entries in the valuation roll or Council's rating records which are the result of an error or which are no longer correct as a result of changed circumstances.	Group Manager Customer Service Delivery Chief Financial Officer Finance Officer – Rates Finance Officer – Credit Control Where appropriate, Information Management/Business Solutions
Vary or waive any fee within jurisdiction and only if permitted by law and not inconsistent with Council policy.	Chief Executive Executive Leadership Team
Authority to apply to the valuer general for valuation equalisation certificates for ratings purposes.	Group Manager Customer Delivery Chief Financial Officer Finance Manager

10 Statutory Delegations**10.1 Introduction**

Local authorities have a wide range of legislative responsibilities. Some of these are general, in that they apply to all organisations in New Zealand. These include the Employment Relations Act 2000, Health and Safety at Work Act 2015 and Goods and Services Tax Act 1985. However, many statutes contain provisions specific to local government, setting out specific powers and responsibilities.

Most of Council's regulatory powers, along with the rules around their implementation, are contained in statute. These include the Resource Management Act 1991 and Building Act 2004.

This section of the Delegations Manual sets out the delegations of these statutory responsibilities to committees, Council officers and external service providers.

Section 145 of the Local Government Act 2002 empowers Council to develop bylaws. The purpose of any bylaw must be one or more of the following:

- protect the public from nuisance
- protect, promote and maintain public health and safety
- minimise the potential for offensive behaviour in public places.

Bylaw development and adoption cannot be delegated, although the powers created by bylaws and their enforcement of bylaws can be.

The delegation of these powers, duties and functions is also specified in this section of the Delegations Manual.

10.3 Delegations to Council Committees

Council committees have the delegated authority to make policy and financial decisions within the limits of relevant legislation. Specific delegations are contained in governance terms of reference section.

10.4 Delegations to the Chief Executive

10.4.1 Legislation and Regulations

The Chief Executive has delegated authority for all powers, duties and responsibilities conferred by statute and regulations made under these Acts. This includes, but is not limited to, the list below. This authority specifically excludes the power to adopt plans, strategies, policies or bylaws. See section 11 below for subdelegations for these acts and regulations from the Chief Executive to officers.

Amusement Devices Regulations 1978	Land Act 1948	Reserves Act 1977
Airport Authorities Act 1966	Land Transfer Act 1952	Residential Tenancies Act 1986
Racing Act 2003	Land Drainage Act 1908	Resource Management Act 1991
Building Act 2004	Land Transport Act 1998	Sale and Supply of Alcohol Act 2012
Building Research Levy Act 1969	Land Transport Management Act 2003	Smoke-free Environments Act 1990
Burial and Cremation Act 1964	Litter Act 1979	Soil Conservation and Rivers Control Act 1941
Civil Defence Emergency Management Act 2002	Local Government Act 1974	Southland District Council (Stewart Island/Rakiura Visitor Levy) Empowering Act 2012

Dog Control Act 1996	Local Government Act 2002	Southland Harbour Board Act 1958
Electricity Act 1992	Local Government (Rating) Act 2002	Southland Land Drainage Act 1935
Land Transport (Infringement and Reminder Notices) Regulations 2012	Local Government Official Information and Meetings Act 1987	Telecommunications Act 2001
Food Act 1981	Rating Valuation Act 1998	Transport Act 1962
Food Act 2014	New Zealand Geographic Board Act 2008	Unit titles Act 1972
Transport (Vehicular Traffic Road Closure) Regulations 1965	New Zealand Library Association Act 1939	Utilities Access Act 2010
Gambling Act 2003	Walking Access Act 2008	Waste Minimisation Act 2008
Gas Act 1992	Privacy Act 1993	Freedom Camping Act 2011
Hazardous Substances and New Organisms Act 1996	Property Law Act 2007	Trespass Act 1980
Health Act 1956	Prostitution Reform Act 2003	Summary Proceedings Act 1957
Health (Drinking Water) Amendment Act 2007	Public Bodies Leases Act 1969	Health (Burial) Regulations 1946
Heritage NZ Pouhere Taonga Act 2014,	Public Works Act 1981	Camping-Grounds Regulations 1985
Human Rights Act 1993	Rating Valuations Act 1998	Drainage and Plumbing Regulations 1978
Impounding Act 1955	Rates Rebate Act 1973	Food Hygiene Regulations 1974
Health (Hairdressers) Regulations 1980	Health (Registration of Premises) Regulations 1966	Infrastructure (Amendments Relating to Utilities Access) Act 2010

10.4.2 Bylaws

The Chief Executive has delegated authority for all powers, duties and functions of all Council adopted bylaws. This includes, but is not limited to, the following. See section 11 below for subdelegations for these bylaws from the Chief Executive to officers.

Alcohol Control Bylaw 2015	Signs and Objects on Roads and Footpaths Bylaw 2016
Alcohol Licensing Fee Setting Bylaw	Solid Waste Bylaw 2008
Ashton Flats Roading Bylaw 2016	Stewart Island Rakiura Visitor Levy Bylaw 2012
Cemetery Bylaw 2016	Subdivision Land Use and Development Bylaw 2012

Dog Control Bylaw 2015	Trading in Public Places Bylaw 2013
Fire Prevention Vegetation Bylaw 2010	Speed Limits Bylaw
Freedom Camping Bylaw 2015	Wastewater Drainage Bylaw 2017
The Keeping of Animals, Poultry & Bees Bylaw 2010	Trade Waste Bylaw 2018
Roading Bylaw 2008 (2015 revision)	Stormwater Drainage Bylaw 2017
	Water Supply Bylaw 2017

10.4.3 Warrants

The Chief Executive has delegated authority to issue warrants to Council officers under all relevant legislation, as per Schedule 7 Clause 32A of the Local Government Act 2002.

11 Sub Delegations

The following schedule details all statutory sub delegations made by the Chief Executive. The Chief Executive can withdraw or replace delegates at any time. Any sub delegation made by the delegate is withdrawn at the same time.

These sub delegations expressly exclude any power, responsibility or duty that has been delegated to a community board, committee, subcommittee or other subordinate decision making body.

All delegations are made severally unless specified otherwise (ie a delegation can be exercised by the officer acting alone)

11.1 Amusement Devices Regulations 1978

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
S.11	Power to issue a permit for amusement devices	Group Manager Environmental Services Manager Building Control Building Control Officer
S.23	Power of entry	Group Manager Environmental Services Manager Building Control Building Control Officer

11.2 Building Act 2004

SECTION	SUMMARY OF FUNCTION / POWER DELEGATED	DELEGATED OFFICER
	All powers, functions and duties under the Building Act 2004 (except those that are unable to be legislatively delegated)	Group Manager Environmental Services
s.31	To apply for and provide PIM to owner on application of a building consent	Manager Building Control Building Control Officer

SECTION	SUMMARY OF FUNCTION / POWER DELEGATED	DELEGATED OFFICER
s.33	To determine the adequacy of information received with an application for a PIM and require further information on an application	Manager Building Control Building Control Officer Technical Support Partners
s.34(1)	To issue a PIM	Manager Building Control Building Control Officer Technical Support Partners
s.34(4)	To determine if any PIM issued contains an error or omission, or determine if any information received affects that PIM, and re-issue the PIM	Manager Building Control Building Control Officer Technical Support Partners
s.35	To determine the content of a PIM	Manager Building Control Building Control Officer Technical Support Partners
s.37	To permit issue of building consent with certificate attached that resource consent required and no work to commence until this has been obtained	Group Manager Environmental Services Team Leader Resource Management Senior Planner
s.38	To provide PIM to operators or other authorities that have provided information in that PIM	Manager Building Control Building Control Officer Technical Support Partners
s.39	To advise New Zealand Historic Places Trust of certain applications	Manager Building Control Building Control Officer Technical Support Partners
s.40	To initiate legal proceedings in respect of individuals who have undertaken building work without first having obtained a building consent	Group Manager Environmental Services
ss.45, 48	To determine the adequacy of information received with a building consent application or an application for an amended building consent, and require further information on the application	Manager Building Control Building Control Officer Technical Support Partners
s.46	To provide a copy of certain applications to the NZ Fire Service Commission	Manager Building Control Building Control Officer Technical Support Partners
s.48	To process building consent applications	Manager Building Control Building Control Officer Technical Support Partners
s.49	The authority to grant a building consent subject to receipt of fees and any levy payable	Manager Building Control Building Control Officer
s.50	To determine whether to refuse any building consent and give written notice of the refusal and the reasons for the refusal	Manager Building Control Building Control Officer

SECTION	SUMMARY OF FUNCTION / POWER DELEGATED	DELEGATED OFFICER
s.51	The authority to issue a building consent	Manager Building Control Building Control Officer Technical Support Partners
s.52	To extend the time permitted to activate a building consent to prevent lapse of consent	Manager Building Control Building Control Officer
s.54	To advise applicant of the amount of levy payable	Manager Building Control Building Control Officer Technical Support Partners
ss.58, 59	The duty to make payments and certify in respect of levies to the Department of Building and Housing	Manager Building Control
s.62	The power to recover unpaid levies from applicant	Manager Building Control
s.64	The duty to keep in safe custody all records and building consents issued including the estimated value of the building work.	Manager Building Control
s.67	Authority to grant or refuse any applications for a waiver or modification of the Building Code, on matters of minor non compliance.	Manager Building Control
s.68	The duty to notify the Department of Building and Housing	Manager Building Control
s.70	The duty to receive applications for energy work	Manager Building Control Building Control Officer Technical Support Partners
s.71	Authority to refuse any building consent in relation to land with natural hazards	Manager Building Control Building Control Officer Technical Support Partners
ss.72-74	To permit the issue of a building consent in circumstances where the site may be subject to natural hazards but the situation is not made worse by the construction of the building	Group Manager Environmental Services Team Leader Resource Management Senior Planner
s.75	Building on two or more allotments - issue and authenticate for entry of titles	Group Manager Environmental Services Team Leader Resource Management Senior Planner
ss.90, 222	The power to inspect any land and building work and enter any premises for the purpose of inspection and be an "authorised agent or officer"	Manager Building Control Building Control Officer
ss.93-95	To determine all matters in relation to whether a code compliance certificate will be issued,	Manager Building Control Building Control Officer

SECTION	SUMMARY OF FUNCTION / POWER DELEGATED	DELEGATED OFFICER
	including requiring further information, and issue code compliance certificates	
s.96	To determine whether to grant or refuse an application for a certificate of acceptance	Manager Building Control Building Control Officer
ss.97, 98	Power to determine information required and to require further information on an application for a certificate of acceptance	Manager Building Control Building Control Officer
s.99	To determine whether any qualifications should be made on any certificate of acceptance	Manager Building Control Building Control Officer
ss.100-103, 108	Authority to consider and implement all aspects relating to compliance schedules, building warrants of fitness and approval of independent qualified persons	Manager Building Control Building Control Officer
s.103	Content of compliance schedule (specified systems)	Manager Building Control Building Control Officer Technical Support Partners Monitoring and Enforcement Officer
ss.106, 107, 109	Power to amend a compliance schedule	Manager Building Control Building Control Officer Technical Support Partners
s.110	To require owner of building to produce of annual written reports on compliance schedules	Manager Building Control Building Control Officer Technical Support Partners Monitoring and Enforcement Officer
s.111	Power to inspect buildings	Manager Building Control Building Control Officer Technical Support Partners Monitoring and Enforcement Officer
s.112, 118	To determine all matters in relation to alterations to an existing building, that will not comply fully with the relevant provisions of the building code	Manager Building Control Building Control Officer
s.113	Authority to determine conditions of a building consent in relation to buildings with specified intended lives	Manager Building Control Building Control Officer
s.115	The power and authority to determine the change of use of buildings	Manager Building Control Building Control Officer
s.116	The power and authority to determine an extension of life of a building	Manager Building Control Building Control Officer
s.116A	To determine whether to permit a subdivision that affects a building or part of a building	Manager Building Control Building Control Officer

SECTION	SUMMARY OF FUNCTION / POWER DELEGATED	DELEGATED OFFICER
s.116C	To determine if a building cannot be used because it is insanitary or does not have an appropriate means of escape	Group Manager Environmental Services Manager Building Control
s.121	To determine whether a building is dangerous, including seeking advice from the New Zealand Fire Service	Manager Building Control
s.123	To determine whether a building is insanitary	Manager Building Control
ss.124-129-	Authority to take action in relation to dangerous and insanitary buildings	Manager Building Control Environmental Monitoring Manager
s.126	Apply to the district court for order to carry out building	Group Manager Environmental Services
s.129	Take action to avoid immediate danger or to fix insanitary conditions	Chief Executive of Territorial Authority
s.133AH	Request engineering assessment of potentially earthquake-prone buildings	Manager Building Control Building Control Officer Technical Support Partners
s.133AJ	Granting /refusing application for extension of time to provide engineering assessment	Manager Building Control Building Control Officer
s.133 AK	Determining if a building is earthquake prone	Manager Building Control Building Control Officer
s.133 AL	Issue EPB notice for earthquake prone buildings	Group Manager Environmental Services Manager Building Control Building Control Officer
s.133AN	Granting/refusing application for exemption from requirement to carry out seismic work	Group Manager Environmental Services Manager Building Control Building Control Officer
s.133AO	Granting/refusing application for extension of time to complete seismic work on certain heritage buildings	Group Manager Environmental Services Manager Building Control Building Control Officer
s.133AQ	Assessing information relating to earthquake prone building status at any time and deciding if a building is or is not an EPB	Group Manager Environmental Services Manager Building Control
s.133AR	Impose safety requirements in relation to EPB	Group Manager Environmental Services Manager Building Control
s.133AS	Applying to the District Court to carry out seismic work	Group Manager Environmental Services Manager Building Control
ss.164-166	The power and authority to issue notices to fix, or to determine whether another authority should issue notices to fix	Building Control Officer in conjunction with Manager Building Control Technical Support Partners in conjunction with Manager Building Control

SECTION	SUMMARY OF FUNCTION / POWER DELEGATED	DELEGATED OFFICER
s.167	The power to inspect the building work to which any notice to fix relates, to confirm whether or not the notice to fix has been complied with, and to issue any notices with reasons	Building Control Officer in conjunction with Manager Building Control
s.177	To apply to the Chief Executive for a determination (comment this is the Chief Executive MBIE)	Manager Building Control
s.180	To withdraw any application for a determination	Manager Building Control
s.189	To apply for the clarification of a determination	Manager Building Control
s.215	Duty to obtain accreditation and be registered	Manager Building Control
s.216	The duty to keep all records relevant to the administration of the Building Act 2004	Manager Building Control
s.217	The duty to provide access to that information to the public	Manager Building Control
ss.224, 371C	The duty of authorised and warranted officers to carry and produce evidence when required	Manager Building Control Building Control Officer Monitoring and Enforcement Officer
s.222	To be an authorised officer to inspect land on which building work is or is proposed, building, building work or residential pool or pool area	Manager Building Control Building Control Officer Manager Environmental Health Environmental Health Officer Monitoring and Enforcement Officer (limited to barriers for swimming pools)
ss.363, 363A	To determine all matters in relation to occupation of public buildings or buildings intended to be open to the public on payment or otherwise prior to the issue of a code compliance certificate, including requesting further information, determining conditions and Issuing Certificates for Public Use	Manager Building Control
ss.370-3747	To issue infringement notices	Manager Building Control Building Control Officer
s.377	The power to lay an information for an offence under section 377	Manager Building Control Building Control Officer Monitoring and Enforcement Officer
Schedule 1, cl. 1(k)	The power to consider exemptions from building consent	Manager Building Control Building Control Officer

11.4 Building Research Levy Act 1969

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
s. 9	The duty to make payments and certify in respect of levies to the Building Research Association of New Zealand	Group Manager Environmental Services Manager Building Control

11.5 Burial and Cremation Act 1964

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
	All powers, functions and duties under the Burial and Cremation Act 1964 excluding s.49	Property Services Manager
s.49	Remission of burial charges	Property Services Manager in consultation with Group Manager Services and Assets

11.6 Camping-Grounds Regulations 1985

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
ss. 3, 14, 15	Issue, renew and transfer licences, permits or registrations, grant and set conditions on certificate of exemption, inspection	Group Manager Environmental Services Environmental Health Manager Environmental Health Officer

11.7 Civil Defence Emergency Management Act 2002

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
ss.12, 13	Obligation to form, and for the Mayor or the Mayor's nominee to be a member of a Civil Defence Emergency Management Group	Mayor or nominee
s.25	Power to declare a state of local emergency	Mayor
s.27	Appointment of Local Controllers	Civil Defence Emergency Group
s.64	Obligation to plan and provide for Civil Defence Emergency Management in the district	Emergency Management Officer
ss.68, 71, 72	Power to declare, extend and terminate a state of local emergency	Mayor

11.8 Dog Control Act 1996

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
	All powers, functions and duties under the Dog Control Act 1996 and any subsequent amendments, including the power to authorise	Group Manager Environmental Services

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
	prosecutions (except those that are unable to be legislatively delegated)	
s.9	Requirement to retain funds obtained under the act and apply for authorised purposes only under the act	Environmental Health Manager
s.10, 10A, 10AA	Requirement to adopt a policy about dogs and annually report on the policy and other matters	Group Manager Environmental Services Environmental Health Manager
s.11	Appoint dog control officers	Chief Executive
s.12	Appoint dog rangers	Group Manager Environmental Services
s.13	Issue warrant to dog control officers and dog rangers	Chief Executive
s.21	Classify a person as a probationary owner and give notice of that decision	Group Manager Environmental Services Environmental Health Manager
s.22	Hear and determine an objection to classification as a probationary owner	Regulatory and Consents Committee
s.23A	Require a probationary owner to undergo training	Group Manager Environmental Services Environmental Health Manager
s.25	Disqualification of owners and specification of period of disqualification. Determine whether the circumstances are such that disqualification is not warranted, or the person should instead be classified as a probationary owner and give notice of disqualification	Group Manager Environmental Services Environmental Health Manager
s.26	Hear and determine an objection to disqualification	Regulatory and Consents Committee
s.28	Extend period of disqualification	Group Manager Environmental Services Environmental Health Manager
s.30	Maintain records and provide information	Environmental Health Manager Dog Control Officer Group Manager Environmental Services Customer Services Officer
s.31	Classify any dog as a dangerous dog. Hear and determine an objection to classification of any dog as a dangerous dog	Group Manager Environmental Services Environmental Health Manager Regulatory and Consents Committee
s.32	Consent to disposal of dangerous dog to any person	Environmental Health Manager Dog Control Officer Group Manager Environmental Services
s.33A	Classify a dog as a menacing dog and give notice of the classification	Group Manager Environmental Services Environmental Health Manager

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
s.33B	Hear and determine an objection to classification of a dog as a menacing dog	Regulatory and Consents Committee
s.33C	Classify a dog as a menacing dog by belonging to breed or type listed in Schedule 4 and give notice of the classification	Group Manager Environmental Services Environmental Health Manager Dog Control Officer
s.33D	Hear and determine an objection to classification of a dog as a menacing dog by belonging to breed or type	Regulatory and Consents Committee
s.33E	Require production of a certificate in accordance with s.33E(1)(b). Determine under s.33E(5) that a dog need not be muzzled	Environmental Health Manager Dog Control Officer Group Manager Environmental Services
s.33EB	Require neutering of dog	Environmental Health Manager Dog Control Officer Group Manager Environmental Services
s.33ED	Classification of certain dogs	Group Manager Environmental Services Environmental Health Manager
s.35	Supply information in accordance with the provisions of this section	Environmental Health Manager Dog Control Officer Group Manager Environmental Services Customer Services Officer
s.35(5)(c)	To determine whether or not a dog should be delivered into custody of a Dog Control Officer or Dog Ranger	Environmental Health Manager Dog Control Officer
s.36A	Request verification that a dog has been implanted with a functioning microchip transponder	Environmental Health Manager Dog Control Officer Group Manager Environmental Services Customer Services Officer Dog Control Ranger
s.39	Remit, reduce or refund the dog control fee or part of the fee in any particular case or class of cases by reason of the financial circumstances of the owner or where satisfied that there are special grounds for doing so	Environmental Health Manager Dog Control Officer Customer Services Officer
s.40	Require the production of a written statement or veterinarian's certificate as proof of class of dog	Environmental Health Manager Dog Control Officer Customer Services Officer
s.42	Determine that there are reasonable grounds for believing there has been a breach of s.42(1)	Environmental Health Manager Dog Control Officer Dog Control Ranger
s.46	To issue a replacement label or disc	Dog Control Officer

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
		Customer Services Officer
s.55	Consider and determine an objection to a notice to abate a barking dog nuisance	Group Manager Environmental Services
s.66	Issue infringement notices Make any decision on any matter relating to those proceedings	Environmental Health Manager Dog Control Officer Dog Control Ranger Environmental Health Manager Dog Control Officer
s.68	Require pound fee set is paid before release of dog	Environmental Health Manager Group Manager Environmental Services Dog Control Officer Dog Control Ranger
s.69	Give written notice to the owner that a dog has been impounded and dispose of a dog pursuant to s.69(2) Where the owner of a dog is not known and cannot be identified from the dog registration label or disc, seize the dog, sell, destroy, or otherwise dispose of the dog pursuant to s.69(3) Apply proceeds from sale of dog against fees of the owner	Environmental Health Manager Dog Control Officer Customer Services Officer Dog Control Ranger
s.69A	Verify that a dog has been fitted with a functioning microchip transponder Recover the costs of microchip transponder	Environmental Health Manager Dog Control Officer Group Manager Environmental Services Dog Control Ranger
s.70	Determine an application for return of a dog Apply fees to sustenance of dog and require payment before return of dog	Environmental Health Manager Dog Control Officer Group Manager Environmental Services
s.71	Determine an application for return of a dog Apply fees to sustenance of dog and require payment before return of dog	Environmental Health Manager, Dog Control Officer, Group Manager Environmental Services
s.71A	Sell, destroy or otherwise dispose of dogs seized under s.15 and s.33EC in a manner thought fit Apply fees from disposal towards fees Apply fees to sustenance of dog and require payment before return of dog	Environmental Health Manager Dog Control Officer Dog Control Ranger

11.9 Drainage and Plumbing Regulations 1978

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
	Authority to exercise the powers of "Engineer" under the Drainage and Plumbing Regulations	Group Manager Services and Assets

11.12 Food Act 1981

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
	Initiating prosecutions and injunctions under act or regulations	Group Manager Environmental Services
s.2	Appoint Inspector	Chief Executive
s.8E	Enforce Food Hygiene Regulations	Environmental Health Manager Environmental Health Officer
s.8N	Grant exemption from provisions of the Food Hygiene Regulations 1974 or refer to Director General	Environmental Health Manager Environmental Health Officer
s.8O	Grant or refuse to grant exemption on Director General's direction	Environmental Health Manager Environmental Health Officer
s.8P	Give notice of intention to refuse to grant exemption	Environmental Health Manager Environmental Health Officer
s.8Q	Revoke, amend, add conditions to any exemption	Environmental Health Manager Environmental Health Officer
s.8R	Specify exemption for specified period	Environmental Health Manager Environmental Health Officer
s.8S	Revoke exemption and give notice of intention to do so	Environmental Health Manager Environmental Health Officer
s.8U	Grant substitute exemption	Environmental Health Manager Environmental Health Officer

Delegations under the Food Act 1981 remain in place during the period of transition to the Food Act 2014.

11.13 Food Act 2014

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
	All powers, functions and duties under the Food Act 2014, excluding ss.173(2), 176, 179, 182 and 205 which remain with Council	Group Manager Environmental Services Environmental Health Manager Environmental Health Officer Customer Services Officer

11.14 Food Hygiene Regulations 1974

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
S.4	Grant, extend, set conditions on certificate of exemption	Group Manager Environmental Services Environmental Health Manager Environmental Health Officer

11.16 Freedom Camping Act 2011

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
s.25	Power to issue proceedings for an offence other than an infringement notice	Group Manager Environmental Services Environmental Health Manager
s.27	Issue infringement notices Make any decision on any matter relating to those proceedings	Environmental Health Manager Environmental Health Officer Freedom Camping Ranger Environmental Health Manager
s.28	Power to issue reminder notice	Customer Services Officer
s.32	Appointment of an Enforcement Officer	Chief Executive
s.39	Power to return property seized or impounded	Environmental Health Manager Environmental Health Officer Freedom Camping Ranger
s.40	Power to dispose of seized and impounded property	Environmental Health Manager Environmental Health Officer Freedom Camping Ranger

11.17 Gambling Act 2003

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
ss.98-100	Considering and determining application for territorial authority consent	Group Manager Environmental Services

11.18 Gas Act 1992

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
S.25	Power to set reasonable conditions on the opening up of any road and recover reasonable costs	Assets Manager Roading Manager
S.33	Power to require fittings to have their position changed	Assets Manager Roading Manager

11.19 Hazardous Substances and New Organisms Act 1996

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
	Initiating prosecutions and injunctions under Act or Regulations	Group Manager Environmental Services
s. 108	Confirm, change or cancel Compliance Order	Environmental Health Manager Environmental Health Officer

11.20 Health Act 1956

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
	Initiating prosecutions and injunctions	Group Manager Environmental Services
s.28	Appoint Environmental Health Officers	Chief Executive
s.33	Bring proceedings for nuisance	Environmental Health Manager
s.34	Determine that immediate action for the abatement of the nuisance is necessary by reason of the existence of a nuisance on any premises and without notice to the occupier, enter on the premises and abate the nuisance	Environmental Health Manager
s.41(1)	Decide and cause service of a cleansing order	Environmental Health Manager
s.41(2)	Cause cleansing	Environmental Health Manager
s.42	Duly authorised to issue certificate	Environmental Health Manager
s.42(2)	Cause service of a repair notice	Environmental Health Manager
s.42(3)	Issue a closing order	Environmental Health Manager
s.45	Cancel a closing order	Environmental Health Manager
s.54	Determine any application to carry on an offensive trade, register or renew the registration of any premises used for an offensive trade	Environmental Health Manager Environmental Health Officer
s.58	Determine any application to establish a stockyard, register or renew the registration of any premises used for a stockyard	Environmental Health Manager Environmental Health Officer
s.66	Apply for injunction where continuing breach of Bylaw following conviction	Group Manager Environmental Services
s.81	Decide and authorise Environmental Health Officer to enter and carry out cleansing	Group Manager Environmental Services Environmental Health Manager
s.83	Destroy articles that cannot be effectively disinfected	Environmental Health Manager Environmental Health Officer
s.128	Power to enter and inspect	Environmental Health Manager Environmental Health Officer

11.21 Health (Burial) Regulations 1946

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
s.16	Consent, register, renew, refuse, impose conditions for registration or consent	Environmental Health Manager Environmental Health Officer

11.22 Health (Drinking Water) Amendment Act 2007

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
S.69S	Duty to take all practicable steps to ensure that an adequate supply of drinking water is provided to each point of water supply to which drinking water is supplied	Strategic Manager Water and Waste
s.69T	Duty to take action where risk to water is actual or foreseeable	Strategic Manager Water and Waste
s. 69U	Duty to take reasonable steps to contribute to the protection of a drinking water source	Strategic Manager Water and Waste
S.69V	Duty to take all practicable steps to comply with drinking water standards	Strategic Manager Water and Waste
s. 69W	Duty to take reasonable steps to supply wholesome drinking water	Strategic Manager Water and Waste
s.69X	Duty to check water quality before connecting to a new water source	Strategic Manager Water and Waste
s.69Y	Duty to monitor drinking water to ensure compliance with drinking water standards and assess public health risk	Strategic Manager Water and Waste
ss. 69ZA – 69ZF	Duty to prepare and implement a public health risk management plan in relation to the drinking water supply, to review/renew plans, keep and make available records of plans, to investigate complaints, to take remedial action if standards breached	Strategic Manager Water and Waste
s. 69ZZZ	Duty to protect water supplies from risk of backflow	Strategic Manager Water and Waste

11.22 Health (Hairdressers) Regulations 1980

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
s.4	Grant, extend, set conditions on certificate of exemption	Group Manager Environmental Services Environmental Health Manager Environmental Health Officer

11.23 Health (Registration of Premises) Regulations 1966

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
s.5	Consent, amend, register, renew, impose conditions for registration, and cancel registrations	Environmental Health Manager Environmental Health Officer
s.9	Cause first notice and further notice to be served	Environmental Health Manager Environmental Health Officer

11.24 Housing Improvement Regulations 1947

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
	Exercise the powers and functions of a local authority	Environmental Health Manager

11.25 Impounding Act 1955

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
	Authority to authorise any officer to carry out all or any functions of a Ranger under the Impounding Act 1955	Group Manager Environmental Services
ss.8, 9	Appointment of a Pound Keeper (a statutory appointment) and appointment of a deputy (statutory appointment)	Chief Executive
s.10	Remove or suspend Pound Keeper or deputy	Chief Executive
s.11	Authority to publicly notify every appointment, or suspension, or removal from office of any Pound Keeper or deputy Pound Keeper, as required by Section 11 of the Impounding Act 1955	Chief Executive
s.14	Recover actual costs of sustenance of impounded stock	Environmental Health Manager Dog Control Officer Dog Control Ranger
s.32	Declare fenced paddock a temporary pound	Dog Control Officer Dog Control Ranger
s.42	Disposal of wild stock straying on roads	Dog Control Officer Dog Control Ranger
s.50	Authorise person to act as auctioneer for sale of impounded stock	Environmental Health Manager Dog Control Officer Dog Control Ranger
s.52	Destroy worthless or suffering stock	Dog Control Officer Dog Control Ranger

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
s.53	Dispose of unsold stock	Dog Control Officer Dog Control Ranger
s.56	Recover any deficiency in costs from owner of stock	Environmental Health Manager Dog Control Officer Dog Control Ranger

11.26 Infrastructure (Amendments Relating to Utilities Access) Act 2010

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
s.14	Power to set reasonable conditions over the opening up of any road and recover reasonable costs	Group Manager Services and Assets Roading Manager

11.27 Land Drainage Act 1908

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
S.6	Obligation to provide information on ratepayers in respect of property within the district liable to be rated	Chief Financial Officer Finance Manager Rates Officer
S.20	Power to object to Drainage Board (ES) interfering with road or footpath	Strategic Manager Water and Waste
SS. 61,63	Power to cleanse, repair or maintain a watercourse or drain	Strategic Manager Water and Waste

11.28 Land Transfer Act 1952

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
	Consenting to dealing with land where that land is subject to a caveat or encumbrance that requires the consent of Council before registration of any instrument under the Land Transfer Act 1952	PM in consultation with Group Manager Environmental Services or Group Manager Services and Assets
S.164(2)	Authority to certify documents on Council's behalf pursuant to section 164(2) of the Land Transfer Act 1952	Chief Executive Group Manager Environmental Services Group Manager Services and Assets

11.29 Land and Transport Act 1998

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
s.16A	Powers regarding restriction of heavy traffic on roads	Group Manager Services and Assets Roading Manager

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
ss.22AB, 22AD and 22AE	Powers regarding transport related bylaws	Group Manager Services and Assets Roading Manager
s.128D	Appointment of parking wardens	Group Manager Environmental Services Environmental Monitoring Manager Parking Officer
s.128E	Powers of parking wardens	Group Manager Environmental Services Environmental Monitoring Manager
s.139	Power to issue infringement notices	Group Manager Environmental Services Environmental Monitoring Manager Parking Officer
s.157	Power as road controlling authority to control, restrict and prohibit traffic	Group Manager Services and Assets Roading Manager

11.30 Land Transport (Infringement and Reminder Notices) Regulations 2012

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
Schedule 4	Power to review or waive stationary vehicle infringements	Environmental Monitoring Manager

11.31 Litter Act 1979

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
s.5	Appoint Litter Control Officers	Chief Executive
s.8	Appoint and revoke appointment of Litter Wardens	Chief Executive
s.10	Serve notices to clear litter To hear and determine any objection	Environmental Health Manager Environmental Health Officer Group Manager Environmental Services
s.14	Issue infringement notices and make any decision on any matter relating to those proceedings	Environmental Health Manager Environmental Health Officer
s.15	Initiating prosecutions and injunctions	Group Manager Environmental Services

11.32 Local Government Act 1974

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
s.319	General powers in respect of roads	Group Manager Services and Assets

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
		Roading Manager Assets Manager
s. 319B	Allocation of property numbers	Team Leader Resource Management Support Officer (Environmental Services)
S.344	Authority to approve and authorise the installation of gates and cattle stops on legal roads	Group Manager Services and Assets Roading Manager
s.346D	Authority to approve new vehicle entrances on to roads and limited access roads and/or alter the location of existing approved entranceways	Group Manager Services and Assets Roading Manager
s.348	Creation and cancellation of right of ways	Group Manager Environmental Services Team Leader Resource Management Senior Planner
s.353	Require fencing	Group Manager Environmental Services
s.355	Council's powers relating to the removal and/or trimming or overhanging trees etc., and recovery of costs	Group Manager Services and Assets Roading Manager
ss.356, 356A	The power to authorise any person to remove and dispose of motor vehicles found on a road or in a public place which may be abandoned	Group Manager Services and Assets Roading Manager
s.357	The power to penalise a person who commits an offence which encroaches on a road	Group Manager Services and Assets
Schedule 10 clauses 11 (a) and (b)	The temporary prohibition of traffic for the purpose of: Construction or repair of the road or any drain, water race, pipe or apparatus under, upon, or over the road Diversions of traffic in order to resolve problems associated with traffic operations When, for any reason it is considered desirable that traffic should be diverted to other roads	Group Manager Services and Assets Roading Manager

11.33 Local Government Act 2002

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
s.162	Apply for injunction restraining a person from committing a breach of a bylaw or an offence against this Act	Executive Leadership Team

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
s.163	Remove or alter a work or thing that is, or has been, constructed in breach of a bylaw, and recover the costs of removal or alteration	Environmental Health Manager Environmental Health Officer
s.167	Return of property seized or impounded	Environmental Health Manager Environmental Health Officer Dog Control Officer Dog Control Ranger
s.168	Dispose of property that has not been returned within six months after it was seized and impounded	Environmental Health Manager Environmental Health Officer Dog Control Officer Dog Control Ranger
s.171	Enter any land or building other than a dwelling house. Determine how to exercise the power to enter occupied land or buildings. Give notice of intended entry	Environmental Health Manager Environmental Health Officer Dog Control Officer Dog Control Ranger
s.173	Enter occupied lands or buildings without giving prior notice Inform occupier and owner of entry	Environmental Health Manager Environmental Health Officer Dog Control Officer Dog Control Ranger
S.174	To be an authorised officer to act and enter private land	Group Manager Environmental Services Building Services Manager Team Leader Resource Management Environmental Monitoring Manager Building Official Technical Officer Senior Planner Planner Graduate Planner Environmental Health Officer Compliance Coordinator Assets Management Engineer Asset Management Officer – Transportation Utilities Engineer Asset Management Officer – Utilities Support Officer Service and Assets Farm Manager Assets Manager Roading Manager Monitoring and Enforcement Officer Environmental Monitoring Officer

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
		Alcohol Licensing Inspector Systems Officer – Animal Control Group Manager Customer Service Contracts Engineer – Rural Contracts Engineer – Urban Technical Support Officer – Roading Development Engineer Technical Support Officer – Applications Waste Recovery Manager Operations & Services Officer Assets Field Assistant Projects & Operations Manager Asset Management Engineer – Utilities Stockwater Rangers
s.177	Appoint enforcement officer	Chief Executive
s.179	Contract out administration of regulatory functions	Group Manager Environmental Services
s.185	Approve the carrying out of works by an occupier	Environmental Health Manager
s.186(2)	Execute, provide or do works, materials or things and recover costs from person in default	Group Manager Environmental Services Environmental Health Manager
s.187	Act in default of owner and recover costs from person in default	Group Manager Environmental Services Environmental Health Manager Environmental Health Officer Dog Control Officer Dog Control Ranger
s.215	Application for removal order for fence, structure or vegetation	Group Manager Environmental Services
ss.227, 228, 229, 230, 231, 232, 238, 239,	Initiating prosecutions and injunctions under acts or bylaws	Group Manager Environmental Services

11.34 Local Government Official Information and Meetings Act 1987

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
S.5	Power to determine availability of information	Chief Executive Group Managers

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
S.6	Power to determine withholding of information	Chief Executive Group Managers Communications and Engagement Manager
S.7	Other reasons for withholding official information	Chief Executive Group Managers Communications and Engagement Manager
S.10	Requests for official information	Chief Executive Group Managers Communications and Engagement Manager
S.11	Assistance with requesting information	Chief Executive Group Managers Communications and Engagement Manager
S.12	Transfer of requests	Chief Executive Group Managers Communications and Engagement Manager
S.13	Decisions on requests	Chief Executive Group Managers Communications and Engagement Manager
S.14	Extension of time to provide official information	Chief Executive Group Managers Communications and Engagement Manager
S.15	Power to determine the manner of presenting information	Chief Executive Group Managers Communications and Engagement Manager
S.16	Power to determine deletions of some information from documents	Chief Executive Group Managers Communications and Engagement Manager
SS.17, 18	Refusal of requests for information	Chief Executive Group Managers Communications and Engagement Manager
S.24	Precautions regarding access to personal information	Chief Executive Group Managers Communications and Engagement Manager
S.25	Correction of information	Chief Executive Group Managers Communications and Engagement Manager
S.26	Refusal to supply personal information	Chief Executive Group Managers

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
		Communications and Engagement Manager
S.33	Requirement to notify decision of ombudsman	Chief Executive Group Managers Communications and Engagement Manager
S.44A	Authority to prepare and approve Land Information Memoranda	Team Leader Knowledge Management Property Information Officer Knowledge Officer
S.46	Public notification of meetings	Governance and Democracy Manager Chief Executive Committee Advisor
SS.46A, 49, 51	Availability of agendas, reports and minutes	Governance and Democracy Manager Communications and Engagement Manager Committee Advisor
S.51A	Public notification of resolution at emergency meeting	Governance and Democracy Manager Communications and Engagement Manager Committee Advisor

11.35 Local Government (Rating) Act 2002

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
S.27	Keep and maintain rating information data base	Chief Financial Officer Finance Manager
S.37	Keep and maintain rates records	Finance Manager Rates Officer
S.40	Power to correct errors in rating information database and rates records	Finance Manager Rates Officer
S.41	Power to issue an amended rates assessment if an error is corrected	Finance Manager Rates Officer
SS.44-51	Obligations to deliver rates assessments and rates invoices to ratepayers setting out the information required by the act	Finance Manager Rates Officer
S.53	Power to appoint a rates collector s.67. Appointment of principal administrative officer with power to have judgments of the court enforced by the court	Finance Manager Rates Officer
S.54	Power not to collect rates that are uneconomic to collect	Finance Manager Rates Officer
SS.57, 58	Power to add penalties for rates not paid by the due date	Finance Manager Rates Officer

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
S.62, 63	Powers for recovery of rates if owner in default	Finance Manager Rates Officer
S.67	Appointment of principal administrative officer with power to have judgments of the court enforced by the court	Finance Manager Rates Officer
S.77	Obtain a court ruling that abandoned land can be disposed of by Council and then to dispose of such land.	Chief Executive Group Manager Services and Assets
S.79	To set the reserve price of abandoned land which is to be offered for sale, or to be leased.	Chief Executive Group Manager Services and Assets
SS.85-90; 114-115	Power to remit or postpone rates pursuant to Council rates remission and postponement policy	Finance Manager Rates Officer
S.108	Appointment of principal administrative officer with power to have judgments of the court enforced by the court	Finance Manager Rates Officer

11.36 New Zealand Library Association Act 1939

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
S.5	Power to become a member of the association	Manager District Library

11.37 Overseas Investments Act 2005

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
	Issue certificates relating to land	Group Manager Environmental Services Team Leader Resource Management Senior Planner

11.38 Public Bodies Leases Act 1969

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
ss. 7, 17, 18, 22, 23A	To sign on behalf of Council, lease, tenancy, service and other miscellaneous agreements where the use of the corporate seal is not required	Strategic Manager Property Property Advisor
ss.7, 17, 18, 22, 23A	To sign leases on behalf of Council, including renewal, transfers, rent reviews that are in accord with legislation and Council policy	Strategic Manager Property Property Advisor
SS. 8-9	Leases to be sold by public tender or auction subject to certain conditions	Strategic Manager Property

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
		Property Advisor
S.23	To authorise process for surrender of leases	Strategic Manager Property Property Advisor

11.39 Public Works Act 1981

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
ss. 110-111A	Provides certain powers of entry onto private land.	Group Manager Services and Assets
SS.133-134	Provide for removal of trees and hedges that interfere with public works	Group Manager Services and Assets
SS.233-234	Obligation to provide notice before entry onto private land	Group Manager Services and Assets
S.237	Power to approve excavations near public works	Group Manager Services and Assets
S.238	Power to bring action for damage to public work	Group Manager Services and Assets
S.239	Power to remove and/or dispose of abandoned property from public works land	Group Manager Services and Assets
S.240	Removal of land from persons holding illegal possessions	Group Manager Services and Assets

11.40 Racing Act 2003

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
SS.65A-65E	Receiving, considering and determining application for territorial authority consent	Group Manager Environmental Services

11.40 Rates Rebate Act 1973

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
SS.5-7	Provide for application of rebate of rates to be considered by Chief Executive	Chief Financial Officer Finance Manager
S.9	Provides for application to Secretary for Local Government for refund of rebates granted	Chief Financial Officer Finance Manager
S.13	Power to receive declarations	Chief Financial Officer Finance Manager

11.41 Rating Valuations Act 1998

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
S.10	Duty to prepare and maintain district valuation roles	Chief Financial Officer Finance Manager
SS.11-13	Powers regarding general revaluations	Chief Financial Officer Finance Manager
SS.14-17	Powers regarding specific revaluations during the currency of a general revaluation	Chief Financial Officer Finance Manager
SS.32-40	Objections to valuations	Chief Financial Officer Finance Manager
SS.41-42	Powers for information to be disclosed	Chief Financial Officer Finance Manager
S.43	Power to obtain contribution to the cost of preparing and maintaining the valuation role from the regional Council	Chief Financial Officer Finance Manager
S.45	Provides authorisation for entry onto private property to carry out valuations	Chief Financial Officer Finance Manager

11.42 Reserves Act 1977

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
	All powers, functions and duties under the Reserves Act 1977 except those outlined below	Communities Facilities Manager Property Services Manager
SS.78-80, 84-85A, 89-92	Financial powers and duties regarding reserves	Chief Financial Officer Finance Manager Community Facilities Manager Property Services Manager

11.43 Resource Management Act 1991

SECTION	SUMMARY OF FUNCTION / POWER DELEGATED	DELEGATED OFFICER
SS.10, 10A, 10B	Determination of whether existing rights in terms of Section 10 of the RMA apply	Group Manager Environmental Services Team Leader Resource Management Senior Planner
s.27	To provide information to the Minister for Environment	Group Manager Environmental Services Team Leader Resource Management Senior Planner
s.36(5)	Power to require the payment of additional charges to cover processing costs in	Group Manager Environmental Services Team Leader Resource Management

SECTION	SUMMARY OF FUNCTION / POWER DELEGATED	DELEGATED OFFICER
	accordance with Council's approved Schedule of Fees and Charges under the Resource Management Act 1991	Senior Planner Resource Management Planners
s.36(6)	Power to provide on request an estimate of additional charges over and above the processing deposits	Group Manager Environmental Services Team Leader Resource Management Senior Planner Resource Management Planners
s.36AAB (1)	Power to remit the whole or any part of the charge under s36 that would otherwise be payable.	Group Manager Environmental Services Team Leader Resource Management
ss.37, 37A	Power to waive and/or extend time limits for functions under the act.	Group Manager Environmental Services Team Leader Resource Management Senior Planner
s.38	Authorisation of Enforcement Officers	Group Manager Environmental Services Team Leader Resource Management
s.41B	Direction to provide evidence with time limits	Group Manager Environmental Services Team Leader Resource Management Senior Planner
s.42	Protection of sensitive information	Group Manager Environmental Services Team Leader Resource Management
s.42A	Require the preparation of a report on information provided	Group Manager Environmental Services Team Leader Resource Management
s.42A (5)	Waiving compliance regarding timeframes for distributing reports, where there is no material prejudice	Group Manager Environmental Services Team Leader Resource Management Senior Planner
s.87BA	To issue a notice confirming a boundary activity is permitted	Group Manager Environmental Services Team Leader Resource Management Senior Planner Resource Management Planners
s.87BB	To issue a notice confirming a marginal or temporary activity is permitted	Group Manager Environmental Services Team Leader Resource Management Senior Planner
s.87E	Decision on request for application to go directly to Environment Court	Group Manager Environmental Services Team Leader Resource Management
s.87F	Preparation of report on application referred directly to Environment Court	Group Manager Environmental Services Team Leader Resource Management Senior Planner
s.88(3)	Determining an application incomplete and returning to the applicant	Group Manager Environmental Services Team Leader Resource Management

SECTION	SUMMARY OF FUNCTION / POWER DELEGATED	DELEGATED OFFICER
		Senior Planner
s.91	Determining not to proceed with notification or hearing of application pending lodging of further consents under the act	Group Manager Environmental Services Team Leader Resource Management Senior Planner
s.92	Request further information or agreement to commissioning of a report on resource consent application	Group Manager Environmental Services Team Leader Resource Management Senior Planner Resource Management Planner
s.92A (2)	Set timeframe for provision of further information or commissioning of a report	Group Manager Environmental Services Team Leader Resource Management Senior Planner Resource Management Planners
ss.95A, 95B	Determination of public notification or limited notification	Group Manager Environmental Services Team Leader Resource Management Senior Planner
s.95D	Determination of adverse effects likely to be more than minor	Group Manager Environmental Services Team Leader Resource Management Senior Planner
s.95E	Determination if person is affected person	Group Manager Environmental Services Team Leader Resource Management Senior Planner
s.95F	Determination if group is an affected customary rights group	Group Manager Environmental Services Team Leader Resource Management
s.95G	Determination if group is an affected customary marine title group	Group Manager Environmental Services Team Leader Resource Management
s.99	Organise and convene prehearing meetings and prepare reports on these under Section 99 (5)	Group Manager Environmental Services Team Leader Resource Management Senior Planner Resource Management Planners
s.100	Determine whether a formal hearing is necessary	Group Manager Environmental Services Team Leader Resource Management
s.101	Fix time and date for hearings	Group Manager Environmental Services Team Leader Resource Management Senior Planner
s.102	To determine whether applications are required to be heard by Joint Hearings Committee	Group Manager Environmental Services Team Leader Resource Management
s.103	To determine whether two or more applications to different authorities are	Group Manager Environmental Services Team Leader Resource Management

SECTION	SUMMARY OF FUNCTION / POWER DELEGATED	DELEGATED OFFICER
	sufficiently unrelated that a joint hearing is not appropriate.	
ss. 104, 104A, 104B, 104C, 104D, 108, 113	Make and issue decisions and impose conditions for non-notified resource applications and limited notified resource applications where there are no submissions received or where all submissions received are in support and no party wishes to be heard; in accordance with the provisions of the Southland District Plan and the RMA.	Group Manager Environmental Services Team Leader Resource Management Senior Planner
s.106	Ability to refuse subdivision consent in certain circumstances.	Group Manager Environmental Services Team Leader Resource Management Senior Planner
s.108A	Determination of requirement for a bond	Group Manager Environmental Services Team Leader Resource Management Senior Planner
s.114	Notify decisions to applicant and other appropriate authorities	Group Manager Environmental Services Team Leader Resource Management Senior Planner Resource Management Planners
s.123 (b)	Duration of consent	Group Manager Environmental Services Team Leader Resource Management Senior Planner
s.125 (1A)(B)	Fix longer period for lapsing of resource consents than is the norm under Section 125(1)	Group Manager Environmental Services Team Leader Resource Management Senior Planner
s.126	Cancel consent if not exercised	Group Manager Environmental Services Team Leader Resource Management
s.127	Determining whether application to change or cancel consent requires notification, or limited notification and changing or cancelling any condition on a resource consent	Group Manager Environmental Services Team Leader Resource Management Senior Planner
s.128	Service of notice of intention to review conditions of a resource consent	Group Manager Environmental Services Team Leader Resource Management Senior Planner
ss.129, 130	Formulation and public notification of notice to review conditions	Group Manager Environmental Services, Team Leader Resource Management, Senior Planner
s.133A	Minor corrections of resource consents	Group Manager Environmental Services Team Leader Resource Management Senior Planner

SECTION	SUMMARY OF FUNCTION / POWER DELEGATED	DELEGATED OFFICER
s.134(4)	Approval of transfer of resource consents – written notice	Group Manager Environmental Services Team Leader Resource Management Senior Planner
s.138	Surrender of consent	Group Manager Environmental Services Team Leader Resource Management
s.139	Consider request for and issue Certificates of Compliance for any activity which is a permitted activity under the District Plan.	Group Manager Environmental Services Team Leader Resource Management Senior Planner
s.139A	Consider request for and issue Existing Use Certificate.	Group Manager Environmental Services Team Leader Resource Management Senior Planner
s.169	Request further information and process notice of requirement	Group Manager Environmental Services Team Leader Resource Management Senior Planner
s.170	Discretion to include notice of requirement in proposed Plan	Group Manager Environmental Services Team Leader Resource Management
s.171	Consider notice of requirement and make submissions thereto, and make recommendation to the requiring authority	Group Manager Environmental Services Team Leader Resource Management Senior Planner
s.174	Lodge appeal against decision of a requiring authority.	Group Manager Environmental Services Team Leader Resource Management
s.176A(2) (C)	Outline plan waivers	Group Manager Environmental Services Team Leader Resource Management Senior Planner
s.181(3)	Alteration of designation in plan at request of requiring authority, to a minor extent	Group Manager Environmental Services Team Leader Resource Management
s.182	Removal of designation at request of requiring authority	Group Manager Environmental Services Team Leader Resource Management
s.184(2)	Waiver of lapsing designation	Group Manager Environmental Services Team Leader Resource Management
s.220	Issue certificates relating to requirements to comply on ongoing basis with consent conditions and endorsements on titles	Group Manager Environmental Services Team Leader Resource Management Senior Planner
s.221	Imposing and issuing Consent Notices on subdivision consents.	Group Manager Environmental Services Team Leader Resource Management Senior Planner
s.222	Dealing with Completion Certificates on subdivision consents	Group Manager Environmental Services Team Leader Resource Management

SECTION	SUMMARY OF FUNCTION / POWER DELEGATED	DELEGATED OFFICER
		Senior Planner
s.223	Approval of Survey Plan – check compliance prior to sealing	Group Manager Environmental Services Team Leader Resource Management Senior Planner
s.224	Issue certificates indicating all or any of conditions on subdivision consent have been complied with	Group Manager Environmental Services Team Leader Resource Management Senior Planner
s.226	Certifications of plans of subdivision that allotments on the plan meet the requirements of the District Plan	Group Manager Environmental Services Team Leader Resource Management Senior Planner
ss.229 – 237H	Creation of esplanade reserves and strips and associated conditions.	Group Manager Environmental Services Team Leader Resource Management Senior Planner
ss.240,241	Imposition and cancellation of amalgamation conditions and restrictive covenants	Group Manager Environmental Services Team Leader Resource Management Senior Planner
s.243(E)	Revoking a condition specifying easements	Group Manager Environmental Services Team Leader Resource Management Senior Planner
ss.310, 311	Application to Environment Court for a declaration	Group Manager Environmental Services Team Leader Resource Management
ss.314,316	Seek and/or respond to an Enforcement Order	Group Manager Environmental Services Team Leader Resource Management
s.320	Seek and/or respond to an interim enforcement order	Group Manager Environmental Services Team Leader Resource Management
s.325A	Signature or cancellation of abatement notice	Group Manager Environmental Services Team Leader Resource Management Senior Planner
Schedule 1, Clause 5A	To identify all affected parties for limited notification of a plan change or variation	Group Manager Environmental Services Team Leader Resource Management
ss.322, 327, 3258, 343C	The taking of enforcement action in relation to the Resource Management Act, initiating the review the resource consent decisions, and conditions	Group Manager Environmental Services Team Leader Resource Management
s.332	To carry out inspection of any premises of property (except a dwelling house) to determine whether the RMA, any regulation or rule of the District Plan or resource consent is being complied with	Team Leader Resource Management Senior Planner Resource Management Planner Compliance and Consents Officer

SECTION	SUMMARY OF FUNCTION / POWER DELEGATED	DELEGATED OFFICER
s.333	Entry to land (except a dwelling house) for purposes connected with any preparation, change, or review of the District Plan	Team Leader Resource Management Senior Planner Resource Management Planner Compliance and Consents Officer
s.336	Return of property seized under ss.323 and 328	Group Manager Environmental Services Environmental Health Manager Environmental Health Officer
s.342	The power to collect fines for an offence under s.338	Group Manager Environmental Services Team Leader Resource Management Environmental Health Manager
s.357	The power to consider and make decisions on application for objections for an application which does not require a hearing, except where the decision would result in a net payment of reserve contributions by Council less credits for land to vest exceeding the delegation for the role. The power to decide whether an objection requires a hearing	Group Manager Environmental Services Team Leader Resource Management Environmental Health Manager
ss.357C-D	The power to consider and decide upon objections made. To consider, dismiss or uphold (in whole or in part) any objection under sections 357, 357A or 357B of the Act PROVIDED that this delegation shall NOT be exercised in respect of objections on resource consent applications which have been the subject of a hearing under section 100 of the Act	Group Manager Environmental Services Team Leader Resource Management
s.360F	To set overall charges payable by the applicant for a plan change or resource consent	Group Manager Environmental Services Team Leader Resource Management

11.44 Sale and Supply of Alcohol Act 2012

Council authorises the Chief Executive to delegate to any Council officer either generally or particularly any of his powers, functions and duties under the Sale and Supply of Alcohol Act 2012 including those delegated to him by Council.

SECTION	SUMMARY OF FUNCTION / POWER DELEGATED	DELEGATED OFFICER
	That Council authorises the Chief Executive to delegate to any Council officer either generally or particularly any of his powers, functions and duties under the Sale and Supply of Alcohol Act 2012 including those delegated to him by Council.	
	To give consent of the Council as landowner (including reserves) for the purpose of the Act	Property Manager

SECTION	SUMMARY OF FUNCTION / POWER DELEGATED	DELEGATED OFFICER
	Authorising prosecutions and injunction proceedings.	Group Manager Environmental Services
s.100(f)	Certificates that proposed use of premises meets the requirements of the Resource Management Act 1991 and Building Code	Group Manager Environmental Services Team Lead Resource Management Senior Planner
s.189(6)	The appointment from time to time of two members from the list of persons approved to be members of the District Licensing Committee for the purposes of s.191. The appointment may be for such period not exceeding four weeks as is considered necessary for the purposes of a quorum for any meeting of the committee	Chief Executive
s.197	Appointment of Licensing Inspectors	Chief Executive
s.198	Delegation of functions, duties, or powers of Chief Executive	Written delegations contained in R/16/6/9766 and R/16/10/17914
s.204	Authorising any person to appear on behalf of Council in any proceedings described in s.204(1).	Chief Executive
s.205	Authorising any person to appear on behalf of Council at any appeal to the Licensing Authority under s.81.	Chief Executive

Sale and Supply of Alcohol Act 2012 delegations that are affected by limitations at the bottom of chart:

SECTION	SUMMARY OF FUNCTION / POWER DELEGATED	DELEGATED OFFICER
s.137(2)	Accept late application for special licence	Chief Executive Group Manager Environmental Services Chief Licensing Inspector Licensing Inspector Customer Services Officer
s.187(a)	To consider and determine applications for manager's certificates and special licenses.	Chief Executive Group Manager Environmental Services Chief Licensing Inspector Licensing Inspector Customer Services Officer
s.187(b)	To consider and determine applications for renewal of licences	Chief Executive Group Manager Environmental Services Chief Licensing Inspector Licensing Inspector Customer Services Officer

SECTION	SUMMARY OF FUNCTION / POWER DELEGATED	DELEGATED OFFICER
s.187(b)	To consider and determine applications for renewal of manager's certificates	Chief Executive Group Manager Environmental Services Chief Licensing Inspector Licensing Inspector Customer Services Officer
s.187(c)	To consider and determine applications for temporary authority	Chief Executive Group Manager Environmental Services Chief Licensing Inspector Licensing Inspector
s.208	To waive certain omissions	Chief Executive Group Manager Environmental Services Chief Licensing Inspector Licensing Inspector Customer Services Officer
Limitations	<p>The delegations in this chart are subject to these limitations which staff cannot decide:</p> <ul style="list-style-type: none"> a. consider or decide on any opposed applications, or applications subject to public objection b. consider or decide on any waivers that do not meet any agreed criteria within the SEAL reference document c. decline, suspend, or cancel any application or licence or certificate d. vary any licence without the consent of the licence holder e. reduce the term of renewal of any certificate or licence f. decide on any application that any reporting agency requests to be considered by the District Licensing Committee g. any application which the General Manager Environmental Services decides should be considered by the District Licensing Committee. 	

11.45 Sale and Supply of Alcohol (Fees) Regulations 2013

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
s.4	Classification of premises	Group Manager Environmental Services
s.5(1)	Assigning cost/risk ratings	Group Manager Environmental Services
s.5(6)	Opinions with regard to premises types	Group Manager Environmental Services
s.6(1)	Assigning fees categories	Group Manager Environmental Services
s.6(4)	Assigning fees categories	Environmental Health Manager Environmental Health Officer
s. 9(2)	Determining event types	Environmental Health Manager Environmental Health Officer
s.10(2)	Setting of fees	Environmental Health Manager Environmental Health Officer

11.46 Smoke Free Environments Act 1990

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
S.5	Duty of employers to have a policy on smoking	People and Capability Manager

11.47 Summary Proceedings Act 1957

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
	Functions and duties related to vehicle parking and other stationery vehicle offence enforcement	Group Manager Environmental Services

11.48 Telecommunications Act 2001

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
S.119	Sets out the matters that may be considered in setting conditions for access to Council roads	Assets Manager Roading Manager
S.128	Powers to deal with trees on road verges interfering with telecommunications networks	Assets Manager Roading Manager
S.135	Duty to provide telecommunications networks access to Council roads	Assets Manager Roading Manager
SS.137, 143	Duty to notify network operator of conditions imposed under section 135 or section 142	Assets Manager Roading Manager
S.142	Duty to provide telecommunications networks rights to place cabinets on public roads	Assets Manager Roading Manager

11.49 Transport (Vehicular Traffic Road Closure) Regulations 1965

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
	The powers conferred on Council by the Transport (Road Closure) Regulations	Group Manager Services and Assets

11.50 Utilities Access Act 2010

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
S.6	Obligation to comply with the national code of practice to co-ordinate work done in transport corridors	Group Manager Services and Assets Roading Manager Assets Manager

11.51 Waste Minimisation Act 2008

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
SS.26, 27	Duty to impose levy on waste disposed of at disposal facility at prescribed rate	Group Manager Services and Assets
S.28	Duty of operator of disposal facility to pay levy to levy collector	Group Manager Services and Assets
S.32	Duty to spend levy money received on waste minimisation initiatives or in accordance with a Waste Management and Minimisation Plan	Group Manager Services and Assets
S.51	Mandatory requirements for waste assessment	Group Manager Services and Assets
S.53	Duty to use any proceeds from a service undertaken under s.52 in implementing the Waste Management and Minimisation Plan	Group Manager Services and Assets
S.54	Duty for territorial authority to provide a service that collects waste promptly, efficiently and at regular intervals	Group Manager Services and Assets
S.66	Authority to enforce provisions of bylaw	Group Manager Services and Assets
SS.73,74	Authority to initiate proceedings for infringement offences and to issue and serve infringement notices	Group Manager Services and Assets
S.75	Authority to retain infringement fees	Group Manager Services and Assets
S.76	Authority to authorise any officer to be an enforcement officer	Group Manager Services and Assets
SS.79, 80-82, 84, 85	Powers of enforcement officers	Group Manager Services and Assets
SS.86-87	Duty to keep records and provide details if required	Group Manager Services and Assets

11.52 Dog Control Bylaw 2015

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
ss.10(a) and (b)	Changes to dog access by public notice	Chief Executive Group Manager Environmental Services
s.13	Granting of multiple dogs licences	Chief Executive Group Manager Environmental Services Environmental Health Manager Dog Control Officer Customer Services Officer
s.14	Requirement to neuter uncontrolled dog	Chief Executive Group Manager Environmental Services Environmental Health Manager

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER

11.53 Freedom Camping Bylaw 2015

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
s.7	Consent to freedom camping	Chief Executive Group Manager Environmental Services

11.54 Alcohol Control Bylaw 2015

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
s.6	Granting of dispensations with or without conditions	Chief Executive Group Manager Environmental Services

11.55 Keeping of Animals, Poultry and Bees Bylaw 2010

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
s.5	Prescribe conditions	Chief Executive Group Manager Environmental Services
s.6	Dispensing powers	Chief Executive Group Manager Environmental Services

11.56 Rooding Bylaw 2008 – Revision 2 2018

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
	Functions and duties related to vehicle parking and other stationary vehicle offence enforcement	Group Manager Services and Assets Rooding Manager

11.57 Trading in Public Places Bylaw 2013

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
SS.5, 6	Receiving, considering and determining application for licence	Chief Executive Group Manager Environmental Services Environmental Health Manager Environmental Health Officer

11.58 Trade Waste Bylaw 2008

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
	All of the powers of council under the trade waste bylaw 2008 in respect of trade premises as defined in the bylaw and the discharges from them	Environmental Health Manager Environmental Health Officer

12 Non Statutory Delegations**12.1 Advertising**

DESCRIPTION	DELEGATED OFFICER
To authorise general advertising	Group managers Communications and Engagement Manager
Authority to issue public notices as required	Chief Executive or nominee Group Managers
Authority to issue works notices to property owners and residents in areas where works are to be carried out, subject to any other statutory provisions	Chief Executive Group Manager Services and Assets Assets manager Rooding Manager
To authorise resource consent application public notices	Group Manager Environmental Services
To authorise advertising related to property matters.	Group Manager Services and Assets Strategic Property Manager

DESCRIPTION	DELEGATED OFFICER
To authorise advertising related to employment opportunities	Chief Executive People and Capability Manager

12.2 Animal Control

DESCRIPTION	DELEGATED OFFICER
Authority to approve dog rehoming providers in relation to “approved rehoming providers” in Council’s Fees and Charges	Group Manager Environmental Services

12.3 Appointment and Termination

DESCRIPTION	DELEGATED OFFICER
Appointment of salaried staff within the established limits	People and Capability Manager in consultation with the relevant group manager
Appointment of hourly rate staff within the established limits	People and Capability Manager People and Capability Advisor
Appointment of group managers	Chief Executive
Termination of staff	Chief Executive or nominee in consultation with People and Capability Manager and relevant group manager

12.4 Asset Disposal

DESCRIPTION	DELEGATED OFFICER
Sale or trade-in of equipment or vehicles or plant surplus to requirements	Chief Financial Officer Finance Manager

12.5 Civic Ceremonies and Civic Functions

DESCRIPTION	DELEGATED OFFICER
Arrangements for civic or mayoral functions	Chief Executive Chief Financial Officer Communications and Engagement Manager Mayoral Support

12.6 Closed Circuit Television ("CCTV")

DESCRIPTION	DELEGATED OFFICER
Release of all recorded CCTV images	Manager Customer Services Customer Contact Centre Manager Privacy Officer

12.8 Council Common Seal

DESCRIPTION	DELEGATED OFFICER
Affix the Southland District Council Common Seal	Mayor and Chief Executive. In the absence of the Mayor, any other councillor. In the absence of the Chief Executive, any group manager.

12.9 Document Execution

DESCRIPTION	DELEGATED OFFICER
Authority to execute documents on Council's behalf for documents related to the Services and Assets Group and the Environmental Services Group as appropriate when the Chief Executive is absent and no acting Chief Executive has been appointed by Council and there is necessity for such documents to be signed as a matter of urgency	Group Manager Services and Assets Group Manager Environmental Services

12.10 Insurance

DESCRIPTION	DELEGATED OFFICER
Authority to sign release documents on insurance claims made by Council and to contribute any excess payable in accordance with policy	Chief Financial Officer Finance Manager
Authority to settle any claim for compensation where the amount proposed does not exceed: (where provision is made in council's estimates) the amount provided in the estimates; or (where no provision is made in the estimates) an amount not exceeding \$5,000. All such settlements to be reported to the finance and audit committee.	Chief Financial Officer Finance Manager

12.11 Media Statements

See Governance Delegations section for specific committees and subcommittees.

DESCRIPTION	DELEGATED OFFICER
To authorise media statements	Chief Executive Group Managers Communications and Engagement Manager Business Unit Managers

12.13 Planning

DESCRIPTION	DELEGATED OFFICER
<p>To lodge submissions and further submissions on behalf of Council on:</p> <p>Any proposed District Plan or variation to a proposed District Plan administered by Council or by any other council</p> <p>Any Council initiated or privately initiated change to a District Plan administered by Council or by any other council</p> <p>Any notice of requirement for a heritage order</p> <p>Any notice of requirement for a designation</p> <p>Any proposed Regional Plan or variation to a proposed Regional Plan, or on any change to a Regional Plan</p> <p>Any proposed Policy Statement administered by Council or by any other Council</p> <p>Any matter lodged with the Environmental Protection Authority.</p> <p>This delegation is to be reported to Council at the next available opportunity to allow for the Council to review and endorse the submission</p>	Group Manager Environmental Services
Authority to require payment of financial contributions in accordance with Council's adopted schedule of fees	Group Manager Environmental Services Team Leader Resource Management
Authority to authorise the recovery of reasonable costs in relation to the monitoring of Resource Consent, District Plan, Resource Management Act and National Environmental Standard compliance	Group Manager Environmental Services Team Leader Resource Management
Authority to reduce the application fee for Resource Management administration as shown in Council's Schedule of Fees and Charges	Group Manager Environmental Services Team Leader Resource Management

12.14 Public Tenders

DESCRIPTION	DELEGATE
Authority to open public tenders received	Chief Executive Chief Financial Officer Group Manager Environmental Services

DESCRIPTION	DELEGATE
	Group Manager Services and Assets Activity Managers Finance Manager Transport Manager Community Facilities Manager Property Services Manager Projects and contracts coordinator
Prepare recommendations for tenders above personal limit.	Executive Leadership Team Activity Managers
Prepare recommendations for acceptance by appropriate committee.	Executive Leadership Team

12.15 Property

DESCRIPTION	DELEGATED OFFICER
Authority to enter into new leases for Council properties on the following basis: that the length of the lease not be more than five years that the value of the property not be more than \$200,000	Group Manager Services and Assets Property Services Manager
Termination of tenancies, lease or licence of Council property for non-compliance with tenancy agreements	Chief Executive Group manager
Authority to approve leases, licences or other occupation agreements (other than residential tenancies)	Chief Executive Group Manager Services and Assets Property Services Manager

12.16 Refuse and Recycling

DESCRIPTION	DELEGATED OFFICER
Authority to close refuse areas due to adverse weather conditions	Group Manager Services and Assets

12.17 Roads

DESCRIPTION	DELEGATED OFFICER
Authority to set fees and charges for inspection and repair of service authority trenches	Group Manager Services and Assets Roading Manager
Authority to approve the imposition of no-parking restrictions of up to 25m length for where these are necessary for road safety reasons or because of restricted carriageway or traffic-lane widths	Group Manager Services and Assets Roading Manager

12.18 Signage

DESCRIPTION	DELEGATED OFFICER
Authority to take appropriate action to control the display of advertising signs in a public place, not including roads and footpaths (see The SDC signs and objects on roads and footpaths bylaw 2016)	Group Manager Environmental Services Environmental Health Manager Environmental Health Officer
Authority to approve the erection of hoardings for election campaigns and public meetings	Group Manager Environmental Services Environmental Health Manager Team Leader Customer Support

12.19 Street Appeals

DESCRIPTION	DELEGATED OFFICER
To authorise appeals to the public for financial assistance where that appeal is conducted from a public place by a charitable or community service organisation.	Manager Environmental Health Customer Services Team Leader

12.20 Street Furniture and Signage

DESCRIPTION	DELEGATED OFFICER
Authority to approve the design and positioning of street furniture, including bus shelters	Group Manager Services and Assets Roading Manager
Authority to approve erection of directional signs	Group Manager Services and Assets Roading Manager

12.21 Street Parades

DESCRIPTION	DELEGATED OFFICER
Authority to permit street parades and rallies on public places, not including roads	Group Manager Services and Assets Roading Manager

12.22 Water Services

DESCRIPTION	DELEGATED OFFICER
Authority to impose restrictions on the use of water on those public supplies operated and administered by Council	Group Manager Services and Assets Assets Manager

Update on 2019 Triennial Election and Order of Candidate Names

Record No: R/19/3/5407

Author: Clare Sullivan, Governance and Democracy Manager

Approved by: Rex Capil, Group Manager Community and Futures

☒ Decision

☐ Recommendation

☐ Information

Purpose

- 1 The purpose of the report is to seek a decision on the order of candidate names as they appear on the voting documents and provide an update on the triennial elections.

Executive Summary

- 2 The Local Electoral Regulations 2001 provide the opportunity for Council to choose the order that candidate names appear on the voting documents. If no decision is made, the order of names reverts to alphabetical.
- 3 There are three options – alphabetical, pseudo-random – the order of names is drawn out of a hat with all voting documents using the same order, and random – where each voting paper has a different order of candidate names. This report is recommending that random order be used.

Recommendation

That Council:

- a) **Receives the report titled “Update on 2019 Triennial Election and Order of Candidate Names” dated 25 March 2019.**
- b) **Determines that this matter or decision be recognised as not significant in terms of Section 76 of the Local Government Act 2002.**
- c) **Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.**
- d) **Receives the determination of representation arrangements to apply for the election of Southland District Council to be held on 12 October 2019.**
- e) **Adopts random order as the order in which candidate names will appear on voting documents.**

Background

- 4 The triennial elections will be held on Saturday 12 October 2019 and are required to be undertaken according to the Local Electoral Act 2001, the Local Electoral Regulations 2001, the New Zealand Public Health and Disability Act 2000, and to a lesser extent, the Local Government Act 2002.
- 5 One of the pre-election tasks provided for under Regulation 31 of the Local Authority Regulations 2001 is for Council to decide the order of candidate names to appear on the voting documents.

Issues

- 6 There are three options to choose from – alphabetical, pseudo-random and random. If Council does not choose an option then the order of candidate names will be alphabetical.
- 7 Alphabetical – names are listed in alphabetical order. Some arguments made for alphabetical is that it is easier to use, it has traditionally been used in local and parliamentary elections, it used to cost less than random order, and the order of names matches the order listed in the candidate profile statements. Comment has been made that voters will often look at the first part of the alphabet or at the end, particularly for issues with a number of candidates.
- 8 Pseudo-random order – surnames are randomly selected (out of a hat or similar receptacle) for each position and the same order is used on all voting documents for that issue. There is possible voter criticism or confusion as specific candidate names are not easily found especially where there are a number of candidates. In 2016 eight councils used pseudo-random order.
- 9 Random order – all surnames are randomly selected and are listed in a different order on every voting document. There is possible voter criticism or confusion as specific candidate names are not easily found especially where there are a number of candidates. However, the argument in favour of random order is that it can be seen as fairer to all candidates as there is not a tendency to choose the candidates at the top or bottom of the list and voters make a conscious choice of a particular candidate.
- 10 There is no longer any additional cost associated with pseudo-random or random order. In the 2016 elections there was almost the same number of councils that chose alphabetical and random order.
- 11 The determination for the representation arrangements for Southland District was released by the Local Government Commission on Monday 11 March 2019. A copy of the determination is attached. In addition to the Mayor, elections will be held in October 2019 for 12 councillors elected from five wards being:
- Mararoa-Waimea (3)
 - Waiau-Aparima (3)
 - Oreti (3)
 - Waihopai-Toetoe (2)
 - Stewart Island/Rakiura (1).

12. There will be district-wide coverage of community boards with 56 members elected to nine community boards. The new community boards are:
- Oreti (7)
 - Waihopai-Toetoe (7)
 - Ardlussa (6)
 - Fiordland (6)
 - Northern (6)
 - Oraka-Aparima (6)
 - Tuatapere-Te Waewae (6)
 - Wallace-Takitimu (6)
 - Stewart Island/Rakiura (6)
13. Two of the community boards will be divided into subdivisions for electoral purposes – the Northern and Oreti community boards. This will mean that the people in the particular subdivisions will be electing people for that particular subdivision. Once elected on to their respective community boards they will represent the whole of the community board area.
14. The subdivisions are:
- Oreti Community Board area:
 - Hokonui (1)
 - Midlands (4)
 - Makarewa (2)
 - Northern Community Board area:
 - Parawa Fairlight (1)
 - West Dome (2)
 - Mid Dome(3)
15. This determination signals a large change for the District – both for elected members and staff. There are no longer any areas that will not have local decision-making. Localism was one of the principles that the representation review was based on. This determination gives effect to that. Community boards will need to have a much broader focus given they cover multiple communities including rural areas. The determination and what this means for the role and relationship that community boards will have with the communities they represent and Council will be promoted in the District.

- 16 In addition to the above, elections will also be held for members of Environment Southland, the Southern District Health Board, the Maitua Licensing Trust and the Gore and Districts Health.
- 17 Nominations for all positions will open on Friday 19 July and close at 12 noon on Friday 16 August 2019. The election will be conducted by postal vote and voting documents will be delivered from Friday 20 September 2019. Voting closes at 12 noon on Saturday 12 October 2019.
- 18 A number of councils were working on a proposal to trial online voting alongside postal voting for the 2019 elections. The proposed trial was halted due to costs. Work on a collaborative approach with relevant government sectors is continuing.
- 19 People will be encouraged to ensure their enrolment details are up to date and an enrolment campaign is being organised by the Electoral Commission which is supported by all councils. The number of electors in the Southland District is expected to be over 20,000.
- 20 A separate ratepayer roll campaign has commenced. This includes information on the qualification for this roll being sent to all ratepayers as well as a national advertising campaign.
- 21 Each local authority is required to prepare a pre-election report. This report provides information to promote public discussion about issues facing the District.
- 22 The Local Government Regulatory Systems Amendment Bill (which is expected to be passed prior to the election) will include a duty to each chief executive of a local authority to promote the election process (including candidates standing for election) and encourage greater participation. The organisation will support this.

Factors to Consider

Legal and Statutory Requirements

- 23 The decision regarding the order of candidate names meets the statutory requirements of the Local Electoral Act.

Community Views

- 24 Council is required to make this decision on behalf of its community.

Costs and Funding

- 25 Funding for the elections is provided for in the 2018 – 2028 Long Term Plan.

Policy Implications

- 26 There are no policy implications associated with the decision.

Analysis

Options Considered

- 27 As noted and discussed in paragraphs 6 to 10 of this report there are 3 options.

Analysis of Options

Option 1 – Alphabetical

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none">• Council has previously used alphabetical order• perception that it is easier to understand as all candidates for each issue are in order• matches the list in the candidate profile statements	<ul style="list-style-type: none">• perception that it is not as fair as random order.• perception that candidates with surnames at the beginning and end of the alphabet have an advantage

Option 2 – Pseudo-random

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none">• same order on all voting documents	<ul style="list-style-type: none">• possible voter confusion as candidates surnames are not as easily found.

Option 3 – Random (recommended option)

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none">• perception it is fairer to all candidates• no additional cost	<ul style="list-style-type: none">• can be seen as confusing if there are a large number of candidates for each issue

Assessment of Significance

28 Not significant

Recommended Option

29 Option 3 – Random order

Next Steps

30 The option chosen will result in the voting documents printed accordingly.

Attachments

A LGC Determination [↓](#)



Determination

of representation arrangements to apply for
the election of the Southland District Council
to be held on 12 October 2019

Background

1. All territorial authorities are required under sections 19H and 19J of the Local Electoral Act 2001 (the Act) to review their representation arrangements at least every six years. These reviews are to determine the number of councillors to be elected, the basis of election for councillors and, if this includes wards, the boundaries and names of those wards. Reviews also include whether there are to be community boards and, if so, membership arrangements for those boards. Representation arrangements are to be determined so as to provide fair and effective representation for individuals and communities.
2. The Southland District Council (the council) last reviewed its representation arrangements prior to the 2013 local authority elections. Therefore it was required to undertake a review prior to the next elections in October 2019.
3. At the time of the last review, the council's initial and final proposals were to retain a council comprising the mayor and 12 councillors. However, the 12 councillors were to be elected from five wards rather than the previous 12 single-member wards. It was also proposed initially to reduce the number of community boards to seven from the previous 12 boards, then to eight in the final proposal. Six appeals were received against the council's final proposal.
4. After considering the appeals, the Commission determined that the council would comprise a mayor and 12 councillors elected from the five proposed wards as follows. These arrangements applied for the 2013 and subsequent 2016 elections.

Wards	Population*	Number of councillors per ward	Population per councillor	Deviation from district average population per councillor	% deviation from district average population per councillor
Mararoa Waimea	6,891	3	2,297	-75	-3.16
Waiau Aparima	7,830	3	2,610	+238	+10.03
Winton Wallacetown	8,124	3	2,708	+336	+14.17

Waihopai Toetoe	5,217	2	2,609	+237	+9.99
Stewart Island/Rakiura	396	1	396	-1,976	-83.31
Total	28,458	12	2,372		

* Based on 2006 census statistics

5. The Commission also upheld the council's broad proposals for community boards.

Preliminary consultation on current representation review

6. In preparation for this review, the council in 2015 commenced a community governance review project aimed at achieving a representation structure that was effective and equitable for Southland District. It was also aimed at empowering and growing local communities in the district. For the representation review process, the council reconvened the community governance - elected representatives working group comprising the mayor, three councillors, two community board chairpersons and two community development area (CDA) sub-committee chairpersons, to provide feedback and inform the development of options.
7. The council and working group undertook a preliminary consultation phase for the representation review. This included council workshops, discussion at community board and CDA meetings, presentations and discussions at a series of 18 community conversations and a community fete. These activities were attended by a total of 300 people. In addition, information was provided in 'First Edition' distributed to most households in the district and a survey was available online and at the community conversations and council offices. Feedback sessions were also held for community board and CDA members.
8. The preliminary consultation found:
 - 66% of respondents supported the council comprising 12 councillors
 - 56% of respondents thought councillors should be elected by wards (compared with 18% who supported an at large system and 25% who supported a mix of at large and wards)
 - 80% of respondents thought Stewart Island/Rakiura should continue to be a separate ward.
9. The council also reported there was consensus for the principle of district-wide coverage of community boards.

The council's initial proposal

10. At a meeting on 20 April 2018, the council resolved its initial representation proposal. This proposal was for retention of a council comprising the mayor and 12 councillors elected from five wards (with some alterations to existing ward boundaries to achieve closer compliance with statutory fair representation requirements) as follows.

Wards	Population*	Number of councillors per ward	Population per councillor	Deviation from district average population per councillor	% deviation from district average population per councillor
Mararoa Waimea	7,803	3	2,601	+131	+5.30
Waiau Aparima	8,139	3	2,713	+243	+9.84
Winton Wallacetown	7,890	3	2,630	+160	+6.48
Waihopai Toetoe	5,421	2	2,711	+241	+9.76
Stewart Island/Rakiura	384	1	384	-2,086	-84.45
Total	29,637	12	2,470		

* Based on 2013 census statistics

11. The initial proposal was also for the constitution of eight communities to cover, for the first time, the whole district represented by the following community boards:

- Fiordland (six elected members plus one appointed member)
- Northern (six elected members plus one appointed member)
- Ardlussa (six elected members plus one appointed member)
- Tarama Te Waewae (six elected members plus one appointed member)
- Takitimu (six elected members plus one appointed member)
- Oreti (eight elected members plus one appointed member)
- Waihopai Toetoe (seven elected members plus one appointed member)
- Stewart Island/Rakiura (four elected members plus one appointed member).

12. The council notified its initial proposal on 30 April 2018 including the following reasons for its decisions on community boards:

- council wishes to see equity of representation across Southland District by having district-wide coverage of community boards, enabling local decision-making across the district
- council believes this model better reflects the community feedback on communities of interest and effective representation.

13. By the deadline of 6 June 2018, the council had received 153 submissions.

The council's final proposal

14. Following the hearing of submissions by a hearings panel, consisting of the full council and members of the elected representatives working group, the panel recommended some amendments to the initial proposal. These recommendations were:

- divide the Taramea Te Waewae community board area in two (subsequently named Tuatapere Te Waewae and Oraka Aparima)
 - increase the number of elected members on the Stewart Island/Rakiura Community Board from four to six
 - some boundary changes to reflect communities of interest between the proposed Oreti and Waihopai Toetoe community board areas
 - change the name of the Takitimu Community Board to Wallace Takitimu.
15. At a meeting on 11 July 2018, the council adopted its initial proposal as its final representation proposal subject to the above changes.
16. The final proposal was publicly notified on 20 July 2018.

Appeals/objections against the council's final proposal

17. Six appeals and two objections against the council's final proposal were received by the deadline of 22 August 2018.
18. In summary, these appeals and objections were against:
- replacement of the CDA subcommittees by community boards either generally or in particular areas
 - the boundary between the Northern and Oreti community board areas
 - combining the existing Wallacetown Community Board with the Winton Community Board in a wider Oreti Community Board.

Hearing

19. The Commission met with the council and those appellants/objectors who wished to be heard at a hearing held in Invercargill on 5 December 2018.
20. The council was represented by Mayor Gary Tong, Councillor Julie Keast, Chief Executive Steve Ruru and Governance and Democracy Manager Clare Sullivan with each reading a prepared statement.
21. The appellants/objectors appearing at the hearing were:
- Chris Henderson
 - Rob Scott
 - Alanna Barrett
 - Rae Wilson representing Wallacetown Community Board and supported by Mick Lester Chairman of the NZ Community Boards Executive Committee
 - Frank Shearing
 - Treena Symons

Matters raised in appeals/objections and at the hearing

Southland District Council

22. Mayor Gary Tong provided an overview of Southland District and the context for the council's representation review. This included the separate but related community governance review process the aim of which was to modernise the council's approach to community governance and, in particular, to recognise the need to empower communities to do things for themselves rather than have an ongoing reliance on the council. This review arose in part from the community questioning the bureaucracy and length of time it takes for things to happen when they get caught up in the formality of council processes. At the same time other communities, outside of the present structures, can get on and make things happen. He said, as part of the process, the council had gone out to the community with a blank sheet to identify communities of interest and from this information the council had identified its initial proposal.
23. Council chief executive Steve Ruru introduced the guiding principles on which the representation review was based. He described the council's approach to community development as being community-led and this was a key pillar along with representative leadership. The broad strategic change the council was trying to achieve was about empowering and encouraging communities to contribute to their own futures outside of formal council structures. This is reflected in the principle of 'small council big community'. The council was also aiming to achieve representation equity by way of district-wide coverage of community boards thereby enabling democratic local decision-making by and on behalf of the district's communities.
24. Council Governance and Democracy Manager Clare Sullivan outlined the process the council had gone through from the informal pre-engagement phase through to the formal representation review final proposal. This included the changes made in the final proposal as a result of submissions.
25. Councillor Julie Keast provided comment on the way the council works with communities and community groups. This included examples of local community initiatives carried out in areas where no council governance structures currently exist. She also outlined the history of the CDAs which were originally set up as rating areas providing services to local areas which are now provided on a district-wide basis. She said it was intended that community boards have a wider role under the new model working with and supporting the range of groups in their community.

Appellants/objectors appearing at the hearing

26. **Chris Henderson** described the proposal in relation to the CDAs as a pre-emptive strike effectively making them redundant. She said she had 40 years' experience with the Lumsden community, a small community which practised grassroots democracy but this was now being eroded by amalgamation of power and big vested interests. She said the CDAs needed more power and autonomy, without the need to keep referring issues back to the council which resulted in a lot of bureaucracy and frustration.
27. **Rob Scott** said the council's proposal does not reflect community needs and won't achieve what is intended. The council had reduced the effectiveness of CDAs including removing the right for them to make submissions. These issues needed to be sorted out. He said he was also speaking on behalf of other CDA chairpersons. He described

the council's consultation as ineffective with poor quality information and only one option being put to the community. While change was required, the status quo was still better than the council's proposal.

28. **Alanna Barrett** said she was not currently on an elected body but was concerned about local groups and their relationships with the council, including CDAs not being able to make submissions on the representation review. She said the demographics of the district were misaligned and suggested the council office should be in Winton. She was also concerned about what she considered to be misuse of funds by the council including those relating to the former Ohai Railway Board.
29. Mick Lester, on behalf of **Wallacetown Community Board**, read a statement appealing against the amalgamation of that board with the Winton board. This was on the basis of a clear Wallacetown community of interest with very little, if any, connection with Winton. The Wallacetown board had been in existence since 1989 and the current board unanimously opposes the amalgamation. Given its size, Winton (population of 5,100 compared to 560 for Wallacetown) would dominate on any such combined board including issues raised. The board's appeal against the proposal was supported by a petition signed by 303 Wallacetown residents. Rae Wilson, a Wallacetown Community Board member also spoke in support of retaining the current board to make local decisions for local people on local issues.
30. **Frank Shearing** spoke against the amalgamation of the Wallacetown Community Board with Winton. He said he had had 20 years' experience on the Wallacetown board and had a good knowledge of this community which he described as having nothing in common with Winton. He also suggested that the rest of New Zealand was jealous about Southland's CDAs but that their performance was hindered now by health and safety and other regulations in terms of the activities they can be responsible for.
31. **Treena Symons**, a new member of the Wallacetown Community Board, described the council's proposal as resulting in unfair representation with the coverage of the proposed new community board being too large, and with small communities losing their identity as a result. She said ratepayers needed to feel that they are being heard and are being represented.

Matters for determination by the Commission

32. Section 19R of the Act makes it clear that the Commission, in addition to consideration of the appeals and objections against a council's final representation proposal, is required to determine, in the case of a territorial authority, all the matters set out in sections 19H and 19J which relate to the representation arrangements for territorial authorities. This interpretation was reinforced by a 2004 High Court decision which found that the Commission's role is not merely supervisory of a local authority's representation arrangements decision. The Commission is required to form its own view on all the matters which are in scope of the review.
33. Given this requirement, any concerns expressed by appellants/objectors relating to the council's review process are not matters that the Commission needs to address. We may, however, comment on a council's process if we believe it would be of assistance to the council in a future review.
34. The matters in scope of the review include:

- whether the council is to be elected from wards, the district as a whole, or a mix of the two
- the number of councillors
- if there are to be wards, the area, boundaries and names of wards and the number of councillors to be elected from each ward
- whether there are to be community boards
- if there are to be community boards, the area, boundaries and names of their communities, and the membership arrangements for each board.

Key considerations

35. Based on legislative requirements, the Commission's *Guidelines for local authorities undertaking representation reviews* identify the following three key factors when considering representation proposals:

- communities of interest
- effective representation of communities of interest
- fair representation for electors.

Communities of interest

36. The Guidelines identify three dimensions for recognising communities of interest:

- *perceptual*: a sense of identity and belonging to a defined area or locality as a result of factors such as distinctive geographical features, local history, demographics, economic and social activities
- *functional*: ability of the area to meet the needs of communities for services such as local schools, shopping areas, community and recreational facilities, employment, transport and communication links
- *political*: ability to represent the interests of local communities which includes non-council structures such as for local iwi and hapū, residents and ratepayer associations and the range of special interest groups.

37. We note that in many cases councils, communities and individuals tend to focus on the perceptual dimension of communities of interest. That is, they focus on what intuitively they 'feel' are existing communities of interest. While this is a legitimate view, more evidence may be required to back this up. It needs to be appreciated that the other dimensions, particularly the functional one, are important and that they can also reinforce the 'sense' of identity with an area. In other words, all three dimensions are important but should not be seen as independent of each other.

38. In addition to evidence demonstrating existing communities of interest, evidence also needs to be provided of *differences* between neighbouring communities i.e. that they may have "few commonalities". This could include the demographic characteristics of an area (e.g. age, ethnicity, deprivation profiles) and how these differ between areas, and evidence of how different communities rely on different services and facilities.

39. In the case of Southland, the district is the largest in New Zealand but with large areas uninhabited including the approximate half of the district comprising Department of Conservation estate. The main economic base is primary production and tourism. The population is scattered across the district centred on more than 30 small towns, villages and settlements. Te Anau and Winton, with populations just over 3,000, are the largest of these. Stewart Island/Rakiura is also within the district. The geography and settlement patterns of the district were reflected in the 12 wards which were established with the constitution of the district in 1989. While these could be seen to reflect the most local communities of interest, there are also commonalities between certain communities as reflected in the move to the current five wards introduced for the 2013 elections. Particular areas of the district can also be seen to have a community of interest with Invercargill City a separate neighbouring territorial authority.

Effective representation of communities of interest

40. Section 19T of the Act requires the Commission to ensure that:
- the election of members of the council, in one of the ways specified in section 19H (i.e. at large, wards, or a mix of both) will provide effective representation of communities of interest within the city
 - ward boundaries coincide with the boundaries of the current statistical meshblock areas determined by Statistics New Zealand and used for parliamentary electoral purposes
 - so far as is practicable, ward boundaries coincide with community boundaries (where they exist).
41. 'Effective representation' is not defined in the Act, but the Commission sees this as requiring consideration of factors including the appropriate total number of elected members and the appropriate basis of election of members for the district concerned (at large, wards, or a mix of both).
42. Southland District has been divided into wards since its constitution in 1989 and we see this as appropriate given the size and geography of the district. While there was some support for at large or a mixed system of representation during the review process, we note there was majority support for retention of the ward system from the community.
43. While not a prescribed statutory requirement, the Guidelines suggest that local authorities consider the total number of members, or a range in the number of members, necessary to provide effective representation for the district as a whole. In other words, the total number of members should not be arrived at solely as the product of the number of members per ward, if there are to be wards.
44. Section 19A of the Act provides that a territorial authority shall consist of between 5 and 29 elected members (excluding the mayor), i.e. councillors. The council has comprised a mayor and 12 councillors since the 1995 local authority elections. This number of councillors is therefore well established and appears to be largely supported by the community. It is also within a range that is appropriate for the population of the district compared to other districts in the country.

45. The Commission's Guidelines note the following factors need to be considered when determining effective representation:
- avoiding arrangements that may create barriers to participation, such as at elections by not recognising residents' familiarity and identity with an area
 - not splitting recognised communities of interest between electoral subdivisions
 - not grouping together two or more communities of interest that share few commonalities of interest
 - accessibility, size and configuration of an area including access to elected members and vice versa.
46. The current five wards, replacing the previous 12 wards, were established as a result of the 2013 representation review. These appear generally to be well accepted by the community as providing effective representation for the communities of interest making up the district. There were submissions, however, on some particular ward boundaries in response to the council's initial proposal and the council responded to these (discussed below). There are no appeals or objections in relation to the wards.

Fair representation for electors

47. For the purposes of fair representation for the electors of a district, section 19V(1) of the Act requires that the population of each ward divided by the number of members to be elected by that ward must produce a figure no more than 10 per cent greater or smaller than the population of the district divided by the total number of members (the '+/-10% rule').
48. However, section 19V(3)(a) permits non-compliance with the '+/-10% rule' for territorial authorities in some circumstances. Those circumstances are:
- non-compliance is required for effective representation of communities of interest within island or isolated communities
 - compliance would limit effective representation of communities of interest by dividing a community of interest
 - compliance would limit effective representation of communities of interest by uniting two or more communities of interest with few commonalities.
49. We note, with the exception of the Stewart Island/Rakiura Ward, the wards in the council's final proposal do comply with the '+/-10% rule'.
50. The Stewart Island/Rakiura Ward does not comply with the '+/-10% rule' being 84.45% based on 2013 census statistics. The retention of this ward was endorsed by the Commission in its 2012 determination and again is proposed by the council in the current review. As an island community, we believe this is appropriate to ensure effective representation of this distinctive community of interest. We also note the significant level of support for retention of this ward across the district.

51. We note the wording of section 19V(3)(a) provides that if it is agreed one ward not comply with the '+/-10% rule', then wards (generally) may be defined and membership distributed between them in a way that does not comply with the rule. We see this as reflecting the likely need for there to be some compensation for the either over- or under-representation in the non-complying ward. However, we consider the principle of fair and effective representation still generally applies.
52. Currently the Winton Wallacetown Ward does not comply with the '+/-10% rule'. As a result, the council made a number of alterations to this ward's boundaries to ensure compliance is achieved. In the council's initial proposal, these adjustments involved exclusion of an area around Dipton, Dipton West and Benmore, (proposed to become part of the Mararoa Waimea Ward) and some other small alterations to the boundaries with the Waimea Aparima and Waihopai Toetoe wards.
53. While we commend the council for its endeavours to achieve compliance, we consider the proposed alterations need to be carefully considered so as to ensure not only compliance with fair representation requirements, i.e. the '+/-10% rule', but also achievement of effective representation of communities of interest. In particular, will the final proposal result either in dividing communities of interest between electoral subdivisions and/or the grouping of communities with few commonalities?
54. In making the proposed adjustments to the Winton Wallacetown Ward boundaries, the council conceded these did negatively impact on communities of interest with, for example, the community of interest of the Dipton area being to the south with Winton Wallacetown. It considered this could be addressed by the proposed community board boundaries in the area as good reflections of the communities of interest.
55. In addition to the council acknowledging that community board arrangements in this area better reflect communities of interest, two submissions were received on the council's initial proposal requesting that the Dipton area remain in the Winton Wallacetown Ward.
56. We note further that section 19T(1)(c) provides that, so far as is practicable, ward boundaries should coincide with community boundaries. We see this as desirable to assist public understanding of electoral arrangements and to not create barriers to participation such as at elections by not recognising residents' familiarity and identity with an area. We believe this provides support for retention of the existing Winton Wallacetown Ward boundaries in the Dipton area and for these to also coincide with community boundaries, so as to better reflect communities of interest.
57. The exceptions to the fair representation requirement, so as to avoid splitting communities of interest or unifying communities of interest lacking commonalities, were included in the Act after the council's last representation review in 2013. To our mind they increase the importance of communities of interest in the representation review process and are justifiably applied in this case. Accordingly, we determine that the existing ward boundaries in the Dipton area remain as currently defined.
58. We understand that the proposed small boundary alteration with the Waimea Aparima Ward was also designed to assist achievement with the '+/-10% rule' rather than to better reflect communities of interest. Accordingly, we also determine that this boundary alteration should not proceed.

59. The proposed small boundary alteration between the Winton Wallacetown and Waihopai Toetoe wards is encompassed by other suggested boundary alterations arising out of submissions on the council's initial proposal which we address next.
60. The council received submissions on its initial proposal suggesting that certain areas including Te Tipua, Mabel Bush, Roslyn Bush, Rakahouka and Grove Bush move from the Winton Wallacetown Ward to the Waihopai Toetoe Ward.¹ The suggested change was based on communities of interest considerations reflected in the use of schools, kindergartens, sports grounds and local halls.
61. The council decided not to adopt the suggested boundary changes between the two wards as they were seen to result in quite significant non-compliance with the '+/-10% rule' (approximately +24%) for the Waihopai Toetoe Ward. However, the council did adopt the suggested changes in respect of community board boundaries in this area accepting resident views in respect of communities of interest.
62. In adopting these changes, the council's hearings panel considered the proposed altered community board boundary for this area was appropriate "as that is where local community decisions will be made and the board will be able to reflect the interests of the people in that community at a local level". We see this as accurately reflecting the community of interest in the area and, as we have argued in relation to the Dipton area, we believe the ward boundary should also coincide with the community boundary for the area in accordance with section 19T(1)(c) of the Act. We believe this will achieve effective representation of communities of interest and, despite it not complying with the '+/-10% rule', we determine accordingly.
63. One of the appeals sought a small alteration to the boundary between the Oreti and Northern community board areas (involving two meshblocks²) to ensure the Josephville area was completely within the Northern community. The council advised us that it supported this adjustment. Given the two community board areas are in different wards (Winton Wallacetown and Mararoa Waimea), again we believe, in accordance with sections 19T(1)(c), the ward boundary should also be altered to reflect this change and we determine accordingly.
64. Given the above changes and the result that Winton Wallacetown Ward will now coincide with the area of the proposed Oreti community (addressed in the next section), we believe it would be appropriate to rename the Winton Wallacetown Ward the Oreti Ward and we determine accordingly.
65. Subject to the above changes to the area of the Winton Wallacetown Ward (now the Oreti Ward), to better balance fair and effective representation requirements, we uphold the decision of the council in respect of ward boundaries for Southland District. In summary, this will result in the following ward arrangements.

¹ The meshblocks concerned for the Te Tipua area are: 3087302, 3087400 and 3087600 (population: 99); and for the remaining areas: 3089000, 3089100, 3089200, 3089300, 3089400, 3092000, 3092100, 3092200, 3092300, 3092401 and 3091201 (population: 609).

² The two meshblocks are 3045001 and 3046001 (population: 18).

Wards	Population*	Number of councillors per ward	Population per councillor	Deviation from district average population per councillor	% deviation from district average population per councillor
Mararoa Waimea	7,215	3	2,405	-65	-2.63
Waiau Aparima	7,767	3	2,589	+119	+4.82
Oreti	8,166	3	2,722	+252	+10.20
Waihopai Toetoe	6,105	2	3,053	+583	+23.58
Stewart Island/Rakiura	384	1	384	-2,086	-84.45
Total	29,637	12	2,470		

* Based on 2013 census statistics

Communities and community boards

66. Section 19J of the Act requires every territorial authority, as part of its review of representation arrangements, to determine whether there should be community boards in the district and, if so, the nature of those communities and the structure of the community boards. The territorial authority must make this determination in light of the principle in section 4 of the Act relating to fair and effective representation for individuals and communities.
67. The particular matters the territorial authority, and where appropriate the Commission, must determine include the number of boards to be constituted, their names and boundaries, the number of elected and appointed members, and whether the boards are to be subdivided for electoral purposes. Section 19W also requires regard to be given to such of the criteria as apply to reorganisation proposals under the Local Government Act 2002 as is considered appropriate. The Commission sees two of these criteria as particularly relevant for the consideration of proposals relating to community boards as part of a representation review:
- Will a community board have an area that is appropriate for the efficient and effective performance of its role?
 - Will the community contain a sufficiently distinct community of interest or sufficiently distinct communities of interest?
68. There have been communities and community boards in Southland District since its constitution in 1989. Initially there were six community boards covering six of the twelve wards, with a further six boards for other designated communities within the district. In addition to community boards, the district has also had a structure of CDAs for particular communities in the district with there being at times up to 19 CDAs.
69. CDAs were established as subcommittees of the council and as such have the role and powers determined by the council, are subject to the direction of the council in all matters and can be disestablished by the council at any time. It is not clear to us whether the continued existence of the CDAs was in fact regularly reviewed by the council at each triennium, which the council is entitled to do, but in any event the CDAs have remained in place for many years. As such they are a very familiar structure

- to residents of the district and as one appellant suggested, something over which residents of other districts are jealous.
70. We note that the continued existence of CDAs is not a matter for us to determine as they do not fall within the scope of a representation review under the Act. Rather, the matter is one for the council of the day to resolve.
71. Having said this, we note the current council has been very clear throughout the review process it wishes to see community boards covering the district. In light of this, the continued existence of the CDAs and, more particularly, their role vis-à-vis community boards has understandably been seen by some as in question. We note simply that if community boards are to cover the district that, given the size of the district and the relatively few number of boards proposed i.e. nine, there could still be scope for additional local community structures in parts of the district representing particular communities. These structures could work with and complement the role of the proposed community boards.
72. In respect of those appellants and objectors expressing concern about what is seen as the imminent demise of the CDAs, we suggest they continue to engage with the council and, where they presently exist, community board in their area, on the best arrangements for that area. This may include for the larger community board areas, the need/retention of more localised structures for community representation and advocacy in the interests of the communities concerned. We believe such structures will actually have more flexibility to work in the interests of their communities than the current CDAs as subcommittees of the council.
73. Apart from those relating to CDAs, the appeals and objections relate to two aspects of the community board proposals:
- the proposed combining of the current Wallacetown Community Board with the Winton Community Board as part of a wider Oreti Community Board
 - the boundary between the Northern and Oreti community boards.
74. One appeal and two objections relate to the proposed combining of the Wallacetown and Winton community boards. These are based on the well-established nature of the Wallacetown board; the perceived lack of community of interest between Wallacetown and Winton; concern about effective representation for Wallacetown given its size in relation to Winton; and the level of support for retention of the board from the Wallacetown community.
75. We understand the concerns expressed by the appellants/objectors given the well-established nature of the board and the support for its continued existence from the Wallacetown community.
76. We note the perceived lack of community of interest between Wallacetown and Winton expressed by appellants/objectors. However, we also note that the two areas were combined in the Winton Wallacetown Ward in 2013, suggesting at least a degree of commonality of interest, and that there are no appeals/objections on this aspect of the council's proposal.
77. Some of the appellants/objectors commented they are far more likely to travel to Invercargill than Winton for services. We observe the city is a separate territorial

- authority and to that extent, consideration of any associated community of interest between Wallacetown and Invercargill is beyond the scope of a representation review.
78. To us, the issue comes down to the council's overall goal in respect of district-wide coverage of community boards; what is then equitable community board representation across the district; and, related to these matters, what is a practical number of boards with which the council can establish efficient and effective working relationships. In this regard, the council representatives made it clear to us that if the Wallacetown Community Board was to be retained this would raise questions about the retention/establishment of further boards in the district. In relation to this point, we note the number of proposed community boards with areas larger than the proposed Oreti board encompassing both the Wallacetown and Winton areas.
 79. As part of the goal to achieve district-wide coverage by community boards, the council made it clear it wishes to establish boards for areas extending beyond the towns and villages covered by a number of boards at present. Accordingly, we did consider the option of retaining the Wallacetown Community Board but extending its boundaries. However, we were not provided with evidence to suggest such a board covering a wider area would have a community of interest that is sufficiently distinct to warrant the establishment of another board additional to that proposed by the council.
 80. Having weighed the above factors along with the matters raised by the appellants/objectors, we have decided to uphold the council's proposal for nine community boards across the district, generally with the membership as proposed by the council.
 81. We do understand concerns about the relative sizes of Wallacetown and Winton and related issues about ensuring an effective voice on the proposed Oreti Community Board. As a result, we sought the advice of the council on possible electoral subdivisions for this board area.
 82. We note the council's proposal is for eight elected members for the Oreti Community Board. However, given community board subdivisions are subject to the '+/-10% rule', we believe an appropriate balance of both fair and effective representation requirements, is for a total of seven elected members elected from three subdivisions, suggested by the council, as set out in the following table.³

Subdivisions	Population*	Number of members per subdivision	Population per member	Deviation from community average population per member	% deviation from community average population per member
Hokonui	1,071	1	1,071	-96	-8.23
Midlands	4,917	4	1,229	+62	+5.31
Makarewa	2,178	2	1,089	-78	-6.68
Total	8,166	7	1,167		

* Based on 2013 census statistics

³ The Hokonui subdivision is the northern and eastern area of the community including Dipton, the Midlands subdivision includes Winton and the Makarewa subdivision in the south includes Wallace town.

83. Similar concerns about an effective voice for small communities in the area of the proposed Northern Community Board, such as Mossburn and Lumsden which currently have CDAs, were also raised by several appellants. Given the size of this proposed board area, its geography and the existence of CDAs at present in the area, we also sought advice from the council on possible subdivisions for this board area.
84. In light of the advice we received, we believe it would be appropriate to establish three subdivisions for this board area. We note the council's proposal for the Northern Community Board to comprise six elected members, in line with similar sized boards in the district. Accordingly, we believe a board comprising six elected members elected from three subdivisions, suggested by the council, and set out in the following table would be appropriate.⁴ We note these arrangements do not comply with the '+/-10% rule', but consider they provide an appropriate balance between both fair and effective representation requirements.

Subdivisions	Population*	Number of members per subdivision	Population per member	Deviation from community average population per member	% deviation from community average population per member
Parawa-Fairlight	216	1	216	-74	-25.52
West Dome	723	2	362	+72	+24.83
Mid Dome	855	3	285	-5	-1.7
Total	1,794	6	290		

* Based on 2013 census statistics

85. Finally, as noted above, one of the appeals raised the matter of the boundary between the Oreti and Northern community boards in the Josephville area. The council supported the suggested boundary alteration to better recognise the community of interest of the area lies with the Northern community rather than the Oreti community. We determine that this community board boundary alteration be made.
86. In light of all our decisions, the nine community boards will coincide with the five wards, in accordance with section 19T(1)(c), as follows:
- Maraora Waimea Ward: Fiordland, Northern and Ardlussa community boards
 - Waiau Aparima Ward: Tuatapere-Te Waewae, Wallace-Takitimu and Oraka-Aparima community boards
 - Oreti Ward: Oreti Community Board
 - Waihopai Toetoe Ward: Waihopai-Toetoe Community Board
 - Stewart Island/Rakiura Ward: Stewart Island/Rakiura Community Board.
87. With the exception of the Oreti Community Board, the boards will have the membership as proposed by the council including appointed members.

⁴ The Parawa-Fairlight subdivision is the north-eastern area of the community including Garston and Athol, the West Dome subdivision is the western area including Mossburn and the Mid Dome subdivision is the eastern area including Lumsden.

Commission's determination

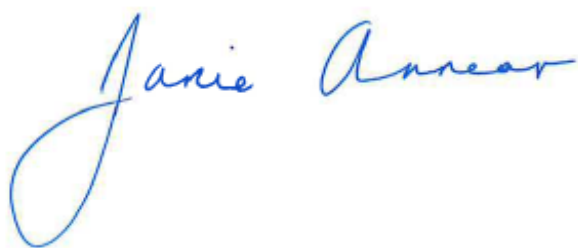
88. Under section 19R of the Local Electoral Act 2001, the Commission determines that for the general election of the Southland District Council to be held on 12 October 2019, the following representation arrangements will apply:

- a) Southland District, as delineated on LGC-073-2019-W-1 deposited with the Local Government Commission, will be divided into five wards.
- b) Those five wards will be:
 - i. Mararoa Waimea Ward, comprising the area delineated on LGC-073-2019-W-2 deposited with the Local Government Commission
 - ii. Waiau Aparima Ward, comprising the area delineated on LGC-073-2013-W-4 deposited with the Local Government Commission
 - iii. Oreti Ward, comprising the area delineated on LGC-073-2019-W-3 deposited with the Local Government Commission
 - iv. Waihopai Toetoe Ward comprising the area delineated on LGC-073-2019-W-4 deposited with the Local Government Commission
 - v. Stewart Island/Rakiura Ward comprising the area delineated on SO Plan 11492 deposited with Land Information New Zealand.
- c) The Council will comprise the mayor and 12 councillors elected as follows:
 - i. 3 councillors elected by the electors of Mararoa Waimea Ward
 - ii. 3 councillors elected by the electors of Waiau Aparima Ward
 - iii. 3 councillors elected by the electors of Oreti Ward
 - iv. 2 councillors elected by the electors of Waihopai Toetoe Ward
 - v. 1 councillor elected by the electors of Stewart Island/Rakiura Ward.
- d) There will be nine communities as follows:
 - i. Fiordland Community, comprising the area delineated on LGC-073-2019-Com-1 deposited with the Local Government Commission
 - ii. Northern Community, comprising the area delineated on LGC-073-2019-Com-2 deposited with the Local Government Commission
 - iii. Ardlussa Community, comprising the area delineated on LGC-073-2019-Com-3 deposited with the Local Government Commission
 - iv. Tuatapere Te Waewae Community, comprising the area delineated on LGC-073-2019-Com-4 deposited with the Local Government Commission
 - v. Wallace Takitimu Community, comprising the area delineated on LGC-073-2019-Com-5 deposited with the Local Government Commission
 - vi. Oraka Aparima Community, comprising the area delineated on LGC-073-2019-Com-6 deposited with the Local Government Commission
 - vii. Oreti Community, comprising the area delineated on LGC-073-2019-Com-7 deposited with the Local Government Commission

- viii. Waihopai Toetoe Community, comprising the area delineated on LGC-073-2019-Com-8 deposited with the Local Government Commission
- ix. Stewart Island/Rakiura Community, comprising the area of the Stewart Island/Rakiura Ward.
- e) The Northern Community will be divided into three subdivisions as follows:
 - i. Parawa-Fairlight, comprising the area delineated on LGC-073-2019-S-1 deposited with the Local Government Commission
 - ii. West Dome, comprising the area delineated on LGC-073-2019-S-1 deposited with the Local Government Commission
 - iii. Mid Dome, comprising the area delineated on LGC-073-2019-S-1 deposited with the Local Government Commission.
- f) The Oreti Community will be divided into three subdivisions as follows:
 - i. Hokonui, comprising the area delineated on LGC-073-2019-S-2 deposited with the Local Government Commission
 - ii. Midlands, comprising the area delineated on LGC-073-2019-S-2 deposited with the Local Government Commission
 - iii. Makarewa, comprising the area delineated on LGC-073-2019-S-2 deposited with the Local Government Commission.
- g) The membership of each community board will be as follows:
 - i. Fiordland Community Board will comprise six elected members and one member appointed to the community board by the council representing Mararoa Waimea Ward
 - ii. Northern Community Board will comprise:
 - 1. one member elected by the electors of the Parawa-Fairlight subdivision
 - 2. two members elected by the electors of the West Dome subdivision
 - 3. three members elected by the electors of the Mid Dome subdivision
 - 4. one member appointed to the community board by the council representing Mararoa Waimea Ward
 - iii. Ardlussa Community Board will comprise six elected members and one member appointed to the community board by the council representing Mararoa Waimea Ward
 - iv. Tuatapere Te Waewae Community Board will comprise six elected members and one member appointed to the community board by the council representing Waiau Aparima Ward
 - v. Wallace Takatimu Community Board will comprise six elected members and one member appointed to the community board by the council representing Waiau Aparima Ward

- vi. Oraka Aparima Community Board will comprise six elected members and one member appointed to the community board by the council representing Waiau Aparima Waimea Ward
 - vii. Oreti Community Board will comprise:
 - 1. one member elected by the electors of the Hokonui subdivision
 - 2. four members elected by the electors of the Midlands subdivision
 - 3. two members elected by the electors of the Makarewa subdivision
 - 4. one member appointed to the community board by the council representing Oreti Ward
 - viii. Waihopai Toetoe Community Board will comprise seven elected members and one member appointed to the community board by the council representing Waihopai Toetoe Ward
 - ix. Stewart Island/Rakiura Community Board will comprise six elected members and one member appointed to the community board by the council representing Stewart Island/Rakiura Ward.
89. As required by sections 19T(b) and 19W(c) of the Local Electoral Act 2001, the boundaries of the above wards, communities and subdivisions coincide with the boundaries of current statistical meshblock areas determined by Statistics New Zealand and used for Parliamentary electoral purposes.

LOCAL GOVERNMENT COMMISSION



Commissioner Janie Annear



Commissioner Brendan Duffy
7 March 2019

Minutes of the Regulatory and Consents Committee Meeting dated 28 November 2018

Record No: R/19/3/5747
Author: Alyson Hamilton, Committee Advisor
Approved by: Alyson Hamilton, Committee Advisor

☐ Decision ☐ Recommendation ☒ Information

Recommendation

That Council receives the minutes of the Regulatory and Consents Committee meeting held 28 November 2018 as information.

Attachments

- A Minutes of Regulatory and Consents Committee Meeting dated 28 November 2018 (separately enclosed)

Minutes of the Riverton Harbour Subcommittee Meeting dated 3 December 2018

Record No: R/19/3/4643
Author: Alyson Hamilton, Committee Advisor
Approved by: Alyson Hamilton, Committee Advisor

☐ Decision

☐ Recommendation

☒ Information

Recommendation

That Council receives the minutes of the Riverton Harbour Subcommittee meeting held 3 December 2018 as information.

Attachments

- A Minutes of Riverton Harbour Subcommittee Meeting dated 3 December 2018 (separately enclosed)

Minutes of the Riverton/Aparima Community Board Meeting dated 4 February 2019

Record No: R/19/4/6145
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 4 February 2019 as information.

Attachments

- A Minutes of Riverton/Aparima Community Board Meeting dated 4 February 2019 (separately enclosed)

Minutes of the Tuatapere Community Board Meeting dated 5 February 2019

Record No: R/19/4/6237
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 5 February 2019 as information.

Attachments

- A Minutes of Tuatapere Community Board Meeting dated 5 February 2019 (separately enclosed)

Minutes of the Balfour Community Development Area Subcommittee Meeting dated 19 November 2018

Record No: R/19/3/5253

Author: Rose Knowles, Committee Advisor/Customer Support Partner

Approved by: Rose Knowles, Committee Advisor/Customer Support Partner

☐ Decision

☐ Recommendation

☒ Information

Recommendation

That Council receives the minutes of the Balfour Community Development Area Subcommittee meeting held 19 November 2018 as information.

Attachments

- A Minutes of Balfour Community Development Area Subcommittee Meeting dated 19 November 2018 (separately enclosed)

Minutes of the Browns Community Development Area Subcommittee Meeting dated 15 November 2018

Record No: R/19/3/5365
Author: Alyson Hamilton, Committee Advisor
Approved by: Alyson Hamilton, Committee Advisor

☐ Decision ☐ Recommendation ☒ Information

Recommendation

That Council receives the minutes of the Browns Community Development Area Subcommittee meeting held 15 November 2018 as information.

Attachments

- A Minutes of Browns Community Development Area Subcommittee Meeting dated 15 November 2018 (separately enclosed)

Minutes of the Limehills/Centre Bush Community Development Area Subcommittee Meeting dated 15 November 2018

Record No: R/19/3/5364
Author: Alyson Hamilton, Committee Advisor
Approved by: Alyson Hamilton, Committee Advisor

☐ Decision ☐ Recommendation ☒ Information

Recommendation

That Council receives the minutes of the Limehills/Centre Bush Community Development Area Subcommittee meeting held 15 November 2018 as information.

Attachments

- A Minutes of Limehills/Centre Bush Community Development Area Subcommittee Meeting dated 15 November 2018 (separately enclosed)

Minutes of the Mossburn Community Development Area Subcommittee Meeting dated 12 November 2018

Record No: R/19/3/4715

Author: Rose Knowles, Committee Advisor/Customer Support Partner

Approved by: Rose Knowles, Committee Advisor/Customer Support Partner

☐ Decision

☐ Recommendation

☒ Information

Recommendation

That Council receives the minutes of the Mossburn Community Development Area Subcommittee meeting held 12 November 2018 as information.

Attachments

- A Minutes of Mossburn Community Development Area Subcommittee Meeting dated 12 November 2018 (separately enclosed)

Minutes of the Nightcaps Community Development Area Subcommittee Meeting dated 1 November 2018

Record No: R/19/3/4681
Author: Alyson Hamilton, Committee Advisor
Approved by: Alyson Hamilton, Committee Advisor

☐ Decision ☐ Recommendation ☒ Information

Recommendation

That Council receives the minutes of the Nightcaps Community Development Area Subcommittee meeting held 1 November 2018 as information.

Attachments

- A Minutes of Nightcaps Community Development Area Subcommittee Meeting dated 1 November 2018 (separately enclosed)

Minutes of the Ohai Community Development Area Subcommittee Meeting dated 1 November 2018

Record No: R/19/3/5328
Author: Alyson Hamilton, Committee Advisor
Approved by: Alyson Hamilton, Committee Advisor

☐ Decision ☐ Recommendation ☒ Information

Recommendation

That Council receives the minutes of the Ohai Community Development Area Subcommittee meeting held 1 November 2018 as information.

Attachments

- A Minutes of Ohai Community Development Area Subcommittee Meeting dated 1 November 2018 (separately enclosed)

Minutes of the Orepuki Community Development Area Subcommittee Meeting dated 6 November 2018

Record No: R/19/3/4278
Author: Alyson Hamilton, Committee Advisor
Approved by: Alyson Hamilton, Committee Advisor

☐ Decision ☐ Recommendation ☒ Information

Recommendation

That Council receives the minutes of the Orepuki Community Development Area Subcommittee meeting held 6 November 2018 as information.

Attachments

- A Minutes of Orepuki Community Development Area Subcommittee Meeting dated 6 November 2018 (separately enclosed)

Minutes of the Riversdale Community Development Area Subcommittee Meeting dated 19 November 2018

Record No: R/19/3/5255

Author: Rose Knowles, Committee Advisor/Customer Support Partner

Approved by: Rose Knowles, Committee Advisor/Customer Support Partner

☐ Decision

☐ Recommendation

☒ Information

Recommendation

That Council receives the minutes of the Riversdale Community Development Area Subcommittee meeting held 19 November 2018 as information.

Attachments

- A Minutes of Riversdale Community Development Area Subcommittee Meeting dated 19 November 2018 (separately enclosed)

Minutes of the Thornbury Community Development Area Subcommittee Meeting dated 8 November 2018

Record No: R/19/3/4448
Author: Alyson Hamilton, Committee Advisor
Approved by: Alyson Hamilton, Committee Advisor

☐ Decision ☐ Recommendation ☒ Information

Recommendation

That Council receives the minutes of the Thornbury Community Development Area Subcommittee meeting held 8 November 2018 as information.

Attachments

- A Minutes of Thornbury Community Development Area Subcommittee Meeting dated 8 November 2018 (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 Golden Bay Development - Unbudgeted Expense Approval

C10.2 Tokanui Wastewater Discharge Consent Renewal

C10.3 Kakapo Rural Water Supply Reservoir Renewal

C10.4 Te Anau Wastewater Discharge Project - Governance

C10.5 Appointment to the Wastenet Advisory Management Group

C10.6 Chief Executive Report

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
Golden Bay Development - Unbudgeted Expense Approval	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.
Tokanui Wastewater Discharge Consent Renewal	s7(2)(g) - The withholding of the information is necessary to maintain legal professional privilege.	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.
Kakapo Rural Water Supply Reservoir Renewal	s7(2)(b)(ii) - The withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information. s7(2)(h) - The withholding of the information is necessary to enable the local authority to carry out, without prejudice or disadvantage, commercial activities.	That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists.
Te Anau Wastewater Discharge Project - Governance	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

	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).	information for which good reason for withholding exists.
Appointment to the Wastenet Advisory Management Group	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)(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.
Chief Executive Report	s7(2)(g) - The withholding of the information is necessary to maintain legal professional privilege. 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.