



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

**Date:** Wednesday, 12 February 2025  
**Time:** 1pm  
**Meeting room:** Council Chamber  
**Venue:** Level 2  
20 Don Street  
Invercargill

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## Council Agenda OPEN

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### MEMBERSHIP

Mayor	Rob Scott
Deputy mayor	Christine Menzies
Councillors	Jaspreet Boparai
	Don Byars
	Derek Chamberlain
	Paul Duffy
	Darren Frazer
	Sarah Greaney
	Julie Keast
	Tom O'Brien
	Margie Ruddenklau
	Jon Spraggon
	Matt Wilson

### IN ATTENDANCE

Committee advisor	Fiona Dunlop
Chief executive	Cameron McIntosh

Contact telephone: 0800 732 732  
Postal address: PO Box 903, Invercargill 9840  
Email: [emailsdc@southlanddc.govt.nz](mailto:emailsdc@southlanddc.govt.nz)  
Website: [www.southlanddc.govt.nz](http://www.southlanddc.govt.nz)  
Online: [Southland District Council YouTube](https://www.youtube.com/SouthlandDistrictCouncil)

**Full agendas are available on Council's website**  
**[www.southlanddc.govt.nz](http://www.southlanddc.govt.nz)**

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**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.

## Health and safety

**Toilets** – The toilets are located outside of the chamber, directly down the hall on the right.

**Evacuation** – Should there be an evacuation for any reason please exit down the stairwell to the assembly point, which is the entrance to the carpark on Spey Street. Please do not use the lift.

**Earthquake** – Drop, cover and hold applies in this situation and, if necessary, once the shaking has stopped we will evacuate down the stairwell without using the lift, meeting again in the carpark on Spey Street.

**Phones** – Please turn your mobile devices to silent mode.

**Recording** - These proceedings are being recorded for the purpose of live video, both live streaming and downloading. By remaining in this meeting, you are consenting to being filmed for viewing by the public.

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## TABLE OF CONTENTS

ITEM		PAGE
<b>PROCEDURAL</b>		
	<b>Karakia Timatanga</b>	
	Mā te whakarongo	Through listening
	Mā te kōrero	Through talking
	Mā te ngakau	From the heart
	Mā te wairua	From the spirit
	Mā te manaaki mai	Through giving
	Mā te manaaki atu	And receiving respect
	Ka puawai te maramatanga	Understanding will bloom
	Tihei mauri ora	This is the essence of life
<b>1</b>	<b>Apologies</b>	<b>5</b>
<b>2</b>	<b>Leave of absence</b>	<b>5</b>
<b>3</b>	<b>Conflict of Interest</b>	<b>5</b>
<b>4</b>	<b>Extraordinary/Urgent Items</b>	<b>5</b>
<b>5</b>	<b>Confirmation of Council Minutes</b>	<b>5</b>
<b>6</b>	<b>Public Participation</b>	<b>5</b>
<b>REPORTS</b>		
<b>7.1</b>	<b>Tuatapere water treatment plant upgrade - project brought forward - Unbudgeted expenditure</b>	<b>7</b>
<b>7.2</b>	<b>Update on 2025 triennial election</b>	<b>11</b>
	<b>Karakia Whakamutunga</b>	
	Kia hora te marino	May peace be widespread
	Kia whakapapa pounamu te moana	May the sea be like greenstone
	Hei huarahi mā tātou i te rangi nei	A pathway for us all this day
	Aroha atu, aroha mai	Let us show respect for each other
	Tātou i a tātou katoa	For one another
	Hui e! Tāiki e!	Bind us all together!



**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 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."

**5 Confirmation of Council Minutes**

There are no minutes to confirm.

**6 Public Participation**

Notification to speak is required by 12noon at least one clear day before the meeting. Further information is available on [www.southlanddc.govt.nz](http://www.southlanddc.govt.nz) or phoning 0800 732 732



## Tuatapere water treatment plant upgrade - project brought forward - Unbudgeted expenditure

Record no: R/25/1/2743  
Author: Bill Witham, Asset manager water  
Approved by: Fran Mikulicic, Group manager infrastructure and capital delivery

Decision  Recommendation  Information

### Purpose

- 1 The purpose of this report is to inform and seek approval from Council for the unbudgeted expenditure relating to the Tuatapere water treatment plant upgrade – project brought forward.

### Executive summary

- 2 Council provides treated drinking water to the Tuatapere township. The water treatment plant requires improvement work to comply with current legislation.
- 3 A budget of \$631,605 is included in the Long Term Plan (LTP) for the 2026/2027 year to upgrade the Tuatapere water treatment plant. \$160,000 of this budget is required in the 2024/2025 year to achieve legislative compliance. The remaining balance of \$471,605 will be used for further works in 2026/2027.
- 4 Several upgrade options have been considered to achieve compliance. The recommended option will achieve the required treatment and provide more resilient options to demonstrate compliance.

### Recommendation

#### That Council:

- a) **Receives the report titled “Tuatapere water treatment plant upgrade - project brought forward - Unbudgeted expenditure”.**
- 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 unbudgeted expenditure of \$160,000 to be brought forward from 2026/2027 financial year to the current financial year for the Tuatapere water treatment plant UV upgrade project, to be funded by loan with repayments through the district water rate.**

## Background

- 5 The Tuatapere water treatment plant was constructed in 1971 and has been upgraded several times over the years. The plant currently supplies around 530 consumers. The water treatment consists of aeration, cartridge filtration, UV treatment, and chlorination.

## Issues

- 6 Under the current drinking water compliance rules, the Tuatapere water treatment plant needs to be capable of a 4-Log or better reduction in protozoa numbers in the source water.
- 7 The current plant is only certified for 3-Log reduction. The current UV treatment units give a 3-Log reduction but the original filter housings are now obsolete and it is not possible to have them certified to gain the additional Log reduction required.
- 8 The upgrade proposed for the 2026/2027 LTP year includes two new 4-Log UV units and two new filter housings. This gives a total certified reduction of 5-Log. This approach provides resilience from equipment failure, improved operability and uniformity in provision of consumables and spares.
- 9 Under the new drinking water legislation, the plant is not fully compliant. Staff wish to undertake the upgrade of the UV units in the 2024/2025 year to expedite full compliance.

## Factors to consider

### Legal and statutory requirements

- 10 Under the Drinking Water Quality Assurance Rules 2022, the Tuatapere water treatment plant is required to be certified for a 4-Log protozoa reduction under the T3 protozoal rules.
- 11 The Local Government Act 2002 empowers councils to promote the wellbeing of communities.
- 12 The purpose of local government is to:
- enable democratic local decision making and action by, and on behalf of communities
  - promote the social, economic, environmental and cultural wellbeing of communities in the present and for the future.

### Community views

- 13 It can be expected that the community would anticipate that Council would undertake upgrade and renewal work to deliver the levels of service required by legislation.

### Costs and funding

	Value	no.	Totals
UV unit	\$55,500	2	\$111,000
Filter housing	\$8,500	2	\$17,000
Installation	\$12,000	1	\$12,000
Electrical and SCADA	\$12,000	1	\$12,000
Supervision	\$8,000	1	\$8,000
Total			\$160,000



- 14 This project is currently planned in 2026/2027 with a budget of \$631,605 and funded by way of a 30-year loan. The loan funding for the \$160,000 will be brought forward, resulting in additional district water supply rates of \$11,846 incl GST per annum for 2025/2026. When comparing this to the district water supply rate for 2024/2025 it would be an increase of .17% or \$1.38 (incl GST). The increase in total rates for 2025/2026 from 2024/2025 would be 0.02%.

**Policy implications**

- 15 The quotes received put the project value within annual plan budgets; however, staff wish to bring the project forward to the current financial year to expedite the plant becoming fully compliant.

**Analysis**

**Options considered**

- 16 Option 1 – approve the unbudgeted expenditure
- 17 Option 2 -do not approve the unbudgeted expenditure. Then staff wait until 2026/2027 year to undertake the upgrade work.

**Option 1 (recommended) – approve unbudgeted expenditure of \$160,000 to be brought forward from 2026/2027 to the current financial year for the Tuatapere water treatment plant UV upgrade project, to be funded by loan with repayments through the district water rate.**

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> <li>· compliant with current legislation.</li> <li>· adds resiliency in the event of equipment failure or changes to source water quality.</li> <li>· filters can be co-housed in the UV unit stands to save cost.</li> </ul>	<ul style="list-style-type: none"> <li>· none.</li> </ul>

**Option 2 – do not approve unbudgeted expenditure of \$160,000 to be brought forward from 2026/2027 to the current financial year for the Tuatapere water treatment plant UV upgrade project, to be funded by loan with repayments through the district water rate.**

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> <li>· cost savings in the short term.</li> </ul>	<ul style="list-style-type: none"> <li>· non-compliance with current legislation.</li> <li>· potential risk to public health by not having the latest equipment.</li> </ul>

**Assessment of significance**

- 18 Staff believe this decision is not significant in terms of Section 76 of the Local Government Act 2002.

### **Recommended option**

- 19 Option 1 – approves unbudgeted expenditure of \$160,000 to be brought forward from 2026/2027 to the current financial year for the Tuatapere water treatment plant UV upgrade project, to be funded by loan with repayments through the district water rate.
- 20 The upgrade consists of two new 4-Log UV units and 2 new filter housings. This gives a total certified reduction of 5-Log.

### **Next steps**

- 21 Group manager - infrastructure and capital delivery under delegated authority to approve procurement following the approval of the unbudgeted expenditure.

### **Attachments**

There are no attachments for this report.

## Update on 2025 triennial election

Record no: R/25/1/1698  
Author: Jayson Trent, Democracy Advisor  
Approved by: Vibhuti Chopra, Group manager strategy and partnerships

Decision  Recommendation  Information

### Purpose

- 1 The purpose of this report is to provide an update and general information on the local government 2025 triennial election and seek decisions from Council on some election matters.

### Executive summary

- 2 The triennial local government elections will be held on Saturday 11 October 2025.
- 3 The LGC released its determination of SDC's representation arrangements for the 2025 triennial elections on 29 January 2025. The LGC decided to instate the arrangements outlined in Council's final representation proposal.
- 4 To prepare for the new triennium, staff are recommending Council endorse a review of community board delegations.
- 5 The Local Electoral Regulations 2001 provide the opportunity for Council to decide the order in which candidate names appear on voting documents. If no decision is made, the order of candidate names will be alphabetical, based on their surname.
- 6 There are three options available to Council on how candidate names will appear on voting documents. These are:
  - alphabetical – according to candidate surnames.
  - pseudo-random – the order of names is drawn out of a hat with all voting documents using the same order.
  - random – where each voting paper has a different order of candidate names.
- 7 Staff recommend that Council adopt random order.

## Recommendation

### That Council:

- a) receives the report titled "Update on 2025 triennial election".
- 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) notes the following key dates in relation to the 2025 triennial election:
  - 4 July 2025 – nominations open
  - 1 August 2025 – nominations close
  - 9 September 2025 – delivery of voting documents
  - 11 October 2025 – election day
- e) notes the release of the Local Government Commission determination for the Southland District.
- f) endorses a review of community board delegations in preparation for the 2025-2028 triennium.
- g) adopts 'random order' as the order candidate names will appear on voting documents for the 2025 triennial election and any subsequent by-elections.

## Background

- 8 On 2 August 2023, Council confirmed the first past the post electoral system for the 2025 triennial election and any associated by-election.

## Issues

### Update on triennial elections 2025

- 9 The triennial elections will be held on Saturday 11 October 2025.
- 10 In addition to Southland District Council election, the voting documents will also include elections for Environment Southland, Maitara Licensing Trust and Gore and Districts Health Incorporated.
- 11 Nominations for all positions will open on Friday 4 July 2025 and close at 12 noon on Friday 1 August 2025. The election will be conducted by postal vote and voting documents will be delivered from Tuesday 9 September 2025 to Monday 22 September 2025. Voting closes at 12 noon on Saturday 11 October 2025.

### **Representation arrangements/representation review**

- 12 On 30 January 2025, the LGC issued its determination on the representation arrangements for the Southland District that will apply from the 2025 local government elections. The determination will put in place the arrangements adopted by Council as its final representation proposal. The new determination is available here [Southland District Council Determination 2025](#).
- 13 Representation arrangements from the 2025 local government election will therefore be similar to those currently in place, with minor ward/community board boundary changes at Dunearn, Drummond, Taramoa, Otamika Valley and Nokomai Station. There are also corrections to some ward and community board names to include macrons, these are Ōraka, Ōreti and Waihōpai.

### **Information campaigns**

- 14 People will be encouraged to ensure their enrolment details are up to date and an enrolment campaign will be conducted by the Electoral Commission supported by each Council. The number of electors in the Southland District is expected to be approximately 22,000.
- 15 Council's information campaigns will have themes including, 'ensure you have your say by enrolling', 'stand up and stand for Council/community boards' and 'take the opportunity and be a voter'. These will include information about Council, what it is like to be an elected member, how to enrol, how to stand, how to find out about candidates, why you should be a voter and how to vote. The campaigns will aim to encourage participation by increasing public knowledge of the elections process for voters and candidates. Where appropriate, staff will work with staff from other councils in the region to provide election information.
- 16 Information on the 2025 triennial election has been updated on the Southland District Council website.

### **Pre-election report**

- 17 Each local authority is required to prepare a pre-election report by 18 July 2025. This report is a requirement under s 99A, Part 6 of Local Government Act 2002. The chief executive of each council must prepare the report independently of their mayor and councillors. The report focuses on issues that will need to be considered in the next triennium and provides information on the major projects Council expects to fund over the next three years.

### **Electoral services and electoral officer**

- 18 Electionz.com has been contracted by Council to provide electoral services for the 2025 triennial elections.
- 19 Anthony Morton, from Electionz.com, was appointed as Southland District Council's electoral officer on 23 November 2021 and he will continue to hold this position until either party give notice that they want to make a change. The electoral officer will carry out designated duties under the Local Electoral Act 2001, manage the election independently of the elected body and maintain the security of electoral records. The electoral officer will be supported by a deputy electoral officer who will be a staff member.

### **Election protocols for elected members**

20 In the lead-up to local government elections, there are protocols elected members should be aware of to ensure fairness, impartiality, and compliance with legal requirements/restrictions. Further information will be provided closer to the election, but key principles to note are:

- council resources cannot be used for campaign purposes (this includes Council run social media accounts - these must remain politically neutral during the election period)
- leading up to the election, elected members continue to have the right and responsibility to govern and to make decisions, but it is likely there will be an increased level of media and public scrutiny
- elected members will still have access to the information they need to discharge their roles as incumbents and their Council contact information will still be publicly available. Information requests for electioneering purposes will be managed differently.

### **Assessment of community board delegations**

21 In preparation for the 2025-2028 triennium, a review of community board delegations is proposed to understand effectiveness of current arrangements and ensure they are fit for future.

22 The review will consider current community board delegations and propose options. A resolution has been included in this report proposing Council endorse this approach.

### **Order of candidate names on voting documents**

23 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.

24 Alphabetical – names are listed in alphabetical order according to candidate surnames.

25 Pseudo-random – surnames are randomly selected (out of a hat or similar) for each position and the same order is used on all voting documents.

26 Random – all surnames are randomly selected and are listed in a different order on every voting document.

27 Council adopted a random candidate name order in the 2019 and 2022 triennial elections.

28 Random order was adopted by 73% of Councils throughout New Zealand for the 2022 triennial election. From 2016 to 2022, Councils have increasingly adopted random name order for how candidate names appear on voting documents.

### **Factors to consider**

#### **Legal and statutory requirements**

29 The key legal requirements and protocols for local government elections are set out in the Local Electoral Act 2001, the Local Electoral Regulations 2001, and the Local Government Act 2002.

30 Council may determine, by resolution, the order of candidate names as they will appear on voting documents in accordance with Regulation 31 of the Local Electoral Regulations 2001. If Council does not decide, the candidate names will appear in alphabetical order.

**Community views**

- 31 Specific community views on this matter have not been sought. However, staff expect that the community would support a candidate order that is fair/doesn't impact the votes received by particular candidates.

**Costs and funding**

- 32 Funding for the elections is provided for in the 2024-2034 Long Term Plan. The total elections budget for 2024/25 and 2025/26 including advertising is \$258K (not including induction expenses).
- 33 The cost is the same for each of the candidate name order options.
- 34 The costs of review to community board delegations will be met within existing budgets.

**Policy implications**

- 35 There are no policy implications associated with this decision.

**Analysis**

**Options considered**

- 36 Option 1 – Council adopts alphabetical candidate name order on voting documents or makes no decision.
- Option 2 – Council adopts pseudo-random candidate name order on voting documents.
- Option 3 – Council adopts random candidate name order voting documents.

**Analysis of Options**

**Option 1 – Alphabetical order**

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"><li>· perception that it is easier to navigate as all candidates are in a recognisable order.</li><li>· matches the order in the candidate profile booklet.</li></ul>	<ul style="list-style-type: none"><li>· voters who may not have sufficient information about whom to vote for may be influenced by candidate order - so it may be less fair to candidates.</li></ul>

**Option 2 – Pseudo-random order**

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> <li>· no known advantages.</li> </ul>	<ul style="list-style-type: none"> <li>· can be confusing for voters to navigate as candidates are not in a recognisable order.</li> <li>· voters who may not have sufficient information about whom to vote for may be influenced by candidate order - so it may be less fair to candidates.</li> <li>· does not match the order in the candidate profile booklet.</li> </ul>

**Option 3 – Random order**

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> <li>· voters may be familiar with this order as council adopted it for the 2019 and 2022 elections.</li> <li>· perception of fairness to all candidates.</li> <li>· supports voters’ ability to make a conscious choice for a particular candidate.</li> <li>· in 2022, 73% of Councils adopted random order, this option would align with the approach commonly adopted throughout New Zealand.</li> </ul>	<ul style="list-style-type: none"> <li>· can be confusing for voters to navigate as candidates are not in a recognisable order.</li> <li>· does not match the order in the candidate profile booklet.</li> </ul>

**Assessment of significance**

- 37 This decision has been assessed as having a low level of significance in relation to Council’s Significance and Engagement Policy. It is a procedural/administrative decision that has relatively low impact on the community and no/minor impacts on other significance considerations.

**Recommended option**

- 38 Staff recommend Council adopt option 3 – ‘random order’ as the order candidate names will appear on voting documents for the 2025 triennial election and any subsequent by-elections.

**Next steps**

- 39 The order of candidate names on voting documents will be printed according to the chosen option. If no decision is made, the order of candidate names will be alphabetical, according to candidate surnames.

**Attachments**

There are no attachments for this report.