



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

Date: Wednesday, 10 September 2025
Time: 10am
Venue: Southland District Council Otautau Office Meeting
Room, Level One, 176 Main Street, Otautau

Council Agenda OPEN

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

Acting chief executive	Vibhuti Chopra
Committee advisor	Fiona Dunlop

Contact telephone: 0800 732 732

Postal address: PO Box 903, Invercargill 9840

Email: emailsdc@southlanddc.govt.nz

Website: www.southlanddc.govt.nz

Online: [Southland District Council YouTube](#)

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.

Health and safety

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

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.

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.

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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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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

5.1 Meeting minutes of Council, 27 August 2025

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 or phoning 0800 732 732



Council

OPEN MINUTES

Minutes of a meeting of Council held in the Council Chamber, Level 2, 20 Don Street, Invercargill on Wednesday, 27 August 2025 at 10am. (10am – 10.01am, 1.22pm – 3.57pm (PE 1.32pm – 2.04pm))

PRESENT

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

APOLOGIES

Councillor Byars (early departure)
Councillor Derek Chamberlain
Councillor Darren Frazer (early departure)
Councillor Sarah Greaney
Councillor Jon Spraggon (early departure)

IN ATTENDANCE

Acting Chief executive	Vibhuti Chopra
Committee advisor	Fiona Dunlop

Mayor Scott opened the meeting at 10am with a karakia timatanga as follows:

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

The meeting adjourned at 10.01am to reconvene at the conclusion of the Finance and Assurance Committee meeting.

The meeting reconvened at 1.22pm.

(Councillor Spraggon joined the meeting at 1.22pm.)

1 Apologies

There were apologies for absence from Councillor Greaney and Councillor Chamberlain (Council approved leave of absence).

There were also apologies for an early departure from Councillors Byars, Frazer and Spraggon.

Moved Cr Ruddenklau, seconded Cr Boparai and resolved:

That Council accept the apologies.

2 Leave of absence

There were no requests for leave of absence.

3 Conflict of Interest

There were no conflicts of interest declared.

4 Extraordinary/Urgent Items

There were no Extraordinary/Urgent items.

5 Confirmation of Council Minutes

Resolution

Moved Cr Ruddenklau, seconded Cr Spraggon and resolved:

That the Council confirms the minutes of the meeting held on 13 August 2025 as a true and correct record of that meeting.

6 Public Participation

There was no public participation.

Reports

7.9 Community facilities contract renewal update

Record No: R/25/6/29453

GM Customer and Community Wellbeing – Sam Marshall and Community Facilities Manager – Mark Day were in attendance for the item.

The purpose of the report was to update Council on the planned procurement process for the renewal of community facilities maintenance contracts across the district.

Resolution

Moved Cr Ruddenklau, seconded Cr Frazer and resolved:

That Council:

- a) **receives the report titled “Community facilities contract renewal update”.**
- 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) endorses the proposed procurement approach outlined in this report for the renewal of community facilities maintenance contracts.
- e) provides direction to staff on whether direct procurement may be considered in specific instances where contract values are under \$50,000, subject to market testing and community board support.

7.10 Budget carry forward requests from 2024/2025 financial year into the 2025/2026 financial year

Record No: R/25/8/37741

Finance Business Partner – Avneet Deo and Finance Business Partner Lead – Susan McNamara were in attendance for this item.

The purpose of the report was to update Council of the projects and operational expenditure approved for delivery in the 2024/2025 year that were not completed by year end, and to seek approval from Council to carry forward the projects and budgets to the 2025/2026 and 2026/2027 year.

Resolution

Moved Cr Ruddenklau, seconded Cr Frazer and resolved:

That Council:

- a) **Receives the report titled “Budget carry forward requests from 2024/2025 financial year into the 2025/2026 financial year”**
- 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 capital expenditure projects of \$3,092,805 below to be carried forward or (brought back from) the 2025/2026 financial year, to be funded from **the sources as detailed in attachment A (of the officer’s report).**

Category/ activity	Project name	Amount (\$)
Community resources	District wide - library refurbishment	123,600
Community resources	Tuatapere Half Mile Road playground toilet	176,336
Community resources	Te Anau Lions Park toilet - refurbishment	431,607
Community resources	Athol toilet - renewal	3,476
Community resources	District wide - toilets renewal preparation	20,000
Community resources	District wide - toilets renewal construction	100,000
Community resources	Monkey Island - shelter area development (stage 2)	86,810
Community resources	Waikiwi yard - remove hedges and build new fences	38,513
Community resources	Te Anau recycling container relocation	25,302
Community resources	Balfour hall re-roofing	120,000
Community resources	Manapouri turbine sign	15,000
Community resources	Mossburn toilet renewal	330,520
Community resources	Purchase land to increase size of Riverton cemetery	225,836
Community resources	Purchase and relocation of Paua Shell	1,094

Community resources	Riverton estuary planting	20,000
Community resources	Walking track along Horseshoe Road to Butterfield Beach	58,200
Community resources	Te Anau Lions Park playground equipment renewal	164,829
Community resources	Tuatapere domain gate	5,819
Community resources	Tuatapere historic railway station	79,554
Community resources	Wallacetown recreational project	73,643
Community resources	Winton install CCTV	65,000
Community resources	Winton Great North Road development	20,000
Community resources	Woodlands interpretation panels	10,000
Community resources	Wyndham camping ground construction	3,058
Corporate services	Starlink - Stewart Island offices and pavilion	3,309
Sewerage	Stewart Island wastewater consent renewal	41,610
Stormwater	Te Anau stormwater upgrade	61,792
Transport	Improve Around the Mountain Cycle Trail experience (easements)	23,681
Transport	Around the Mountain Cycle Trail improvements	20,000
Transport	Edendale - speed feedback sign at Ferry Road	9,772
Transport	Wyndham - speed feedback sign at Ferry Road	9,772
Transport	Wyndham - speed feedback sign at Wyndham Road	9,772
Transport	Edendale - speed feedback sign at Seaward Road	9,772
Transport	Wyndham - speed feedback sign at Wyndham Letterbox Road	9,772
Transport	Manapouri - sealing of footpath opposite the church and shop on Waiau Street	9,800
Transport	Riverton Richard Street walking track	1,841
Transport	Golden Bay walkway investigation	73,714
Transport	Te Anau - construction of pedestrian facilities on Sandy Brown Road	95,431
Transport	Tokanui Niagara highway speed sign	(10,228)
Transport	Tokanui Gorge Road highway speed sign	(10,228)
Transport	Woodlands speed signs	(10,228)
Water supply	Manapouri water treatment plant - turbidity upgrade	30,288
Water supply	Mossburn water supply consent renewal preparation	26,477
Water supply	Te Anau rural water scheme audit inspections	192,628
Water supply	Te Anau rural water - Takitimu scheme	203,297
Water supply	Te Anau rural water - Takitimu consent renewal	50,086
Water supply	Tuatapere water supply ultraviolet system replacement	42,479

- e) Approves the capital expenditure multi-year projects of \$12,559,862 below to be carried forward or (brought back from) the 2025/2026 financial year, to be **funded from the sources as detailed in attachment B (of the officer's report).**

Category/ activity	Project name	Amount (\$)
Community resources	Invercargill building replacement	319,400
Community resources	Nightcaps - development of McGregor Park	96,017
Community resources	Riverton Taramea Bay playground equipment replacement	276,398

Community resources	Riverton riparian planting	5,000
Community resources	Te Anau basin development	55,463
Community resources	Otautau war memorial replacement	13,863
Community resources	Camping ground in Otautau (Holt Park)	324,135
Sewerage	District wide - wastewater main reticulation network renewals	590,057
Sewerage	Manapouri wastewater treatment upgrade	858,447
Sewerage	Nightcaps wastewater treatment upgrade	189,824
Sewerage	Preparing consent renewal for Winton scheme	50,513
Sewerage	Inflow and infiltration investigation to sewer networks at various sites	250,000
Sewerage	Edendale/Wyndham wastewater plant consent renewal and upgrade	244,957
Stormwater	Wyndham stormwater replacement	1,018,314
Stormwater	Lumsden stormwater catchment investigation and improvement work	395,122
Transport	District wide - bridge programme 2024-2034	157,425
Transport	District wide-unsealed road renewal programme 2024-2034	256,089
Transport	District wide - resurfacing programme 2024-2034	(109,890)
Transport	District wide - drainage renewal programme 2024-2034-level of service	34,454
Transport	District wide - drainage renewal programme 2024-2034	588,439
Transport	District wide - pavement rehabilitation programme 2024-2034	2,711,352
Transport	District wide - structure component renewal programme 2024-2034	533,181
Transport	District wide - traffic services programme 2024-2034-level of service	107,410
Transport	District wide - traffic services programme 2024-2034	96,949
Transport	District wide - roading resilience programme 2024-2034	921,818
Transport	Riverton T wharf replacement	200,000
Transport	Ulva Island jetty rebuild	582,817
Transport	Runway surface	818,845
Water supply	Multi scheme AC water main reticulation pipe - early replacement of asbestos cement	804,903
Water supply	Ohai/Nightcaps Wairio water plant tank replacement	59,921
Water supply	Riverton new water treatment plant	56,889
Water supply	Mt York rural water consent renewal	51,750

- f) Approves the operational expenditure projects of \$1,560,215 below to be carried forward into the 2025/2026 financial year, to be funded from the sources **as detailed in attachment C (of the officer's report).**

Category/ activity	Project name	Amount (\$)
Community resources	Acquisition of new cemetery management software	55,284
Community resources	Waikiwi yard options analysis	10,000
Community resources	Community housing - 56 Seaward Road repairs	27,112
Community resources	Solid waste- Otautau closed landfill protection works	1,080,200
Community resources	Balfour Kruger Street subdivision investigation	47,845

Community resources	Dipton repair or replace access foot bridge	10,000
Community resources	Manapouri hall exterior repaint	72,021
Community resources	Riverton harbour refurbishment	10,000
Community resources	Curio Bay reserve management plan	8,796
Community resources	Tuatapere library exterior repaints	20,000
Community resources	Otautau concept plan for new playground	8,250
Community resources	Winton RSA hall interior refurbishment	40,000
Community resources	Wyndham museum sale/demolition	100,911
Corporate services	District wide - ongoing digitisation	43,000
Transport	Stewart Island wharves - refurbishment Millers Beach	26,796

- g) Approves the operational expenditure multi-year projects of \$1,182,916 below to be carried forward into the 2025/2026 financial year, to be funded from the sources as detailed in attachment D.

Category/ activity	Project name	Amount (\$)
Corporate services	District wide - archives business case	100,000
Corporate services	District wide - core system replacement	757,814
Sewerage	Stewart Island wastewater oxidation pond desludging	325,102

- h) Approves the capital expenditure of \$108,858 below to be carried forward into the 2025/2026 financial year, to be funded from the sources as detailed in attachment E **(of the officer's report)**.

Category/ activity	Project name	Amount (\$)
Community resources	Book bus	10,973
Corporate services	Portable visual display boards	76,000
Transport	Halfmoon Bay wharf investigation	21,885

- i) Approves the operational expenditure of \$699,116 below to be carried forward into the 2025/2026 financial year, to be funded from the sources as detailed in **attachment F (of the officer's report)**.

Category/ Activity	Project Name	Amount (\$)
Community leadership	Southland local government structural opportunity	25,650
Community leadership	Milford opportunities project	34,269
Community leadership	Lumsden museum redevelopment	50,000
Community leadership	Doctors Square - better off funding	38,281
Community leadership	Legal costs for judicial review	18,227
Community leadership	Riverton RSA Thornbury memorial project	3,543
Community resources	Dipton tree and hedge	4,000
Community resources	Edendale Wyndham tree and hedge	5,720
Community resources	Garston tree and hedge	4,460
Community resources	Mossburn tree and hedge	3,094
Community resources	Ohai tree and hedge	5,207
Community resources	Orepuki tree and hedge	6,000
Community resources	Riverton tree and hedge	12,460

Community resources	Tuatapere tree and hedge	3,739
Community resources	Otautau tree and hedge	23,263
Community resources	Wallacetown tree and hedge	4,764
Community resources	Winton tree and hedge	12,178
Corporate services	Democracy and communication general projects	30,409
Corporate services	Internal audit programme	29,000
Corporate services	Stewart Island Rakiura renewable energy	65,726
Corporate services	Strategy and partnership general projects	154,000
Corporate services	Project delivery - better off funding	39,127
Environmental services	Building control general projects	100,000
Transport	Road Safety Southland general projects	26,000

- j) Approves the multi-year operational expenditure of \$988,059 below to be carried forward or (brought back from) the 2025/2026 financial year, to be **funded from the sources as detailed in attachment G (of the officer's report).**

Category/ activity	Project name	Amount (\$)
Community leadership	Three waters and spatial planning	133,013
Environmental services	Resource planning plan changes	124,327
Environmental services	Future township spatial planning	107,364
Transport	Sealed pavement maintenance	(141,173)
Transport	Unsealed pavement maintenance	350,773
Transport	Routine drainage maintenance	(296,100)
Transport	Structures maintenance	272,979
Transport	Environmental maintenance	(62,764)
Transport	Traffic services maintenance	28,817
Transport	Level crossing maintenance	3,876
Transport	Network and asset management	229,060
Transport	Maintenance of the Lower Hollyford Road	84,227
Transport	Te Anau Airport Manapouri review stage 2	153,660

- k) Approves the vehicle renewals of \$862,500 below to be carried forward into the 2025/2026 financial year, to be funded from the sources as detailed in Attachment **H (of the officer's report).**

Category/ activity	Project name	Amount (\$)
Corporate services	Replacement of 23 vehicles	1,150,000
Corporate services	Proceed from sale of 23 vehicles	(287,500)

- l) Approves the following budget of \$39,442 to be carried forward into the 2025/2026 financial year for an alternate use which are funded by grants. Attachment I **(of the officer's report)** provides details of the alternate use of the surplus budget.

Category/ activity	Project name	Amount (\$)
Community leadership	Stewart Island Rakiura community partnership fund	1,211
Community resources	Athol tennis court resurface	1,938
Community Resources	Colac Bay beach access steps	4,900
Community Resources	Nightcaps to Ohai railway walking track	2,761
Community Resources	Ryal Bush community centre re-roof	25,870
Corporate Services	McGregor park masterplan	2,761

- m) Approves the following budget of \$354,005 to be carried forward into the 2025/2026 financial year and used alternative projects. Attachment J (of the **officer's report**) provides details of alternate use and the source of fund.

Category/ Activity	Project Name	Amount (\$)
Community Resources	Structural planting of areas at Curio Bay, Slope Point and Colac Bay	38,314
Community Resources	Edendale recreation reserve playground equipment renewal	2,855
Community Resources	Te Anau Henry Street playground	12,519
Community Resources	District wide - toilets refurbishment of four toilets	146,478
Community Resources	Tuatapere community housing exterior repairs	66,915
Community Resources	Community housing interior repaints five units	20,011
Community Resources	District refuse close landfills	46,917
Transport	Waikaia additional streetlights	19,996

- n) Approves the expenditure of \$14,300 below to be included in the 2026/2027 Annual Plan, to be funded from the sources as detailed in attachment K (of the **officer's report**).

Category/ activity	Project name	Amount (\$)
Capital expenditure		
Community resources	Colac Bay Manuka Street playground - equipment replacement	5,150
Operational projects		
Community Resources	Tuatapere - concept design for Memorial park	9,150

- o) Approves reallocation of \$1,000,000 from the three year approved NZTA pavement rehabilitation programme to the resurfacing programme.

Public Excluded

Exclusion of the public: Local Government Official Information and Meetings Act 1987

Resolution

Moved Mayor Scott, seconded Cr Spraggon and resolved:

That the public be excluded from the following part(s) of the proceedings of this meeting.

C8.1 Ulva Island wharf replacement

C8.2 Manapouri wastewater treatment plant and pipeline business case and unbudgeted expenditure request

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
Ulva Island wharf replacement	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.
Manapouri wastewater treatment plant and pipeline business case and unbudgeted expenditure request	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.

The public were excluded at 1.32pm.

(Councillor Byars left the meeting at 2.04pm.)

The meeting return to open meeting at 2.04pm.

7.1 Draft Dog Control policy and bylaw review - deliberations

Record No: R/25/7/36424

Senior Policy Analyst – Ana Bremer and Team Leader Organisational Policy – Chris Rout were in attendance for the item.

The purpose of the report was to provide information to Council so it can deliberate and make decisions on matters raised through the consultation process for the draft Dog Control Policy and draft Dog Control Bylaw.

At a meeting on 22 February 2022 Council endorsed a statement of proposal, which included the draft policy and draft bylaw, for public consultation. Submissions were accepted between 12 May 2025 and 13 July 2025.

At a meeting on 30 July 2025, Councillors were given a copy of the 150 submissions that were received on the draft policy and bylaw and heard from 8 submitters.

Resolution

Moved Deputy Mayor Menzies, seconded Cr O'Brien recommendations a to h and a new I (as indicated) and resolved:

That the Council:

- a) **receives the report titled "Draft Dog Control policy and bylaw review - deliberations".**
- b) determines that this matter or decision be recognised as significant in terms of Section 76 of the Local Government Act 2002.
- c) determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.
- d) determines, pursuant to section 155(1) of the Local Government Act 2002, that a bylaw is the most appropriate way of addressing the problem of dog control in the Southland District.
- e) considers the feedback received on the draft Dog Control policy and bylaw.
- f) agree Option 2 – that Council deliberate matters consulted on, to allow the draft dog control policy and dog control bylaw to progress to adoption. And that a subsequent amendment process will take place to further consider suggestions received through public consultation.
- g) For the matters consulted on, agree:
 - i. that Waikawa Curio Bay Road from the Cook Creek access to the beach, **southward, is classified as 'dogs on-leash'**
 - ii. the Council land between the campground and Ara Pahu subdivision is **classified as 'dogs prohibited'**
 - iii. **the Council land north of Mair Road is classified as 'dogs prohibited'**
 - iv. the area of Porpoise Bay beach from Cook Creek southward to the reserve area and out to the mean low water springs (shoreline) is classified as **'dogs prohibited'**
 - v. **the inclusion of the definitions for 'effective control' and 'public place'**
 - vi. **Te Anau Town Centre area, currently classified as 'dogs prohibited', is changed to 'dogs on lead'**

- vii. there is no change to the Wyndham dog exercise area.
- h) **agree the inclusion of the definition of 'working dogs' as per the Dog Control Act 1996** as suggested by public feedback.

New I agrees that appropriate signage be installed in relation to clause g.

(Councillor Ruddenklau left the meeting at 2.21pm.)

7.2 Local Alcohol Policy Review

Record No: R/25/7/36056

Senior Policy Analyst – Ana Bremer and Team Leader Organisational Policy – Chris Rout were in attendance for the item.

The purpose of the report was to provided Council a summary of the process for the review of the Local Alcohol Policy, together with analysis of key information to support proposed amendments to the current policy.

The report included the draft Local Alcohol Policy and draft Statement of Proposal for consideration.

Consultation would be open from 3 November 2025 to 12 December 2025. Hearings and deliberations are planned for February 2026, policy adopted by Council in March 2026 for an operative date of April or May 2026.

(During discussion, Councillor Ruddenklau returned to the meeting at 2.22pm.)

Resolution

Moved Cr Boparai, seconded Cr Duffy and resolved:

That Council:

- a) receives the report titled **"Local Alcohol Policy Review"**.
- 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) consider the information included within the research report, together with associated documents provided in support of the draft Local Alcohol Policy.

- e) consider all feedback received during pre-engagement on the development of the draft Local Alcohol Policy.
- f) consider the draft Local Alcohol Policy and draft statement of proposal and suggest any amendments for staff to complete prior to public consultation
- g) approve the draft Statement of Proposal and draft Local Alcohol Policy for public consultation, on the basis any further amendments recommended by Council at this meeting will be made prior to the documents being made publicly available for consultation.

7.3 Great South Letter of Expectation 2026/2027

Record No: R/25/8/37977

Democracy Advisor – Michal Gray was in attendance for the item.

The purpose of the report was to present the draft Great South Letter of Expectation 2026/2027 to Council for approval.

Council noted that providing Great South with a Letter of Expectation is an early opportunity for Council as a shareholder to provide guidance to Great South in setting out its priorities and activities for the upcoming year through the Statement of Intent 2026/2027.

In the new triennium, Council will have another opportunity to review the priorities and activities of Great South when they provide feedback on the draft SOI 2026/2027. This feedback must be considered by Great South by 1 May 2026 and Great South must deliver the final SOI 2026/2027 to the shareholders by 15 June 2026.

(During discussion, Councillor Keast returned to the meeting at 2.32pm.)

Resolution

Moved Cr Wilson, seconded Cr Duffy recommendations a to c, d with an addition (as indicated), e and f and resolved:

That the Council:

- a) **receives the report titled “Great South Letter of Expectation 2026/2027”.**
- 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 draft Letter of Expectation 2026/2027 as contained in Attachment **A of the officer's report to guide Great South** in its preparation of the draft Statement of Intent 2026/2027 with the addition of – Southland District Council sees an avenue for Great South to support the Local Government Commission work around the future of local government in Southland if required.
- e) Notes that in the new triennium Council will have a further opportunity to **review and provide feedback on Great South's draft Statement of Intent 2026/2027.**
- f) Notes that the draft Letter of Expectation 2026/2027 includes funding for **regional development that was budgeted in Council's Long Term Plan 2024-2034.**

Councillor Boparai requested that her dissenting vote be recorded.

(Councillor Frazer left the meeting at 2.45pm.)

7.4 Mayor's Taskforce for Jobs retrospective unbudgeted expenditure

Record No: R/25/7/35305

Community Leadership Manager – Jared Cappie and GM Customer and Community Wellbeing – Sam Marshall was in attendance for the item.

The purpose of the report was to provide an update on the Mayors Taskforce for Jobs Community Employment Programme and gain approval for unbudgeted expenditure of \$220,000 (plus GST) in 2025/2026 associated with participating in the programme. This is to be funded from a grant to be received from Local Government New Zealand.

Resolution

Moved Deputy Mayor Menzies, seconded Cr O'Brien and resolved:

That Council:

- a) **receives the report titled "Mayor's Taskforce for Jobs retrospective 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 \$220,000 for delivery of the Mayoral taskforce for jobs community employment programme, undertaken by Great South to be funded from a grant received from Local Government New Zealand.

7.5 Colac Bay surfer statue project - unbudgeted expenditure request

Record No: R/25/8/38163

Community Partnership Leader – **Stella O'Connor** and GM Customer and Community Wellbeing – Sam Marshall were in attendance for the item.

The purpose of the report was for Council to approve an unbudgeted expenditure of \$105,000 to increase the budget for the Colac Bay Surfer Statue Project to \$140,000.

Acknowledging that \$11,000 is to be funded from the Ōraka Aparima reserve and interest from the Riverton property sales reserve if required.

Council noted that the Colac Bay surfer statue project is located on Council land and was originally budgeted in the 2022/2023 Annual Plan for a \$35,000 refurbishment (funded from a loan). Following condition assessments and community consultation, the collective view emerged that the statue is beyond repair and must be replaced. The remaining budget for the project is approximately \$31,325.

The replacement project has evolved into a collaborative initiative between Council and the Colac Bay Progress League, who have demonstrated exceptional leadership and commitment through a significant fundraising campaign. The total project cost is now estimated at \$140,000 and is proposed to be delivered in two stages being funded from various sources.

Resolution

Moved Cr Ruddenklau, seconded Cr Boparai and resolved:

That Council:

- a) **receives the report titled “Colac Bay surfer statue project - unbudgeted expenditure request”.**
- b) determines that this matter or decision be recognised as not significant in terms of Section 76 of the Local Government Act 2002.
- c) determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.
- d) notes that the Colac Bay Progress League have requested that Council continue with the delivery and management of the project and acknowledge that they remain a key partner in the process.

- e) agrees to the undertaking of design work before confirmation of the balance of funding by the Colac Bay Progress League.
- f) approves unbudgeted expenditure of \$69,000 excluding GST for the completion of stage one of the Colac Bay surfer statue. To be funded from a donation of the Colac Bay Progress League of \$58,000 and the remainder from the Oraka Aparima Community Board reserve and interest from the Riverton Property Sales reserve, if required.
- g) approves unbudgeted expenditure for stage two of the Colac Bay surfer statue, totalling \$40,000 excluding GST to be fully funded by the Colac Bay Progress League, subject to confirmation that full funding has been secured.

7.6 Ohai Recreation Reserve - Te Oruanui Incorporated

Record No: R/25/8/37723

Senior Property Advisor – Megan Cowley GM Customer and Community Wellbeing – Sam Marshall were in attendance for the item.

The purpose of the report was to inform Council of the happenings at the Ohai recreation reserve and the Council owned building that is situated on this land.

Council were requested to approve the transfer of the Council owned building to Te Oruanui Incorporated and to enter into a land lease with this same entity.

The Wallace Takitimu Community Board, at its meeting on 7 August 2025, resolved to recommend to Council that the building be transferred to Te Oruanui Incorporated and a deed of lease for the land the building sits on, be entered into with Te Oruanui Incorporated. Both of which are contingent upon Te Oruanui Incorporated paying a portion of the outstanding service charges.

Council noted that the Marae building (ex-rugby club building) on the Ohai recreation reserve defaulted into Council ownership when Te Oruanui Incorporated ended their land lease as the entity was dissolved.

Te Oruanui Marae Ohai Incorporated is a new entity that was set up, currently occupies the Council owned building on the Ohai recreation reserve and has been paying the service charges since 1 July 2023.

Te Oruanui Marae Ohai Incorporated originally requested that Council consider entering into a new land lease with them and to transfer the building to Te Oruanui Marae Ohai Incorporated. However, Te Oruanui Marae Ohai Incorporated has now arranged for the re-registering of Te Oruanui Incorporated. This over time will dissolve the current entity.

Resolution

Moved Cr Ruddenklau, seconded Deputy Mayor Menzies and resolved:

That Council:

- a) **receives the report titled “Ohai Recreation Reserve - Te Oruanui Incorporated”.**

- 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) acknowledges the recommendation of the Wallace Takitimu Community Board and resolves that the ex-marae building located on the Ohai Recreation Reserve is transferred back to Te Oruanui Incorporated for \$1.00.
- e) delegates to the chief executive, the authority to execute any documents to achieve the transfer of the ex-marae building located on the Ohai Recreation Reserve.
- f) notes that the transfer is contingent on Te Oruanui Incorporated agreeing to pay \$6,540.38 in outstanding service charges.
- g) approves unbudgeted expenditure of up to \$2,000 plus GST to cover the legal costs and disbursements for the transfer of ownership of the Marae building back to Te Oruanui Incorporated, to be funded from the Ohai general reserve.

7.7 Spatial Plan Update - August 2025

Record No: R/25/7/35912

Intermediate Policy Analyst – Theresa Cavanagh was in attendance for the item.

The purpose of the report was to provide an update on the progression of the Spatial Plan project.

It was noted that the Rakiura / Stewart Island Community Spatial Plan is underway and the **Aparima & Ōraka / Riverton & Colac Bay Community Spatial Plan** are currently under discussion with the Ōraka Aparima Community Board.

(During discussion, Councillor Spraggon left the meeting at 3.17pm.)

Resolution

Moved Mayor Scott, seconded Deputy Mayor Menzies and resolved:

That the Council:

- a) **receives the report titled “Spatial Plan Update - August 2025”.**

7.8 Management report August 2025

Record No: R/25/3/13461

Acting Chief Executive – Vibhuti Chopra was in attendance for the item and took the meeting through the management report.

The relevant staff for the business units being reported on were in attendance to answer questions.

(During discussion, Councillor Duffy left the meeting at 3.40pm and returned at 3.42pm.)

Resolution

Moved Mayor Scott, seconded Deputy Mayor Menzies and resolved:

That Council:

- a) **receives the report titled “Management report August 2025”.**

7.11 Mayor's report

Record No: R/25/8/38589

Mayor Scott updated on the many events/meetings that he had been involved with during June to mid-August 2025.

Councillor Ruddenklau advised the new exhibition at Te Hikoi would be officially opened on Friday 29 August 2025.

Councillor Duffy advised that he had recently been invited to attend PolyFest. The Waihopai Toetoe Community Board had granted PolyFest funding from the Community Partnership Fund.

Councillor Keast advised that she had attended the Invercargill Citizens Advice Bureau AGM as part of her role as the Southland District Council representative.

Resolution

Moved Mayor Scott, seconded Cr Boparai and resolved:

That the Council:

- a) **receives the report titled “Mayor's report”.**

Resolutions in relation to the confidential items are recorded in the confidential section of these minutes and are not publicly available unless released here.

The meeting closed with a karakia whakamutunga as follows:

Kia hora te marino
Kia whakapapa pounamu te moana
Hei huarahi mā tātou i te rangi nei
Aroha atu, aroha mai
Tātou i a tātou katoa
Hui e! Tāiki e!

May peace be widespread
May the sea be like greenstone
A pathway for us all this day
Let us show respect for each other
For one another
Bind us all together!

The meeting concluded at 3.57pm.

CONFIRMED AS A TRUE AND CORRECT RECORD OF A
MEETING OF THE COUNCIL HELD ON WEDNESDAY 27
AUGUST 2025.

DATE:.....

CHAIRPERSON:.....

Annual alcohol report to alcohol regulatory and licensing authority (ARLA)

Record no: R/25/8/36922

Author: Betty Holden, Manager – environmental health and licensing

Approved by: Elizabeth Hovell, Acting Group Manager Regulatory Services

☐ Decision

☐ Recommendation

☒ Information

Purpose

- 1 To meet Council's alcohol licensing reporting requirements under alcohol legislation.

Executive summary

Annual Report

- 2 Section 199 of the Sale and Supply of Alcohol Act 2012 requires Council to prepare a report of the proceedings and operations of its licensing committee during the year, and to send to the Alcohol Regulatory and Licensing Authority (ARLA). Section 199 (5) requires that the annual report must be made available on Council's internet site for a period of not less than five years.
- 3 The Alcohol Regulatory and Licensing Authority has requested that council's now use an online survey for the annual report. Staff have completed this survey, it is in Attachment A. The active register of current licences is in Attachment B and annual return is in Attachment C, and will also be forwarded to the authority, with the annual report.

Income and costs report

- 4 Regulation 19 of the Sale and Supply of Alcohol (Fees) Regulations 2013 requires Council to make publicly available a report showing its alcohol licensing income from fees and its costs. This financial information is in Attachment C.

Recommendation

That Council:

- a) **Receives the report titled "Annual alcohol report to alcohol regulatory and licensing authority (ARLA)".**

Attachments

- A DLC online survey for annual report 2025 [↓](#)
- B Current licences -Ons Offs Clubs as at 30 June 2025 [↓](#)
- C Annual Return 2025 [↓](#)

Response ID ANON-5UAY-QVSH-6

Submitted to ARLA for DLC Annual Reports 2024-2025
Submitted on 2025-08-18 15:40:47

Questions relating to the make up of your DLC

1 Please select your District Licensing Committee.

Please select your District Licensing Committee.:
72 SOUTHLAND

2 Please provide a generic email address to which general correspondence will be certain of a response.

Please provide a generic email address to which general correspondence will be certain of a response:

Te Rohe Potae o Murihiku (Southland District Council) alcohol@southlanddc.govt.nz

3 Please provide the name, email and contact number of your Committee's Secretary.

Please provide the name, email and contact number of your Committee's Secretary. :

Adrian Humphries, Adrian.humphries@southlanddc.govt.nz 0800 732732
Elizabeth Hovell, Elizabeth.hovell@southlanddc.govt.nz 0800732732

4 Please name each of your Licensing Inspectors and provide their email and contact number.

generic email:

Betty Holden, betty.holden@southlanddc.govt.nz 0800 732 732
George Poole, george.poole@southlanddc.govt.nz 0800 732 732
Bernadette Paisley, bernadette.paisley@southlanddc.govt.nz 0800 732 732
Margie Keen, margie.keen@southlanddc.govt.nz 0800 732 732

New Licenses 2024-2025

1 In the 2024-2025 year, how many total Applications did your committee grant for New 'on licences'?

report:

10

2 In the 2024-2025 year, how many total Applications did your committee refuse for New 'on licences'?

report:

1

3 In the 2024-2025 year, how many total Applications did your committee grant for New 'off licences'?

report:

4

4 In the 2024-2025 year, how many total Applications did your committee refuse for New 'off licences'?

report:

1

5 In the 2024-2025 year, how many total Applications did your committee grant for New 'club licences'?

report:

0

6 In the 2024-2025 year, how many total Applications did your committee refuse for New 'club licences'?

report:

0

New Managers' Certificates 2024-2025

1 In the 2024-2025 year, how many new managers' certificates did your committee issue?

report:

88

2 In the 2024-2025 year, how many new applications for managers' certificates did your committee refuse?

report:

0

Licence Renewals 2024-2025

1 In the 2024-2025 year, how many licence renewals did your committee issue?

report:

181

2 In the 2024-2025 year, how many licence renewals did your committee refuse?

report:

0

3 As at 30 June 2025, what is the total number of On-Licences (new and existing) in your licensing district?

report:

103

4 As at 30 June 2025, what is the total number of Off-Licences (new and existing) in your licensing district?

report:

41

5 As at 30 June 2025, what is the total number of Club-Licences (new and existing) in your licensing district?

As at 30 June 2025, what is the total number of Club-Licences (new and existing) in your licensing district?:

65

Managers' Certificate Renewals 2024-2025

1 In the 2024-2025 year, how many managers' certificate renewals did your committee issue?

report:

122

2 In the 2024-2025 year, how many managers' certificate renewals did your committee refuse?

report:

0

3 In the 2024-2025 year, how many applications for managers' certificates were withdrawn?

report:

0

Questions

1 Please comment on any changes or trends in the Committee's workload in 2024-2025.

report:

There's been an increase in new licensees and ownership changes across the District. Licence application and renewal approvals have slightly increased, reflecting greater event activity and legal compliance. The pool of licensed managers is also growing. After a quiet period, three hearings have been held since February.

2 Please comment on any new initiatives the Committee has developed/adopted in 2024-2025.

report:

There have been no new initiatives introduced in the past year. However, ongoing communication has been maintained between the Chair and committee members, particularly in relation to applications that go beyond straightforward renewals or the routine issuing of manager's certificates. This ensures that all complex or non-standard applications are appropriately discussed and considered.

LAPs

1 Has your Territorial Authority developed a Local Alcohol Policy?

Yes

2 If the answer is yes, at what stage is your LAP?

In Force

3 If the answer to question 2 is 'in force', what effect do you consider your Local Alcohol Policy is having?

report:

The requirements of the LAP are taken into account by the DLC when considering decisions for applications. The default hours of the act for on licences are 4am closing, the LAP states 3am. In the Southland District there would only be a handful of premises that would be open and trade that late. The policy requires evidence of consultation with sensitive sites for a new licence or a significant variation to a licence. It does not provide detail as to what the committee would expect to see from the applicant. This could be noted for the LAP review.

4 If the answer to question 2 is 'in force', when is your Local Alcohol Policy due for review – date?

report:

The LAP review is due in December 2025

Operations

1 Please comment on the ways in which you believe the Sale and Supply of Alcohol Act 2012 is, or is not, achieving its objective. Note: the objective of the Sale and Supply of Alcohol Act 2012 is that: A) The sale, supply, and consumption of alcohol should be undertaken safely and responsibly; and B) The harm caused by the excessive or inappropriate consumption of alcohol should be minimised.

report:

The shift from on-licence to off-licence consumption makes the Act's objectives harder to enforce, as drinking increasingly happens in private settings. Alcohol remains one of New Zealand's most harmful drugs. Overall, I believe the Sale and Supply of Alcohol Act 2012 is achieving its aims—events are well run, public bars are generally orderly, and heavy drinking in bars appears to have decreased. However, more education is needed, particularly for young people and adults who supply them, about the harms of excessive alcohol use.

2 What changes or trends in licensing have you seen since the Act came into force?

report:

There has been an increase in community engagement through objections and consultation as per the LAP Policy.

3 What changes to practices and procedures under the Act (if any) would you find beneficial?

report:

A review of the Fees Regulations to reflect the increased costs Councils is experiencing

A review of the community amendment Bill – has the removal of cross examination in DLC Hearings brought the desired effect? Or are applicants not being held as accountable as they should at the DLC level

A review of the Fees Regulations is needed to reflect the increasing costs faced by Councils. Additionally, it may be time to reassess the Community Participation Amendment Bill—has the removal of cross-examination in DLC hearings achieved its intended outcomes, or has it reduced accountability for applicants at the DLC level?

A national register of duty managers to improve monitoring and compliance across districts; and clearer guidance for alcohol at school-based or youth-involved events.

Last Step

1 Please provide to ARLA@justice.govt.nz a separate detailed list of the names, addresses and types of licenced premises currently operating in your licensing district as prescribed in s 65(1) of the Act.

Last step:

File upload:

No file uploaded

Formatted_Licence_Number	Type_Description	Licencee
CLUB-2002/382	Club Licence	Otautau Squash Rackets Club Incorporated
CLUB-2003/130	Club Licence	Central Southland Gun Club Incorporated
CLUB-2003/144	Club Licence	Waiau Town & Country Club Incorporated
CLUB-2003/152	Club Licence	Gorge Road Country Club Incorporated
CLUB-2003/196	Club Licence	Drummond Golf Club Incorporated
CLUB-2003/197	Club Licence	Te Anau Golf Club Incorporated
CLUB-2003/210	Club Licence	Tokanui Golf Club Incorporated
CLUB-2003/211	Club Licence	Mossburn Community Facilities Incorporated
CLUB-2003/214	Club Licence	Wyndham Golf Club Incorporated
CLUB-2003/226	Club Licence	Winton R.S.A. & Citizens Bowling Club Incorporated
CLUB-2003/227	Club Licence	Riverton Golf Club Incorporated
CLUB-2003/231	Club Licence	Waikaia Golf Club Incorporated
CLUB-2003/243	Club Licence	Hedgehope Golf Club Incorporated
CLUB-2003/251	Club Licence	Nightcaps Golf & Bowling Club Incorporated
CLUB-2003/256	Club Licence	Tuatapere Golf Club Incorporated
CLUB-2003/257	Club Licence	Winton Golf Club Incorporated
CLUB-2003/260	Club Licence	Marakura Yacht Club Incorporated
CLUB-2003/262	Club Licence	Mossburn Golf Club Incorporated
CLUB-2003/263	Club Licence	Riversdale Rugby Football Club Incorporated
CLUB-2003/264	Club Licence	Drummond Rugby Football Club Incorporated
CLUB-2003/266	Club Licence	Woodlands Rugby Football Club Incorporated
CLUB-2003/269	Club Licence	Wrights Bush Rugby Football Club Incorporated
CLUB-2003/271	Club Licence	Lumsden Golf Club Incorporated
CLUB-2003/272	Club Licence	Central Pirates Rugby Football Club Incorporated
CLUB-2003/273	Club Licence	Ohai Nightcaps Rugby Football Club Incorporated
CLUB-2003/279	Club Licence	Dipton Golf Club Incorporated
CLUB-2003/291	Club Licence	Waimea Plains Vintage Tractor & Machinery Club Inc
CLUB-2003/292	Club Licence	Winton Contract Bridge Club Incorporated
CLUB-2003/294	Club Licence	Otautau Golf Club Incorporated
CLUB-2003/369	Club Licence	The Riverton Squash Racquets Club Incorporated
CLUB-2003/372	Club Licence	Te Anau Club Incorporated
CLUB-2003/388	Club Licence	Midlands Rugby Incorporated
CLUB-2003/437	Club Licence	Riverton Rugby Football Club Incorporated

CLUB-2003/80	Club Licence	Riverton RSA Memorial Club Incorporated
CLUB-2004/119	Club Licence	Te Anau Rugby Club Incorporated
CLUB-2004/203	Club Licence	Waianiwa Community Club Incorporated
CLUB-2004/222	Club Licence	The Wyndham Football Club Incorporated
CLUB-2004/271	Club Licence	Lumsden Bowling Club Incorporated
CLUB-2004/358	Club Licence	Drummond District Bowling Club Incorporated
CLUB-2004/88	Club Licence	Riverton Bowling Club Incorporated
CLUB-2005/181	Club Licence	Edendale Rugby Club Incorporated
CLUB-2005/218	Club Licence	Te Anau Bowling Club Incorporated
CLUB-2005/267	Club Licence	Woodlands Bowling Club Incorporated
CLUB-2009/173	Club Licence	Riversdale Golf Club Incorporated
CLUB-2011/220	Club Licence	Central Southland Squash Rackets Club Incorporated
CLUB-2011/26	Club Licence	Limehills Star Rugby Football Club Incorporated
CLUB-2011/278	Club Licence	Wyndham Bowling Club (Southland) Society Inc
CLUB-2012/135	Club Licence	Edendale Bowling Club (Southland) Society Inc
CLUB-2012/204	Club Licence	Riversdale Bowling Club Incorporated
CLUB-2012/238	Club Licence	Waiau Star Rugby Club Incorporated
CLUB-2014/57	Club Licence	Balfour Rugby Football Club Incorporated
CLUB-2016/201	Club Licence	Fiordland Racquets Club Incorporated
CLUB-2024/171	Club Licence	Balfour Bowling Club Incorporated
OFF-2003/219	Off Licence	Mataura Licensing Trust
OFF-2003/222	Off Licence	Mataura Licensing Trust
OFF-2003/224	Off Licence	Mataura Licensing Trust
OFF-2003/372	Off Licence	Te Anau Club Incorporated
OFF-2003/409	Off Licence	V A & T S Law & B & A M Russell
OFF-2004/111	Off Licence	Waiau Town & Country Club Incorporated
OFF-2004/325	Off Licence	Gorge Road Country Club Incorporated
OFF-2004/371	Off Licence	Clapp Holdings Limited
OFF-2005/135	Off Licence	N M Lamb
OFF-2007/147	Off Licence	Travellers Rest (2007) Limited
OFF-2007/178	Off Licence	Bing Holdings Limited
OFF-2007/5	Off Licence	Towack and Thyme Limited
OFF-2008/183	Off Licence	W.K. & M.I. Cullen Limited
OFF-2008/27	Off Licence	South Sea Hotel Limited

OFF-2008/96	Off Licence	Cooper Holdings (2008) Limited
OFF-2010/143	Off Licence	Wallacetown Tavern 2010 Limited
OFF-2011/100	Off Licence	Brightview Food Centre Limited
OFF-2012/95	Off Licence	AL McCracken Contracting Limited
OFF-2013/185	Off Licence	Fiordland Cinema & Bar Limited
OFF-2015/181	Off Licence	Balfour Tavern 2015 Limited
OFF-2016/44	Off Licence	GC Traders Limited
OFF-2016/62	Off Licence	Graysands Limited
OFF-2017/123	Off Licence	Riversdale Supermarket 2017 Limited
OFF-2017/230	Off Licence	Carriers Arms Hotel 2017 Limited
OFF-2019/129	Off Licence	Winton Hospo Limited
OFF-2019/144	Off Licence	Lumsden Liquor Store
OFF-2019/155	Off Licence	Southern Style Adventures Limited
OFF-2019/245	Off Licence	M A & R M Hewton Limited
OFF-2019/34	Off Licence	Heart Lake Assets Management Co. Limited
OFF-2021/18	Off Licence	Riverton Beer, Wine & Spirits Limited
OFF-2021/97	Off Licence	Mavik & JP Limited
OFF-2022/148	Off Licence	Ajmer Private Limited
OFF-2022/224	Off Licence	Rakiura Distilling Company Limited
OFF-2023/1	Off Licence	Winton's Top Pub & Garden Bar Limited
OFF-2023/109	Off Licence	Otautau Hotel & Trading Limited
OFF-2023/147	Off Licence	Nightcaps Hotel (2023) Limited
OFF-2024/112	Off Licence	T & K Manson Limited
OFF-2024/167	Off Licence	Vaibhav Private Limited
OFF-2024/185	Off Licence	Wramble Limited
OFF-2024/38	Off Licence	Auld Distillery Limited
OFF-2024/58	Off Licence	AF & HC Flannery Limited
OFF-2025/54	Off Licence	DKV Limited
OFF-2025/86	Off Licence	Gnuoy Investments Limited
ON-2003/127	On Licence	Distinction Te Anau Limited
ON-2003/219	On Licence	Mataura Licensing Trust
ON-2003/222	On Licence	Mataura Licensing Trust
ON-2003/224	On Licence	Mataura Licensing Trust
ON-2003/250	On Licence	Andsum Investments Limited

ON-2003/300	On Licence	Routeburn Walk Limited
ON-2003/312	On Licence	Tourism Milford Limited
ON-2003/401	On Licence	Fiordland Guides Limited
ON-2003/409	On Licence	V A & T S Law & B & A M Russell
ON-2003/492	On Licence	Real Journeys Limited
ON-2004/117	On Licence	Millennium & Copthorne Hotels New Zealand Limited
ON-2004/171	On Licence	Milford Sound Lodge Limited
ON-2004/238	On Licence	Fiordland Cinema & Bar Limited
ON-2004/274	On Licence	Real Journeys Limited
ON-2004/275	On Licence	Real Journeys Limited
ON-2004/302	On Licence	Tourism Milford Limited
ON-2004/303	On Licence	Tourism Milford Limited
ON-2004/304	On Licence	Tourism Milford Limited
ON-2004/318	On Licence	Distinction Luxmore Limited
ON-2004/344	On Licence	Real Journeys Limited
ON-2004/371	On Licence	Clapp Holdings Limited
ON-2004/373	On Licence	Real Journeys Limited
ON-2004/374	On Licence	Real Journeys Limited
ON-2005/231	On Licence	Real Journeys Limited
ON-2005/277	On Licence	Real Journeys Limited
ON-2006/162	On Licence	Franz Josef Klein and Maria Theresia Klein
ON-2006/3	On Licence	Hollyford Valley Walk Limited
ON-2007/109	On Licence	Redcliff Cafe 2007 Limited
ON-2007/147	On Licence	Travellers Rest (2007) Limited
ON-2007/224	On Licence	Sandfly Cafe 2007 Limited
ON-2007/34	On Licence	Kiwi Country Limited
ON-2007/5	On Licence	Towack and Thyme Limited
ON-2008/128	On Licence	Southern Discoveries Limited
ON-2008/130	On Licence	Southern Discoveries Limited
ON-2008/131	On Licence	Southern Discoveries Limited
ON-2008/132	On Licence	Southern Discoveries Limited
ON-2008/27	On Licence	South Sea Limited
ON-2009/43	On Licence	Real Journeys Limited
ON-2010/143	On Licence	Wallacetown Tavern 2010 Limited

ON-2010/153	On Licence	Hollyford Valley Walk Limited
ON-2010/204	On Licence	Tuatapere Hump Track Limited
ON-2010/205	On Licence	Tuatapere Hump Track Limited
ON-2011/11	On Licence	Niagara Cafe Investments Limited
ON-2011/169	On Licence	Glacial Rock Limited
ON-2011/39	On Licence	Real Journeys Limited
ON-2012/165	On Licence	Church Hill Restaurant Limited
ON-2012/95	On Licence	AL McCracken Contracting Limited
ON-2013/204	On Licence	P L Sonnenberg
ON-2013/273	On Licence	The Moose Tavern (2013) Limited
ON-2014/75	On Licence	Te Anau Function Centre Limited
ON-2015/163	On Licence	Fiordland Discovery Limited
ON-2015/171	On Licence	La Toscana (2008) Limited
ON-2015/180	On Licence	Rutland Crest Limited
ON-2015/181	On Licence	Balfour Tavern 2015 Limited
ON-2015/53	On Licence	Cruising Milford Sound Limited
ON-2015/88	On Licence	Enterprising Faith Limited
ON-2016/123	On Licence	Lumstopia Limited
ON-2016/95	On Licence	Lake Te Anau Hotel Limited
ON-2016/96	On Licence	Elseb Hospitality Limited
ON-2017/230	On Licence	Carriers Arms Hotel 2017 Limited
ON-2017/29	On Licence	Cruising Milford Sound Limited
ON-2017/54	On Licence	Radha's Takeaway Limited
ON-2019/129	On Licence	Winton Hospo Limited
ON-2019/143	On Licence	Mavik & JP Limited
ON-2019/155	On Licence	Southern Style Adventures Limited
ON-2019/207	On Licence	Radha's Takeaway Limited
ON-2019/34	On Licence	Heart Lake Assets Management Co. Limited
ON-2019/73	On Licence	Fortrose Cafe 2019 Limited
ON-2019/83	On Licence	Chan Farther and Son Limited
ON-2020/67	On Licence	SS Manapouri Limited
ON-2021/104	On Licence	Real Journeys Limited
ON-2021/11	On Licence	Kombu Limited
ON-2021/115	On Licence	J K Leask

ON-2021/131	On Licence	Brunel Peaks Cafe Limited	
ON-2021/161	On Licence	Little More Limited	
ON-2021/167	On Licence	Taste St Limited	
ON-2022/137	On Licence	Ruatiti Limited	
ON-2022/147	On Licence	New Zealand Fish Limited	
ON-2022/233	On Licence	Athol Trading Post Limited	
ON-2022/242	On Licence	The Whistle Inn Limited	
ON-2023/1	On Licence	Winton's Top Pub & Garden Bar Limited	
ON-2023/102	On Licence	Green Cuisine Limited	
ON-2023/108	On Licence	Otautau Hotel & Trading Limited	
ON-2023/146	On Licence	Nightcaps Hotel (2023) Limited	
ON-2023/158	On Licence	Shadowland Expeditions Limited	
ON-2023/19	On Licence	Aparima Restaurant and Bar Limited	
ON-2024/115	On Licence	MASH Catering Limited	
ON-2024/135	On Licence	Country Manor 2023 Limited	
ON-2024/163	On Licence	Sakura Investments Limited	
ON-2024/166	On Licence	Vaibhav Private Limited	
ON-2024/172	On Licence	A K Thapa	
ON-2024/18	On Licence	R & D Trading Limited	
ON-2024/183	On Licence	NJV Kommineni Limited	
ON-2024/184	On Licence	Wramble Limited	
ON-2024/188	On Licence	Caroline Hospitality Limited	
ON-2024/199	On Licence	Cabot Limited	
ON-2024/238	On Licence	Real Journeys Limited	
ON-2024/35	On Licence	L J M Crooymans	
ON-2024/44	On Licence	Fiordland Hotel and Motel Limited	
ON-2024/98	On Licence	Meister Services Limited	100

Annual Return (Fees) to Alcohol Regulatory and Licensing Authority

Territorial Authority:

Annual Return for the Year Ending 30 June 2025

On-licence, Off-licence and Club Licence Applications Received						
Application Type	Number Received in Fee Category – Very Low	Number Received in Fee Category – Low	Number Received in Fee Category – Medium	Number Received in Fee Category – High	Number Received in Fee Category – Very High	Total
On-licence new	0	6	4	0	0	10
On-licence variation	0	0	0	0	0	0
On-licence renewal	0	14	10	0	0	24
Off-licence new	0	0	4	0	0	4
Off-licence variation	0	0	0	0	0	0
Off-licence renewal	0	1	8	1	0	10
Club licence new	0	0	0	0	0	0
Club licence variation	0	0	0	0	0	0
Club licence renewal	9	5	0	0	0	14
Total number	9	26	26	1	0	62
Total fees payable to ARLA (GST incl)						\$2484.00
Total fees paid to ARLA (GST incl)						
Annual Fees for Existing Licences Received						
Licence Type	Number Received in Fee Category – Very Low	Number Received in Fee Category – Low	Number Received in Fee Category – Medium	Number Received in Fee Category – High	Number Received in Fee Category – Very High	Total
On-licence	0	53	36	4	0	93
Off-licence	0	1	35	1	0	37
Club licence	35	15	1	0	0	51
Total number	35	69	72	5	0	181
Total fees payable to ARLA (GST incl)						
Total fees paid to ARLA (GST incl)						\$7141.50

2

Managers' Certificate Applications Received	
Application Type	Number Received
Managers' certificate new	88
Managers' certificate renewal	122
Total number	210
Total fees payable to ARLA (GST incl)	\$6037.50
Total fees paid to ARLA (GST incl)	

Special Licence Applications Received			
	Number Received in Category – Class 1	Number Received in Category – Class 2	Number Received in Category – Class 3
Special licence	7	47	63

Temporary Authority Applications Received	
	Number Received
Temporary authority	6

Permanent Club Charter Payments Received	
	Number Received
Permanent club charter payments	0

Total paid to ARLA	\$15663.00
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Adoption of Dog Control Policy 2025 and Dog Control Bylaw 2025

Record no: R/25/8/42371
Author: Ana Bremer, Senior policy analyst
Approved by: Vibhuti Chopra, Group Manager Strategy and Partnerships/Acting Chief Executive

☒ Decision

☐ Recommendation

☐ Information

Purpose

- 1 This report presents the Dog Control Policy 2025 and Dog Control Bylaw 2025 for adoption by Council.

Executive summary

- 2 The review of the Dog Control Policy and Bylaw began in September 2024, with an early engagement survey that received 600 responses. These responses helped shape the draft policy and bylaw, which were presented to Council for approval for public consultation in April 2025.
- 3 Public consultation took place following the special consultative procedure in May/July 2025, with 150 submissions received. Staff presented submissions received to Council in June 2025, and Council heard from eight submitters at a hearing.
- 4 At its meeting 27 August 2025, Council deliberated on the matters consulted on, to allow the draft Dog Control Policy and Dog Control Bylaw to progress to adoption. And that a subsequent amendment process will take place to consider further suggestions received through public consultation.
- 5 Council did not provide any suggested amendments to the draft documents presented.
- 6 At the same meeting, Council determined pursuant to section 155(1) of the Local Government Act 2002 that a bylaw is the most appropriate way of addressing issues associated with dog control in public places.
- 7 The following report provides three options for adoption, with the recommended option being Council resolves to adopt the Dog Control Policy 2025 and the Dog Control Bylaw 2025, with the effective date for both documents being Wednesday 01 October 2025.
- 8 The Dog Control Policy 2025 is included with this report as Attachment A.
- 9 The Dog Control Bylaw 2025 is included as Attachment B.

Recommendation

That Council:

- a) **receives the report titled “Adoption of Dog Control Policy 2025 and Dog Control Bylaw 2025”.**
- b) determines that this matter or decision be recognised as significant in terms of Section 76 of the Local Government Act 2002.
- c) determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.
- d) determines prior to making the bylaw, pursuant to section 155(2)(a) of the Local Government Act 2002, that the draft Dog Control Bylaw 2025 is the most appropriate form of bylaw.
- e) determines prior to making the bylaw, pursuant to section 155(2)(b) of the Local Government Act 2002, that the draft Dog Control Bylaw 2025 does not give rise to any implications under the New Zealand Bill of Rights Act 1990.
- f) resolves to adopt the Dog Control Policy 2025 and the Dog Control Bylaw 2025.
- g) resolves that in adopting the Dog Control Policy 2025 and the Dog Control Bylaw 2025, the Dog Control Policy and Bylaw 2015 are revoked.
- h) resolves that the Dog Control Policy 2025 and the Dog Control Bylaw 2025 will come into effect from Wednesday 1 October 2025.
- i) resolves in accordance with Section 157 of the Local Government Act 2002, Public Notice be given of the making of the bylaw advising:
 - (i) that the bylaw and policy will come into force on Monday 15 September 2025.
 - (ii) that copies of the bylaw and policy may be inspected without fee at all Council offices.
 - (iii) that copies of the bylaw may be obtained upon payment of a reasonable charge.

Background

- 10 The review of the Dog Control Policy and Bylaw began in September 2024, with early engagement to determine any specific issues needing to be addressed in connection with the review of the existing bylaw. Over 600 responses to an early engagement survey (provided through Make It Stick) were received. These responses helped shape the draft Dog Control Policy and Bylaw. In April 2025, Council reviewed and considered the issues and options identified, together with the draft policy/bylaw prepared in response.
- 11 Council approved the draft documents for public consultation, which took place following the special consultative procedure, in May/July 2025. Around 150 submissions were received. Staff presented submissions received to Council in June 2025, and Council heard from eight submitters at a hearing.
- 12 At its meeting on 27 August 2025, Council deliberated on matters consulted on, to allow the draft Dog Control Policy and Dog Control Bylaw to progress to adoption. And that a subsequent amendment process will take place to consider further suggestions received through public consultation. Council did not provide any suggested amendments to the draft documents presented.
- 13 At the same meeting, Council determined pursuant to section 155(1) of the Local Government Act 2002 that a bylaw is the most appropriate way of addressing issues associated with dog control in public places.

Issues

Effective date

- 14 The date of 1 October 2025 has been recommended to provide staff enough time to develop and distribute public notices of adoption as required by the Local Government Act 2002. Staff will also update all information regarding the dog control documents on the Southland District Council website.
- 15 This date also provides time for development and procurement of additional signage to be progressed.

Further amendment process

- 16 Further suggestions were received from the public and community boards through the public consultation process. Operational policy staff have discussed an approach with the community partnership liaisons for responding to these further submissions, through an amendment to the policy and bylaw. It is likely this process will begin in the second half of 2026.

Factors to consider

Legal and statutory requirements

- 17 Council is enabled under the Dog Control Act 1996 and the Local Government Act 2002 to adopt the recommendations in this report. The Dog Control Act 1996 is very specific as to the content that may be in the policy and bylaw.

18 Section 10(4) of Dog Control Act 1996 requires of Council:

“In adopting a policy under this section, the territorial authority must have regard to—

- (a) the need to minimise danger, distress, and nuisance to the community generally; and
- (b) the need to avoid the inherent danger in allowing dogs to have uncontrolled access to public places that are frequented by children, whether or not the children are accompanied by adults; and
- (c) the importance of enabling, to the extent that is practicable, the public (including families) to use streets and public amenities without fear of attack or intimidation by dogs; and
- (d) the exercise and recreational needs of dogs and their owners.”

Community views

- 19 Council conducted a public survey prior to drafting the policy and bylaw, which received over 600 responses. The draft documents were developed using the responses and were subject to the special consultative procedure. There were 150 submissions received.
- 20 At a meeting on 30 July 2025, Councillors were given a copy of the 150 submissions that were received on the draft policy and bylaw and heard eight submitters who wished to speak. Key areas of feedback received in submissions were summarised in the Hearings information and submissions summary report, which also had the submissions booklet attached (R/25/7/34331).
- 21 Public and Community Board feedback resulted in recommendations which staff assessed to require further consultation. At their meeting on 27 August 2025, Council deliberated matters consulted on, to allow the draft Dog Control Policy and Dog Control Bylaw to progress to adoption. And agreed that a subsequent amendment process will take place to further consider suggestions received through public consultation.

Costs and funding

- 22 The Environmental Health team will be responsible for any costs related to signage required that provide public notice of dog restrictions (particularly at Porpoise Bay/Curio Bay). The team is progressing this work.

Policy implications

- 23 The proposed Dog Control Policy 2025 will replace Council’s current Dog Control Policy and be effective from 1 October 2025.
- 24 The proposed Dog Control Bylaw 2025 will replace Council’s current Dog Control Bylaw and be effective from 1 October 2025. The next full bylaw review will take place before 01 October 2035. The policy will also be reviewed to alongside the bylaw, as per s10AA Dog Control Act 1996.
- 25 A separate amendment process will take place at a further date, as agreed by Council at their meeting on 27 August 2025. This is likely to take place in the second half of 2026, to allow Community Boards to prepare any further recommendations or suggestions.

Analysis

Options considered

- 26 Three options have been considered and analysed as follows.

Analysis of options

Option 1 – Adopt the Dog Control Policy 2025 and Dog Control Bylaw 2025, with both documents to come into effect on Wednesday 1 October 2025.

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none">□ the policy and bylaw will reflect community expectations based on draft consultation documents□ the policy and bylaw provide clearer definitions as requested through community consultation□ the effective date provides Council time to ensure any supporting information is updated on the website or in other documents and allows time for the community to prepare for changes that might be occurring in their communities.	<ul style="list-style-type: none">□ negative feedback from both dog owners and non-dog owners, as dog control is a topical and sometimes polarising community issue□ some members of the community may wish to see changes implemented immediately (same date as adoption)□ costs of implementation for updated signage.

Option 2 – Adopt the Dog Control Policy 2025 and Dog Control Bylaw 2025, with both documents to come into effect on an alternative date suggested by Council

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none">□ same advantages as option 1 but provides Council the opportunity to set an effective date.	<ul style="list-style-type: none">□ same disadvantages as option 1□ an effective date earlier than 01 October may not provide enough time for staff to update all publicly available information related to the policy and bylaw or provide effective public notice/notification for the community.

Option 3 – do not adopt the Dog Control Policy 2025 and Dog Control Bylaw 2025 and suggest an alternative option.

- 27 Council does have the option not to adopt the policy and bylaw. There are no clear advantages associated with this option, and this option is not in line with the previous endorsement of the draft policy and bylaw, made on 27 August 2025.
- 28 Delaying adoption would risk the policy and bylaw review not being completed in line with public expectations and create confusion around the current rules in place. Delays may also provide issues for regulatory and enforcement staff, if members of the public challenge rules due to confusion.

Assessment of significance

- 29 The adoption of these documents has been assessed against Council's Significance and Engagement policy as being significant, given the level of change in dog control restrictions in certain area of the district, and the impact this may have on community groups.
- 30 Given the significance of changes due consideration has been given to seeking community views and consultation, as noted in the Community views section of this report. Public have had the chance to provide their views on the draft documents which will become final upon adoption.

Recommended option

- 31 Option 1 – adopt the Dog Control Policy 2025 and Dog Control Bylaw 2025, with both documents coming into effect on Wednesday 1 October 2025.

Next steps

- 32 Upon adoption, public notice of changes to the documents will be provided to the community, consistent with notification required by the Local Government Act 2022.
- 33 Any planning for required signage changes will be progressed through the Environmental Health team.
- 34 Operational Policy will develop a plan for further amendments in 2026 with the Community Partnership Liaison team, to be worked through with community boards in the new triennium.

Attachments

- A Dog Control Bylaw 2025 (for adoption) [↓](#)
- B Dog Control Policy 2025 (for adoption) [↓](#)

Southland District Council

Dog Control Bylaw 2025

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Document Revision

Date	Amendment	Amended by	Approved by	Approval date

Pursuant to the Local Government Act 2002 and the Dog Control Act 1996, the Council makes the following bylaw:

Part 1

Preliminary Provisions

1. Title and commencement

This bylaw may be cited as the Dog Control Bylaw 2025 and shall come into force on the 10th day of September 2025.

2. Repeal

The Southland District Council Dog Control Bylaw 2015 is repealed.

3. Application

Except as otherwise provided this bylaw applies to the whole of the district of the Southland District Council.

4. Interpretation

(a) In this bylaw, unless the context otherwise requires:

“The Act” means the Dog Control Act 1996.

“Council” means the Southland District Council or any person delegated by it to act on its behalf.

“Effective Control” means

- you are aware of where the dog is and what it is doing
- you are close enough to prevent issues including nuisance or danger to other people, animals, wildlife, and property
- you can bring the dog quickly to heel through verbal command, whistle, physical signal or gesture, or restraint.

“Public Place” means

- a place that, at any material time, is open to or is being used by the public, whether free or on payment of a charge, and whether any owner or occupier of the place is lawfully entitled to exclude or eject any person from that place; and
- includes any aircraft, hovercraft, ship or ferry or other vessel, train, or vehicle carrying or available to carry passengers for reward.

“Premises” means any land, dwelling, storehouse, warehouse, shop, cellar, yard, building, or part of the same, or enclosed space separately occupied, and all lands, buildings, and places adjoining each other and occupied together are deemed to be the same premises.

“Road” means that area of a road defined in the Local Government Act 1974 that is used or is reasonably usable for vehicular or pedestrian traffic and includes the margins of that area.

“Urban Zone” means those areas defined as urban zones in the Southland District Plan planning maps.

Working Dog means

- any disability assist dog
 - any dog kept by the Police or any constable, the New Zealand Customs Service, the Ministry of Agriculture and Forestry, the Ministry of Fisheries, or the Ministry of Defence, or any officer or employee of any such department of State solely or principally for the purposes of carrying out the functions, powers, and duties of the Police or the department of State or that constable, officer, or employee; or
 - kept solely or principally for the purposes of herding or driving stock
 - kept by the Department of Conservation or any officer or employee of that department solely or principally for the purposes of carrying out the functions, duties, and powers of that department
 - kept solely or principally for the purposes of destroying pests or pest agents under any pest management plan under the Biosecurity Act 1993
 - kept by the Department of Corrections or any officer or employee of that department solely or principally for the purposes of carrying out the functions, duties, and powers of that department
 - kept by AvSec or any officer or employee of that service solely or principally for the purposes of carrying out the functions, duties, and powers of that service
 - certified for use by the Director of Civil Defence Emergency Management for the purposes of carrying out the functions, duties, and powers conferred by the Civil Defence Emergency Management Act 2002
 - owned by a property guard as defined in section 9 of the Private Security Personnel and Private Investigators Act 2010 or a property guard employee as defined in section 17 of that Act, and kept solely or principally for the purpose of doing the things specified in section 9(1)(a) to (c) of that Act
 - declared by resolution of the territorial authority to be a working dog for the purposes of the Act, or any dog of a class so declared by the authority, being a dog owned by any class of persons specified in the resolution and kept solely or principally for the purposes specified in the resolution.
- (b) Any term not defined in this bylaw but which is defined in the Act shall have the meaning given to it by the Act.

Part 2
Regulation, control, and accommodation of dogs

5. Minimum standards of accommodation for dogs

- (a) Every owner shall ensure that:
 - (i) dogs are provided with sheltered and dry sleeping quarters with access to clean water; and
 - (ii) measures are taken to enable dogs to keep warm in cold weather; and
 - (iii) sleeping quarters are large enough to allow the dog to stand up, turn around and lie down comfortably; and
 - (iv) dogs are able to urinate and defecate away from the sleeping area; and
 - (v) ventilation and shade is provided in situations where dogs are likely to experience heat distress; and
 - (vi) the shelter is kept in a sanitary condition.

6. Control of dogs in public places

- (a) Except in the areas specified in Schedules 1 and 2 or otherwise required by the Act dogs in public places may be off-leash but must be under effective control at all times.

7. Control of dogs in designated dog exercise areas

- (a) The owner of any dog (including a dog classified as a menacing or dangerous dog that is muzzled) may take that dog off-leash in any public place specified in Schedules 1 or 2 as a designated dog exercise area provided that dog is under effective control at all times.

8. Control of dogs in public places specified as on-leash areas

- (a) No person shall take a dog into any public place specified in Schedule 1 or 2 as an on-leash only area unless the dog is controlled on a leash.
- (b) Clause 8(a) does not apply to –
 - (i) any dog confined in a vehicle or cage; or
 - (ii) any working dog while it is under the control of its owner or handler.

9. Prohibition of dogs in certain public places

- (a) No person may take a dog not confined in a vehicle or cage into any public place specified in Schedule 1 or 2 as a prohibited area.
- (b) Clause 9(a) does not apply to:
 - (i) any working dog while it is under the control of its owner or handler.

- (ii) a public place not under the control of the Council where the person in charge of that place has given permission for the dog to be there and the presence of the dog is in accordance with the conditions (if any) of that permission.
- (c) No person shall take any female dog in season or a diseased dog into any public place unless –
 - (i) it is completely confined in a vehicle or cage for the purposes of transportation; or
 - (ii) it is in a public place not under the control of the Council where the person in charge of that place has given permission for the dog to be there and the presence of the dog is in accordance with the conditions (if any) of that permission.

10. Changes to dog access areas by public notice

- (a) The Council may from time to time by public notice prohibit or impose additional conditions on the taking of dogs to any of the areas in Schedules 1 and 2 and walking tracks, picnic areas and roads under the control of the Council and those conditions shall apply accordingly as if they are conditions specified in the Schedules.
- (b) The Council may from time to time by public notice make temporary changes to Schedules 1 and 2 in relation to leisure and culture events (including dog friendly events), dog training, threatened or 'at risk' protected wildlife vulnerable to dogs, and pest control. Those changes shall apply as if they are conditions specified in the Schedules.
- (c) In this clause, public notice means one or more clearly legible notices affixed in one or more conspicuous places on, or adjacent to, the area to which the notice relates.

11. Dog faeces

- (a) The person in charge of any dog that defecates in any public place must immediately remove and dispose of the faeces in a way that does not cause a nuisance.
- (b) Clause 11(a) does not apply to any working dogs herding or driving stock on a road.

12. Multiple dogs on premises

- (a) Except as provided in clause 12(b) no person may keep more than 2 dogs over 3 months of age on any premises for any period exceeding 14 days other than working dogs not being kept on premises in a predominantly urban or residential environment.
- (b) Subclause (a) does not apply if –
 - (i) allowed by a licence issued under clause 13; or
 - (ii) an application for a licence under clause 13 has been made within 14 days of there being more than two dogs kept on those premises; or
 - (iii) the premises are over 50 hectares; or
 - (iv) the premises comprise a veterinary practice or a Council pound.

13. Licence for multiple dogs on premises

The Council may grant a licence to keep more than two dogs on any premises on such terms as it considers are reasonably necessary.

14. Requirement to neuter uncontrolled dog

The Council may require the owner of a dog to cause that dog to be neutered if that dog has not been kept under effective control on more than one occasion within a 12 month period.

15. Effect of requirement to neuter uncontrolled dog

- (a) If a dog is required to be neutered, the owner of that dog must, within one month after receipt of the notice of the requirement, produce to the Council a certificate issued by a veterinarian certifying –
 - (i) that the dog is neutered; or
 - (ii) that for reasons that are specified in the certificate, the dog will not be in a fit condition to be neutered before a date specified in the certificate; and
 - (iii) must, if a certificate under subclause (a)(ii) is produced to the Council, produce to the Council, within 1 month after the date specified in that certificate, a further certificate under subclause (a)(i).

Part 3
Impounding, offences and penalties

16. Impounding

- (a) A dog control officer or a dog ranger may impound any dog at large in breach of this bylaw, whether or not the dog is wearing a collar having the proper label or disc attached indicating that the dog is currently registered.

17. Offences and penalties

- (a) A person who commits a breach of any bylaw authorised by this section commits an offence and is liable on conviction to the penalty prescribed by section 242(4) of the Local Government Act 2002.

Schedule 1

General dog access rules

This Schedule contains general dog access rules that apply across the Southland District.

1. Playgrounds and sports grounds under the control of the Council

Dogs are prohibited on any playground or sports ground at all times.

2. Urban zones, Council-controlled carparks and boating areas, designated freedom camping areas

Dogs must be under effective control and on a leash within or on all –

- (a) urban zones as identified in the Southland District Plan; and
- (b) Council-controlled car parks; and
- (c) Council-controlled boating areas (including any wharf, jetty, boat ramp, boat marshalling area);
- (d) designated freedom camping areas as defined in Council's Freedom Camping Bylaw 2015.

3. Council cemeteries and Council camping grounds

Dogs are prohibited in all Council-controlled cemeteries and camping grounds unless permission is obtained from the Council or signage indicates dogs are allowed and provided the person whom the dog is accompanying complies with any reasonable conditions imposed by the Council in relation to the entry or presence of the dog.

4. Walking tracks and picnic areas under the control of the Council

Every owner must comply with any restriction or prohibition of a sign to which clause 10 applies.

Note: For convenience, playgrounds and the Urban Zones are shown on the maps in Schedule 2. For technical reasons other areas that are referred to above cannot be shown.

Schedule 2

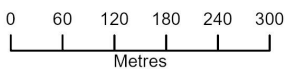
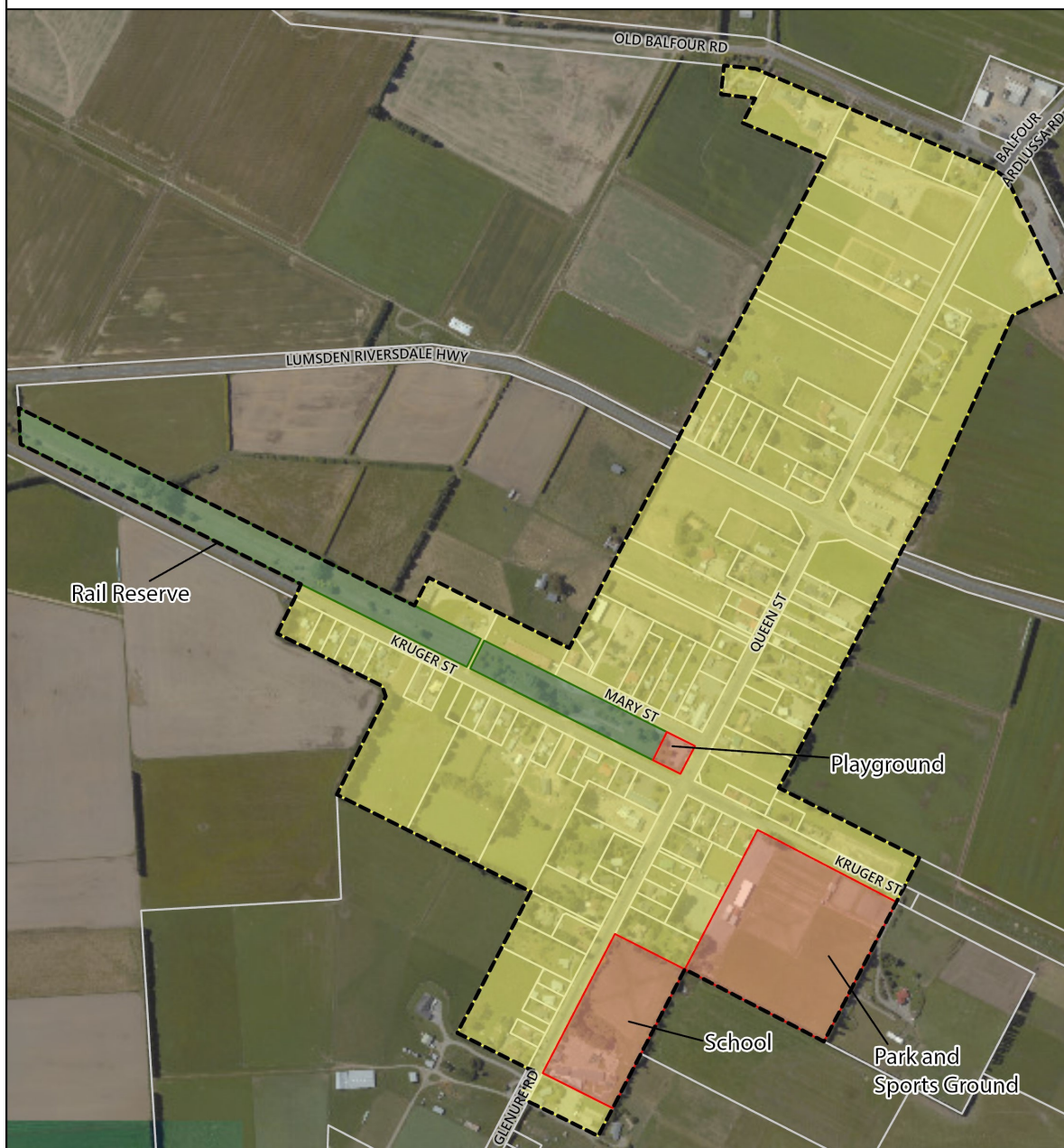
Local community dog access rules

This Schedule contains dog access rules specific to a local community that are in addition to the dog access rules in Schedule 1.

For reference, default Schedule 1 rules have been incorporated into the maps such as playgrounds and Urban Zones. This Schedule contains general dog access rules that apply across the Southland District.



Dog Control Bylaw 2025 - Balfour



Scale: 1:7,229 at A4
Date prepared: 15/07/2025

G:\GIS\Map Requests\Dog control maps\SR-59159 Bylaw Review Curio Bay Wyndham proposals
Information is provided from multiple sources, can vary and is indicative only. Map may include LINZ Data, CC by 4.0; ESRI, Eagle Technology, Open Source data & community map contributors.
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Legend

- Dog_Control_Urban_Area
- Dog prohibited areas
- Dog exercise areas
- Dog on lead areas
- Property boundaries



Dog Control Bylaw 2025 - Colac Bay



0 60 120 180 240 300
Metres

Scale: 1:7,000 at A4

Date prepared: 12/08/2025

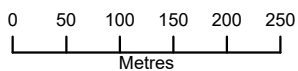
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Legend

- Urban Zone
- Dog prohibited areas
- Dog on lead areas
- Property boundaries

Dog Control Bylaw 2025 - Curio Bay



Scale: 1:6,000 at A4

Date prepared: 18/08/2025

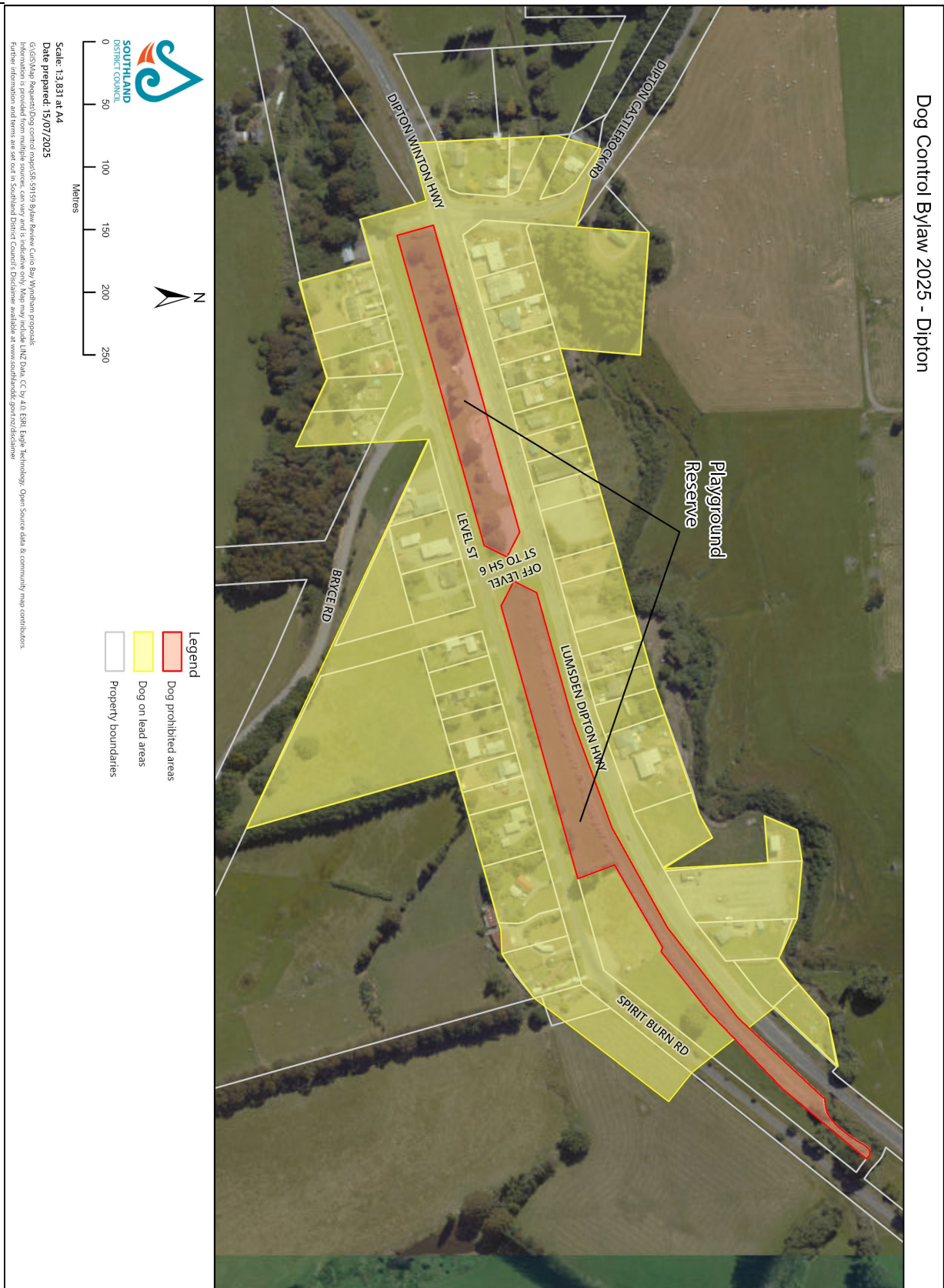
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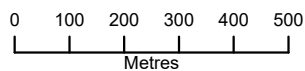
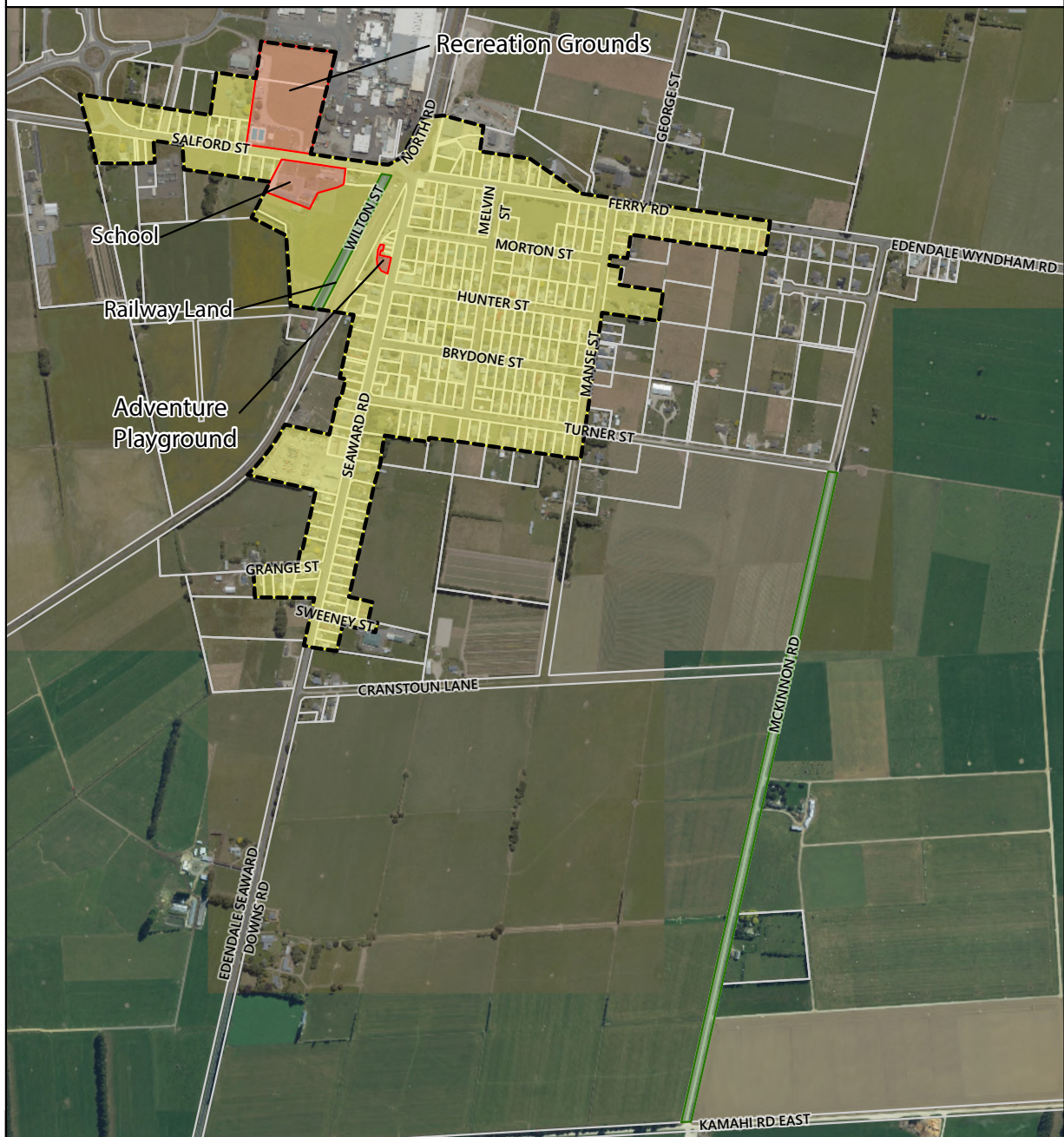
Legend

- Dog on lead areas
- Dog prohibited areas
- Property boundaries

Dog Control Bylaw 2025 - Dipton



Dog Control Bylaw 2025 - Edendale



Scale: 1:11,738 at A4

Date prepared: 12/08/2025

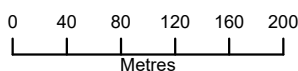
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Legend

- Urban Zone
- Dog prohibited areas
- Dog exercise areas
- Dog on lead areas
- Property boundaries

Dog Control Bylaw 2025 - Fortrose



Scale: 1:4,750 at A4

Date prepared: 12/08/2025

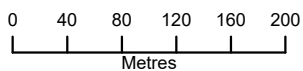
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Legend

- Dog prohibited areas
- Dog on lead areas
- Property boundaries

Dog Control Bylaw 2025 - Gorge Road



Scale: 1:4,713 at A4

Date prepared: 12/08/2025

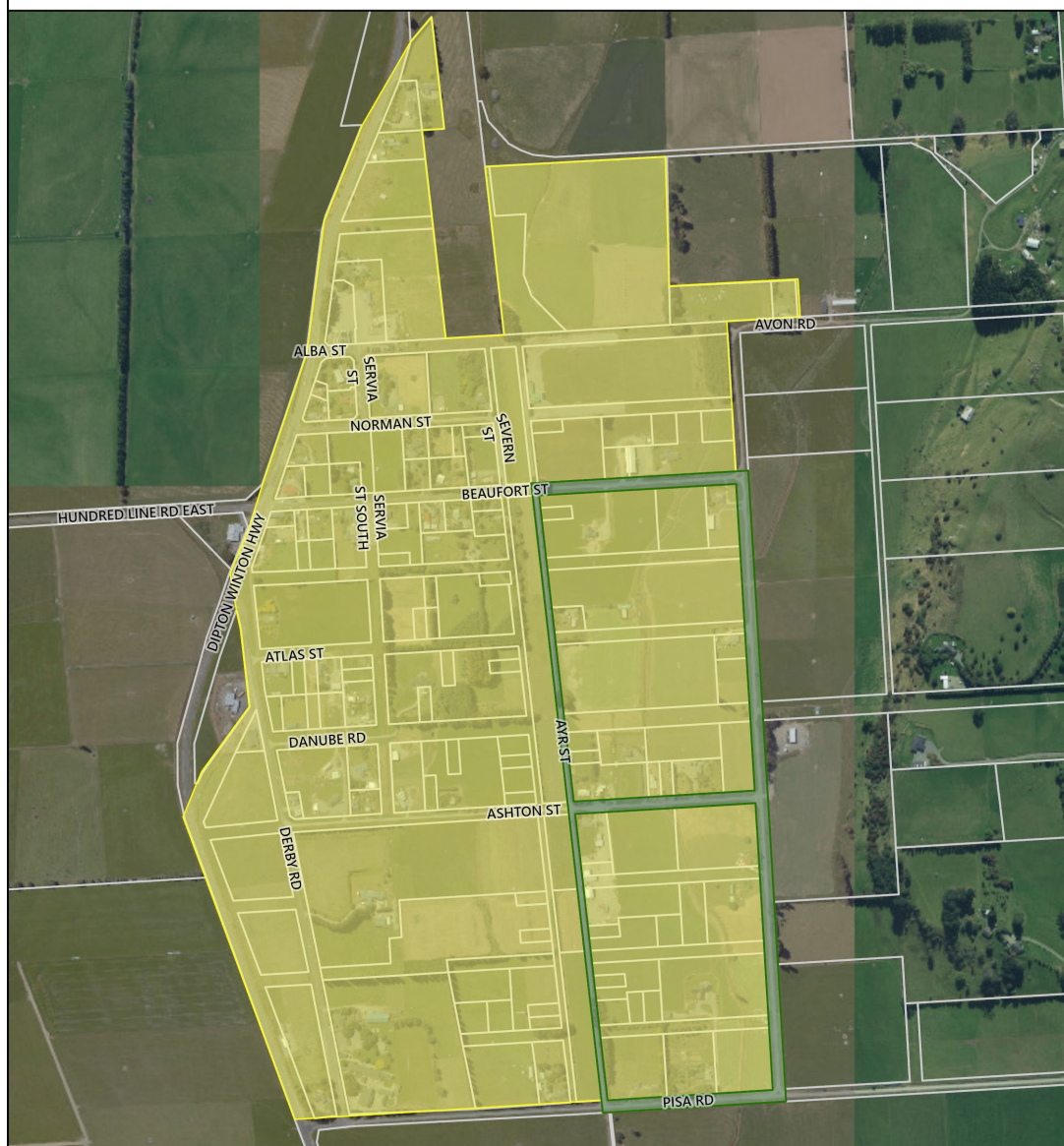
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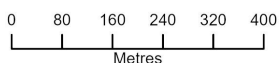
Legend

- Dog prohibited areas
- Dog on lead areas
- Property boundaries

Dog Control Bylaw 2025 - Limehills



SOUTHLAND
DISTRICT COUNCIL



Scale: 1:9,055 at A4

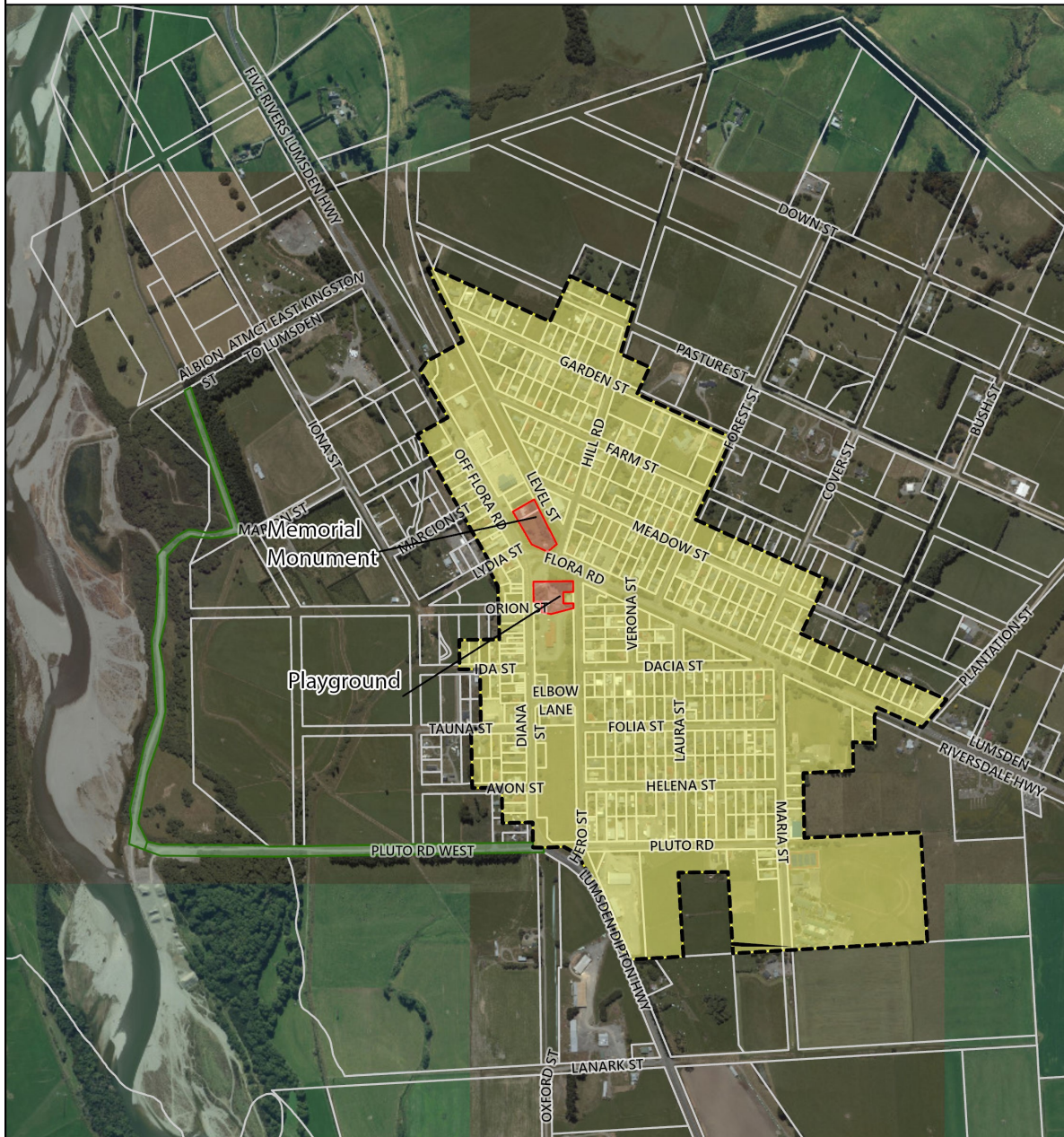
Date prepared: 15/07/2025

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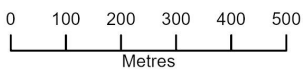
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Dog Control Bylaw 2025 - Lumsden



SOUTHLAND
DISTRICT COUNCIL



Scale: 1:11,319 at A4

Date prepared: 15/07/2025

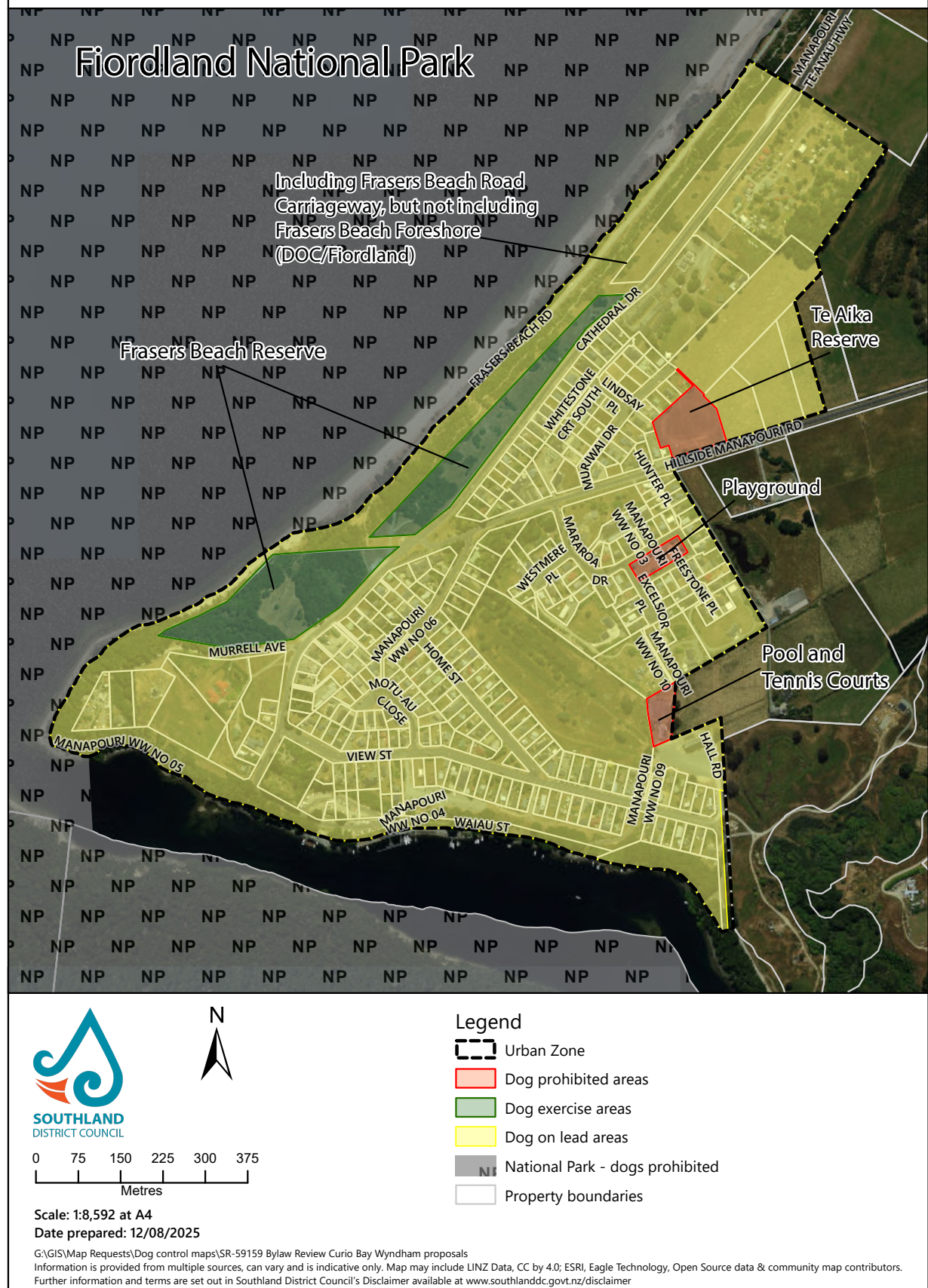
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Legend

- Dog_Control_Urban_Area
- Dog prohibited areas
- Dog exercise areas
- Dog on lead areas
- Property boundaries

Dog Control Bylaw 2025 - Manapouri



Dog Control Bylaw 2025 - Mossburn



0 75 150 225 300 375
Metres

Scale: 1:8,271 at A4

Date prepared: 15/07/2025

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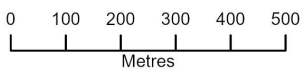
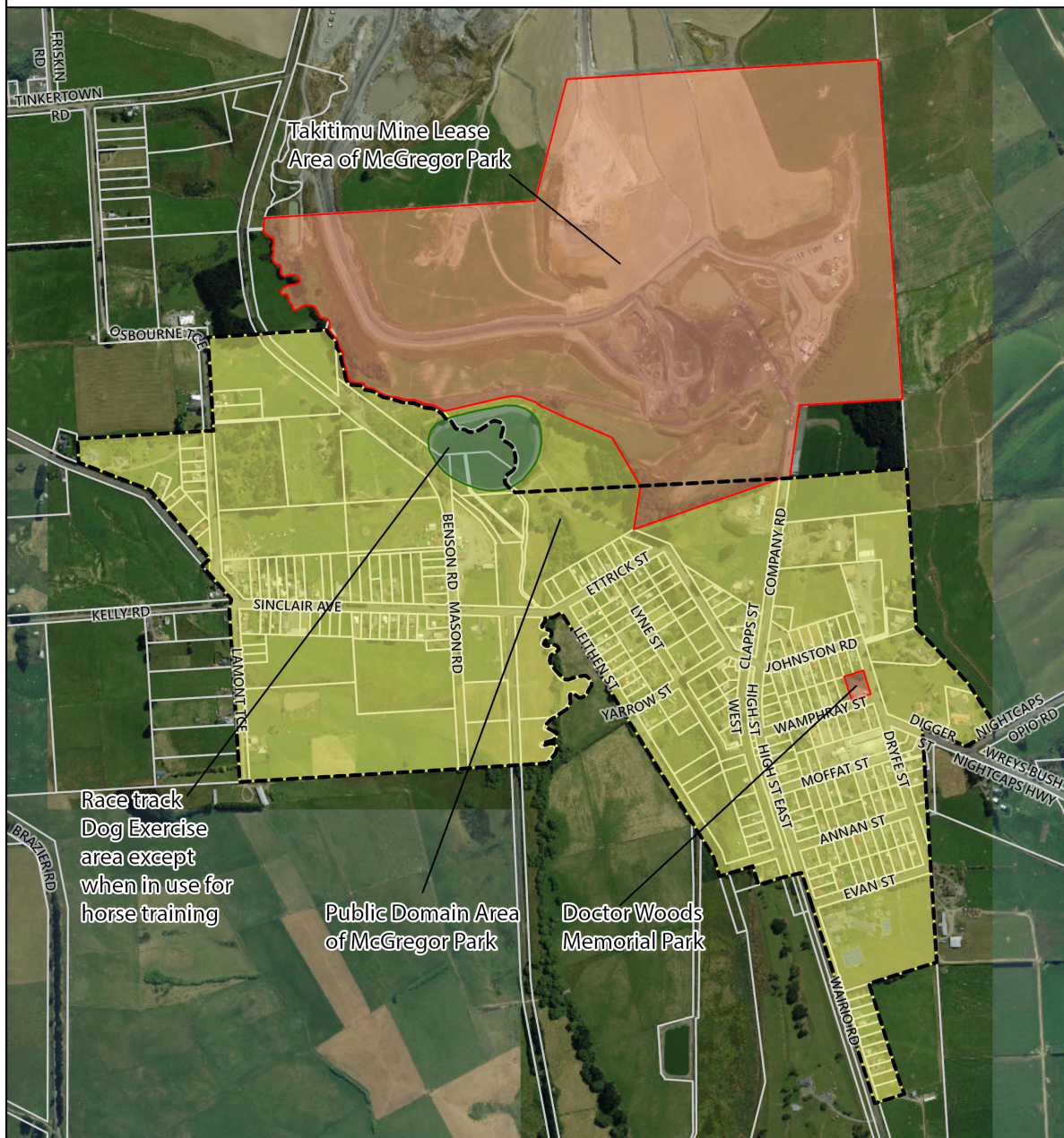
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Legend

- Dog_Control_Urban_Area
- Dog prohibited areas
- Dog exercise areas
- Dog on lead areas
- Property boundaries

Dog Control Bylaw 2025 - Nightcaps



Scale: 1:11,348 at A4

Date prepared: 15/07/2025

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Legend

- Dog_Control_Urban_Area
- Dog prohibited areas
- Dog exercise areas
- Dog on lead areas
- Property boundaries

Dog Control Bylaw 2025 - Oban



SOUTHLAND
DISTRICT COUNCIL

0 200 400 600 800 1,000
Metres

Scale: 1:22,838 at A4

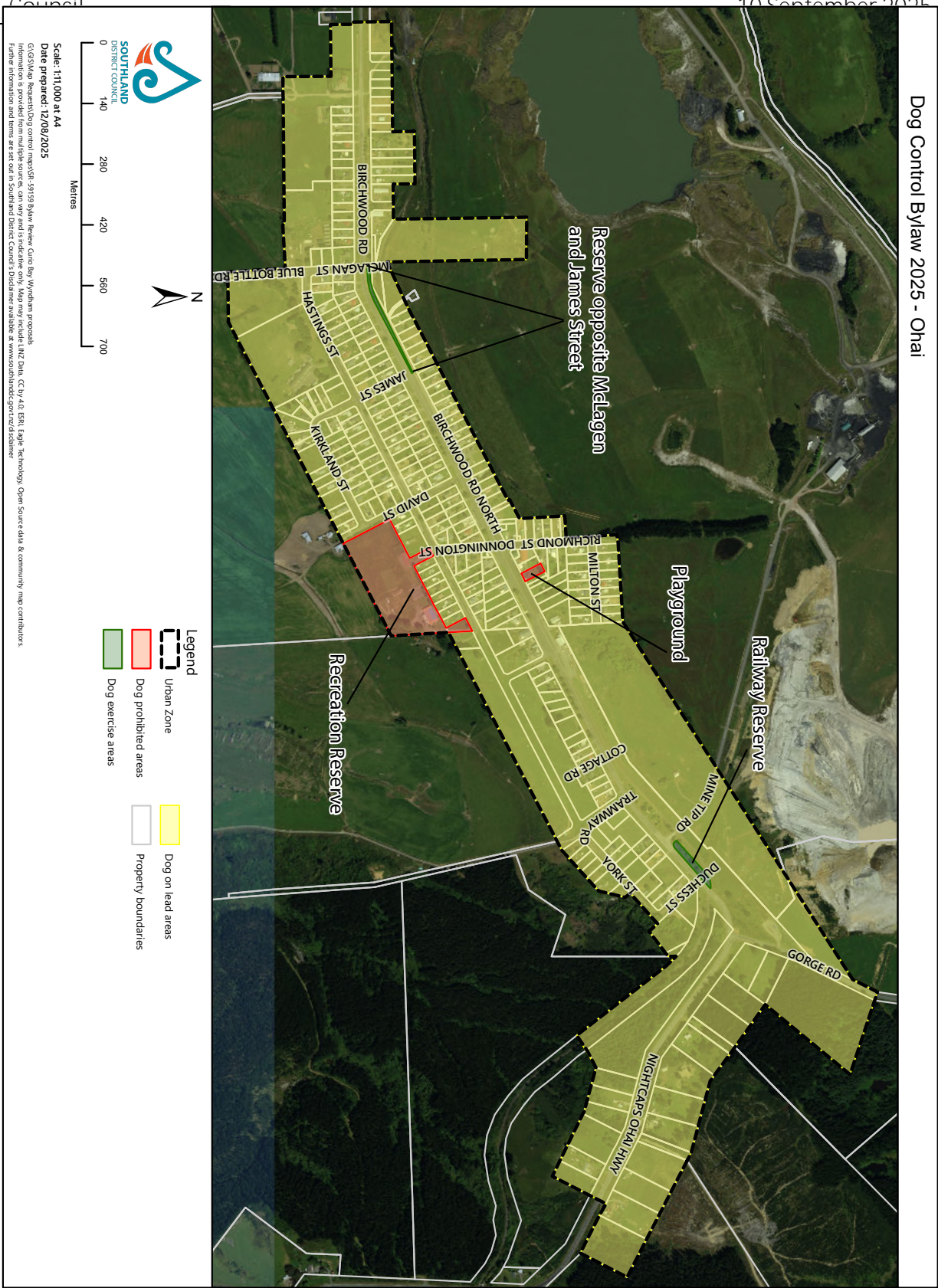
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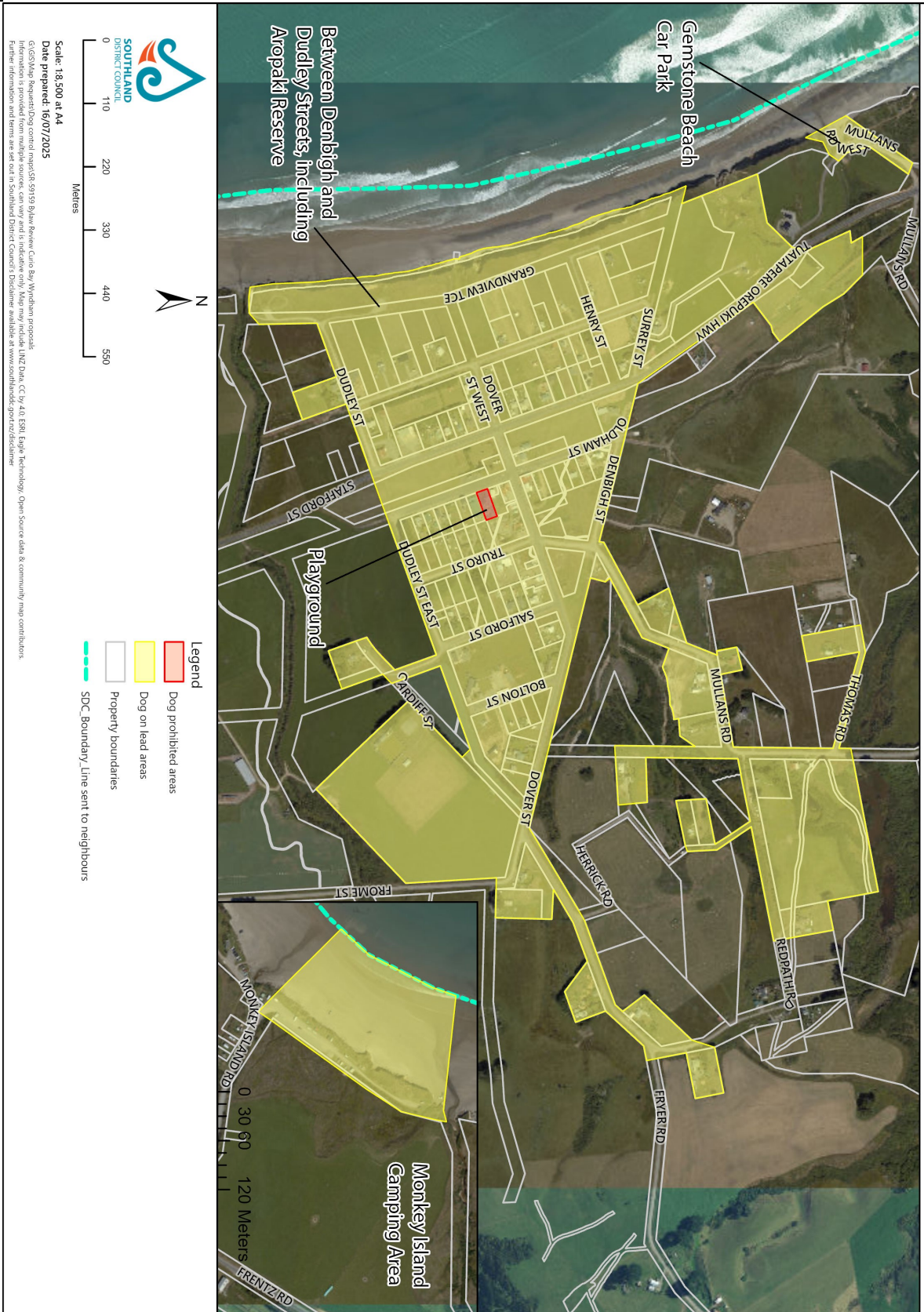
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Legend

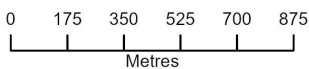
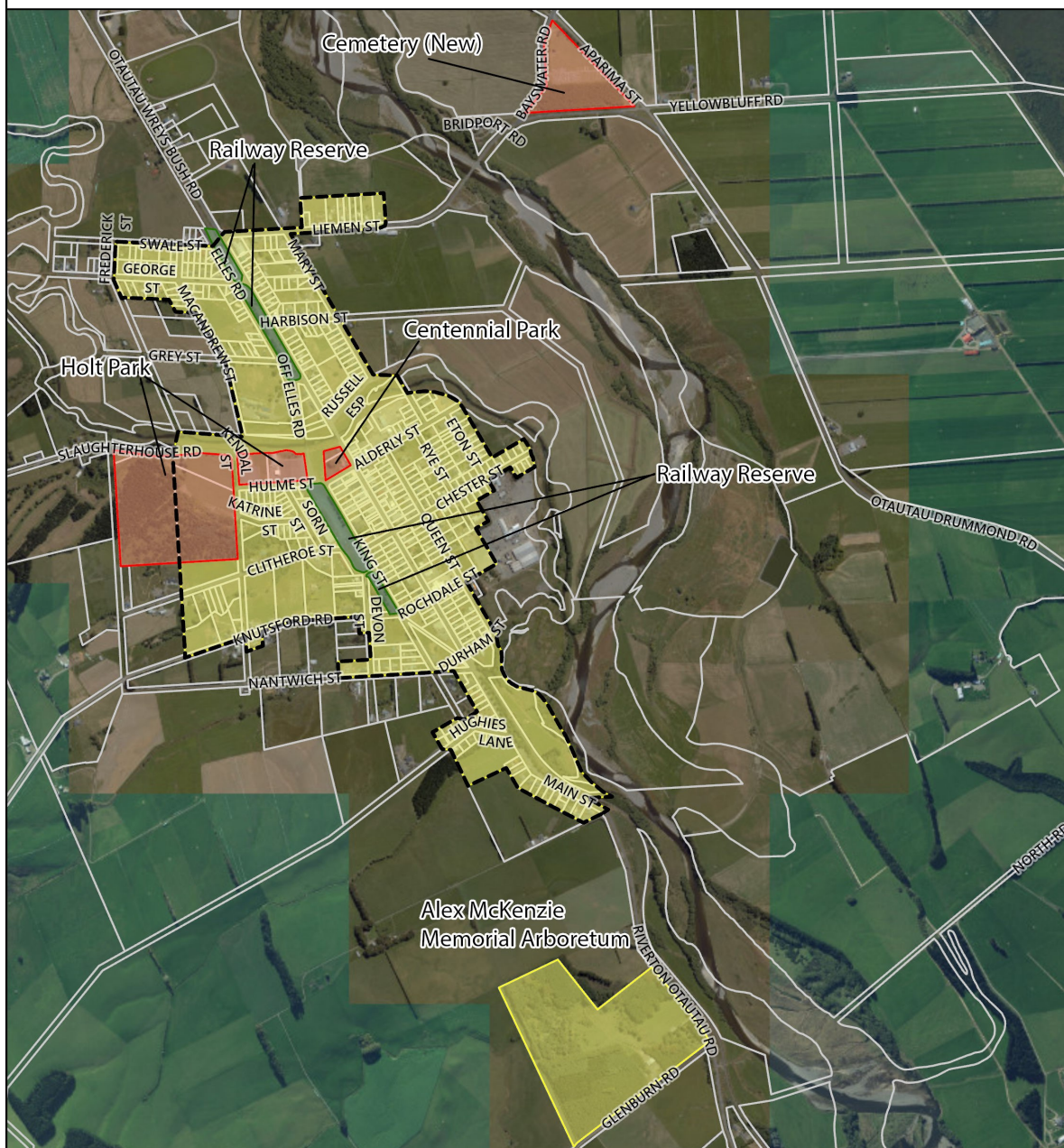
- Urban Zone
- Dog on lead areas
- Dog prohibited areas
- Dog exercise areas
- National Park - dogs prohibited
- Property boundaries



Dog Control Bylaw 2025 - Orepuke



Dog Control Bylaw 2025 - Otautau



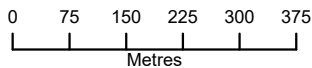
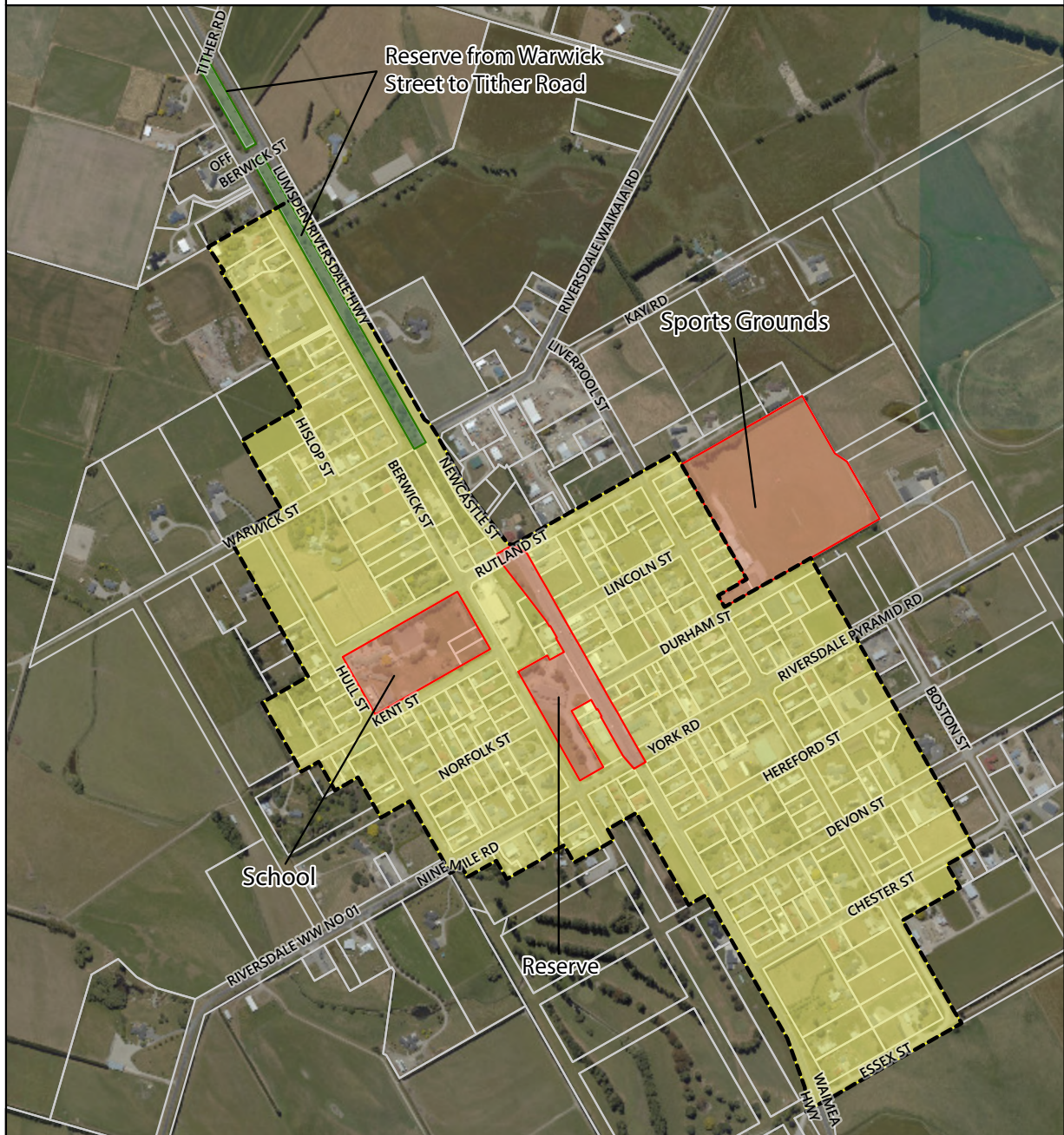
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Date prepared: 16/07/2025

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Legend

- Dog_Control_Urban_Area
- Dog prohibited areas
- Dog exercise areas
- Dog on lead areas
- Property boundaries

Dog Control Bylaw 2025 - Riversdale



Scale: 1:8,500 at A4

Date prepared: 12/08/2025

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Legend

- Urban Zone
- Dog prohibited areas
- Dog exercise areas
- Dog on lead areas
- Property boundaries

Dog Control Bylaw 2025 - Riverton



0 230 460 690 920 1,150
Metres

Scale: 1:25,881 at A4

Date prepared: 12/08/2025

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Legend

- Urban Zone
- Dog prohibited areas
- Dog exercise areas
- Dog on lead areas
- Property boundaries

Dog Control Bylaw 2025 - Te Anau



SOUTHLAND
DISTRICT COUNCIL

0 200 400 600 800 1,000
Metres

Scale: 1:22,500 at A4

Date prepared: 12/08/2025

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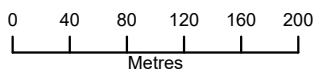
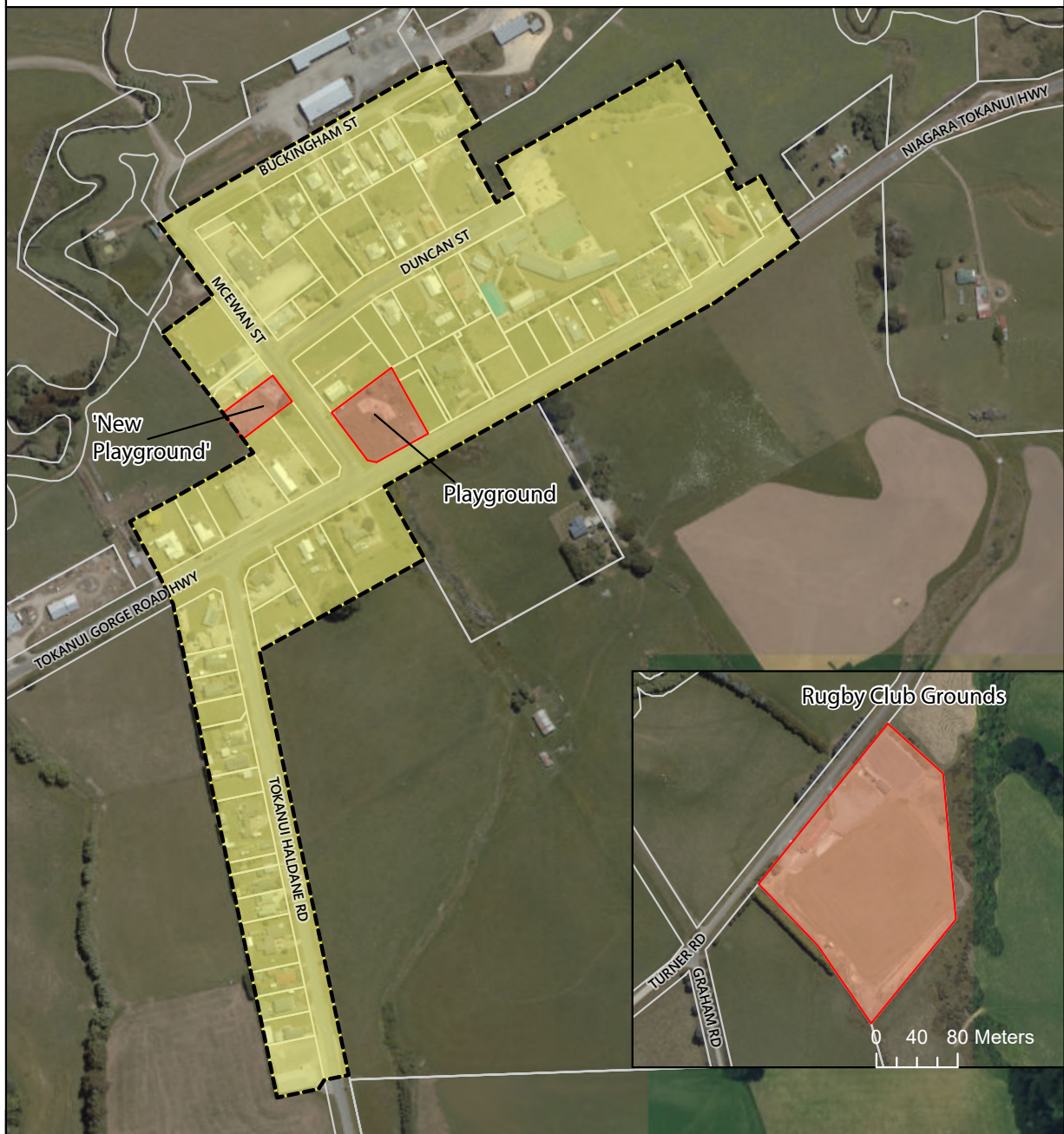
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Legend

- Urban Zone
- Dog prohibited areas
- Dog exercise areas
- Dog on lead areas
- National Park - dogs prohibited
- Property boundaries



Dog Control Bylaw 2025 - Tokanui



Scale: 1:4,500 at A4

Date prepared: 12/08/2025

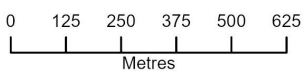
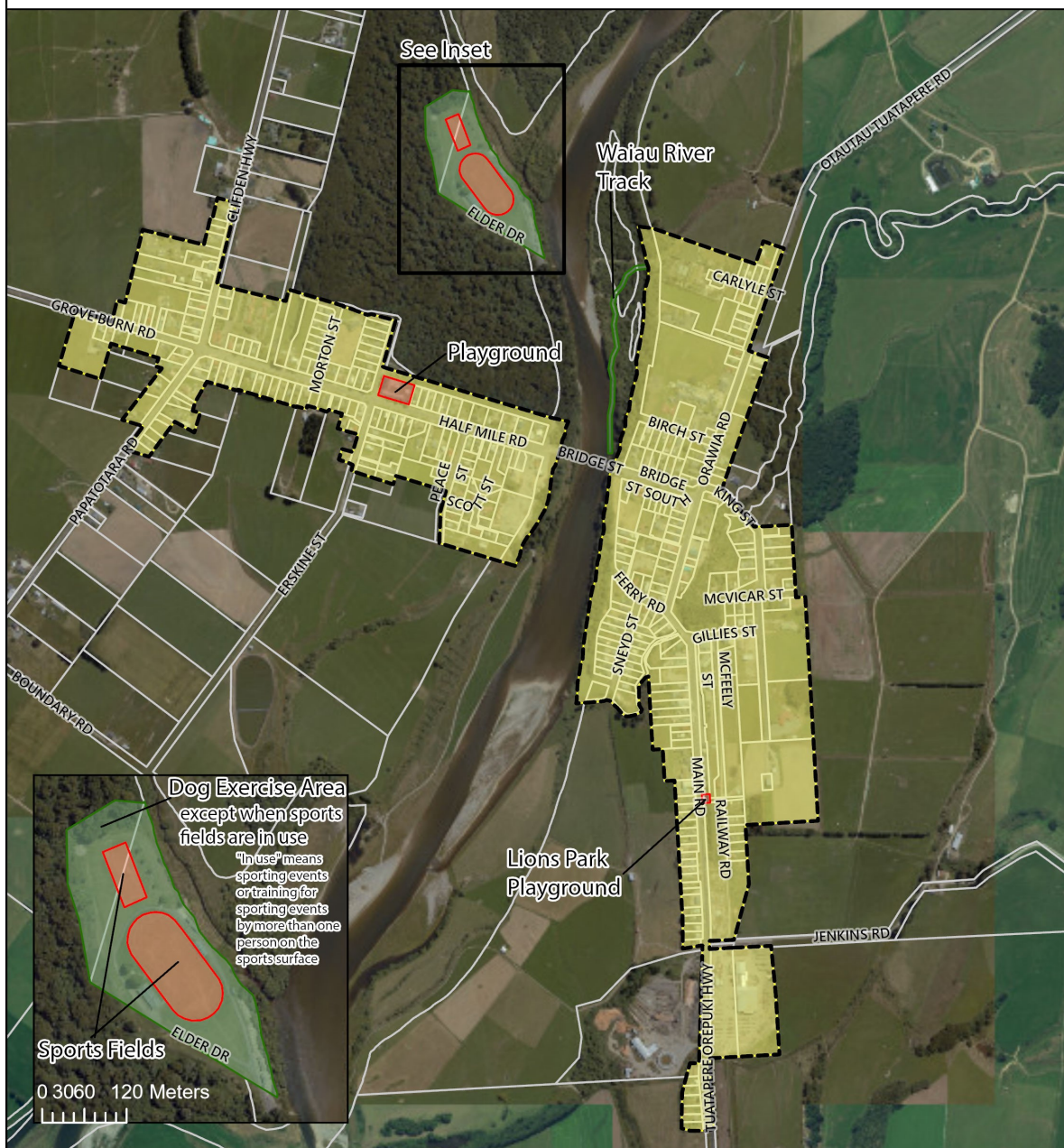
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Legend

- Urban Zone
- Dog prohibited areas
- Dog on lead areas
- Property boundaries

Dog Control Bylaw 2025 - Tuatapere



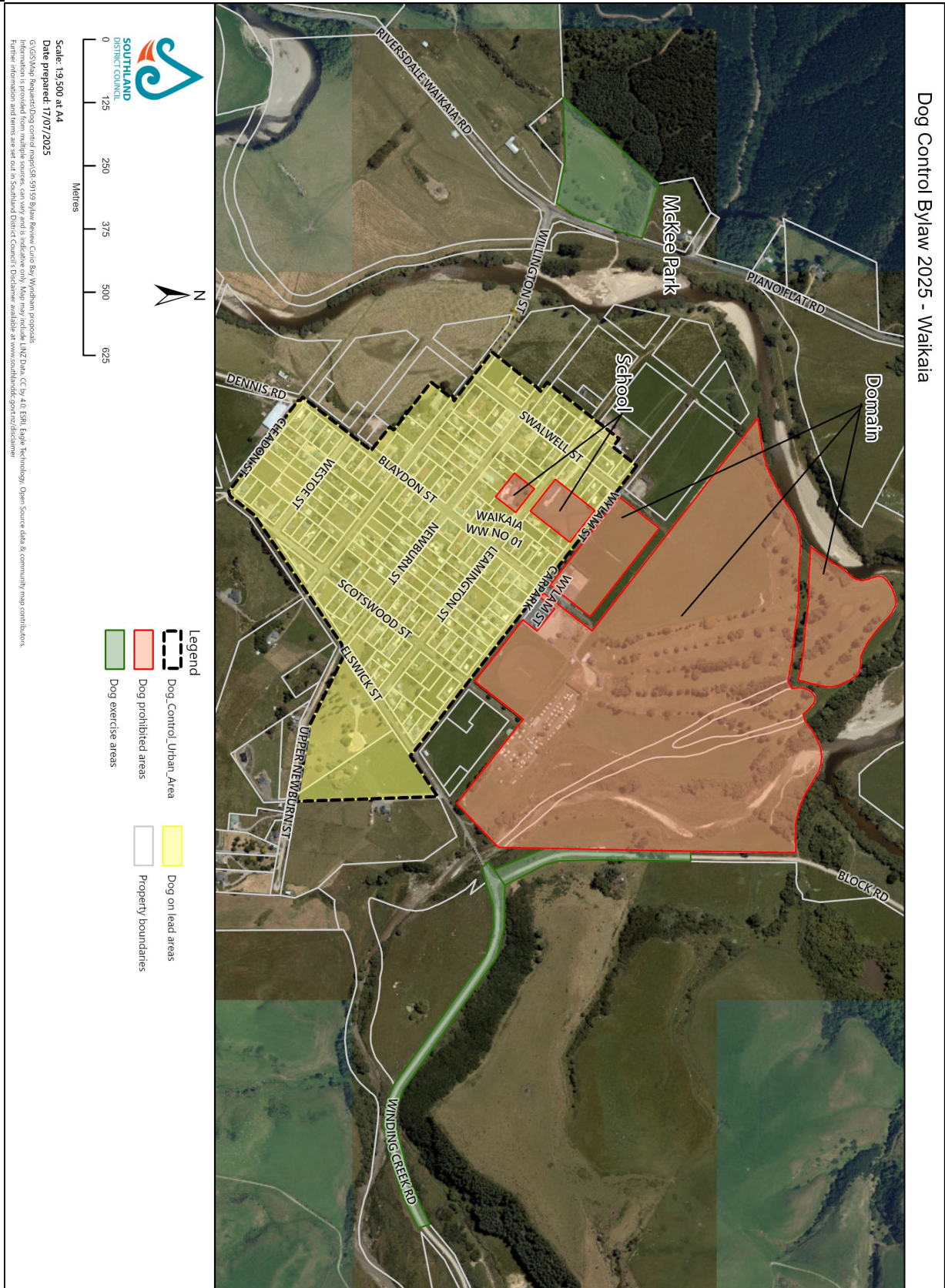
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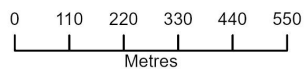
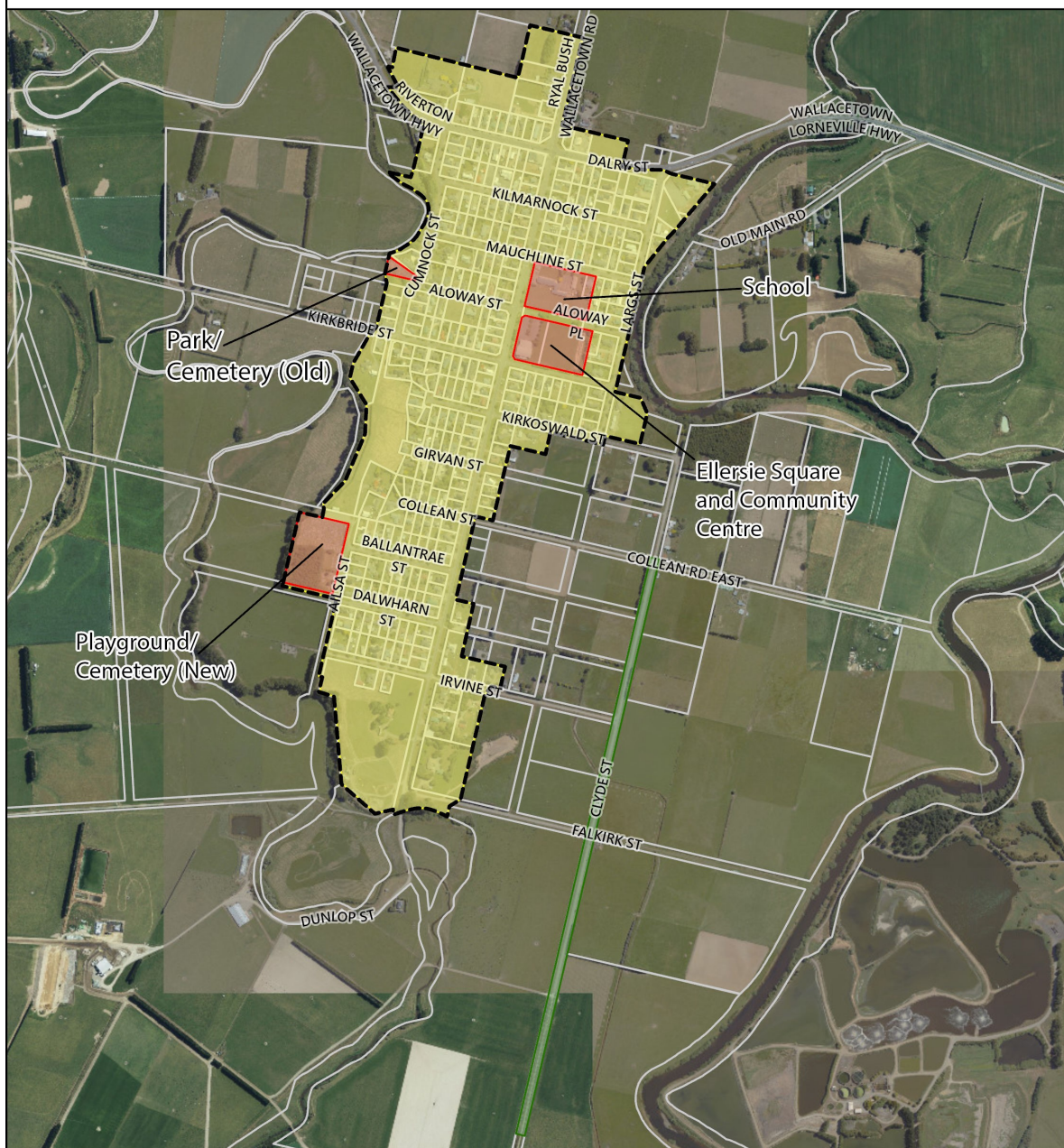
Legend

- Dog_Control_Urban_Area
- Dog prohibited areas
- Dog exercise areas
- Dog on lead areas
- Property boundaries

Dog Control Bylaw 2025 - Waikaia



Dog Control Bylaw 2025 - Wallacetown



Scale: 1:12,600 at A4

Date prepared: 17/07/2025

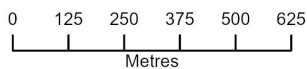
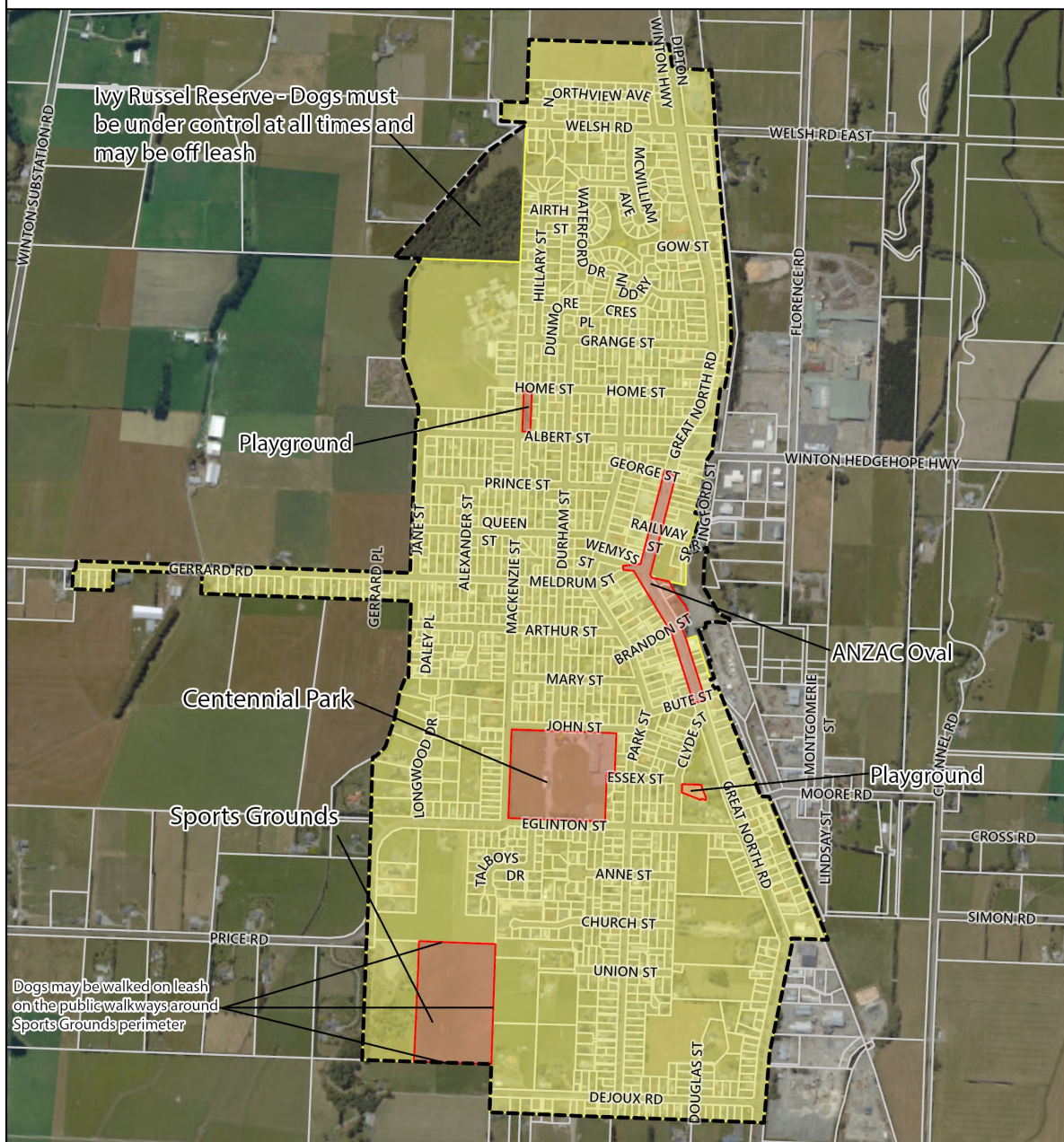
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Legend

- Dog_Control_Urban_Area
- Dog prohibited areas
- Dog exercise areas
- Dog on lead areas
- Property boundaries

Dog Control Bylaw 2025 - Winton



Scale: 1:14,000 at A4

Date prepared: 18/07/2025

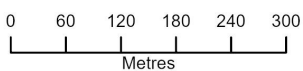
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Legend

- Dog_Control_Urban_Area
- Dog prohibited areas
- Dog on lead areas
- Property boundaries

Dog Control Bylaw 2025 - Woodlands



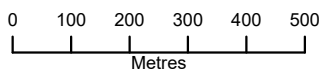
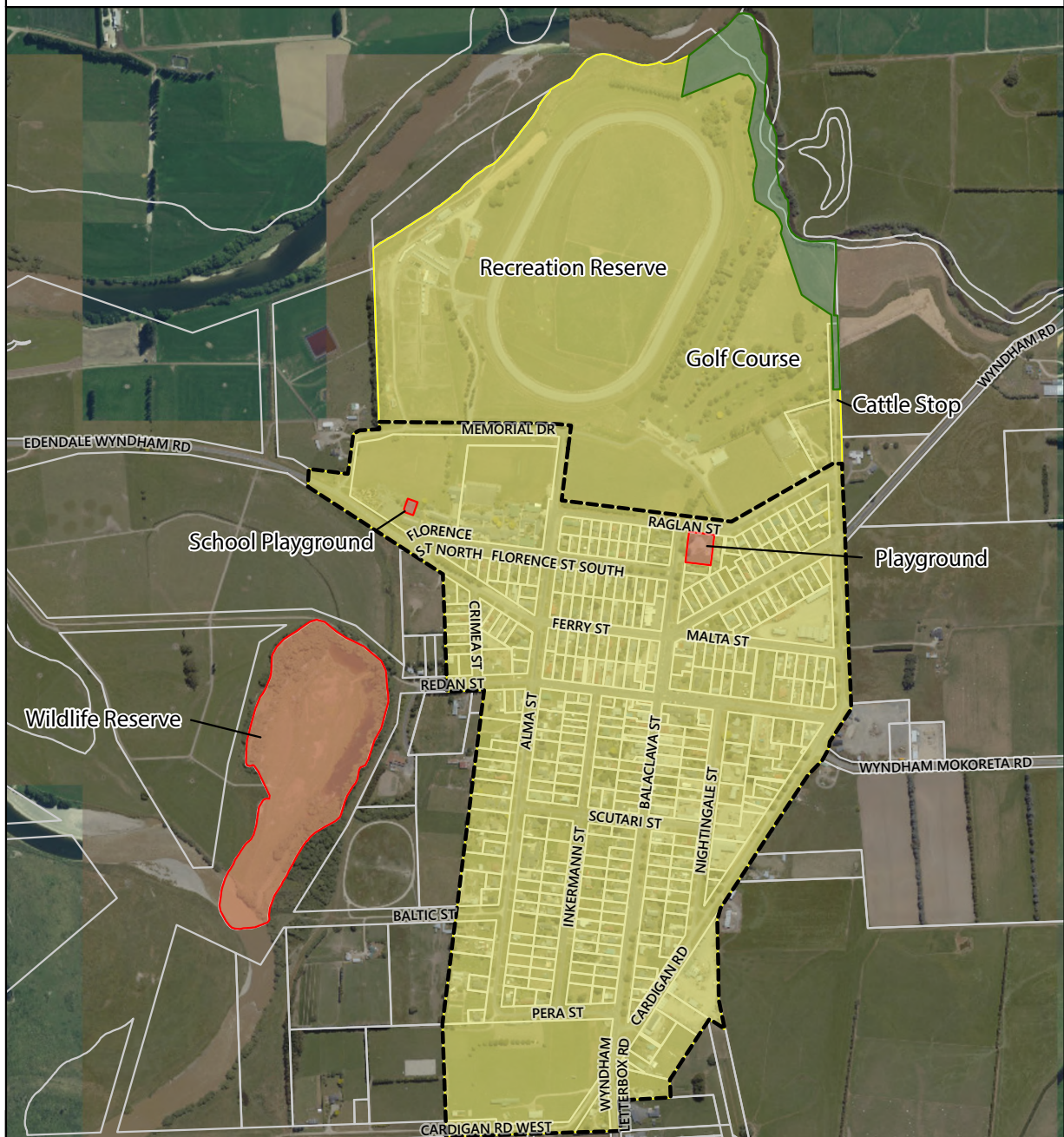
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Legend

- Dog prohibited areas
- Dog exercise areas
- Dog on lead areas
- Property boundaries

Dog Control Bylaw 2025 - Wyndham



Scale: 1:11,000 at A4

Date prepared: 12/08/2025

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Legend

- Urban Zone
- Dog prohibited areas
- Dog exercise areas
- Dog on lead areas
- Property boundaries



Dog Control Policy 2025

Group Responsible:	Environmental Health
Date Adopted:	10 September 2025
Effective from:	01 October 2025
File #:	R/24/10/63655

Purpose

The purpose of this policy is to strike the proper balance between the need to control dogs and the recognition of the overall benefits of responsible dog ownership.

Background

The Council recognises that the keeping of dogs is a positive part of life for many Southlanders. Dogs under responsible ownership can have a positive role in society and provide assistance, enjoyment and health benefits to many individuals and families.

The Council is also recognises the need to minimise the adverse impacts dogs can have on communities. The Dog Control Act 1996 (the Act) requires that the Council have a dog control policy in its district. In adopting the policy the Council must have regard to:

- The need to minimise danger, distress, and nuisance to the community generally
- The need to avoid the inherent danger in allowing dogs to have uncontrolled access to public places that are frequented by children, whether or not the children are accompanied by adults
- The importance of enabling, to the extent that is practicable, the public (including families) to use streets and public amenities without fear of attack or intimidation by dogs
- The exercise and recreational needs of dogs and their owners.

Any word used in this policy document that is defined in the Act has the meaning given to it by that Act.

Dog Control Bylaws

The Council must have bylaws to give effect to its Dog Control Policy. It is intended that the Dog Control Bylaw 2025 be enacted to reflect the contents of this policy document.

The Act specifies matters for which bylaws may be made. The bylaws apply to all dog owners in the District and will be enforced using the full range of enforcement mechanisms available to the Council.

The following issues have been identified which will be dealt with by the bylaws:

- Minimum standards of accommodation for dogs
- Prohibiting dogs from specified public places
- Regulating and controlling dogs in other public places



- Requiring the removal of dog faeces from public places
- Prohibiting female dogs in season and diseased dogs from public places unless confined or permission granted
- Regulating the number of dogs that may be kept on any premises
- Requiring the neutering of uncontrolled and menacing dogs.

Policy details

Council's objective is to encourage responsible dog ownership that allows dog owners to enjoy their dogs without impinging on the enjoyment and safety of others.

Responsible dog owners will:

- Register and microchip their dogs
- Ensure that the dogs always wear a current registration tag
- Provide their dogs with sufficient food, water, shelter, and exercise
- Make sure that their dogs do not become a nuisance or danger to people or animals
- Comply with the Dog Control Act 1996 and the Council's Dog Control Bylaws.

Registration and Other Fees

The Council has adopted a registration fee structure which recognises non-working dogs and working dogs.

As recognition of responsible dog ownership and to encourage neutering and fenced containment, the Council will set fees for non-working dogs that may consider the following factors:

- Whether there is fencing or a fenced enclosure sufficient to contain the dog on the premises.
- Whether the dog is neutered or spayed.
- Whether the dog has been microchipped.
- Whether there has been a written warning, barking abatement notice, seizure or infringement under the Dog Control Act 1996 within the previous two years relating to any dog owned by the person applying for the registration.
- A fee for late registration.

The Dog Control Act 1996 requires that all money received from dog registration fees or other charges levied are to be applied for dog control purposes. The intention of Council is that dog control in the District is on a user pay basis of fees and charges will be set at a level to give effect to that intention.

Number of Dogs

No person may keep more than two dogs over three months of age on any premises for any period exceeding 14 days other than working dogs not being kept on premises in a predominantly urban or residential environment. This requirement does not apply to:



- Dogs up to three months old.
- Any dogs kept on premises over 50 hectares.
- Dogs kept temporarily on veterinary clinic premises.
- A pound established under Section 67 of the Dog Control Act 1996.

The Council will issue multiple dog licences only when it is satisfied that:

- The premises concerned is suitable in all respects for the keeping of the number of dogs applied for.
- The arrangements relating to the feeding shelter and exercise of the dogs are adequate.
- The keeping of the number of dogs applied for will not be a nuisance or pose an undue risk to neighbours.

A licence issued may impose any conditions that Council officers consider are reasonably necessary taking into account the matters referred to in paragraph 8.2.

A multiple dog licence will not be transferable.

A fee will be charged for the issue and administration of a multiple dog licence.

Dogs in Public Places

This policy identifies public places in the Southland District where dogs are prohibited or must be controlled on a leash. It also designates dog exercise areas where dogs may be exercised off the leash, provided they are under effective control.

Effective control means

- you are aware of where the dog is and what it is doing
- you are close enough to prevent issues including nuisance or danger to other people, animals, wildlife, and property
- you can bring the dog quickly to heel through verbal command, whistle, physical signal or gesture, or restraint.

Public place means

- a) a place that, at any material time, is open to or is being used by the public, whether free or on payment of a charge, and whether any owner or occupier of the place is lawfully entitled to exclude or eject any person from that place; and
- b) includes any aircraft, hovercraft, ship or ferry or other vessel, train, or vehicle carrying or available to carry passengers for reward.

Working Dog means

- a) any disability assist dog
- b) any dog kept by the Police or any constable, the New Zealand Customs Service, the Ministry of Agriculture and Forestry, the Ministry of Fisheries, or the Ministry of Defence, or any officer or employee of any such department of State solely or principally for the purposes of carrying out the



functions, powers, and duties of the Police or the department of State or that constable, officer, or employee; or

- c) kept solely or principally for the purposes of herding or driving stock
- d) kept by the Department of Conservation or any officer or employee of that department solely or principally for the purposes of carrying out the functions, duties, and powers of that department
- e) kept solely or principally for the purposes of destroying pests or pest agents under any pest management plan under the Biosecurity Act 1993
- f) kept by the Department of Corrections or any officer or employee of that department solely or principally for the purposes of carrying out the functions, duties, and powers of that department
- g) kept by AvSec or any officer or employee of that service solely or principally for the purposes of carrying out the functions, duties, and powers of that service
- h) certified for use by the Director of Civil Defence Emergency Management for the purposes of carrying out the functions, duties, and powers conferred by the Civil Defence Emergency Management Act 2002
- i) owned by a property guard as defined in section 9 of the Private Security Personnel and Private Investigators Act 2010 or a property guard employee as defined in section 17 of that Act, and kept solely or principally for the purpose of doing the things specified in section 9(1)(a) to (c) of that Act
- j) declared by resolution of the territorial authority to be a working dog for the purposes of the Act, or any dog of a class so declared by the authority, being a dog owned by any class of persons specified in the resolution and kept solely or principally for the purposes specified in the resolution.

No person may take a dog (not including a dog confined in a vehicle or cage) into any public place specified in Schedule 1 or 2 as prohibited except:

- any working dog while it is under the control of its owner or handler; or
- a public place not under the control of the Council where the person in charge of that place has given permission for the dog to be there and the presence of the dog is in accordance with the conditions (if any) of that permission.

No person shall take any female dog in season or a diseased dog into any public place unless:

- that dog is completely confined in a vehicle or cage for the purposes of transportation; or
- that dog is in a public place not under the control of the Council where the person in charge of that place has given permission for the dog to be there and the presence of the dog is in accordance with the conditions (if any) of that permission.

No person shall take a dog into any public place specified in Schedule 1 or 2 as an on-leash only area unless the dog is controlled on a leash except:

- any dog confined in a vehicle or cage; or
- any working dog while it is under the control of its owner or handler.

The owner of any dog (including a dog classified as a menacing or dangerous dog that is muzzled) may take that dog in any public place specified in Schedules 1 or 2 as a designated dog exercise area provided that dog is kept under effective control.



Except as provided for in Schedules 1 and 2, dogs must be under effective control at all times and may be off a leash.

The Council may from time to time by public notice prohibit or impose additional conditions on the taking of dogs to any of the areas in Schedules 1 and 2 and walking tracks, picnic areas and roads under the control of the Council and those conditions shall apply accordingly as if they are conditions specified in the Schedules.

The Council may from time to time by public notice make temporary changes to Schedules 1 and 2 in relation to leisure and culture events (including dog friendly events), dog training, threatened or 'at risk' protected wildlife vulnerable to dogs, and pest control. Those changes shall apply as if they are conditions specified in the Schedules.

In this clause, public notice means one or more clearly legible notices affixed in one or more conspicuous places on, or adjacent to, the area to which the notice relates.

National Parks

The Fiordland and Rakiura National Parks are within the Southland District. The Parks comprise large areas of Fiordland and Stewart Island respectively. The boundaries of both parks can be ascertained by referring to the maps on the website of the Department of Conservation at www.doc.govt.nz.

Dogs are not allowed to be in national parks and the National Parks Act 1980 makes it an offence for any owner or person in charge of a dog to have it in a national park except in the circumstances and subject to the conditions specified in that Act.

There are some exceptions to the general rule prohibiting dogs from being in a National Park. For example, in the context of Fiordland National Park, there are small areas at Supply Bay, Frasers Beach, Upper Waiau River, Ewe Burn and Te Anau Downs where access by dogs may be available by a permit issued by the Department of Conservation. All inquiries about the extent of permitted dog access in both National Parks should be made to the Department of Conservation offices at Invercargill, Te Anau or Oban.

Conservation land

In addition to the two National Parks there are areas of conservation land in the Southland District administered by the Department of Conservation where access by dogs is controlled (by permit issued by the Department) or open (under control everywhere and on a leash in any camping areas and at hut sites).

The Department of Conservation has published a map on its website www.doc.govt.nz showing the boundaries of the open and controlled access areas.

It is important that a person considering taking a dog on to any conservation land first make inquiries of the Department of Conservation about the permit and control requirements.



Barking Dogs

Section 55 of the Dog Control Act 1996 authorises Council's Dog Control Officers to issue an abatement notice to any person who owns a dog which the Officer considers is causing a nuisance by persistent and loud barking or howling. Non-compliance with this notice will result in enforcement action.

Section 56 authorises the Officer to remove the dog from the premises if the owner takes no action, or the nuisance is continuing and causing distress to any person.

The Council will implement these provisions on substantiated complaint.

Menacing and Dangerous Dogs

The Dog Control Act 1996 contains provisions which enable the Council to require specific control action be taken in respect of menacing or dangerous dogs.

A menacing dog is one that has not been classified as dangerous but which the Council considers may pose a threat to people, stock, poultry, domestic animal, or protected wildlife because of any observed or reported behaviour of the dog, or any characteristics typically associated with the dog's breed or type or belongs wholly or predominantly to one or more breeds or types listed in Schedule 4 of the Dog Control Act 1996.

A dangerous dog is one which the Council has on sworn evidence attesting to the aggressive behaviour by the dog, reasonable grounds to believe that it constitutes a threat to the safety of any person, stock, poultry, domestic animal, or protected wildlife or where the owner has admitted in writing that the dog constitutes such a threat or has been convicted of an offence relating to the dog attacking a person or animal.

The Council will:

- Enforce the provisions of the Dog Control Act 1996 relating to dangerous and menacing dogs
- Require all dogs classified as menacing by the Council or any other Council to be neutered and the owner provide a veterinary certificate showing the dog has been neutered within one month of classification.

Enforcement

The Council will use the full range of enforcement options available to it under the Dog Control Act 1996 and other legislation to ensure that dog ownership in the District is undertaken in accordance with this policy.

The Dog Control Act 1996 provides that the Council may issue infringement notices or prosecute for, offences against the act or the Council's bylaws.

The Council's aim is to promote responsible dog ownership and therefore an educational advisory approach will be taken where appropriate. However, enforcement action may be taken without warning where:



- An owner fails to register a dog
- The actions or inaction of the owner amount to a disregard to the safety or convenience of any person or the safety of any animal
- The dog has attacked a person or animal
- There has been a deliberate attempt to circumvent the Dog Control Act 1996 or the Council bylaws.

Dogs found at large in a public place in contravention of the Council's bylaws may be seized and impounded by a Dog Control Officer, Dog Ranger, or any other person authorised by the Council.



Schedule 1

General Dog Access Rules

This Schedule contains general dog access rules that apply across the Southland District.

Playgrounds and sports grounds under the control of the Council

Dogs are prohibited on any playground or sports ground at all times.

Urban zones, Council-controlled carparks and boating areas, designated freedom camping areas

Dogs must be under effective control and on a leash within or on all –

- (a) Urban zones as identified in the Southland District Plan
- (b) Council-controlled car parks
- (c) Council-controlled boating areas (including any wharf, jetty, boat ramp, boat marshalling area)
- (d) Designated freedom camping areas as defined in Council's Camping Control Bylaw 2015.

Council cemeteries, Council camping grounds

Dogs are prohibited in all Council-controlled cemeteries and camping grounds unless permission is obtained from the Council or signage indicates dogs are allowed and provided the person whom the dog is accompanying complies with any reasonable conditions imposed by the Council in relation to the entry or presence of the dog.

Walking tracks and picnic areas under the control of the Council

Every owner must comply with any restriction or prohibition of a sign to which Clause 4.7 applies.

Note: For convenience, *playgrounds and the Urban Zones are shown on the maps in Schedule 2. For technical reasons other areas that are referred to above cannot be shown.*



Schedule 2

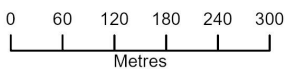
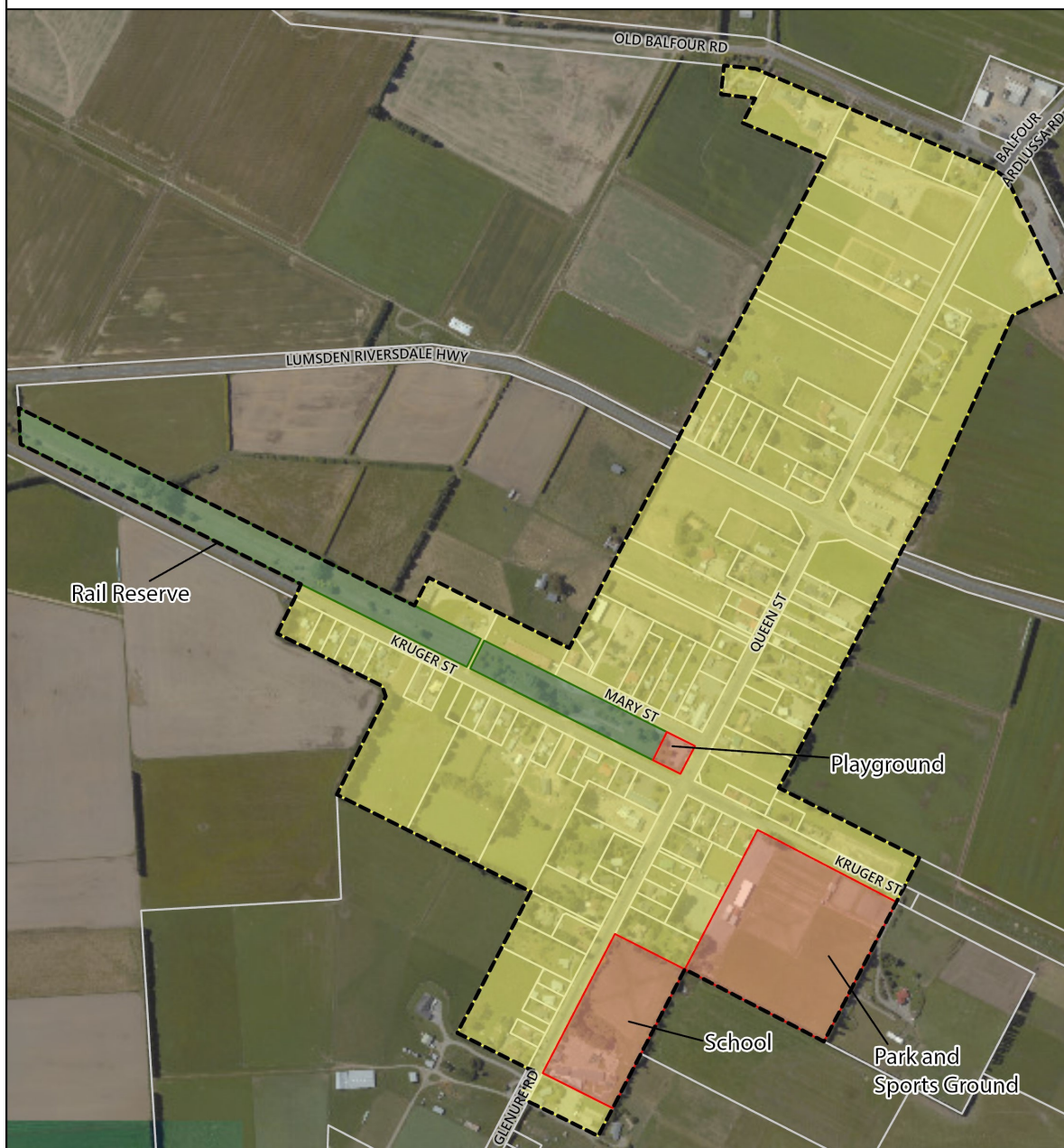
Local Community Dog Access Rules

This Schedule contains dog access rules specific to a local community that are in addition to the general dog access rules in Schedule 1.

For reference, default Schedule 1 rules have been incorporated into the maps such as playgrounds and Urban Zones.



Dog Control Bylaw 2025 - Balfour



Scale: 1:7,229 at A4
Date prepared: 15/07/2025

G:\GIS\Map Requests\Dog control maps\SR-59159 Bylaw Review Curio Bay Wyndham proposals
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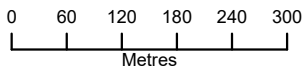
Legend

- Dog_Control_Urban_Area
- Dog prohibited areas
- Dog exercise areas
- Dog on lead areas
- Property boundaries

Dog Control Bylaw 2025 - Browns



Dog Control Bylaw 2025 - Colac Bay



Scale: 1:7,000 at A4

Date prepared: 12/08/2025

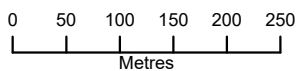
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Legend

- Urban Zone
- Dog prohibited areas
- Dog on lead areas
- Property boundaries

Dog Control Bylaw 2025 - Curio Bay



Scale: 1:6,000 at A4

Date prepared: 18/08/2025

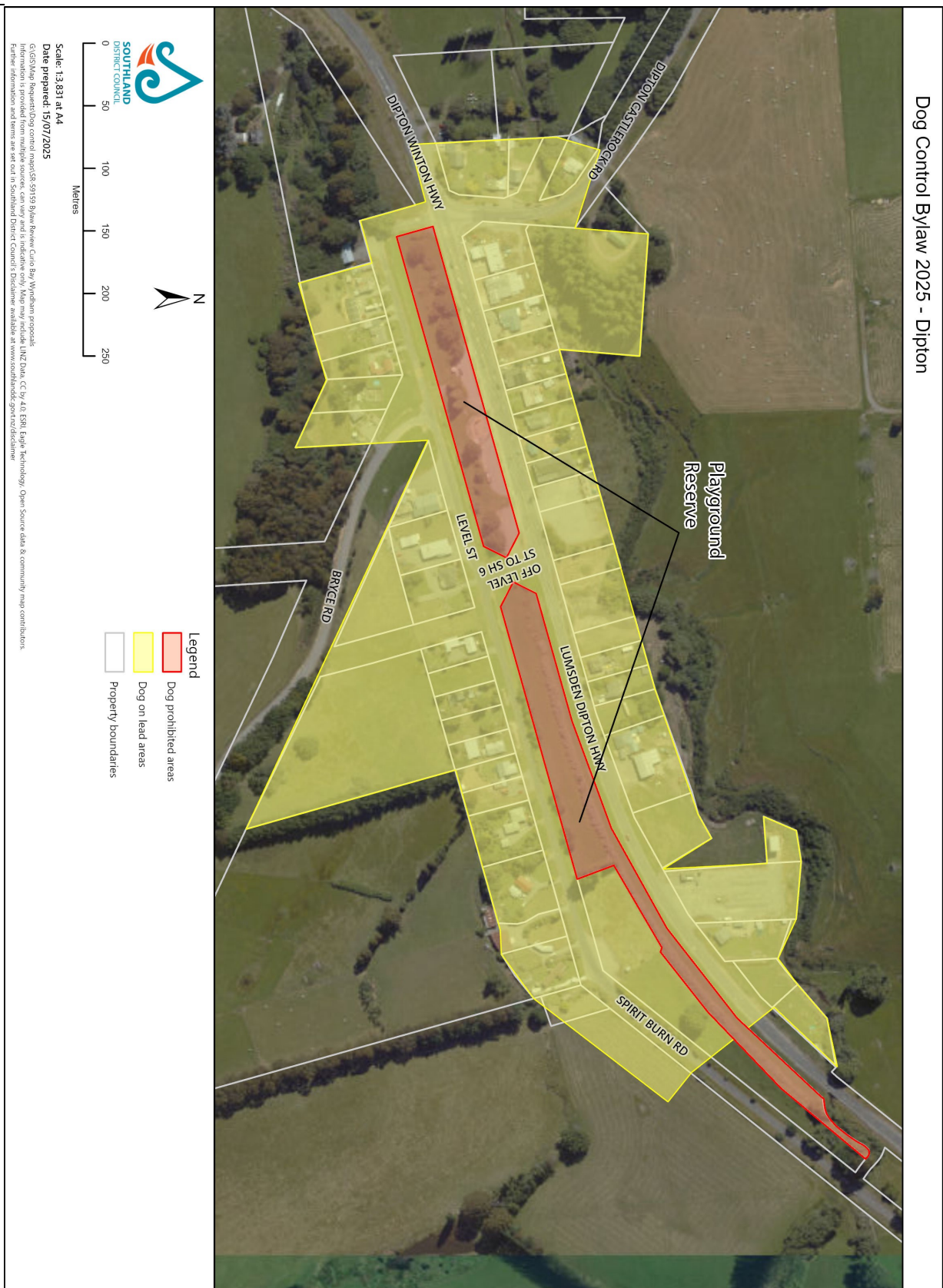
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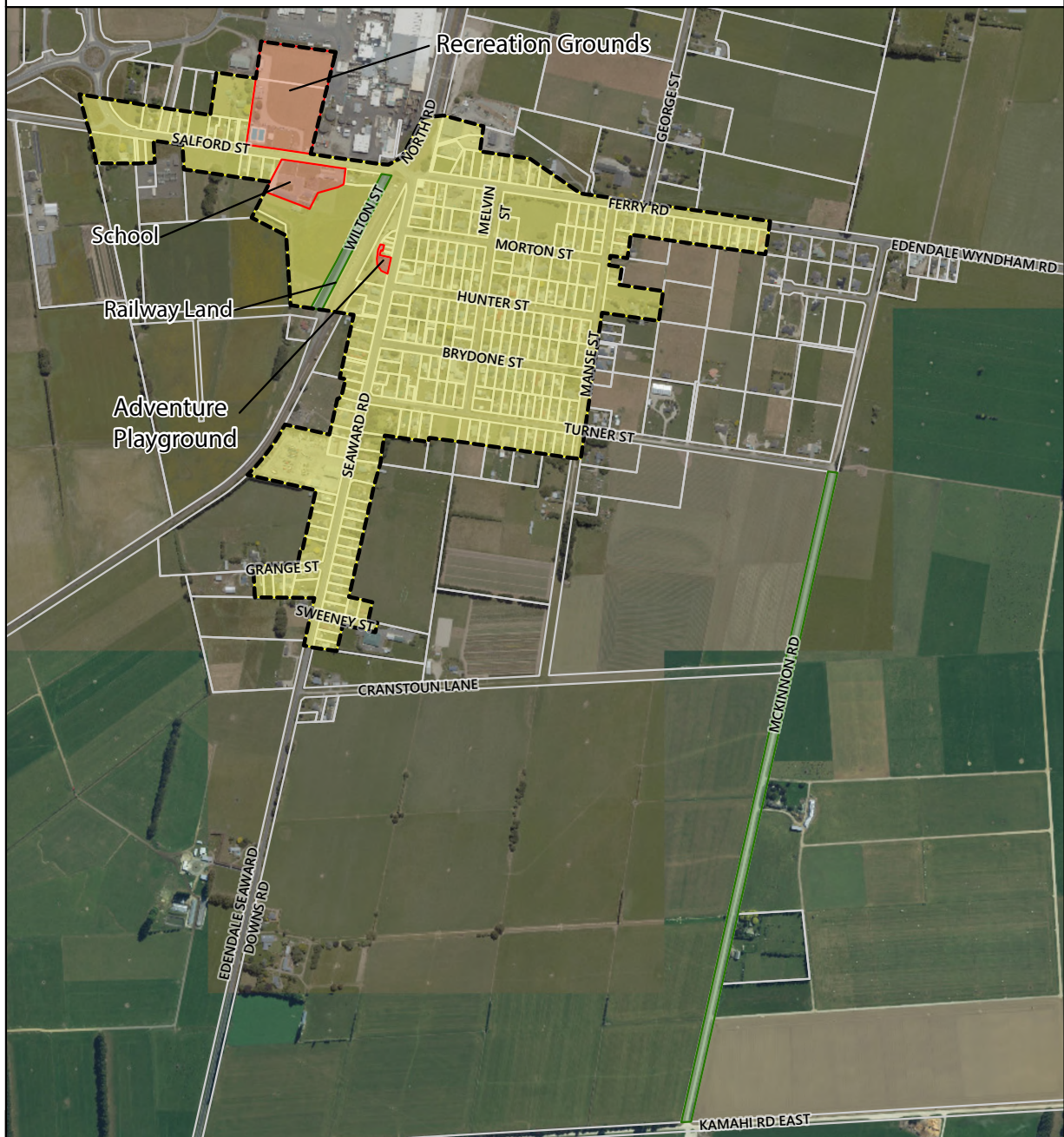
Legend

- Dog on lead areas
- Dog prohibited areas
- Property boundaries

Dog Control Bylaw 2025 - Dipton



Dog Control Bylaw 2025 - Edendale



0 100 200 300 400 500
Metres

Scale: 1:11,738 at A4

Date prepared: 12/08/2025

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Legend

- Urban Zone
- Dog prohibited areas
- Dog exercise areas
- Dog on lead areas
- Property boundaries

Dog Control Bylaw 2025 - Fortrose



0 40 80 120 160 200
Metres

Scale: 1:4,750 at A4

Date prepared: 12/08/2025

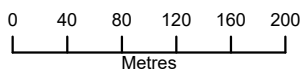
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Legend

- Dog prohibited areas
- Dog on lead areas
- Property boundaries

Dog Control Bylaw 2025 - Gorge Road



Scale: 1:4,713 at A4

Date prepared: 12/08/2025

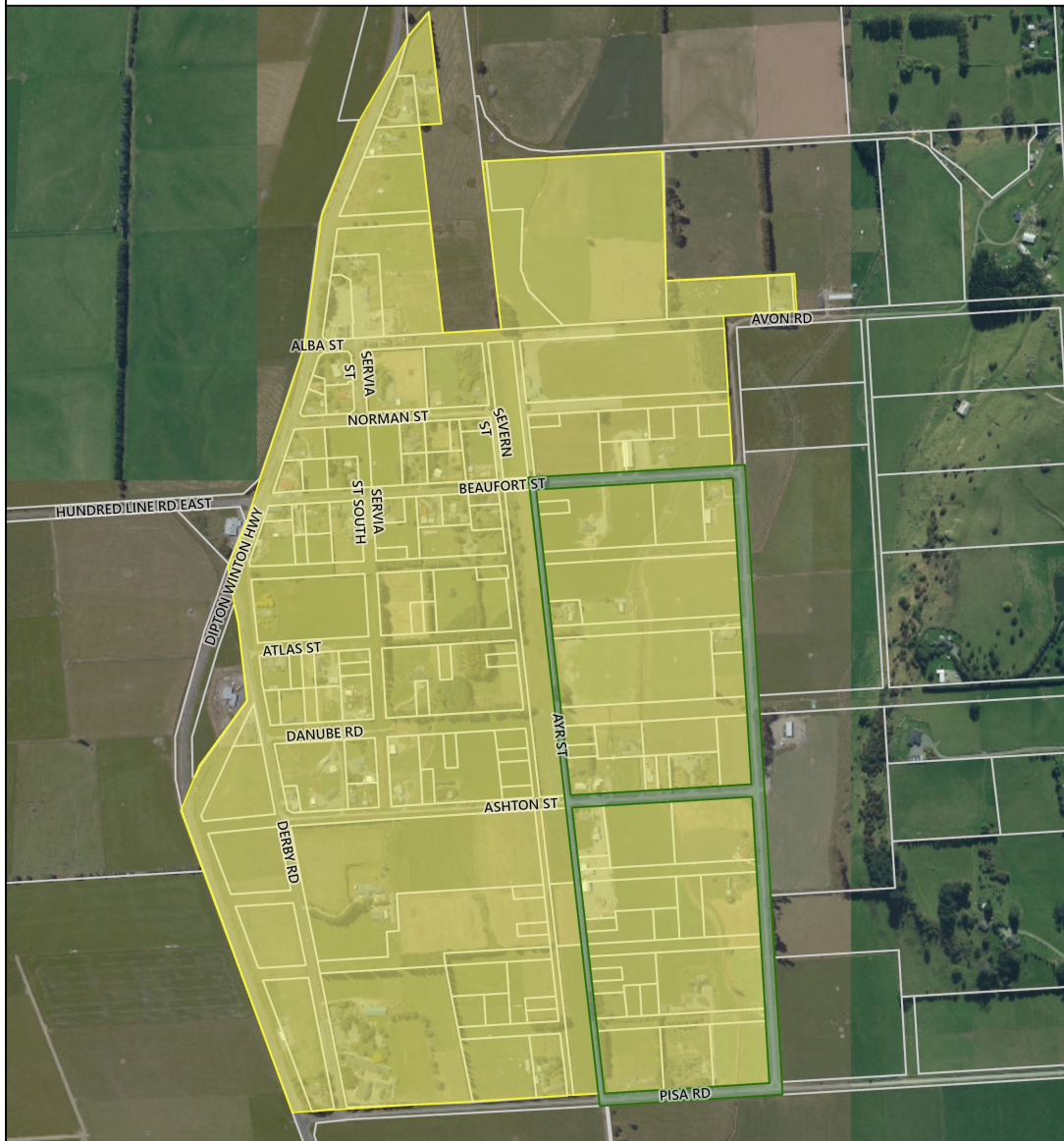
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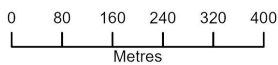
Legend

- Dog prohibited areas
- Dog on lead areas
- Property boundaries

Dog Control Bylaw 2025 - Limehills



SOUTHLAND
DISTRICT COUNCIL



Scale: 1:9,055 at A4

Date prepared: 15/07/2025

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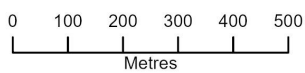
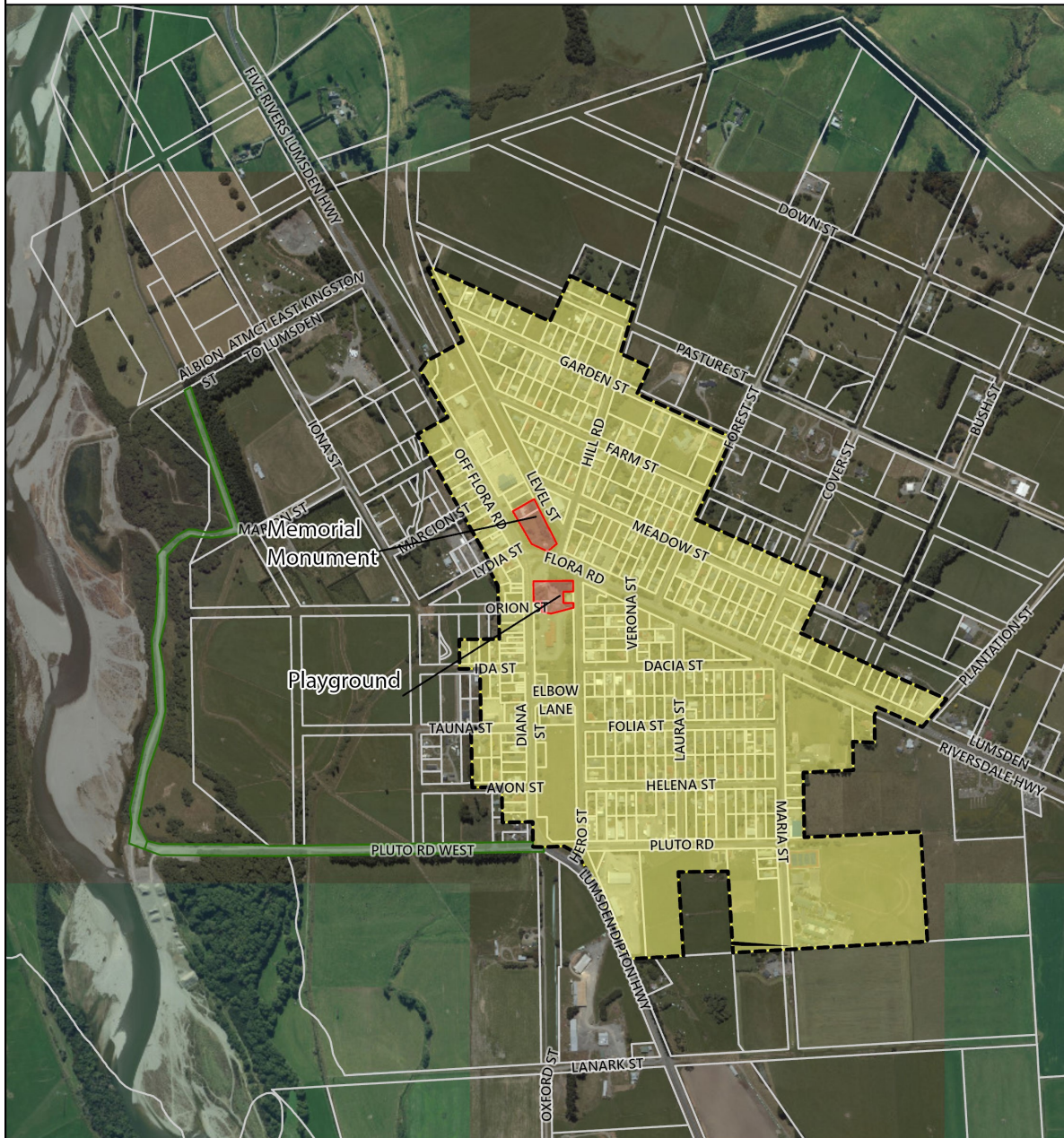
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Legend

- Dog exercise areas
- Dog on lead areas
- Property boundaries

Dog Control Bylaw 2025 - Lumsden



Scale: 1:11,319 at A4

Date prepared: 15/07/2025

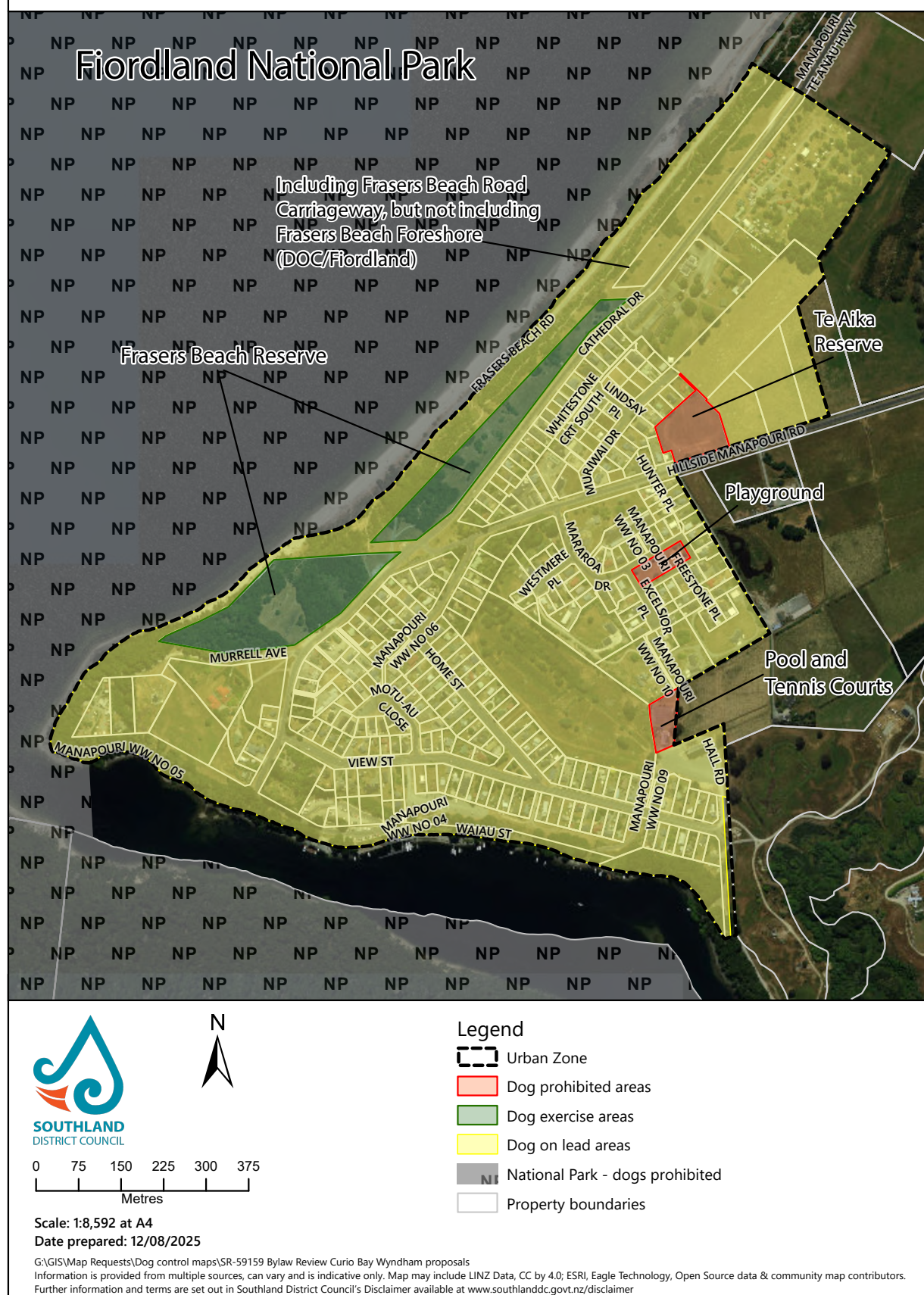
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Legend

- Dog_Control_Urban_Area
- Dog prohibited areas
- Dog exercise areas
- Dog on lead areas
- Property boundaries

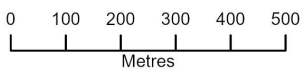
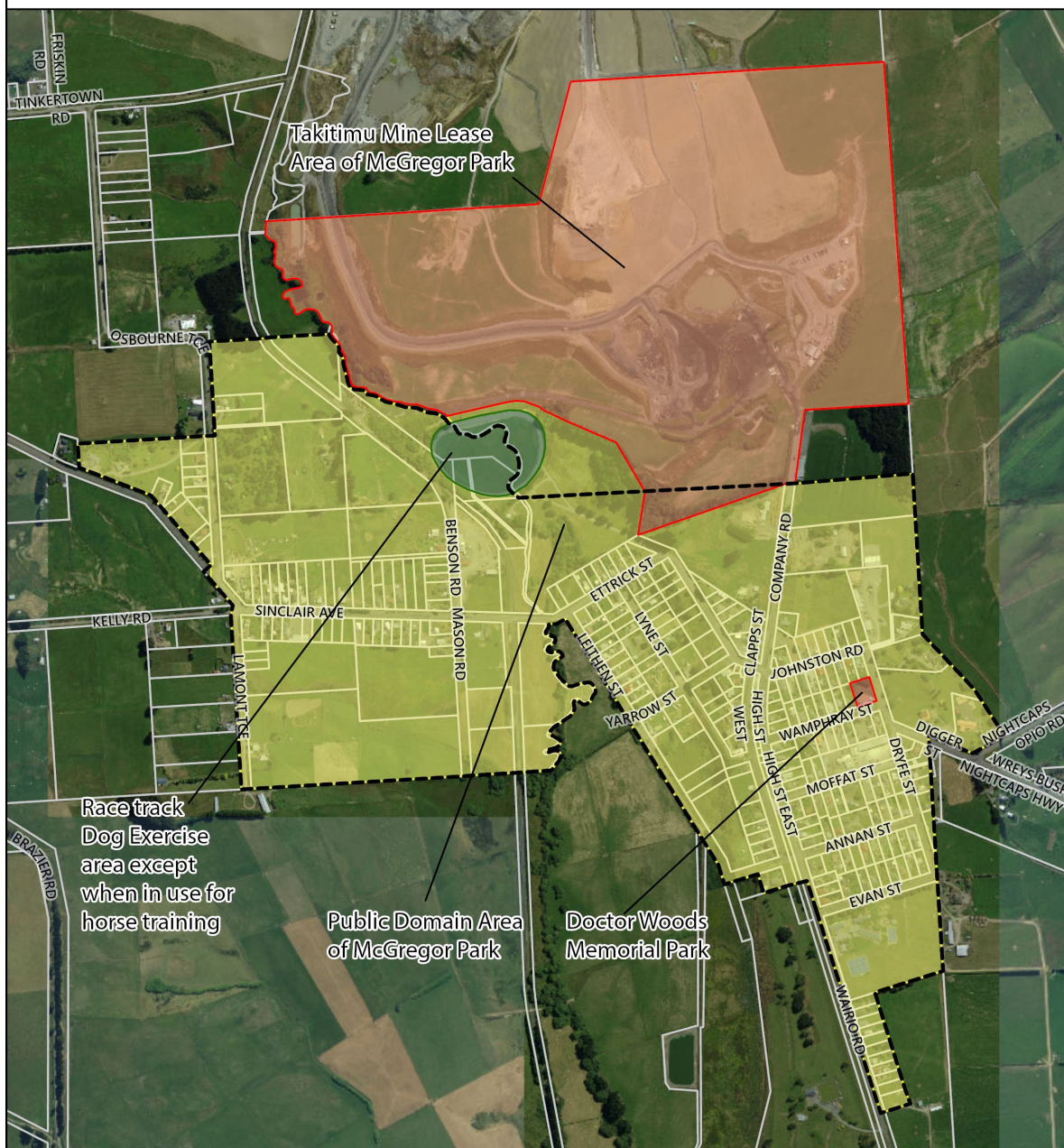
Dog Control Bylaw 2025 - Manapouri



Dog Control Bylaw 2025 - Mossburn



Dog Control Bylaw 2025 - Nightcaps



Scale: 1:11,348 at A4

Date prepared: 15/07/2025

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Legend

- Dog_Control_Urban_Area
- Dog prohibited areas
- Dog exercise areas
- Dog on lead areas
- Property boundaries

Dog Control Bylaw 2025 - Oban



SOUTHLAND
DISTRICT COUNCIL

0 200 400 600 800 1,000
Metres

Scale: 1:22,838 at A4

Date prepared: 18/08/2025

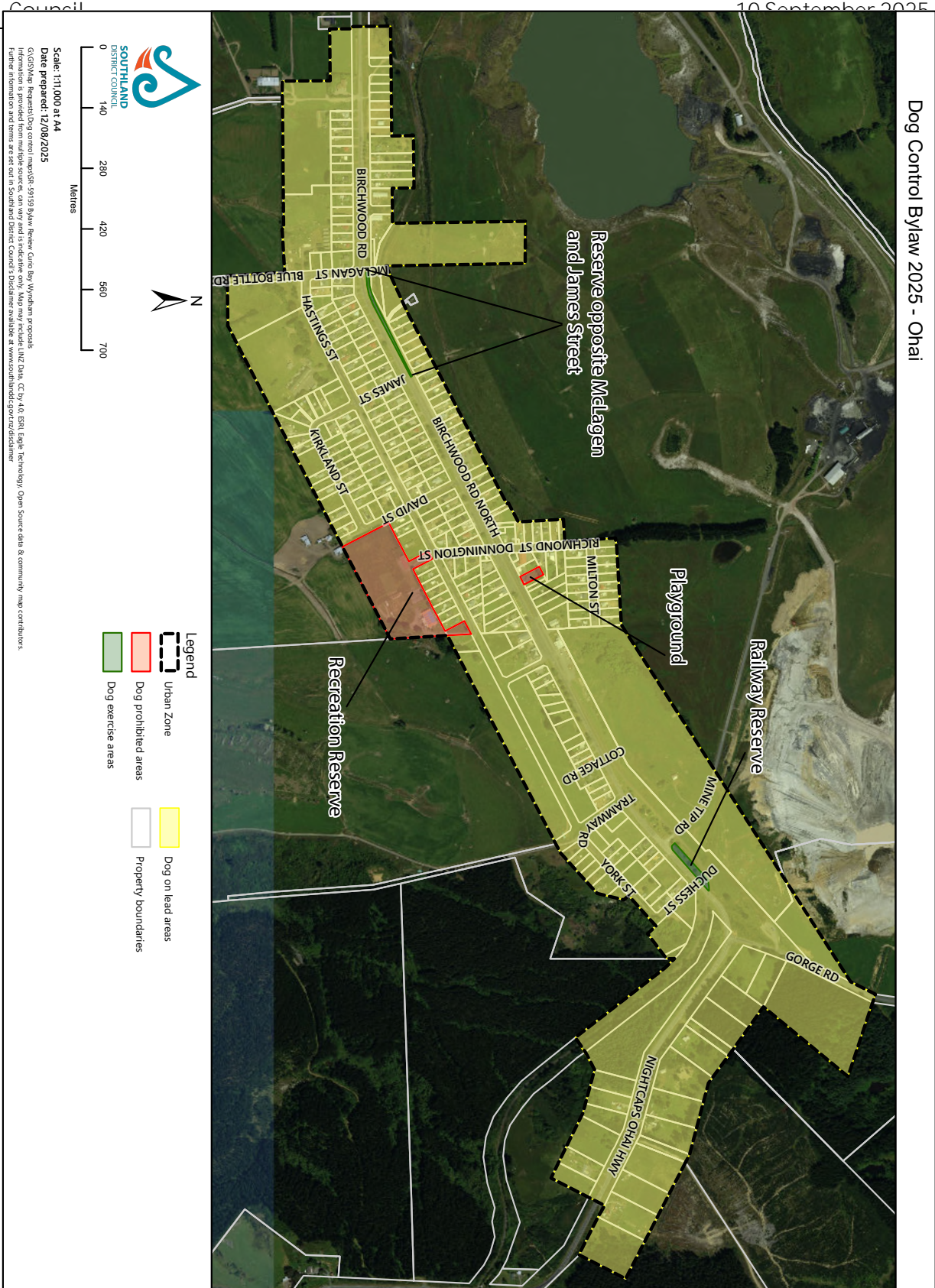
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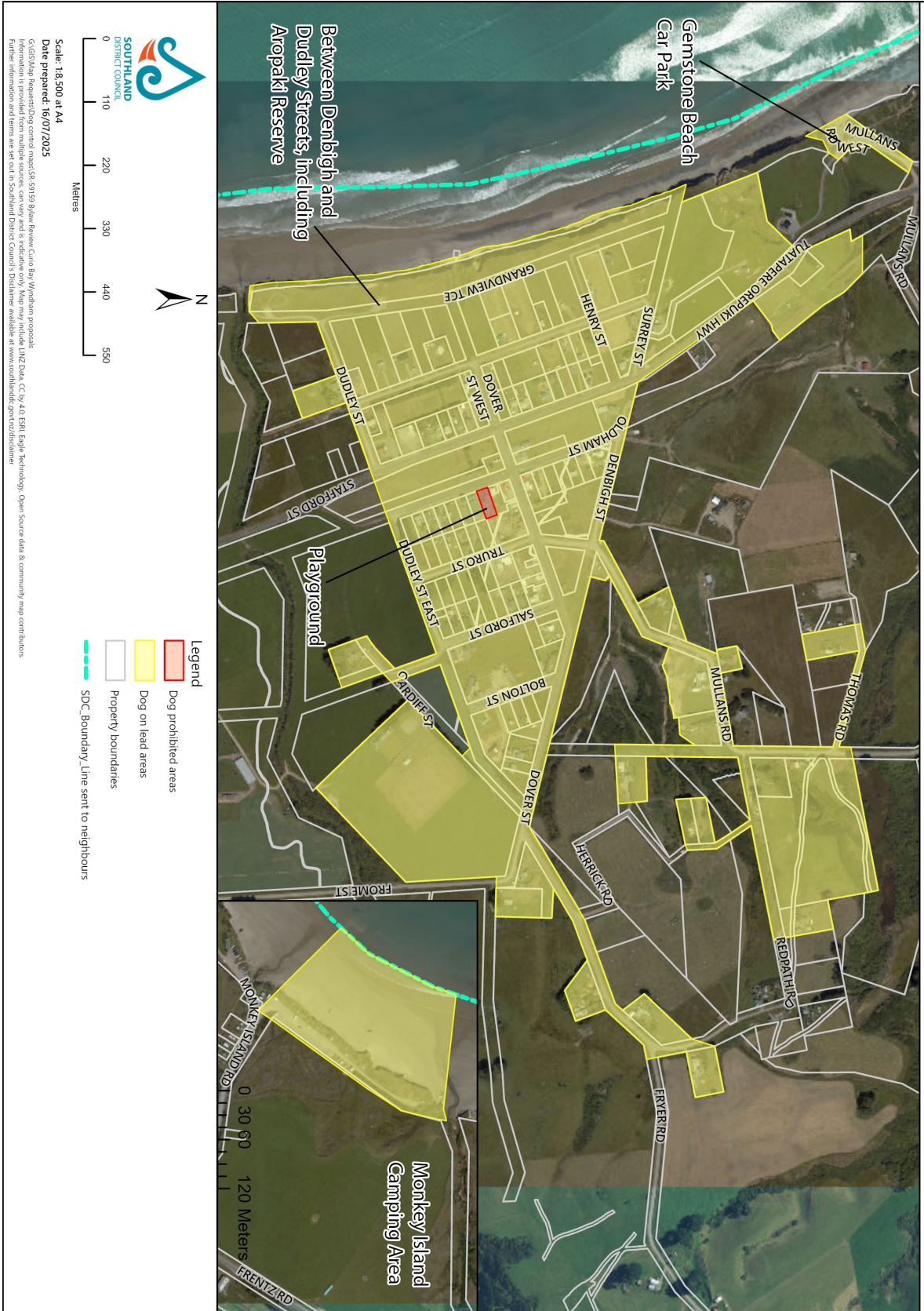
Legend

- Urban Zone
- Dog on lead areas
- Dog prohibited areas
- Dog exercise areas
- National Park - dogs prohibited
- Property boundaries

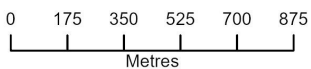
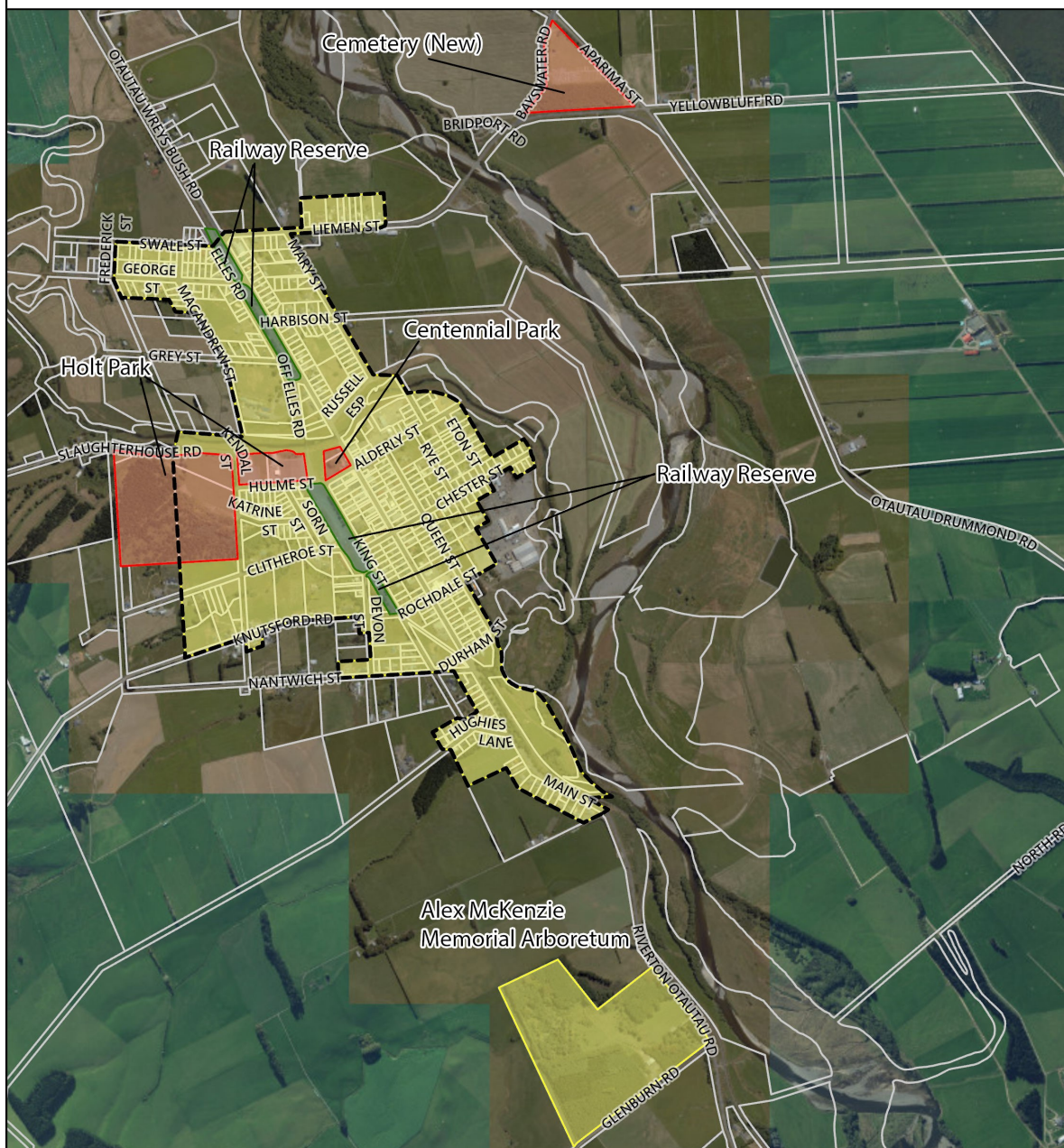
Dog Control Bylaw 2025 - Ohai



Dog Control Bylaw 2025 - Orepuke



Dog Control Bylaw 2025 - Otautau



Scale: 1:19,300 at A4

Date prepared: 16/07/2025

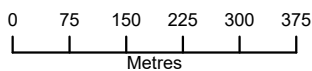
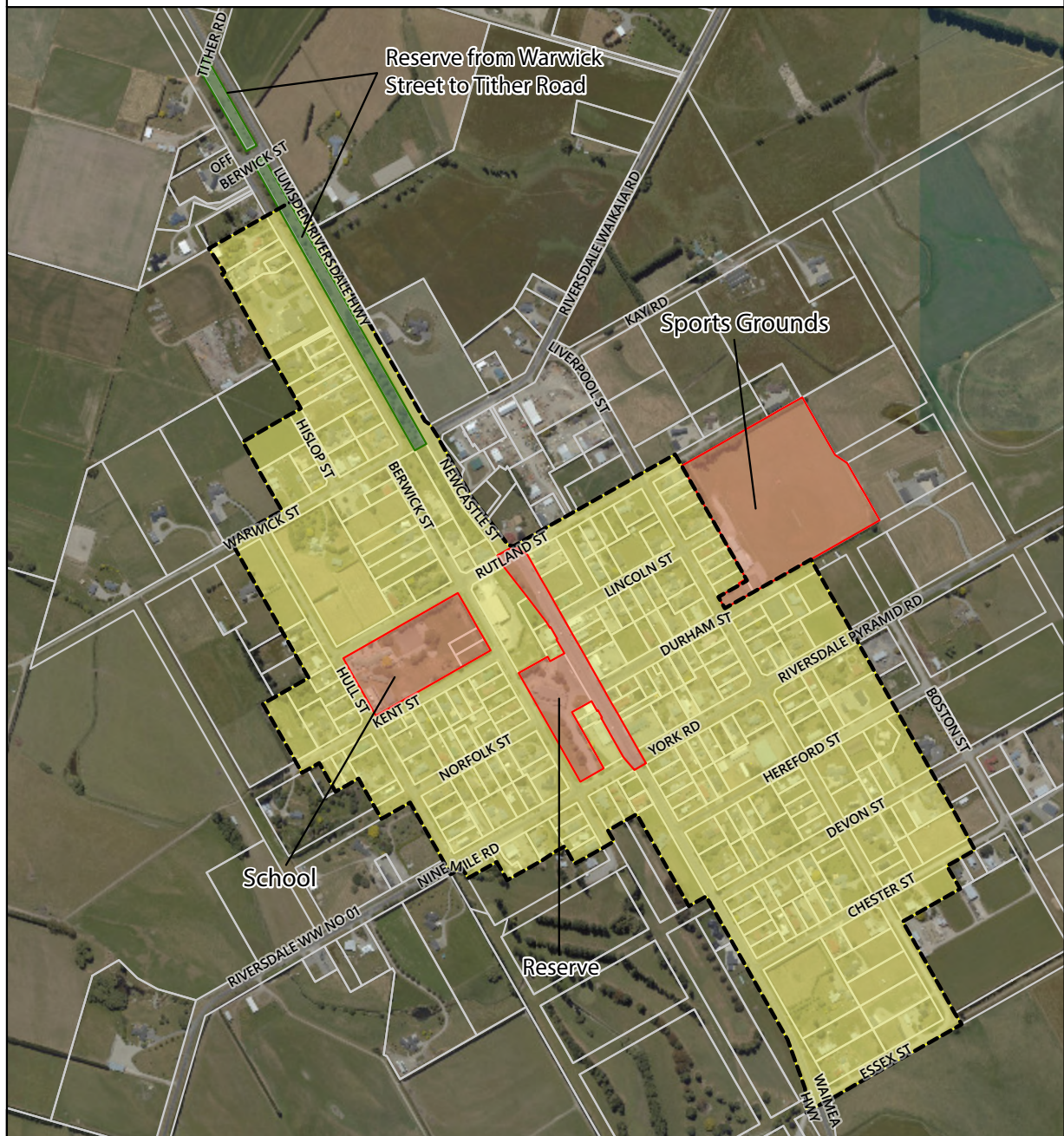
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Legend

- Dog_Control_Urban_Area
- Dog prohibited areas
- Dog exercise areas
- Dog on lead areas
- Property boundaries

Dog Control Bylaw 2025 - Riversdale



Scale: 1:8,500 at A4

Date prepared: 12/08/2025

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Legend

- Urban Zone
- Dog prohibited areas
- Dog exercise areas
- Dog on lead areas
- Property boundaries

Dog Control Bylaw 2025 - Riverton



0 230 460 690 920 1,150
Metres

Scale: 1:25,881 at A4

Date prepared: 12/08/2025

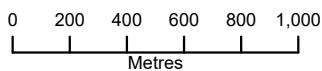
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Legend

- Urban Zone
- Dog prohibited areas
- Dog exercise areas
- Dog on lead areas
- Property boundaries

Dog Control Bylaw 2025 - Te Anau



Scale: 1:22,500 at A4

Date prepared: 12/08/2025

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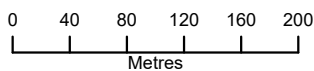
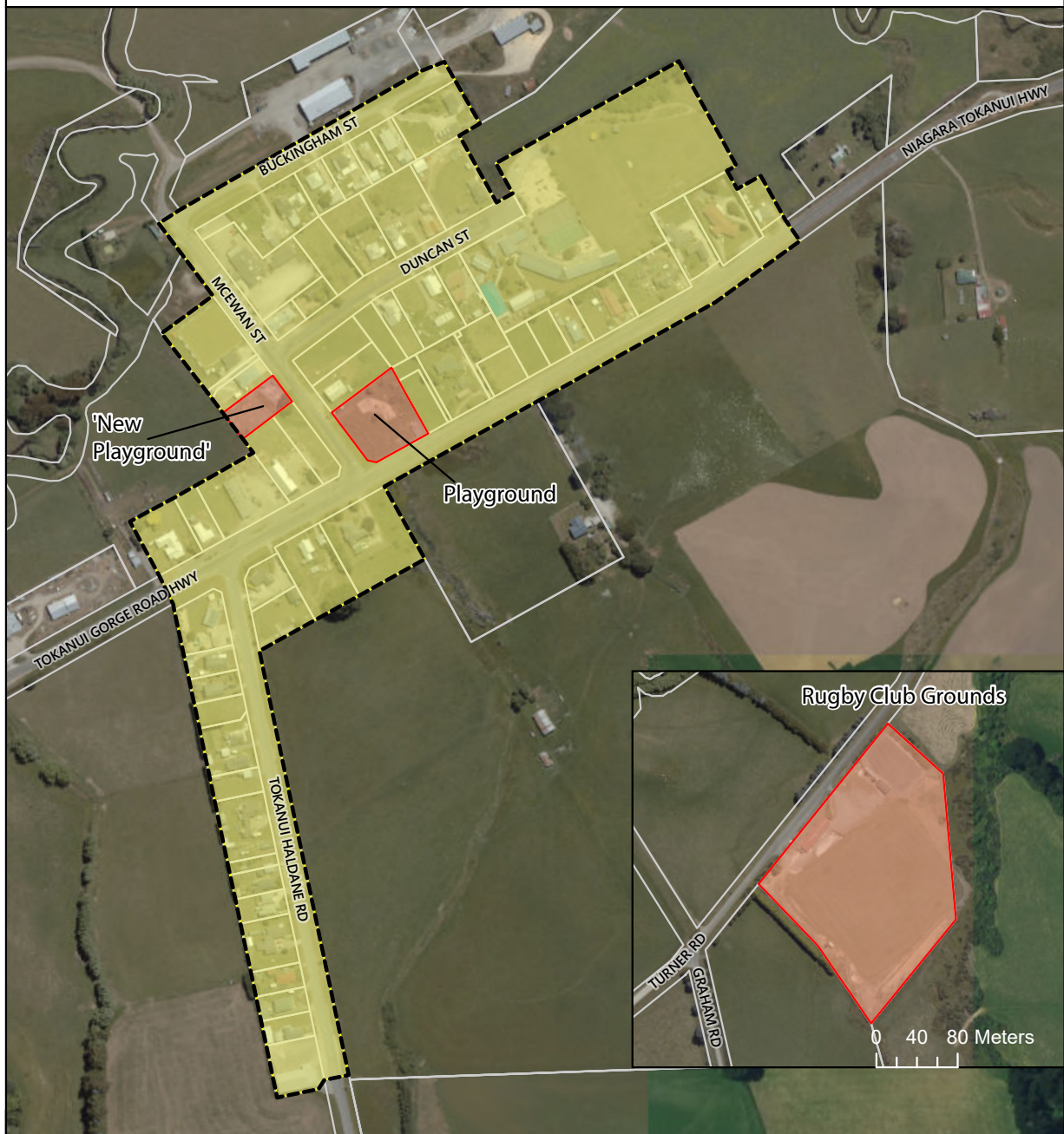
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Legend

- Urban Zone
- Dog prohibited areas
- Dog exercise areas
- Dog on lead areas
- National Park - dogs prohibited
- Property boundaries



Dog Control Bylaw 2025 - Tokanui



Scale: 1:4,500 at A4

Date prepared: 12/08/2025

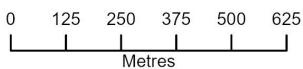
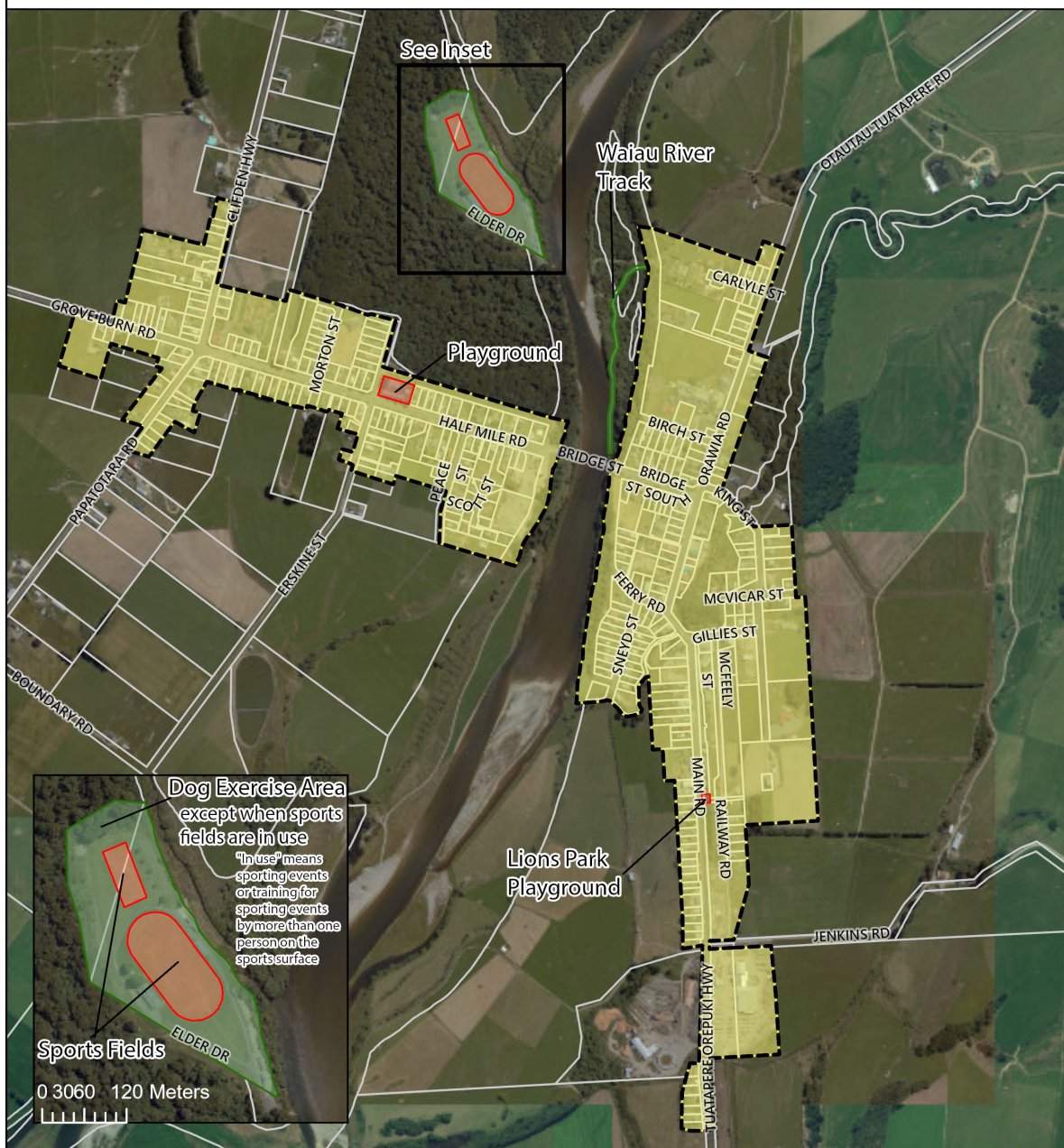
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Legend

- Urban Zone
- Dog prohibited areas
- Dog on lead areas
- Property boundaries

Dog Control Bylaw 2025 - Tuatapere



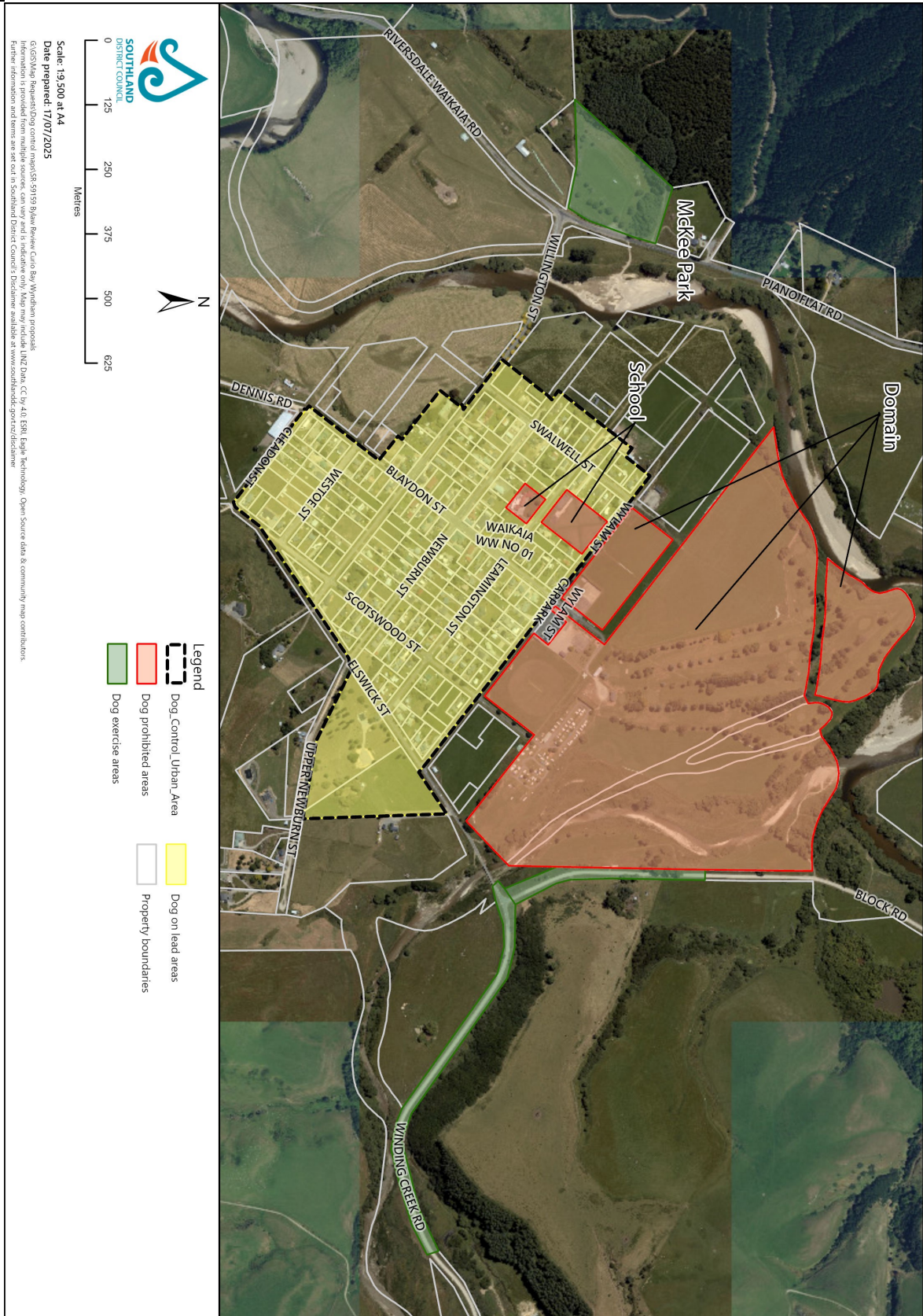
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Date prepared: 17/07/2025

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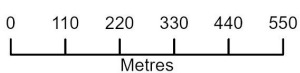
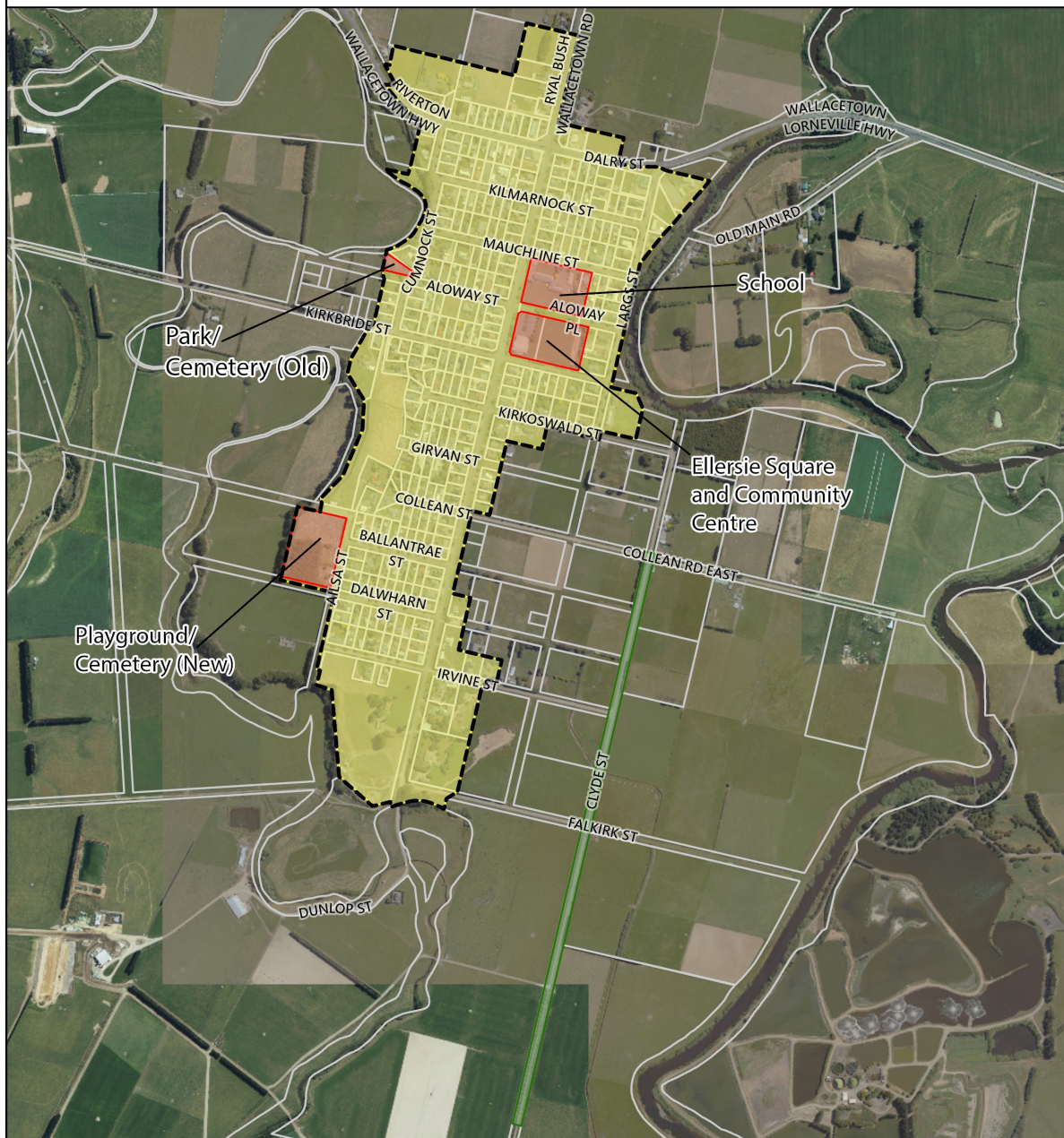
Legend

- Dog_Control_Urban_Area
- Dog prohibited areas
- Dog exercise areas
- Dog on lead areas
- Property boundaries

Dog Control Bylaw 2025 - Waikaia



Dog Control Bylaw 2025 - Wallacetown



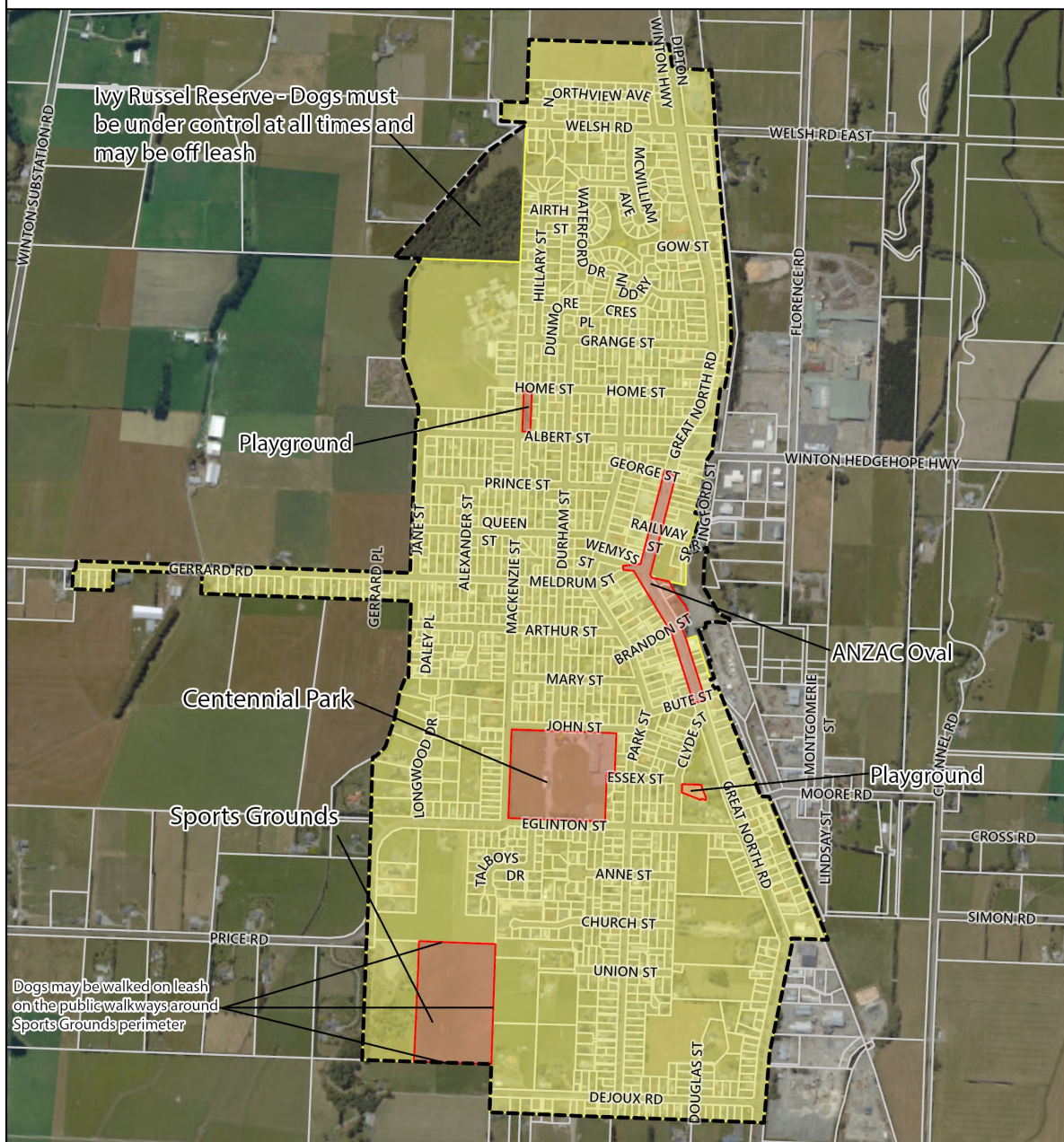
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Date prepared: 17/07/2025

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Legend

- Dog_Control_Urban_Area
- Dog prohibited areas
- Dog exercise areas
- Dog on lead areas
- Property boundaries

Dog Control Bylaw 2025 - Winton



0 125 250 375 500 625
Metres

Scale: 1:14,000 at A4

Date prepared: 18/07/2025

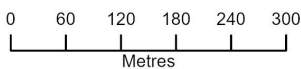
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Legend

- Dog_Control_Urban_Area
- Dog prohibited areas
- Dog on lead areas
- Property boundaries

Dog Control Bylaw 2025 - Woodlands



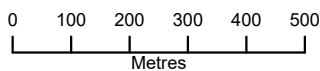
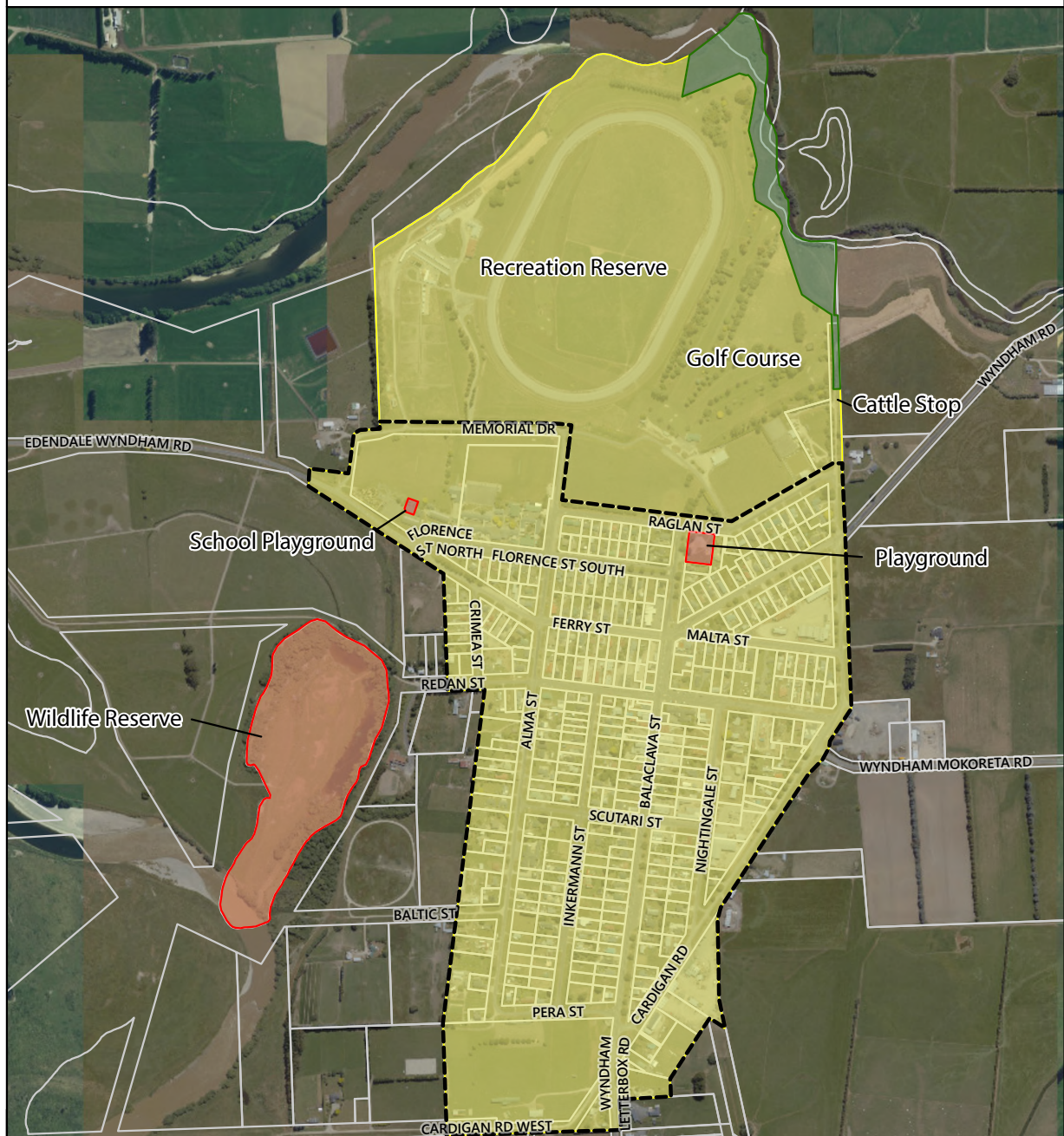
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Date prepared: 18/07/2025

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Legend

- Dog prohibited areas
- Dog exercise areas
- Dog on lead areas
- Property boundaries

Dog Control Bylaw 2025 - Wyndham



Scale: 1:11,000 at A4

Date prepared: 12/08/2025

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Legend

- Urban Zone
- Dog prohibited areas
- Dog exercise areas
- Dog on lead areas
- Property boundaries

Community facilities district funded project update

Record no: R/25/8/38096

Author: Mark Day, Community facilities manager

Approved by: Sam Marshall, Group manager customer and community wellbeing

☐ Decision

☐ Recommendation

☒ Information

Purpose

- 1 To provide Council with an update on the district funded projects that were scheduled to be completed in the 2024/2025 financial year and the projects that have been scheduled for the 2025/2026 financial year.

Executive summary

- 2 Community facilities manage assets that are both locally and district funded. The district funded activities are cemeteries, community housing, councils' office buildings and public conveniences.
- 3 Council requested staff to report back on the district funded projects, to provide visibility on what was programmed and the progress of the work throughout the year.
- 4 They also requested that they were provided with the programme of projects that are to be completed in the next financial year.
- 5 This aligns with the process that staff follow when they are delivering projects for locally funded activities. These include community centres and halls, parks and reserves and water structures.

Recommendation

That Council:

- a) receives the report **titled "Community facilities district funded project update"**.

Cemeteries

- 6 There has been budget set aside in the Long Term Plan (LTP) for the installation of new cemetery beams each year across the cemeteries managed by Council. The location of the beams are assessed based on the number of plots that are still available, with the final decision being made in conjunction with the property team and area office staff.
- 7 New beams were installed at the Wallacetown and Winton cemeteries in the 2024/2025 financial year and there will be a new beam installed at the Edendale cemetery with an additional beam at Winton conditional on budget.

Community housing

- 8 Community facilities are responsible for the maintenance of the buildings and grounds of the community housing portfolio. The 69 units that make up the portfolio were generally built in the 1970's with financial support from central government.
- 9 Staff have been working over the past five years to make sure that these units are compliant with legislation and are watertight. This has seen a significant investment that was spread over a

10 year period in the LTP and has required an increase in the rental to provide appropriate funding to carry out the work.

- 10 Generally, staff allocated funding for renewing the roofing material, painting the exterior and allowing for internal refurbishment of units when a unit became vacant.
- 11 In the 2024/2025 financial year, staff had scheduled to complete the interior refurbishment of five units, repair window lintels on one unit, and carry out repairs to one unit at Otatau and another unit at Edendale.
- 12 The repairs to the window lintels were completed and came in under budget. Three units were refurbished, the Otatau unit was completed and the Edendale unit is yet to be refurbished. Any budget that was not used has been carried forward.
- 13 With the additional work that is coming through from the community housing activity, staff will be requesting moving some of the existing budgets and requesting unbudgeted expenditure in an additional report to cover the cost of the work that needs to be completed to get units back out to the market.
- 14 In addition to the programmed capital works, our community maintenance team maintain the gardens and mowing at some of the community housing units.

Council's offices and buildings

- 15 This activity includes all of councils' offices and buildings that are district funded. Some of the buildings (such as the Wyndham Museum) are locally funded.
- 16 There were two projects in the previous financial year, the replacement of the Invercargill office which is being delivered by a management group outside of community facilities with regular reporting to the Finance and Assurance Committee and the refurbishment of the Tuatapere library building.
- 17 The Invercargill office replacement will continue as it is a multi year project. There is a new project for the exterior painting of the Tuatapere library in the current financial year.
- 18 Also included as part of this activity is council's other properties. The yard at Hunt Street where the community maintenance team operate from is one of these properties.
- 19 Staff had three projects at the yard for the last financial year. These were to clean up the yard, remove the hedges, install new fences and do an options analysis across the organisation to determine each departments requirements (if any) for storage at the yard, that would support a proposal for a new building.
- 20 Part of the clean up of the yard was to include the disposal of material that is stored at the yard that was no longer required by council. The proceeds from this were to offset some of the cost for the clean up. Unfortunately, the approval to dispose of this material has not been provided which has limited our ability to proceed with the removal of the hedges.
- 21 The hedge removal and the subsequent fence installation went out to the market, but the prices that were received were all over the budget that had been allocated. The remaining budgets have been carried forward to the current financial year.

Public conveniences

- 22 This activity includes toilets and dump stations. Staff have been progressively upgrading council's public conveniences, this started in 2021 and is scheduled to finish in 2031. At this point all of

council's toilets will have been replaced with modern facilities that have a 50 year life for the concrete toilets and a 20 year life for the fibreglass toilets.

- 23 The capital projects for this activity last financial year included the refurbishment of four toilets, the replacement of two toilets and the preparation for the renewal of three toilets. Staff completed the installation of one new toilet, refurbishment of four toilets with the preparation for the renewal of an additional toilet under way. Any projects that were not completed or delivered under budget have been carried forward to the new financial year.
- 24 For the current financial year, staff will be carrying out the renewal preparational for six new toilets, three toilets will be refurbished, three toilets will be renewed and the projects at Mossburn, Te Anau and Tuatapere that were carried forward will be completed.
- 25 The Monkey Island development project also sits under this activity. Council has requested staff to revisit the community consultation on this project and report back to Council. The community engagement has been undertaken, and a report will be presented to Council seeking a recommendation that is based on the feedback from the community and the Tuatapere Te Waewae Community Board.

Parks and reserves

- 26 This activity is split between local and district funded. Staff presented a report to Council last financial year seeking approval to renew the reserve management plans. This project was tendered and a contract awarded last financial year with some preliminary work undertaken by the successful contractor. The review and renewal of the reserve management plans will continue, with initial community engagement underway prior to the preparation of the draft document and then another round of engagement before the documents are finalised and adopted by Council.
- 27 Staff are also working with the stakeholders of the Kowhai Reach reserve to prepare and agree to a Memorandum of Understanding (MOU) for the reserve as per the recommendation from Council.

Issues

- 28 Staff are dealing with an increase in the costs associated with the maintenance of the community housing units. Asbestos material has been identified on the interior and exterior of most of the units. Mould has also been found in some units, and this is either due to faulty plumbing causing long term leaks, tenants not airing their units and the longevity of tenancies.
- 29 Costs associated with the testing for asbestos and mould and the remedial work associated with the treatment of these issues have not been allowed for in the current budgets.
- 30 The longevity of the tenancies makes it difficult to carry out cyclic maintenance and means that when a tenant leaves, a full internal refurbishment is generally required. This can range from \$16,000 to \$60,000 depending on the state of the unit and whether asbestos and mould are present.
- 31 The budgets for these projects were prepared in 2022/2023 prior to the 2024 - 2034 Long Term Plan and staff are finding that the market has moved since then with significant increases that mean budgets are not sufficient to carry out the work that has been proposed.
- 32 As previously discussed with Council, contractor availability and the willingness to tender for work is proving to be an obstacle in our ability to deliver our capital works programme.

- 33 As advised in the report on Capital delivery programme update – June 2025 to Finance and Assurance committee on 27 August 2025, the Capital Delivery Governance Group will review the 2025/2026 project programme, in terms of what can be delivered, and a report will be provided in December 2025.

Factors to consider

Legal and statutory requirements

- 34 Some of these projects will require both resource and building consents. Where work is being carried out on the community housing units' staff will be required to follow the requirements of the Residential Tenancy Act.

Community views

- 35 These projects were socialised with the community boards when staff sought approval for the locally funded projects within their respective community board areas.
- 36 There will be individual communication with the boards prior to and during the project's delivery.
- 37 Each project will have a communication plan as per the communications team's guidelines.

Costs and funding

- 38 The budgets for these projects were set prior to the adoption of the 2024 – 2034 Long Term Plan. These may not be valid in the current economic environment, and staff will seek a peer review from a quantity surveyor or similar prior to going out to market to determine if the budget is still sufficient to allow the project to proceed.
- 39 If the budgets are not sufficient, staff will review the project and seek approval for a reduced scope of work or approval for an increase in the budget.
- 40 Approval for these projects was provided through the Council meeting of 25 June 2025 (approval on adoption of 2025/2026 Annual Plan) and 27 August (approval of carry forwards).
- 41 The projects for the 2024/2025 financial year are listed in the table attached in Appendix A.
- 42 The projects, including carry forwards for the 2025/2026 financial year are listed in the table attached in Appendix B.

Policy implications

- 43 Procurement of the capital works programme will be in line with Councils buyers guide.

Assessment of significance

- 44 The capital works programme has been approved through the 2024 – 2034 Long Term Plan, however it is appropriate to seek approval on an annual basis to make sure that the programme of work is still current and relevant.

Next steps

- 45 The community facilities and project delivery teams will proceed to procure the projects as per Council's buyers guide.

Attachments

- A District Funded Projects 2024/2025 [↓](#)
B District Funded Projects 2025/2026 [↓](#)

Attachment A:
2024/2025 Community Facilities District Funded Project List

Activity	Project Code	Project Name	Status	Total Approved Budget \$	YTD Actuals \$	Carry Forward to 2025/2026 \$
Cemeteries	P-10974A	District Wide - Cemetery beams	Complete	13,800	16,882	-
Cemeteries	P-10989A	Riverton - Land purchase to increase cemetery size	Pushed to Future Year	225,836	-	225,836
Cemeteries	P-10960	Cemetery Software Project	In Progress - Off Track	46,537	11,253	55,284
Community Housing	FHOUS001A	Community Housing - Interior repaint five units	Carry Forward Likely	36,000	15,989	20,011
Community Housing	P-10547A	Community Housing - Exterior repairs	Complete	70,000	3,085	66,915
Community Housing	P-11470A	Edendale Community Housing - 56 Seawood Road Repairs	In Progress - Off Track	45,000	17,888	27,112
Community Housing	P-11469A	Otautau Community Housing - 1 Rochdale Road	Complete	23,175	25,334	-
Library Services	P-11434A	District Wide - Library refurbishment	Carry Forward Likely	123,600	-	123,600
Offices & Buildings	FBUILD024A	Tuatapere Library - Exterior repaint	Carry Forward Likely	20,000	-	20,000
Offices & Buildings	P-10710A	Invercargill Building - Replacement	In progress - On Track	3,651,348	3,331,948	319,400
Other Property	FBUILD027A	Waikiwi Yard - Clean up, hardfill and fence off section at rear. Spray twice a year	Complete	35,000	46,353	-
Other Property	FBUILD028A	Waikiwi Yard - Remove hedges and build new fences in conjunction with neighbours	Carry Forward Likely	40,000	1,488	38,513
Other Property	FBUILD029A	Waikiwi Yard - Options analysis for future facility provisions for depot/yard	Carry Forward Likely	10,000	-	10,000
Toilets	FTOIL001A	District Wide Toilets - Refurbishment four toilets	Carry Forward Likely	285,000	138,522	146,478
Toilets	P-10637A	District Wide Toilets - Renewal preparation	Pushed to Future Year	20,000	-	20,000
Toilets	P-10642A	District Wide Toilets - Renewal preparation	Pushed to Future Year	100,000	-	100,000
Toilets	P-10650A	Te Anau Lions Park Toilet - Refurbishment	Carry Forward Likely	454,868	23,261	431,607
Toilets	P-10657A	Tuatapere Half Mile Road Play Ground Toilet - New	In Progress - Off Track	177,511	1,175	176,336
Toilets	P-10661B	Athol Toilet - Renewal	Complete	254,608	251,132	3,476
Toilets	P-10842A	Monkey Island - Shelter area development (stage two)	In Progress - Off Track	100,000	13,190	86,810
Toilets	P-10633A	Mossburn Toilet - Renewal	Carry Forward Likely	390,528	60,008	330,520
Toilets	PC0013	Riverton Taramea Bay (Princess St) toilet refurbishment	Complete	190,649	140,611	-
Parks & Reserves	FPARK032A	Edendale Scenic Reserve - Bridge maintenance	Complete	15,000	12,996	-
Parks & Reserves	P-11093	Structural planting of areas at Curio Bay, Slope Point and Cosy Nook	Complete	105,234	66,920	38,314
Parks & Reserves	P-10868	Curio Bay - Reserve Management Plan	In progress - On Track	30,038	21,242	8,796
Parks & Reserves	P-11483-A	Reserve Management Plans	In Progress - Off Track	18,563	18,563	-
		Total		6,482,295	4,217,841	2,249,008

Attachment B:
2025/2026 Community Facilities District Funded Project List

Activity	Project Code	Project Name	Annual Plan Budget \$	Carry Forwards \$	Unbudgeted Expenditure \$	Total Approved Budget \$
Offices & Buildings	P-10710A	Invercargill Building - Replacement	6,778,927	319,400	-	7,098,327
Offices & Buildings	FBUILD024A	Tuatapere Library - Exterior repaint	-	20,000	-	20,000
Other Property	FBUILD028A	Waikiwi Yard - Remove hedges and build new fences in conjunction with neighbours	-	38,513	-	38,513
Other Property	FBUILD029A	Waikiwi Yard - Options analysis for future facility provisions for depot/yard	-	10,000	-	10,000
Toilets	FTOIL002A	District Wide Toilets - Refurbishment four toilets	127,500	-	-	127,500
Toilets	P-10637A	District Wide Toilets - Renewal preparation	81,600	20,000	-	101,600
Toilets	P-10642A	District Wide Toilets - Renewal preparation	106,356	100,000	-	206,356
Toilets	P-10642B	District Wide Toilets - Renewal construction	438,600	-	-	438,600
Toilets	P-10649A	District Wide Toilets - Renewal preparation	447,780	-	-	447,780
Toilets	P-10842A	Monkey Island - Shelter area development (stage two)	300,000	86,810	-	386,810
Toilets	P-11092A	District Wide Toilets - Public toilets	267,500	-	-	267,500
Toilets	P-10657A	Tuatapere Half Mile Road Play Ground Toilet - New	-	176,336	-	176,336
Toilets	P-10650A	Te Anau Lions Park Toilet - Refurbishment	-	431,607	-	431,607
Toilets	P-10661B	Athol Toilet - Renewal	-	3,476	-	3,476
Toilets	P-10633A	Mossburn Toilet - Renewal	-	330,520	-	330,520
Toilets	FTOIL001A	District Wide Toilets - Refurbishment four toilets	-	146,478	-	146,478
Cemeteries	P-10974A	District Wide - Cemetery beams	14,076	-	-	14,076
Cemeteries	P-10989A	Riverton - Land purchase to increase cemetery size	-	225,836	-	225,836
Cemeteries	P-10960	Cemetery Software Project	-	55,284	-	55,284
Community Housing	FHOUS002A	Community Housing - Exterior repaint 25 units	129,540	-	-	129,540
Community Housing	FHOUS014A	Community Housing - Internal paint two units	12,240	-	-	12,240
Community Housing	FHOUS015A	Community Housing - Paths	15,300	-	-	15,300
Community Housing	FHOUS016A	Community Housing - Bathroom	9,180	-	-	9,180
Community Housing	FHOUS017A	Community Housing - Replace roof	149,900	-	-	149,900
Community Housing	P-11470A	Edendale Community Housing - 56 Seawood Road Repairs	-	114,038	-	114,038
Library Services	P-11434A	District Wide - Library refurbishment	-	123,600	-	123,600
Parks & Reserves	P-11483-A	Reserve Management Plans	-	-	251,537	251,537
Parks & Reserves	FPARK028A	Te Anau Ivon Wilson Park - Renew management plan	61,200	-	(61,200)	-
Parks & Reserves	FPARK030A	Te Anau Lynwood Historic Reserve - Master plan development	40,800	-	(40,800)	-
Parks & Reserves	FPARK042A	Dunsdale Picnic Ground - Master plan development	40,800	-	(40,800)	-
Parks & Reserves	FPARK045A	Kowhai Reach Reserve - Renew management plan	61,200	-	(61,200)	-
Parks & Reserves	FPLAY027A	Riverton Mores Scenic Reserve - Master plan development	40,800	-	(40,800)	-
Parks & Reserves	P-11093	Structural planting of areas at Curio Bay, Slope Point and Cosy Nook	-	38,314	-	38,314
Parks & Reserves	P-10868	Curio Bay - Reserve Management Plan	-	8,796	-	8,796
		Total	9,123,299	2,249,008	6,737	11,379,044

Community Board Health Check

Record no: R/25/9/42898
Author: Michal Gray, Democracy advisor
Approved by: Vibhuti Chopra, Group Manager Strategy and Partnerships/Acting Chief Executive

☐ Decision

☐ Recommendation

☒ Information

Purpose

This purpose of this report is to provide Council with the Community Board Health Check Refresh 2025. The last community board health check was completed in 2021.

Elizabeth Hughes, the author of the Health Check, will be available at the meeting via Teams for any clarifications.

Recommendation

That the Council:

- a) **receives the report titled "Community Board Health Check "**

Attachments

- A Community Board Health Check Refresh June 2025 [↓](#)

Southland District Council Community Board Health Check Refresh June 2025

Southland District Council (SDC) invited a refresh of the 2021 community boards (CB) health check.

The refresh was undertaken in May and June 2025 and the resulting advice builds on the success of the previous recommendations.

Since 2021, there have been significant areas of improvement. These include:

- the leadership and advocacy from the mayor and councillors for CBs
- the support and advice to CBs from a range of staff (with specific staff members getting regular mentions)
- the 2022 induction (acknowledged by those community board members who have been elected for more than one term)
- the regular CB chairs' meetings and support with agenda setting
- the annual CB get together
- strengthened points of contact between CBs and council
- updates on key projects and activities for each CB
- the use of local contracts/contractors
- the use of SDC email addresses and name badges
- agendas are "much better than they used to be"
- communication from specific areas/teams
- training and support for chairs has improved
- tours of the wards/CB areas
- council meetings in the community.

The process for the 2025 health check involved:

- interviews with each CB and meeting observations
- a confidential survey to CB members
- interviews with Mayor and some elected members
- interviews with relevant staff
- a review of the last Health Check against the deliverables.

I would like to acknowledge the community board members and staff who took the time to contribute to this Health Check Refresh. The openness and willingness to share was very much appreciated. Everyone who participated contributed positively to this process.

Ngā mihi

Elizabeth Hughes – author

Governance and Communication Specialist

Summary of advice to SDC (full list of recommendations is on pages 9-11)

Induction and training

- Design an induction process using input from existing Community Board (CB) members, with focus on “community leadership”
- Create a three-year CB Handbook with input from current members
- Institute a buddy system and training schedule for incoming CB members

Communication and engagement

- Develop and adopt a CB communication and engagement plan
- Ensure CBs are resourced to become effective channels for engagement
- Enable CBs to communicate more easily with each other, and streamline the ways they communicate with and from the Council

Working together better

- Develop systems, practices, and guidelines for better collaboration, such as email protocols
- Ensure CBs are advised at the beginning of a project to provide input, and create a process map to clarify formal governance processes.

Note: some of this advice revisits recommendations from 2021

The Southland District has a laudable commitment to elevating CBs to a stronger position as effective advocates and representatives of a community voice. Compared to many other districts, the work SDC is doing to forge a better working environment is commendable. In particular, there is consistently high praise for Mayor Rob and his advocacy towards strengthening the role of CBs.

The following report outlines the Refresh findings and provides advice for consideration before and during next triennium.

Quotes are in green.

General observations and suggestions

The role of community boards

I'm between a rock and a hard place because I don't know if I work for my community or SDC

When responding to the question “what do you see as the main the role of the community board?” almost all responses focused on ‘advocacy’ and communication.

For example:

- representing and advocating for the community
- to be a productive communication channel looking after community needs
- the link between council and the community
- advocating for the people who live in our community
- the coal face stuff
- a connection/bridge between ratepayers and SDC
- the community voice
- a spokesperson and caretaker for your community
- eyes and ears of the community
- get feedback from the community and keep the council informed
- to stand up for your community.

This contrasts significantly to the focus of their energy and operation.

For example: the CBs spent almost their entire meeting time focusing on financial decision-making – not on advocacy or community input. There is a disconnect here.

That's not to say that CBs should not be making financial decisions, or even that they should not be spending time on them. CBs are a useful check and balance around financial decision-making.

But based on the interviews, survey responses and observations, the proportion of time focused on being community advocates is woefully under-cooked in comparison to the time spent considering balance sheets.

While they have the best intention to BE advocates, they would benefit from having more accessible tools/methods to engage with their communities (to therefore represent the communities' views).

While they all mentioned informal networks of engaging and listening (particularly popular is the “bush telegraph”), only one CB had some form of community engagement approach that was credibly and reliably providing them with two-way flows of information.

Financial delegations

I'd like the delegation raised – possibly to \$50k. Or even just allow us to spend the existing unbudgeted expenditure limit on a project without having to wait for council sign off

One of the specific questions canvassed with the CBs was around the level of financial delegation – is it sufficient and does it need to change.

On balance, they would say that there should be more financial delegation and definitely should have more autonomy to sign things off.

It would also be fair to say that while this is potentially an issue that needs to be discussed and clarified (with the possibility of making some tweaks), addressing this is not really where the focus needs to be in the first instance.

Southland District Council

*I wrote to the Southland District Council, and they didn't respond
I see the CB as an asset to the community, not the council*

Colloquially, many refer to SDC as if it were something separate to what they are part of. Rarely did the CBs mention being “part of Southland District Council”. This speaks to a them and us attitude that could be addressed by being more proactive in supporting the CB members to understand where CBs fit in the scheme of things.

Similarly, there is still some overhang around the blurring of governance and management. This is better than it used to be but there is still lack of clarity between the CBs and staff, when understanding their respective roles.

This, along with the “role of community boards”, would be a good starter question to explore as part of the induction process. No harm can come from having a conversation focusing on the SDC family dynamic, and landing on a common understanding. Don't take it for granted that everyone gets it.

Meetings

What does “through you Mr Chair” even mean?

CB members are a great contrast in the way they behave as humans and the way they behave as CB members.

Generally, before and after the meetings, the collegiality and relaxed conversation between members was delightful. They know their communities, they know each other and they were full of knowledge and matters of local interest.

However, as soon as the meetings started, that often changed.

In one case, a room filled with local gossip, good conversation and laughter went entirely silent. And all you could hear was the chilling sound of pages being turned, followed by rote reading of resolutions.

CBs do not have to follow all the rules of a formal council meeting except where decision-making matters. There is nothing preventing your CBs from having a much more relaxed approach to almost all matters they consider. Then, when needed, flex to formal decision making (Standing Orders) if required.

Note: some may like the current formalities (or need it) and that is okay. But for those that don't, this is genuinely one of the most significant barriers they face as CB members. *I probably won't stand again – the rules make it very awkward to speak up and I don't think we ever get to have real conversations.*

This could be something for the Chairs to explore during induction. One size need not fit all.

Agendas

They send us far too much information – and most of us would never even read it. It ties us into talking about a lot of council-speak and wastes time

Taking into account observations during the CB meetings, and based on recent agendas, most of the paperwork at meetings could be reduced.

CBs should of course have access to any maps, background material or financial information they need or want, but this does not necessarily have to be supplied the same way the full Council must have it.

Too much information can be a barrier to the right conversation. This can mean CB members end up focusing on getting through the paperwork, instead of listening to one another.

The unreliability of postage also meant that many of the CB members were receiving their agendas within only a couple of days (some less) from the meeting date.

An initial fix to this was demonstrated by one of the CPLs, who provides a “snip” of the cover sheet/items before the meeting. While this is in addition to the full agenda papers, it does demonstrate a really pragmatic way to enable the CB members to see quickly what will be covered and get their heads into the right space for the requirements of meeting. This approach should be instituted for all CB agendas. These “snips” could add a few words describing the item so the CB member knows which items take priority and give them their full attention. In addition, these “snips” can be

used to post on communication channels so people can easily see what is up for discussion.

A longer-term fix would be to consider, from the CB perspective, whether they do in fact all need everything provided and whether it would not be more efficient and effective to have summarised briefs that go out to each CB member ahead of the meeting. If they want more they can either ask for it or go to the online version themselves. As to the very large documents, these can be provided to one or two of the CB members who really want to look at them.

Workshops

We need to be able to have dumb question days

Let us lead and navigate a little bit more

Workshops serve two contrasting purposes: one for the Council and one for the Community Boards themselves. Both are needed and neither is exclusive.

The first is to enable staff to share some information (complex and/or timely) and often to get feedback or input from the Board.

The second is to enable community board members to understand and consider their priorities and navigate their role as community advocates/representatives.

What is happening at workshops, is that the emphasis is placed on the former and the CB members feel the latter rarely gets a look in.

This needs to change so that CB members can provide genuine and thoughtful input for council staff to take into account and/or have more ownership of matters for discussion.

The first can be achieved through better planning (longer timeframes) and greater staff understanding that ticking off a polished presentation to the CB so they are “informed”, does not necessarily enable the CB to gain insights and provide input. Sometimes a “less is more” approach would be preferable so there is plenty of space for questioning and open dialogue.

The second can be achieved through redesigning the workshops. For example, a very good suggestion was that the CB workshops are divided into three parts:

1. connecting on community priorities and an environmental scan (networking/gossiping/catching up)
2. subject matter learning eg inviting a relevant staff/council member along so they can quiz them or learn more about that area of activity (eg funding and finance)
3. staff *informing* or *engaging* on a proposal or project (two different things).

“Rubber stamping”

Feels like the tail (council) is wagging the dog

I thought we would be making more decisions on our own

Even though this has improved markedly since the last health check was undertaken, there is a pervasive sense that some CB members still feel the decisions they make are irrelevant and only get to happen after “Invercargill” has decided what needs to be done.

There is a strong view that CB inputs to decisions are “*predetermined or dictated by staff*”. While there is no evidence of this, it is a view that could be explored and better understood if CB members were able to understand the processes of council and the constraints there are (sometimes) through legislation.

An example would be where the CBs are given two-three options for something (noting there is probably only one realistic option) and then asked to provide input regarding the preferred option. This feels like the feedback being sought is either rushed or not genuine – even though from the staff’s perspective, they are genuinely seeking CB member views.

What the CB members are seeking is the opportunity to design or input to the “two or three” options and to help develop the one option that would work best – ie be engaged in the process at the very beginning.

In staff’s opinion we are volunteers and not seen as very skilled. But we are usually successful people in our own right and we do know what we are talking about

Community board members are knowledgeable about their communities and local matters in ways that often council staff are not. This knowledge and expertise is invaluable to inform the decision-making process and they would like staff to find ways to tap into it more proactively. (To be fair, everyone is time poor and stretched, and are constrained by doing things the way they do in the interests of achieving “efficiencies” – this is acknowledged.)

The significant benefits of getting this right are that there are other savings (eg not having to revisit every decision 3-4 times) and it builds trust and confidence with the community.

CB members also need to better understand what they can, and cannot influence.

And this needs to be clarified at the outset of any process being undertaken.

When things are left unsaid, or are dragged out due to not wanting to tell them where lines are drawn, this undermines the work that CBs do, and creates a high level of mistrust with the Council.

Inductions

The induction we did was really helpful but there was just so much information – too much to take on board at one time

The best bit was the trip we did and getting the chance to get to know each other

Those that have been CB members since before 2022 reported that the induction process had improved markedly from previous years. However there was some room for improvement still.

The CB members were consistent in their views that “improvement” does not mean – please give us more council information. Improvement means more opportunities to ask questions, get to know each other more, and help us to understand how we might work together better in our role as advocates for our communities.

The key advice here is to suggest that each CB be invited to have half a day together at the beginning of the triennium to discuss - how they are going to work together, what are the things that really matter to them in the next three years, and how they're going to establish two-way communication with their communities. These conversations should be supported by staff ,but not directed by staff. The Mayor/relevant councillor could also be in attendance – not to direct, but to support and contribute to the conversation.

Where a CB may not have the capacity to do so, offering the CBs the use of an independent facilitator to run these half days could be useful.

This should then be *followed* by the Council “induction” which is more focused on the things they need to know to do their job.

In addition, a well-designed and sturdy handbook (as in simple, clear, plain English, less-is more, lots of white space approach) should be provided with room for them plenty of blank pages at the end where they can make notes for each CB meeting they attend. This should have contact details of their peers, where to get advice, training on offer, organisation chart and a section they can write down what they would like to achieve in their term.

Local government timeframes

We are still trying to do things now that are from before my time on the CB

There is a high level of frustration from many CB members about the length of time it takes to get anything done. This is partly because the formal processes of local government are so convoluted (which is outside everyone’s control!) – aided and abetted by a widespread lack of awareness about local government constraints. This is an awareness gap can be somewhat mitigated with “education” (eg LG101).

But it is also partly because CB feedback or input to something gets lost in the machinery of Council. There were many instances of this. Sometimes things have progressed, and a decision has been made and they are now in train - but no-one

thought to let the CB know until it was already happening. This can be addressed by paying more attention to prioritising communication to close the loop and/or providing some infographic-type material that clarifies the processes of Council (put it in the Handbook).

Communication and engagement

*We are not allowed to communicate with each other outside the workshops
CB members are the bush telegraph – why aren't we respected for that?*

If it follows that CBs exist to act as a conduit between the Council and the community, then they will need to be well informed, able to communicate in ways that work for their communities, and able to understand and deliver on the Council's engagement principles (and none of them asked had heard of the Significance and Engagement Policy).

This is an area they could be much better supported/resourced to do. And despite most of them saying this is their key role (in one way or another) there is limited understanding and support for them to build their capabilities.

For example: try imagining the CBs as the frontline of your emergency response team (in a flood or similar). What kind of support or training would you give them to ensure they can do this job and be the Council's connectors to the community? This should be how you support them so that they get to practice in peacetime, the kinds of things you would want them to do in an emergency. The same principles apply.

Some of the CB members felt constrained in the ways they could communicate outside formal meetings and workshops. This was partly because they had been told that as *elected members*, they had to be careful in use of social media and emails. It was also because they are often widely dispersed in location and the only times they see each other is at the meetings/workshops. While there is some truth in this, perhaps some clearer guidelines would be helpful.

One of the common issues reported was the overload of emails. Emails are a common way for council staff to communicate (easy and simple) but they are not the way many CB members like to receive information. Most of them, in their other lives, are not office-based where email is a normal mode of communication. This needs to be taken into account to ensure communication is well received.

A good example of this are those CB members who ignore or quickly skim generic broadcast emails filled with council updates/information. If you want them to be read: curate them to be relatable to the local areas/CBs before they are sent out. This is a simple matter of tweaking processes that already exist.

Also, responding back to CBs along the lines of: "this is how your input made a difference (or not) and on decisions that have been made" and in ways that they can also communicate outwards – is a process gap that should be addressed immediately.

The true strength of community boards is that they enable local voices to contribute to decision-making.

This can only lead to greater trust between the Council and the community it serves.

If you don't facilitate and resource the enabling of "local voice" (engagement) then why have the Boards at all?

Advice around continuing the improvement path for CBs

Induction and training

1. Design an induction process using input from the existing CB members for 2025 with initial focus on community leadership (August 2025)
2. Create a three-year CB Handbook for CB members (could also double for councillors). Invite existing CB members to provide input
3. Create an opportunity to have a conversation about roles and responsibilities (led by Mayor/CE)
4. Allocate buddies (former or current CB members) to new CB members as a first point of call for newbies. These buddies could be from a different CB area
5. Create a visible [optional] and relevant training schedule that extends across 26/27 calendar years to build the capability of CB members (eg LG101, community engagement, council finances, planning, using technology etc)

Meetings and workshops

6. Make a tangible shift from Council to CB-led priority/agenda setting
7. Redesign the CB workshops so there is more time for the CB members to connect and share stories and intel among themselves

Communication and engagement

8. Develop a CB communication plan (as a subset of Council's communication and engagement strategy) to maximise the opportunities for CB communication – the plans will be individual to each board

9. Ensure CBs are resourced for communications and engagement work and support and aware of (or even better have contributed to) the Significance and Engagement Policy and processes
10. Ensure CB members are prioritised in any communication or engagement that Council is planning
11. Develop an extranet (or some facility) that enables sharing of information and activities across the community boards. This will ensure they are not operating in isolation and are sharing resources and thinking. This same resource can be used to provide updates on programmes and activities being delivered in each board area.
12. Commit to greater promotion of the work that CBs do and deliver through increasing profile in existing channels eg stories to build Southland pride regarding the high levels of local representation CBs bring to decision-making

Working together better

13. Develop systems, practices and guidelines for working together better eg email protocols (chairs/deputy chairs with GMs)
14. Address SDC project management templates so they have a formal recognition that CBs need to be advised at the beginning of a project to provide thoughts and ideas, not as a 'stakeholder' once the project plan has been designed. This should be one of the key actions taken before a project plan is completed ie "Have you taken this idea to the relevant CB to get their thoughts?"
15. Create a simple process map providing clarity about the formal processes of governance to aid understanding about why things take so long to get decided/delivered
16. Provide all elected members with an overview of council eg organisational chart and who does what (this can be part of the Handbook or a poster)
17. Ensure the boards have the resources to deliver, and mentoring is put in place to help them – this includes remuneration, staff time, business cards, email addresses etc. *This needs to be regularly revisited*
18. Design a "LG 101" course for all incoming board members and council staff. In particular, the staff version needs to guide their understanding around the value CBs add to the democratic processes of Council
19. Include information about CBs, their purpose and goals in staff induction

Survey result summary

30 responses split evenly across the CBs

53% since 2022

21% since 2019

7% since 2015

11% since before 2015

Respondents rated their own CB's performance as 'above average' (ratings averaging 6-7 out of 10)

I feel that we have a good mix of members most who contribute well. There has been considerable enthusiasm about some projects.- all very worthwhile. However the wheels turn very slowly with having to go through 'process'. The wheels have generally been turning very slowly and, although we as a CB are keen to see progress the community at large will see that nothing happens quickly. We still have a few things to improve but it's a lot better than the last time we had a health check. The hold up us not because of the CB, it is because of bureaucracy and processes. As Board we did well, but unfortunately were more re-active because of the flood of reports. Everything takes so long to be achieved. Too much red tape, lack of communication in general between board and council at times. Enjoyed working with a good bunch of locals with common sense attitudes

Respondents rated the support their community board receives from SDC as 'much improved'

Excellent communication with staff and any queries or concerns are answered promptly. Information provided in a timely manner before meetings and information is well presented This is improving as staff prepare reports to show what the Board is requesting and not what staff should be done. Attendance at meetings and following up on requests is normally in a timely manner. Most of the time it's great but sometimes staff take a long time to do things. The staff that support us at our meetings are great and we are very lucky. The current mayor is very community board focused which is good, so support from the SDC is improving which is good to see. We get great support and information from SDC. Frustration is with the inertia of council, government bureaucracy and legislation that slows our desired actions. Think we could do better with staff support for community consultation days, eg information for crank up, and shows.

Most respondents agree that the mayor and councillors take their CB views into account when making decisions about their CB area

52% said "sometimes" and 7% said no

The main barrier to this was the council getting too bogged down in process.

There was also a strong view that there is more opportunity to develop feedback loops.

There was much positive sentiment about the Mayor and CE support for CBs.

60% of respondents believe the financial delegations are about right and the balance would say they would prefer more autonomy or more discretionary money – "you don't get much for \$20K these days".