

Agenda

Southland District Council

Wednesday, 28 January 2026, 10am
Council Chamber, Level 2, 20 Don Street, Invercargill



Mayor
Deputy mayor
Councillors

Rob Scott
Christine Menzies
Jaspreet Boparai
Don Byars
Phil Dobson
Paul Duffy
Sarah Greaney
Julie Keast
Tom O'Brien
Brian Somerville
Jon Spraggon
Michael Weusten
Matt Wilson

What is important to us?

Our strategic framework is a big picture of what Council is planning to achieve for our communities in the next three years.

Council vision

Together, with our people, for our future. It's our Southland!

Council mission

Working together for a better Southland.

Our focus is

Strategic priorities



Connected and resilient communities - we collaboratively engage with our partners and communities, along with investing in agile and sustainable practices, to support a vibrant and thriving Southland.



Ease of doing business - we transform the customer experience through partnership, technology and continuous improvement.



Providing equity - we enable all residents to be able to access the same services and tools as part of a fair society.



Robust infrastructure - we deliver innovative and sustainable community focused infrastructure and facilities for the future



Thinking strategically and innovatively - we look for solutions outside of the norm and are not afraid to do something that we have not done before, and we think long-term about the solutions we are providing, while having the flexibility and agility to change direction as necessary.

Our goals for the LTP 2024-2034 are

Outcomes



Social - communities that are connected and have an affordable and attractive lifestyle.



Cultural - communities with a sense of belonging for all.



Environmental - communities committed to the protection of our land and water.



Economic - communities with the infrastructure to grow.



1 Opening

The Mayor will open the meeting with a Karakia Timatanga.

2 Apologies

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

3 Leave of absence

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

4 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.

5 Additional agenda items

Any additions to the agenda must be approved by resolution with an explanation as to why they cannot be delayed until a future meeting.

6 Confirmation of minutes

Minutes of the Council Meeting held on 10 December 2025.

7 Public participation

Requests to speak should be made by midday of the day before the meeting. Further information is available on www.southlanddc.govt.nz or phoning 0800 732 732.

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9.1	Otautau camping ground project - cabin construction	
9.2	B2B project - Henderson House contract	
10	Closure	
	The Mayor will close the meeting.	

Summary of reports

	Report name	Purpose	Report type	Page
8.1	Wyndham camping ground - future management	<p>Staff recommendations</p> <p>That Council:</p> <ul style="list-style-type: none">a) notes the information contained in the report.b) notes that the matter or decision in this report is assessed as being of some importance/administrative based on Southland District Council's Significance and Engagement Policy.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 transfer of the remaining budget \$34,020.69 from the Baird -Hewat Square/Doctors Square project to P-11222 Wyndham camping ground – Construction.	Decision	13
8.2	Limehills community centre - unbudgeted expenditure	<p>Staff recommendations</p> <p>That Council:</p> <ul style="list-style-type: none">a) notes the information contained in the report.	Decision	19

		<p>b) notes that the matter or decision in this report is assessed as being of some importance/administrative based on Southland District Council's Significance and Engagement Policy.</p> <p>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.</p> <p>d) approves unbudgeted expenditure of up to \$40,000 to carry out maintenance at the Limehills community centre to be funded by a 10 year loan with repayments from the Limehills community centre rate.</p>		
8.3	Brydone recreation reserve grazing income	<p>Staff recommendations</p> <p>That Council:</p> <p>a) notes the information contained in the report.</p> <p>b) notes that the matter or decision in this report is assessed as some importance based on Council's Significance and Engagement Policy.</p> <p>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</p>	Decision	23

		<p>costs and benefits or advantages and disadvantages prior to making a decision on this matter.</p> <p>d) approves requesting the Minister of Conservation's approval for the rental income from the Brydone recreation reserve to be allowed to be spent on the upkeep and running of the Brydone public hall.</p>		
8.4	Delegations update	The purpose of this report is to seek Council approval and adoption of an updated Delegations Manual.	Decision	31
8.5	Housing action plan update - January 2026	The purpose is to provide an update on the Housing Action Plan.	Information	193
8.6	TAB Venues Policy and Gambling Venues Policy review	This report provides a summary of the review of Council's TAB Venues and Gambling Venues policies and provides options for progressing the review.	Decision	207
8.7	Draft Local Alcohol Policy 2026 - hearings information and submissions summary	<p>Staff recommendations</p> <p>That Council:</p> <p>a) notes the information contained in the report.</p> <p>b) notes that the matter or decision in this report is assessed as significant based on Council's Significance and Engagement Policy, on the basis that Council has already undertaken community engagement via the special consultative procedure.</p> <p>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</p>	Decision	235

		<p>information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.</p> <p>d) receives all submissions on the draft Local Alcohol Policy and hears oral presentations from submitters.</p>		
8.8	Winton CCTV camera project - unbudgeted expenditure	<p>Staff recommendations</p> <p>That Council:</p> <p>a) receives the report titled “Unbudgeted Expenditure-Winton CCTV camera project”, dated 28 January 2026.</p> <p>b) notes that the matter or decision in this report is assessed as some importance based on Council’s Significance and Engagement Policy in terms of Section 76 of the Local Government Act 2002.</p> <p>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.</p> <p>d) approves unbudgeted expenditure of up to \$27,000 (excluding GST) to be funded from the Winton Property Sales Reserve to cover costs of stage three of the Winton CCTV camera project: Add two additional cameras on Great North Road at Night and Day, and Mitre 10.</p>		285

Wyndham camping ground - future management

Record no: R/25/12/61272
Author: Mark Day, Community facilities manager
Approved by: Cameron McIntosh, Chief executive
Report type: Recommendation

Purpose

- 1 To seek approval for the transfer of the remaining Better Off Funded budget of \$34,020.69 from the Baird-Hewat Square/Doctors Square project to P-11222 Wyndham camping ground – Construction.

Staff recommendations

That Council:

- a) notes the information contained in the report.
- b) notes that the matter or decision in this report is assessed as being of some importance/administrative based on Southland District Council's Significance and Engagement Policy.
- 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 transfer of the remaining budget \$34,020.69 from the Baird - Hewat Square/Doctors Square project to P-11222 Wyndham camping ground – Construction.

Executive summary

- 2 The Waihopai Toetoe Community Board has expressed a clear desire to see the camping ground reopened, recognising its potential to bring visitors into Wyndham, stimulate local spending, and support township vitality. However, the board is equally committed to ensuring that any future operation is cost neutral to ratepayers, with income covering all running costs and no ongoing subsidy from the general rate.
- 3 To achieve this and keep the financial impact to a minimum the community board have requested staff to seek approval to utilise the underspend in the Better Off Funded project at the Baird-Hewat Square/Doctors Square project to fund the upgrade to the Wyndham camping ground.
- 4 The Wyndham camping ground has remained closed since February 2024 following the surrender of the previous lease. Since then, the site has undergone a significant clean-up and a range of general repairs. Community expectation remains strong for the camping ground to be reopened.
- 5 The board has consistently maintained that any future operating model must be cost neutral to ratepayers. Community board members have explored local lease and custodian options, but no party to date has been willing to take on day to day management under a traditional model.

- 6 Recent work has focused on the feasibility of installing user pays technology (Penny System) to allow automated bookings, access and paid use of services. Penny provides a modern booking and access system with no upfront software cost but potentially a set up cost at \$120 per hour. It has the ability to integrate gate control, power charging, laundry, showers, common area access, and real time site monitoring. The estimated total basic setup of the Penny system would be \$18,000 – \$21,000 (excluding GST).
- 7 Given the community expectations, and the need to establish accurate usage and revenue data for long term decision making, the recommended approach is to proceed with installation of user pays technology.

Context

- 8 In February 2025, the board passed a resolution directing staff, the Chair and board member Straith to identify a suitable short to medium term operating solution, for up to 12 months, that would allow the camping ground to reopen in some capacity, operate on a cost neutral basis, and provide the necessary usage data to inform future long-term decisions.
- 9 Several local discussions have taken place since then, including conversations with potential custodians. While there is local interest in supporting the camping ground, no party has been willing to formally lease the site or take on a traditional day to day management role.
- 10 At a community board workshop held on 15 October 2025, attendees expressed a strong desire to have the camping ground reopened. Feedback highlighted demand from visitors, seasonal workers, event attendees and local families, reinforcing the importance of reactivating the camping ground as soon as practicable.
- 11 The options identified in paragraph 18 have been discussed with the board, and they indicated to staff a preference to look at using a user pay technology system at the camping ground.

Discussion

- 12 At the Waihopai Toetoe Community Board meeting on 16 December 2025, three options were provided for the future management of the Wyndham camping ground
 - user pays technology
 - hire a custodian
 - close the camping ground
- 13 The board approved a recommendation to allow staff to proceed to install a user pays technology system at the Wyndham camping ground.

User pays technology – Penny System

- 14 As requested by the board, staff have investigated the Penny System as the preferred user pays technology for reopening the Wyndham camping ground. Penny is a nationally used booking, access and payment platform designed specifically for small to medium camping sites, low-cost camping areas, and park over properties. It enables fully automated access, cashless payments, service usage control, and real time oversight of who is onsite.
- 15 Penny integrates online bookings with physical access control for amenities such as gates, cabins, power points, showers, laundry, e-bike charging and communal facilities. The system operates via swipe readers, solenoid valves, relays, or digital control modules depending on the service type.

16 A summary of the key functionality provided by Penny includes:

- online bookings and payments, with guests able to book through the Penny app or via a web browser.
- access control via swipe readers, digital barriers, or boom gates with number plate recognition (NPR).
- automated control of services, including showers, laundry, power pillars, cooktops, drinking water and dump stations.
- real time visibility of who is onsite, enhancing safety, compliance and security.
- automated guest communication, health and safety acknowledgements, and site rules.
- detailed usage and revenue reporting, enabling Council to gather accurate data across the first season to inform future governance decisions.
- no upfront software cost, but a set up cost at \$120 per hour and ongoing Penny will retain approximately 20% of each transaction for its booking system management.

17 The transfer of the remaining Better Off Funding from the project at Baird-Hewat Square/Doctors Square that came in under budget will cover the cost of the installation of the cashless payment system and some additional maintenance work that also needs to be completed to support the installation.

18 These include installing a boundary fence on the eastern boundary and purchasing new furnishings for the three cabins.

Options

19 Two options have been provided for Council to consider.

Recommended option:

20 Staff recommend option 1.

Option 1 – approves the transfer of the remaining budget \$34,020.69 from the Baird-Hewat Square/Doctors Square project to P-11222 Wyndham camping ground – Construction.

Advantages	Disadvantages
<ul style="list-style-type: none">• the budget allows staff to progress the upgrades to the camping ground• supports reopening, aligning with community board and community expectations• consistent with the board's cost neutral objective.	<ul style="list-style-type: none">• none identified.

Option 2 – Does not approve the transfer of the remaining budget \$34,020.69 from the Baird-Hewat Square/Doctors Square project to P-11222 Wyndham camping ground – Construction.

Advantages	Disadvantages
<ul style="list-style-type: none">• none identified.	<ul style="list-style-type: none">• staff will not be able to proceed with the work required to reopen the camping ground• would not align to community board and community expectations.

Legal considerations

21 There are no additional legal considerations beyond compliance with the Camping Ground Regulations 1985, health and safety obligations, and standard electrical and building requirements associated with installation works.

Strategic alignment

Strategic direction

22 The recommended approach aligns with Council's community outcomes and long-term planning objectives by supporting local economic activity, maintaining accessible community facilities, and ensuring financially responsible service delivery.

Policy and plan consistency

23 Staff have not identified any inconsistencies with Council policy or the Long-Term Plan. The proposed approach is consistent with Council's policies and supports cost neutral, community focused service delivery.

Financial considerations

24 There is currently \$2,088.48 remaining in the Wyndham camping ground project budget that will be used for this project.

25 The estimated total basic setup of the Penny system would be \$18,000 – \$21,000 (excluding GST).

26 It is proposed that the work that is required to set up a new user pays system at the Wyndham camping ground is to be funded through a grant.

27 The Waihopai Toetoe Community Board completed a project to upgrade Doctors Square in Wyndham, and the project came in under budget. This project was funded through a grant from the Department of Internal Affairs (DIA) (Better off Funding).

28 The remaining budget \$34,020.69 from this project will fund the installation of a user pays system at the camping ground. Staff have approached DIA and have agreement in principle to transfer the funding. Approval from Council will support the transfer process.

29 If additional funding is required, there is \$75,000 allocated for an upgrade to the camping ground in the 2026/2027 financial year. This budget is loan funded.

Significance assessment

30 After assessing this against the Significance and Engagement Policy 2024 it is determined to be of some importance (external).

Community views

31 The Waihopai Toetoe Community Board have engaged with the local community and these views have been included in this report.

32 Based on the aspirations that have been provided to Council from Te Ao Marama when reviewing the projects that the community facilities team had approved through the 2024 – 2034 Long Term Plan the proposed work does not require engagement with iwi.

Climate change considerations

33 There are no significant climate change considerations associated with the recommended option.

Risk and mitigations

34 The risk is determined as being minor and would be about Council's reputational risk if the work did not proceed.

35 Although we have agreement in principle to use the Better of Funding this has not been officially approved in writing. There is a loan funded budget of \$75,000 in the 2026/2027 financial year for the camping ground that could be brought forward to cover the installation costs.

Next steps

36 Staff will proceed to arrange to have a cashless payment system installed at the Wyndham camping ground.

Attachments

There are no attachments for this report.

Limehills community centre - unbudgeted expenditure

Record no: R/25/12/61342

Author: Mark Day, Community facilities manager

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

Report type: Recommendation

Purpose

- 1 The purpose of this report is to seek approval for unbudgeted expenditure to carry out repairs to the Limehills community centre that have been requested through the Oreti Community Board.

Staff recommendations

That Council:

- a) notes the information contained in the report.
- b) notes that the matter or decision in this report is assessed as being of some importance/administrative based on Southland District Council's Significance and Engagement Policy.
- 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 up to \$40,000 to carry out maintenance at the Limehills community centre to be funded by a 10 year loan with repayments from the Limehills community centre rate.

Executive summary

- 2 Staff received a request from the Oreti Community Board to carry out maintenance on the Limehills community centre. The maintenance requested has been discussed and agreed to with the Limehills community centre group and is required to be completed prior to April 2026 when they are holding their 100 year celebration. The work had been scheduled in the 2024-2034 Long Term Plan for 2027/2028 to be funded through a loan.
- 3 A report seeking a recommendation to approve the unbudgeted expenditure was tabled at the Oreti Community Board meeting on 15 December 2025. The board resolved to approve the recommendation.

Context

- 4 The Limehills Rugby Club are holding their 100 year celebration in April 2026. They approached the Oreti Community Board and requested that some maintenance be undertaken on the community centre prior to the celebrations. This request was passed onto staff via the Oreti Community Board chairperson in an email dated 10 July 2025.
- 5 The maintenance work entails the replacement of an aluminium sliding door, a fire exit door, installing a guard rail on the north facing porch area, recladding and exterior painting of the north wall and water tower.

- 6 To undertake this work, staff have received quotes to the value of \$34,000 plus GST. A budget of \$76,751 was set aside to carry out this work and was going to be repaid through a loan in the 2027/2028 financial year.
- 7 The Oreti Community Board chair proposed that this budget be brought forward to enable the work to be carried out prior to the centenary celebrations.

Discussion

- 8 Staff have previously upgraded the kitchen and adjoining servery area, upgraded the heating system and had allowed funding to carry out other projects in the community centre based on the building maintenance plan.
- 9 Although this work had been scheduled for completion in 2027/2028, the sliding door has not lasted as long as staff had anticipated. Repairs to the door have been undertaken to enable it to continue to be used, but these will not last another two years.
- 10 A report seeking a recommendation to approve the unbudgeted expenditure was tabled at the Oreti Community Board meeting on 15 December 2025. The board resolved to approve the recommendation.

Options

- 11 The following reasonably practicable options have been identified and assessed in this report:
Option 1 – approves unbudgeted expenditure up to \$40,000 to carry out maintenance work on the Limehills community centre.
Option 2 – does not approve unbudgeted expenditure up to \$40,000 to carry out maintenance work on the Limehills community centre.

Recommended option:

- 12 Staff recommend option 1.

Option 1 – approves unbudgeted expenditure of up to \$40,000 to carry out maintenance work on the Limehills community centre to be funded by a 10 year loan with loan repayments to be made from the Limehills community centre rate.

Advantages	Disadvantages
<ul style="list-style-type: none">• the work will be able to be completed prior to the centenary celebrations.	<ul style="list-style-type: none">• loan repayments will start sooner than anticipated.

Option 2 – does not approve unbudgeted expenditure up to \$40,000 to carry out maintenance work on the Limehills community centre.

Advantages	Disadvantages
<ul style="list-style-type: none">• there will be no impact on rates.	<ul style="list-style-type: none">• the work will not be completed and there may be a negative response from the Limehills community.

Legal considerations

- 13 None identified.

Strategic alignment

Strategic direction

This work aligns with Councils social, cultural and economic values as outlined in the community resources section of the Long-Term Plan and the Oreti Community Boards vision of:

- valuing community spirit
- valuing community resilience

With the outcome of:

- being a healthy and safe community with access to quality facilities, amenities and services
- having infrastructure that is efficient, cost effective and meets current and future needs.

Policy and plan consistency

14 The work is in accordance with the Public halls policy, the Community Facilities Activity Management Plan and the Long Term Plan (LTP).

Financial considerations

15 In the LTP 2024-2034 this project was budgeted to be funded via a loan in the 2027/2028 year with a budget of \$76,751. The impact of this loan on the community centre rate would have been in the 2028/2029 year; by bringing forward \$40,000 of this, the impact will be on the rate in 2026/2027.

16 The additional \$6,000 is to allow for any contingency that may be required to complete this project.

17 The community centre rate will increase by the amount of the principal and interest repayments which are \$5,135 per year at an interest rate of 4.82%. This equates to an increase of \$25.80 per ratepayer per year.

18 The remainder of the LTP 2024-2034 budget of \$76,751 will not be required and any further projects required at the hall will be budgeted through the LTP 2027-2037.

Significance assessment

19 After assessing this against the Significance and Engagement Policy 2024 it is determined to be of some importance (external).

Community views

20 The Oreti Community Board have engaged with the Limehills community centre group and staff to develop the scope of work for the work to be undertaken.

21 Based on the aspirations that have been provided to Council from Te Ao Marama when reviewing the projects that the community facilities team had approved through the 2024 – 2034 Long Term Plan the proposed work does not require engagement with iwi.

Climate change considerations

22 When reviewing the repairs to the building, staff have considered where they can improve the heat retention of the building and are intending to use double glazing when replacing the large single glazed sliding doors.

Risk and mitigations

23 The risk is determined as being minor and it would be about Councils reputational risk if the work did not proceed.

Next steps

24 Staff will procure the work as per the requirements of Councils buyers guide.

Attachments

There are no attachments for this report.

Brydone recreation reserve grazing income

Record no: R/25/12/61510

Author: Sara-Jane Fitzgerald, Property advisor

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

Report type: Decision

Purpose

- 1 Staff are seeking approval from Council, for the continuation of the rental income from the Brydone recreation reserve being available to be spent on the upkeep and running of the neighbouring Brydone hall, which is owned and administered by the Brydone Community Centre Incorporated.

Staff recommendations

That Council:

- a) notes the information contained in the report.
- b) notes that the matter or decision in this report is assessed as some importance based on Council's Significance and Engagement Policy.
- 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 requesting the Minister of Conservation's approval for the rental income from the Brydone recreation reserve to be allowed to be spent on the upkeep and running of the Brydone public hall.

Executive summary

- 2 The Brydone recreation reserve (for which Council is the administering body) is located at 18 Brydone Glencoe Road, Brydone. It is currently licenced for maintenance grazing, with the rental income collected by Brydone Community Centre Incorporated (hall society) for expenditure on the hall.
- 3 The land on which the Brydone hall sits is a local purpose reserve (public hall), controlled and managed by the hall society.
- 4 Under the Reserves Act 1977 (Reserves Act), all money received by way of rent, where the reserve is vested in an administering body, shall be held by the administering body and applied for the purposes of the Act.
- 5 A meeting was held between Council staff and the hall society to discuss the requirements of the Reserves Act and to explain how the current arrangements do not meet the Reserves Act requirements. It was also to determine an appropriate resolution for how the collection and distribution of rental income from the Brydone reserve can go to the Brydone hall.

- 6 Section 84 of the Reserves Act allows reserve funds to be spent on other reserves not vested in or managed by an administering body (in this case Council), with the direction of the Minister of Conservation (the Minister) and the written consent of the administering body.
- 7 A report was presented to the Waihōpai Toetoe Community Board on 16 December 2025, and the board recommended that “Council write to the Minister of Conservation seeking approval for the rental income from the Brydone recreation reserve to be spent on the upkeep and running of the Brydone public hall.”
- 8 This report is seeking the approval of Council, as the administering body of the Brydone recreation reserve, to request approval from the Minister for grazing revenue from the recreation reserve to be spent on the Brydone hall.

Context

- 9 The Brydone recreation reserve is located at 18 Brydone Glencoe Road, Brydone, and is legally known as Section 169E Edendale Settlement. This reserve was by New Zealand gazette 1982, page 604 vested in the Southland County Council in trust for recreation purposes.
- 10 The Brydone public hall is located at 12 Brydone Glencoe Road, Brydone, and is legally known as Section 151E Edendale settlement. This property is a local purpose reserve (hall site) and Brydone Community Centre Incorporated was appointed control and management of this reserve in 1969.
- 11 Historically, the income from the grazing of the recreation reserve has been received directly by the hall society for expenditure on the public hall. Under the Reserves Act, all money received by way of rent, where the reserve is vested in an administering body, shall be held by that administering body and applied for the purposes of the Act.
- 12 A meeting between Council staff and members of the hall society was held in October 2024 to discuss the requirements of the Reserves Act, how the rental income is currently being spent, and to determine a solution that ensures the requirements of the Act are met along with the financial needs of the public hall. It was discussed that this financial situation needs to be confirmed prior to a new licence to occupy being entered into for the recreation reserve.
- 13 A report was presented to the Waihōpai Toetoe Community Board on 16 December 2025, and the board recommended that “Council write to the Minister of Conservation seeking approval for the rental income from the Brydone recreation reserve to be spent on the upkeep and running of the Brydone public hall.”
- 14 The current grazing licence of the recreation reserve has expired and has been rolling over until a new process for receipting and allocation of the grazing income is implemented. The current licensee wishes to continue grazing the land and has the support of the hall society. The annual rental currently received for the grazing of the recreation reserve is \$700.00 plus GST per annum.

Discussion

- 15 Income from a reserve vested in Council shall be held by Council as the administering body and spent in accordance with the Reserves Act. Direction and consent from the Minister needs to be obtained prior to being able to allocate rental income from grazing of the Brydone recreation reserve to the Brydone public hall.
- 16 If a decision to seek the Minister’s written approval is not recommended by Council, a new licence to occupy will still be entered into with the existing licensee, with the funds being

collected by Council and allocated to the appropriate business unit, as permitted under the Reserves Act.

Options

17 The following reasonably practicable options have been identified and assessed in this report:

Option 1 – approves for staff to write to the Minister of Conservation seeking approval for the rental income from the Brydone recreation reserve to be allowed to be spent on the upkeep and running of the Brydone public hall.

Option 2 – do not approve for staff to seek approval for the rental income from the Brydone recreation reserve to be spent on the Brydone public hall.

Recommended option:

18 Option 1 – approves for staff to write to the Minister of Conservation seeking approval for the rental income from the Brydone recreation reserve to be allowed to be spent on the upkeep and running of the Brydone public hall.

Option 1 – approves for staff to write to the Minister of Conservation seeking approval for the rental income from the Brydone recreation reserve to be allowed to be spent on the upkeep and running of the Brydone public hall

Advantages	Disadvantages
<ul style="list-style-type: none">the Brydone hall society will be able to access funds to continue to maintain and upkeep the public hallif funds are required for maintenance on the recreation reserve, Council will have access to the rental income from this expenditureaccepting of the hall society's request and acknowledging their historic and continued upkeep of the public halldecision will align with the community board's recommendation.	<ul style="list-style-type: none">none identified.

Option 2 – do not approve for staff to seek approval for the rental income from the Brydone recreation reserve to be spent on the Brydone public hall

Advantages	Disadvantages
<ul style="list-style-type: none">all rental income received from the grazing of the recreation reserve will be able to be spent on reserves managed by Council within the community board area.	<ul style="list-style-type: none">the hall society may need to apply for other funding, potentially from Council to manage the upkeep and running of the public hall as a consequence of the loss of incomedecision will not align with the community board's recommendation.

Legal considerations

- 19 Section 80(1) of the Reserves Act 1977, specifies that revenue from reserves received by Council must generally be applied for the purposes of the Act. In other words, the income from a reserve must be spent on that reserve or other reserves under Council's control.
- 20 Approval to use the rental income of the Brydone recreation reserve on another reserve not vested in Council is subject to the requirements of section 84 of the Reserves Act. This section allows the Minister to direct the use of the rental income in situations like this.

Strategic alignment

Strategic direction

- 21 Requesting that the Minister allow the rental income from the Brydone recreation reserve be permitted to be spent on the Brydone public hall aligns with Council's strategic priorities, specifically connected and resilient communities, as staff have engaged and worked with the local hall society.
- 22 In line with Council's Long Term Plan social and cultural outcomes, allowing the rental income from the recreation reserve to be spent on the hall will ensure that the local community continues to have a well maintained asset that allows them to stay connected and have a sense of belonging.
- 23 The Waihōpai Toetoe Community Board plan 2021 – 2024 states a theme of 'an attractive, healthy and safe community with access to quality facilities, amenities and services' the continued upkeep of the Brydone hall aligns with this theme.

Policy and plan consistency

- 24 Council's 2003 district wide Reserve Management Plan has a general description of 'an open field that is leased for grazing' for the Brydone recreation reserve.

Financial considerations

- 25 Grazing income will be collected by Council and held by the community board following the implementation of a new licence to occupy, and confirmation from the Minister that the income received can be spent on the neighbouring public hall.
- 26 If ministerial approval is granted, the rental income will be available for use by the hall society for expenditure on the hall, but only upon the hall society applying in writing to Council outlining the specific intended use of the funds in relation to the maintenance and operation of the hall. The yearly allocation of funds to the hall society is not automatic.

Significance assessment

- 27 This matter has been assessed in accordance with Council's Significance and Engagement Policy as having some importance and is not significant.
- 28 This decision is aligned to past decisions of a similar nature and has low financial impact, all other significance assessment criteria is considered negligible.
- 29 The assessed level of significance indicates that the community is kept informed of the decisions made in this report, rather than engaged prior to this decision being made.

Level	Likelihood of engagement
Some importance or administrative	Council is not likely to carry out any engagement.
Moderate importance	Council may choose whether it carries out engagement, which may be targeted to directly affected individuals or groups.
Significant	Council will engage with directly affected individuals and groups and wider community engagement is likely, unless there are reasons under policy not to.
Critical	Council will engage with directly affected individuals and groups and wider community engagement is highly likely, unless there are reasons under policy not to.

Community views

- 30 Following a report presented to the Waihōpae Toetoe Community Board on 16 December 2025, the board recommended to Council to write to the Minister of Conservation seeking approval for the rental income from the Brydone recreation reserve to be spent on the upkeep and running of the Brydone public hall.
- 31 Given the Brydone recreation reserve is within the Waihōpae Toetoe Community Board area, the recommendation of the board has been taken as the view of the community.

Climate change considerations

- 32 There are no climate change considerations relevant to this matter or decision.

Risk and mitigations

- 33 The collection of rental income by the hall society, and not by Council is deemed to be a minor regulatory and compliance risk to Council, as this collection is currently not in accordance with the requirements of the Reserves Act. By seeking approval of the Minister for the rental funds to be spent on a reserve not administered by Council, and Council receiving the rental directly from the licensee, this risk will be removed.

Next steps

- 34 Following the approval by Council, staff will write to the Minister seeking approval to use the rental income from the Brydone recreation reserve for the running and upkeep of the Brydone public hall.
- 35 Staff will enter into a new licence to occupy with the current licensee following direction and approval for the re-allocation of rental income being received from the Minister.

36 If ministerial approval is not received, a new licence to occupy will still be entered into with the existing licensee, however the funds will be collected by Council and allocated to the appropriate business unit, as permitted under the Reserves Act.

Attachments

- A Letter from Brydone Community Centre Incorporated regarding recreation reserve income and the Reserves Act 1977 - 11 July 2025 [↓](#)
- B Aerial map of Brydone Recreation Reserve and Brydone Public Hall [↓](#)

Brydone Community Hall
C/- Linda Mikkelsen
6565 Nicholson Rd
RD3
Wyndham



28 February 2025

Attention: Sarah Fitzgerald
Southland District Council

Further to the meeting held with you at the Brydone Hall on the 9th October 2024 with regards to the lease of the Brydone reserve (land next to the Brydone Hall).

The Brydone Community Hall Committee request that any lease monies received by the Southland District Council, as discussed, be held for the community, to be made available to the Brydone Community Hall, for future maintenance, upgrades and projects when planned by the committee.

We wish to point out that this money has been collected and held by the Hall committee for many years and has been carefully used as part of the maintenance and upkeep of the hall.

We would also like to request that the lease be continued to be offered to the current lessee who neighbours the reserve. This will ensure that the land remains in hands that take care to maintain the property to a good standard.

Yours sincerely

Linda Mikkelsen
On behalf of the Brydone Hall committee.



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Delegations update

Record no: R/26/1981
Author: Michal Gray, Democracy advisor
Approved by: Vibhuti Chopra, Group manager strategy and partnerships
Report type: Decision

Purpose

- 1 The purpose of this report is to seek Council approval and adoption of an updated Delegations Manual.

Staff recommendations

That Council:

- a) notes the information contained in the report.
- b) notes that the matter or decision in this report is assessed as some importance based on Council's Significance and Engagement Policy . On this basis no engagement will be undertaken.
- 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 and adopts the Delegations Manual contained in attachment A that includes the following amendments:
 - i) alterations and further delegations made by the chief executive since the manual was adopted on 13 August 2025
 - ii) changes to the community board terms of reference to remove reference to Council's subcommittees reporting to the community boards
 - iii) removing delegations to the Southland Regional Heritage Joint Committee
 - iv) changes to Council's financial and statutory delegations to ensure that they are practical, efficient and aligned with the current staffing structure and practices.
- e) notes that these delegation changes take effect on the date of this resolution.

Executive summary

- 2 The Delegations Manual (the manual) was last approved and adopted by Council on 13 August 2025. On 12 November, Council adopted new terms of references for the Community Boards and Council's committees which were incorporated into the manual.
- 3 Staff now propose that Council adopt an updated manual that includes the following changes:
 - new delegations and alterations to delegations made by the chief executive
 - a change to the Community Board terms of reference to reflect a change made to the subcommittee terms of reference for the 2025-2028 triennium
 - removing delegations to the Southland Regional Heritage Joint Committee
 - changes to align the manual with the current staffing structure and practices.
- 4 The manual attached to this report as Attachment A has been marked up with all the proposed changes.
- 5 If the manual is adopted staff will remove the markup and circulate the updated manual to staff and publish it on Council's website.

Context

- 6 The manual outlines:
 - Council's delegations of governance activities to Council committees, community boards and other Council entities
 - Council's delegations of management activities to the chief executive
 - Council's delegations to Council staff, including the executive leadership team.
 - The chief executive's non-statutory delegations to staff.
- 7 The current version of the manual was adopted by Council on 13 August 2025. On 11 November 2025, Council adopted updated terms of reference for the community boards, committees, subcommittees and joint committees which were incorporated into the manual.

Discussion

Chief executive delegations

8 Since 13 August 2025 the chief executive has made the following new delegations and alterations to enable Council to operate effectively:

Section/Act	New delegations/alterations to delegations
Amusement Devices Regulations 1978	Replaced the role of Building Control Coordinator with Building Solutions Coordinator and added Technical Assessor Support Officer.
Local Government Act 2002	Replaced Building Control Coordinator with Building Solutions Coordinator.
Financial Delegations 9.9.1	Increased delegated authority to authorise tax and payroll payments from \$600,000 to \$700,000.

9 These changes are included in the manual in italics and footnoted under Attachment C – Chief Executive Delegations to Officers. Staff propose that Council adopt these changes as part of the manual.

10 The ability of the chief executive to make these delegations is provided for in the manual at paragraph 2.3. The chief executive has delegated authority for all powers, duties and responsibilities conferred on Council by statute and regulations, so can sub-delegate these accordingly (except for RMA delegations or any other delegation that the chief executive cannot delegate).

11 Staff propose that the changes made by the chief executive are now adopted by Council as part of the manual and as delegations from Council to staff. If these changes are adopted, the italics style and footnotes will be removed from the manual.

Changes to the terms of reference

12 The terms of reference that Council adopted for its subcommittees for the 2025-2028 triennium (adopted on 12 November 2025) included that the subcommittees were subordinate to Council. In the previous triennium the subcommittees were established by Council but were subordinate to the relevant community board.

13 To align the community board terms of reference with the change, staff are proposing that the community boards terms of reference be updated to remove a reference to subcommittees being subordinate to community boards and reporting to community boards. This change is marked up on page 13 of the manual.

14 The terms of reference for the Southland Regional Heritage Joint Committee are marked up for removal from the manual as it is no longer a joint committee of Council.

Changes to align delegations with the current staffing structure and current practices

15 Staff propose the changes listed in the table below to Council's financial and statutory delegations to ensure that they are practical, efficient and align to the current staffing structure and current practices.

Section/Act	Proposed changes
9.9.1 - Financial delegations – table 1 Amusement Devices Regulations 1978 section 11 Dog Control Act 1996 sections 30, 35, 36A, 39, 40, 46	Updating roles in the customer support and libraries team after the implementation of a new team structure.
9.10.2 - Bonds	<ul style="list-style-type: none">• Changing the description of the delegations under this section to make it clear that it is the authority to decide to forfeit a bond or approve the refund of a bond.• Removing the roles of Financial controller and Transactional project lead as they do not need to hold this delegation.• Adding the following roles to ensure appropriate staff can make decisions on bonds held in relation to an activity that they manage:<ul style="list-style-type: none">- Group manager regulatory services, Group manager customer and community wellbeing, Group manager infrastructure and capital delivery, Strategic manager transport, Strategic manager water and waste, Community facilities manager and Hall custodian.
10.2.2 – Bylaws	The table of bylaws adopted by Council has been updated.
Dog Control Act 1996 Sections 26, 31, 33B, 33D	Removing the delegations to the Chief executive, Group manager regulatory services and Team leader monitoring and compliance to hear and determine objections under these sections of the Dog Control Act. This will align the manual with the current practice of Council hearing and determining all objections under these sections.
Food Act 2014	<ul style="list-style-type: none">• Sections 54 - replacing the role of Environmental services coordinator with Environmental health officer• Removing Food verifier from delegations under section 63, 67 and 70.• Adding Environmental health officer to sections 57, 87 and 165.

Section/Act	Proposed changes
Local Government Official Information and Meetings Act 1987	<ul style="list-style-type: none">• Removing delegations under sections 5, 6, 7, and 10 because delegations under these sections are not required since they do not confer any powers, duties or functions on Council.• Section 44A - replacing the role of Team leader information services with Information management team leader.
New Zealand Library Association Act 1939	Replacing the roles in the customer support and libraries team to current roles and adding the Group manager customer and community wellbeing.
Resource Management Act	<ul style="list-style-type: none">• Sections 108A, 109 - adding an additional delegation under these sections, the authority to approve and authorise the refund of bonds lodged under section 108. This change makes it clear that the refund of bonds is delegated to the appropriate roles. The role of Senior resource management planner has been removed from this delegation.• Section 222 – changes to the existing delegation to detail the powers delegated in relation to completion certificates.• Section 222 – adding an additional delegation for the authority to approve and authorise the refund of bonds lodged under this section. Again, this change makes it clear that the refund of bonds is delegated to the appropriate roles.
Dog Control Bylaw 2025 Section 13	<ul style="list-style-type: none">• Amending the summary of the function delegated to make it clear that it is the authority to grant a licence to keep more than two dogs.• Removing customer support roles because they do not make decisions on whether to grant these licenses.• Updating the year of the bylaw to 2025
Roading Bylaw 2008 – Revision 2018 and Trade Waste Bylaw	Updating the titles to the correct years/revisions

Options

16 The following reasonably practicable options have been identified and assessed in this report:

Option 1 – approve and adopt the updated manual of delegations

Option 2 – not approve and adopt the updated manual of delegations

Recommended option:

17 Staff recommend that Council approve and adopt the updated manual of delegations because it will reflect current practice and enable the efficient operation of Council business.

Option 1 – approve and adopt the updated manual

Advantages	Disadvantages
<ul style="list-style-type: none">enables the appropriate level of staff to exercise of powers and functions efficientlyensures the manual accurately reflects current practice.	<ul style="list-style-type: none">no known disadvantages.

Option 2 – not approve adopt the updated manual

Advantages	Disadvantages
<ul style="list-style-type: none">no known advantages.	<ul style="list-style-type: none">delegations would not be updatedCouncil may not be able to undertake some responsibilities efficiently.

Legal considerations

18 Under the Local Government Act 2002 (LGA) Council has wide discretion to determine the extent it may want to delegate matters.

19 The statutory authority for Council to delegate is provided for in clause 32 of Schedule 7. The decisions that Council are not able to delegate include:

- the power to make a rate
- the power to make a bylaw (although local boards have the right to recommend these for their local areas)
- the power to borrow money, or purchase or dispose of assets, other than in accordance with the long-term plan
- the power to adopt a long-term plan, annual plan, or annual report
- the power to appoint a chief executive
- the power to adopt policies required to be adopted and consulted on under the LGA in association with the long-term plan or developed for the purpose of the local governance statement
- the power to adopt a remuneration and employment policy.

20 A delegation means that the body with the delegated power has the full authority of Council, as the governing body, in respect of the decision-making powers defined in the delegation. The governing body, while retaining legal responsibility for the exercise of any powers it has delegated, cannot overturn or amend a decision made by a body which is exercising a delegation.

21 If Council has concerns about the decision that was made it can ask the body with the delegated authority to revisit the decision and in so doing, consider the factors that are of concern to Council. Council also retains the right to review and revoke any delegation made at a later point in time.

Strategic alignment

Strategic direction

22 Delegations from Council to staff enable staff to make operational decisions to deliver on priorities and outcomes from Council's long term plan.

Policy and plan consistency

23 No policy or plan inconsistencies have been identified.

Financial considerations

24 Costs associated with updating the manual are met from existing budgets.

Significance assessment

25 Council's Significance and Engagement Policy requires an assessment of the significance of the decision being made.

26 The decision to adopt the new updated manual is assessed as having a significance level of some importance (and therefore is not significant) when assessed against the criteria from the Policy:

- the proposed delegations align with Council's established approach to delegations and do not represent a substantive change in Council's overall governance structure
- the direct impact of the delegation decision on the wider community is minimal with no specific groups negatively or inequitably impacted
- public interest in the administrative process of setting delegations is expected to be low; and
- the decision to adopt these delegations is reversible by Council resolution if required in the future.

27 There are no requirements for engagement when a decision has been assessed as having a significance level of some importance.

Level	Likelihood of engagement
Some importance or administrative	Council is not likely to carry out any engagement.
Moderate importance	Council may choose whether it carries out engagement, which may be targeted to directly affected individuals or groups.
Significant	Council will engage with directly affected individuals and groups and wider community engagement is likely, unless there are reasons under policy not to.
Critical	Council will engage with directly affected individuals and groups and wider community engagement is highly likely, unless there are reasons under policy not to.

Community views

28 Community views have not been sought because of the level of significance of the matter, and the administrative nature of the changes.

Climate change considerations

29 There are no climate change considerations relevant to this decision.

Risk and mitigations

30 There are no identified significant risks in relation to this decision.

Next steps

31 Staff will finalise the manual and remove the markup. The manual will be circulated to staff and published on Council's website.

32 Staff will continue to monitor and review the manual and present to Council proposed updates to ensure that it reflects current practice.

Attachments

A Delegations Manual marked up with proposed changes [↓](#)



Southland District Council

Manual of Delegations

Marked up with proposed changes for attachment to Delegations update report 28 January 2026

R/22/12/73877

Southland District Council
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1 Introduction

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

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

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

In order for a council to operate efficiently and effectively, the chief executive delegates provision of policy advice and decision implementation to council officers.

1.1 Purpose

The purpose of the delegations manual ('the manual') is to define and authorise the scope of:

- a) the division between governance and management activities
- b) Council's delegations of governance activities to Council committees and community boards
- c) Council's delegations of management activities, functions and powers to the chief executive and to Council officers, including the executive leadership team.

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

The delegations manual also provides for specific delegations relating to finance, regulatory functions and carrying out of specific statutory responsibilities devolved to Council through legislation.

1.2 Structure of Manual

The delegations manual is structured as follows:

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

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

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

2 Delegations Philosophy

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

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

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

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

2.1 Philosophy

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

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

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

2.2 Key Principles

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

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

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

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

2.3 Delegations to the Chief Executive

Council may delegate any function to the chief executive except those expressly precluded by legislation. Any further delegations by the chief executive made following the publication of this manual will be recorded in an appendix of subsequent delegations (Attachment C).

The chief executive may appoint an executive leadership team member in an acting role to assume delegated authority in the event of planned or unplanned leave, absence or unavailability. Such appointments should be for a limited time and be recorded in writing.

2.3.1 Temporary Delegations

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

2.3.2 Extension of Delegated Authority

The group manager and team leader/activity manager of any Council officer who has a specific delegated authority will share the same delegation as that Council officer, and shall be able to exercise that function and power as if it had been specifically delegated to them.

2.4 Legal Restrictions

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

Council cannot delegate the power to:

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

- approve and adopt the district plan and notices of requirement
- adopt a remuneration or employment policy
- make a final decision following an ombudsman's recommendation that rejects or modifies that recommendation
- appoint or discharge the deputy mayor
- approve or amend Council's standing orders
- approve or amend the code of conduct for elected members
- establish and determine the structure, terms of reference, and delegated authorities of committees
- appoint and discharge members of committees
- establish a joint committee with another local authority or public body.

2.5 Powers and Responsibilities Retained by Council

Council also retains the following additional powers and responsibilities:

- the powers and duties conferred or imposed on Council under Part 2 of the Public Works Act 1981 to allow for the compulsory acquisition of land
- approval of a draft Long Term Plan or draft Annual Plan prior to community consultation
- approval of a draft bylaw prior to community consultation
- resolutions required to be made by Council under the Local Electoral Act 2001, including the appointment of an electoral officer
- the power to institute any proceedings in the high court that are not injunctive proceedings
- the power to sell, dispose or purchase land, including parks, reserves and endowment properties where they are not being acquired as part of the approval of a resource consent for developments such as subdivisions or where the land is being acquired as part of a project included in the Long Term Plan where the value is less than \$50,000
- the power to cease any existing function or commence any new significant activity
- formulation or amendment of Council's corporate goals and objectives
- adoption of the local governance statement
- adoption of the triennial agreement
- preparation of Long Term Plan/Annual Plan documents
- power to set fees and charges
- adoption of the assessment of water and sanitary services.
- approve, adopt and review policies including any revisions and amendments

3 The Statutory Framework

3.1 Council's Principal Responsibilities

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

- to enable democratic local decision-making and action by, and on behalf of, communities, and
- to promote the social, economic, environmental, and cultural well-being of communities in the present and for the future.

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

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

3.2 Responsibilities of the Chief Executive

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

The chief executive is responsible to the elected Council for:

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

Other matters that the chief executive is responsible for include:

- a) ensuring, as far as practicable, that the management structure of the local authority:
 - reflects and reinforces the separation of regulatory responsibilities and decision making processes from other responsibilities and decision making processes
 - is capable of delivering adequate advice to the local authority to facilitate the explicit resolution of conflicting objectives.
- b) ensuring the policies adopted by Council are implemented by officers of Council and administered in accordance with their terms.
- c) changes and updates to staff delegations (as set out in sections 2.3)
- d) all other powers, functions and duties necessary for the management of the Council's activities and functions.

3.3 Delegation of Powers to any Other Officer

The delegations manual records all delegations from Council to the chief executive and to Council officers. Clause 32B of Schedule 7 of the Local Government Act 2002 provides (with some restrictions) powers for a Council officer to further delegate to any other officer.

4 Authority

The delegations made in the governance section of the manual and other delegations of statutory and financial powers to committees and subcommittees and all the delegations of functions and powers made to the chief executive and Council officers were adopted by Council at its meeting on 30 November 2022.

5 Amendments to this Manual

This manual shall be maintained by the governance and democracy team who shall amend it in accordance with:

- any instruction to that effect given by Council, and any other delegate authorised to amend this manual
- any need for typographical, grammatical or other minor amendment where the intention of Council in the matter of a delegation is not altered
- any amendments to address legislative or regulatory changes, excluding the powers and responsibilities that remain with Council, which shall go to Council for approval.

The manual will be reviewed in line with triennial elections.

6 Conduct of Affairs

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

7 Ambiguity or Conflict

In the event of ambiguity or conflict as to which committee or subcommittee has the delegated authority to act in respect of a particular matter, then the mayor will decide in consultation with governance and democracy and having received advice from the chief executive.

8 Governance Delegations

8.1 Introduction

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

- to enable democratic local decision-making and action by and on behalf of, communities; and
- to promote the social, economic, environmental, and cultural well-being of communities in the present and for the future.

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

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

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

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

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

8.2 Community Boards

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

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

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

The decision as to whether the exercise of a delegated power is for a local activity will be made by the group manager customer and community wellbeing and the assigned executive leadership team member on behalf of the chief executive. The group managers may consult with the chairperson of the relevant community board.

TYPE OF COMMITTEE	Community board (board)
RESPONSIBLE TO	Boards are responsible to Council Each board will also have relationships with Council committees (these committees are outlined in the delegations manual).
SUBCOMMITTEES	Some subcommittees will report to community boards – these are outlined in section 8.5 of the delegations manual.
MEMBERSHIP	Ōreti and Waihōpai Toetoe boards have seven members elected by the local authority triennial elections plus a member appointed by Council. All other boards have six members plus a member appointed by Council. The chairperson is elected by the board. Councillors who are not appointed to boards can only remain for the public section of the board meeting. They cannot stay for the public excluded section unless the board agrees.
FREQUENCY OF MEETINGS	Every second month, but up to 12 ordinary meetings a year with the approval of the chief executive.
QUORUM	Not less than four members
THE ROLE OF COMMUNITY BOARDS	<p>Governance</p> <p>Elected members are responsible for providing leadership, setting direction and for overseeing performance (at a high level).</p> <p>The chief executive and staff are responsible for management activities including the allocation of resources, overseeing the day to day operations of the community board, providing policy advice and implementing governance decisions.</p> <p>Roles outlined in the Local Government Act 2002</p> <ul style="list-style-type: none"> • appoint a chairperson and deputy chairperson • represent, and act as an advocate for, the interests of its community • consider and report on all matters referred to it by the territorial authority, or any matter of interest or concern to the board • maintain an overview of services provided by the territorial authority within the community • prepare an annual submission to the territorial authority for expenditure within the community • communicate with community organisations and special interest groups within the community

	<ul style="list-style-type: none">• undertake any other responsibilities that are delegated to it by the territorial authority.
	<p>Additional roles of boards</p>
	<p>Community wellbeing</p> <ul style="list-style-type: none">a) promote the social, economic, environmental and cultural well-being of local communitiesb) monitor the overall well-being of local communities.
	<p>Community leadership</p> <ul style="list-style-type: none">a) to provide leadership to local communities on the strategic issues and opportunities that they faceb) identify key issues and opportunities that will affect the future of the board's community and work with Council staff and other local representatives to facilitate multi-agency collaborative opportunitiesc) promote a shared vision for the board's community and develop and promote ways to work with others to achieve positive outcomesd) provide a local community perspective on Council's long term plan key performance indicators and levels of service as detailed in the long term plan, and on local expenditure, rating impacts and prioritiese) develop and manage community board plans including keeping these up to date and relevant to community needs and aspirations.
	<p>Engagement and relationships</p> <ul style="list-style-type: none">a) to develop relationships and communicate with key community organisations, special interest groups, residents and businesses within the community.
	<p>Advocacy</p> <ul style="list-style-type: none">a) as part of the long term plan or annual plan process, prepare a submission to Council on the proposed levels of service, income and expenditure within the community of interestb) as part of the long term plan or annual plan process, outline the relative priorities for the delivery of District services and levels of service within the board area (Council sets the levels of service for District Activities if a board seeks a higher level of service, they need to recommend that to Council, and the higher level of service will need to be funded in an appropriate way (locally).c) Providing comment (through the chairperson) to assist the chief executive on making a decision on any objections received on temporary road closures or temporary prohibition of traffic.
	<p>Local activities</p> <p>For local activities</p> <ul style="list-style-type: none">a) recommend to Council levels of service and budgets for local activities, having regard to Council budgets in the long term plan or annual plan process

	<p>b) recommend to Council rates, user charges and fees to fund local activities</p> <p>c) recommend to Council or a relevant committee the approval of project definitions or business cases and procurement plans for capital expenditure over \$300,000</p> <p>d) recommend to Council or a relevant committee unbudgeted capital expenditure</p> <p>e) monitor the services Council delivers its communities and assess the extent these services meet community needs or the expected level of service</p> <p>f) support the development of local management plans (for subsequent recommendation to Council) where required by statute or in support of the district plan, or other plans for reserves, harbours, or other community facilities, except where these powers:</p> <ul style="list-style-type: none">a) have been delegated to Council staffb) would have significance beyond the board's area or otherwise involves a matter of national importance (Section 6 Resource Management Act 1991)c) involve the alienation of any part of a proposed or existing esplanade reserve by way of width reduction, easement, lease or otherwise. <p>g) for the Fiordland Community Board in relation to Te Anau Airport and for the Stewart Island/Rakiura Community board in relation to Stewart Island Electricity Supply Authority (SIESA) these board's role is to:</p> <ul style="list-style-type: none">• recommend levels of service and annual budget to Council or relevant committee• monitor the performance and delivery of the service.
	<p>Environmental management and spatial planning</p> <p>a) provide comment on resource consent applications referred to the community board for comment</p> <p>b) to make recommendations to Council about bylaws and about enforcing bylaws within the community, having regard to the need to maintain consistency across the District</p> <p>c) provide advice to Council and its committees on any matter of interest or concern to the community board in relation to the sale of alcohol, where statutory ability exists to seek such feedback</p> <p>d) provide input into regulatory activities not otherwise specified above, where process allows</p> <p>e) recommend to Council initiating an appeal to the environment court on decisions relating to resource consent applications that the board has made submissions on</p> <p>f) provide support to the development of community plans for a civil defence emergency and the recovery afterwards.</p> <p>g)</p>

DELEGATIONS	<p>In exercising the delegations the boards will operate within:</p> <ul style="list-style-type: none"> a) policies, plans, standards or guidelines that have been established and approved by Council b) the needs of the local communities c) the approved budgets for the activity. <p>Boards shall have the following delegated powers and be accountable to Council for the exercising of these powers (Local Government Act 2002 section 53).</p> <p>Community wellbeing</p> <ul style="list-style-type: none"> a) develop local strategies to improve areas of wellbeing (where a need has been identified) b) to develop local community outcomes that reflect the desired goals for their community or place. <p>Community board plans</p> <ul style="list-style-type: none"> a) Regularly review and update the community board plan to keep the plan relevant. <p>Decisions on locally funded assets and services</p> <ul style="list-style-type: none"> a) accept donations of a local asset (e.g. a gas barbecue, park bench, etc) with a value of less than \$30,000 b) approve project definitions or business cases for approved budgeted capital expenditure up to \$300,000. <p>Unbudgeted expenditure</p> <ul style="list-style-type: none"> a) approve unbudgeted operating expenditure for local activities of up to \$20,000 b) approve up to a \$20,000 increase in the projected cost of a budgeted capital works project/item that is included in the annual plan or long term plan c) authority to delegate to the chief executive, when approving a project definition or business case, over-expenditure of up to \$10,000 for capital expenditure against the budget detailed in the annual plan or long term plan. <p>Leases and licenses</p> <p>In relation to all leases and licences of land and buildings for local activities within their own area, and subject to any relevant legislation and/or policy requirement, on behalf of Council;</p> <ul style="list-style-type: none"> a) accept the highest tenders for rentals more than \$10,000 b) approve the preferential allocation of leases and licenses where the rental is \$10,000 or more per annum. <p>Community spaces and roads</p> <ul style="list-style-type: none"> a) authority to decide upon requests from the community, regarding names of open local spaces and the placement of structures and commemorative plaques. b) authority to decide on the name of public roads, private roads and rights of way.
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	<p>Community assistance</p> <p>a) establish a system for prioritising allocations, based on criteria provided by Council</p> <p>b) grant funds from the Community Partnership Fund</p> <p>c) allocate bequests or grants generated locally, consistent with the terms of the bequest or grant fund.</p> <p>Northern Southland development fund</p> <p>a) the Northern board can make decisions regarding funding applications to the Northern Southland development fund.</p>
LIMITS TO DELEGATIONS	<p>Boards have no financial or decision-making delegations other than those specifically delegated by Council.</p> <p>Boards shall only expend funding on purposes for which that funding was originally raised and in accordance with the budgets approved by Council through its long term plan or annual plan.</p> <p>In accordance with the provisions of section 39(2) of Schedule 7 of the Local Government Act 2022 the board may not incur expenditure in excess of the approved budget.</p> <p>Matters that are not delegated</p> <p>Council has not delegated to boards the power to:</p> <ul style="list-style-type: none"> a) make a rate or bylaw b) acquire, hold or dispose of property c) direct, appoint, suspend or remove staff d) engage or enter into contracts and agreements and financial commitments e) institute an action for recovery of any amount f) issue and police building consents, notices, authorisations and requirements under acts, statutes, regulations, bylaws and the like; g) institute legal proceedings other than the delegation to recommend to Council the initiating of an appeal to the environment court on decisions in respect to resource consent applications on which the board has made submissions.
CONTACT WITH MEDIA	<p>The board chairperson is the authorised spokesperson for the board in all matters where the board has authority or a particular interest.</p> <p>Board members, including the chairperson, do not have delegated authority to speak to the media or outside agencies on behalf of Council on matters outside of the board's delegations.</p> <p>The executive leadership team member will manage the formal communications between the board and its constituents and for the board in the exercise of its business. Correspondence with central government, other local government agencies or official agencies will only take place through Council staff and will be undertaken under the name of Council.</p>
REPORTING	<p>Boards are unincorporated statutory bodies which are elected to represent the communities they serve.</p>

	Copies of board meeting minutes are retained by Council.
DEFINITIONS	<p>District activities include:</p> <ul style="list-style-type: none"> a) community leadership at a district level (including district community grants) b) wastewater c) waste services d) water supply e) stormwater f) district funded open spaces (parks and reserves) g) roading h) district community services (library services, cemeteries, community housing and heritage/culture) i) district community facilities (public toilets, library buildings, offices and amenity buildings) j) environmental services (building services, resource management, environmental health, animal services, emergency management) k) corporate support services <p>Local activities include:</p> <ul style="list-style-type: none"> a) community leadership at a local board level (including local community grants) b) local community facilities (halls, community centres and other amenity buildings) within Council's activity management plans for community facilities c) water facilities (boat ramps, wharves, jetties and harbour facilities) d) locally funded open spaces (parks and reserves, playgrounds and streetscapes) e) parking limits, footpaths and streetlights f) Te Anau/Manapouri Airport (for the Fiordland Community Board) g) Stewart Island Electricity Supply Authority (SIESA) (for the Stewart Island/Rakiura Community Board) <p>Levels of service is a term in asset management referring to the quality of a given service. Defining and measuring levels of service is a key activity in developing infrastructure asset management plans. Levels of service may be tied to physical performance of assets or be defined by customer expectation and satisfaction.</p> <p>Preferential allocation is when there is a preference that a lease or license is given to a particular person or group, rather than having an open process. For example, a neighbouring land owner or a community group that use a building may be asked if they want to lease the land/building, rather than giving the wider public the opportunity to tender or apply.</p> <p>Approved budget for the financial year comprises the base budget approved by Council through the Long Term Plan or Annual Plan, along with any adjustments formally approved during the year for</p>

	unbudgeted expenditure, forecasting changes and carry forwards by those with delegated authority.
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8.3 Expectations of Committees

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

- make all open minutes of all meetings to available to Council
- observe and pursue the goals, objectives and strategies in any strategic plan adopted by full Council
- maintain regular communications with other committees and full Council to ensure that the widest possible good is achieved for the community
- consider and/or approve expenditure that exceeds delegated authority of Council officers, within the financial parameters of the Long Term Plan and Annual Plan
- ensure appropriate consultation and communication is undertaken with iwi, the community and affected stakeholders
- monitor and respond to changes in legislation governing their jurisdiction
- support Council staff to achieve programmes and projects contained in the long term plan.

All committees will operate within:

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

8.4 Committees

Council has established the following committees:

- Finance and Assurance committee
- Executive committee
- District Licensing committee
- Ohai Railway Fund committee

8.4.1 Finance and Assurance Committee

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

	<ul style="list-style-type: none">the approved budgets for the activity. <p>The Finance and Assurance committee will have responsibility and delegated authority in the following areas:</p> <p>Financial and performance monitoring</p> <ul style="list-style-type: none">a) monitoring financial performance to budgetsb) monitoring service level performance to key performance indicators. <p>Internal control framework</p> <ul style="list-style-type: none">a) reviewing whether Council's approach to maintaining an effective internal control framework is sound and effectiveb) reviewing whether Council has taken steps to embed a culture that is committed to probity and ethical behaviourc) reviewing whether there are appropriate systems, processes and controls in place to prevent, detect and effectively investigate fraud. <p>Internal reporting</p> <ul style="list-style-type: none">a) to consider the processes for ensuring the completeness and quality of financial and operational information being provided to Councilb) to seek advice periodically from internal and external auditors regarding the completeness and quality of financial and operational information that is provided to the Council. <p>External reporting and accountability</p> <ul style="list-style-type: none">a) agreeing the appropriateness of Council's existing accounting policies and principles and any proposed changeb) enquiring of internal and external auditors for any information that affects the quality and clarity of Council's financial statements and statements of service performance, and assess whether appropriate action has been taken by management in response to the abovec) satisfying itself that the financial statements and statements of service performance are supported by appropriate management signoff on the statements and on the adequacy of the systems of internal control (ie letters of representation), and recommend signing of the financial statements by the chief executive/mayor and adoption of the Annual Report, Annual Plans, Long Term Plans <p>Risk management</p> <ul style="list-style-type: none">a) reviewing whether Council has in place a current, comprehensive and effective risk management framework and associated procedures for effective identification and management of the Council's significant risksb) considering whether appropriate action is being taken to mitigate Council's significant risks. <p>Health and safety</p> <ul style="list-style-type: none">a) review, monitor and make recommendations to Council on the organisation's health and safety risk management framework and policies to ensure that the organisation has clearly set out its commitments to manage health and safety matters effectively.b) review and make recommendations for Council approval on strategies for achieving health and safety objectives
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	<ul style="list-style-type: none">c) review and recommend for Council approval targets for health and safety performance and assess performance against those targetsd) monitor the organisation's compliance with health and safety policies and relevant applicable lawe) ensure that the systems used to identify and manage health and safety risks are fit for purpose, being effectively implemented, regularly reviewed and continuously improved. This includes ensuring that Council is properly and regularly informed and updated on matters relating to health and safety risksf) seek assurance that the organisation is effectively structured to manage health and safety risks, including having competent workers, adequate communication procedures and proper documentationg) review health and safety related incidents and consider appropriate actions to minimise the risk of recurrenceh) make recommendations to Council regarding the appropriateness of resources available for operating the health and safety management systems and programmesi) any other duties and responsibilities which have been assigned to it from time to time by Council.
	<p>Internal audit</p> <ul style="list-style-type: none">a) approve appointment of the internal auditor, internal audit engagement letter and letter of understandingb) reviewing and approving the internal audit coverage and annual work plans, ensuring these plans are based on Council's risk profilec) reviewing the adequacy of management's implementation of internal audit recommendationsd) reviewing the internal audit charter to ensure appropriate organisational structures, authority, access, independence, resourcing and reporting arrangements are in place.
	<p>External audit</p> <ul style="list-style-type: none">a) confirming the terms of the engagement, including the nature and scope of the audit, timetable and fees, with the external auditor at the start of each auditb) receiving the external audit report(s) and review action(s) to be taken by management on significant issues and audit recommendations raised withinc) enquiring of management and the independent auditor about significant business, political, financial and control risks or exposure to such risks.
	<p>Compliance with legislation, standards and best practice guidelines</p> <ul style="list-style-type: none">a) reviewing the effectiveness of the system for monitoring Council's compliance with laws (including governance legislation, regulations and associated government policies), with Council's own standards, and best practice guidelines as applicableb) conducting and monitoring special investigations, in accordance with Council policy, and reporting the findings to Council

	<p>c) monitoring the performance of Council organisations, in accordance with the Local Government Act.</p> <p>Business case review</p> <p>a) review of the business case of work, services, supplies, where the value of these or the project exceeds \$2 million (GST exclusive) or the value over the term of the contract exceeds \$2 million (GST exclusive).</p> <p>Insurance</p> <p>a) consider Council's insurance requirements, considering its risk profile</p> <p>b) approving the annual insurance renewal requirements</p> <p>Treasury</p> <p>a) oversee the treasury function of Council ensuring compliance with the relevant Council policies and plans</p> <p>b) ensuring compliance with the requirements of Council's trust deeds are met</p> <p>c) review Council treasury policies (Investment and Liability Management Policy) at least once every three years to ensure legislative compliance, effective financial risk management, and alignment with Council's strategic/financial goals, and recommending the policy to Council including any changes.</p> <p>d) approve investment, borrowing and risk management strategy.</p> <p>Fraud Policy</p> <p>a) receive and consider reports relating to the investigation of suspected fraud</p> <p>b) monitor the implementation of the Fraud Policy.</p> <p>Power to recommend</p> <p>The Finance and Assurance committee is responsible for considering and making recommendations to Council regarding:</p> <p>a) policies relating to risk management, rating, loans, funding and purchasing</p> <p>b) accounting treatments, changes in generally accepted accounting practice, and new accounting and reporting requirements</p> <p>c) the approval of financial and non-financial performance statements including adoption of the Annual Report, Annual Plans and Long Term Plans.</p> <p>The Finance and Assurance committee is responsible for considering and making recommendations to Council on business cases completed under the 'Power to act' section above.</p>
FINANCIAL DELEGATIONS	<p>Council authorises the following delegated authority of financial powers to Council committees in regard to matters within each committee's jurisdiction.</p> <p>Contract acceptance:</p> <ul style="list-style-type: none"> accept or decline any contract for the purchase of goods, services, capital works or other assets where the total value of the lump sum contract does not exceed the sum allocated in the Long Term Plan/Annual Plan and the contract relates to an activity that is within

	<p>the scope of activities relating to the work of the Finance and Assurance committee</p> <ul style="list-style-type: none"> accept or decline any contract for the disposal of goods, plant or other assets other than property or land that is provided for in the Long Term Plan <p>Budget reallocation.</p> <p>The committee is authorised to reallocate funds from one existing budget item to another. Reallocation of this kind must not impact on current or future levels of service and must be:</p> <ul style="list-style-type: none"> funded by way of savings on existing budget items within the jurisdiction of the committee consistent with the Revenue and Financing Policy.
LIMITS TO DELEGATIONS	<p>Matters that must be processed by way of recommendation to Council include:</p> <ul style="list-style-type: none"> amendment to fees and charges relating to all activities powers that cannot be delegated to committees as per the Local Government Act 2002 and sections 2.4 and 2.5 of this manual. <p>Delegated authority is within the financial limits in section 9 of this manual.</p>
RELATIONSHIPS WITH OTHER PARTIES	<p>The committee shall maintain relationships with each of the nine community boards.</p> <p>Professional advisors to the committee shall be invited to attend all meetings of the committee including:</p> <ul style="list-style-type: none"> external auditor internal auditor/risk advisor (if appointed) group manager finance and assurance. <p>At each meeting, the chairperson will provide the external auditor and the internal auditor/risk advisor (if appointed) with an opportunity to discuss any matters with the committee without management being present. The chairperson shall request the chief executive and staff in attendance to leave the meeting for the duration of the discussion. The chairperson will provide minutes for that part of the meeting.</p> <p>The chief executive and the group manager finance and assurance shall be responsible for drawing to the committee's immediate attention any material matter that relates to the financial condition of Council, material breakdown in internal controls and any material event of fraud.</p> <p>The committee shall provide guidance and feedback to Council on financial performance, risk and compliance issues.</p> <p>The committee will report to Council as it deems appropriate but no less than twice a year.</p>
CONTACT WITH MEDIA	<p>The committee chairperson is the authorised spokesperson for the committee in all matters where the committee has authority or a particular interest.</p> <p>Committee members, including the chairperson, do not have delegated authority to speak to the media and/or outside agencies on behalf of Council on matters outside of the committee's delegations.</p> <p>The group manager finance and assurance will manage the formal communications between the committee and its constituents and for the</p>

	committee in the exercise of its business. Correspondence with central government, other local government agencies or other official agencies will only take place through Council staff and will be undertaken under the name of Southland District Council.
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8.4.2 Executive Committee

TYPE OF COMMITTEE	Council committee
RESPONSIBLE TO	Council
SUBCOMMITTEES	None
LEGISLATIVE BASIS	Committee constituted by Council as per schedule 7, clause 30 (1)(a), LGA 2002 Committee delegated powers by Council as per schedule 7, clause 32, LGA 2002
MEMBERSHIP	Mayor (chairperson), deputy mayor, chairperson Finance and Assurance Committee.
FREQUENCY OF MEETINGS	As required
QUORUM	Two members
SCOPE OF ACTIVITIES	The Executive Committee is responsible for: <ul style="list-style-type: none"> • overseeing the employment of the chief executive • managing code of conduct issues relating to elected members • making decisions on urgent matters arising between scheduled Council meetings • making decisions on specific matters referred to it by Council.
DELEGATIONS	Council delegates to the Executive Committee the following powers: <ol style="list-style-type: none"> (a) oversee the employment of the chief executive in accordance with the provisions of the Local Government Act 2002 (not to appoint a chief executive) (b) development of the chief executive's performance agreement for review and approval by Council (c) monitoring the chief executive's performance against the approved performance agreement (d) commissioning any market data required to assess appropriate remuneration for the chief executive for their annual review (e) developing a remuneration arrangement for the chief executive and making recommendations to Council (f) authority to investigate any complaints or issues about the actions of an elected member under the code of conduct (g) authority to make decisions on urgent matters between Council meetings (h) authority to make decisions on matters specifically referred to it by Council including the approval of unbudgeted expenditure requests that do not include the purchase of an asset not provided for in the Long Term Plan.

FINANCIAL DELEGATIONS	<p>Council authorises the following delegated authority of financial powers to Council committees in regard to matters within each committee's jurisdiction.</p> <p>Contract Acceptance:</p> <ul style="list-style-type: none"> accept or decline any contract for the purchase of goods, services, capital works or other assets where the total value of the lump sum contract does not exceed the sum allocated in the Long Term Plan/Annual Plan and the contract relates to an activity that is within the scope of activities relating to the work of the Executive Committee accept or decline any contract for the disposal of goods, plant or other assets other than property or land that is provided for in the Long Term Plan. <p>Budget Reallocation</p> <p>Committee is authorised to reallocate funds from one existing budget item to another. Reallocation of this kind must not impact on current or future levels of service and must be:</p> <ul style="list-style-type: none"> funded by way of savings on existing budget items within the jurisdiction of the committee consistent with the Revenue and Financing Policy.
CONTACT WITH MEDIA	The mayor is the authorised spokesperson for the committee in all matters where the committee has authority or a particular interest. Committee members do not have delegated authority to speak to the media and/or outside agencies on behalf of Council on matters outside of the committee's delegations unless expressly given.

8.4.3 District Licensing Committee

TYPE OF COMMITTEE	Committee
SUBORDINATE TO	Council
LEGISLATIVE BASIS	Sale and Supply of Alcohol Act 2012, s.186.
MEMBERSHIP	Membership of the committee shall follow the requirements set out in s.189 of the Sale and Supply of Alcohol Act 2012. Committee members are appointed for a period of three years coinciding with triennial elections.
QUORUM	Quorum shall follow the requirements set out in s.191 of the Sale and Supply of Alcohol Act 2012
FUNCTIONS	<p>Functions are set out in s.187 of the Sale and Supply of Alcohol Act 2012. These include that the District Licensing committee consider and determine applications for:</p> <ul style="list-style-type: none"> licences and managers certificates renewal of licences and managers certificates temporary authorities variation, suspension or cancellation of special licences variation of licences (other than special licences)

	The District Licensing committee is also responsible for conducting inquiries and making reports to the Alcohol Regulatory and Licensing Authority
DELEGATIONS	To consider and determine applications made in accordance with the Sale and Supply of Alcohol Act 2012

8.4.4 Ohai Railway Fund Committee

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

8.5 Subcommittees

8.5.1 Introduction

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

Council has established the following subcommittees:

- Riverton Harbour Subcommittee
- Te Anau Basin Water Supply Subcommittee
- Stewart Island/Rakiura Visitor Levy Allocation Subcommittee

8.5.2 Delegations to Subcommittees

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

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

8.5.3 Riverton Harbour Subcommittee

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

	<ul style="list-style-type: none"> the use and maintenance of berth L35 currently subject to a lease. <p>(b) the administration, management and control of all Riverton harbour endowment lands now vested in Southland District Council in consultation with and subject to approval by Southland District Council being those lands comprised in Certificates of Title 5C/914, 5C/917, 5C/918, 5C/919, 5C/920, 5C/921, 5B/825, 9D/859, 10C/615, 10C/616 and all such other Riverton harbour endowment lands so vested.</p>
DELEGATIONS	<p>Power to act</p> <p>The Riverton Harbour subcommittee shall be responsible for the following:</p> <ol style="list-style-type: none"> 1. The exercise of the following powers (and enforcement of same): <ul style="list-style-type: none"> to determine whether any person shall be authorised as necessary to carry out work on any vessel or fishing equipment or any other work or lease any equipment used in fishing or any other gear on Council harbour endowment land and any such authorisation may be given by the Harbourmaster (1972 Bylaw No. 3) to determine whether any vessel may be left on Council harbour endowment land (1972 Bylaw No. 3) to determine by resolution that any particular area on Council harbour endowment land be a parking area for restricted periods (1972 Bylaw No. 3) to ensure as necessary that no person stops, stands or parks any vessel, vehicle, trailer, boat trailer or any other equipment in any area of Council harbour endowment land unless authorised by the committee or the Harbourmaster (1972 Bylaw No. 3) to take such steps as are necessary to arrange for the removal of any vessel, gear, equipment, vehicle, trailer, or boat trailer left on Council harbour endowment land without the approval of the Riverton Harbour committee provided that if the goods are not removed or remain unclaimed by the owner the matter shall be referred to Council for further action in consultation with the Riverton Harbour committee (1972 Bylaw No. 3) to ensure as necessary that no person drives any vehicle over Council harbour endowment land at a speed greater than 20 kilometres per hour (1972 Bylaw No. 3). to arrange for and provide such signs as deemed necessary from time to time to assist in the best use of the wharves and Council harbour endowment lands and for any other reason (1972 Bylaw No. 3). 2. The Riverton Harbour subcommittee shall be responsible for ensuring that the income from assets and income derived from harbour activities and endowment lands is applied to the maintenance and development of Riverton Harbour, to the maintenance and improvement of endowment lands vested in Council and for such other purposes to benefit the Riverton community 3. The Riverton Harbour subcommittee shall be responsible for preparing an annual budget in every financial year in consultation and with the assistance of Council

	<ol style="list-style-type: none">4. The Riverton Harbour subcommittee shall be responsible for preparing an Asset Management Plan in and with the assistance of Council.5. The Riverton Harbour subcommittee shall under delegated authority from Council perform those functions, powers and duties which have now been transferred by Environment Southland as under the Riverton Harbour Board Bylaws (No. 2) 1970 Clauses 1-14, 22 and 35-37. Accordingly, the subcommittee is responsible as under: Control of vessels<ul style="list-style-type: none">(a) to ensure as necessary that vessels only anchor, moor at a berth or wharf/mooring site for which that vessel has been licensed unless the licensee of that berth, wharf has given approval for same. [1970 Bylaw No. 1(a)](b) to ensure as necessary that any vessel not having a licensed site or wharf/berth is moored, anchored, secured or placed within the Riverton Harbour as directed by the harbourmaster. [1970 Bylaw No. 1(b)](c) to ensure as necessary that vessels are not anchored in the fairway or stopped in such a way that the approach to any wharf is obstructed. [1970 Bylaw No. 2](d) to ensure as necessary that all vessels anchored or moored or secured to any wharf within the harbour are adequately secured. [1970 Bylaw No. 3](e) to order the removal of any vessel, timber or other obstacle to any part of the Riverton harbour as deemed necessary by the harbourmaster for the better working of shipping, cargo or wharves. [1970 Bylaw No. 4](f) in pursuance of the responsibilities under (a), (b), (c), (d) and (e) the harbourmaster may arrange to secure, moor, unmoor, place or remove any vessel and where necessary recommend to Environment Southland that it consider a prosecution for a breach of these bylaws. [1970 Bylaw Nos. 5(a), 5(b), 5(c) and 5(d)](g) to grant permission in appropriate situations for a master of any vessel to haul a vessel on shore for the purpose of inspection or repairs. [1970 Bylaw No. 6](h) to require, where appropriate by order of the harbourmaster the removal from a wharf of any vessel having on board cargo or other matter injurious to health or offensive or dangerous in any respect or other action deemed to be necessary for the safety and interest of all vessels. [1970 Bylaw No. 7](i) to control as determined by the harbourmaster the place, times and manner of bringing vessels to or in taking them from any wharf and the securing of any vessel. [1970 Bylaw No. 10](j) to take such steps as are necessary for the suppression of any fire happening on any vessel or on any wharf. [1970 Bylaw No. 13](k) to ensure as necessary that all motor-launches operating within the Riverton Harbour have a silencing device in good repair to prevent undue noise from the engine and that the master/driver
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	<p>of the motor-launch is over 15 years of age. [1970 Bylaw Nos. 14(2), 14(3), 14(4), 14(5), 14(6), 14(7), 14(8)]</p> <p>(l) to ensure as necessary that the speed, use or management of a motor launch or of a seaplane on the harbour surface or of a water ski aquaplane or other object towed by any motor-launch or seaplane does not create a nuisance or continue to be a nuisance. [1970 Bylaw No. 14(9)]</p> <p>(m) to ensure as necessary that the speed of a motor-launch or seaplane on the surface of the water does not exceed ten kilometres an hour in those situations prescribed by 1970 Bylaw No. 14(10)(a), (b), (c) and (d)</p> <p>(n) to ensure as necessary that the speed of any water ski, aquaplane or other similar object or person towed by any motor launch or seaplane does not exceed ten kilometres an hour or ride on any water ski aquaplane or other object so towed in those situations prescribed by 1970 Bylaw No. 14(11)(a), (b), (c) and (d)</p> <p>(o) to ensure as necessary that any motor launch or seaplane being used to tow any water-ski aquaplane or other similar object or person has two persons on board so that one person can warn of any mishap occurring or the possibility of any mishap occurring to the person being towed or riding upon the water ski, aquaplane or other object. [1970 Bylaw No. 14(12)(a) and (b)]</p> <p>(p) to determine from time to time what part of the Riverton Harbour is to be reserved as an access lane or lanes for any particular purpose in accordance with 1970 Bylaw No. 14(13)(a), (b) and (c)</p> <p>(q) to determine in any particular case where special circumstances so justify by resolution that any of the Riverton Harbour board Bylaws No. 2 (1970) or any specified provisions thereof shall not apply in respect of any area or areas of the Riverton Harbour. [1970 Bylaw No. 14(14)]</p> <p>(r) to deal with any applications on the occasion of any yacht, launch or boat race or speed trial for the suspension of the Riverton Harbour Board Bylaws No. 2 (1970) or any specified provisions thereof in accordance with 1970 Bylaw No. 14(15)(a) and (b)</p> <p>(s) to obtain where possible the name and address of any person who appears to have committed any offence against the Bylaws and where appropriate the registered number of any vessel involved in the alleged offence.</p>
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Mooring and anchoring

To enforce the General Harbour Regulations for harbours of New Zealand as may be applicable (1970 Bylaw No. 22).

Control

To appoint a harbourmaster for the purposes of control in terms of the Riverton Harbour Board Bylaws (No. 2) 1970 and to supervise the observance and enforcement of the provisions of these bylaws and to appoint in consultation with the

	<p>Southland District Council such other officers as may be deemed necessary from time to time [1970 Bylaw No. 35].</p> <p>Offences and penalties</p> <ul style="list-style-type: none"> - to order any person or persons who may be in breach of the provisions of the Riverton Harbour Board Bylaws (No. 2) 1970 to leave the foreshore forthwith. [1970 Bylaw No. 36] - to recommend commencement of summary proceedings in appropriate cases against any person in breach of the bylaw. <p>(6) The Riverton Harbour subcommittee shall have the power to make submissions to Environment Southland in respect of all resource consent applications received by Environment Southland that deal with matters involving the Riverton Harbour.</p> <p>(7) The Riverton Harbour subcommittee will report at three monthly intervals to Environment Southland on any actions taken pursuant to the powers transferred by Environment Southland and any issues or concerns identified by users of the harbour.</p> <p>5.2 Power to recommend</p> <p>The Riverton Harbour subcommittee will:</p> <ul style="list-style-type: none"> (a) make recommendations to Environment Southland on matters of concern that pertain to Environment Southland's RMA functions (b) make recommendations to the Council or a relevant committee on all matters of policy not delegated to the Riverton Harbour subcommittee (c) recommend to Council the granting of any leases or licenses for any Riverton Harbour endowment lands (d) recommend to Council the user charges and fees to fund the harbour activities.
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8.5.4 Te Anau Basin Water Supply Subcommittee

TYPE OF COMMITTEE	Subcommittee
SUBORDINATE TO	Council
LEGISLATIVE BASIS	Subcommittee delegated powers by Council as per schedule 7, clause 32, LGA 2002.
MEMBERSHIP	<p>The total membership of the Te Anau Basin Water Supply subcommittee will be nine. Membership of the subcommittee shall be determined by an election at a triennial public meeting.</p> <p>The subcommittee representation shall comprise:</p> <ul style="list-style-type: none"> • a water supply consumer from each of the following areas: <ul style="list-style-type: none"> - Duncraig - Homestead - Kakapo - Mt York - Princhester - Ramparts

	<ul style="list-style-type: none"> - Takitimu • two representatives appointed by Landcorp.
QUORUM	Te Anau Basin Water Supply Subcommittee – 5
FREQUENCY OF MEETINGS	Three meetings per annum or as required.
SCOPE OF ACTIVITIES	<p>The activity of Southland District Council's Water Supply Subcommittees is framed by Council policies and plans. The responsibilities of these water supply subcommittees include:</p> <ul style="list-style-type: none"> • providing feedback to Council officers on relevant plans and strategies (including asset management plans) • receiving operational and financial reports • community engagement and representing community views to Council.
DELEGATIONS	<p>Power to Act</p> <p>The Te Anau Basin Water Supply Subcommittee shall have the following delegated powers and be accountable to the relevant community board for the exercising of these powers:</p> <ul style="list-style-type: none"> (a) power to recommend the annual budget relating to the relevant water supply scheme (b) power to approve expenditure outside Council's authorised officer levels but within the budget of the water supply schemes. All decisions to approve expenditure outside Council's authorised officer levels must be made by way of a resolution at a meeting of the water supply subcommittees. Any such decisions must be reflected in the minutes of the meeting (c) power to approve new connections to the relevant water supply scheme (d) power to approve expenditure outside of the relevant annual budget for emergency works (e) policies relating to water schemes. <p>In addition to the power to approve expenditure outside of the relevant annual budget for emergency works, this committee can also recommend unbudgeted expenditure to the Fiordland Community board and Council for approval.</p>

8.5.5 Stewart Island/Rakiura Visitor Levy Allocation Subcommittee

TYPE OF COMMITTEE	Subcommittee
SUBORDINATE TO	Council
LEGISLATIVE BASIS	Subcommittees delegated powers by Council as per schedule 7, clause 32, LGA 2002.
MEMBERSHIP	<p>The subcommittee consists of the following members appointed by Council:</p> <p>Chairperson: The chair of the subcommittee for the 2025 to 2028 triennium will be Councillor Christine Menzies</p> <p>Members:</p>

	<ul style="list-style-type: none"> • a representative from or recommended by each of the approved operators named under the Stewart Island/Rakiura Visitor Levy Policy • one community board representative • the chair of the Finance and Assurance Committee • a member from Stewart Island/Rakiura • a member to represent iwi • the councillor for Stewart Island/Rakiura Ward
QUORUM	Majority of members
FREQUENCY OF MEETINGS	One meeting per annum or as required
SCOPE OF ACTIVITIES	The Stewart Island/Rakiura Visitor Levy Allocation Subcommittee is responsible for governance of the Stewart Island/Rakiura visitor levy fund and setting strategic objectives to act as the basis for assessing applications for funding.
DELEGATIONS	<p>The Stewart Island/Rakiura Visitor Levy Allocation subcommittee shall have the following delegated powers and be accountable to Council for the exercising of these powers:</p> <p>(a) determining strategic outcomes for the Stewart Island/Rakiura visitor levy fund</p> <p>(b) making decisions regarding funding applications to the Stewart Island/ Rakiura visitor levy fund.</p>

8.6 Local Authority Joint Committees

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

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

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

JOINT COMMITTEE
WasteNet (Waste Advisory Group)
Southland Regional Heritage Joint Committee
Civil Defence Emergency Management Group
Regional Transport Committee
Great South Joint Shareholders

8.6.1 WasteNet (Waste Advisory Group)

TYPE OF COMMITTEE	Joint committee
SUBORDINATE TO	Council
LEGISLATIVE BASIS	Joint committees delegated powers by Council as per schedule 7, clause 30A, LGA 2002.
MEMBERSHIP	<p>Membership of the joint committee shall comprise of the following:</p> <ul style="list-style-type: none"> • mayor and one councillor, Southland District Council • two councillors, Invercargill City Council • two councillors, Gore District Council
QUORUM	A quorum shall be half of the members (including vacancies) if the number is even, and a majority (including vacancies) if odd and must at any time have an elected member of a local authority from each.
MEETINGS	The joint committee will meet on an as required basis
STANDING ORDERS	The current standing orders of the administering authority shall govern the conduct of the meetings.
ADMINISTERING AUTHORITY	The administering authority will be Invercargill City Council and will provide administrative support and leadership of the Joint committee.
REPORTING	The committee will report to each member authority.
DELEGATIONS	<p>The functions and responsibilities of the Waste Management Advisory Group are to:</p> <ol style="list-style-type: none"> 1. be the high level decision making committee for the implementation and carrying out of the WasteNet activities within the delegations from each of the WasteNet Councils 2. receive and approve financial monitoring reports as to the accounting between the WasteNet Councils in relation to the WasteNet activities 3. report to each constituent WasteNet Council as to the WasteNet activities outcomes 4. develop policies to ensure the smooth implementation and operation of the WasteNet activities 5. provide a forum for: <ol style="list-style-type: none"> a) the exchange of views and information relevant to the management of waste for each of the WasteNet Council territories; b) discussion as to the effectiveness of the services contracts including ways in which value can be added to the parties through the services contracts and the implementation of the WasteNet Southland Business Plan c) the identification of opportunities for joint waste management and minimisation initiatives d) identification and resolution of points of tension or difficulties between the WasteNet Councils as to their respective roles under the services contracts and this agreement.

	<ol style="list-style-type: none">6. receive reports and recommendations from the WMG and approve recommendations as permitted by each separate WasteNet Council's delegations7. formulate recommendations in relation to the services contracts, waste disposal and minimisation strategies and the implementation of the WasteNet Southland business plan for consideration by the joint committee and each of the WasteNet Councils as appropriate8. make recommendations to the WasteNet Councils in relation to the following:<ol style="list-style-type: none">a) the exit by a WasteNet Council from any or all of the services contractsb) the inclusion of other territorial authorities into any of the services contracts or into WasteNet Southland9. make decisions generally (in accordance with each Council's delegations) in relation to the implementation of the WasteNet Southland business plan10. make recommendations to the WasteNet Councils and/or decisions (in accordance with each WasteNet Council's delegations) in relation to the regional landfill contract as to the following:<ol style="list-style-type: none">a) the portion of funding of general waste management and waste minimisation costs to be recovered through landfill chargesb) landfill pricing for authorised usersc) and requests from the landfill operator for approval of major industrial users.11. make recommendations to the WasteNet Councils and/or decisions (in accordance with each WasteNet Council's delegations) in relation to the recyclables acceptance contract as to the following:<ol style="list-style-type: none">a) the exercise of the WasteNet extension right pursuant to clause 2.5b) the modification of the contract conditions in connection with exercise of the WasteNet extension right pursuant to clause 2.5c) the allocation of the contract price payable under the contract as between the WasteNet Councilsd) the apportionment of the revenue share payment received by the WasteNet Councils under the contract.12. make recommendations to the WasteNet Councils and/or decisions (in accordance with each WasteNet Council's delegations) in relation to the collection and transfer stations contract as to the following:<ol style="list-style-type: none">a) the exercise of the WasteNet Extension Right pursuant to clause 2.3b) the modification of the contract conditions in connection with exercise of the WasteNet extension right pursuant to clause 2.313. exercise such powers or functions as shall be delegated to the WAG by the WasteNet Councils (either together or separately)
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	14. carry out such other functions and responsibilities as the WasteNet Councils shall agree shall be functions and responsibilities of the WAG.
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8.6.2 Southland Regional Heritage Joint Committee

TYPE OF COMMITTEE	Joint committee
SUBORDINATE TO	Council
LEGISLATIVE BASIS	Joint committees delegated powers by Council as per schedule 7, clause 30A, LGA 2002.
MEMBERSHIP	<p>Membership of the joint committee shall comprise of the following:</p> <ul style="list-style-type: none"> • two councillors, Southland District Council • two councillors, Gore District Council • one iwi representative may be appointed by the committee <p>Other committee members may be appointed by the committee being persons who have the skills, attributes or knowledge that may assist the work of the committee</p>
QUORUM	A quorum shall be half of the members (including vacancies) if the number is even, and a majority (including vacancies) if odd and must at any time have an elected member of a local authority from each.
MEETINGS	The joint committee will meet on an as required basis
STANDING ORDERS	The current standing orders of the administering authority shall govern the conduct of the meetings.
ADMINISTERING AUTHORITY	The administering authority will be Southland District Council and will provide administrative support and leadership of the joint committee.
REPORTING	The committee will report to each member authority.
DELEGATIONS	The committee shall have such powers, functions and duties as are necessary to carry out the objects and goals set out in the Southland Regional Heritage Joint Committee Heads of Agreement 2017-2024.

8.6.3 Civil Defence Emergency Management Group (CDEM)

DESCRIPTION	The Southland CDEM group is a partnership of local authorities, emergency services and other organisations tasked with providing effective and comprehensive management of major hazards and their consequences anywhere in Southland. Civil Defence is a major function of Council and the availability of resources from outside the district in the case of a major incident is important. In addition, the Civil Defence and Emergency Management Act 2002 intensified the relationships within the region on these issues.
SUBORDINATE TO	Council
MEMBERSHIP	Membership from the Southland District Council includes <ul style="list-style-type: none"> • mayor, Southland District Council • one councillor (alternate)
FUNCTIONS	Liaise on regional civil defence plans
MEETINGS	The joint committee will meet on an as required basis
QUORUM	A quorum shall be half of the members (including vacancies) if the number is even, and a majority (including vacancies) if odd and must at any time have an elected member of a local authority from each.
STANDING ORDERS	The current standing orders of the administering authority shall govern the conduct of the meetings.
ADMINISTERING AUTHORITY	The administering authority will be Southland Regional Council and will provide administrative support and leadership of the joint committee.
REPORTING	The committee will report to each member authority.
DELEGATIONS	Recommend to Council any changes to the district civil emergency plan as a consequence of regional plans.

8.6.4 Regional Transport Committee

DESCRIPTION	The Regional Transport Committee (RTC) is established under the auspices of the Land Transport Act 2003 (as amended). It is responsible for preparing the Regional Land Transport Plan that incorporates the programme of work to be considered for funding from the National Land Transport Fund, and for advising the Regional Council on strategic land transport planning and funding matters. The Land Transport Management Act requires that Council has one appointee (plus an alternate) on the body. Other Councils in the region have a similar entitlement.
SUBORDINATE TO	Council
MEMBERSHIP	The committee comprises of: <ul style="list-style-type: none"> • an elected member from each of the following councils: <ul style="list-style-type: none"> - Southland District Council - Invercargill City Council - Gore District Council • two Environment Southland elected members • a representative from the New Zealand Transport Agency

QUORUM	A quorum shall be half of the members (including vacancies) if the number is even, and a majority (including vacancies) if odd and must at any time have an elected member of a local authority from each.
MEETINGS	The joint committee will meet on an as required basis
STANDING ORDERS	The current standing orders of the administering authority shall govern the conduct of the meetings.
ADMINISTERING AUTHORITY	The administering authority will be Southland Regional Council and will provide administrative support and leadership of the joint committee.
REPORTING	The committee will report to each member authority.
FUNCTIONS	To make sure that arrangements for land transport throughout the region are integrated. Participation in this committee should contribute to this objective.
DELEGATIONS	<ul style="list-style-type: none"> • to report to Council on discussions and resolutions of RTC meetings • recommend changes to Council on matters arising from the RTC

8.6.5 Great South Joint Shareholders Committee

DESCRIPTION	<p>The Great South Joint Shareholders Committee is established under the Southland Regional Development Agency Limited Constitution and the Southland Regional Development Agency Limited Shareholders Agreement 2020.</p> <p>The committee is to operate in accordance with these documents that outline:</p> <ul style="list-style-type: none"> • committee membership • quorum requirements • functions/roles of the committee • the method to elect the chairperson • when meetings will take place • voting practices.
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9.0 Financial Delegations

9.1 Introduction

This section outlines the delegated financial authority to committees and Council officers. The roles and responsibilities of elected members and officials within the financial management system are quite different. Elected members set the overarching policy setting, while Council officers implement the policy. The different roles are more specifically set out below.

9.2 Council's Role in Financial Management

The responsibility of Council in financial management is to:

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

9.3 The Chief Executive's Role in Financial Management

The responsibility of the chief executive in financial management includes:

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

9.4 Committees' Role in Financial Management

The role of Council committees in financial management is to:

- consider issues and make recommendations to Council on how best to achieve goals and objectives for activities that fall within the scope of each committees responsibilities
- consider issues and make recommendations on how best to reflect this in the Long Term Plan, Annual Plan and Annual Report
- take responsibility for the finances of activities within the committee jurisdiction
- recommend changes to full Council when required
- approve the transfer of funding between projects or programmes within the same categories, when the transfer is beyond the delegated authority of the chief executive and within the scope of the Long Term Plan
- consider and approve contracts or expenditure if recommended by a manager.

9.5 Managers' Role in Financial Management

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

- deliver the work programme outlined in the long term plan within the agreed budget
- take responsibility for the performance and management of specified activity budgets
- monitor and control activity finances
- keep the chief executive and appropriate Council committee informed of financial matters and the overall status of activity finances
- liaise with their business support partner on all financial matters
- produce an Annual Plan and Long Term Plan activity budgets in a form specified by the finance department
- obtain and provide services within delegated limits and Council policy
- take responsibility and accountability for activity expenditure.

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

9.6 The Transactional Project Lead's Role

The transactional project lead (in consultation with the group manager finance and assurance/financial controller) has responsibility for carrying out the day to day cash and short term debt management activities. This will include, but is not limited to, the following:

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

9.7 Financial Delegations to Council Committees

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

9.7.1 Contract acceptance

Council committees are authorised, within the ambit of their specific delegations and/or jurisdiction, to:

- accept or decline any contract for the purchase of goods, services, capital works or other assets where the total value of the lump sum contract or the annual value of the term contract does not exceed the sum allocated in the Long Term Plan/Annual Plan and the contract relates to an activity that is within the scope of activities for the relevant committee.
- accept or decline any contract for the disposal of goods, plant or other assets other than property and land that is provided for in the Long Term Plan.

9.7.2 Budget Reallocation

Committees are authorised, within the ambit of their specific delegations and/or jurisdiction, to reallocate funds from one existing budget item to another. Reallocation of this kind must not impact on current or future levels of service and must be:

- funded by way of savings on existing budget items
- within the jurisdiction of the committee
- consistent with the Revenue and Financing Policy.

9.8 General Delegations from Council to the Chief Executive

Except for those powers or functions reserved to the Council or a committee under this manual, the chief executive has delegated authority for:

- all arrangements and contracts for the supply of goods, services, plant and labour
- the management of operations and maintenance
- capital expenditure to the limit approved in the Annual Plan and or Long Term Plan.
- changes and updates to staff delegations recorded in this manual.
- all other powers, functions and duties necessary for the management of the Council's activities and functions.

9.8.1 Emergency Delegations

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

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

9.9 Expenditure Delegations

Applies to Southland District Council and the Southland flood relief fund.

9.9.1 Contract and expenditure authorisation

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

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

All purchase orders are subject to approval by a group manager, or any person who is in a more senior role to the staff member who created the purchase order. Where the expenditure relates to the individual (training, accommodation, mileage, expenses reimbursement) the purchase order must be approved by the individual's manager or higher.

Authority to authorise purchases of capital items or goods and services within relevant Council approved budgets

Position	Limit
Chief executive	No Limit
Group manager customer and community wellbeing	500,000
Strategic manager communications and engagement	10,000
Governance legal manager	10,000
Mayoral/chief executive support	10,000
Community leadership manager	10,000
Group manager strategy and partnerships	100,000
Strategic policy and planning manager	10,000
Strategic projects lead	10,000
Customer delivery experience manager	10,000
Customer services support manager (contact centre)	10,000
Library /customer support operations services manager	10,000
Group manager infrastructure and capital delivery	1,000,000
Commercial infrastructure manager	100,000
Manager environmental health and licensing	50,000
Manager resource consent processing	50,000
Manager building solutions	50,000
Team leader compliance and monitoring	10,000
Quality assurance lead	10,000
Manager information services	50,000
Strategic manager water and waste	200,000

Position	Limit
Strategic manager transport	200,000
Senior roading engineer	50,000
Roading asset manager	50,000
Roading engineer	20,000
Roading contract manager	20,000
Manager operations and programming	200,000
Contract manager	50,000
Senior project manager	50,000
Asset manager water	50,000
Asset manager stormwater	50,000
Group manager people and culture	100,000
Senior people and culture advisor	1,000
Group manager finance and assurance	200,000
Financial controller	50,000
Transactional project lead	20,000
Group manager regulatory services	100,000
Parks and recreation lead	20,000
Contracts and program lead	20,000
Community facilities manager	100,000
Manager property services	100,000
Projects delivery manager	200,000
Organisational Health & Safety Manager	20,000
Community Maintenance Team Leader	20,000

Authority to enter into contracts (full value of contract) within approved budgets and accept tenders for asset disposal

POSITION	LIMIT \$
Chief executive	200,000
Group manager customer and community wellbeing	200,000
Group manager infrastructure and capital delivery	200,000
Group manager people and culture	100,000
Group manager finance and assurance	200,000
Group manager regulatory services	100,000
Group manager strategy and partnerships	100,000

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

POSITION	LIMIT \$
Chief executive	No limit (all)
Group manager customer and community wellbeing	500,000 (1)
Group manager infrastructure and capital delivery	No limit (1)
Group manager regulatory services	100,000 (1)
Group manager strategy and partnerships	100,000 (1)
Strategic manager water and waste services	200,000 (1)
Strategic manager transport	200,000 (1)
Group manager people and culture	100,000 (1) \$700,000 ¹ (3)
Senior people and culture advisor	\$700,000 (3)
Group manager finance and assurance	No limit (1,2,4) \$700,000 (3)
Financial controller	No limit (2, 4) \$700,000 (3)
Transactional project lead	No limit (2)
Financial accountant	No limit 2,4 \$700,000 (3)
Senior finance business partner	No limit (2, 4)
Finance business partner lead	No limit (2, 4)

Authority to operate Council bank accounts including making electronic bank payments, direct debits and inter account transfers (including arranged debt facility); subject to an invoice or payment being duly authorised. Any two of the following officers:

POSITION	LIMIT \$
Chief executive	No limit
Group manager people and culture	No limit
Group manager finance and assurance	No limit
Financial controller	No limit
Transactional project lead	No limit
Financial accountant	No limit
Senior finance business partner	No limit
Senior accountant	No limit
Finance business partner lead	No limit

¹ CE delegation amendment dated 18 November 2025

Authority to approve electronic banking amendments excluding direct debits

POSITION	LIMIT \$
Chief executive	No limit
Group manager finance and assurance	No limit
Group manager people and culture	No limit on payroll only

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

POSITION	LIMIT \$
Chief executive	10,000

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

POSITION	LIMIT \$
Chief executive	500,000

Authority to authorise credit notes in debtor system

POSITION	LIMIT \$
Chief executive	No limit
Group manager customer and community wellbeing	100,000
Group manager infrastructure and capital delivery	100,000
Group manager people and culture	100,000
Group manager finance and assurance	200,000
Financial controller	100,000
Transactional project lead	20,000
Group manager strategy and partnerships	100,000
Group manager regulatory services	100,000

9.9.2 Council credit cards

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

POSITION	LIMIT \$
Mayor	10,000
Chief executive	20,000
Group managers	10,000

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

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

9.10 Schedule of Financial Delegations

Council makes the following additional delegations of financial powers:

9.10.1 Authorised to 'own' Council bank accounts

DESCRIPTION	DELEGATE
Authorised to operate and administer Southland District Council accounts (including opening and closing bank accounts and approving signatories to bank accounts).	Chief executive and Group manager finance and assurance

9.10.2 Bonds

DESCRIPTION	DELEGATE
<u>Authority to decide to Forfeiture of bonds</u> (partial or total).	Group manager finance and assurance <u>Financial controller</u> <u>Group manager regulatory services</u> <u>Group manager customer and community wellbeing</u> <u>Group manager infrastructure and capital delivery</u> <u>Strategic manager transport</u> <u>Strategic manager water and waste</u> <u>Community facilities manager</u> <u>Hall custodian</u>
<u>Approve Refund of bonds</u> (partial or total).	Group manager finance and assurance <u>Financial controller</u> <u>Transactional project lead</u> <u>Group manager regulatory services</u> <u>Group manager customer and community wellbeing</u> <u>Group manager infrastructure and capital delivery</u> <u>Strategic manager transport</u> <u>Strategic manager water and waste</u> <u>Community facilities manager</u> <u>Hall custodian</u>

9.10.3 Credit cards

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

9.10.4 Debt

DESCRIPTION	DELEGATE
Approve the write-off of rates, water rates, SIESA tariffs and other revenue, and associated charges (such as legal/collection fees, interest/penalties etc)	Chief executive (up to \$25,000 per request) Group manager finance and assurance (up to \$25,000 per request) Financial controller (up to \$15,000) Transactional project lead (up to \$10,000 per request)
Approve/authorise legal proceedings in relation to collection of all arrears, other than rating sales/leases and abandoned land sales/leases	Chief executive General manager finance and assurance Financial controller Transactional project lead
Approve the write-off of other revenue associated with their activity, and associated charges (such as legal/collection fees, interest/penalties etc) up to \$10,000 per request	Group managers
Approve payment arrangements outside normal Council terms	Chief executive Group managers Financial controller (up to \$10,000 and/or 730 days) Transactional project lead (up to \$10,000 and/or 365 days)
Authorise disconnection of supply	SIESA activity manager
Approve the write-off of SIESA tariffs, and associated charges (such as legal/collection fees, interest/penalties etc) up to \$10,000 per request	SIESA activity manager
Approve payment arrangements for SIESA arrears outside normal Council terms	SIESA activity manager
Make demand on the mortgagee for unpaid rates and water rates	Finance officer
Issue disconnection notices in accordance with the Debt Recovery Policy	Finance officer
Apply penalty charges in accordance with the Debt Recovery Policy	Finance officer
Lodge debts with recovery agencies as required	Finance officer
Advise debt recovery agency or legal representative to proceed to legal recovery (once approved)	Finance officer

9.10.5 Deposit of Funds

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

9.10.6 Investments and Borrowing including to CCO, CCTO's

Authority to undertake transactions related to the management and administration of Council's investments and borrowing is generally provided through other delegations in this manual (e.g. operating bank accounts, negotiate interest rates). The table below outlines additional delegations to make decisions that are specific to Council's Investment and Liability Management Policy (the Policy) that are not covered elsewhere and that have been subdelegated by the Chief Executive to designated roles in order to make decisions and act in relation to managing Council's treasury investments and borrowing.

DESCRIPTION	DELEGATE
Investments (placing/withdrawing/changing terms) Authority to approve new treasury investments (with a term less than 365 days), ensuring the proposed investment complies with Council's Policy and related strategies and is in line with the approved budget for the financial year. *Delegation to these roles is subject to the amount of investments in term deposits not exceeding the counterparty limits in the Policy and being for a term of less than 28 days.	Group manager finance and assurance Financial controller Financial accountant* Transactional project lead*
Borrowing (establishing/modifying/cancelling) Authority to approve the borrowing of funds in line with Council's Policy and the approved budget.	Group manager finance and assurance Financial controller
Authority to recommend investment, borrowing and risk management strategies	Group manager finance and assurance Financial controller

9.10.7 Discontinue service

DESCRIPTION	DELEGATE
Authority to discontinue any service for non payment and authorise resumption of service where appropriate.	Financial controller/Transactional project lead in consultation with group manager infrastructure and capital delivery

9.10.8 Donations

DESCRIPTION	DELEGATE
Authority to make donations/koha.	Group managers or their delegated authorities

9.10.9 Early Payment of Rates

DESCRIPTION	DELEGATE
Accept notifications/requests for early repayment of rates on behalf of council. Calculate and update the schedule of specified rates on an annual basis.	Finance officer
Accept notifications/requests for early repayment of rates on behalf of council. Oversee the early payment of specified rates.	Group manager finance and assurance Financial controller Transactional project lead

9.10.10 Interest

DESCRIPTION	DELEGATE
Authority to negotiate loan interest rates and terms with brokers and/or lending institutions for loans raised by Council.	Group manager finance and assurance Financial controller Transactional project lead Financial accountant

9.10.11 Overdraft (establishing/cancelling/modifying)

DESCRIPTION	DELEGATE
Authority to arrange overdraft facilities in accordance with Council's Investment and Liability Management Policy.	Group manager finance and assurance Financial controller Transactional project lead Financial accountant

9.10.12 Oath/declaration

DESCRIPTION	DELEGATE
Make any oath or declaration in regard to Council's financial affairs.	Chief Executive Group manager finance and assurance Financial controller Transactional project lead

9.10.13 Rates Penalties

DESCRIPTION	DELEGATE
Remission of penalties in accordance with Council's Remission and Postponement of Rates Policy.	Group manager finance and assurance Financial controller \$10,000 Transactional project lead up to \$5,000 per request Finance officer up to \$100 per request

9.10.14 Rates remission and postponement

DESCRIPTION	DELEGATE
Authority to postpone rates or remit rates in accordance with Council's Remission and Postponement of Rates Policy.	Group manager finance and assurance Financial controller Transactional project lead
Authority to request any further information and documentation required to make a decision regarding the remission or postponement of rates or penalties.	Group manager finance and assurance Financial controller Transactional project lead Finance officer

9.10.15 Rates remission and postponement on Maori freehold land

DESCRIPTION	DELEGATE
Authority to accept or decline applications for remission of rates on Māori freehold land. Authority to review applications, if applicable, for remission of rates on Māori freehold land.	Group manager finance and assurance Financial controller
Authority to receive applications and make recommendations to group manager finance and assurance or financial controller for remission of rates on Māori freehold land. Authority to request financial statements regarding the property if there is evidence that the land is occupied or being used for economic benefit. Authority to write off rates if the application is accepted.	Transactional project lead Finance officer

9.10.16 Refunding overpayments

DESCRIPTION	DELEGATE
Authority to refund customer/ratepayer overpayments/payment errors.	Group manager finance and assurance Financial controller Transactional project lead

9.10.17 Reserve contributions

DESCRIPTION	DELEGATE
Authority to consider and decide upon any application for remission or reduction of reserve contributions.	Group manager infrastructure and capital delivery Group manager customer and community wellbeing Community facilities manager Manager property services

9.10.18 Development and financial contributions

DESCRIPTION	DELEGATE
Authority to refund, development and/or financial contributions.	Group manager finance and assurance

9.10.19 Small claims

DESCRIPTION	DELEGATE
Authority to settle small claims against Council up to \$25,000	Chief executive Group manager finance and assurance

9.10.20 Valuations

DESCRIPTION	DELEGATE
Amend any entries in the valuation roll or Council's rating records which are the result of an error or which are no longer correct as a result of changed circumstances.	Group manager finance and assurance Financial controller Finance officer Transactional project lead Where appropriate, information management/business solutions
Vary or waive any fee within jurisdiction and only if permitted by law and not inconsistent with Council policy.	Chief executive Group managers
Authority to apply to the valuer general for valuation equalisation certificates for ratings purposes.	Group manager finance and assurance Financial controller Transactional project lead

10 Statutory Delegations

10.1 Introduction

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

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

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

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

- protect the public from nuisance
- protect, promote and maintain public health and safety

- minimise the potential for offensive behaviour in public places.

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

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

10.2 Delegations to the Chief Executive

10.2.1 Legislation and regulations

The chief executive has delegated authority for all powers, duties and responsibilities conferred on Council by statute and regulations. This includes, **but is not limited to**, the list below. This authority specifically excludes the power to adopt plans, strategies, policies or bylaws.

Amusement Devices Regulations 1978	Heritage NZ Pouhere Taonga Act 2014	Rates Rebate Act 1973
Airport Authorities Act 1966	Human Rights Act 1993	
Building Act 2004	Impounding Act 1955	Rating Valuations Act 1998
Building Research Levy Act 1969	Infrastructure (Amendments Relating to Utilities Access) Act 2010	Reserves Act 1977
Burial and Cremation Act 1964	Land Act 1948	Residential Tenancies Act 1986
Camping-Grounds Regulations 1985	Land Drainage Act 1908	Resource Management Act 1991
Civil Defence Emergency Management Act 2002	Land Transfer Act 2017	Sale and Supply of Alcohol Act 2012
Dog Control Act 1996	Land Transport (Infringement and Reminder Notices) Regulations 2012	Smoke-free Environments Act 1990
Drainage and Plumbing Regulations 1978	Land Transport Act 1998	Soil Conservation and Rivers Control Act 1941
Electricity Act 1992	Land Transport Management Act 2003	Southland District Council (Stewart Island/Rakiura Visitor Levy) Empowering Act 2012
Fencing Act 1978	Litter Act 1979	Southland Harbour Board Act 1958
Food Act 2014	Local Government (Rating) Act 2002	Southland Land Drainage Act 1935
Food Regulations 2015	Local Government Act 1974	Summary Proceedings Act 1957
Freedom Camping Act 2011	Local Government Act 2002	Telecommunications Act 2001
Gambling Act 2003	Local Government Official Information and Meetings Act 1987	Transport (Vehicular Traffic Road Closure) Regulations 1965
Gas Act 1992	New Zealand Geographic Board Act 2008	Transport Act 1962

Government Roading Powers Act 1989	New Zealand Library Association Act 1939	Trespass Act 1980
Hazardous Substances and New Organisms Act 1996	Privacy Act 2020	Unit titles Act 1972
Health (Burial) Regulations 1946	Property Law Act 2007	Utilities Access Act 2010
Health (Drinking Water) Amendment Act 2007	Prostitution Reform Act 2003	Walking Access Act 2008
Health (Registration of Premises) Regulations 1966	Public Bodies Leases Act 1969	Waste Minimisation Act 2008
Health Act 1956	Public Works Act 1981	Fast Track Approvals Act 2024
Racing Act 2003		

10.2.2 Bylaws

The chief executive has delegated authority for all powers, duties and functions of all Council adopted bylaws. This includes, but is not limited to, the following.

Alcohol Control Bylaw 2015	Solid Waste Bylaw 2008
Alcohol Licensing Fee Setting Bylaw	Speed Limits Bylaw
Ashton Flats Roading Bylaw 2016	Stewart Island Rakiura Visitor Levy Bylaw 20 2242
Cemetery Bylaw 2016	Stormwater Drainage Bylaw 2017
Dog Control Bylaw 20 2545	Subdivision Land Use and Development Bylaw 2012
Fire Prevention Vegetation Bylaw 2040	Trade Waste Bylaw 2018
Freedom Camping Bylaw 2015	Trading in Public Places Bylaw 20 2343
The Keeping of Animals, Poultry & Bees Bylaw 20 2040	Wastewater Drainage Bylaw 2017
Roading Bylaw 2008 (20 2445 revision)	Water Supply Bylaw 2017
Signs and Objects on Roads and Footpaths Bylaw 2016	

10.2.3 Warrants

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

11 Statutory Delegations to Council Officers

The following schedule details all statutory delegations made by Council to Council officers.

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

These delegations exclude any power, responsibility or duty that has been expressly reserved to be exercised by Council, a community board, committee, or subcommittee.

11.1 Airport Authorities Act 1966

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
s.6	Leasing powers of airport authorities	Group manager customer and community wellbeing Group manager infrastructure and capital delivery Manager property services Strategic manager transport

11.2 Amusement Devices Regulations 1978

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
S.11	Receive and process applications for a permit, including to inspect and issue a permit for amusement devices	Group manager regulatory services Manager building solutions Technical lead building solutions Building control team leader Building compliance team leader Senior building control officer Senior building Compliance officer Signatory building control officer Building control officer Building Compliance officer Cadet building control officer Building solutions coordinator Customer support partner <u>Customer delivery manager</u> <u>Contact centre team lead</u> <u>Customer experience manager</u> <u>Customer support partner/coach</u> <u>Customer support partner/librarian</u>
S13	Give notice of cancellation of permit to Inspector	Group manager regulatory services Manager building solutions Technical lead building solutions Building control team leader Building compliance team leader Senior building control officer Senior building Compliance officer Signatory building control officer

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
		Building control officer Building Compliance officer Cadet building control officer Building solutions duty officer Building solutions coordinator
S.18, 19	To make inquiries into accidents or incidents	Group manager regulatory services Manager building solutions Technical lead building solutions Building control team leader Building compliance team leader Senior building control officer Senior building Compliance officer Signatory building control officer Building control officer Building Compliance officer Cadet building control officer Building solutions duty officer Building solutions coordinator
S.22	Offences	Group manager regulatory services Manager building solutions Technical lead building solutions Building control team leader Building compliance team leader Senior building control officer Senior building Compliance officer Signatory building control officer Building control officer Building Compliance officer Cadet building control officer Building solutions duty officer Building solutions coordinator

11.3 Building Act 2004

SECTION	SUMMARY OF FUNCTION / POWER DELEGATED	DELEGATED OFFICER
	All powers, functions and duties under the Building Act 2004, including all roles specified in s12	Group manager regulatory services
s.7	To accept, reject or withdraw acceptance of an independent qualified person on behalf of the territorial authority.	Manager building solutions Technical lead building solutions

SECTION	SUMMARY OF FUNCTION / POWER DELEGATED	DELEGATED OFFICER
		Building control team leader Building compliance team leader Senior building control officer Senior Compliance officer Signatory building control officer
s.14	Role of building consent authority and territorial authority in relation to dams	Group manager regulatory services Manager Building Solutions Technical Lead Building Solutions Building Control Team Leader Building Compliance Team Leader Senior Building Control Officer Senior Building Compliance officer Signatory Building Control Officer Building Control Officer Building Compliance officer Cadet Building Control Officer Building co-ordinator team leader Building solutions coordinator <i>Technical Assessor Support Officer</i> ²
s.31	To apply for and provide PIM to owner on application of a building consent	Manager building solutions Technical lead building solutions Building control team leader Senior building control officer Signatory building control officer Building control officer Cadet building control officer
s.32, 33, 34, 35	To receive applications for PIM's, determine the adequacy of content of application, and issue PIM, and determine content of PIM To determine if any PIM already issued contains an error or omission, or determine if any information received affects that PIM, and re-issue the PIM.	Manager building solutions Technical lead building solutions Building control team leader Building compliance team leader Building co-ordinator team leader Senior building control officer Senior building Compliance officer Signatory building control officer Building control officer Building Compliance officer Cadet building control officer Building solutions coordinator

² New CE delegation dated 17 September 2025, includes all delegations as marked in italics under the Building Act 2004,

SECTION	SUMMARY OF FUNCTION / POWER DELEGATED	DELEGATED OFFICER
		<i>Technical Assessor Support Officer</i>
s.36	Territorial authority may issue development contribution notice	Manager building solutions Technical lead building solutions Building control team leader Building compliance team leader Building co-ordinator team leader Senior building control officer Senior building Compliance officer Signatory building control officer Building control officer Building Compliance officer Cadet building control officer Building solutions coordinator <i>Technical Assessor Support Officer</i>
s.37	To issue a certificate if resource consent required.	Manager resource consent processing Senior resource management planner Resource management planner Graduate resource management planner
s.38	To give copy of PIM to network utility operator or statutory authority in certain circumstances	Manager building solutions Technical lead building solutions Building control team leader Building compliance team leader Building co-ordinator team leader Senior building control officer Senior building Compliance officer Signatory building control officer Building control officer Building Compliance officer Cadet building control officer Building solutions coordinator <i>Technical Assessor Support Officer</i>
s.39	To advise Heritage New Zealand Pouhere Taonga of certain applications	Manager building solutions Technical lead building solutions Building control team leader Senior building control officer Senior building Compliance officer Manager resource consent processing Senior resource management planner Resource management planner Graduate resource management planner

SECTION	SUMMARY OF FUNCTION / POWER DELEGATED	DELEGATED OFFICER
ss.14F, 40, 41, 42A	To assess whether building work has been carried out without a building consent, or carried out not in accordance with a building consent, or whether a building consent was not required	Manager building solutions Technical lead building solutions Building control team leader Building compliance team leader Senior building control officer Signatory building control officer Senior building Compliance officer Building control officer Building Compliance officer Cadet building control officer
ss.45, 45B	To receive applications, determine the adequacy of information received with a building consent application or application for amended building consent, and require further information on the application in appropriate circumstances	Manager building solutions Technical lead building solutions Building control team leader Building compliance team leader Building co-ordinator team leader Senior building control officer Senior building Compliance officer Signatory building control officer Building control officer Building Compliance officer Cadet building control officer Building solutions coordinator <i>Technical Assessor Support Officer</i>
s45A	To receive and grant applications for minor variations to building consents	Manager building solutions Technical lead building solutions Building control team leader Senior building control officer Signatory building control officer Building control officer Cadet building control officer
s.46	To provide a copy of certain applications to Fire and Emergency New Zealand	Manager building solutions Technical lead building solutions Building control team leader Building compliance team leader Building co-ordinator team leader Senior building control officer Senior building Compliance officer Signatory building control officer Building control officer Building Compliance officer

SECTION	SUMMARY OF FUNCTION / POWER DELEGATED	DELEGATED OFFICER
		Cadet building control officer Building solutions coordinator <i>Technical Assessor Support Officer</i>
s47	To receive advice from Fire and Emergency New Zealand, or where appropriate determine an application without a memorandum provided from Fire and Emergency New Zealand.	Manager building solutions Technical lead building solutions Building control team leader Senior building control officer Signatory building control officer Building control officer Cadet building control officer
s.48, 49, 50	To process building consent applications, and to grant building consent or refuse application for building consent.	Manager building solutions Technical lead building solutions Building control team leader Senior building control officer Signatory building control officer Building control officer Building compliance team leader Cadet building control officer Building Compliance officer
s.51	To issue a building consent	Manager building solutions Technical lead building solutions Building control team leader Building compliance team leader Building co-ordinator team leader Senior building control officer Signatory building control officer Building control officer Cadet building control officer Building solutions coordinator Building Compliance officer <i>Technical Assessor Support Officer</i>
s.52	To assess whether a building consent has lapsed, and extend the time period of a building consent.	Manager building solutions Technical lead building solutions Building control team leader
ss.53, 54, 55, 56, 57	To advise applicant of the amount of levy payable. To receive a levy from the applicant for building consent, ensure the levy is correctly calculated, and discretion to refund all or part if building consent lapses.	Manager building solutions Technical lead building solutions Building control team leader Building co-ordinator team leader Senior building control officer Signatory building control officer

SECTION	SUMMARY OF FUNCTION / POWER DELEGATED	DELEGATED OFFICER
		Building control officer Cadet building control officer Building solutions coordinator <i>Technical Assessor Support Officer</i>
ss.58, 59, 60 and 63	The duty to make payments and certify in respect of levies to the Ministry of Building, Innovation and Employment	Manager building solutions Finance officer
s.62	The power to recover unpaid levies from applicant	Manager building solutions Finance officer
s.64	The duty to keep in safe custody all records and building consents issued including the estimated value of the building work.	Manager building solutions
s.67	Authority to grant or refuse any applications for a waiver or modification of the building code.	Manager building solutions Technical lead building solutions Building control team leader Building compliance team leader Senior building control officer Senior building Compliance officer Signatory building control officer Building control officer Cadet building control officer
s.67A	Territorial authority may grant waivers or modifications in relation to means of restricting access to residential pools	Manager building solutions Technical lead building solutions Building control team leader Building compliance team leader Building compliance officer Building compliance team leader Building solutions coordinator Senior building control officer Signatory building control officer Senior building Compliance officer Building control officer Cadet building control officer <i>Technical Assessor Support Officer</i>
s.68	The duty to notify the chief executive of the Ministry of Building, Innovation and Employment if waiver or modification granted	Manager building solutions Technical lead building solutions Building control team leader Building compliance team leader Building co-ordinator team leader Building Compliance officer

SECTION	SUMMARY OF FUNCTION / POWER DELEGATED	DELEGATED OFFICER
		Building solutions coordinator Senior building control officer Signatory building control officer Senior building Compliance officer Building control officer Cadet building control officer Building solutions coordinator <i>Technical Assessor Support Officer</i>
s.70	The duty to receive and refer application (or any part of an application) for energy work to the chief executive of the Ministry of Business, Innovation and Employment	Manager building solutions Technical lead building solutions Building control team leader Building compliance team leader Building co-ordinator team leader Senior building control officer Senior building Compliance officer Signatory building control officer Building control officer Building Compliance officer Cadet building control officer Building solutions coordinator <i>Technical Assessor Support Officer</i>
s.71	Authority to refuse any building consent in relation to land subject to 1 or more natural hazards	Manager building solutions Technical lead building solutions Building control team leader Building co-ordinator team leader Senior building control officer Signatory building control officer Building control officer Cadet building control officer Building solutions coordinator <i>Technical Assessor Support Officer</i>
ss.72-74	To grant a building consent for building on land subject to 1 or more natural hazards, and completion of the notification process required for any such consent.	Manager building solutions Technical lead building solutions Building control team leader Senior building control officer Signatory building control officer Building control officer Cadet building control officer
ss.75-77	Issue certificate in relation to construction of building on two or more allotments,	Manager resource consent processing Senior resource management planner

SECTION	SUMMARY OF FUNCTION / POWER DELEGATED	DELEGATED OFFICER
	assessment of any exemption, withholding building consent subject to issue of section 75 certificate, and lodging certificate with Registrar General of Land	Resource management planner Manager building solutions Technical lead building solutions Building co-ordinator team leader Building solutions coordinator Building control team leader Senior building control officer Signatory building control officer Building control officer Cadet building control officer <i>Technical Assessor Support Officer</i>
s.83	Receive, assess, and decline or approve any application for removal of a section 75 certificate, or application for removal of a certificate issued under section 643 of the Local Government 1974, and lodging any certification of that decision with the Registrar General of Land.	Manager resource consent processing Senior resource management planner Resource management planner Manager building solutions Technical lead building solutions Building co-ordinator team leader Building solutions coordinator Building control team leader Senior building control officer Signatory building control officer Building control officer Cadet building control officer <i>Technical Assessor Support Officer</i>
s84, 85, 86, 87, 87A, 88, 89	To assess whether a licensed building practitioner is carrying out or supervising restricted building work	Manager building solutions Technical lead building solutions Building co-ordinator team leader Building solutions coordinator Building control team leader Senior building control officer Signatory building control officer Building control officer Cadet building control officer Building compliance team leader Senior building compliance officer Building compliance officer <i>Technical Assessor Support Officer</i>
ss.90	The power to inspect any land, building and building work	Manager building solutions Technical lead building solutions Building control team leader

SECTION	SUMMARY OF FUNCTION / POWER DELEGATED	DELEGATED OFFICER
		Building compliance team leader Senior building control officer Senior building Compliance officer Signatory building control officer Building control officer Building Compliance officer Cadet building control officer Building solutions coordinator³
ss.91-95A	To receive applications for, consider all relevant matters, and to issue or refuse to issue a code compliance certificate	Manager building solutions Technical lead building solutions Building control team leader Building co-ordinator team leader Senior building control officer Signatory building control officer Building control officer Cadet building control officer Building solutions coordinator Building compliance team leader Senior building compliance officer Building compliance officer <i>Technical Assessor Support Officer</i>
s.96-98, s42	To receive, determine information required and to require further information, and process an application for a certificate of acceptance	Manager building solutions Technical lead building solutions Building control team leader Building compliance team leader Senior building control officer Senior building Compliance officer Signatory building control officer Building control officer Building Compliance officer Cadet building control officer
ss. 99, 99AA, 99A,s42	To issue, withhold, or refuse to issue a certificate of acceptance	Manager building solutions Technical lead building solutions Building control team leader Building compliance team leader Senior building control officer Senior building Compliance officer Signatory building control officer

³ Amendment by CE dated 17 September 2025

SECTION	SUMMARY OF FUNCTION / POWER DELEGATED	DELEGATED OFFICER
		Building control officer Building Compliance officer Cadet building control officer Building solutions coordinator <i>Technical Assessor Support Officer</i>
s.100, 101	To assess whether a compliance schedule is required	Manager building solutions Technical lead building solutions Building control team leader Building compliance team leader Senior building control officer Signatory building control officer Building control officer Senior building compliance officer Building compliance officer
ss.100, 101, 102, 102A, 106	To receive applications for, process and issue a compliance schedule	Manager building solutions Technical lead building solutions Building control team leader Building compliance team leader Building co-ordinator team leader Senior building control officer Senior building Compliance officer Signatory building control officer Building control officer Building Compliance officer Cadet building control officer Building solutions coordinator <i>Technical Assessor Support Officer</i>
s.103	Ensure complete and correct content of compliance schedule (specified systems)	Manager building solutions Technical lead building solutions Building control team leader Building compliance team leader Senior building control officer Senior building Compliance officer Signatory building control officer Building control officer Building Compliance officer
s. 104, 104A	Notification and issue of statement associated with issue of compliance schedule	Manager building solutions Technical lead building solutions Building control team leader Building compliance team leader

SECTION	SUMMARY OF FUNCTION / POWER DELEGATED	DELEGATED OFFICER
		Senior building control officer Senior building Compliance officer Signatory building control officer Building control officer Building Compliance officer Cadet building control officer Building solutions coordinator <i>Technical Assessor Support Officer</i>
s105	To assess whether obligations of owner in respect of compliance schedule are being complied with	Manager building solutions Technical lead building solutions Building control team leader Building compliance team leader Senior building control officer Senior building Compliance officer Signatory building control officer Building control officer Building Compliance officer
s.108	To receive annual building warrant of fitness and to assess whether requirements applicable to building warrants of fitness are being complied with	Manager building solutions Technical lead building solutions Building control team leader Building compliance team leader Senior building control officer Senior building Compliance officer Signatory building control officer Building control officer Building Compliance officer Cadet building control officer Building solutions coordinator <i>Technical Assessor Support Officer</i>
ss.106, 107, 109	To receive any application or recommendation for amendment to a compliance schedule, process and make any decisions concerning the amendment of a compliance schedule	Manager building solutions Technical lead building solutions Building control team leader Building compliance team leader Senior building control officer Senior building Compliance officer Signatory building control officer Building control officer Building Compliance officer
s.110	To require owner of building to produce, and to review reports on compliance schedules	Manager building solutions Technical lead building solutions

SECTION	SUMMARY OF FUNCTION / POWER DELEGATED	DELEGATED OFFICER
		Building control team leader Building compliance team leader Building co-ordinator team leader Senior building control officer Senior building Compliance officer Signatory building control officer Building control officer Building Compliance officer Cadet building control officer Building solutions coordinator Monitoring and enforcement officer <i>Technical Assessor Support Officer</i>
s.111	Power to inspect buildings for which a compliance schedule has been issued and to inspect the specified systems in the building.	Manager building solutions Technical lead building solutions Building control team leader Building compliance team leader Senior building control officer Senior building Compliance officer Signatory building control officer Building control officer Building Compliance officer Cadet building control officer Building solutions coordinator Monitoring and enforcement officer <i>Technical Assessor Support Officer</i>
s.112	To assess all matters in relation to alterations to an existing building, including to decide to issue or not to issue any written notice in respect of an alteration.	Manager building solutions Technical lead building solutions Building control team leader Building compliance team leader Senior building control officer Senior building Compliance officer Signatory building control officer Building control officer Building Compliance officer Cadet building control officer
s.113	To assess, and decline or grant a building consent, and impose any conditions, in relation to buildings with specified intended lives	Manager building solutions Technical lead building solutions Building control team leader Building compliance team leader Senior building control officer

SECTION	SUMMARY OF FUNCTION / POWER DELEGATED	DELEGATED OFFICER
		Senior building Compliance officer Signatory building control officer Building control officer Building Compliance officer Cadet building control officer
s. 114	To receive notice, and make any assessments of a change of use, extension of life or subdivision of buildings	Manager building solutions Technical lead building solutions Building control team leader Building compliance team leader Senior building control officer Senior building Compliance officer Signatory building control officer Building control officer Building Compliance officer Cadet building control officer
s.115	To assess a change of use of buildings, and give any written notice, or decline to give written notice, that the building complies with the requirements of the section	Manager building solutions Technical lead building solutions Building control team leader Building compliance team leader Senior building control officer Senior building Compliance officer Signatory building control officer Building control officer
s.116	To assess an extension of life of a building and consent, or decline to consent, to an extension of building life.	Manager building solutions Technical lead building solutions Building control team leader Building compliance team leader Senior building control officer Senior building Compliance officer Signatory building control officer Building control officer
s.116A	To assess a subdivision of a building and issue a certificate, or decline to issue a certificate, under s224(f) Resource Management Act 1991	Manager building solutions Technical lead building solutions Building control team leader Building compliance team leader Senior building control officer Senior building Compliance officer Signatory building control officer Building control officer

SECTION	SUMMARY OF FUNCTION / POWER DELEGATED	DELEGATED OFFICER
s. 116B	To assess if a building is not safe, or not sanitary or if it has inadequate means of escape from fire	Manager building solutions Technical lead building solutions Building control team leader Building compliance team leader Senior building control officer Senior building Compliance officer Signatory building control officer Building control officer
s118, 120	To assess access to facilities for persons with disabilities to and within buildings, and to assess whether symbols of access are being displayed	Manager building solutions Technical lead building solutions Building control team leader Building compliance team leader Senior building control officer Senior building Compliance officer Signatory building control officer Building control officer Building Compliance officer Cadet building control officer
s.121	To determine whether a building is dangerous, including seeking advice from Fire and Emergency New Zealand.	Manager building solutions Technical lead building solutions Building control team leader Senior building control officer Building compliance team leader Senior building Compliance officer Signatory building control officer Building Compliance officer
ss.121-124, 128A	To assess whether a building or part of a building is dangerous, affected and/or insanitary	Manager building solutions Technical lead building solutions Building control team leader Senior building control officer Building compliance team leader Senior building Compliance officer Signatory building control officer Building Compliance officer
s.124-125, 126, 128	To assess and take action in relation to dangerous, affected and/or insanitary buildings	Manager building solutions Technical lead building solutions Building control team leader Building compliance team leader Manager environmental health and licensing

SECTION	SUMMARY OF FUNCTION / POWER DELEGATED	DELEGATED OFFICER
s.126	To apply to the district court, to carry out building work on dangerous, affected and/or insanitary building in certain circumstances, and to recover costs of work.	Manager building solutions
s129(1)	To assess if there is immediate danger to the safety of people and/or if immediate action is necessary to fix insanitary conditions.	Manager building solutions Building compliance team leader Building control team leader Technical lead building solutions Senior building control officer Signatory building control officer Senior building Compliance officer Building control officer Building Compliance officer
s.129(2)	Take action to avoid immediate danger or to fix insanitary conditions	Chief executive of territorial authority
s129(3), s.130	To take all steps to recover the costs of any action taken under s129(2) from the owner of the building, and to apply to district court for confirmation of warrant	Manager building solutions Technical lead building solutions Building control team leader Building compliance team leader
s. 133AF	Power to identify any part of a public building, road, footpath, or other thoroughfare in an area of medium or high seismic risk as a priority building	Manager building solutions Building compliance team leader Senior building Compliance officer Building Compliance officer Building solutions coordinator <i>Technical Assessor Support Officer</i>
s. 133AG	To identify-potentially earthquake prone buildings and associated reporting	Manager building solutions Building compliance team leader Senior building Compliance officer Building Compliance officer Building solutions coordinator <i>Technical Assessor Support Officer</i>
s.133AH	Request engineering assessment of potentially earthquake-prone buildings	Manager building solutions Building compliance team leader Building co-ordinator team leader Senior building Compliance officer Building Compliance officer Building solutions coordinator <i>Technical Assessor Support Officer</i>
s.133AI(2)	To cancel in whole or in part, or decline to cancel, the request for an engineering	Manager building solutions Building compliance team leader

SECTION	SUMMARY OF FUNCTION / POWER DELEGATED	DELEGATED OFFICER
	assessment if building incorrectly identified as earthquake prone.	Senior building Compliance officer Building Compliance officer Building solutions coordinator <i>Technical Assessor Support Officer</i>
s.133AI(3)	Where an engineering assessment is not provided, to issue any EPB notice for building or part of a building, obtain an engineering assessment and recover the costs of doing so from the building owner	Manager building solutions Building compliance team leader Senior building Compliance officer Building Compliance officer Building solutions coordinator <i>Technical Assessor Support Officer</i>
ss.133AJ	Granting / refusing application for extension of time to provide engineering assessment	Manager building solutions Building compliance team leader Senior building Compliance officer Building Compliance officer Building solutions coordinator <i>Technical Assessor Support Officer</i>
ss.133AK	To determine if a building is earthquake prone	Manager building solutions Technical lead building solutions Building compliance team leader Senior building Compliance officer Building Compliance officer
s.133AL	To issue an EPB notice for earthquake prone buildings or for part of an earthquake prone building	Manager building solutions Technical lead building solutions Building compliance team leader Senior building Compliance officer Building Compliance officer Building solutions coordinator <i>Technical Assessor Support Officer</i>
s.133AM	To assess whether seismic work completed	Manager building solutions Technical lead building solutions Building compliance team leader Senior building Compliance officer Building Compliance officer Building solutions coordinator <i>Technical Assessor Support Officer</i>
s.133AN	To receive and process applications for exemptions, to grant/refuse an exemption; to issue or reissue an exemption notice; to review or revoke any exemption; and to administer the EPB register	Manager building solutions Technical lead building solutions Building compliance team leader Senior building Compliance officer

SECTION	SUMMARY OF FUNCTION / POWER DELEGATED	DELEGATED OFFICER
		Building Compliance officer Building solutions coordinator <i>Technical Assessor Support Officer</i>
s.133AO	To receive and process applications for extension of time to complete seismic work on certain heritage buildings, and to grant, refuse or revoke an extension; and to administer the EPB register	Manager building solutions Technical lead building solutions Building compliance team leader Senior building Compliance officer Building Compliance officer Building solutions coordinator <i>Technical Assessor Support Officer</i>
s.133AP	To attach, remove and/or replace EPB notices and EPB exemption notices to earthquake prone buildings	Manager building solutions Building compliance team leader Senior building Compliance officer Building Compliance officer Building solutions coordinator <i>Technical Assessor Support Officer</i>
s.133AQ, 133AY	To assess an engineering assessment or other information relating to earthquake prone building status at any time, determine if a building is or is not an EPB, and notify the owner of this determination; and to administer the EPB register	Manager building solutions Technical lead building solutions Building compliance team leader Senior building Compliance officer Building Compliance officer Building solutions coordinator <i>Technical Assessor Support Officer</i>
s.133AR	Impose safety requirements in relation to EPB	Manager building solutions Technical lead building solutions Building compliance team leader Senior building Compliance officer
s.133AS(1)	To assess whether work on an EPB building has been completed on time, or is not proceeding with reasonable speed	Manager building solutions Technical lead building solutions Building compliance team leader Senior building Compliance officer Building Compliance officer
s.133AS	To apply to the district court, to carry out seismic work, and to recover the costs of work from building owner	Manager building solutions
s.133AT	Assess alterations, including substantial alterations, of a building or part of a building that is subject to an EPB notice, and issue any associated notices	Manager building solutions Technical lead building solutions Building control team leader Building compliance team leader Senior building control officer

SECTION	SUMMARY OF FUNCTION / POWER DELEGATED	DELEGATED OFFICER
		Senior building Compliance officer Signatory building control officer Building control officer Building Compliance officer
s.133 AU	To assess non-compliance with any requirements applicable to earthquake prone buildings	Manager building solutions Building compliance team leader Building control team leader Technical lead building solutions Senior building Compliance officer Building Compliance officer
ss.162C, 162D	To assess means of restricting access to residential pools and to carry out periodic inspections of residential pools	Manager building solutions Technical lead building solutions Building control team leader Building compliance team leader Senior building control officer Senior building Compliance officer Signatory building control officer Building control officer Building Compliance officer Cadet building control officer Building solutions coordinator Compliance officer Monitoring and enforcement officer <i>Technical Assessor Support Officer</i>
s.164-166	The power and authority to issue notices to fix, or to determine whether another authority should issue notices to fix	Manager building solutions Technical lead building solutions Building control team leader Building compliance team leader Senior building control officer Senior building Compliance officer Signatory building control officer Building control officer Building Compliance officer Cadet building control officer
s.167	To inspect the building work to which any notice to fix relates, to confirm or refuse to confirm whether or not the notice to fix has been complied with, to issue written notice of that decision with reasons, and/or to issue a further notice to fix	Manager building solutions Technical lead building solutions Building control team leader Building compliance team leader Senior building control officer Senior building Compliance officer

SECTION	SUMMARY OF FUNCTION / POWER DELEGATED	DELEGATED OFFICER
		Signatory building control officer Building control officer Building Compliance officer Cadet building control officer
s.168	To assess compliance with any notice to fix.	Manager building solutions Technical lead building solutions Building compliance team leader Building control team leader
s.177-190	To participate in any building determination process including apply to the chief executive of the Ministry for a determination	Manager building solutions Technical lead building solutions Building compliance team leader Building control team leader Senior building control officer Senior building Compliance officer Signatory building control officer Building control officer Building Compliance officer Cadet building control officer Building co-ordinator team leader Building solutions coordinator <i>Technical Assessor Support Officer</i>
s200-203	To participate in any investigation process commenced by the chief executive of the Ministry	Manager building solutions Technical lead building solutions Building control team leader Building compliance team leader Building co-ordinator team leader Senior building control officer Senior building Compliance officer Signatory building control officer Building control officer Building Compliance officer Cadet building control officer Building solutions coordinator <i>Technical Assessor Support Officer</i>
s.215	Duty to obtain and maintain accreditation and be registered	Manager building solutions Technical lead building solutions
s.216	The duty to keep all records relevant to the administration of the Building Act 2004	Manager building solutions Technical lead building solutions Building control team leader Building compliance team leader

SECTION	SUMMARY OF FUNCTION / POWER DELEGATED	DELEGATED OFFICER
		Building co-ordinator team leader Senior building control officer Senior building Compliance officer Signatory building control officer Building control officer Building Compliance officer Cadet building control officer Building solutions coordinator <i>Technical Assessor Support Officer</i>
s.217	The duty to provide access to that information to the public	Manager building solutions Technical lead building solutions Building control team leader Building compliance team leader Building co-ordinator team leader Senior building control officer Senior building Compliance officer Signatory building control officer Building control officer Building Compliance officer Cadet building control officer Building solutions coordinator <i>Technical Assessor Support Officer</i>
s.218	Requirement to provide information to the CEO of Ministry of Business, Innovation and Employment ⁴	Chief executive General manager regulatory services Manager building solutions Technical lead building solutions Building control team leader Building compliance team leader Building co-ordinator team leader
s.219	To impose a fee or charge, to collect a levy, and/or refuse to perform function until a fee, charge or levy is paid	Manager building solutions Technical lead building solutions Building control team leader Building compliance team leader Building co-ordinator team leader Senior building control officer Senior building Compliance officer Signatory building control officer Building control officer

⁴ Made by CE Delegation dated 29 January 2025

SECTION	SUMMARY OF FUNCTION / POWER DELEGATED	DELEGATED OFFICER
		Building Compliance officer Cadet building control officer Building solutions coordinator <i>Technical Assessor Support Officer</i>
s220(1)	To give notice of a requirement to carry out building work on, or in connection with any building, and/or issue a certificate that building work is of an urgent nature, and/or to assess whether any such work is being progressed, including at a reasonable speed	Manager building solutions Technical lead building solutions Building control team leader Building compliance team leader Building co-ordinator team leader Senior building control officer Senior building Compliance officer Signatory building control officer Building control officer Building Compliance officer Cadet building control officer
s.220	To give notice of an intention to apply to the district court for orders, to apply to the district court for orders, and to carry out building work on authority of orders	Manager building solutions
s.221	Recovery of costs when territorial authority carries out work on authority of orders	Manager building solutions Technical lead building solutions Building control team leader Building compliance team leader
s.222, 224	To be an authorised officer and to carry out inspections, including to inspect land, building work, buildings, any residential pool or pool area, and including to enter premises for purposes specified in the Building Act 2004	Manager building solutions Technical lead building solutions Building control team leader Building compliance team leader Senior building control officer Senior building Compliance officer Signatory building control officer Building control officer Building Compliance officer Cadet building control officer Building co-ordinator team leader Building solutions coordinator Manager environmental health and licensing Compliance officer Environmental health officer <i>Technical Assessor Support Officer</i> Monitoring and enforcement officer

SECTION	SUMMARY OF FUNCTION / POWER DELEGATED	DELEGATED OFFICER
		(limited to barriers for swimming pools)
ss.227, 228,	To give notice of, and apply to the district court for orders authorising entry to household unit	Manager building solutions Technical lead building solutions Building control team leader Building compliance team leader
s. 238, 239	Duties of Building consent authority and providing information to chief executive	Manager building solutions Technical lead building solutions Building control team leader Building compliance team leader Building co-ordinator team leader Senior building control officer Senior building Compliance officer Signatory building control officer Building control officer Building Compliance officer Cadet building control officer Building solutions coordinator <i>Technical Assessor Support Officer</i>
s. 240, ss.281A- 281D	Building consent authority may impose fee or charge and must collect levy	Manager building solutions Technical lead building solutions Building control team leader Building compliance team leader Building co-ordinator team leader Senior building control officer Senior building Compliance officer Signatory building control officer Building control officer Building Compliance officer Cadet building control officer Building solutions coordinator <i>Technical Assessor Support Officer</i>
s.281C	Discretionary waive or refund in whole or in part any fee or charged	Manager building solutions
s362V	To assess whether commercial on-seller has transferred unit without code compliance certificate	Manager building solutions Technical lead building solutions Building control team leader Building compliance team leader Building co-ordinator team leader Senior building control officer Senior building Compliance officer

SECTION	SUMMARY OF FUNCTION / POWER DELEGATED	DELEGATED OFFICER
		Signatory building control officer Building control officer Building Compliance officer Cadet building control officer Building solutions coordinator <i>Technical Assessor Support Officer</i>
ss.363, 363A- 363C	To assess and determine all matters in relation to protecting safety of members of public using premises or premises intended to be open to the public, including prior to the issue of a code compliance certificate, and including requesting further information, determining conditions and issuing Certificates for Public Use and cancelling a certificate for public use.	Manager building solutions Technical lead building solutions Building control team leader Building compliance team leader Senior building control officer Senior building Compliance officer Signatory building control officer Building control officer Building Compliance officer
s. 371	To file a charging document	Manager building solutions Technical lead building solutions Building control team leader Building compliance team leader
ss.371-374	To issue infringement notices	Manager building solutions Technical lead building solutions Building control team leader Building compliance team leader Building co-ordinator team leader Senior building control officer Senior building Compliance officer Signatory building control officer Building control officer Building Compliance officer Cadet building control officer Building solutions coordinator <i>Technical Assessor Support Officer</i>
ss 371- 374	To issue proceedings for an infringement offence	Manager building solutions Technical lead building solutions Building control team leader Building compliance team leader
s375	To prosecute offences against the Building Act 2004	Chief executive Group manager regulatory services

SECTION	SUMMARY OF FUNCTION / POWER DELEGATED	DELEGATED OFFICER
s377	To lay an information and file a charging document for an offence under the Building Act	Manager building solutions Technical lead building solutions Building control team leader Building compliance team leader
s381	To apply for and pursue an injunction for certain continuing breaches	Manager building solutions Technical lead building solutions Building control team leader Building compliance team leader

11.4 Building Research Levy Act 1969

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
s. 9	The duty to make payments and certify in respect of levies to the Building Research Association of New Zealand	Group manager regulatory services Manager building solutions

11.5 Burial and Cremation Act 1964

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
	All powers, functions and duties under the Burial and Cremation Act 1964 excluding s.49	Group manager customer and community wellbeing Manager property services
s.49	Remission of burial charges	Manager property services in consultation with Group manager customer and community wellbeing

11.6 Camping-Grounds Regulations 1985

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
ss. 3, 14, 15	Issue, renew and transfer licences, permits or registrations, grant and set conditions on certificate of exemption, inspection	Group manager regulatory services Manager environmental health and licensing Environmental health officer Environmental Services Coordinator

11.7 Civil Defence Emergency Management Act 2002

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
ss.12, 13	Obligation to form, and for the mayor or the mayor's nominee to be a member of a Civil Defence Emergency Management Group	Mayor or nominee

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
s.25	Power to declare a state of local emergency	Mayor
s.27	Appointment of local controllers	Civil defence emergency group
s.64	Obligation to plan and provide for civil defence emergency management in the district	Emergency management officer
ss.68, 71, 72	Power to declare, extend and terminate a state of local emergency	Mayor

11.8 Dog Control Act 1996

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
	All powers, functions and duties under the Dog Control Act 1996 and any subsequent amendments, including the power to authorise prosecutions (except those that are unable to be legislatively delegated)	Group manager regulatory services
s.9	Requirement to retain funds obtained under the act and apply for authorised purposes only under the act	Team leader monitoring and compliance
s.10, 10A, 10AA	Requirement to adopt a policy about dogs and annually report on the policy and other matters	Group manager regulatory services Team leader monitoring and compliance
s.11	Appoint animal control officers	Chief executive
s.12	Appoint Compliance officers	Group manager regulatory services
s.13	Issue warrant to animal control officers and Compliance officers	Chief executive
s.21	Classify a person as a probationary owner and give notice of that decision	Group manager regulatory services Team leader monitoring and compliance
s.22	Hear and determine an objection to classification as a probationary owner	Chief executive Group manager regulatory services
s.23A	Require a probationary owner to undergo training	Group manager regulatory services Team leader monitoring and compliance
s.25	Disqualification of owners and specification of period of disqualification. Determine whether the circumstances are such that disqualification is not warranted, or the person should instead be classified as a probationary owner and give notice of disqualification	Group manager regulatory services Team leader monitoring and compliance
s.26	Hear and determine an objection to disqualification	Chief executive Group manager regulatory services
s.28	Extend period of disqualification	Group manager regulatory services Team leader monitoring and compliance

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
s.30	Maintain records and provide information	Group manager regulatory services Team leader monitoring and compliance Freedom camping ambassador Animal control officer Dog control ranger Compliance officer Environmental services co-ordinator <u>Customer delivery manager</u> <u>Contact centre team lead</u> <u>Library services officer</u> <u>Library services manager</u> <u>Customer experience manager</u> <u>Customer support manager</u> <u>Customer support partner/coach</u> <u>Customer support partner</u> <u>Customer support partner/librarian</u>
s.31	Classify any dog as a dangerous dog <u>and give notice of the classification</u> <u>Hear and determine an objection to classification of any dog as a dangerous dog</u>	Group manager regulatory services Team leader monitoring and compliance
s.32	Consent to disposal of dangerous dog to any person	Group manager regulatory services Team leader monitoring and compliance Freedom camping ambassador Animal control officer Dog control ranger Compliance officer
s.33A	Classify a dog as a menacing dog and give notice of the classification	Group manager regulatory services Team leader monitoring and compliance
s.33B	Hear and determine an objection to classification of a dog as a menacing dog	Chief executive Group manager regulatory services
s.33C	Classify a dog as a menacing dog by belonging to breed or type listed in Schedule 4 and give notice of the classification	Group manager regulatory services Team leader monitoring and compliance Freedom camping ambassador Animal control officer Dog control ranger Compliance officer
s.33D	Hear and determine an objection to classification of a dog as a menacing dog by belonging to breed or type	Chief executive Group manager regulatory services Team leader monitoring and compliance

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
s.33E	Require production of a certificate in accordance with s.33E(1)(b). Determine under s.33E(5) that a dog need not be muzzled	Group manager regulatory services Team leader monitoring and compliance Freedom camping ambassador Animal control officer Dog control ranger Compliance officer
s.33EB	Require neutering of dog	Group manager regulatory services Team leader monitoring and compliance Freedom camping ambassador Animal control officer Dog control ranger Compliance officer
s.33ED	Classification of certain dogs	Group manager regulatory services Team leader monitoring and compliance
s.35	Supply information in accordance with the provisions of this section	Group manager regulatory services Team leader monitoring and compliance Freedom camping ambassador Animal control officer Dog control ranger Compliance officer Environmental services co-ordinator <u>Customer delivery manager</u> <u>Contact centre team lead</u> <u>Library services officer</u> <u>Library services manager</u> <u>Customer experience manager</u> <u>Customer support manager</u> <u>Customer support partner/coach</u> <u>Customer support partner</u> <u>Customer support partner/librarian</u>
s.35(5)(c)	To determine whether or not a dog should be delivered into custody of an animal control officer or Compliance officer	Team leader monitoring and compliance Freedom camping ambassador Animal control officer Dog control ranger Compliance officer
s.36A	Request verification that a dog has been implanted with a functioning microchip transponder	Team leader monitoring and compliance Freedom camping ambassador Animal control officer Group manager regulatory services <u>Customer delivery manager</u>

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
		Contact centre team lead Library services officer Dog control ranger Compliance officer Environmental services co-ordinator Library services manager Customer experience manager Customer support manager Customer support partner/coach Customer support partner Customer support partner/librarian
s.39	Remit, reduce or refund the dog control fee or part of the fee as per s.39	Team leader monitoring and compliance Freedom camping ambassador Animal control officer Dog control ranger Compliance officer Environmental services co-ordinator Customer delivery manager Contact centre team lead Library services officer Library services manager Customer experience manager Customer support manager Customer support partner/coach Customer support partner Customer support partner/librarian
s.40	Require the production of a written statement or veterinarian's certificate as proof of class of dog	Team leader monitoring and compliance Freedom camping ambassador Animal control officer Dog control ranger Compliance officer Environmental services co-ordinator Customer delivery manager Contact centre team lead Library services officer Library services manager Customer experience manager Customer support manager Customer support partner/coach Customer support partner

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
		<u>Customer support partner/librarian</u>
s.42	Determine that there are reasonable grounds for believing there has been a breach of s.42(1)	Team leader monitoring and compliance Freedom camping ambassador Animal control officer Dog control ranger Compliance officer
s.46	To issue a replacement label or disc	Freedom camping ambassador Animal control officer Dog control ranger Compliance officer Environmental services co-ordinator <u>Customer delivery manager</u> <u>Contact centre team lead</u> <u>Library services officer</u> <u>Library services manager</u> <u>Customer experience manager</u> <u>Customer support manager</u> <u>Customer support partner/coach</u> <u>Customer support partner</u> <u>Customer support partner/librarian</u>
s.55	Enter land or premises (other than a dwellinghouse) to inspect conditions under which a dog is kept; assess a dog's status and issue a barking abatement notice; remove the dog from the land or premises	Team leader monitoring and compliance Freedom camping ambassador Animal control officer Dog control ranger Compliance officer
s.55	Consider and determine an objection to a notice to abate a barking dog nuisance	Group manager regulatory services
s.66	Issue infringement notices Make any decision on any matter relating to those proceedings	Team leader monitoring and compliance Freedom camping ambassador Animal control officer Dog control ranger Compliance officer
s.68	Require pound fee set is paid before release of dog	Group manager regulatory services Team leader monitoring and compliance Freedom camping ambassador Animal control officer Dog control ranger Compliance officer
s.69	Give written notice to the owner that a dog has been impounded and dispose of a dog pursuant to s.69(2)	Team leader monitoring and compliance Animal control officer

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
	Where the owner of a dog is not known and cannot be identified from the dog registration label or disc, seize the dog, sell, destroy, or otherwise dispose of the dog pursuant to s.69(3) Apply proceeds from sale of dog against fees of the owner	Freedom camping ambassador Dog control ranger Compliance officer Environmental services co-ordinator
s.69A	Verify that a dog has been fitted with a functioning microchip transponder, Recover the costs of microchip transponder	Group manager regulatory services Team leader monitoring and compliance Freedom camping ambassador Animal control officer Dog control ranger Compliance officer
s.70	Determine an application for return of a dog Apply fees to sustenance of dog and require payment before return of dog	Group manager regulatory services Team leader monitoring and compliance Freedom camping ambassador Animal control officer Dog control ranger Compliance officer
s.71	Determine an application for return of a dog Apply fees to sustenance of dog and require payment before return of dog	Group manager regulatory services Team leader monitoring and compliance Freedom camping ambassador Animal control officer Dog control ranger Compliance officer
s.71A	Sell, destroy or otherwise dispose of dogs seized under s.15 and s.33EC in a manner thought fit Apply fees from disposal towards fees Apply fees to sustenance of dog and require payment before return of dog	Team leader monitoring and compliance Freedom camping ambassador Animal control officer Dog control ranger Compliance officer

11.9 Drainage and Plumbing Regulations 1978

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
	Authority to exercise the powers of "Engineer" under the Drainage and Plumbing Regulations	General manager infrastructure and capital delivery

11.10 Fast Track Approvals Act 2024

All existing delegations relating to the administration, monitoring, and enforcement of resource consents, certificates of compliance, outline plan of works and designations under the Resource

Management Act 1991 apply equally to corresponding approvals granted under the Fast-track Approvals Act 2024, in accordance with Schedule 5, Clause 31 of that Act.

SECTION	SUMMARY OF FUNCTION / POWER DELEGATED	DELEGATED OFFICER
s.11(1)(a)	Duty to engage in pre-application consultation with applicants before they lodge a referral application.	Group manager regulatory services Manager resource consent processing Senior resource management planner
s.17(3)	Duty to provide written comments to the Minister on referral applications within 20 working days, including identifying any "competing applications".	Group manager regulatory services
S.20	Duty to respond to further information requests from the Minister after receiving a referral application.	Group manager regulatory services
S.42(4)(e) , (l), (m) and Schedule s 6 and 11	Power to grant landowner approval (written agreement) for activities (concessions or access arrangements) on Council-owned or managed reserves.	Group manager customer and community wellbeing
S.50(1) and Schedule 3	Duty to nominate an accredited RMA commissioner to the Expert Consenting Panel when requested; Duty to provide technical advisers and advice to assist panels when requested.	Group manager regulatory services
S.53(2)(a)	Duty to provide written comments on substantive applications to the Expert Panel within 20 working days.	Group manager regulatory services
S.56-59	Power to attend and present evidence at Panel hearings if invited (must respond within 3 working days).	Group manager regulatory services Manager resource consent processing Senior resource management planner
S.67(1)	Duty to respond to Panel requests for further information or reports before a decision is made (within 10 working days or decline with reasons).	Group manager regulatory services
S.70(1)(c)	Duty to review and comment on draft conditions prepared by the Panel within 10 working days.	Group manager regulatory services Manager resource consent processing

SECTION	SUMMARY OF FUNCTION / POWER DELEGATED	DELEGATED OFFICER
		Team leader monitoring and compliance
S.76(5)	Duty to respond to information requests from the relevant Minister if a decision on concessions, land exchanges or access arrangements is called-in or transferred.	Group manager regulatory services Group manager customer and community wellbeing Group manager infrastructure and capital delivery
S.90-91	Duty to respond to EPA information requests and protect the confidentiality of sensitive information provided by iwi or hapū.	Group manager regulatory services
S.99 and 101	Power to decide whether to appeal Panel decisions to the High Court (on questions of law) or seek judicial review (both within 20 working days).	Chief executive may lodge protective proceedings
Schedule 5, Clause 30	Duty to include designations confirmed under the FTA Act in the District Plan.	Group manager strategy and partnerships Strategic planning and policy manager
Schedule 5, Clause 31	Duty to administer and enforce approvals granted under the FTA Act (resource consents, designations, etc.) as if granted under the RMA.	Existing RMA Delegations to apply
Schedule 6, Clauses 11 and 47; Schedule 11, Clauses 11 and 13	Duty to implement final Panel decisions regarding concessions, conservation covenants, and access arrangements by executing necessary documents.	Group manager customer and community wellbeing Manager property services

11.11 Fencing Act 1978

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
	All powers and duties under the Fencing Act 1978	Manager Property Services Community Facilities Manager

11.12 Food Act 2014

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
54	Power to refuse to process application for registration	Manager environmental health and licensing Environmental services coordinator health officer

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
55	Power to require further information for registration application	Environmental services coordinator
56	Power to decide to register a Food Control Plan	Environmental services coordinator
57	Power to decide to refuse to register a Food Control Plan	Manager environmental health and licensing Environmental health officer
60	Power to impose conditions on registration of a Food Control Plan	Manager environmental health and licensing
63	Power to extend mandatory suspension	Manager environmental health and licensing Environmental health officer Food verifier
67	Power to determine to cancel registration of Food Control Plan	Manager environmental health and licensing Environmental health officer Food verifier
69	Power to decide whether food should be sold after cancellation of registration	Manager environmental health and licensing Environmental health officer Food verifier
70	Power to decide to remove food business from coverage of Food Control Plan	Manager environmental health and licensing Environmental health officer Food verifier
84	Power to refuse to process application for registration (National Programme)	Manager environmental health and licensing Environmental services coordinator
85	Power to request further information for registration (National Programme)	Environmental services coordinator
87	Power to refuse to register food business (National Programme)	Manager environmental health and licensing Environmental health officer
89	Power to impose conditions on registration of food business (National Programme)	Manager environmental health and licensing
90	Power to suspend operations of business (National Programme)	Environmental services coordinator
91	Power to extend a suspension (National Programme)	Environmental services coordinator
95	Power to cancel registration of business (National Programme)	Environmental services coordinator

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
165	Power to surrender recognition (agency and person)	Manager environmental health and licensing <u>Environmental health officer</u>
173(1)	Power to carry out functions of a Territorial Authority	Manager environmental health and licensing Environmental health officer Food verifier
173(2)	Power to combine with other territorial authority for function 173(1)(a)	Group manager regulatory services
176	Power to transfer Territorial Authority functions	Group manager regulatory services
182	Power to change, revoke or relinquish transfer of functions	Group manager regulatory services
218	Power to lay charging document	Environmental health officer Food verifier
219	Infringement Notice (Food Safety Officers)	Environmental health officer Food verifier Warranted food safety officer
280	Power to give directions under Section 281 to 286	Environmental health officer Food verifier Warranted food safety officer
294	Verifier's right of access and certain powers	Environmental health officer Food verifier Warranted food safety officer
296	Power of Food Safety Officers	Warranted food safety officer
297	Food Safety Officer's power to ask for assistance	Warranted food safety officer
298	Purpose of powers in Section 296, 299 to 308, and 310 to 312 (Food Safety Officer may exercise a power)	Warranted food safety officer
299	Power to facilitate entry, search and seizure (Food Safety Officer must take all reasonable steps)	Warranted food safety officer
301	Power of examination, identification and rectification and associated detention powers for Food Safety Officer	Warranted food safety officer
302	Food Safety Officer's power to issue improvement notice	Warranted food safety officer
304	Food Safety Officer's power to take, purchase and sample	Warranted food safety officer
305	Food Safety Officer's power to interrupt operation and give certain directions	Warranted food safety officer

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
306	Food Safety Officer's power to seize, condemn and require disposal	Warranted food safety officer
307	Food Safety Officer's power to restrict use of or close place	Warranted food safety officer
308	Other powers of Food Safety Officer	Warranted food safety officer
310.311	Powers to enter and powers to enter without search warrant	Warranted food safety officer
312	Food Safety Officer's power to test samples of food or examples of food related accessories	Warranted food safety officer
331	Power to apply for a compliance order	Environmental health officer Food verifier
355	Power to decide to determine application for review	Group manager regulatory services Manager environmental health and licensing
358	Procedure for and power to decide of review of decision	Group manager regulatory services Manager environmental health and licensing

11.13 Food Regulations 2015

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
103	Power to issue corrective actions and verifications	Environmental health officer Food verifier
106	Power to decide on verification decision	Environmental health officer Food verifier
145	Infringement offense	Environmental health officer Food verifier
SCH 2	Infringement offences and fees	Environmental health officer Food verifier

11.14 Freedom Camping Act 2011

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
s.25	Power to issue proceedings for an offence other than an infringement notice	Group manager regulatory services Team leader monitoring and compliance
s.27	Issue infringement notices Make any decision on any matter relating to those proceedings	Team leader monitoring and compliance Environmental health officer Freedom camping ambassadors Compliance officer Monitoring and enforcement officer
s.28	Power to issue reminder notice	Customer support partner

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
		Environmental services co-ordinator Freedom camping ambassadors Compliance officer
s.32	Appointment of an enforcement officer	Chief executive
s.39	Power to return property seized or impounded	Team leader monitoring and compliance Environmental health officer Freedom camping ambassadors Compliance officer
s.40	Power to dispose of seized and impounded property	Team leader monitoring and compliance Environmental health officer Freedom camping ambassadors Compliance officer

11.15 Gambling Act 2003

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
ss.98-100	Considering and determining application for territorial authority consent	Group manager regulatory services

11.16 Gas Act 1992

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

11.17 Government Roading Powers Act 1989

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
S.43(1) “road” (d) and (e)	Authority to decide whether to proceed with an application to the Minister of Transport to legalise land as road, execute all relevant documents and determine any conditions attached to any request for Council to take actions under these provisions.	Group manager infrastructure and capital delivery Group manager customer and community wellbeing

11.18 Hazardous Substances and New Organisms Act 1996

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
	Initiating prosecutions and injunctions under Act or Regulations	Group manager regulatory services
s. 108	Confirm, change or cancel compliance order	Manager environmental health and licensing Environmental health officer

11.19 Health Act 1956

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
	Initiating prosecutions and injunctions	Group manager regulatory services
s.28	Appoint environmental health officers	Chief executive
s.33	Bring proceedings for nuisance	Manager environmental health and licensing Environmental health officer
s.34	Determine that immediate action for the abatement of the nuisance is necessary by reason of the existence of a nuisance on any premises and without notice to the occupier, enter on the premises and abate the nuisance	Manager environmental health and licensing Environmental health officer
s.41(1)	Decide and cause service of a cleansing order	Manager environmental health and licensing Environmental health officer
s.41(2)	Cause cleansing	Manager environmental health and licensing Environmental health officer
s.42	Duly authorised to issue certificate	Manager environmental health and licensing Environmental health officer
s.42(2)	Cause service of a repair notice	Manager environmental health and licensing Environmental health officer
s.42(3)	Issue a closing order	Manager environmental health and licensing Environmental health officer
s.45	Cancel a closing order	Manager environmental health and licensing Environmental health officer
s.54	Determine any application to carry on an offensive trade, register or renew the	Manager environmental health and licensing

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
	registration of any premises used for an offensive trade	Environmental health officer Environmental Services Coordinator
s.58	Determine any application to establish a stockyard, register or renew the registration of any premises used for a stockyard	Manager environmental health and licensing Environmental health officer Environmental Services Coordinator
s.66	Apply for injunction where continuing breach of bylaw following conviction	Group manager regulatory services
s.81	Decide and authorise environmental health officer to enter and carry out cleansing	Group manager regulatory services Manager environmental health and licensing
s.83	Destroy articles that cannot be effectively disinfected	Manager environmental health and licensing Environmental health officer
s.128	Power to enter and inspect	Manager environmental health and licensing Environmental health officer
s.132	The decision to register or remove from registration any charges on land created under the Health Act.	Manager environmental health and licensing Manager property services

11.20 Health (Burial) Regulations 1946

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
s.16	Consent, register, renew, refuse, impose conditions for registration or consent	Manager environmental health and licensing Environmental health officer Environmental Services Coordinator

11.21 Health (Drinking Water) Amendment Act 2007

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
S.69S	Duty to take all practicable steps to ensure that an adequate supply of drinking water is provided to each point of water supply to which drinking water is supplied	Strategic manager water and waste
s.69T	Duty to take action where risk to water is actual or foreseeable	Strategic manager water and waste
s. 69U	Duty to take reasonable steps to contribute to the protection of a drinking water source	Strategic manager water and waste

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
S.69V	Duty to take all practicable steps to comply with drinking water standards	Strategic manager water and waste
s. 69W	Duty to take reasonable steps to supply wholesome drinking water	Strategic manager water and waste
s.69X	Duty to check water quality before connecting to a new water source	Strategic manager water and waste
s.69Y	Duty to monitor drinking water to ensure compliance with drinking water standards and assess public health risk	Strategic manager water and waste
ss. 69ZA – 69ZF	Duty to prepare and implement a public health risk management plan in relation to the drinking water supply, to review/renew plans, keep and make available records of plans, to investigate complaints, to take remedial action if standards breached	Strategic manager water and waste
s. 69ZZZ	Duty to protect water supplies from risk of backflow	Strategic manager water and waste

11.23 Health (Registration of Premises) Regulations 1966

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

11.24 Housing Improvement Regulations 1947

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
	Exercise the powers and functions of a local authority	Manager environmental health and licensing Group manager regulatory services

11.25 Impounding Act 1955

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
	Authority to authorise any officer to carry out all or any functions of a ranger under the Impounding Act 1955	Group manager regulatory services

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
ss.8, 9	Appointment of a pound keeper (a statutory appointment) and appointment of a deputy (statutory appointment)	Chief executive
s.10	Remove or suspend pound keeper or deputy	Chief executive
s.11	Authority to publicly notify every appointment, or suspension, or removal from office of any pound keeper or deputy pound keeper, as required by Section 11 of the Impounding Act 1955	Chief executive
s.14	Recover actual costs of sustenance of impounded stock	Team leader monitoring and compliance Freedom camping ambassador Animal control officer Dog control ranger Compliance officer
s.32	Declare fenced paddock a temporary pound	Team leader monitoring and compliance Freedom camping ambassador Animal control officer Dog control ranger Compliance officer
s.42	Disposal of wild stock straying on roads	Team leader monitoring and compliance Freedom camping ambassador Animal control officer Dog control ranger Compliance officer
s.50	Authorise person to act as auctioneer for sale of impounded stock	Team leader monitoring and compliance Freedom camping ambassador Animal control officer Dog control ranger Compliance officer
s.52	Destroy worthless or suffering stock	Team leader monitoring and compliance Freedom camping ambassador Animal control officer Dog control ranger Compliance officer
s.53	Dispose of unsold stock	Team leader monitoring and compliance Freedom camping ambassador Animal control officer Dog control ranger Compliance officer
s.56	Recover any deficiency in costs from owner of stock	Team leader monitoring and compliance Freedom camping ambassador

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
		Animal control officer Dog control ranger Compliance officer

11.26 Infrastructure (Amendments Relating to Utilities Access) Act 2010

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
s.14	Power to set reasonable conditions over the opening up of any road and recover reasonable costs	Group manager infrastructure and capital delivery Strategic manager transport

11.27 Land Drainage Act 1908

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
S.6	Obligation to provide information on ratepayers in respect of property within the district liable to be rated	Group manager finance and assurance Transactional project lead Finance officer
S.20	Power to object to Drainage Board (ES) interfering with road or footpath	Strategic manager water and waste Strategic manager transport
SS. 61,63	Power to cleanse, repair or maintain a watercourse or drain	Strategic manager water and waste Strategic manager transport

11.28 Land Transfer Act 2017

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
	Consenting to dealing with land where that land is subject to a caveat or encumbrance that requires the consent of Council before registration of any instrument under the Land Transfer Act 2017	Manager property services in consultation with group manager infrastructure and capital delivery or group manager customer and community wellbeing
S.34	Authority to certify documents on Council's behalf pursuant to section 34 of the Land Transfer Act 2017	Chief executive Group manager infrastructure and capital delivery Group manager customer and community wellbeing
	The authority to execute A & I forms and any associated documentation required by Land Information New Zealand or other regulatory body which under any act the documents are to be registered in accordance with the Land Transfer Act 2017 for the completion of any authorised transaction	Group manager infrastructure and capital delivery Group manager customer and community wellbeing Group manager regulatory services Manager property services

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
		Manager resource consent processing Senior resource management planner
	The authority to approve boundary definitions for the uplifting of limited title status	Group manager customer and community wellbeing Manager property services Senior property advisor

11.29 Land Transport Act 1998

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
s.16A	Powers regarding restriction of heavy traffic on roads	Group manager infrastructure and capital delivery Strategic manager transport
ss.22AB, 22AD and 22AE	Powers regarding transport related bylaws	Group manager infrastructure and capital delivery Strategic manager transport
s.128D	Appointment of parking wardens	Group manager regulatory service Team leader monitoring and compliance Parking officer
s.128E	Powers of parking wardens	Group manager regulatory service Team leader monitoring and compliance
s.139	Power to issue infringement notices	Group manager regulatory service Team leader monitoring and compliance Parking officer
s.157	Power as road controlling authority to control, restrict and prohibit traffic	Group manager infrastructure and capital delivery Strategic manager transport

11.30 Land Transport (Infringement and Reminder Notices) Regulations 2012

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
Schedule 4	Power to review or waive stationary vehicle infringements	Group manager regulatory service

11.31 Litter Act 1979

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
s.5	Appoint litter control officers	Chief executive
s.8	Appoint and revoke appointment of litter wardens	Chief executive

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
s.10 (1)-(3)	Serve notices to clear litter	Manager environmental health and licensing Environmental health officer Warranted officer
s.10 (1)-(11)	To hear and determine any objection	Manager environmental health and licensing Manager building solutions
s.14	Issue infringement notices and make any decision on any matter relating to those proceedings	Manager environmental health and licensing Environmental health officer Warranted officer Manager building solutions Technical lead building solutions Building control team leader Building compliance team leader Senior building control officer Senior building Compliance officer Signatory building control officer Building control officer Building Compliance officer Cadet building control officer Building solutions coordinator <i>Technical Assessor Support Officer</i> Monitoring and enforcement officer Compliance officer Senior environmental health officer
s.15	Initiating prosecutions and injunctions	Group manager regulatory services

11.32 Local Government Act 1974

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
s. 319	General powers of councils in respect to roads except: - where an application is received to form a road and the additional new formation is proposed to be maintained by Council as this is required to be referred to Council; and - where a permanent road stopping is proposed as this is required to be	Group manager infrastructure and capital delivery Group manager customer and community wellbeing Strategic manager transport Manager property services Roading asset manager

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
	referred to Council under section 319(h)	
s. 319B	Allocation of property numbers	Group manager infrastructure and capital delivery Manager resource consent processing Strategic manager transport
334	Erection of monuments etc and provision of facilities on or under roads	Group manager infrastructure and capital delivery Group manager customer and community wellbeing Strategic manager transport Manager property services
338	Right to lay conduit pipes along or under a road	Group manager infrastructure and capital delivery Group manager customer and community wellbeing Strategic manager transport Manager property services
341	Granting leases of airspace or subsoil of roads	Group manager infrastructure and capital delivery Group manager customer and community wellbeing Strategic manager transport Manager property services
S.344	Authority to approve and authorise the installation of gates and cattle stops on legal roads	Group manager infrastructure and capital delivery Strategic manager transport
s.346D	Authority to approve new vehicle entrances on to roads and limited access roads and/or alter the location of existing approved entranceways	Group manager infrastructure and capital delivery Strategic manager transport
s.348	Creation and cancellation of right of ways	Group manager regulatory services Manager resource consent processing Resource management planner Senior planner
s.353	Require fencing	Group manager infrastructure and capital delivery
s.355	Council's powers relating to the removal and/or trimming or overhanging trees etc., and recovery of costs	Group manager infrastructure and capital delivery Strategic manager transport

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
ss.356, 356A	The power to authorise any person to remove and dispose of motor vehicles found on a road or in a public place which may be abandoned	Group manager infrastructure and capital delivery
s.357	The power to penalise a person who commits an offence which encroaches on a road	Group manager infrastructure and capital delivery Group manager customer and community wellbeing
Schedule 10 clauses 11 (a) and (b)	The temporary prohibition of traffic for the purpose of: Construction or repair of the road or any drain, water race, pipe or apparatus under, upon, or over the road Diversions of traffic in order to resolve problems associated with traffic operations When, for any reason it is considered desirable that traffic should be diverted to other roads	Group manager infrastructure and capital delivery Strategic manager transport

11.33 Local Government Act 2002

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
s.54G	Ability to appoint a pecuniary interest registrar	Chief executive
s.162	Apply for injunction restraining a person from committing a breach of a bylaw or an offence against this Act	Group managers
s.163	Remove or alter a work or thing that is, or has been, constructed in breach of a bylaw, and recover the costs of removal or alteration	Team leader monitoring and compliance Monitoring and enforcement officer
s.167	Return of property seized or impounded	Team leader monitoring and compliance Manager environmental health and licensing Senior environmental health officer Monitoring and enforcement officer Freedom camping ambassador Animal control officer Dog control ranger Compliance officer
s.168	Dispose of property that has not been returned within six months after it was seized and impounded	Team leader monitoring and compliance Manager environmental health and licensing Senior environmental health officer

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
		Monitoring and enforcement officer Freedom camping ambassador Animal control officer Dog control ranger Compliance officer
s.171	General power of entry Give notice of intended entry	Manager building solutions Technical lead building solutions Building control team leader Building compliance team leader Senior building control officer Senior building Compliance officer Signatory building control officer Building control officer Building Compliance officer Cadet building control officer Building solutions coordinator Team leader monitoring and compliance Manager environmental health and licensing Senior environmental health officer Freedom camping ambassador Animal control officer Dog control ranger Compliance officer Monitoring and enforcement officer Manager resource consent processing Strategic policy and planning manager Senior resource management planner - consents Resource Management Planner Resource management planner – consents Graduate Resource Planner Team leader environmental policy Senior resource management policy planner Graduate Environmental Planner - Policy Monitoring and enforcement officer Team leader ecology
s.172	Power of entry for enforcement purposes	Manager building solutions Technical lead building solutions

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
		Building control team leader Building compliance team leader Senior building control officer Senior building Compliance officer Signatory building control officer Building control officer Building Compliance officer Cadet building control officer Building solutions coordinator Manager environmental health and licensing Team leader monitoring and compliance Monitoring and enforcement officer Senior environmental health officer Freedom camping ambassador Animal control officer Dog control ranger Compliance officer Manager resource consent processing Senior resource management planner - consents Resource management planner - consents Monitoring and enforcement officer Team leader ecology
s.173	Power of entry in cases of emergency Inform occupier and owner of entry	Manager building solutions Technical lead building solutions Building control team leader Building compliance team leader Senior building control officer Senior building Compliance officer Signatory building control officer Building control officer Building Compliance officer Cadet building control officer Building solutions coordinator Manager environmental health and licensing Team leader monitoring and compliance Monitoring and enforcement officer Senior environmental health officer Freedom camping ambassador

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
		Animal control officer Dog control ranger Compliance officer Manager resource consent processing Senior resource management planner - consents Resource management planner - consents Monitoring and enforcement officer Team leader ecology
S.174	Authority to appoint an authorised person and issue warrants	Chief executive
S.174	Authority to act: To be an authorised officer to act and enter private land	Group manager regulatory services Group manager infrastructure and capital delivery Group manager customer and community wellbeing Warranted officer Manager building solutions Technical lead building solutions Building control team leader Building compliance team leader Senior building control officer Senior building Compliance officer Signatory building control officer Building control officer Building Compliance officer Cadet building control officer Building solutions coordinator Manager resource consent processing Senior resource management planner - consents Resource management planner - consents Monitoring and enforcement officer Compliance officer Team leader ecology Team leader monitoring and compliance Senior environmental health officer Alcohol Licensing inspector and verifier Animal control officer Dog control ranger Freedom camping ambassador

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
		Strategic manager transport Roading contract manager Roading asset manager Roading engineer Roading administrator Technical support officer – applications Strategic manager water and waste Solid waste manager water and waste Solid waste engineer water and waste Consents/compliance manager water and waste Manager operations and programming water and waste Contract manager water and waste Contract engineer water and waste Development and solid waste engineer water and waste Asset manager water and waste
s.177	Appoint enforcement officer	Chief executive
s.179	Contract out administration of regulatory functions	Group manager regulatory services
s.181	Construction of works on private land	Group manager infrastructure and capital delivery Group manager customer and community wellbeing Manager property services Strategic manager water and waste services
s.182	Power of entry to check utility services	Group manager regulatory services Manager building solutions Technical lead building solutions Building control team leader Building compliance team leader Senior building control officer Senior building Compliance officer Signatory building control officer Building control officer Building Compliance officer Cadet building control officer
s.185	Approve the carrying out of works by an occupier	Manager environmental health and licensing

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
		Manager building solutions Technical lead building solutions Building control team leader Building compliance team leader
s.186	Issue notice, execute, provide or do works, materials or things and recover costs from person in default	Group manager regulatory services Team leader monitoring and compliance Manager environmental health and licensing Manager building solutions
s.186(2)	Execute, provide or do works, materials or things and recover costs from person in default	Group manager regulatory services Manager environmental health and licensing Team leader monitoring and compliance Senior environmental health officer Monitoring and enforcement officer Manager building solutions
s.187	Recovery of cost of works by local authority	Group manager regulatory services Manager environmental health and licensing Senior environmental health officer Monitoring and enforcement officer Manager building solutions Manager environmental health and licensing Team leader monitoring and compliance Senior environmental health officer Freedom camping ambassador Animal control officer Dog control ranger Compliance officer
s.215	Application for removal order for fence, structure or vegetation	Group manager regulatory services Manager environmental health and licensing Senior environmental health officer Monitoring and enforcement officer Manager building solutions Technical lead building solutions Building control team leader Building compliance team leader Manager environmental health

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
ss.227, 228, 229, 230, 231, 232, 238, 239,	Initiating prosecutions and injunctions under acts or bylaws	Group manager regulatory services Manager environmental health and licensing Senior environmental health officer Monitoring and enforcement officer
245	Issue and cancellation of infringement notice	Warranted officer Monitoring and enforcement officer
cl 32(5) Schedule 7	Delegation of powers and functions for processing building consent applications, and to grant, refuse and/or issue an application for building consent. (refer also ss 48-51, 232 Building Act 2004)	Group manager regulatory services Manager building solutions

11.34 Local Government Official Information and Meetings Act 1987 -

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
S.5	Power to determine availability of information	Chief executive Group managers
S.6	Power to determine withholding of information	Chief executive Group managers Governance legal manager
S.7	Other reasons for withholding official information	Chief executive Group managers Governance legal manager
S.10	Requests for official information	Chief executive Group managers Governance legal manager
S.11	Assistance with requesting information	Chief executive Group managers Governance legal manager
S.12	Transfer of requests	Chief executive Group managers Governance legal manager
S.13	Decisions on requests	Chief executive Group managers Governance legal manager
S.14	Extension of time to provide official information	Chief executive Group managers Governance legal manager

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
S.15	Power to determine the manner of presenting information	Chief executive Group managers Governance legal manager
S.16	Power to determine deletions of some information from documents	Chief executive Group managers Governance legal manager
SS.17, 18	Refusal of requests for information	Chief executive Group managers Governance legal manager
S.24	Precautions regarding access to personal information	Chief executive Group managers Governance legal manager
S.25	Correction of information	Chief executive Group managers Governance legal manager
S.26	Refusal to supply personal information	Chief executive Group managers Governance legal manager
S.33	Requirement to notify decision of ombudsman	Chief executive Group managers Governance legal manager
S.44A	Authority to prepare and approve Land Information Memoranda	<u>Team leader information services</u> <u>Information management team leader</u> Property information officer Knowledge officer
S.46	Public notification of meetings	Chief executive Group manager strategy and partnerships Governance legal manager Committee advisor Democracy advisor
SS.46A, 49, 51	Availability of agendas, reports and minutes	Group manager strategy and partnerships Governance legal manager Committee advisor Democracy advisor
S.51A	Public notification of resolution at emergency meeting	Group manager strategy and partnerships Governance legal manager Committee advisor Democracy advisor

11.35 Local Government (Rating) Act 2002

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
S.27	Keep and maintain rating information data base	Group manager finance and assurance Financial controller Transactional project lead
S.37	Keep and maintain rates records	Financial controller Transactional project lead Finance officer
S.40	Power to correct errors in rating information database and rates records	Financial controller Transactional project lead Finance officer
S.41	Power to issue an amended rates assessment if an error is corrected	Financial controller Transactional project lead Finance officer
SS.44-51	Obligations to deliver rates assessments and rates invoices to ratepayers setting out the information required by the act	Financial controller Transactional project lead Finance officer
S.53	Power to appoint a rates collector s.67. Appointment of principal administrative officer with power to have judgments of the court enforced by the court	Financial controller Transactional project lead Finance officer
S.54	Power not to collect rates that are uneconomic to collect	Financial controller Transactional project lead Finance officer
SS.57, 58	Power to add penalties for rates not paid by the due date	Financial controller Transactional project lead Finance officer
S.62, 63	Powers for recovery of rates if owner in default	Financial controller Transactional project lead Finance officer
S.67	Appointment of principal administrative officer with power to have judgments of the court enforced by the court	Financial controller Transactional project lead Finance officer
S.77	Obtain a court ruling that abandoned land can be disposed of by Council and then to dispose of such land.	Chief executive Group manager finance and assurance
S.79	To set the reserve price of abandoned land which is to be offered for sale, or to be leased.	Chief executive Group manager customer and community wellbeing Group manager finance and assurance

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
SS.85-90; 114-115	Power to remit or postpone rates pursuant to Council rates remission and postponement policy	Financial controller Transactional project lead Finance officer
S.108	Appointment of principal administrative officer with power to have judgments of the court enforced by the court	Financial controller Transactional project lead Finance officer

11.36 New Zealand Library Association Act 1939

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
S.5	Power to become a member of the association	<u>Customer delivery manager</u> <u>Library/customer support operations manager</u> <u>Group manager customer community wellbeing</u> <u>Customer experience manager</u> <u>Library services manager</u>

11.37 Overseas Investments Act 2005

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
	Issue certificates relating to land	Group manager regulatory services Manager resource consent processing

11.38 Public Bodies Leases Act 1969

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

11.39 Public Works Act 1981

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
ss. 110-111A	Provides certain powers of entry onto private land.	Group manager infrastructure and capital delivery
SS.133-134	Provide for removal of trees and hedges that interfere with public works	Group manager infrastructure and capital delivery Strategic Manager Transport
SS.233-234	Obligation to provide notice before entry onto private land	Group manager infrastructure and capital delivery
S.237	Power to approve excavations near public works	Group manager infrastructure and capital delivery
S.238	Power to bring action for damage to public work	Group manager infrastructure and capital delivery
S.239	Power to remove and/or dispose of abandoned property from public works land	Group manager infrastructure and capital delivery
S.240	Removal of land from persons holding illegal possessions	Group manager infrastructure and capital delivery
Parts 2 – 8	Property acquisition and actions for a public work up to a compensation value of \$50,000 plus GST, provided the acquisition can be funded within the budget of an approved LTP project, Annual Plan project or some other specifically approved project but excluding any actions which are required by the act to be specifically undertaken by the chief executive.	Chief executive Group manager infrastructure and capital delivery Group manager customer and community wellbeing Strategic manager transport Strategic manager water and waste Manager property services
	The issue of any lease, licence or occupancy agreement for land held by Council subject to the Public Works Act 1981 or any action being undertaken pursuant to the Act.	Group manager infrastructure and capital delivery Group manager customer and community wellbeing Manager property services

11.40 Racing Act 2003

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

11.41 Rates Rebate Act 1973

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
SS.5-7	Provide for application of rebate of rates to be considered by chief executive	Group manager finance and assurance Financial controller

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
		Transactional project lead
S.9	Provides for application to secretary for local government for refund of rebates granted	Group manager finance and assurance Financial controller Transactional project lead
S.13	Power to receive declarations	Group manager finance and assurance Financial controller Transactional project lead Finance officer Customer support partner

11.42 Rating Valuations Act 1998

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

11.43 Residential Tenancies Act 1986

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
	To undertake the role and obligations of the landlord as required by the act.	Group manager customer and community wellbeing Manager property services Community facilities manager

11.44 Reserves Act 1977

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
	All powers, functions and duties under the Reserves Act 1977 except: <ol style="list-style-type: none"> those sections outlined below; and those delegated by the Minister of Conservation on 12 June 2013 that must be exercised by Council. Refer to document 2013/07/5502 	Communities facilities manager Manager property services
SS 8 AND 93	Duties and powers as a ranger	Any warranted officer
SS.78-80, 84-85A, 89-92	Financial powers and duties regarding reserves	Group Manager Finance and Assurance Financial controller Transactional project lead Community facilities manager Manager property services

11.45 Resource Management Act 1991

All RMA delegations are made directly from Council, and in accordance with section 34 and 34A of the RMA, so that no RMA powers or functions in this manual or otherwise have been or will be sub-delegated.

Note: for some RMA provisions there are also equivalent provisions of the Natural and Built Environments Act 2023 (NBEA) in force. In these cases the equivalent NBEA provision is referenced in the same row and can be relied on in the same manner as if it is a RMA delegation.

SECTION	SUMMARY OF FUNCTION / POWER DELEGATED	DELEGATED OFFICER
S.10, 10A, 10B, 139A	Determination of whether existing rights in terms of Section 10 of the RMA apply	Group manager regulatory services Hearings commissioner(s) Manager resource consent processing Manager environmental health and licensing Senior resource management planner
S.27	To provide information to the Minister for Environment	Group manager regulatory services Group manager strategy and partnerships

SECTION	SUMMARY OF FUNCTION / POWER DELEGATED	DELEGATED OFFICER
		Strategic policy and planning manager Manager resource consent processing Manager environmental health and licensing Team leader environmental policy Senior resource management planner
S. 34, 34A	Appointment of Hearing commissioner(s) for notified resource consent and plan change processes. (When Hearing commissioners are appointed to form a panel this may include elected members)	Mayor jointly with Chief executive
S.34, 34A	Appointment of Hearing commissioner(s) except for notified resource consent and plan change processes. (When Hearing commissioners are appointed to form a panel this may include elected members)	Group manager regulatory services Group manager strategy and partnerships
S.34A	To consult with tangata whenua regarding appointment of commissioners to conduct a hearing	Group manager regulatory services Group manager strategy and partnerships Strategic policy and planning manager Manager resource consent processing Team leader environmental policy
S.35A	Duty to keep records about iwi and hapū	Group manager regulatory services Group manager strategy and partnerships Manager resource consent processing Strategic policy and planning manager Manager environmental health and licensing Senior resource management planner Resource management planner Team leader environmental policy GIS team leader
S.36, 36AAA, 36AAB	To make decisions about administrative charges	Group manager regulatory services Group manager strategy and partnerships Hearings commissioner(s) Manager resource consent processing Strategic policy and planning manager Manager environmental health and licensing Senior resource management planner Resource management planner

SECTION	SUMMARY OF FUNCTION / POWER DELEGATED	DELEGATED OFFICER
		Team leader environmental policy Team leader monitoring and compliance Monitoring and enforcement officer Compliance officer
S.36(6)	To provide on request an estimate of additional charges over and above the processing deposits	Group manager regulatory services Group manager strategy and partnerships Strategic policy and planning manager Manager resource consent processing Senior resource management planner Resource management planner
S.36AAB (1)	To remit the whole or any part of the charge under s36 that would otherwise be payable.	Group manager regulatory services Group manager strategy and partnerships Strategic policy and planning manager Manager resource consent processing Manager environmental health and licensing
SS.37, 37A	To waive and/or extend time limits for functions under the act.	Group manager regulatory services Hearings commissioner(s) Group manager strategy and partnerships Strategic policy and planning manager Manager resource consent processing Manager environmental health and licensing Senior resource management planner Resource management planner Graduate resource management planner Team leader monitoring and compliance
S.38	Appoint enforcement officers	Group manager regulatory services Manager resource consent processing Manager environmental health and licensing Team leader monitoring and compliance
39AA, 41A, 41B, 41C, 41D, 42	Control and direction of hearings including: direction to use remote access facilities; control hearings; direction to provide evidence with time limits, directions and requests before or at hearings; striking out submissions; protection of sensitive information	Hearings commissioner(s) Group manager regulatory services Group manager strategy and partnerships Strategic policy and planning manager Manager resource consent processing Manager environmental health and licensing Team leader environmental policy

SECTION	SUMMARY OF FUNCTION / POWER DELEGATED	DELEGATED OFFICER
		Team leader monitoring and compliance
S.41B	Direction to provide evidence with time limits	Senior resource management planner Resource management planner Monitoring and enforcement officer Compliance officer
S.42	Protection of sensitive information	GIS team leader Team leader monitoring and compliance
S.42A	Require the preparation of a report on information provided	Hearings commissioner(s) Group manager regulatory services Group manager strategy and partnerships Strategic policy and planning manager Manager resource consent processing Senior resource management planner Team leader environmental policy Team leader monitoring and compliance
S.42A (5)	Waiving compliance regarding timeframes for distributing reports, where there is no material prejudice	Hearings commissioner(s) Group manager regulatory services Group manager strategy and partnerships Strategic policy and planning manager Manager resource consent processing Team leader environmental policy Senior resource management planner Team leader monitoring and compliance Monitoring and enforcement officer
S.44A	To amend the plan or proposed plan to remove the duplication or conflict with a national environmental standard as soon as practicable after the date on which the standard comes into force	Group manager strategy and partnerships Group manager regulatory services Strategic policy and planning manager Team leader environmental policy
S.55(2)	Local authority recognition of national policy statements To make amendments to the plan or proposed plan required by 55(2) if a national policy statement directs without using the process in Schedule 1, to give public notice of those amendments.	Group manager strategy and partnerships Strategic policy and planning manager Team leader environmental policy
58.I(2)	This section only applies to the National Planning Standards. To make amendments and any consequential amendments to a plan, a proposed plan, a variation or a change directed by the national planning standard without using the process	Group manager strategy and partnerships Strategic policy and planning manager Team leader environmental policy

SECTION	SUMMARY OF FUNCTION / POWER DELEGATED	DELEGATED OFFICER
	in Schedule 1, be made within the time specified in the national planning standard, to give public notice of those amendments.	
58.I(4)	This section only applies to the National Planning Standards. To exercise the Council's powers under this section in relation to discretionary directions	Group manager strategy and partnerships Group manager regulatory services Strategic policy and planning manager Team leader environmental policy Manager resource consent processing
S.87F	Preparation of report on application referred directly to environment court	Group manager regulatory services Manager resource consent processing Senior resource management planner Resource management planner
S.88(1)	Authority to receive consent applications and determine whether the information meets the minimum requirements of the Act	Group manager regulatory services Manager resource consent processing Senior resource management planner Resource management planner Graduate resource management planner
S.88(3) & (3A)	Power to determine an application is incomplete	Group manager regulatory services Manager resource consent processing Senior resource management planner Resource management planner Graduate resource management planner
S.91	Deferral pending application for additional consents	Group manager – infrastructure and environmental services Group manager regulatory services Manager resource consent processing Senior resource management planner
S.91A, 91B, 91C, 91D, 91E, 91F	Processing of, and decisions on, suspended consent application	Group manager regulatory services Manager resource consent processing Senior resource management planner Resource management planner Graduate resource management planner
S.92, 92A, 92B	Request further information or agreement to commissioning of a report on resource consent application, and managing responses to request	Group manager regulatory services Manager resource consent processing Senior resource management planner Resource management planner Graduate resource management planner
SS.95, 95A, 95B, 95C, 95D, 95E, 95F,	Determination of public notification, limited notification and all related decisions and processes	Hearings commissioner(s) Group manager regulatory services Manager resource consent processing

SECTION	SUMMARY OF FUNCTION / POWER DELEGATED	DELEGATED OFFICER
95G, 127(4)		Senior resource management planner
S.97	Time limit for submissions	Group manager regulatory services Manager resource consent processing Senior resource management planner
S.99	Organise and convene prehearing meetings and prepare reports on these under Section 99 (5)	Group manager regulatory services Manager resource consent processing Senior resource management planner
S.99A	Referral of resource consent matters to mediation	Group manager regulatory services Manager resource consent processing Senior resource management planner
S.100	Determine whether a formal hearing is necessary	Group manager regulatory services Manager resource consent processing Senior resource management planner
S.101	Hearing date and notice	Group manager regulatory services Group manager strategy and partnerships Strategic policy and planning manager Manager resource consent processing Senior resource management planner Hearings Commissioner(s)
S.102	To determine whether applications are required to be heard by joint hearings committee and all other associated decisions	Group manager regulatory services Group Manager resource consent processing Senior resource management planner Hearings commissioner(s)
S.103	To determine whether combined hearing to be held or not and all other associated decisions.	Group manager regulatory services Manager resource consent processing Senior resource management planner Hearings commissioner(s)
S.103B	Requirement to provide advice and other evidence before hearing	Group manager regulatory services Senior resource management planner Resource management planner Graduate resource management planner
SS. 104, 104A, 104B, 104C, 104D, 104G, 105, 106, 108, 108AA,	Consider, make and issue decisions on resource consents and applications under s127 and s221(3), including the power to impose conditions	Group manager regulatory services Manager resource consent processing Senior resource management planner Hearings Commissioner(s)

SECTION	SUMMARY OF FUNCTION / POWER DELEGATED	DELEGATED OFFICER
113, 127, 220, 221(3)		
S.108A, 109	Determination of requirement for a bond <u>Approve and authorise the refund (in whole or in part) of bonds required and lodged under section 108</u>	Group manager regulatory services Manager resource consent processing Senior resource management planner Hearings commissioner(s)
S. 110	Refund of money and return of land where activity does not proceed	Group manager regulatory services Manager resource consent processing Senior resource management planner
S.114	Notification of decisions	Group manager regulatory services Manager resource consent processing Senior resource management planner Resource management planner Graduate resource management planner Hearings commissioner(s)
S.116B	Notification of completion of reserves procedures	Group manager regulatory services Manager resource consent processing Senior resource management planner Resource management planner Graduate resource management planner
S.120, 121	Environment Court appeal of resource consent	Group manager regulatory services Manager resource consent processing
S.123	Duration of consent	Group manager regulatory services Manager resource consent processing Senior resource management planner Hearings commissioner(s)
S.124	Exercise of resource consent while applying for new consent	Group manager regulatory services Manager resource consent processing Senior resource management planner
S.125 (1A)	Fix longer period for lapsing of resource consents than is the norm under Section 125(1)	Group manager regulatory services Manager resource consent processing Senior resource management planner Hearings commissioner(s)
S.126	Cancel consent if not exercised	Group manager regulatory services Manager resource consent processing Manager environmental health and licensing Senior resource management planner

SECTION	SUMMARY OF FUNCTION / POWER DELEGATED	DELEGATED OFFICER
S.128, 129, 130, 131, 132, 133	Service of notice of intention to review conditions of a resource consent	Group manager regulatory services Manager resource consent processing Manager environmental health and licensing Senior resource management planner Monitoring and enforcement officer Hearing commissioner(s)
S.133A	Minor corrections of resource consents	Group manager regulatory services Manager resource consent processing Manager environmental health and licensing Senior resource management planner
S.134(4)	Approval of transfer of resource consents – receipt of written notice	Group manager regulatory services Manager resource consent processing Manager environmental health and licensing Senior resource management planner
S.138	Surrender of consent	Group manager regulatory services Manager resource consent processing Manager environmental health and licensing Senior resource management planner
S.139	Consider and issue Certificates of Compliance	Group manager regulatory services Manager resource consent processing Manager environmental health and licensing Senior resource management planner Hearing commissioner(s)
S.139A	Consider and issue existing use certificates.	Group manager regulatory services Manager resource consent processing Manager environmental health and licensing Senior resource management planner Hearing commissioner(s)
S. 168, 168A, 169, 170, 171, 172, 173, 174, 175, 176, 176A, 177, 178, 179, 180, 180A, 181, 182, 184A,	Notice of Requirement by Council and all associated designation processes including appeal, outline plan, alteration and removal	Group manager infrastructure and capital delivery Group manager regulatory services

SECTION	SUMMARY OF FUNCTION / POWER DELEGATED	DELEGATED OFFICER
SCHEDULE 1, PART 1, CLAUSE 13		
S.168, 168A, 169	Process notice of requirement	Group manager regulatory services Manager resource consent processing Senior resource management planner Hearing commissioner(s)
S.170, 175, 181(3), 192, 195A(3), 195C	Include notice of requirement/designation/notice of requirement for heritage order/heritage order in proposed plan and minor alterations	Group manager strategy and partnerships Strategic policy and planning manager Manager resource consent processing
S.171, 173	Recommendation on notice of requirement and notification	Group manager regulatory services Group manager strategy and partnerships Strategic policy and planning manager Manager resource consent processing Senior resource management planner Hearing commissioner(s)
S.174	Appeal and/or involvement in appeal against decision of a requiring authority (as territorial authority).	Group manager regulatory services Manager resource consent processing Senior resource management planner
S 176A(1)	Power to lodge an outline plan	Group manager infrastructure and capital delivery
S.176A	Outline plans	Group manager regulatory services Manager resource consent processing Senior resource management planner Hearing commissioner(s)
S176A(5)	Power to appeal to the Environment Court against a requiring authority's decision not to accept requested changes	Group manager regulatory services Manager resource consent processing
S.182	Removal of designation at request of requiring authority	Group manager regulatory services Group Manager Strategy & Partnerships Strategic policy and planning manager Manager resource consent processing Senior resource management planner
S.184, 184A	Lapsing of designations	Group manager regulatory services Group manager strategy and partnerships Strategic policy and planning manager Manager resource consent processing Senior resource management planner
S.189, 189A, 190	Process notice of requirement for heritage order	Group manager regulatory services Manager resource consent processing

SECTION	SUMMARY OF FUNCTION / POWER DELEGATED	DELEGATED OFFICER
		Senior resource management planner Hearing commissioner(s)
S. 191, 192	Recommendation by territorial authority on notice of requirement for heritage order	Group manager regulatory services Group manager strategy and partnerships Strategic policy and planning manager Manager resource consent processing Senior resource management planner Hearing commissioner(s)
S.195	Appeal and/or involvement in appeal against decision of a heritage protection authority (as territorial authority).	Group manager regulatory services Group manager strategy and partnerships Strategic policy and planning manager Manager resource consent processing Manager environmental health and licensing Senior resource management planner
195B	Transfer of heritage order and any objection	Group manager regulatory services Group manager strategy and partnerships Strategic policy and planning manager Manager resource consent processing Manager environmental health and licensing
S.196	Removal of heritage order	Group manager regulatory services Group Manager Strategy & Partnerships Strategic policy and planning manager Manager resource consent processing Senior resource management planner
S.220	Issue certificates relating to requirements to comply on ongoing basis with consent conditions and endorsements on titles	Group manager regulatory services Manager resource consent processing Manager environmental health and licensing Senior resource management planner Team leader monitoring and enforcement
S.221	Issuing consent notices	Group manager regulatory services Manager resource consent processing Senior resource management planner Resource management planner
S.222	<u>Issue Ecompletion certificates, extend time period for completion or making financial contribution</u>	Group manager regulatory services Manager resource consent processing Senior resource management planner Resource management planner

SECTION	SUMMARY OF FUNCTION / POWER DELEGATED	DELEGATED OFFICER
	<u>Approve and authorise the refund (in whole or in part) of bonds required and lodged under this section</u>	
S.223	Approval of survey plan	Group manager regulatory services Manager resource consent processing Senior resource management planner Resource management planner
S.224	Issue certificates indicating all or any of conditions of a subdivision consent have been complied with	Group manager regulatory services Manager resource consent processing Senior resource management planner Resource management planner
S.226	Certifications of plans of subdivision that allotments on the plan meet the requirements of the District Plan	Group manager regulatory services Manager resource consent processing Senior resource management planner Resource management planner
SS.229, 230, 231, 232, 233, 234, 235, 236, 237, 237A, 237B, 237C, 237D, 237E, 237F, 237G, 237H	Creation of esplanade reserves and strips, conditions, approval of survey plans, vesting, closure and compensation.	Group manager regulatory services Group manager strategy and partnerships Strategic policy and planning manager Manager resource consent processing Senior resource management planner Resource management planner
SS.240, 241	Imposition and cancellation of amalgamation conditions and restrictive covenants	Group manager regulatory services Manager resource consent processing Senior resource management planner Resource management planner
S.243	Grant or reservation of easements - approve plan, revoke condition, cancel condition and/or certify	Group manager regulatory services Manager resource consent processing Senior resource management planner Resource management planner
SS.310, 311, 312, 313 NBEA SS. 637, 638, 639, 640	Application to Environment Court for a declaration	Group manager regulatory services Group manager strategy and partnerships Strategic policy and planning manager Manager resource consent processing Manager environmental health and licensing Team leader environmental policy Team leader monitoring and compliance
SS.314, 316, 317, 319	Seek and/or respond to an enforcement order	Group manager regulatory services Manager resource consent processing

SECTION	SUMMARY OF FUNCTION / POWER DELEGATED	DELEGATED OFFICER
NBEA SS. 641, 643, 644, 646		Manager environmental health and licensing Team leader monitoring and compliance Monitoring and enforcement officer Compliance officer
S.320, 316, 317, 319	Seek and/or respond to an interim enforcement order	Group manager regulatory services Manager resource consent processing
NBEA SS 647, 643, 644, 646		Manager environmental health and licensing Team leader monitoring and compliance Monitoring and enforcement officer Compliance officer
S.315 NBEA S.642	Require compliance with an enforcement order, including through application to Environment Court for orders	Group manager regulatory services Manager resource consent processing Manager environmental health and licensing Team leader monitoring and compliance Monitoring and enforcement officer Compliance officer
S.321 NBEA S.648	Change or cancellation of enforcement order	Group manager regulatory services Manager resource consent processing Manager environmental health and licensing Team leader monitoring and compliance
S.322, 325A NBEA SS.649, 654	Issue, serve, change or cancel abatement notice	Group manager regulatory services Manager resource consent processing Manager environmental health and licensing Monitoring and enforcement officer Team leader monitoring and compliance
S.325 NBEA S.652	Appeal and/or involvement in appeal of abatement notice	Group manager regulatory services Manager resource consent processing Manager environmental health and licensing Team leader monitoring and compliance Monitoring and enforcement officer
SS. 327, 328 NBEA SS. 656, 657	Issue and require compliance with an excessive noise direction	Group manager regulatory services Manager resource consent processing Manager environmental health and licensing Team leader monitoring and compliance

SECTION	SUMMARY OF FUNCTION / POWER DELEGATED	DELEGATED OFFICER
		Monitoring and enforcement officer Compliance officer
SS. 330, 330AAA, 330A, 330AA, 330B, 330C, 331 NBEA 692, 694, 695, 696, 697	Emergency works and all associated steps, including any application for enforcement orders	Group manager regulatory services Manager resource consent processing Team leader monitoring and compliance Monitoring and enforcement officer Compliance officer
S.332 NBEA S. 727	Power of entry for inspection	Group manager regulatory services Manager resource consent processing Manager environmental health and licensing Senior resource management planner Resource management planner Graduate resource management planner Team leader monitoring and compliance Monitoring and enforcement officer Compliance officer Team leader ecology Ecologist Graduate ecologist Team leader environmental policy Resource management planner – policy
S.333 NBEA S. 728	Power of entry for survey	Group manager regulatory services Group manager strategy and partnerships Strategic policy and planning manager Manager resource consent processing Manager environmental health and licensing Team leader environmental policy Senior resource management planner Resource management planner Graduate resource management planner Senior resource management policy planner Graduate environmental planner - policy Team leader monitoring and compliance Monitoring and enforcement officer Compliance officer

SECTION	SUMMARY OF FUNCTION / POWER DELEGATED	DELEGATED OFFICER
		Team leader ecology Ecologist Graduate ecologist
S.334 NBEA S.729	Application for warrant for entry for search	Group manager regulatory services Team leader monitoring and compliance
S.336	Return of property seized under ss.323 and 328	Group manager regulatory services Manager environmental health and licensing Environmental health officer Team leader monitoring and compliance Monitoring and enforcement officer Compliance officer
SS.338, 339, 339B, 340, 341, 342 NBEA SS. 701, 702, 703, 706, 707	Decide to prosecute, and pursue prosecution in District Court, including all associated litigation.	Group manager regulatory services Group manager strategy and partnerships
S.342 NBEA S. 707	The power to collect fines for an offence under s.338	Group manager regulatory services Manager resource consent processing Manager environmental health and licensing Team leader monitoring and compliance Monitoring and enforcement officer Compliance officer
SS.343B, 343C NBEA SS.709, 710, 711, 712	Infringement notices	Group manager regulatory services Team leader monitoring and compliance Manager Environmental Health & Licensing Manager resource consent processing Monitoring and enforcement officer Compliance officer Environmental health officer Freedom camping ambassadors
S.343B, 343C	To file a notice of hearing in respect of an infringement notice (either on request or as an initial step in relation to an infringement offence), and pursue in the District Court, including all associated litigation	Group manager regulatory services Group manager strategy and partnerships Manager legal and compliance Team leader monitoring and compliance

SECTION	SUMMARY OF FUNCTION / POWER DELEGATED	DELEGATED OFFICER
NBEA SS.709, 710, 711, 712		Manager resource consent processing
SS.357, 357A, 357B, 357C, 357CA, 357D	Receive consider and determine objection against certain decisions	Group manager regulatory services Hearing commissioner(s)
S.357C	To decide whether an objection requires a hearing	Group manager regulatory services Group manager strategy and partnerships Strategic policy and planning manager Manager resource consent processing Manager environmental health and licensing Team leader environmental policy Team leader monitoring and compliance
S.357, 357A, 357AB, 357B, 357C, 357CA, 357D	The power to consider and make decisions on application for objections for an application which does not require a hearing, except where the decision would result in a net payment of reserve contributions by Council less credits for land to vest exceeding the delegation for the role.	Group manager regulatory services Group manager strategy and partnerships Strategic policy and planning manager Manager resource consent processing Manager environmental health and licensing Team leader environmental policy Manager environmental health and licensing Hearing commissioner(s)
S. 357, 357A, 357AB, 357B, 357C, 357CA, 357D	The power to determine objections to additional charges which are less than \$5,000.00	Group manager regulatory services Hearing commissioner(s)
SS.357, 357A, 357AB, 357B, 357C, 357CA, 357D	To consider, dismiss or uphold (in whole or in part) any objection under sections 357, 357A or 357B of the Act PROVIDED that this delegation shall NOT be exercised in respect of objections on resource consent applications which have been the subject of a hearing under section 100 of the Act	Group manager regulatory services Group manager strategy and partnerships Strategic policy and planning manager Manager resource consent processing Manager environmental health and licensing Team leader environmental policy Team leader monitoring and compliance Hearing commissioner(s)
S. 358	Environment Court appeal of objection decision	Group manager regulatory services Manager resource consent processing Team leader monitoring and compliance

SECTION	SUMMARY OF FUNCTION / POWER DELEGATED	DELEGATED OFFICER
S.360F	To set overall charges payable by the applicant for a plan change or resource consent	Group manager regulatory services Group manager strategy and partnerships Strategic policy and planning manager Manager resource consent processing Team leader environmental policy
SCHEDULE 1, CLAUSE 4	Notices relating to designations and requirements	Group manager strategy and partnerships Strategic policy and planning manager Manager resource consent processing Team leader environmental policy
SCHEDULE 1, CLAUSE 4A	Pre-notification requirements for iwi authorities	Group manager strategy and partnerships Strategic policy and planning manager Manager resource consent processing Team leader environmental policy
SCHEDULE 1, CLAUSE 5	Public notice and provision of documents to public bodies	Group manager strategy and partnerships Strategic policy and planning manager Manager resource consent processing Team leader environmental policy Senior resource management policy planner
SCHEDULE 1, PART 1, CLAUSE 5A	Option to give limited notification of a plan change or variation	Group manager strategy and partnerships Strategic policy and planning manager Manager resource consent processing Team leader environmental policy
SCHEDULE 1, PART 1, CLAUSES 6, 6A, 8	Making of submissions and further submissions on plan for Council	Group manager strategy and partnerships Strategic policy and planning manager Manager resource consent processing Team leader environmental policy Senior resource management policy planner
SCHEDULE 1, PART 1, CLAUSE 7	Public notice of submissions	Group manager strategy and partnerships Strategic policy and planning manager Manager resource consent processing Team leader environmental policy Senior resource management policy planner
SCHEDULE 1 PART 1, CLAUSE 8AA	Resolution of disputes	Group manager strategy and partnerships Strategic policy and planning manager Manager resource consent processing Team leader environmental policy Hearing commissioner(s)

SECTION	SUMMARY OF FUNCTION / POWER DELEGATED	DELEGATED OFFICER
SCHEDULE 1, PART 1, CLAUSES 8B, 8C	Determine if hearing required	Group manager strategy and partnerships Strategic policy and planning manager Manager resource consent processing Team leader environmental policy Hearing commissioner(s)
SCHEDULE 1, PART 1, CLAUSE 8D	Withdrawal of proposed policy statements and plans	Group manager strategy and partnerships Strategic policy and planning manager Manager resource consent processing Hearing commissioner(s)
SCHEDULE 1, PART 1, CLAUSE 9	Recommendations and decisions on requirements (with or without hearing)	Group manager strategy and partnerships Strategic policy and planning manager Manager resource consent processing Hearing commissioner(s)
SCHEDULE 1, PART 1, CLAUSE 10	Decisions on provisions and matters raised in submissions	Group manager strategy and partnerships Strategic policy and planning manager Manager resource consent processing Hearing commissioner(s)
SCHEDULE 1, PART 1, CLAUSE 10A	Application to minister for extension of time	Group manager strategy and partnerships Strategic policy and planning manager Hearing commissioner(s)
SCHEDULE 1, PART 1, CLAUSE 11	Notification of decision	Group manager strategy and partnerships Strategic policy and planning manager Manager resource consent processing Team leader environmental policy Senior resource management policy planner
SCHEDULE 1, PART 1, CLAUSE 13	Steps to be taken following decision of requiring authority or heritage protection authority	Group manager strategy and partnerships Strategic policy and planning manager Manager environmental planning Manager resource consent processing Team leader environmental policy Senior resource management policy planner
SCHEDULE 1, PART 1, CLAUSES 14, 15	Appeals to Environment Court	Group manager strategy and partnerships Strategic policy and planning manager Manager resource consent processing Team leader environmental policy
SCHEDULE 1, PART 1, CLAUSE 16	Amendment to proposed policy statement or plan in certain circumstances	Group manager strategy and partnerships Strategic policy and planning manager Manager resource consent processing

SECTION	SUMMARY OF FUNCTION / POWER DELEGATED	DELEGATED OFFICER
		Team leader environmental policy Senior resource management policy planner
SCHEDULE 1, PART 1, CLAUSE 16A	Variation to proposed policy statement or plan	Group manager strategy and partnerships Strategic policy and planning manager Manager resource consent processing
SCHEDULE 1, PART 1, CLAUSE 16A	Notification of operative date and provision of copies of plan	Group manager strategy and partnerships Strategic policy and planning manager Manager resource consent processing Team leader environmental policy Senior resource management policy planner
SCHEDULE 1, PART 1, CLAUSE 20A	Correction of operative policy statement or plan (minor errors)	Group manager strategy and partnerships Strategic policy and planning manager Manager resource consent processing
SCHEDULE 1, PART 2, CLAUSES 21, 22, 23	Receive and determine if request for change to policy statement or plan is complete and/or require further information	Group manager strategy and partnerships Strategic policy and planning manager Manager resource consent processing Team leader environmental policy Senior resource management policy planner
SCHEDULE 1, PART 2, CLAUSE 23	Reject request for change to policy statement or plan under clause 23(6)	Group manager strategy and partnerships Strategic policy and planning manager Manager resource consent processing
SCHEDULE 1, PART 2, CLAUSE 24	Modification of request for change to policy statement or plan	Group manager strategy and partnerships Strategic policy and planning manager Manager resource consent processing Team leader environmental policy
SCHEDULE 1, PART 2, CLAUSE 25	Local authority to consider request and decide way that the request shall be dealt with	Group manager strategy and partnerships Strategic policy and planning manager Manager resource consent processing Hearing commissioner(s)
SCHEDULE 1, PART 2, CLAUSES 25(5), 26	Notification of decision on way that request shall be dealt with	Group manager strategy and partnerships Strategic policy and planning manager Manager resource consent processing Team leader environmental policy Senior resource management policy planner
SCHEDULE 1, PART 2, CLAUSE 27	Appeal to Environment Court of decisions on rejection of request or decision on way request shall be dealt with	Group manager strategy and partnerships

SECTION	SUMMARY OF FUNCTION / POWER DELEGATED	DELEGATED OFFICER
SCHEDULE 1, PART 2, CLAUSE 28	Withdrawal of requests	Group manager strategy and partnerships Strategic policy and planning manager Manager resource consent processing Team leader environmental policy
SCHEDULE 1, PART 2, CLAUSE 29 (AND SCHEDULE 1, PART 1 WITH ALL NECESSAR Y MODIFICA TIONS)	Hear, consider and decide plan or change request	Group manager strategy and partnerships Strategic policy and planning manager Hearings commissioner(s)
SCHEDULE 1, PART 2, CLAUSE 29(5) & (8A) (AND SCHEDULE 1, PART 1 WITH ALL NECESSAR Y MODIFICA TIONS)	Serve copies of decision under on plan or change request and associated administrative steps	Group manager strategy and partnerships Strategic policy and planning manager Manager resource consent processing Team leader environmental policy Senior resource management planner
SCHEDULE 1, PART 2, CLAUSE 29(9)	With the agreement of the person who made the request decide to initiate a variation under schedule 1, part 1, clause 16A	Group manager strategy and partnerships Strategic policy and planning manager Manager resource consent processing Hearing commissioner(s)
SCHEDULE 1, PART 3, CLAUSE 32	Proof of material incorporated by reference	Group manager strategy and partnerships Strategic policy and planning manager Manager resource consent processing Team leader environmental policy
SCHEDULE 1, PART 3, CLAUSE 34	Consultation on proposal to incorporate material by reference	Group manager strategy and partnerships Strategic policy and planning manager Manager resource consent processing Team leader environmental policy Senior resource management policy planner
SCHEDULE 1, PART 3, CLAUSE 34	Access to material incorporated by reference	Group manager strategy and partnerships Strategic policy and planning manager Manager resource consent processing Team leader environmental policy Senior resource management policy planner

11.46 Sale and Supply of Alcohol Act 2012

SECTION	SUMMARY OF FUNCTION / POWER DELEGATED	DELEGATED OFFICER
	To give consent of Council as landowner (including reserves) for the purpose of the act	Manager property services
	Authorising prosecutions and injunction proceedings.	Group manager regulatory services
s.100(f)	Certificates that proposed use of premises meets the requirements of the Resource Management Act 1991 and Building Code	Group manager regulatory services
s.189(6)	The appointment from time to time of two members from the list of persons approved to be members of the District Licensing Committee for the purposes of s.191. The appointment may be for such period not exceeding four weeks as is considered necessary for the purposes of a quorum for any meeting of the committee	Chief executive
s.197	Appointment of Licensing inspectors	Chief executive
s.198	Delegation of functions, duties, or powers of chief executive	Chief executive
s.204	Authorising any person to appear on behalf of Council in any proceedings described in s.204(1).	Chief executive Group manager regulatory services
s.205	Authorising any person to appear on behalf of Council at any appeal to the Licensing Authority under s.81.	Chief executive Group manager regulatory services

11.47 Sale and Supply of Alcohol (Fees) Regulations 2013

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
s.4	Classification of premises	Chief Licensing inspector Licensing inspector District licensing secretary
s.5(1)	Assigning cost/risk ratings	Chief Licensing inspector Licensing inspector District licensing secretary
s.5(6)	Opinions with regard to premises types	Chief Licensing inspector Licensing inspector District licensing secretary
s.6(1)	Assigning fees categories	Chief Licensing inspector Licensing inspector District licensing secretary

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
s.6(4)	Assigning fees categories reduction	Manager environmental health and licensing Chief Licensing inspector
s. 9(2)	Determining event types (Specials)	Manager environmental health and licensing Chief Licensing inspector Licensing inspector
s.10(2)	Power to lower the fee by 1 level (Specials)	Group manager regulatory services Manager environmental health and licensing

11.48 Smoke Free Environments Act 1990

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
S.5	Duty of employers to have a policy on smoking	Group manager people and culture

11.49 Summary Proceedings Act 1957

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
	Functions and duties related to vehicle parking and other stationery vehicle offence enforcement	Group manager infrastructure and capital delivery Group manager regulatory services

11.50 Telecommunications Act 2001

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

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
S.142	Duty to provide telecommunications networks rights to place cabinets on public roads	Roading asset manager Strategic manager transport

11.51 Transport (Vehicular Traffic Road Closure) Regulations 1965

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
	The powers conferred on Council by the transport (road closure) regulations	Chief executive Group manager infrastructure and capital delivery Group manager regulatory services

11.52 Utilities Access Act 2010

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
S.6	Obligation to comply with the national code of practice to co-ordinate work done in transport corridors	Group manager infrastructure and capital delivery Strategic manager transport Roading asset manager

11.53 Waste Minimisation Act 2008

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
SS.26, 27	Duty to impose levy on waste disposed of at disposal facility at prescribed rate	Group manager infrastructure and capital delivery
S.28	Duty of operator of disposal facility to pay levy to levy collector	Group manager infrastructure and capital delivery
S.32	Duty to spend levy money received on waste minimisation initiatives or in accordance with a Waste Management and Minimisation Plan	Group manager infrastructure and capital delivery
S.51	Mandatory requirements for waste assessment	Group manager infrastructure and capital delivery
S.53	Duty to use any proceeds from a service undertaken under s.52 in implementing the Waste Management and Minimisation Plan	Group manager infrastructure and capital delivery
S.54	Duty for territorial authority to provide a service that collects waste promptly, efficiently and at regular intervals	Group manager infrastructure and capital delivery
S.66	Authority to enforce provisions of bylaw	Group manager infrastructure and capital delivery
SS.73,74	Authority to initiate proceedings for infringement offences and to issue and serve infringement notices	Group manager infrastructure and capital delivery

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
S.75	Authority to retain infringement fees	Group manager infrastructure and capital delivery
S.76	Authority to authorise any officer to be an enforcement officer	Group manager infrastructure and capital delivery
SS.79, 80-82, 84, 85	Powers of enforcement officers	Group manager infrastructure and capital delivery
SS.86-87	Duty to keep records and provide details if required	Group manager infrastructure and capital delivery

11.54 Dog Control Bylaw 20245

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
ss.10(a) and (b)	Changes to dog access by public notice	Chief executive Group manager regulatory services
s.13	<u>Granting of multiple dog licences</u> <u>Authority to grant a licence to keep more than two dogs</u>	Chief executive Group manager regulatory services Team leader monitoring and compliance Freedom camping ambassador Animal control officer Dog control ranger Compliance officer <u>Customer delivery manager</u> <u>Contact centre team lead</u> <u>Library services officer</u>
s.14	Requirement to neuter uncontrolled dog	Chief executive Group manager regulatory services Team leader monitoring and compliance

11.55 Freedom Camping Bylaw 2015

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
s.7	Consent to freedom camping	Chief executive Group manager regulatory services Team leader monitoring and compliance

11.56 Alcohol Control Bylaw 2015

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
s.6	Granting of dispensations with or without conditions	Chief executive Group manager regulatory services Manager environmental health and licensing

11.57 Keeping of Animals, Poultry and Bees Bylaw 2020

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
s.5	Prescribe conditions	Chief executive Group manager regulatory services Team leader monitoring and compliance

11.58 Roading Bylaw 2008 – Revision ~~2018-2024~~

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
	Functions and duties related to vehicle parking and other stationary vehicle offence enforcement	Group manager infrastructure and capital delivery Strategic manager transport

11.59 Trading in Public Places Bylaw 2023

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
SS.5, 6	Receiving, considering and determining application for licence	Chief executive Group manager regulatory services Manager environmental health and licensing Environmental services coordinator

11.60 Trade Waste Bylaw ~~2008-2018~~

SECTION	SUMMARY OF FUNCTION/POWER DELEGATED	DELEGATED OFFICER
	All of the powers of council under the trade waste bylaw 2018 in respect of trade premises as defined in the bylaw and the discharges from them	Manager environmental health and licensing Environmental health officer

12 Non Statutory Delegations

12.1 Advertising

DESCRIPTION	DELEGATED OFFICER
To authorise general advertising	Group managers Strategic manager communications and engagement
Authority to issue public notices as required	Chief executive or nominee Group managers Strategic manager communications and engagement Communications specialist Team leader communications
Authority to issue works notices to property owners and residents in areas where works are to be carried out, subject to any other statutory provisions	Chief executive Group manager infrastructure and capital delivery Group manager regulatory services

DESCRIPTION	DELEGATED OFFICER
	Roading asset manager Strategic manager transport
To authorise resource consent application public notices	Group manager regulatory services
To authorise advertising related to property matters	Group manager infrastructure and capital delivery Group manager regulatory services Group manager customer and community wellbeing Manager property services
To authorise advertising related to employment opportunities	Chief executive Group manager people and culture

12.2 Animal control

DESCRIPTION	DELEGATED OFFICER
Authority to approve dog rehoming providers in relation to “approved rehoming providers” in Council’s fees and charges	Group manager regulatory services

12.3 Appointment and termination

DESCRIPTION	DELEGATED OFFICER
Appointment of salaried staff within the established limits	General manager people and culture in consultation with the relevant group manager
Appointment of hourly rate staff within the established limits	General manager people and culture People and capability advisor
Appointment of group managers	Chief executive
Termination of staff	Chief executive or nominee in consultation with General manager people and culture and relevant group manager

12.4 Asset disposal

DESCRIPTION	DELEGATED OFFICER
Sale or trade-in of equipment or vehicles or plant surplus to requirements	General manager finance and assurance Financial controller Financial accountant

12.5 Civic ceremonies and civic functions

DESCRIPTION	DELEGATED OFFICER
Arrangements for civic or mayoral functions	Chief executive General manager finance and assurance Group manager strategy and partnerships Strategic manager communications and engagement Governance legal manager Committee advisor Democracy advisor Mayor/CE support

12.6 Closed circuit television (“CCTV”)

DESCRIPTION	DELEGATED OFFICER
Release of all recorded CCTV images	Group manager customer and community wellbeing Group manager people and culture Manager information services

12.7 Council common seal

DESCRIPTION	DELEGATED OFFICER
Affix the Southland District Council common seal	Mayor and chief executive. In the absence of the mayor, any other councillor. In the absence of the chief executive, any group manager.

12.8 Document execution

DESCRIPTION	DELEGATED OFFICER
Authority to execute documents on Council’s behalf for documents related to the infrastructure and environmental services group and the programme delivery group as appropriate when the chief executive is absent and no acting chief executive has been appointed by Council and there is necessity for such documents to be signed as a matter of urgency.	Group manager infrastructure and capital delivery Group manager regulatory services

12.9 Insurance

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

12.10 Media statements

See governance delegations section for specific committees and subcommittees.

DESCRIPTION	DELEGATED OFFICER
To authorise media statements	Chief executive Group managers Strategic manager communications and engagement Team leader communications

12.11 Planning

DESCRIPTION	DELEGATED OFFICER
To lodge submissions and further submissions on behalf of Council on: Any matter lodged with the Environmental Protection Authority. This delegation is to be reported to Council at the next available opportunity to allow for the Council to review and endorse the submission	Group manager infrastructure and environmental services Group manager infrastructure and capital delivery Group manager strategy and partnerships Strategic policy and planning manager Manager resource consent processing
Authority to require payment of financial contributions in accordance with Council's adopted schedule of fees	Group manager infrastructure and environmental services Group Manager Regulatory Services Group manager Strategy and Partnerships Strategic policy and planning manager Manager resource consent processing

DESCRIPTION	DELEGATED OFFICER
Authority to authorise the recovery of reasonable costs in relation to the monitoring of resource consent, District Plan, Resource Management Act and national environmental standard compliance	Group manager infrastructure and environmental services Group manager regulatory services Group manager strategy and partnerships Strategic policy and planning manager Manager resource consent processing

12.12 Public tenders

DESCRIPTION	DELEGATE
Authority to call for tenders and authorise the request for tenders document in accordance with the approved procurement policy and buyers guide	Chief executive Group manager infrastructure and capital delivery Group manager customer and community wellbeing Strategic manager transport Strategic manager water and waste Projects delivery manager Commercial infrastructure manager Community facilities manager
Authority to open public tenders received	Chief executive Group manager finance and assurance Group manager infrastructure and capital delivery Group manager strategy and partnerships Group manager customer and community wellbeing Activity managers Financial controller Transactional project lead Strategic manager transport Strategic manager water and waste Community facilities manager Manager Property services Projects and contracts coordinator Health and safety and projects administrator Finance officers Project delivery manager Community projects planning manager
Prepare recommendations for tenders above personal limit.	Group managers

DESCRIPTION	DELEGATE
	Activity managers
Prepare recommendations for acceptance by appropriate committee.	Group managers

12.13 Property

DESCRIPTION	DELEGATED OFFICER
Authority to enter into new leases, licences or other occupation agreements under any authority to or by Council on the following basis: (1) that the value of the rental to be paid or received is less than \$100,000 plus GST per annum.	Chief executive Group manager infrastructure and capital delivery Group manager customer and community wellbeing Manager property services
Termination of tenancies, lease, licence or other occupancy agreement of Council property issued under any authority for non-compliance	Chief executive Group managers
Authority to approve rent reviews, assignments, transfers, renewals and/or amendments to existing leases, licences or other occupation agreements (other than residential tenancies) whether granted by or to Council.	Chief executive Group manager customer and community wellbeing Manager property services
Authority to execute potentially affected party documents as determined by the Resource Management Act 1991 for council owned property.	Group manager customer and community wellbeing Manager property services

12.14 Refuse and recycling

DESCRIPTION	DELEGATED OFFICER
Authority to close refuse areas due to adverse weather conditions	Group manager regulatory services

12.15 Roads

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

12.16 Signage

DESCRIPTION	DELEGATED OFFICER
Authority to take appropriate action to control the display of advertising signs in a public place, not including roads and footpaths (see The SDC signs and objects on roads and footpaths bylaw 2016)	Group manager regulatory services Manager environmental health and licensing Environmental health officer
Authority to approve the erection of hoardings for election campaigns and public meetings	Group manager regulatory services Manager environmental health and licensing Customer services manager

12.17 Street appeals

DESCRIPTION	DELEGATED OFFICER
To authorise appeals to the public for financial assistance where that appeal is conducted from a public place by a charitable or community service organisation.	Manager environmental health and licensing Customer services manager

12.18 Street furniture and signage

DESCRIPTION	DELEGATED OFFICER
Authority to approve the design and positioning of street furniture, including bus shelters	Group manager infrastructure and capital delivery Strategic manager transport
Authority to approve erection of directional signs	Group manager infrastructure and capital delivery Strategic manager transport

12.19 Street parades

DESCRIPTION	DELEGATED OFFICER
Authority to permit street parades and rallies on public places, not including roads	Group manager infrastructure and capital delivery Strategic manager transport

12.20 Water services

DESCRIPTION	DELEGATED OFFICER
Authority to impose restrictions on the use of water on those public supplies operated and administered by Council	Group manager infrastructure and capital delivery Strategic manager water and waste

DESCRIPTION	DELEGATED OFFICER
	Water assets manager

**Attachment B - Council Revisions**

Council meeting date	Amendment/act	Report #
6 September 2023	Entire Manual	R/23/8/38259
20 September 2023	Resource Management Act 1991 & 12.11 Planning	R/23/9/43093
16 August 2023	Connected Murihiku Joint Committee 8.6.6	R/23/8/36568
8 November 2023	Executive Committee 8.4.2	R/23/10/48962
24 January 2024	Entire Manual	R/24/1/386
10 April 2024	Matuku Water Supply Subcommittee	R/24/2/8832
19 June 2024	Entire Manual	R/24/6/38033
22 May 2025	Fast Track Approvals Act 2024	R/25/4/15973
13 August 2025	Entire Manual	R/25/7/32335
12 November 2025	Community Board, Committees, Subcommittees and Joint Committee terms of reference (8.2-8.6.5)	R/25/11/54227

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Te Rohe Pōtae o Murihiku

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Attachment C - Chief Executive Delegations to Officers

Date approved by chief executive	Section	Delegation	Officers granted delegation	File Number
23 February 2023	New section: Fencing Act 1978 Section 10.4.1	All powers and duties under the Fencing Act 1978	Manager Property Services Community Facilities Manager	R/23/2/6211
23 February 2023	Health Act 1956	The decision to register or remove from registration any charges on land created under the Health Act.	Manager Environmental Health Manager Property Services	R23/2/6209
21 March 2023	Land Transfer Act 2017	The authority to approve boundary definitions for the uplifting of limited title status	Manager Property Services Senior Property Advisor	R23/04/13640
29 June 2023	Government Roading Powers Act 1989	The authority to decide whether to proceed with an application to the Minister of Transport to legalise land as road, execute all relevant documents and determine any conditions attached to any request for Council to take actions under these provisions.	Group manager - Infrastructure and Environmental services	R/23/5/20081

29 June 2023	Public Works Act 1981	The issue of any lease, licence or occupancy agreement for land held by Council subject to the Public Works Act 1981 or any action being undertaken pursuant to the Act.	Group manager - Infrastructure and Environmental services Manager Property Services	R/23/5/20072
2 August 2023	Expenditure Delegations Section 9.9.1	Authority to authorise approved loan payments and GST or FBT payments – No limit Include in the list of officers of which two of have: Authority to operate Council bank accounts including making electronic bank payments, direct debits, inter account transfers (including arranged debt facility) and sign cheques subject invoice or payment being duly authorised. – No limit	Senior finance business partner	R/23/8/35389 R/23/8/35390
		Include in the list of officers of which two of have: Authority to operate Council bank accounts including making electronic bank payments, direct debits, inter account transfers (including arranged debt facility) and sign cheques subject invoice or payment being duly authorised. – No limit	Senior accountant	R/23/8/35389 R/23/8/35390

All delegations above were adopted by Council on 6 September 2023

Date approved by chief executive	Section	Delegation	Officers granted delegation	File Number
2 December 2022	9.9.1	Authority to authorize purchases of capital items or goods and services	Open spaces lead Contracts and program lead	R/23/27754

		within Council approved budgets		
13 December 2023	9.9.1	Authority to approve loan repayments and GST & FBT payments (no limit) Authority to operate Council bank accounts including making electronic bank payments, direct debits, inter account transfers (including arranged debt facility) and sign cheques subject invoice or payment being duly authorised. Any two of the following officers (no limit)	Finance business partnering lead	R/23/12/59575

All delegations above were adopted by Council on 24 January 2024

Date approved by chief executive	Section	Delegation	Officers granted delegation	File Number
24 January 2024	Financial delegations 9.9.1	<p>Authority to authorise purchases of capital items or goods and services within relevant Council approved budgets (change from \$100,000 to \$500,000)</p> <p>Authority to enter into contracts (full value of contract) within approved budgets and accept tenders for asset disposal (change from \$100,000 to \$200,000)</p> <p>Authority to authorise awarded contracts (1) (change from \$100,000 to \$500,000)</p>	Group manager customer and community wellbeing	r/24/1/3530
18 April 2024	Local Government Act 1974	Creation and cancellation of right of ways	General manager strategy and partnerships Team leader environmental policy Team leader consent processing	r/24/4/27860

All delegations above were adopted by Council on 19 June 2024

Date approved by chief executive	Section	Delegation	Officers granted delegation	File Number
17 September 2024	Reserves Act 1977	Section 8 and 93 – Duties and powers as a ranger	Any warranted officer	r/24/10/64195
7 October 2024	Local Government Official Information and Meetings Act 1987	Sections 6,7,10-18, 24 - 26, 33.	Strategic manager communications and engagement Governance legal manager	r/24/10/64196
11 October 2024	9.9.1 Financial delegations 11.32 Local Government Act 2002 11.44 Resource management act 1991 12.11 Planning	Various sections that currently delegate to Strategic policy manager	Strategic policy manager Strategic policy and planning manager	r/24/10/69335
15 October 2024	9.9.1 Financial delegations	Adding Group Manager Strategy and Partnerships to the third financial delegations table at 9.9.1 for “authority to authorise awarded contracts (1) of \$100,000”	Group Manager Strategy and Partnerships	r/24/11/69327
22 November 2024	9.9.1 Financial delegations	Removing Manager legal and compliance delegation and adding Team leader compliance and monitoring delegation to first table at 9.9.1 for “Authority to authorise purchases of capital items or goods and services within relevant Council approved budgets” of \$10,000	Team leader compliance and monitoring	r/24/11/72063
29 January 2025	11.3 Building Act 2004	Sections 32,33,34,35 To determine if any PIM already issued contains an	Manager building solutions	r/25/2/3706

		error or omission, or determine if any information received affects that PIM, and re-issue the PIM.	Technical lead building solutions Building control team leader Building compliance team leader Building co-ordinator team leader Senior building control officer Senior building Compliance officer Signatory building control officer Building control officer Building Compliance officer Cadet building control officer Building solutions coordinator Building solutions duty officer	
29 January 2025	11.3 Building Act 2004	Section 133AF Power to identify any part of a public building, road, footpath, or other thoroughfare in an area of medium or high seismic risk as a priority building	Manager building solutions Building compliance team leader Senior building Compliance officer Building Compliance officer Building solutions coordinator	r/25/2/3706
29 January 2025	11.3 Building Act 2004	Section 218 Requirement to provide information to the CEO of Ministry of Business,	Chief executive General manager regulatory services	r/25/2/3706

		Innovation and Employment	Manager building solutions Technical lead building solutions Building control team leader Building compliance team leader	
27 May 2025	9.9.9 Financial delegations Building Act 2004 Fast Track Approvals Act 2024 Land Transfer Act 2017 Local Government Act 1974 Local Government Act 2002 Overseas Investment Act 2005 Resource Management Act 1991 Planning	All sections that currently delegate to Manager environmental planning, Team leader consent processing or Resource consents manager	Manager resource consent processing	R25/5/23802

All delegations above were adopted by Council on 13 August 2025

Date approved by chief executive	Section	Delegation	Officers granted delegation	File Number
17 September 2025	Amusement Devices Regulations 1978	S.11, S13, S18/19 & S22	Building control coordinator role replaced with Building solutions coordinator	R/25/10/49638

	Building Act 2004	S.14, S32, S33, S34, S35, S36, S38, S45, S45b, S46, S51, S53, S54, S55, S56, S57, S67a, S68, S70, S71, S75, S76, S77, S83, S84, S85, S86, S91–95a, S99, S99AA, S99A, S42, S100, S101, S102, S102A, S106, S104, 104A, S108, S110, S111, S133AF, S133AG, S133AH, S133AI(2), S133AI(3), S133AJ, S133AL, S133AM, S133AN, S133AO, S133AP, S133AQ, S133AY, S162C, S162D, S177–190, S200–203, S216, S217, S219, S222, S224, S238, S239, S240, S281A–281D, S362V, S371–S374	Building control coordinator role replaced with Building solutions coordinator plus Technical assessor support officer role added. Building control coordinator role removed from section 90	R/25/10/49638
	Local Government Act 2002	S.171, S172, S173 & S174.	Building control coordinator role replaced with Building solutions coordinator	R/25/10/49638
8 October 2025	Financial Delegations	9.9.1 Authority to authorise tax and payroll payments (3)	Change of amount from \$600,000 to \$650,000	R/25/10/49647
18 November 2025	Financial Delegations	9.9.1 Authority to authorise tax and payroll payments (3)	Change of amount from \$650,000 to \$700,000	R/25/11/55951

Governance and Democracy Team amendments

Date	Section	Correction	File Number
8 May 2024	Resource Management Act 1991, Schedule 1, Clause 5	Amended from incorrect reference of Clause 4A	R/590/65/2/6
20 January 2025	Community Board delegations	Amending numbering of footnote ii) paragraph h)	
13 January 2026	9.9.1	Removing / slash from Governance/legal manager	

Housing action plan update - January 2026

Record no: R/26/1/1577

Author: Theresa Cavanagh, Intermediate policy analyst

Approved by: Vibhuti Chopra, Group manager strategy and partnerships

Report type: Information

Purpose

- 1 The purpose is to provide an update on the Housing Action Plan.

Staff recommendations

That Council:

- a) notes the information contained in the report.

Executive summary

- 2 The Housing Action Plan was adopted by Council on 26 August 2024 and is available through this link on the Southland District Council website.

<https://www.southlanddc.govt.nz/assets/Housing-in-southland/Housing-Action-Plan.PDF>

- 3 An update was provided in January 2025.

- 4 The attached document provides a further update on workstreams and closes off Phase 1.

- 5 Once the Spatial Plan is complete, a possible Phase 2 will be determined.

Attachments

- A Housing Action Plan Update - January 2026 [!\[\]\(13bcc7ef87eb3ed047b6a83b717b74c5_img.jpg\)](#)

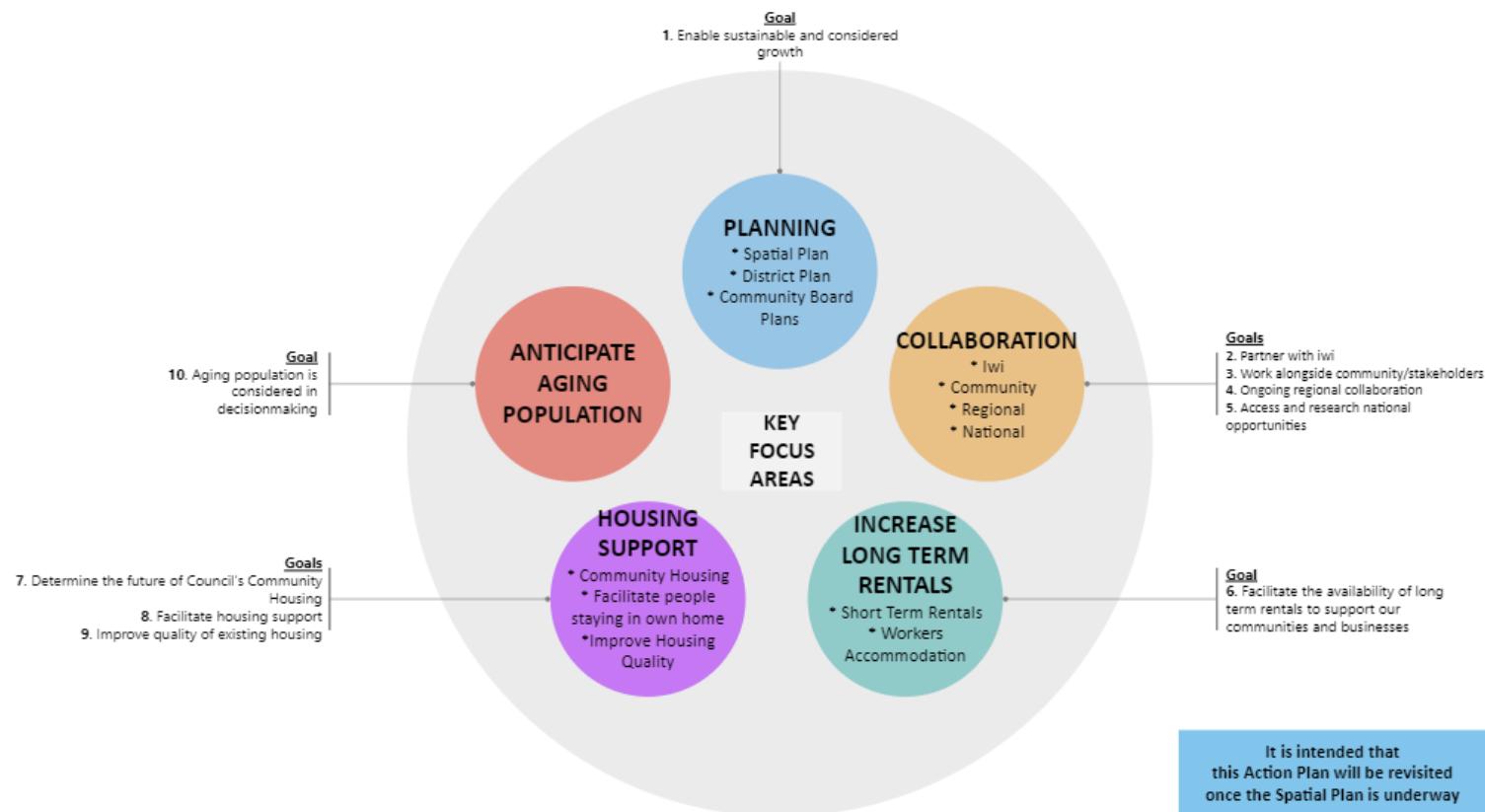
Housing Action Plan Update January 2026

1. Council's Housing Action Plan was adopted in August 2024
2. An update was provided in January 2025
3. This document provides a further update on the workstreams and closes off Phase 1
4. Following the Spatial Plan process, a possible Phase 2 will be determined

Key focus areas with underlying workstreams

Planning	3
Spatial Planning	3
District Plan	3
Community Board Plans	3
 Collaboration	 3
Iwi	3
Community	4
Regional	4
National	6
 Increase Long-Term Rental Stock	 8
Short-Term Rentals	8
Workers Accommodation	9
 Housing Support	 10
Community Housing	10
Facilitate People Staying in their own Home	10
Improve Quality of Existing Housing Stock	11
 Anticipate Aging Population	 11

Southland District's Housing Action Plan



Planning

Goal
1

Enable sustainable and considered growth

Spatial Planning

Spatial Planning is underway, with Rakiura being the initial focus with scenarios developed and currently being assessed by staff and the community board.

The Central Government Resource Management Reform announcements in December 2025 has meant that Council's process needs to be expedited in order for our communities' voice to be part of the Regional Spatial Plan. Staff are determining how an earlier deadline of 'end of 2026/early 2027' can be met. This will include a change of approach where all Community Spatial Plans will be undertaken at the same time, rather than the staggered approach originally proposed.

Housing and Business Capacity Assessments (HBA) are being undertaken as part of Spatial Planning. A housing survey is a significant input into the HBA where respondents will be asked to propose housing solutions for their community.

District Plan

Resource Management Reform indicates that District Plans will be replaced by Land Use Plans.

Spatial Plan findings will be implemented and refined via the Land Use Plans.

Community Board Plans

Staff are determining how the Community Spatial Plans and the Community Board Plans will be developed and interact, particularly given the amended timeframe of the Spatial Plan project.

Collaboration

Iwi

Goal
2

Partner with iwi

Embedded in the Spatial Planning workstream

Community



Goal 3

Work alongside community/stakeholders

Embedded in the Spatial Planning workstream

Regional



Goal 4

Ongoing regional collaboration

Development ready project

A Kāinga Ora funded project managed by Great South alongside Southland District Council, Gore District Council and Invercargill City Council. The aim is to ensure Southland is 'development ready' by identifying the challenges that developers, homeowners and builders face. Great South engaged Sue Chappell and Elena Soanes to analyse and highlight potential improvements in resource consent and building consent processes.

This project is complete, and recommendations are being considered by senior leadership. Findings will also inform a number of recent proposed regulation changes. Further information can be found on page 6 of the *Murihiku Southland Housing Action Plan Review - Nov 2025* on the Great South website.

Regional Housing Portal / Build Southland (June 2025 but ongoing)

A one stop shop website called 'Build Southland' has been developed by Great South. It aims to make it easy for people to find information on housing and connect to the regional data portal DISH (Data and Insights Southland Hub). Developed in partnership with the region's four councils, it was launched on 12 June 2025 as part of the Murihiku Southland Housing Forum. To see more, visit www.buildsouthland.nz

Advocate for Health Services (ongoing)

Health Services ensure people are attracted to and stay in our communities and are a criteria from Central Government for communities to receive social housing.

- **Spatial Planning** – Te Whatu Ora and other health agencies are key stakeholders in the Spatial Planning process, and community specific information will be sought to determine any issues and opportunities for health.
- **Dunedin Hospital** - Mayor Scott was part of the 'southern voice' advocating that the scope for Dunedin hospital (which is serving southern New Zealand) is not reduced. Construction is underway and due to be completed in 2031, with reduced capacity (fewer beds and operating theatres) from what was originally planned, but future proofed for expansion by retaining the number of floors.

- **Health data** is collated at District Health Board level and any detailed information is largely protected. However, the Social Investment Agency has data available on their [dashboard](#). This shows that the *percentage of people who have been waiting over 12 months for a medical procedure* went from 8.2% in the third quarter of 2023 to 21.7% in the third quarter of 2024. No further data is available.

Advocate for Transport Connectivity

Advocacy for transport is business as usual for Council but has been included in this Action Plan because transport connectivity (as per *Health* above) is a criteria from Central Government for communities to receive social housing.

Transport has a strong focus in the spatial planning process. Initial discussions have been undertaken with relevant agencies, and this will continue as the following is considered:

- individual communities and their connections
- resilient routes
- possible future projects.

Connect with other Councils (ongoing)

Discussions with other Councils is becoming focused on Spatial Planning, as this will set the scene for future housing.

Once the Community Spatial Plan is complete, Council will have a clear idea of the issues and opportunities around housing in each community and will resume discussions with other Councils around potential collaborative solutions.

National



Access and Research National Opportunities

Determine CG initiatives that could impact housing in Southland (ongoing)

RM Reform

The Resource Management Act 1991 will be repealed and replaced by a Planning Bill (land use) and a Natural Environment Bill (natural resources), each with its own purpose, goals, national policy direction (NPD), and national standards. Submissions close 13 February 2026. Council is preparing a submission.

Spatial Plan

- Regional Spatial planning becomes mandatory, and seeks to align land use, infrastructure, and funding.
- Council's spatial planning process will feed into the Regional Spatial Plan
- Land Use Plans will implement the findings of Council's spatial planning, and zones will be established which will direct where growth/development is encouraged/discouraged.

Consenting

More activities will be permitted by default, with most consents/permits being restricted discretionary, tighter thresholds for notification, and participation limited to materially affected persons, to reduce volume, cost, and time.

Property rights

Enjoyment of property rights is made an explicit guiding principle, with tighter focus on externalised effects and more flexibility in how effects are managed (avoid, remedy, offset, compensate, no hierarchy).

Going for Housing Growth

The most recent initiative in this space is the Infrastructure Funding and Financing (IFF) Bill which seeks to improve infrastructure funding and financing tools to support urban development. Submissions close 20 February 2026. Council is preparing a submission.

The Infrastructure Funding and Financing Act 2020 provides a model for funding and financing infrastructure projects that support housing and urban development. It was introduced to help deliver infrastructure projects free from local authorities' funding and financing constraints.

The Government is introducing an amendment bill to improve the effectiveness of the IFF Act. The proposed changes are intended to:

- *remove unnecessary barriers to using the IFF Act*
- *improve its viability for a range of infrastructure projects*
- *make the levy development and approvals process simpler and more streamlined.*

The Bill also broadens the scope of the IFF Act to include transport projects delivered by the New Zealand Transport Agency or KiwiRail, and water services infrastructure delivered by new water services organisations.

<https://www.hud.govt.nz/news/improving-infrastructure-funding-and-finance-for-housing-and-urban-development#:~:text=Changes%20to%20the%20Infrastructure%20Funding,process%20simpler%20and%20more%20streamlined.>

Regional Infrastructure Fund

A suspensory loan of up to \$15.35m to Southland District Council was approved to build the first stage of a solar farm on Rakiura, alongside network upgrades, replacing high cost, diesel generated electricity for the island's 494 permanent electricity connections. Announced by the Government on 23 June 2025 .

<https://www.growthregions.govt.nz/about-us/news/solar-projects-increase-reliability-of-power-supply-for-communities>

Rental market

It is unclear if the below measures have yet had an impact on the availability of long term rentals in the Southland district:

1. **App tax** came into force in April 2024 which requires all accommodation providers from the 'Platform Economy' to pay GST even if they earn under the \$60,000 annual GST threshold
2. Reintroduce **interest deductibility on rentals** for residential investment property (80% of deductions allowed from 1 April 2024, and 100% of deductions allowed from 1 April 2025)
3. The **Residential Tenancy Act** 90-day 'no cause' terminations for periodic tenancies is at Select Committee. This would allow landlords to end a periodic tenancy without requiring a specific reason.

Build to Rent

The *Overseas Investment (Build-to-rent and Similar Rental Developments) Amendment Act 2025* came into force 24 February 2025 and creates a new streamlined consent pathway that will allow investors to purchase land with the intention of building a new Build to Rent development or purchasing an existing one.

Developments must consist of 20 or more dwellings and be available for use under the Residential Tenancy Act.

Residential Development Underwrite (RDU)

Was introduced to help the residential construction sector return from the effects of the downturn.

The underwrite acts as the pre-sales needed for developers to secure bank finance for consented, costed and ready-to-commence projects. It will help maintain capacity in the sector, help grow housing supply and support developments to be ready for when buyers return to the market.

<https://www.hud.govt.nz/our-work/residential-development-underwrite>

For a development to be approved for the underwrite, it must have a minimum of 30 houses. The developer must have a proven track record of successfully building and selling houses of a similar size and scale, have ownership or use of the land (or an option to do so), and have all the required resource consents for residential housing.

Building and Construction

1. **Granny Flats** – The granny flats (small standalone dwelling) building consent exemption came into force 15 January 2026. It allows a new granny flat to be built without a building consent if:

- it is a single-storey, standalone dwelling
- it is no bigger than 70 square metres
- it has a simple design and meets the Building Code
- all exemption conditions are met
- the work is done or supervised by licensed building professionals

2. **Overseas Building Products** – The Building (Overseas Building Products, Standards, and Certification Schemes) Amendment Act 2025 came into force 7 April 2025, to enable the use of a wider range of quality overseas building products.

MBIE, with the support of technical experts in the plumbing field, has now completed the first building product recognitions. These recognitions cover over 92,000 WaterMark-certified products, including tapware and plumbing items tested to joint Australian/New Zealand standards, across 614 product certificates.

<https://www.mbie.govt.nz/about/news/new-pathways-for-overseas-building-products-implemented> (Oct 25)

Research national (and international) housing innovations (ongoing)

Has not yet been a focus but will be part of a possible phase 2 plan, post spatial planning.

Increase Long-Term Rental Stock

Goal 6

Facilitate the availability of long-term rentals to support our communities and businesses

Short-Term rentals

The Housing Needs Assessment undertaken by Great South as part of Beyond 2025, identified a number of communities in Southland which have a high number of short term rentals and a correlating low occupancy rate. In order to determine if short term rentals were impacting the availability of long term rentals, an assessment of the tools to manage Short Term Rentals was proposed.

This has been paused, as more detailed data and community feedback is being gathered as part of the Housing & Business Capacity Assessment (HBA) which is a key input into the Spatial Plan.

The HBA will also help determine whether holiday homes are also impacting the availability of long term rentals.

Workers accommodation

Through the Spatial Planning process, the location of higher density development will be considered for areas where needed.

Any appropriate Council land for a workers accommodation project will be considered at a high level through the Spatial Plan process in regards to what sites are constrained (environmentally or legislatively) and those that are worth assessing further for viability.

Adopt a Worker Campaign

Council are exploring ways to connect businesses that have staff housing needs, with homeowners that have spare rooms, perhaps through a portal. Te Anau has a dedicated [Worker Accommodation Facebook page](#) which is working well.

Initial discussions with other communities raised the concern that a high level of resource would be needed to develop and maintain a facebook page.

Discussions with the Director of Office for Seniors in mid 2025 directed Council to Age Concern's Homeshare portal which connects homeowners over 65 with people over 20 seeking affordable accommodation. This is currently a pilot programme based in Auckland only. Age Concern facilitate the connection between *Owners* and *Sharers* and ensure that both are well supported through the process. An Evaluation Report of the pilot is due for release in January 2026.

OWNERS

- Are you over the age of 65?
- Do you live in Auckland and have a spare room?
- Want to connect more with others?
- Would you like assistance with home tasks?

SHARERS

- Are you aged 20 or over?
- Seeking quality, affordable Auckland accommodation?
- Interested in connecting with an older person?
- Willing to assist with household tasks?

<https://www.ageconcernauckland.org.nz/what-we-do/homeshare/>

Housing Support

Community housing

Goal
7

Determine the future of Community Housing

A review of Council's community housing stock was proposed some time ago to determine the future of Council's involvement given aging units. Subsequently, work has been undertaken on these units taking into account Healthy Homes requirements. Therefore it has been determined that a review is no longer necessary.

Facilitate people staying in their own home

Goal
8

Facilitate housing support

Council staff come across situations where people are living in their own homes where they don't have the financial or physical means to undertake necessary repairs and maintenance.

Councils have obligations under the Building Act for dangerous, affected and insanitary buildings. For these situations Council prefers to work with the homeowners in the first instance in order to find solutions, and avoid enforcement. As part of this Council has established a Housing Support Framework to connect people in this situation to the right resource depending on their situation.

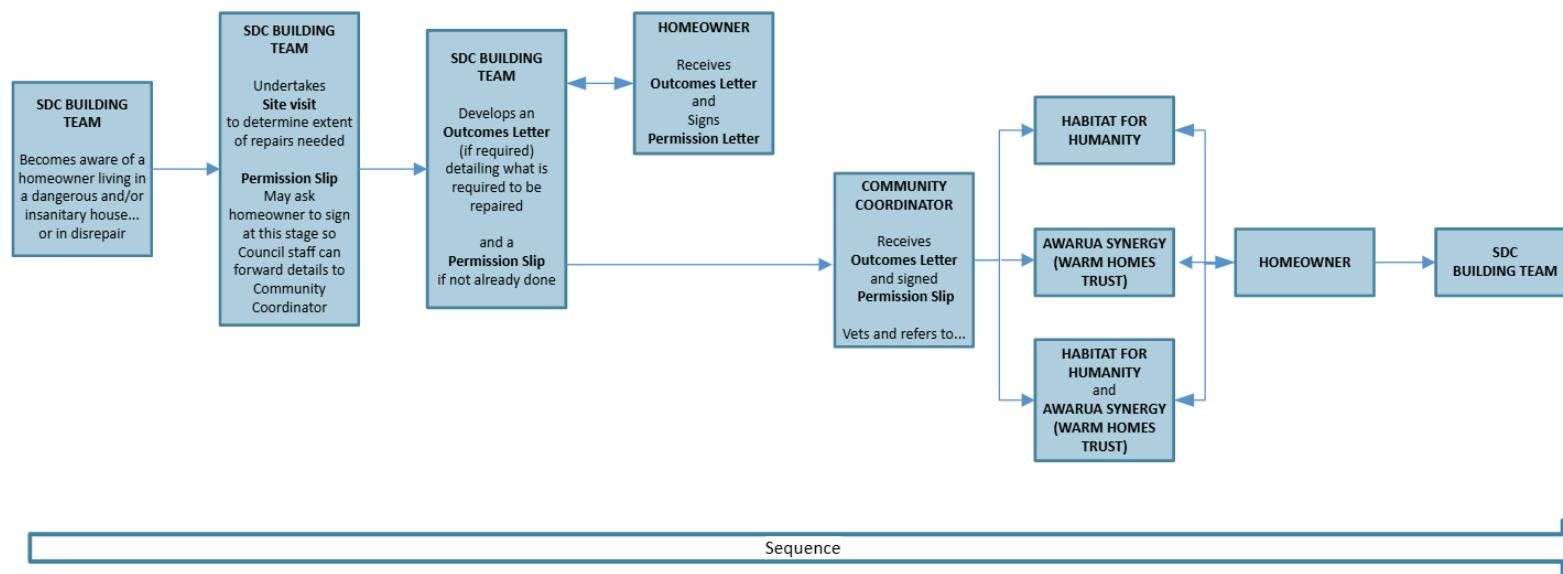
The agencies involved already do a lot of work that benefits our communities, this framework simply enables Council staff to direct homeowners to agencies via Southland's Community Coordinators who are employed by various sources in our communities.

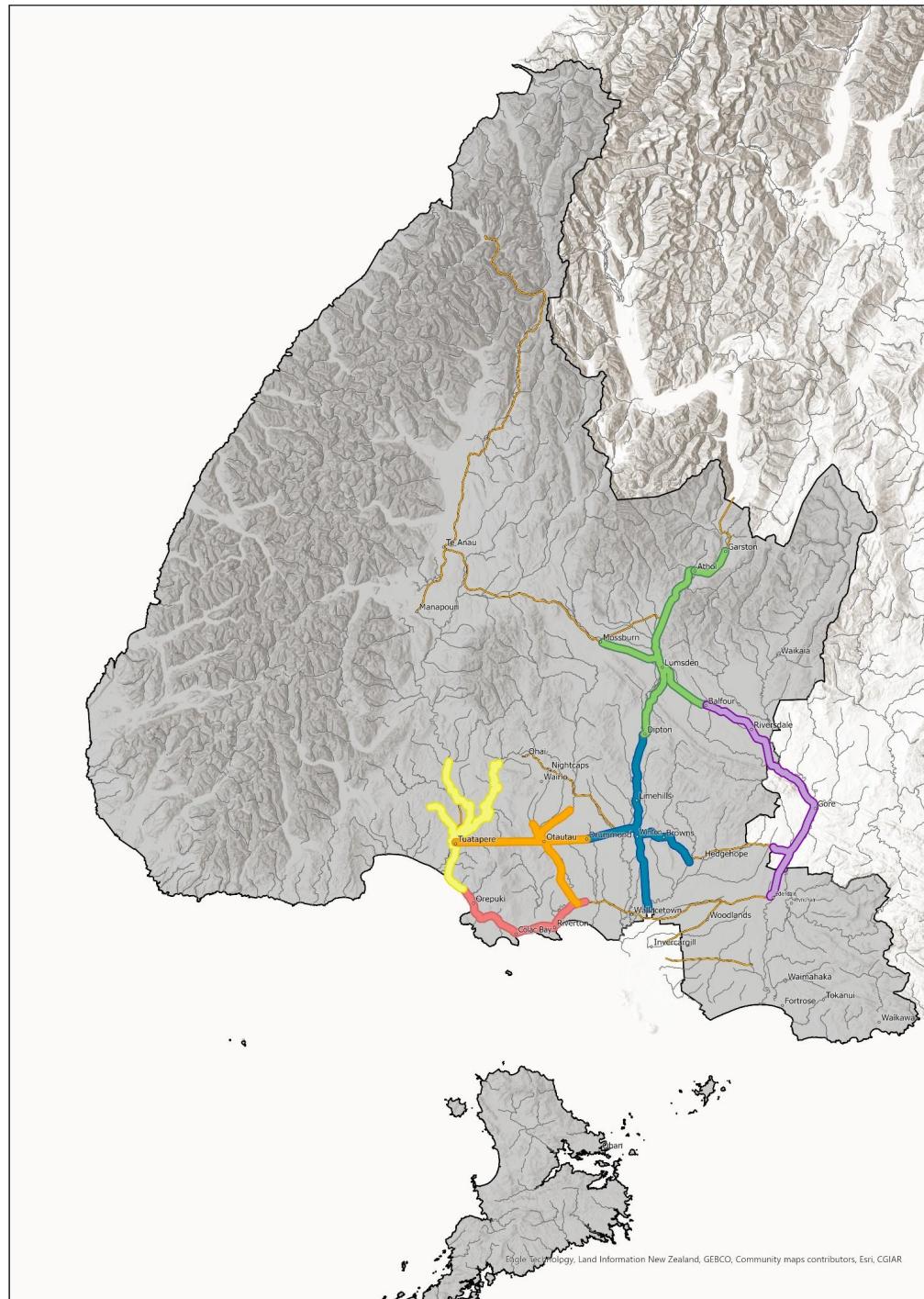
The framework on the following page shows the process for referral.

The map shows the coverage of the Community Coordinators who are part of this initiative. Work continues to fill the gaps.

Housing Support Framework

June 2025





Improve quality of existing housing stock

Goal
9

Improve quality of existing homes

Many houses in Southland aren't up to building standard which can impact the health of our residents. Information on ways to improve the quality of homes will be collated in one place and serve as a hub of information which could include:

- Warm Homes Trust/green loans/retrofitting
- Ventilation/insulation
- Curtain Banks
- Planting for shelter belts from wind, but not to create shading
- How to floodproof your home (create permeable surfaces, keep overland flow paths free, clear gutters, keep valuables in high places). Council will connect with Environment Southland on messaging and ideas.
- Local initiatives/expos/workshops

Great South's Build Southland website serves as a hub for housing information and holds some of this information already. Further discussions with Great South and other Southland Councils is needed to ensure there is consistent information for wider Southland.

Anticipate aging population

Goal
10

Aging population is considered in decision making

Many of the above workstreams will be undertaken with our aging population in mind so the action points are encompassed above.

One additional workstream is to understand where our communities wish to live as they age and what that looks like. Great South has a Housing NZ project in their pipeline which poses these questions to our communities.

Next Steps for Workstreams

GOAL

NEXT STEP

Planning	
1	Enable sustainable and considered growth
	Spatial Planning
	District Plan
	Community Board Plans
Collaboration	
2	Partner with iwi
3	Work alongside community/stakeholders
4	Ongoing Regional Collaboration
5	Access and Research National Opportunities
Increase Long Term Rental Stock	
6	Facilitate the availability of long term rentals to support our communities and businesses
	Short Term Rentals
	Workers Accommodation
Housing Support	
7	Determine the future of Community Housing
8	Facilitate people staying in their own home
9	Improve Quality of Housing Stock
Anticipate Aging Population	
10	Aging population is considered in decision making

TAB Venues Policy and Gambling Venues Policy review

Record no: R/26/1/188

Author: Ana Bremer, Senior policy analyst

Approved by: Vibhuti Chopra, Group manager strategy and partnerships

Report type: Decision

Purpose

- 1 This report provides a summary of the review of Council's TAB Venues and Gambling Venues policies and provides options for progressing the review.

Staff recommendations

That Council:

- a) notes the information contained in the report.
- b) notes that the matter or decision in this report is assessed as moderate importance based on Council's Significance and Engagement Policy, as Council may resolve to progress policies to public consultation. This will take place using the special consultative procedure as required by both the Gambling Act 2003 and the Racing Industry Act 2020.
- c) determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.
- d) agrees option 1, to conclude the review without requiring public consultation (i.e. roll the policies over with the corrected statement included in the TAB Venues Policy).

Executive summary

- 2 All councils are required to have both TAB Venue and Gambling Venue policies. These policies are a way to manage racing/sports betting venues, and electronic gaming machine venues in the district.
- 3 Council's current TAB Venue and Gambling Venue policies were adopted in July 2022. They are legislatively required to be reviewed every three years. The policies may be amended or replaced only in accordance with the special consultative procedure. The policies do not cease to have effect because they are being reviewed or are due for review.
- 4 Organisational policy staff have identified two minor corrections in the TAB Venue policy. There are no changes proposed to the Gambling Venue Policy. The draft policies are included as Attachment A and B.
- 5 Council is now presented options for progressing the review of these policies.

Context

Racing Industry Act 2020 requirements

- 6 Council is required under the Racing Industry Act 2020 to have a policy on TAB venues. 'TAB Venue' refers to a venue that is owned or leased by TAB New Zealand and where the main business carried out at the premise is providing racing betting or sports betting services.
- 7 The policy does not relate to terminals or outlets in pubs and clubs, only standalone TAB premises. There are currently no standalone TAB venues operating in the district.
- 8 Section 97(4) of the Act states that a territorial authority must complete a review of a policy within three years after the policy is adopted and then within three years after that review and each subsequent review is completed.
- 9 Section 102(2) states that a policy may be amended or replaced only in accordance with the special consultative procedure.

Gambling Act 2003 requirements

- 10 Council is also required under the Gambling Act 2003 to adopt a policy on class 4 venues. Electronic gaming machines (pokies) in pubs and clubs (not in a casino) represent 'class 4' gambling.
- 11 Section 102(5) of the Act states that a territorial authority must complete a review of a policy within three years after the policy is adopted and then within three years after that review and each subsequent review is completed.
- 12 Section 102(2) states that a policy may be amended or replaced only in accordance with the special consultative procedure.
- 13 Council's gambling venues policy is applied when Council receives a consent application in relation to a class 4 venue.
- 14 Council has not received any applications in the last three years. Council cannot alter consents that have already been given, nor can the consents lapse or expire.

Discussion

Social impact of gambling

- 15 Section 96(2) of the Racing Industry Act 2020 states that in adopting a policy, the territorial authority must have regard to the social impact of gambling within the territorial authority district.
- 16 Section 96(4) gives further context, that in determining its policy on whether TAB venues may be established in the territorial district and where any TAB venues may be located, the territorial authority may have regard to any relevant matters, including—
 - (a) the characteristics of the district and parts of the district;
 - (b) the location of kindergartens, early childhood centres, schools, places of worship, and other community facilities;
 - (c) the cumulative effects of additional opportunities for gambling in the district.
- 17 Gambling is a form of entertainment that can become problematic. Although most New Zealanders gamble without experiencing any harm, a small minority who participate do suffer some degree of harm and for them the impacts of this can be significant.

National statistics

- 18 Around 186,000 people in New Zealand are personally affected by gambling harm. Māori, Pacific, Asian and low-income New Zealanders are disproportionately affected by gambling harm (*Ministry of Health*).
- 19 The Gambling Act 2003 defines harm from gambling as “harm or distress of any kind arising from, or caused or exacerbated by, a person’s gambling; and includes personal, social, or economic harm suffered”. This is a broad definition and indicates that harmful gambling is experienced on a continuum.
- 20 Harm may include damage to relationships, family violence, emotional and psychological distress, disruptions to work or study, loss of income, the financial cost of gambling, and fraud and related crimes. These impacts can negatively affect gambler’s family, whānau and community (*Problem Gambling Foundation*).
- 21 Approximately 61,000 people are gambling with moderate or more serious levels of harm - equivalent to the population of Rotorua (*Ministry of Health*).
- 22 A further 125,000 people are likely to be experiencing at least some level of harm (and are at risk of more severe harm in the future). This is equivalent to the population of Dunedin (Ministry of Health).
- 23 Quarterly GMP for July–September 2025 rose 4.46% from the June quarter, increasing from \$255.20m to \$266.58m. Adjusted for inflation, the rise was 3.48% (from \$190.38m to \$196.99m). This is the third-highest September quarter since reporting began, behind \$276.30m in September 2022. The increase aligns with recent trends, excluding the 2021 COVID-19 lockdown.
- 24 The rolling 12 month total GMP to September 2025 increased slightly by 0.34% to \$1.019b, though it has trended downward since the June 2023 peak of \$1.07b. In real terms, rolling GMP fell 0.42% to \$761.96m but remains above \$1b.
- 25 Venue numbers fell by six (to 959) and EGMs by 38 (to 13,772), continuing long-term declines. Average GMP per EGM rose 4.7% (from \$18,479 to \$19,356) or 3.7% after inflation (from \$13,785 to \$14,304), driven by higher GMP and fewer machines (*DIA GMP quarterly dashboard*).

Southland District statistics

- 26 Council has considered the social impact of gambling in the Southland District when reviewing these policies, including in high deprivation areas. Some key facts identified include:
 - a) There are three TAB self-service terminals – one in Winton, one in Te Anau, and one in Riverton. There are no TAB venues.
 - b) The number of electronic gaming machines in the District has reduced by 19.8% between March 2015 and September 2025 (106 machines down to 85) (*DIA gambling statistics dashboard*).
 - c) The number of gambling venues in the District has reduced by 35% between March 2015 and September 2025 (20 down to 13) (*DIA gambling statistics dashboard*).
 - d) From 2015 to September 2025 quarters, nominal gaming machine profits has continued to have an upward trend.
 - e) When adjusted for inflation, gaming machine profits in September 2025 has increased by 0.53% (\$3,538.89) compared to the prior quarter. Rolling 12 month GMP has increased by 0.59% (\$16,014.64) (*DIA gambling statistics dashboard*).
 - f) Gaming machine proceeds in the Southland District, and the proportion generated in the Southland District relative to the rest of New Zealand, are reasonably stable. The proceeds generated have been increasing slightly over the last three years.

g) In 2024, approximately \$1.5 million in grants from gaming machine proceeds was distributed across Southland District. Most of this funding was dedicated to sport (around \$724,000) with community grants being the second highest category (around \$468,000). The remainder was shared across Arts and Culture, Health/Welfare/Rescue Services, and Research and Education (*DLA/granted.govt.nz*).

27 The spread of gambling venues across Southland shows there are fewer venues in Medium Low/Low deprivation areas, with a higher concentration in Medium to High deprivation areas. This is reflective of nationally observed statistics.

Deprivation Level (SA1)	Number of gambling venues
High	2
Medium High	4
Medium	2
Medium Low	4
Low	1

(DIA gambling statistics GMP quarterly dashboard – updated Sept 2025)

Clarification of policy statements

28 Staff have identified the following statement in the TAB venues policy is incorrect:

“Southland District Council does not have any additional requirements to regulate the operation or location of TAB venues, other than those contained in the District Plan under the Resource Management Act 1991.”

29 This statement is incorrect as there are no additional requirements within the District Plan. While some councils restrict TAB venues to areas zoned for commercial activities under their district plan, the primary regulatory tool is the standalone TAB Venue Policy. The Resource Management Act reference is also outdated. It is proposed the statement is corrected to:

“Southland District Council does not have any additional requirements to regulate the operation or location of TAB venues.”

30 Staff have assessed this to be a correction rather than an amendment. An amendment to a local authority policy in New Zealand is any council decision that changes the substance or application of an adopted policy, beyond mere clarification or correction, and which must therefore be made using the Local Government Act 2002 decision-making and consultation requirements.

31 Further advice from the Office of the Auditor General is provided under the Legal Considerations section.

Options

32 The following reasonably practicable options have been identified and assessed in this report:

Option 1 – conclude the review without requiring public consultation (i.e. roll the policies over with the corrected statement in the TAB Venues Policy.)

Option 2 – continue the review and endorse the draft policies and statement of proposal for public consultation

Recommended option: Option 1 - conclude the review without requiring public consultation (i.e. roll the policies over with the corrected statement in the TAB Venues Policy.)

33 Assessment of both options follows:

Option 1 – conclude the review without requiring public consultation (i.e. roll the policies over, with the corrected statement included in the TAB Venues Policy)

Advantages	Disadvantages
<ul style="list-style-type: none">the review can be concluded, and the policies will roll over, with the next review due in 2029.	<ul style="list-style-type: none">wider public consultation would not take place, and Council would not receive feedback from communities – issues may not be realised or addressed.

Option 2 – continue the review and endorse the draft policies and statement of proposal for public consultation

Advantages	Disadvantages
<ul style="list-style-type: none">communities will have an opportunity to provide feedback on the current policies and suggest changesthe policies remain operative even though they are under review.	<ul style="list-style-type: none">given there was minimal engagement with affected stakeholders, there may also be low community engagement as no changes are being proposedif changes are suggested by communities, staff will consider these and may need to undertake further consultation if changes are proposedthere will be an impact on staff and Council time, with consultation/submission processes required.

Legal considerations

34 Staff consider that the work undertaken constitutes a review of the policies, consistent with the requirements under both the Racing Act and Gambling Act.

35 There is no legal requirement to amend the policies each time they are reviewed, and amendments can be made outside of the review timeframe.

36 **Office of the Auditor General advice**

37 In practice, a council ‘amends’ a policy when it changes the policy’s operative content, such as objectives, criteria, thresholds, or processes that guide decisions or behaviour (for example, altering significance thresholds in a significance and engagement policy).

38 Corrections are:

39 limited to editorial corrections, formatting, or updating cross-references, and do not alter the effect of the policy or the rights and expectations of the community.

40 treated as “administrative” updates under delegation, recorded internally but not processed as formal policy amendments or consulted on, because they are not significant in terms of section 76–82 and the council’s own significance policy.

41 Staff have considered Section 96 of the Racing Industry Act and provided information on the social impacts of gambling for Southland District, as legislatively required, if Council choose to continue to public consultation.

Strategic alignment

Policy and plan consistency

42 Council is legislatively required to have these policies. Council's current TAB Venue and Gambling Venue policies were adopted in July 2022. The review of these policies is consistent with legislative requirements, and if Council choose to undertake public consultation, this will be consistent with the special consultative procedure.

Financial considerations

43 Financial considerations for both options will be met through current budgets.

Significance assessment

44 If Council choose to progress to consultation, the matter will be considered significant due to the nature of the special consultative procedure.

45 If Council choose to roll the policies over, the decision is assessed as being of moderate importance. Early engagement with potentially affected stakeholders / interested parties did not uncover any issues with the way the policies are operating within the district.

Level	Likelihood of engagement
Some importance or administrative	Council is not likely to carry out any engagement.
Moderate importance	Council may choose whether it carries out engagement, which may be targeted to directly affected individuals or groups.
Significant	Council will engage with directly affected individuals and groups and wider community engagement is likely, unless there are reasons under policy not to.
Critical	Council will engage with directly affected individuals and groups and wider community engagement is highly likely, unless there are reasons under policy not to.

Community views

46 Staff have engaged with organisations and individuals that submitted on the previous review of the policies in 2022. Only one response was received after a two week period. The submitter provided feedback similar to what they provided during the last review, which was addressed at the time.

47 Council's environmental health team had no suggested amendments for either policy.

48 If Council opt to continue the review, public consultation will take place using the special consultative procedure. To expedite the process, staff have developed a draft statement of proposal (included as Attachment C).

Climate change considerations

49 There are no climate change considerations required for this matter.

Risk and mitigations

50 Staff have assessed advice from the Office of the Auditor General and interpretation of the relevant Act (LGA 2002, Racing Industry Act 2020, and Gambling Act 2003) and assess there being low-no risk of allowing the policies to roll over with minor corrections to the policies, albeit public consultation will not take place (option 1).

51 The relevant documentation has been prepared to proceed to public consultation (by SCP) should Council decide the correction constitutes amendment (option 2).

Next steps

52 Key milestones for the review, dependent on Council decision, are shown below (italics dependant on which option Council chooses):

Milestone	Proposed date
Present draft policies and statement of proposal to Council, for recommendation for public consultation	January 2026
<i>Public Consultation via special consultative procedure</i>	<i>February 2026</i>
<i>Hearings (if required) and submissions provided to Council</i>	<i>March 2026</i>
<i>Deliberations and adoption</i>	<i>April 2026</i>

Attachments

A Draft Gambling Venue Policy 2026 [↓](#)

B Draft TAB Venue Policy 2026 [↓](#)

C Statement of Proposal TAB Venue and Gambling Venue Policies 2026 [↓](#)



Gambling Venue Policy

Group responsible: Regulatory Services

Date approved: XX XX 2026

File no: R/XX/X/XX

1 Introduction

Under section 101 of the Gambling Act 2003 (the Act), Southland District Council (Council) is required to adopt a policy to regulate the number and location of non-casino electronic gaming machines (Class 4), more commonly known as pokie machines.

At 31 December 2025 the Southland District had 13 Class 4 gaming venues and 85 electronic gaming machines.

Council has the ability to limit the number of locations and venues and the number of electronic gaming machines and must have regard to the social impact of gambling in developing its policy. As required under the Act, this policy only applies to gambling venues licenced after 17 October 2001, or to other venues licenced prior to this if they wish to increase the number of electronic gaming machines.

2 Definitions

Definition	Meaning
ACT	The Gambling Act 2003
Class 4 gambling	Means any activity that involves the use of a gaming machine outside a casino, and may be conducted only by a corporate society and only to raise money for authorised purposes
Class 4 gambling venue	Means a place used to conduct Class 4 gambling ie premises with Class 4 gaming machines licenced under the Gambling Act 2003. This includes any TAB venue with gaming machines
Corporate society	Means a society that is: (a) Incorporated under the Incorporated Societies Act 1968 (b) Incorporated as a board under the Charitable Trusts Act 1957 or (c) A company incorporated under the Companies Act 1993 that: (i) Does not have capacity or power to make a profit; and (ii) Is incorporated and conducted solely for authorised purposes Corporate Societies may therefore include clubs (RSA, sports clubs etc), trusts and racing clubs
Southland District	Means all the area covered by the Southland Territorial Local Authority



Definition	Meaning
New venue	Means any venue that has not held a Class 4 venue licence for six months or more, or that has never held a Class 4 venue consent
Responsible Gambling	means lawful participation in gambling that is – (a) Lawful, fair and honest; and (b) Conducted – i. In a safe and secure environment; and ii. Without pressure or devices designed to encourage gambling at levels that may cause harm; and iii. By informed participants who understand the nature of the activity and do not participate in ways that may cause harm.

3 Objectives

This policy has the following objectives:

- to assist in limiting the harm of problem gambling in the community
- to encourage responsible gambling practices and attitudes in Class 4 venues
- to reduce the number of electronic gaming machines in the community over time
- to facilitate community involvement in decisions about gambling by ensuring that all communities in the Southland District are given the opportunity to consult with Council in a manner that is culturally appropriate.

4 Restrictions on venue and machine consents

Council will not grant consent for the establishment of any additional Class 4 venues or additional gaming machines, including Class 4 machines in TAB venues, under this policy.

A gambling venue consent is for one venue (one premises) and is not transferable to another venue, unless consent is obtained from Council as provided for in Clause 5 below. The consent is given to a venue at a given address, not to a person or business.

Once a venue ceases to operate, the machine numbers will not be allocated to any new or existing venue except as specified in Clause 5 below.

Council will not provide a consent under sections 95(1)(f) or 96(1)(e) of the act to any application by corporate societies with Class 4 licences seeking ministerial discretion to increase the number of gaming machines permitted at a venue, except as provided in Clause 5 below.



5 Transfer or changes to existing venues and machine consents

If the owner of the principal business of the venue changes, Council consent remains allocated to the venue. The new owner is not required to obtain a Council consent but a new licence may be required from Department of Internal Affairs (DIA).

Council will consent to the transfer of a licence from an existing venue to a new venue where the venue will be operated by the same corporate society, and subject to a social impact study. The maximum number of gaming machines permitted to operate at the new venue, at the time when the new Class 4 venue licence takes effect, is the same as the maximum number of gaming machines permitted to operate at the old venue, immediately before the licence relating to the old venue is cancelled.

Two or more licensed Class 4 clubs in the Southland District may apply to Council to merge and increase the number of machines that can be operated at a venue, subject to a social impact study. Council consent will only permit the maximum number of gaming machines to be the sum of the number of gaming machines specified in all of the corporate societies' (the clubs that are merging) Class 4 venue licences at the time of application.

Substitute venues may only be established if:

- the vacated site will not be able to be used as a Class 4 venue; and
- Council considers that the location of the new venue is suitable, taking into account the matters referred to in section 101(4) of the act.

Council may arrange its own peer review of any social impact study provided, at the applicant's cost.

6 Visual and sound

Only one sign may make reference to the existence of Class 4 gambling and may be visible from the street or other public space. This sign shall not mimic or replicate the operation of gaming machines.

No other sign shall promote or identify the existence on site, of gaming machines.

Advertising signs and activities within the building, associated with the operation of gaming machines, shall not be visible from beyond the property boundary.

The operation of gaming machines shall not be audible from beyond the venue property boundary.

7 Encouraging responsible gambling practices

Two of the stated purposes of the act are to "prevent and minimise the harm caused by gambling, including problem gambling" and to "facilitate responsible gambling".

Enforcement and monitoring of gambling venues is the responsibility of the DIA.

Regulations made under the act set out:

- what constitutes an unsuitable venue
- requirements and restrictions regarding gambling machines



- requirements of venues to provide information about problem gambling
- requirements of venues to provide problem gambling awareness training to staff.

Council consent for a venue is not revocable once issued and cannot lapse or expire unless there is a period of six months or more where a Class 4 licence is not held for the venue. Further, Council has no retrospective powers with regards to any consented venues and cannot impose conditions subsequently on any venue that has an existing licence.

Council is supportive in general of initiatives and actions that would help to ensure there is a balanced gambling environment where potential harm is managed effectively, and where those who wish to gamble can do so safely. In this regard, Council encourages responsible gambling practices as outlined in Appendix 1.

Where Council has concerns about the operation of existing gambling venues these will be reported to DIA. Council inspectors do not have enforcement powers over venues in terms of their gambling activities.

The provision of information by the venues about problem gambling is required under the regulations and is a key way of promoting responsible gambling. Where Council has concerns about a venue in this regard, it will be reported to DIA.

8 Applications for consent

All applications will incur a fee which will be prescribed by Council pursuant to section 150 of the Local Government Act 2002.

Council will publicly notify applications for Class 4 Gambling Venues and allow for public submissions to be lodged.

Applications for consent by Council must be made to Council on the prescribed form and include:

- name and contact details of the applicant
- names of venue management staff
- street address of premises being relocated and new proposed address
- fees
- details of design and layout to demonstrate how the venue will comply with part six of this policy
- any other information that may reasonably be required to allow proper consideration of the application including how the applicant will encourage responsible gambling practices.

The decision will be made at staff level pursuant to delegated authority and based on the criteria detailed in this policy, except where any matter of opposition is raised in a public submission, in which case the application will be heard and determined by Council.



9 Commencement of policy

This policy has been adopted by Council following the special consultative procedure prescribed by the Local Government Act 2002.

This policy was reviewed and is effective from 28 January 2026

10 Review of policy

Council will review this policy within three years of its last review

DRAFT



Appendix 1 Encouraging responsible gambling practices

Best practice	Supporting action
Host Responsibility and Harm Minimisation Policy	The applicant has in place a Host Responsibility and Harm Minimisation Policy. The policy conforms to best practice as set out by national guidelines or standards should these become available.
Location of gaming machines	<p>Electronic gaming machine sites should be located so that:</p> <ul style="list-style-type: none"> the facility is ancillary to a principal business and is not the primary purpose of the site the facility is separate from the area of the principal business so that the legal age limit of 18 can be observed and enforced.
Staff training programme or activities	<p>The applicant demonstrates that staff and management are familiar with its Host Responsibility and Harm Minimisation Policy. The programme provides information on:</p> <ul style="list-style-type: none"> the potential effects of gambling on customers the identification of problem gambling traits the processes for approach, intervention and follow up for patrons with suspected problem gambling identification practices for patrons appearing under 25 and actions to be followed systems in place to support self-barring recognition of intoxicated patrons and steps to be followed to prevent intoxicated patrons from gambling systems to be followed if children are left unattended in premises or nearby premises.
Policy on underage access to gambling machines	The licensee must ensure that appropriate signage is in place indicating age restrictions so that this is visible at every gambling machine and at the point(s) of entry into the gambling area. Policy on identification checks for patrons appearing under 25. Staff training on identification of patrons appearing under 25 and actions to be followed.
Provision of problem gambling information	The licensee must ensure that patrons have access to appropriate information on problem gambling and problem gambling help services. Gambling help line phone number information is placed on or near all gambling machines. Additional material on problem gambling and help services displayed in at least one other area within the premises, situated near to gambling machines.
Clocks are visible in premises	The licensee ensures that clocks are visible from gambling machines.
There is good visibility where gambling machines are located	Natural or artificial light illuminates the area where gambling machines are located at all times when machine are in operation.

TAB Venue Policy

Group responsible: Regulatory Services

Date approved: 28 January 2026

File No: R/

1 Objectives

The objectives of this policy are to:

- outline whether or not new TAB venues may be established in the Southland District and, if so, where they may be located, and
- facilitate community involvement in decisions about gambling.

2 Definitions

Definition	Meaning
TAB New Zealand	Means the body established to conduct racing betting, sports betting, or other racing or sports betting under the Racing Industry Act 2020
TAB venue	Means premises that are owned or leased by TAB New Zealand and where the main business carried on at the premises is providing racing betting or sports betting services under the Racing Industry Act 2020

3 Policy

Southland District Council (Council) does not have any additional requirements to regulate the operation or location of TAB venues.

4 Commencement

Council has adopted this policy after completing the special consultative procedure outlined in the Local Government Act 2002.

This policy was reviewed and is effective from 28 January 2026.

5 Review

Council will review this policy within three years of it being adopted.



Review of TAB Venue and Gambling Venue Policies

Statement of Proposal – TAB Venue Policy and Gambling Venue Policy 2026

1. Introduction

Southland District Council is reviewing its TAB Venue Policy and its Gambling Venue Policy.

The TAB Venue Policy is about racing/sports betting venues and the Gambling Venue Policy is about venues that have electronic gaming machines (pokies).

Council is seeking feedback on the draft policies over a submission period that will run from XX February to XX March 2026.

People who make a written submission can request to also make an oral submission to Councillors.

2. Background information

What is required?

The Department of Internal Affairs (DIA) is the primary regulator of gambling, undertaking licensing, compliance and enforcement functions to achieve the purpose as set out in the legislation.

The Gambling Act 2003 and Racing Industry Act 2020 control gambling within New Zealand. This legislation focuses on ensuring the harm gambling causes is minimised, and that the community can benefit from the proceeds of gambling.

Under the Gambling Act 2003 and the Racing Industry Act 2020, territorial authorities can grant consents for Class 4 and TAB venues and must adopt policy setting out requirements for consent to establish and operate these venues in the district.

A TAB venue policy must specify whether or not new TAB venues may be established in a district and, if so, where they may be located. TAB venues are owned or leased by the New Zealand Racing Board and the main business carried out at the premises is providing racing-betting or sports-betting services. A TAB venue policy does not relate to TAB outlets in pubs and clubs - only stand-alone TAB venues.

A gambling venue policy must specify whether or not gambling machine venues (venues that have 'pokie' machines that are not a casino) may be established in a district and, if so, where they may be located. Councils can also specify any restrictions on the maximum number of gaming machines that may be operated at a gambling machine venue, and any policy on relocating gaming machines.

Social impact of gambling

Section 96(2) of the Racing Industry Act 2020 states that in adopting a policy, the territorial authority must have regard to the social impact of gambling within the territorial authority district.

Section 96(4) gives further context, that in determining its policy on whether TAB venues may be established in the territorial district and where any TAB venues may be located, the territorial authority may have regard to any relevant matters, including:

- a) the characteristics of the district and parts of the district
- b) the location of kindergartens, early childhood centres, schools, places of worship, and other community facilities



- c) the cumulative effects of additional opportunities for gambling in the district.

Gambling is a form of entertainment that can become problematic. Although most New Zealanders gamble without experiencing any harm, a small minority who participate do suffer some degree of harm and for them the impacts of this can be significant.

National statistics

Around 186,000 people in New Zealand are personally affected by gambling harm. Māori, Pacific, Asian and low-income New Zealanders are disproportionately affected by gambling harm.

Approximately 61,000 people are gambling with moderate or more serious levels of harm - equivalent to the population of Rotorua.

A further 125,000 people are likely to be experiencing at least some level of harm (and are at risk of more severe harm in the future). This is equivalent to the population of Dunedin.

Southland District statistics

Council has considered the social impact of gambling in the Southland District when reviewing these policies, including in high deprivation areas. Some key facts identified include:

- a) There are three TAB self-service terminals – one in Winton, one in Te Anau, and one in Riverton. There are no TAB venues.
- b) The number of electronic gaming machines in the District has reduced by 19.8% between March 2015 and September 2025 (106 machines down to 85) (DIA gambling statistics dashboard).
- c) The number of gambling venues in the District has reduced by 35% between March 2015 and September 2025 (20 down to 13) (DIA gambling statistics dashboard).
- d) From 2015 to September 2025 quarters, nominal gaming machine profits has continued to have an upward trend.
- e) When adjusted for inflation, gaming machine profits in September 2025 has increased by 0.53% (\$3,538.89) compared to the prior quarter. Rolling 12 month GMP has increased by 0.59% (\$16,014.64) (DIA gambling statistics dashboard).
- f) Gaming machine proceeds in the Southland District, and the proportion generated in the Southland District relative to the rest of New Zealand, are reasonably stable. The proceeds generated have been increasing slightly over the last three years.
- g) In 2024, approximately \$1.5 million in grants from gaming machine proceeds was distributed across Southland District. Most of this funding was dedicated to sport (around \$724,000) with community grants being the second highest category (around \$468,000). The remainder was shared across Arts and Culture, Health/Welfare/Rescue Services, and Research and Education (DIA/granted.govt.nz).



The spread of gambling venues across Southland shows there are fewer venues in Medium Low/ Low deprivation areas, with a higher concentration in Medium to High deprivation areas. This is reflective of nationally observed statistics.

Deprivation Level (SA1)	Number of gambling venues
High	2
Medium High	4
Medium	2
Medium Low	4
Low	1

(DIA gambling statistics GMP quarterly dashboard – updated Sept 2025)

3. What is proposed?

Council's draft TAB Venue and Gambling Venue policies are included with this proposal as attachments A and B.

There is one proposed addition to the Gambling Venues Policy, which is to include a definition of Responsible gambling as per the Gambling Act 20023. This does not substantively change the policy.

The proposed definition is: **Responsible gambling means lawful participation in gambling that is –**

- (a) **Lawful, fair and honest; and**
- (b) **Conducted –**
 - i. **In a safe and secure environment; and**
 - ii. **Without pressure or devices designed to encourage gambling at levels that may cause harm; and**
 - iii. **By informed participants who understand the nature of the activity and do not participate in ways that may cause harm.**

Updated statistics are also included but do not constitute a substantive change.

The current TAB Venue Policy states that any new stand-alone TAB venue must comply with the provisions of the Southland District Plan. The current statement is:

“Southland District Council (Council) does not have any additional requirements to regulate the operation or location of Board venues, other than those contained in the District Plan under the Resource Management Act 1991.”

There are currently no zoning restrictions in the plan that would impact factors such as whether a resource consent would be required for a Board venue. The proposed change in the draft policy is:

“Southland District Council (Council) **does not have any additional requirements to regulate the operation or location of Board venues.**”

The draft policy also updates references to ‘Board venues’ to TAB venues



4. The reasons for the proposal

The main reasons for this proposal are to:

- meet the requirements of the Gambling Act 2003 and the Racing Industry Act 2020 for a 3-yearly review of the policies
- seek feedback on the policy approach from the community
- where appropriate, update the policies and refine wording/formatting.

5. How to have your say

Anyone can make a submission online at <https://www.southlanddc.govt.nz/my-council-/have-your-say/>. Submissions will be accepted from XX February 2026 and must be received by 5pm on XX March 2026.

All submissions should state:

- the submitter's name
- the submitter's contact details
- whether or not the submitter would like to speak to Council about this matter.

If you need help submitting please contact Council at 0800 732 732, or call in to one of Council's offices. All written submissions made to Council will be acknowledged and made available to the public.

As part of the consultation process, Council will be giving notice of this proposal to special interest groups (the Board and corporate societies holding a class 4 venue licence in the District) and Te Ao Marama, to inform them of the public submission period.

Council intends to hold a hearing on this matter on XX XX 2026. This is when anyone who has made a written submission and who has said they would like to speak to Council, can do so at a Council meeting. This meeting is open to the public.

If you indicate you would like to be heard, Council staff will get in touch with you to arrange a time for you to speak at the hearing. If at the hearing you have any requirements, such as that you would like to speak via video conference or you would like to use sign language, please let us know.

6. Timetable for consultation

The dates below outline the timetable for the consultation process. Any changes to these dates will be publicly advised on Council's Facebook page and website.

Date	Activity
January 28	Council adopts the proposal for consultation
February	Consultation period begins (8am)
March	Consultation period ends (5pm)
April	Oral submissions heard by Council (at Council offices, 15 Forth St, Invercargill)
May	Council considers and adopts the draft policies



7. Options

Council has two possible options on how it could proceed. These are to:

- option 1 – adopt the draft policies, or
- option 2 – adopt amended policies (this may be adopting a more restrictive or a more liberal approach to Board venues or gambling venues)

The advantages and disadvantages of these options are outlined below.

Option 1 – adopt the draft policies

Advantages	Disadvantages
<ul style="list-style-type: none"> • Council is legislatively required to have policies on Board and gambling venues and the current policies are legally compliant • balances the harm that can be caused by gambling with the benefits the money from gambling can bring to people in the District • the policies support gaming venues to promote and encourage responsible gaming practices • the draft Board and Gambling Venue policies are consistent with the approach of other territorial authorities within the Southland Region 	<ul style="list-style-type: none"> • amended policies may better reflect community/stakeholder views • amended policies may strike a better balance between the harm that can be caused by gambling and the benefits the money from gambling can bring to people in the District.

Option 2 – adopt amended policies (this may be adopting a more restrictive or a more liberal approach to Board venues or gambling venues)

Advantages	Disadvantages
<ul style="list-style-type: none"> • amended policies may better reflect community/stakeholder views • Council is legislatively required to have policies on Board and gambling venues 	<ul style="list-style-type: none"> • amended policies may not strike a balance between the harm that can be caused by gambling and the benefits the money from gambling can bring to people in the District. • Council will need to undertake further consultation on amendments proposed after the current consultation period



Attachment A

TAB Venue Policy 2026

Group responsible: Regulatory Services

Date approved: XX XX 2026

File No: R/XX/X/XX

1 Objectives

The objectives of this policy are to:

- outline whether or not new board venues TAB venues may be established in the Southland District and, if so, where they may be located, and
- facilitate community involvement in decisions about gambling.

2 Definitions

Definition	Meaning
TAB New Zealand	Means the body established to conduct racing betting, sports betting, or other racing or sports betting under the Racing Industry Act 2020
TAB venue	Means premises that are owned or leased by TAB New Zealand and where the main business carried on at the premises is providing racing betting or sports betting services under the Racing Act 2003

3 Policy

Southland District Council (Council) does not have any additional requirements to regulate the operation or location of Board venues, ~~other than those contained in the District Plan under the Resource Management Act 1991.~~

~~[Correction – Council does not regulate operation or location of TAB Venues through the District Plan. The Resource Management Act 1991 is no longer in effect.]~~

4 Commencement

Council has adopted this policy after completing the special consultative procedure outlined in the Local Government Act 2002.

This policy is effective from 2026.



5 Review of policy

Council will review this policy within three years of ~~it being adopted~~ its last review.

[Correction – reviews take place three yearly on an ongoing basis]

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Attachment B

Gambling Venue Policy 2026

Group responsible: Regulatory Services

Date approved: XX XX 2026

File no: R/XX/X/XX

1 Introduction

Under section 101 of the Gambling Act 2003 (the Act), Southland District Council (Council) is required to adopt a policy to regulate the number and location of non-casino electronic gaming machines (Class 4), more commonly known as pokie machines.

At [31 December 2025](#) the Southland District had [13](#) Class 4 gaming venues and [85](#) electronic gaming machines.

[\[Correction - updated statistics\]](#)

Council has the ability to limit the number of locations and venues and the number of electronic gaming machines and must have regard to the social impact of gambling in developing its policy. As required under the Act, this policy only applies to gambling venues licenced after 17 October 2001, or to other venues licenced prior to this if they wish to increase the number of electronic gaming machines.

2 Definitions

Definition	Meaning
ACT	The Gambling Act 2003
Class 4 gambling	Means any activity that involves the use of a gaming machine outside a casino, and may be conducted only by a corporate society and only to raise money for authorised purposes
Class 4 gambling venue	Means a place used to conduct Class 4 gambling ie premises with Class 4 gaming machines licenced under the Gambling Act 2003. This includes any TAB venue with gaming machines



Definition	Meaning
Corporate society	Means a society that is: <ul style="list-style-type: none"> (a) Incorporated under the Incorporated Societies Act 1968 (b) Incorporated as a board under the Charitable Trusts Act 1957 or (c) A company incorporated under the Companies Act 1993 that: <ul style="list-style-type: none"> (i) Does not have capacity or power to make a profit; and (ii) Is incorporated and conducted solely for authorised purposes Corporate Societies may therefore include clubs (RSA, sports clubs etc), trusts and racing clubs
Southland District	Means all the area covered by the Southland Territorial Local Authority
New venue	Means any venue that has not held a Class 4 venue licence for six months or more, or that has never held a Class 4 venue consent
Responsible Gambling [New definition included as per the Gambling Act 2003]	means lawful participation in gambling that is – <ul style="list-style-type: none"> (a) Lawful, fair and honest; and (b) Conducted – <ul style="list-style-type: none"> i. In a safe and secure environment; and ii. Without pressure or devices designed to encourage gambling at levels that may cause harm; and iii. By informed participants who understand the nature of the activity and do not participate in ways that may cause harm.

3 Objectives

This policy has the following objectives:

- to assist in limiting the harm of problem gambling in the community
- to encourage responsible gambling practices and attitudes in Class 4 venues
- to reduce the number of electronic gaming machines in the community over time
- to facilitate community involvement in decisions about gambling by ensuring that all communities in the Southland District are given the opportunity to consult with Council in a manner that is culturally appropriate.

4 Restrictions on venue and machine consents

Council will not grant consent for the establishment of any additional Class 4 venues or additional gaming machines, including Class 4 machines in TAB venues, under this policy.

A gambling venue consent is for one venue (one premises) and is not transferable to another venue, unless consent is obtained from Council as provided for in Clause 5 below. The consent is given to a venue at a given address, not to a person or business.



Once a venue ceases to operate, the machine numbers will not be allocated to any new or existing venue except as specified in Clause 5 below.

Council will not provide a consent under sections 95(1)(f) or 96(1)(e) of the act to any application by corporate societies with Class 4 licences seeking ministerial discretion to increase the number of gaming machines permitted at a venue, except as provided in Clause 5 below.

5 Transfer or changes to existing venues and machine consents

If the owner of the principal business of the venue changes, Council consent remains allocated to the venue. The new owner is not required to obtain a Council consent but a new licence may be required from Department of Internal Affairs (DIA).

Council will consent to the transfer of a licence from an existing venue to a new venue where the venue will be operated by the same corporate society, and subject to a social impact study. The maximum number of gaming machines permitted to operate at the new venue, at the time when the new Class 4 venue licence takes effect, is the same as the maximum number of gaming machines permitted to operate at the old venue, immediately before the licence relating to the old venue is cancelled.

Two or more licensed Class 4 clubs in the Southland District may apply to Council to merge and increase the number of machines that can be operated at a venue, subject to a social impact study. Council consent will only permit the maximum number of gaming machines to be the sum of the number of gaming machines specified in all of the corporate societies' (the clubs that are merging) Class 4 venue licences at the time of application.

Substitute venues may only be established if:

- the vacated site will not be able to be used as a Class 4 venue; and
- Council considers that the location of the new venue is suitable, taking into account the matters referred to in section 101(4) of the act.

Council may arrange its own peer review of any social impact study provided, at the applicant's cost.

6 Visual and sound

Only one sign may make reference to the existence of Class 4 gambling and may be visible from the street or other public space. This sign shall not mimic or replicate the operation of gaming machines.

No other sign shall promote or identify the existence on site, of gaming machines.

Advertising signs and activities within the building, associated with the operation of gaming machines, shall not be visible from beyond the property boundary.

The operation of gaming machines shall not be audible from beyond the venue property boundary.



7 Encouraging responsible gambling practices

Two of the stated purposes of the act are to “prevent and minimise the harm caused by gambling, including problem gambling” and to “facilitate responsible gambling”.

Enforcement and monitoring of gambling venues is the responsibility of the DIA.

Regulations made under the act set out:

- what constitutes an unsuitable venue
- requirements and restrictions regarding gambling machines
- requirements of venues to provide information about problem gambling
- requirements of venues to provide problem gambling awareness training to staff.

Council consent for a venue is not revocable once issued and cannot lapse or expire unless there is a period of six months or more where a Class 4 licence is not held for the venue. Further, Council has no retrospective powers with regards to any consented venues and cannot impose conditions subsequently on any venue that has an existing licence.

Council is supportive in general of initiatives and actions that would help to ensure there is a balanced gambling environment where potential harm is managed effectively, and where those who wish to gamble can do so safely. In this regard, Council encourages responsible gambling practices as outlined in Appendix 1.

Where Council has concerns about the operation of existing gambling venues these will be reported to DIA. Council inspectors do not have enforcement powers over venues in terms of their gambling activities.

The provision of information by the venues about problem gambling is required under the regulations and is a key way of promoting responsible gambling. Where Council has concerns about a venue in this regard, it will be reported to DIA.

8 Applications for consent

All applications will incur a fee which will be prescribed by Council pursuant to section 150 of the Local Government Act 2002.

Council will publicly notify applications for Class 4 Gambling Venues and allow for public submissions to be lodged.

Applications for consent by Council must be made to Council on the prescribed form and include:

- name and contact details of the applicant
- names of venue management staff
- street address of premises being relocated and new proposed address
- fees



- details of design and layout to demonstrate how the venue will comply with part six of this policy
- any other information that may reasonably be required to allow proper consideration of the application including how the applicant will encourage responsible gambling practices.

The decision will be made at staff level pursuant to delegated authority and based on the criteria detailed in this policy, except where any matter of opposition is raised in a public submission, in which case the application will be heard and determined by Council.

9 Commencement of policy

This policy has been adopted by Council following the special consultative procedure prescribed by the Local Government Act 2002.

This policy is effective from 2026

10 Review of policy

Council will review this policy within three years of ~~it being adopted~~ its last review.

[Correction – reviews take place three yearly on an ongoing basis]



Appendix 1 Encouraging responsible gambling practices

Best practice	Supporting action
Host Responsibility and Harm Minimisation Policy	The applicant has in place a Host Responsibility and Harm Minimisation Policy. The policy conforms to best practice as set out by national guidelines or standards should these become available.
Location of gaming machines	Electronic gaming machine sites should be located so that: <ul style="list-style-type: none"> the facility is ancillary to a principal business and is not the primary purpose of the site the facility is separate from the area of the principal business so that the legal age limit of 18 can be observed and enforced.
Staff training programme or activities	The applicant demonstrates that staff and management are familiar with its Host Responsibility and Harm Minimisation Policy. The programme provides information on: <ul style="list-style-type: none"> the potential effects of gambling on customers the identification of problem gambling traits the processes for approach, intervention and follow up for patrons with suspected problem gambling identification practices for patrons appearing under 25 and actions to be followed systems in place to support self-barring recognition of intoxicated patrons and steps to be followed to prevent intoxicated patrons from gambling systems to be followed if children are left unattended in premises or nearby premises.
Policy on underage access to gambling machines	The licensee must ensure that appropriate signage is in place indicating age restrictions so that this is visible at every gambling machine and at the point(s) of entry into the gambling area. Policy on identification checks for patrons appearing under 25. Staff training on identification of patrons appearing under 25 and actions to be followed.
Provision of problem gambling information	The licensee must ensure that patrons have access to appropriate information on problem gambling and problem gambling help services. Gambling help line phone number information is placed on or near all gambling machines. Additional material on problem gambling and help services displayed in at least one other area within the premises, situated near to gambling machines.
Clocks are visible in premises	The licensee ensures that clocks are visible from gambling machines.
There is good visibility where gambling machines are located	Natural or artificial light illuminates the area where gambling machines are located at all times when machine are in operation.

Draft Local Alcohol Policy 2026 - hearings information and submissions summary

Record no: R/26/1/110

Author: Ana Bremer, Senior policy analyst

Approved by: Vibhuti Chopra, Group manager strategy and partnerships

Report type: Decision

Purpose

- 1 This report provides a summary of submissions received during the public consultation process on the draft Local Alcohol Policy, and details on the next steps of the policy review.

Staff recommendations

That Council:

- a) notes the information contained in the report.
- b) notes that the matter or decision in this report is assessed as significant based on Council's Significance and Engagement Policy, on the basis that Council has already undertaken community engagement via the special consultative procedure.
- c) determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.
- d) receives all submissions on the draft Local Alcohol Policy and hears oral presentations from submitters.

Executive summary

- 2 Council's Combined Local Alcohol Policy (LAP) was developed in partnership with Invercargill Council. It covers the whole of the Southland District and Invercargill District area. It is due for review by the end of March 2026.
- 3 A comprehensive summary of feedback was provided to Council for consideration on 27 August 2025, and Council approved the Draft Local Alcohol Policy 2026 (applying only to Southland District) for public consultation.
- 4 The public consultation period ran from 3 November until 12 December 2025. 20 submissions were received during the public consultation period. Staff have analysed submissions and present this summary to Council.
- 5 Council will hear from three submitters who elected to speak in relation to their submissions. A timetable is included within this report.
- 6 It is intended that staff will present analysis of issues identified following consultation feedback and present options to Council for consideration and deliberations in February 2026.
- 7 Following Council feedback from deliberation, staff will present a final policy to Council for adoption. It is intended this will take place in March 2026.

Context

- 8 Staff have progressed the review of Council's Local Alcohol Policy. Early engagement was carried out with input and data sought from New Zealand Police, Te Whatu Ora, WellSouth and District Licensing Inspectors, in accordance with legislative and policy requirements.
- 9 Feedback was sought from a range of community stakeholders with an interest in the LAP, including those involved in alcohol harm prevention and reduction, healthcare, rehabilitation and support services, charities and community groups, Papatipu Rūnaka, as well as tourism, retail and hospitality organisations.
- 10 Staff used feedback from early engagement to develop proposed amendments to the draft policy. Further information sought from council staff and the District Licensing Committee was also considered.
- 11 On 27 August 2025 Council received and considered a research report and related evidence, preliminary feedback from stakeholders on the current Local Alcohol Policy, and a draft local alcohol policy with proposed amendments. Council approved the Draft Local Alcohol Policy 2026 for public consultation.
- 12 The public consultation period ran from 3 November until 12 December 2025, and 20 submissions were received during this period. There were 17 submissions received through the Make it Stick portal, and three submissions received via email.

Southland District focused Local Alcohol Policy

- 13 As previously discussed, Council staff at ICC and SDC have taken an issues-based approach to the review of policy statements and are proceeding with individual policies that address the sale, supply, and consumption of alcohol within the territorial authority areas.

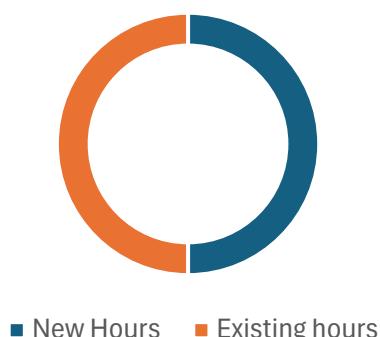
Discussion

- 14 The following graphs and commentary detail the questions included for public consultation on the proposed amendments to the Draft Local Alcohol Policy 2026.

Trading hours – off-licences

- 15 Consultation asked whether Council should either retain the status quo for trading hours or reduce trading hours for off-licences.

Should SDC off-licences retain existing trading hours or set new hours?



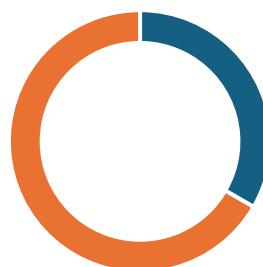
16 A total of 10 submitters chose to retain the status quo, and 10 chose to implement new hours. Of the submitters who chose to implement new hours, seven chose 9am-9pm, one chose 9am-10pm, one chose 7am-10pm, and one chose 7am-9pm.

Trading hours – on-licences - other

17 This part of the policy addresses trading hours for places like theatres, function centres, and cellar doors. The policy reads "no restrictions, however applications for licences will need to justify the hours requested in terms of the purpose of the function or event." This means there are no set limits on trading hours for these venues.

18 The draft policy proposed a change to the wording, with the new version to say: "applications for licences will need to justify the hours requested in terms of the purpose of the function or event."

Do you support the existing policy statement or the proposed new policy statement?



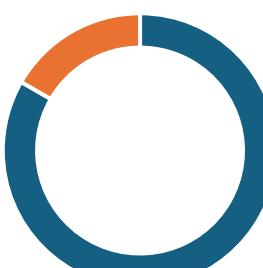
■ Existing ■ Proposed new

19 A total of 12 submitters chose the proposed new statement, while six preferred the existing statement, and two did not respond.

Sensitive Premises – definition

20 Consultation proposed the definition of sensitive premises should include "any health facilities and rehabilitation treatment centres, and any marae or fale Pasifika."

Do you support the inclusion of health facilities, rehabilitation treatment centres, marae, and fale Pasifika in the definition of sensitive premises?



■ Yes ■ No

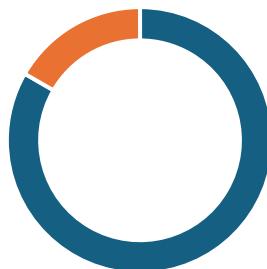
21 A total of 15 submitters supported these inclusions, three opposed, and two did not provide a response.

Sensitive premises – evidence of consultation

22 The requirement to consult with sensitive premises applies to licence renewals where that renewal pertains to a “significant change in the style or operation of the business”.

23 The draft policy proposed the following statement is included: “Evidence of consultation will also not be required where the application is for a new licence due to a change in ownership of the premises, provided the licence type and scope of the new licence are the same as the existing licence for the premises.”

If the only thing that is changing is the ownership of the premises
do you support that evidence of consultation is not required?



■ Yes ■ No

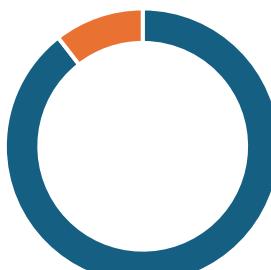
24 A total of 15 submitters agreed with including this statement, three opposed, and two did not respond.

Discretionary provisions – glass vessels

25 The draft policy proposed a new discretionary provision, being: “For special licences, the committee may impose restrictions on the use of glass containers.”

26 This rule gives the committee more flexibility. The committee does not have to apply all of these conditions when considering applications, and glass can still be allowed if it suits the event.

Do you think that there should be a discretionary provision that
allows the Committee to consider the use of glass vessels?



■ Yes ■ No

27 A total of 17 submitters agreed with the addition to the discretionary provisions, while two disagreed, and one did not respond.

Review period

28 The LAP review has coincided with local government election timeframes. The draft policy proposes the next review takes place in four years' time to get off cycle with elections. This means the next review would need to take place by March 2030 (approximately).

Do you think we should reduce the review period?



29 A total of 12 submitters agreed to reduce the review period, seven disagreed, and one did not respond.

Further feedback from consultation

30 The following table provides further feedback that was received from submitters, for points that may not have been specifically consulted on:

Submitter	Policy application	Recommendations or comments
NPHS Te Waipounamu (Health NZ)	Off licences	for Off licences that deliver alcohol, we recommend a minimum of three hours between placement of an order and delivery of alcohol to a customer.
		recommend a clause that effectively states that no deliveries can take place outside the maximum trading hours permitted for off-licences
		recommend no single service sales to be sold for less than \$6.00 (amount to be reviewed at renewal to account for inflation).
		recommend the prohibition on use of credit/after pay services to procure alcohol from off-licences (S77(1)f).
	On licences	We further recommend that On licensed premises close of trading hours move from 3.00am to 1.00am to be consistent with maximum trading hours we have advised to Dunedin and Invercargill. We would also suggest that an 8am opening time is too early, and it should be no earlier than 9am.

Submitter	Policy application	Recommendations or comments
NPHS Te Waipounamu (Health NZ)	On/Off-licences Advertising - external	Southland District Local Alcohol Policy requires that there should be no promotion or advertising visible from outside any on or off licenced premises.
	Club licences	recommend that Council consider requiring certified duty managers to be present at all Club licences trading after 8.00pm or if there are more than 50 patrons present (S77(1)f). This is the wording we recommended to the Dunedin City Council as they were reviewing their Local Alcohol Policy. It is our view that the text in the proposed Local Alcohol Policy is not explicit enough.

Options

Recommended option

39 Staff recommend that Council receive the written submissions and hear the submitters attending hearings. The advantages of this option are to further understand community views on this matter. There are no known disadvantages associated with this option.

Legal considerations

40 Public consultation was undertaken in accordance with the Special Consultative Procedure as required by the Sale and Supply of Alcohol Act. Council will consider all submissions as part of their responsibilities under the Local Government Act 2002.

Strategic alignment

Policy and plan consistency

41 The draft bylaw and policy propose some changes to specific areas. Submitters have supported some of the proposed changes and have suggested amendments in other areas. The draft bylaw and policy do not preclude any further changes from being suggested or made in the future (such as the development of dog exercise parks).

42 The draft bylaw and policy are reasonably consistent with, but not the same, as bylaws adopted by other councils across New Zealand and aim to achieve a balance between encouraging responsible dog ownership and regulation of dog control in line with legislation.

Financial considerations

43 The costs associated with reviewing the bylaw including staff time and advertising will be met within current Council budgets.

Significance assessment

44 The decision to review the Local Alcohol policy and undertake public consultation is significant. It follows that the decision to receive submissions and hear from submitters is also significant,

given the engagement with directly affected individuals and groups, and that their submissions will influence the statements included within the final local alcohol policy.

Level	Likelihood of engagement
Some importance or administrative	Council is not likely to carry out any engagement.
Moderate importance	Council may choose whether it carries out engagement, which may be targeted to directly affected individuals or groups.
Significant	Council will engage with directly affected individuals and groups and wider community engagement is likely, unless there are reasons under policy not to.
Critical	Council will engage with directly affected individuals and groups and wider community engagement is highly likely, unless there are reasons under policy not to.

Community views

45 Community views submitted during the public consultation period have been included as an attachment to this report (Attachment A – Submission Booklet).

46 Three submitters elected to be heard in relation to their submission:

Submitter details	Submission page number
Dr Michael Butchard and Tom Scott (Te Whatu Ora)	272
Darelle Jenkins (Hospitality NZ)	264
Alexa Clark	257

Climate change considerations

47 There are no climate change considerations associated with the review of this policy.

Risk and mitigations

48 There are no risks associated with this part of the LAP review process.

Next steps

49 It is intended that staff will present options to Council for deliberation in February 2026.

50 Following Council feedback from deliberation, staff will present a final policy to Council for adoption in March 2026.

Attachments

A Submissions Booklet - Local Alcohol Policy Review [↓](#)



Submissions Booklet

Draft Local Alcohol Policy 2026

Southland District Council
Te Rohe Pōtae o Murihiku

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Review and options provided for consultation

Trading hours - off-licences

Some councils with local alcohol policies have looked at changing the hours that off-licence stores can be open.

An off-licence is a place that sells alcohol for people to take away and drink somewhere else. This includes:

- bottle stores
- supermarkets
- shops next to or inside restaurants, bars or hotels.

Right now, off-licence stores can be open from 7am to 11pm, which is the longest time allowed under the Sale and Supply of Alcohol Act 2012.

However, many stores don't stay open the whole time. Some open later in the day or close earlier at night.

We are asking for your thoughts on two options:

- option 1: Keep things the same. Stores can stay open from 7am to 11pm every day
- option 2: Set new hours. For example, stores could still open at 7am, but close earlier, like 9pm.

Trading hours - on-licences - other

This part of the policy talks about setting trading hours for places like:

- theatres
- function centres
- cellar doors (wine tasting venues)

Right now, the policy reads "**"no restrictions, however applications for licences will need to justify the hours requested in terms of the purpose of the function or event"**" This means there are no set limits on trading hours for these venues. But it also says that each licence application must explain why the hours are needed, based on the purpose of the event or function.

Most other councils don't have such a flexible rule in their alcohol policies.

We are suggesting a small change to the wording. The new version would say: "**"Applications for licences will need to justify the hours requested in terms of the purpose of the function or event."**" This means the same thing but removes the part about having no restrictions. We want your opinion on whether you agree with this change.

Sensitive places - new definitions

We are suggesting some changes to the list of sensitive places (places that need special care when deciding where alcohol can be sold nearby).

We want to add these places to the list:

- health facilities (such as medical centres and clinics)
- rehabilitation centres (places that help people recover from alcohol or drug problems)
- marae - the marae is a tapu place central to Māori values. It supports te ao Māori by emphasising tikanga, whānau and a holistic approach to health
- fale Pasifika is a similar type of place for Pacific communities. It also supports family and holistic wellbeing

Marae and fale Pasifika may also help people with alcohol-related issues.

We are suggesting this change to help protect people who may be more at risk of alcohol harm. People using these places may be more at risk from alcohol, so it's important to think carefully before allowing

alcohol to be sold nearby. Other councils around New Zealand have already included similar places in their local alcohol policies.

Sensitive premises – evidence of consultation – new applications for change of ownership

When someone applies for a new alcohol licence or wants to renew one, they usually need to talk to any sensitive places (like a nearby marae or health centre) if the business is changing in a big way – for example, if it's changing how it operates or the type of alcohol it sells.

Right now, this also includes cases where a business is just changing ownership, even if nothing else is changing. This can take time and money for both the business and the council.

We are suggesting a change to make this clearer. The new rule would say: You don't need to consult with sensitive places if you are only changing the ownership of the business, and the licence type and business operations stay the same.

We're also suggesting a new line in the policy: "Evidence of consultation will also not be required where the application is for a new licence due to a change in ownership of the premises, provided the licence type and scope of the new licence are the same as the existing licence for the premises."

Discretionary provisions - glass containers at special events

Some councils have rules that don't allow glass containers at special events.

We are not planning to ban glass, but we are suggesting a new rule that gives the District Licensing Committee more choice.

The proposed rule is:

"For special licences, the committee may impose restrictions on the use of glass containers."

This means the committee can choose to limit the use of glass at some events if they think it's needed.

They might decide this based on:

- the type of event
- the size of the event
- the location
- how long it lasts
- any risks or harm that could happen.

This rule gives the committee more flexibility. The committee does not have to apply all of these conditions when considering applications, and glass can still be allowed if it suits the event.

Timeframe for review

Right now, the alcohol policy is reviewed every six years. We are suggesting that the policy be reviewed every four years instead.

This change would:

- let us deal sooner with any concerns
- make sure reviews don't happen during election years, which can make things more difficult.

A four-year review cycle would help keep the policy up to date and more responsive to community needs.

Submitter – Alicia Watson**Trading hours – off-licences**

Please select which trading hours you think we should apply through the policy

Option 2: Set new hours.

Select the opening time want to apply

9am

Select the closing time want to apply

9pm

Trading hours – on-licences – other

Which policy statement do you support?

I support the existing policy statement

Sensitive Premises

Do you agree with the inclusion of marae and fale Pasifika in the definition for sensitive premises?

Yes

Do you agree with the inclusion of health facilities and rehabilitation treatment centres in the definition of sensitive premises?

-

If the only thing that is changing is the ownership of the premises do you support that evidence of consultation is not required?

No

Why do you think the requirement to provide evidence of consultation should remain?

Otherwise they may just lie

Discretionary Provisions

Do you think that there should be a discretionary provision that allows the Committee to consider the use of glass vessels? (Please note – discretionary provisions are not an outright restriction, and provisions may or may not be applied by the Committee)

Yes

Timeframe for review

Do you think we should reduce the review period?

Yes

Is there anything else that you think we should consider when reviewing our Alcohol Policy

-

Submitter – Shona Watson**Trading hours – off-licences**

Please select which trading hours you think we should apply through the policy

Option 2: Set new hours.

Select the opening time want to apply

9am

Select the closing time want to apply

10pm

Trading hours – on-licences – other

Which policy statement do you support?

I support the proposed new policy statement

Sensitive Premises

Do you agree with the inclusion of marae and fale Pasifika in the definition for sensitive premises?

Yes

Do you agree with the inclusion of health facilities and rehabilitation treatment centres in the definition of sensitive premises?

Yes

If the only thing that is changing is the ownership of the premises do you support that evidence of consultation is not required?

Yes

Why do you think the requirement to provide evidence of consultation should remain?

-

Discretionary Provisions

Do you think that there should be a discretionary provision that allows the Committee to consider the use of glass vessels? (Please note – discretionary provisions are not an outright restriction, and provisions may or may not be applied by the Committee)

Yes

Timeframe for review

Do you think we should reduce the review period?

Yes

Is there anything else that you think we should consider when reviewing our Alcohol Policy

-

Submitter – Helen Ward**Trading hours – off-licences**

Please select which trading hours you think we should apply through the policy

Option 1. Keep things the same. Stores can stay open from 7am to 11pm every day

Trading hours – on-licences – other

Which policy statement do you support?

I support the proposed new policy statement

Sensitive Premises

Do you agree with the inclusion of marae and fale Pasifika in the definition for sensitive premises?

No

What was your reason for not including marae and fale Pasifika?

Given that all supermarkets in the Southland District Electorate can sell alcohol with little restrictions it seems hypocritical to be telling other private sellers of alcohol where and when they can sell. Will this apply to local RSA and Clubs such at the Waiau Town and Country Club/ Riverton RSA? Surely Maori and Pacifica are able to determine the needs of their people without the Southland District Council overseeing this. Who is suggestion these changes? Has Maori/Pacifica been consulted?

Do you agree with the inclusion of health facilities and rehabilitation treatment centres in the definition of sensitive premises?

No

What was your reason for not including health facilities and rehabilitation treatment centres?

As a counsellor I find it interesting that there is never a concern for those who have addictions around alcohol when they need to go to their local shop to buy a basic necessity such as food. This to me is the biggest let down for those with these health issues. Being confronted with the sale of alcohol beside their bread and milk is extremely confronting. I also have a very big concern that alcohol is sold across the counter in supermarkets by minors. What is the point of putting restrictions around organisations that manage alcohol sales and distribution well when every supermarket in the Southland District allows this.

If the only thing that is changing is the ownership of the premises do you support that evidence of consultation is not required?

Yes

Why do you think the requirement to provide evidence of consultation should remain?

-

Discretionary Provisions

Do you think that there should be a discretionary provision that allows the Committee to consider the use of glass vessels? (Please note – discretionary provisions are not an outright restriction, and provisions may or may not be applied by the Committee)

Yes

Timeframe for review

Do you think we should reduce the review period?

No

Is there anything else that you think we should consider when reviewing our Alcohol Policy

The biggest sellers of alcohol in the Southland District are our supermarkets. If you are wanting to make a change for the better then I would suggest a change in legislation around the sale of alcohol in these premises. It is not OK that those who do have a problem with alcohol have to be confronted with their

addiction every time they need basic supplies to survive. I am also pleased that I no longer need to buy my, once a month, bottle of wine from a kid in the supermarket as we now have access to a liquor store in our town. Having choice is a great thing.

Submitter – Monty Williams**Trading hours – off-licences**

Please select which trading hours you think we should apply through the policy

Option 1. Keep things the same. Stores can stay open from 7am to 11pm every day

Trading hours – on-licences – other

Which policy statement do you support?

I support the existing policy statement

Sensitive Premises

Do you agree with the inclusion of marae and fale Pasifika in the definition for sensitive premises?

No

What was your reason for not including marae and fale Pasifika?

-

Do you agree with the inclusion of health facilities and rehabilitation treatment centres in the definition of sensitive premises?

No

What was your reason for not including health facilities and rehabilitation treatment centres?

-

If the only thing that is changing is the ownership of the premises do you support that evidence of consultation is not required?

Yes

Why do you think the requirement to provide evidence of consultation should remain?

-

Discretionary Provisions

Do you think that there should be a discretionary provision that allows the Committee to consider the use of glass vessels? (Please note – discretionary provisions are not an outright restriction, and provisions may or may not be applied by the Committee)

Yes

Timeframe for review

Do you think we should reduce the review period?

No

Is there anything else that you think we should consider when reviewing our Alcohol Policy

-

Submitter – Mary-Anne**Trading hours – off-licences**

Please select which trading hours you think we should apply through the policy

Option 1. Keep things the same. Stores can stay open from 7am to 11pm every day

Trading hours – on-licences – other

Which policy statement do you support?

I support the proposed new policy statement

Sensitive Premises

Do you agree with the inclusion of marae and fale Pasifika in the definition for sensitive premises?

Yes

What was your reason for not including marae and fale Pasifika?

-

Do you agree with the inclusion of health facilities and rehabilitation treatment centres in the definition of sensitive premises?

Yes

What was your reason for not including health facilities and rehabilitation treatment centres?

-

If the only thing that is changing is the ownership of the premises do you support that evidence of consultation is not required?

Yes

Why do you think the requirement to provide evidence of consultation should remain?

-

Discretionary Provisions

Do you think that there should be a discretionary provision that allows the Committee to consider the use of glass vessels? (Please note – discretionary provisions are not an outright restriction, and provisions may or may not be applied by the Committee)

Yes

Timeframe for review

Do you think we should reduce the review period?

Yes

Is there anything else that you think we should consider when reviewing our Alcohol Policy

-

Submitter – Heather Lucy Naylor**Trading hours – off-licences**

Please select which trading hours you think we should apply through the policy

Option 2: Set new hours.

Select the opening time want to apply

9am

Select the closing time want to apply

9pm

Trading hours – on-licences – other

Which policy statement do you support?

I support the existing policy statement

Sensitive Premises

Do you agree with the inclusion of marae and fale Pasifika in the definition for sensitive premises?

Yes

What was your reason for not including marae and fale Pasifika?

-

Do you agree with the inclusion of health facilities and rehabilitation treatment centres in the definition of sensitive premises?

Yes

What was your reason for not including health facilities and rehabilitation treatment centres?"

-

If the only thing that is changing is the ownership of the premises do you support that evidence of consultation is not required?

No

Why do you think the requirement to provide evidence of consultation should remain?

To keep things up to date. Over time opinions change and this give the opportunity for surrounding businesses to have their say.

Discretionary Provisions

Do you think that there should be a discretionary provision that allows the Committee to consider the use of glass vessels? (Please note – discretionary provisions are not an outright restriction, and provisions may or may not be applied by the Committee)

No

Timeframe for review

Do you think we should reduce the review period?

Yes

Is there anything else that you think we should consider when reviewing our Alcohol Policy

-

Submitter – Carolyn Forster**Trading hours – off-licences**

Please select which trading hours you think we should apply through the policy

Option 1. Keep things the same. Stores can stay open from 7am to 11pm every day

Trading hours – on-licences – other

Which policy statement do you support?

I support the existing policy statement

Sensitive Premises

Do you agree with the inclusion of marae and fale Pasifika in the definition for sensitive premises?

Yes

What was your reason for not including marae and fale Pasifika?

-

Do you agree with the inclusion of health facilities and rehabilitation treatment centres in the definition of sensitive premises?

Yes

What was your reason for not including health facilities and rehabilitation treatment centres?

-

If the only thing that is changing is the ownership of the premises do you support that evidence of consultation is not required?

Yes

Why do you think the requirement to provide evidence of consultation should remain?

-

Discretionary Provisions

Do you think that there should be a discretionary provision that allows the Committee to consider the use of glass vessels? (Please note – discretionary provisions are not an outright restriction, and provisions may or may not be applied by the Committee)

Yes

Timeframe for review

Do you think we should reduce the review period?

Yes

Is there anything else that you think we should consider when reviewing our Alcohol Policy

-

Submitter – Maddi Hampton**Trading hours – off-licences**

Please select which trading hours you think we should apply through the policy

Option 2: Set new hours.

Select the opening time want to apply

9am

Select the closing time want to apply

9pm

Trading hours – on-licences – other

Which policy statement do you support?

I support the proposed new policy statement

Sensitive Premises

Do you agree with the inclusion of marae and fale Pasifika in the definition for sensitive premises?

Yes

What was your reason for not including marae and fale Pasifika?

-

Do you agree with the inclusion of health facilities and rehabilitation treatment centres in the definition of sensitive premises?

Yes

What was your reason for not including health facilities and rehabilitation treatment centres?

-

If the only thing that is changing is the ownership of the premises do you support that evidence of consultation is not required?

Yes

Why do you think the requirement to provide evidence of consultation should remain?

-

Discretionary Provisions

Do you think that there should be a discretionary provision that allows the Committee to consider the use of glass vessels? (Please note – discretionary provisions are not an outright restriction, and provisions may or may not be applied by the Committee)

Yes

Timeframe for review

Do you think we should reduce the review period?

No

Is there anything else that you think we should consider when reviewing our Alcohol Policy

-

Submitter – Karen Hammond**Trading hours – off-licences**

Please select which trading hours you think we should apply through the policy

Option 2: Set new hours.

Select the opening time want to apply

9am

Select the closing time want to apply

9pm

Trading hours – on-licences – other

Which policy statement do you support?

I support the existing policy statement

Sensitive Premises

Do you agree with the inclusion of marae and fale Pasifika in the definition for sensitive premises?

Yes

What was your reason for not including marae and fale Pasifika?

-

Do you agree with the inclusion of health facilities and rehabilitation treatment centres in the definition of sensitive premises?

Yes

What was your reason for not including health facilities and rehabilitation treatment centres?

-

If the only thing that is changing is the ownership of the premises do you support that evidence of consultation is not required?

Yes

Why do you think the requirement to provide evidence of consultation should remain?

-

Discretionary Provisions

Do you think that there should be a discretionary provision that allows the Committee to consider the use of glass vessels? (Please note – discretionary provisions are not an outright restriction, and provisions may or may not be applied by the Committee)

Yes

Timeframe for review

Do you think we should reduce the review period?

No

Is there anything else that you think we should consider when reviewing our Alcohol Policy

-

Submitter – Robert Oliver

Organisation (if applicable)

Ex publican

Trading hours – off-licences

Please select which trading hours you think we should apply through the policy

Option 2: Set new hours.

Select the opening time want to apply

9am

Select the closing time want to apply

9pm

Trading hours – on-licences – other

Which policy statement do you support?

I support the proposed new policy statement

Sensitive Premises

Do you agree with the inclusion of marae and fale Pasifika in the definition for sensitive premises?

Yes

What was your reason for not including marae and fale Pasifika?

-

Do you agree with the inclusion of health facilities and rehabilitation treatment centres in the definition of sensitive premises?

Yes

What was your reason for not including health facilities and rehabilitation treatment centres?

-

If the only thing that is changing is the ownership of the premises do you support that evidence of consultation is not required?

Yes

Why do you think the requirement to provide evidence of consultation should remain?

-

Discretionary Provisions

Do you think that there should be a discretionary provision that allows the Committee to consider the use of glass vessels? (Please note – discretionary provisions are not an outright restriction, and provisions may or may not be applied by the Committee)

Yes

Timeframe for review

Do you think we should reduce the review period?

Yes

Is there anything else that you think we should consider when reviewing our Alcohol Policy

-

Submitter – Alexa Clark**Trading hours – off-licences**

Please select which trading hours you think we should apply through the policy

Option 2: Set new hours.

Select the opening time want to apply

7am

Select the closing time want to apply

10pm

Trading hours – on-licences – other

Which policy statement do you support?

I support the proposed new policy statement

Sensitive Premises

Do you agree with the inclusion of marae and fale Pasifika in the definition for sensitive premises?

Yes

What was your reason for not including marae and fale Pasifika?

-

Do you agree with the inclusion of health facilities and rehabilitation treatment centres in the definition of sensitive premises?

Yes

What was your reason for not including health facilities and rehabilitation treatment centres?

-

If the only thing that is changing is the ownership of the premises do you support that evidence of consultation is not required?

Yes

Why do you think the requirement to provide evidence of consultation should remain?

-

Discretionary Provisions

Do you think that there should be a discretionary provision that allows the Committee to consider the use of glass vessels? (Please note – discretionary provisions are not an outright restriction, and provisions may or may not be applied by the Committee)

Yes

Timeframe for review

Do you think we should reduce the review period?

Yes

Is there anything else that you think we should consider when reviewing our Alcohol Policy

Maybe also take into consideration that you can purchase alcohol on apps like deliver easy and have it delivered to your door. In some ways it's good, people aren't driving out drunk to purchase the alcohol but there's flaws. Delivery drivers aren't required to have alcohol training or follow the same ID laws as store staff, so alcohol can be handed over to minors by poor ID checks, going to an intoxicated persons house or even parties which could cause issues while also fueling already intoxicated people with more alcohol whereas in a store staff will refuse. Just a thought since businesses have strict rules in regards to alcohol laws for their safety and customers.

Submitter – Christine Oliver**Trading hours – off-licences**

Please select which trading hours you think we should apply through the policy

Option 2: Set new hours.

Select the opening time want to apply

9am

Select the closing time want to apply

9pm

Trading hours – on-licences – other

Which policy statement do you support?

I support the proposed new policy statement

Sensitive Premises

Do you agree with the inclusion of marae and fale Pasifika in the definition for sensitive premises?

Yes

What was your reason for not including marae and fale Pasifika?

-

Do you agree with the inclusion of health facilities and rehabilitation treatment centres in the definition of sensitive premises?

Yes

What was your reason for not including health facilities and rehabilitation treatment centres?

-

If the only thing that is changing is the ownership of the premises do you support that evidence of consultation is not required?

Yes

Why do you think the requirement to provide evidence of consultation should remain?

-

Discretionary Provisions

Do you think that there should be a discretionary provision that allows the Committee to consider the use of glass vessels? (Please note – discretionary provisions are not an outright restriction, and provisions may or may not be applied by the Committee)

Yes

Timeframe for review

Do you think we should reduce the review period?

Yes

Is there anything else that you think we should consider when reviewing our Alcohol Policy

-

Submitter – James Garthwaite

Organisation (if applicable)

Tui Base Camp

Trading hours – off-licences

Please select which trading hours you think we should apply through the policy

Option 1. Keep things the same. Stores can stay open from 7am to 11pm every day

Trading hours – on-licences – other

Which policy statement do you support?

I support the proposed new policy statement

Sensitive Premises

Do you agree with the inclusion of marae and fale Pasifika in the definition for sensitive premises?

No

What was your reason for not including marae and fale Pasifika?

-

Do you agree with the inclusion of health facilities and rehabilitation treatment centres in the definition of sensitive premises?

Yes

What was your reason for not including health facilities and rehabilitation treatment centres?

-

If the only thing that is changing is the ownership of the premises do you support that evidence of consultation is not required?

Yes

Why do you think the requirement to provide evidence of consultation should remain?

-

Discretionary Provisions

Do you think that there should be a discretionary provision that allows the Committee to consider the use of glass vessels? (Please note – discretionary provisions are not an outright restriction, and provisions may or may not be applied by the Committee)

Yes

Timeframe for review

Do you think we should reduce the review period?

No

Is there anything else that you think we should consider when reviewing our Alcohol Policy

-

Submitter – Abbey Craib**Trading hours – off-licences**

Please select which trading hours you think we should apply through the policy

Option 2: Set new hours.

Select the opening time want to apply

7am

Select the closing time want to apply

10pm

Trading hours – on-licences – other

Which policy statement do you support?

I support the proposed new policy statement

Sensitive Premises

Do you agree with the inclusion of marae and fale Pasifika in the definition for sensitive premises?

Yes

What was your reason for not including marae and fale Pasifika?

-

Do you agree with the inclusion of health facilities and rehabilitation treatment centres in the definition of sensitive premises?

Yes

What was your reason for not including health facilities and rehabilitation treatment centres?

-

If the only thing that is changing is the ownership of the premises do you support that evidence of consultation is not required?

No

Why do you think the requirement to provide evidence of consultation should remain?

Because for there to be a reciprocal relationship between the two facilities there has to have been face to face contact. Its about trust and community.

Discretionary Provisions

Do you think that there should be a discretionary provision that allows the Committee to consider the use of glass vessels? (Please note – discretionary provisions are not an outright restriction, and provisions may or may not be applied by the Committee)

Yes

Timeframe for review

Do you think we should reduce the review period?

Yes

Is there anything else that you think we should consider when reviewing our Alcohol Policy

-

Submitter - Jonathan**Trading hours – off-licences**

Please select which trading hours you think we should apply through the policy

Option 1. Keep things the same. Stores can stay open from 7am to 11pm every day

Trading hours – on-licences – other

Which policy statement do you support?

I support the existing policy statement

Sensitive Premises

Do you agree with the inclusion of marae and fale Pasifika in the definition for sensitive premises?

Yes

What was your reason for not including marae and fale Pasifika?

-

Do you agree with the inclusion of health facilities and rehabilitation treatment centres in the definition of sensitive premises?

No

What was your reason for not including health facilities and rehabilitation treatment centres?

What defines a health facility? Is a podiatrist a health facility or a chiropractor? So no to health facilities but yes to rehabilitation treatment centres.

If the only thing that is changing is the ownership of the premises do you support that evidence of consultation is not required?

Yes

Why do you think the requirement to provide evidence of consultation should remain?

-

Discretionary Provisions

Do you think that there should be a discretionary provision that allows the Committee to consider the use of glass vessels? (Please note – discretionary provisions are not an outright restriction, and provisions may or may not be applied by the Committee)

Yes

Timeframe for review

Do you think we should reduce the review period?

Yes

Is there anything else that you think we should consider when reviewing our Alcohol Policy

Getting rid of the licensing trusts.

Submitter – Mia Hurst**Trading hours – off-licences**

Please select which trading hours you think we should apply through the policy

Option 1. Keep things the same. Stores can stay open from 7am to 11pm every day

Trading hours – on-licences – other

Which policy statement do you support?

I support the proposed new policy statement

Sensitive Premises

Do you agree with the inclusion of marae and fale Pasifika in the definition for sensitive premises?

Yes

What was your reason for not including marae and fale Pasifika?

-

Do you agree with the inclusion of health facilities and rehabilitation treatment centres in the definition of sensitive premises?

Yes

What was your reason for not including health facilities and rehabilitation treatment centres?

-

If the only thing that is changing is the ownership of the premises do you support that evidence of consultation is not required?

Yes

Why do you think the requirement to provide evidence of consultation should remain?

-

Discretionary Provisions

Do you think that there should be a discretionary provision that allows the Committee to consider the use of glass vessels? (Please note – discretionary provisions are not an outright restriction, and provisions may or may not be applied by the Committee)

Yes

Timeframe for review

Do you think we should reduce the review period?

No

Is there anything else that you think we should consider when reviewing our Alcohol Policy

-

Submitter – Suzanne Beck**Trading hours – off-licences**

Please select which trading hours you think we should apply through the policy

Option 1. Keep things the same. Stores can stay open from 7am to 11pm every day

Trading hours – on-licences – other

Which policy statement do you support?

I support the proposed new policy statement

Sensitive Premises

Do you agree with the inclusion of marae and fale Pasifika in the definition for sensitive premises?

Yes

What was your reason for not including marae and fale Pasifika?

-

Do you agree with the inclusion of health facilities and rehabilitation treatment centres in the definition of sensitive premises?

Yes

What was your reason for not including health facilities and rehabilitation treatment centres?

-

If the only thing that is changing is the ownership of the premises do you support that evidence of consultation is not required?

Yes

Why do you think the requirement to provide evidence of consultation should remain?

-

Discretionary Provisions

Do you think that there should be a discretionary provision that allows the Committee to consider the use of glass vessels? (Please note – discretionary provisions are not an outright restriction, and provisions may or may not be applied by the Committee)

Yes

Timeframe for review

Do you think we should reduce the review period?

Yes

Is there anything else that you think we should consider when reviewing our Alcohol Policy

-



Hospitality New Zealand

TO SOUTHLAND DISTRICT COUNCIL

SUBMISSION ON

SOUTHLAND DRAFT LOCAL ALCOHOL POLICY 2026

DECEMBER 2025

CONTACT: Hospitality New Zealand

Darelle Jenkins
Head of Membership
Phone:
Email:
www.hospitality.org.nz

About Hospitality New Zealand:

1. Hospitality New Zealand ("Hospitality NZ") is a member-led, not-for-profit organisation representing around 2,500 businesses, including cafés, restaurants, bars, nightclubs, commercial accommodation, country hotels and off-licences. Our vision is to see hospitality recognised and celebrated for its contribution to Aotearoa, attracting fresh talent and generating sustainable returns for businesses and communities.
2. Hospitality NZ has advocated on behalf of the hospitality and tourism sector for over 123 years. We support and improve the hospitality industry in Aotearoa New Zealand through advocacy, training, connection, and support. We want to create a vibrant, sustainable and thriving hospitality sector that benefits businesses, employees, economies and communities. We aim to empower hospitality businesses with the knowledge, resources, and partnerships they need to succeed and contribute positively to their communities.
3. As the trusted body, we seek to unlock the industry's full potential as a significant engine for growth in the New Zealand economy and to ensure that the industry's needs are represented by engaging with the Government and wider industry.
4. This submission relates to the Draft Southland Local Alcohol Policy 2026.
5. Enquiries relating to this submission should be referred to Darelle Jenkins,

General Comments:

6. Hospitality NZ welcomes the opportunity to comment on the Southland District Council's Draft Local Alcohol Policy 2026.
7. We appreciate that there is an increasing desire from local government to minimise alcohol harm and this is a laudable goal. Currently the default option for many councils is to look to implement or amend LAPs, which is often a time consuming, expensive and sometimes frustrating process.
8. We believe councils have many options available to address alcohol harm while maintaining the community and economic benefit of hospitality. Some of these tools include:
 - National settings under the Sale and Supply of Alcohol Act.
 - District Licensing Committees and their discretion around approving licenses, and the ability to issue infringement notices and license suspensions for noncompliance.
 - Accords and stakeholder agreements to drive inner city safety improvements; eg, Cromwell Alcohol Accord, Queenstown Alcohol Accord, Octagon Alcohol Accord in Dunedin.
 - Host responsibility and Sexual Harm Prevention training: eg Responsible Service of Alcohol (HNZ), Servewise (HPA), Don't Guess the Yes (RespectED).
 - Inner city safety initiatives including design, lighting, cameras and safe zones for vulnerable people: eg Take 10.
9. We recognise that some feel hospitality contributes to alcohol-related harm in some communities. However, we firmly believe that well run on-licensed environments are part of

the solution to addressing alcohol related harm in New Zealand.

10. We would also note that many hold the view that access equals more consumption (and potentially harm). However, prior to the implementation of the Sale of Liquor Act in 1989 there were about 3000 licenses in New Zealand and since then the number of licenses has increased to just over 11,000. Conversely, liquor consumption in New Zealand has decreased 23% since 1986. Therefore, increased access (more licenses and more places to purchase alcohol) has not translated into higher consumption.

Specific Comments:

Sensitive Premises

11. Hospitality NZ supports the proposed clarification that evidence of consultation with sensitive premises is not required where a new licence application is triggered solely by a change of ownership and the nature of the business remains unchanged.
12. This amendment is consistent with our earlier feedback, which highlighted that operators should not be subjected to additional procedural hurdles during renewals or ownership transitions, particularly when a premises has been lawfully operating prior to the establishment of a sensitive site nearby. As we previously noted, this approach risks unfairly penalising hospitality businesses simply because a sensitive site chose to locate nearby after the premises were already operating legally. The clarification helps avoid unintended compliance burdens for responsible operators and supports continuity of business operations without compromising community safeguards.

Trading Hours for On-licenses

13. Hospitality NZ acknowledges and supports retaining the status quo for trading hours in relation to on-licences, as proposed.
14. Hospitality NZ acknowledges and supports the Council's proposal to make no changes to trading hours for on-licensed premises. Maintaining the status quo is appropriate and consistent with the important role that well-run licensed venues play in supporting safe and responsible consumption of alcohol. Licensed hospitality environments are controlled settings with trained staff, established host responsibility practices, and regulatory oversight. Any reduction to on-premise trading hours would risk displacing alcohol consumption into unregulated or unsupervised environments, potentially working against the Council's objective of minimising alcohol-related harm. Retaining existing settings therefore remains the most balanced and effective approach.

Trading Hours for Off-licenses

15. Hospitality NZ does not support any reduction to off-licence trading hours (Option 2) and strongly recommends that Council maintains the current status quo of 7am to 11pm (Option 1), which reflects the national default hours set out in the Sale & Supply of Alcohol Act 2012.
16. While the draft notes a national trend of some councils considering reduced off-licence hours, there is no Southland specific evidence of harm that would justify altering existing trading

hours. The current hours have been in place since the adoption of the new Sale & Supply of Alcohol Act 2012, and remain appropriate, balanced, and workable for local communities and operators.

17. Hospitality NZ believes the existing hours appropriately balance community needs and business viability. Current trading hours provide a practical framework that supports both consumer access and responsible retailing practices. For many small and rural operators, the ability to open earlier or close later is essential to operating viability, particularly where customer demand aligns with shift-work, farming hours, and dispersed communities. A reduction in hours would not eliminate harm but would disproportionately impact businesses whose trading patterns already reflect local needs and expectations.
18. Changes to trading hours should be grounded in local data demonstrating a clear link between current hours and alcohol-related harm. No such data has been presented in the draft. In the absence of problem-specific evidence, the most responsible and proportionate approach is to retain the current hours, avoiding unnecessary disruption to both consumers and businesses.

Discretionary Conditions

19. Hospitality NZ acknowledges the role that discretionary conditions can play in achieving the purpose of the Sale & Supply of Alcohol Act 2012, particularly in managing higher-risk situations and addressing premises-specific issues. However, experience in Auckland and other centres has shown that when multiple discretionary conditions are applied by default (rather than in response to specific, evidenced concerns), they create disproportionate burden on responsible operators without demonstrable reductions in alcohol-related harm.
20. Hospitality NZ does not support the introduction of a new discretionary condition allowing the DLC to restrict the use of glass containers at special licence events. There is no evidence of local harm that would justify adding this requirement, and introducing it risks creating unnecessary compliance costs for event organisers, particularly small or community-based events.

Timeframe For Review

21. Hospitality NZ opposes the proposal to reduce the LAP review period from six years to four. While the draft LAP suggests this would allow earlier attention to concerns and avoid election-year timing, there is no evidence that a shorter period would improve outcomes or reduce alcohol-related harm. In contrast, a shorter period would create a significant and unnecessary burden for both Council and businesses.
22. LAP reviews are complex, resource-intensive processes involving consultation, hearings, drafting, legal oversight, and potential appeals. The draft itself acknowledges that LAP's place additional monitoring and administrative burdens on Council. Moving to a four-year period would effectively double this workload over a decade and divert resources away from enforcement, education, and community safety initiatives that more directly reduce harm.
23. Hospitality NZ believes greater compliance burden and cost for businesses as each review period introduces uncertainty for licensees and requires time, energy, and often professional advice to participate meaningfully. This burden falls especially hard on rural and small

operators. A shorter period would mean businesses are frequently responding to potential policy shifts, limiting stability and hindering long-term planning.

24. Hospitality NZ considers the rationale of avoiding election years to be insufficient. This is not a substantive or evidence based policy justification for increasing the review frequency of the LAP.

Recommendations

25. In summary, Hospitality NZ is in support of some of the proposed changes to the Southland District Council Local Alcohol Policy (LAP). We are also in disagreement with others. We appreciate the chance to contribute constructively to ensure a balanced policy that supports both community wellbeing and the viability of the hospitality sector.

We respectfully submit the following key recommendations:

- We support the proposed clarification that evidence of consultation with sensitive premises is not required where a new licence application is triggered solely by a change of ownership and the nature of the business remains unchanged.
- We support retaining the current on-licence trading hours, as proposed.
- We oppose any reduction to off-licence trading hours (Option 2) and strongly recommend retaining the current 7am-11pm hours (Option 1). These hours reflect the national default under the Act and remain appropriate, practical, and evidence-based. No Southland-specific harm data has been presented to justify changes.
- We recommend caution against expanding or applying discretionary conditions by default. Accordingly, we do not support the proposed new discretionary condition relating to restrictions on glass containers at special licence events.
- We oppose reducing the LAP review period from six years to four. Shorter review periods would significantly increase administrative burden on Council and businesses. There is also no evidence that a more frequent review improves outcomes or reduces harm, and we do not believe the rationale of avoiding election years to be a substantive or evidence based policy justification for increasing the review frequency of the LAP.

26. We look forward to ongoing dialogue and collaboration with the Council as the LAP is further developed.

Conclusion

- 27. We thank the Southland District Council for the opportunity to provide input into the consultation.
- 28. We would be happy to discuss any parts of this submission in more detail, and to provide any assistance that may be required.
- 29. On behalf of our members, we are available for further consultation on this important community issue and wish to speak to our submission during the verbal deputation process.



Mataura Licensing Trust

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Telephone (03) 208 9540, Fax (03) 208 9071, P.O. Box 43, Gore 9740
email: office@mltgore.co.nz Web Page: www.mltgore.co.nz

Celebrating 60 Years Service to Your Community

1 December 2025

Submission to Southland District Council on the Draft Local Alcohol Policy (LAP)

Submitter Name: Mark A Paterson

Position: General Manager

Organisation: Mataura Licensing Trust, (MLT).

Contact Details: MLT P.O. Box 43, Gore 9710. mark@mltgore.co.nz, 032089540.

Submission: Southland District Council (SDC) Draft Local Alcohol Policy 2026.

As General Manager of the MLT, based in Gore, I wish to submit a submission to the Draft Local Alcohol Policy 2026 with reference to the SDC statement of purpose to changes to their plan.

MLT Proposed Submission

Sensitive Premises: No submission.

Definition of Sensitive Premises: No submission.

Trading Hours

(On-Licences): No submission

(Off-Licences): The MLT supports **Option 1: Status Quo** for off-l licence trading hours, which allows operation from **7:00 am on any day to 11:00 pm the same day**.

MLT Submission; Maintaining the current trading hours is essential for the continued operation of our establishments and ensures consistency for our businesses, customers and our communities.

1. Economic Impact on Rural Businesses: Rural areas often have fewer business options available, and off-licenses in hotels and taverns play a critical role in our local economy. Maintaining current trading hours allows businesses to cater to a wide range of customers, especially those who may work irregular hours or travel from surrounding areas. Cutting the hours could lead to reduced sales, which will impact profitability and sustainability. This change could not only affect individual businesses but also the broader economic fabric of the community by reducing local employment opportunities and weakening support for local suppliers.

2. Staffing Considerations: Our current staffing schedules are designed to align with operating hours. A reduction in hours may result in understaffing during peak time periods, leading to increased pressure on employees. Additionally, maintaining a full-time team is dependent on steady sales. Reducing hours may force businesses to reduce hours for workers, causing financial strain on their households and subsequently impacting local economic activity. Our staff contribute not only to our businesses but also engage with the community, promoting responsible alcohol consumption and customer service.

3. Community Expectations: In rural communities, convenience and accessibility are fundamental. Our patrons expect to purchase items at times that suit their lifestyles. A 10 pm closing time might lead to frustration among residents who may have different schedules, particularly those travelling from external areas for work or social engagements. The proposed change does not consider the unique rhythms of rural life and may inadvertently encourage unsupervised and unsafe drinking habits later in the night, as customers seek alternatives after our early closure.

4. Customer Behaviour: Research and local experiences indicate that customers often seek convenience. Moving to a 10 pm close could shift patterns of behaviour, leading to increased pressure at nearby licensed premises that remain open later. This could result in a less controlled environment for alcohol consumption, which may lead to disturbances or increased risk of unsafe behaviours. Maintaining the current hours promotes a more responsible and well-regulated community drinking culture.

5. Promotion of Responsible Consumption: Off-licenses play a role in promoting responsible drinking habits by providing a controlled environment for purchase. Our staff are trained to support responsible consumption and intervene as needed. Reducing trading hours may inadvertently hinder our ability to educate and support our customers.

Conclusion: While we understand the importance of balancing community safety with business needs, we strongly believe that maintaining our current trading hours is vital for the continued health of our rural businesses and community. I encourage the decision-makers to consider these factors and the overall well-being of our community as they deliberate this proposal.

Thank you for considering this submission. We remain committed to promoting a safe, responsible environment for all members of our community.

Discretionary Conditions: No Submission.

Timeframe for Review : No Submission.

Style and Format : No submission.

Request to Speak: I don't wish to speak to the submission. I am happy for this written submission to be presented to the SDC as representation from the MLT.

Thank you for considering the MLT's submission.

Kind regards,

A handwritten signature in black ink, appearing to read 'Mark A Paterson'.

General Manager

Mataura Licensing Trust

8 December 2025

Southland District Council
PO Box 903
Invercargill 9840

Tēnā koutou

Submission on the Draft Local Alcohol Policy 2026 for the Southland District

1. Southland's current Local Alcohol Policy, shared with Invercargill City Council, was adopted in 2019. The Sale and Supply of Alcohol Act 2012 requires local alcohol policies to be reviewed every six years. Southland District Council and Invercargill City Council have chosen to review their alcohol policies separately. This technical advice responds to requests for feedback on draft Local Alcohol Policy for Southland only.
2. Thank you for the opportunity to provide feedback on the Draft Southland Local Alcohol Policy 2026. This technical advice has been compiled by the National Public Health Service (NPHS), Te Waipounamu Region, Health New Zealand - Te Whatu Ora. NPHS Te Waipounamu services the South Island including the Southland District.
3. NPHS recognises its responsibilities to improve, promote and protect the health of people and communities of Aotearoa New Zealand under the Pae Ora (Healthy Futures) Act 2022 and the Health Act 1956.
4. Pae Ora requires the health sector to protect and promote healthy communities and health equity across different population groups by working together with multiple sectors to address the determinants of health.
5. NPHS is focused on the achievement of equitable health outcomes. We use the Ministry of Health's definition of equity:

In Aotearoa New Zealand people have differences in health that are not only avoidable, but unfair and unjust. Equity recognises different people with different levels of advantage require different approaches and resources to get equitable health outcomes.¹

6. This document responds to some of the specific questions Council has asked and sets out matters of interest and concern to NPHS Te Waipounamu. This document also reiterates the advice that we provided during the early engagement consultation. Our recommendations are based on evidence about public health and equity.

General Comments

7. NPHS Te Waipounamu acknowledges the Southland District Council for its work on revising their Local Alcohol Policy (LAP). LAPs can give communities more say on access to alcohol and have the potential to help reduce alcohol harm. We acknowledge that the Southland District will be producing its own LAP and that our previous input had been focused on the presumption that we would be providing input into a combined LAP for both Invercargill City and the Southland District. We understand the demographic differences that necessitate a different approach for the Southland District and where possible we have provided health data that is more relevant to the rural area.
8. As highlighted in our previous advice, alcohol causes significant harm to individuals, whānau and communities, costing Aotearoa New Zealand an estimated \$9.1 billion each year (\$4.8 billion of this is due to foetal alcohol spectrum disorder).² These harms are not distributed equitably – Māori are twice as likely to die from alcohol-related causes compared to non-Māori.^{3,4} People in most socio-economically deprived areas are also at greater risk of harm from alcohol, yet are more exposed to off licensed premises, having almost three times as many compared to the least deprived areas (See **Appendix 1**).

¹ Ministry of Health – Manatū Hauora (2024, July 2). Achieving equity. <https://www.health.govt.nz/about-ministry/what-we-do/achieving-equity>

² NZIER. Costs of alcohol harms in New Zealand: Updating the evidence with recent research. A report for the Ministry of Health. 2024. Retrieved from: <https://www.health.govt.nz/system/files/2024-06/costs-of-alcohol-harms-in-new-zealand-2may24-v2.docx>

³ Chambers T., Mizdrak A., Jones A.C., Davies, A. Sherk, A. (2024). Estimated alcohol-attributable health burden in Aotearoa New Zealand. Wellington, New Zealand. <https://doi.org/10.60967/healthnz.27048892>

⁴ Randerson S, Wright K, Connor J; Public Health Communication Centre Aotearoa 23 Oct 2024. <https://www.phcc.org.nz/briefing/local-alcohol-policies-whats-opportunity-reduce-harm>

9. The New Zealand Health Survey 2023/24 indicates that the Southland region has higher hazardous drinking, and the highest weekly heavy episodic drinking compared to any other region in New Zealand/Aotearoa. (See **Appendix 2**)
10. The health burden of alcohol harm spans the life course, from before birth to death. Almost all parts of the health system deal with the diseases and injuries caused by alcohol, including (but not limited to) emergency departments, midwifery and obstetrics, paediatrics, disability services, primary care, oncology, surgery (including orthopaedics, plastics, maxillofacial), and mental health and addiction services.
11. The harm caused by alcohol increases health system costs and costs to society at large. Some recent work on attributing the role of alcohol to hospitalisations from people with various conditions in Southland has been completed. The table below is from the attributable fractions reports by National Public Health Service's analysts for the Southland District.

Table 1: Estimated wholly and partially alcohol-attributable conditions in Southland Territorial Authority, 2023/24 financial year

Condition	Total number of Hospitalisations	Estimated number of Alcohol-Attributable Hospitalisations	Alcohol-Attributable Percent
Unintentional injuries	482	43	8.9
Transport injuries	122	20	16.4
Alcoholic gastritis	13	13	100
Alcohol use disorders	12	12	100
Lower respiratory tract infections	154	11	7.1
Pancreatitis	24	9	37.5
Atrial fibrillation and cardiac arrhythmia	53	8	15.1
Alcoholic cardiomyopathy	7	7	100
Self-harm	45	7	15.6
Liver cirrhosis	10	6	60
Colorectal cancer	32	4	12.5
Interpersonal violence	28	4	14.3
Epilepsy	14	3	21.4
Haemorrhagic stroke	15	3	20
Breast cancer	16	2	12.5

12. The attributable fractions report for the Southland District includes the health burden associated with alcohol consumption for 15 conditions recorded in hospitalisations data in 2023/24. Overall 148 people from the Southland District were discharged from hospital with a condition that was attributed to their alcohol use in 2023/24.

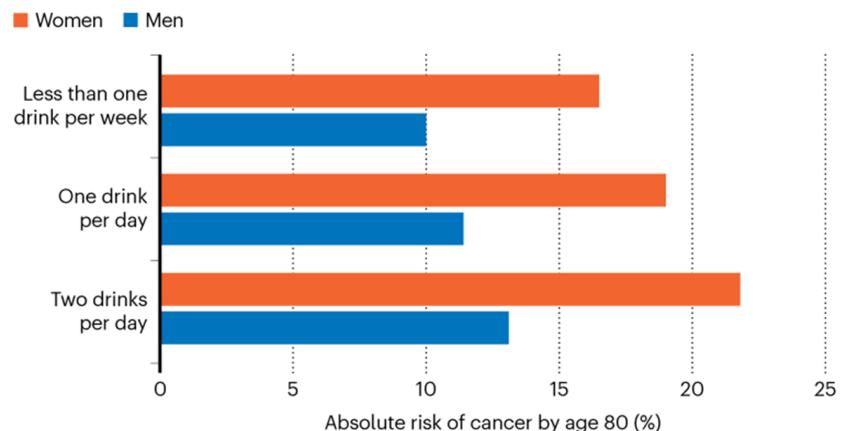
Alcohol and cancer risk

13. Alcohol is a class 1 carcinogen and is a leading preventable cause of cancer. Alcohol is known to cause at least seven types of cancer, including breast (in women), bowel, mouth, throat (pharynx), voice box (larynx), liver and oesophagus. Research shows that in 2018 alcohol caused an estimated 1,250 cancers in Aotearoa New Zealand. Breast cancer and bowel cancer made up 69% of all alcohol-attributable cancers.⁵ Māori experience a higher burden of alcohol-related cancers. In 2012, Māori lost an average of 12.7 years of life from alcohol-attributable cancers compared with 10.1 years for non-Māori.⁶
14. All types of alcohol – beer, wine and spirits – increase the risk of developing cancer. The risk increases with the amount of alcohol consumed and the risk accumulates over a lifetime. As any amount of alcohol consumption increases the risk of cancer, there is no safe minimum level of alcohol use.⁷
15. The absolute risks of developing any of the seven cancer types listed above increases with increased consumption. The U.S. Surgeon General's Advisory (2025) reported that women who have on average two drinks per day have a 21.8% risk of developing one of the seven cancers, compared to 16.5% for women who have less than one drink per week. For men, the lifetime risk of developing one of these cancer types rose from a baseline of 10% for those who have less than one standard drink per week, to 13.1% for those who, on average, have two drinks daily.

⁵ Chambers T., Mizdrak A., Jones A.C., Davies, A. Sherk, A. (2024). Estimated alcohol-attributable health burden in Aotearoa New Zealand. Wellington, New Zealand. Accessed from: https://healthnz.figshare.com/articles/report/Estimated_alcohol-attributable_health_burden_in_Aotearoa_New_Zealand/27048892/1

⁶ Connor, J., Kydd, R., MacLennan, B., Shield, K., & Rehm, J. (2017). Alcohol-attributable cancer deaths under 80 years of age in New Zealand. *Drug and alcohol review*, 36(3), 415-423.

⁷ World Health Organization. (2023). No level of alcohol consumption is safe for our health. 4 January 2023. Accessed from: <https://www.who.int/europe/news/item/04-01-2023-no-level-of-alcohol-consumption-is-safe-for-our-health>



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Figure 1: Absolute risk of 7 types of cancer by age 80 for women and men.⁸

Alcohol, mental health and suicide

15. Alcohol is a depressant drug, which can disrupt the balance of neurotransmitters in the brain and affect feelings, thoughts and behaviour. There are links between harmful alcohol use and poorer mental health outcomes, such as anxiety disorders, and depression. There is clear evidence that alcohol use is a risk factor for self-harm and suicidal behaviour.⁹ Data from the Christchurch Health and Development Study found a causal link between alcohol use disorder and major depression.¹⁰ A review of the literature shows that having an alcohol use disorder, or major depression, doubles the risk of developing the other disorder over the lifespan.¹¹

16. Alcohol is a significant and modifiable risk factor for suicide.^{12,13} An international meta-analysis of 33 studies found that alcohol use was associated with a 94% increase in the risk of death by suicide over time.¹⁴ An earlier meta-analysis of seven studies found that acute alcohol use was associated with a seven times

⁸ The U.S. Surgeon General's Advisory. Alcohol and Cancer Risk (Office of the US Surgeon General, 2025). Accessible from: <https://www.hhs.gov/surgeongeneral/reports-and-publications/alcohol-cancer/index.html>

⁹ World Health Organization. (2019). *Harmful use of alcohol, alcohol dependence and mental health conditions: a review of the evidence for their association and integrated treatment approaches*. Geneva: WHO. Available from: <https://www.who.int/europe/publications/item/WHO-EURO-2019-3571-43330-60791>

¹⁰ Fergusson, D. M., Boden, J. M., & Horwood, L. J. (2009). Tests of causal links between alcohol abuse or dependence and major depression. *Archives of general psychiatry*, 66(3), 260-266.

¹¹ Boden, J. M., & Fergusson, D. M. (2011). Alcohol and depression. *Addiction*, 106(5), 906-914.

¹² World Health Organization. (2014). Preventing suicide: A global imperative. Geneva: World Health Organization. Available from: <https://www.who.int/publications/item/9789241564779>

¹³ Kolvse, K., Crossin, R., Witt, K. (2022). Alcohol use and suicidal behaviour: current research evidence and potential for prevention. In: Handbook of Substance Misuse and Addictions: From Biology to Public Health.

¹⁴ Isaacs, J. Y., Smith, M. M., Sherry, S. B., Seno, M., Moore, M. L., & Stewart, S. H. (2022). Alcohol use and death by suicide: A meta-analysis of 33 studies. *Suicide and Life-Threatening Behavior*, 52(4), 600-614.

increased risk of suicide attempt.¹⁵ New Zealand research is broadly consistent with the wide body of international evidence that consistently establishes alcohol as one of the most significant contributors to suicide globally.

17. Acute alcohol use can increase suicide risk through mechanisms such as increased feelings of despair and hopelessness, impaired decision making, increased impulsivity, and reduced inhibitions.¹⁶ Research that considered the impact of alcohol on suicidal ideation in Aotearoa New Zealand found that alcohol use disorder was associated with a significantly increased risk of suicidal ideation across the life course, and this risk was 50% higher in those with alcohol use disorder, when controlling for other relevant variables including (but not limited to) socioeconomic status, employment, depression, and other substance use disorders.¹⁷ Research has also found that 26.6% of suicide deaths in Aotearoa New Zealand involve acute alcohol use.¹⁸

Alcohol and the digestive system

18. Alcohol can have myriad effects on the digestive system, from the point it enters the body until it is metabolised or excreted. Alcohol enters the blood stream via the stomach and small intestine, where it is distributed throughout the body and is drained into the liver. Alcohol consumption is associated with conditions related to the liver, pancreas, and gallbladder, including cirrhosis, pancreatitis, chronic liver disease, alcohol-involved gastritis, and increased risk of gastrointestinal tract cancers.

Alcohol and child development

19. While drinkers cause alcohol-related harm to themselves, they also impose considerable health harm on others via many pathways such as traffic injury, interpersonal violence, and Foetal Alcohol Spectrum Disorder (FASD).¹⁹ FASD is a preventable neurodevelopmental disorder caused by exposure to alcohol before birth and is likely to be the leading preventable cause of non-genetic

¹⁵ Borges, G., Bagge, C. L., Cherpitel, C. J., Conner, K. R., Orozco, R., & Rossow, I. (2017). A meta-analysis of acute use of alcohol and the risk of suicide attempt. *Psychological medicine*, 47(5), 949-957.

¹⁶ Crossin, R., Cleland, L., Beautrais, A., Witt, K., & Boden, J. M. (2022). Acute alcohol use and suicide deaths: an analysis of New Zealand coronial data from 2007-2020. *NZ Med J*, 135(1558), 65-78.

¹⁷ Crossin, R., Cleland, L., McLeod, G. F., Beautrais, A., Witt, K., & Boden, J. M. (2022). The association between alcohol use disorder and suicidal ideation in a New Zealand birth cohort. *Australian & New Zealand Journal of Psychiatry*, 56(12), 1576-1586.

¹⁸ Crossin, R., Cleland, L., Beautrais, A., Witt, K., & Boden, J. M. (2022). Acute alcohol use and suicide deaths: an analysis of New Zealand coronial data from 2007-2020. *NZ Med J*, 135(1558), 65-78.

¹⁹ Babor, T. F., Casswell, S., Graham, K., Huckle, T., Livingston, M., Österberg, E., ... & Sornpaisarn, B. (2022). *Alcohol: no ordinary commodity: research and public policy*. Oxford: Oxford University Press.

intellectual disability in Aotearoa New Zealand.²⁰ The lifelong disability caused by prenatal alcohol exposure cannot be reversed.

20. It is estimated that FASD costs Aotearoa New Zealand about \$4.8 billion per year, which is over half of the estimated cost of alcohol harm in Aotearoa New Zealand per year (\$9.1 billion).²¹ Further, of the 78,277 healthy life years lost due to alcohol in 2018, 90.3% were attributed to FASD.²¹
21. People who have FASD, or possible FASD, can experience complex physical, behavioural, learning and intellectual problems that persist throughout their lives. Impairment also varies between people depending on when and how much alcohol was consumed during the development of their brain and other parts of their bodies before they were born.²²
22. The impact of FASD on individuals is wide-reaching and can include increased mortality and morbidity, poor educational and employment outcomes including benefit dependence, increased interaction with the criminal justice system and increased interaction with alcohol, drug and mental health services.²³
23. Most children with FASD in the general population are neither recognised nor diagnosed with any frequency. The prevalence of FASD in Aotearoa New Zealand has not yet been measured, but international studies and expert opinion suggest that around 3 to 5 percent of people may be affected by the effects of alcohol exposure before birth. This implies that around 1800–3000 babies may be born with FASD each year in Aotearoa New Zealand.²⁴ A New Zealand study that estimated the prevalence of FASD (using alcohol use during pregnancy data sourced from the 2018 New Zealand Health Survey) found that Māori experience higher rates of FASD compared to other ethnicities.²⁴
24. Actions to reduce the accessibility, affordability and availability of alcohol, alongside strategies aimed at de-normalising alcohol use in all settings, are likely to result in a reduction in the prevalence of FASD.

²⁰ Popova, S., Charness, M. E., Burd, L., Crawford, A., Hoyme, H. E., Mukherjee, R. A., ... & Elliott, E. J. (2023). Fetal alcohol spectrum disorders. *Nature reviews Disease primers*, 9(1), 11.

²¹ Casswell, S., Huckle, T., Romeo, J. S., Moewaka Barnes, H., Connor, J., & Rehm, J. Quantifying Alcohol-Attributable Disability-Adjusted Life Years to Others than the Drinker in Aotearoa, New Zealand. *Addiction*. 119(5), 855-62.

²² Ministry of Health. (2025). Action on Fetal Alcohol Spectrum Disorder (FASD). Accessed 13 May 2025. Available from: <https://www.health.govt.nz/strategies-initiatives/programmes-and-initiatives/fetal-alcohol-spectrum-disorder>

²³ FASD Working Group. (2016). Taking action on Fetal Alcohol Spectrum Disorder: 2016-2019: An action plan. 2016. Available from: <https://www.health.govt.nz/system/files/2016-08/taking-action-on-fetal-alcohol-spectrum-disorder-2016-to-2019.pdf>

²⁴ Romeo, J. S., Huckle, T., Casswell, S., Connor, J., Rehm, J., & McGinn, V. (2023). Foetal alcohol spectrum disorder in Aotearoa, New Zealand: Estimates of prevalence and indications of inequity. *Drug and alcohol review*, 42(4), 859-867.

Global health viewpoint

25. The following policies recommended by the World Health Organization are proven to reduce alcohol-related harm, and are relevant to Local Alcohol Policies:²⁵

- a. Raising the **price** of alcohol to make it less affordable.
- b.** Strengthen restrictions on **availability**.
- c. Limiting alcohol **advertising and promotion**.

Government viewpoint

26. The current Government has placed great importance on addressing alcohol-related harm, evidenced by the fact that alcohol is one of the five modifiable risk factors prioritised in the Government Policy Statement on Health 2024 – 2027.²⁶

Specific Comments

27. We support your proposal to extend the definition of sensitive premises to include “and health facilities and rehabilitation treatment centres, and any marae or fale Pasifika.”. We believe the proposed separation distance needs to be extended to 100 metres and the restriction applies to the establishment of licenced premises rather than an obligation to consult.
28. We support your proposal to shorten the review period to four years. We understand that this is to avoid it coinciding with Council elections. We would also suggest that society’s attitude to alcohol consumption is changing rapidly and that a review of the Local Alcohol Policy may well be timely in four years’ time.
29. We support the proposed discretionary provision for special events “For Special Licences, the committee may impose restrictions on the use of glass containers”. This will reduce the potential for injury.

²⁵ The SAFER technical package: five areas of intervention at national and subnational levels. Geneva: World Health Organization; 2019. Licence: CC BY-NC-SA 3.0 IGO.

²⁶ Ministry of Health New Zealand; Government Policy Statement on Health 2024-27 p 4; Accessed from [Government Policy Statement on Health, 2024 – 2027](https://www.moh.govt.nz/our-work/our-strategies-and-plans/government-policy-statement-on-health-2024-27/) 06/11/2024

30. In New Zealand, over 75% of total alcohol consumed is from off-licences, and 72% of drinking occasions among high-risk drinkers occur at locations outside of On-licences. Because of these facts, most alcohol-related harm is associated with Off-licences. Therefore, in line with the WHO's proven policy initiatives to minimise alcohol-related harm, a strong focus of the Local Alcohol Policy must be on measures that will make Off-licence purchases of alcohol less affordable, less available, less visible, and safer.
31. We support the Local Alcohol Policy specifying the maximum trading hours for Off-licences to be from 9am to 9pm. We recognise that reducing alcohol availability in this way will result in a reduction of alcohol harm. We also recognise these provisions apply to Local Alcohol Policies in Auckland, Christchurch, Gisborne, Hastings, Hauraki, Hurunui, MacKenzie, Timaru Matamata-Paiko, Porirua, Rotorua-Lakes, Thames-Coromandel and Whanganui. We would suggest that if the Southland District Local Alcohol Policy were to maintain 11pm closing for off-licences, they would be an outlier.
32. There is a higher density of off-licences in the most deprived areas of Southland although we do note that the towns tend to be more deprived than the rural areas. Areas with NZDep 2018 decile 7, 8, 9 and 10 together accounted for 71% of Southland Hospital alcohol-related ED visits, with the 9th decile alone contributing 27% of all such visits. We are aware that the proportion of Southland ED visits arising from the Southland District will be low. Corrected for population size, the yearly rate of ED presentations increases steadily with higher deprivation. To help address this issue, we recommend a sinking lid (or at the very minimum, a freeze) on the issue of new off-licences in towns and townships in the Southland District (s771a)). Effective wording to enable this could be adapted from a number of new Local Alcohol Policies including those of Auckland²⁷ and the Rotorua-Lakes District²⁸.
33. For Off licences that deliver alcohol, we recommend a minimum of three hours between placement of an order and delivery of alcohol to a customer. We also

²⁷ Auckland Council Local Alcohol Policy 2024 Obtained From:
<https://www.aucklandcouncil.govt.nz/content/dam/ac/docs/policies/local-alcohol-policy.pdf> 03/12/2025

²⁸ Rotorua -Lakes Council: Local Alcohol Policy 2025: Obtained from:
<https://r3nk7o.digitalcityplatform.online/RedPublishPROD/api/docs/21375726?f=inline> 02/12/2025

recommend a clause that effectively states that no deliveries can take place outside the maximum trading hours permitted for off-licences.

34. We recommend no single service sales to be sold for less than \$6.00 (amount to be reviewed at renewal to account for inflation). The ARLA decisions²⁹ to prohibit sales of single-unit alcohol products under \$5.99 have set a clear precedent for this.
35. 35. Buy now/pay later schemes (e.g. "Layby®" or "Afterpay®") promote impulse spending, so are not appropriate for purchasing an addictive, harmful drug like alcohol. We recommend the prohibition on use of credit/after pay services to procure alcohol from off-licences (s77(1)f). We are aware that several Local Alcohol Policies have these provisions including that of the Rotorua-Lakes District²⁸
36. We support Southland District Council's plan to remove the wording "no restriction" as it applies to the wording for conditions relating to On-licences. We further recommend that On-licensed premises close of trading hours move from 3.00am to 1.00am to be consistent with maximum trading hours we have advised to Dunedin and Invercargill. We would also suggest that an 8am opening time is too early, and it should be no earlier than 9am.
37. Maximum operating hours for Club Licences should meet the requirements of the club but they should not be any more permissive than what we have recommended for on-licences (above).
38. While we see your proposal to restrict alcohol related signage to 50% of the external area of the premises, we advise this will not be strong enough to reduce alcohol harm. We therefore ask that the Southland District Local Alcohol Policy requires that there should be no promotion or advertising visible from outside any on or off licensed premises. The Rotorua Lakes Council have this provision in their 2005 Alcohol Policy²⁸ and we are aware the Dunedin City Council is considering it for their 2026 Policy.

²⁹ Alcohol Regulatory and Licensing Authority [2023] ARLA 18 and [2021] ARLA 123 and [2019] ARLA 270. Retrieved from: [Alcohol Regulatory and Licensing Authority](https://www.alcohollicensing.org.nz/legislation/) 04/11/2024

Health New Zealand
Te Whatu Ora

39. We strongly recommend that Council consider requiring certified duty managers to be present at all Club licences trading after 8.00pm or if there are more than 50 patrons present (s77(1)f). This is the wording we recommended to the Dunedin City Council as they were reviewing their Local Alcohol Policy. It is our view that the text in the proposed Local Alcohol Policy is not explicit enough.
40. NPHS Te Waipounamu wishes to be heard with respect to this submission.
41. Thank you for the opportunity to submit on the Draft Southland District Local Alcohol Policy 2025.

Ngā mihi



Dr Michael Butchard

Medical Officer of Health
National Public Health Service
Southern District
Te Waipounamu Region

Contact details

Tom Scott
NPHS Te Waipounamu

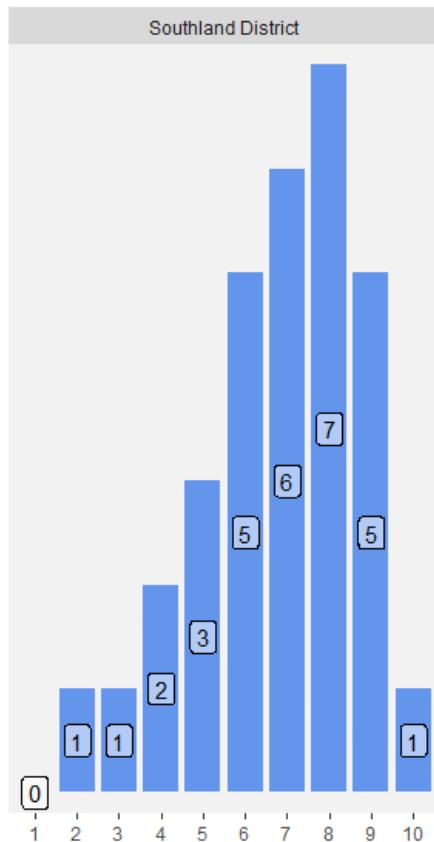


Vince Barry

Regional Director
National Public Health Service
Te Waipounamu Region

Appendix 1:

Number of off-licences in the Southland District by NZDep 2023



Appendix 2:

Alcohol Trends by Region from NZ Health Survey 2012 -2022



Winton CCTV camera project - unbudgeted expenditure

Record no: R/25/12/61733

Author: Jared Cappie, Community leadership manager

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

Report type: Decision

Purpose

- 1 The purpose of this report is to seek approval for unbudgeted expenditure to cover the costs of stage three of the Winton CCTV camera project, installing two additional cameras (one at each location) on Great North Road specifically at Night and Day, and Mitre 10.

Staff recommendations

That Council:

- a) receives the report titled "Unbudgeted Expenditure-Winton CCTV camera project", dated 28 January 2026.
- b) notes that the matter or decision in this report is assessed as some importance based on Council's Significance and Engagement Policy 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 up to \$27,000 (excluding GST) to be funded from the Winton Property Sales Reserve to cover costs of stage three of the Winton CCTV camera project: Add two additional cameras on Great North Road at Night and Day, and Mitre 10.

Executive summary

- 2 The approved budget for the Winton CCTV Camera project is \$65,000 (excluding GST) from the Winton Property Sales Reserve to cover the cost of works, hardware, and installation of up to six CCTV cameras and the necessary supporting systems.
- 3 After seeking prices for the installation of a replacement CCTV system in Winton, staff presented an update on the project's scope and costings at the Ōreti Community Board meeting held on 15 December 2025. This update followed the report delivered on 14 April 2025 and was provided in accordance with board resolution (f), which requires that such information be shared prior to awarding any supplier contracts.
- 4 The following resolutions (minutes still unconfirmed) were carried by the Ōreti Community Board at their 15 December 2025 meeting:
 - a) receives the report titled 'Update Winton CCTV camera project', dated 15 December 2025.
 - b) notes that the matter or decision in this report is assessed as of moderate importance based on Council's Significance and Engagement Policy in terms of Section 76 of the Local Government Act 2002.

- c) determines that it has complied with the decision making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.
- d) determines that this report will be released publicly when the procurement process is finalised.
- e) the board recommends that Council approve unbudgeted expenditure of up to \$27,000 (excluding GST) to be funded from the Winton Property Sales Reserve to cover costs of stage three of the Winton CCTV camera project: Add two additional cameras on Great North Road at Night and Day, and Mitre 10.
- f) notes the update on the tender process provided in this report and supports staff proceeding with engagement of the preferred tenderer for stages one and two of the project and stage three subject to approval of unbudgeted expenditure by Council in accordance with e) above.

5 The next step is for Council to consider whether it wishes to approve unbudgeted expenditure of up to \$27,000 (excluding GST) to be funded from the Winton Property Sales Reserve to cover costs of stage three of the Winton CCTV Camera project: Add two additional cameras on Great North Road at Night and Day, and Mitre 10.

Context

6 At the Ōreti Community Board meeting on the 14 April 2025 the following resolutions were carried:

- a) receives the report titled 'Winton CCTV - project scope and costings - report laid on the table from 17 February 2025 meeting' and the report presented to the board at their meeting on 17 February 2025.
- b) determines that this matter or decision be recognised as not significant in terms of Section 76 of the Local Government Act 2002.
- c) determines that it has complied with the decision making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.
- d) agrees to approve the high level scope and specifications (as detailed in attachment F) for the Winton CCTV camera project. This approval includes the necessary works, hardware, and installation of the CCTV cameras and supporting systems.
- e) the board recommends that Council approve an unbudgeted expenditure of up to \$65,000 (excluding GST) from the Winton Property Sales Reserve to cover the costs of works, hardware, and installation of up to six CCTV cameras and the necessary supporting systems.
- f) the board approves a three stage approach to the tender process and note that staff will request that the suppliers price each stage separately. The preferred solution obtained through the tender process will be presented to the board for feedback and further decision regarding next steps before any contract will be awarded.

- 7 The Request for Proposal (RFP) for the Winton CCTV Project was issued via the Government Electronic Tenders System (GETS) and closed on 14 November 2025. After evaluating the tenders received, South Tech was identified as the preferred tenderer for the project, with a proposed tender price of \$45,400 for Stage One, \$10,000 for Stage Two, and \$31,000 for Stage Three, along with a contingency allowance of \$5,000. The overall tendered cost for all three stages is \$91,400.
- 8 In line with resolution (f) passed on 14 April 2025, the board endorsed a three stage tender process, requiring suppliers to provide separate pricing for each stage. The preferred tender was to be presented to the board for feedback and a decision on next steps prior to awarding any contract. This report provides the additional information requested.
- 9 Based on the preferred tender, the approved budget of \$65,000 (excluding GST) will be sufficient to complete stage one, totalling \$45,400, which includes replacing cameras at the police station and Wemyss Street intersection and relocating the crossing camera to the bakery site. It will also cover stage two, totalling \$10,000, which involves replacing the existing John Street camera, while allowing for a contingency budget of \$5,000.
- 10 However, the existing budget of \$65,000 (excluding GST) does not cover stage three, which involves adding two additional cameras on Great North Road at Night and Day and Mitre 10. To complete stage three, an additional amount of up to \$27,000 (excluding GST) will be required.

Discussion

- 11 Based on the recommendation of the board, staff are seeking Council's approval of unbudgeted expenditure to fund the additional costs associated with stage three of the Winton CCTV camera project, which includes the installation of two additional cameras on Great North Road at Night and Day and Mitre 10.
- 12 Based on the preferred tender, the approved budget of \$65,000 (excluding GST) will be sufficient to complete stage one, totalling \$45,400, which includes replacing cameras at the police station and Wemyss Street intersection and relocating the crossing camera to the bakery site. It will also cover stage two, totalling \$10,000, which involves replacing the existing John Street camera, while allowing for a contingency budget of \$5,000.
- 13 However, the existing budget of \$65,000 (excluding GST) does not cover stage three, which involves adding two additional cameras on Great North Road at Night and Day and Mitre 10. To complete stage three, an additional amount of up to \$27,000 (excluding GST) will be required. It is proposed that this additional funding be sourced from the Winton Property Sales Reserve. The projected balance of the Winton Property Sales Reserve as at 30 June 2026 is \$229,153.
- 14 Without additional unbudgeted expenditure, stage three of the Winton CCTV camera project will not proceed at this time.
- 15 In addition, staff advise that South Tech has been awarded stage one and stage two of the Winton CCTV camera project. Stage three remains provisional, pending Council's decision to approve unbudgeted expenditure of up to \$27,000 (excluding GST).

Options

- 16 The following reasonably practicable options have been identified and assessed in this report:
Option 1 - that Council approve unbudgeted expenditure of up to \$27,000 (excluding GST) to be funded from the Winton Property Sales Reserve to cover costs of stage three of the Winton

CCTV camera project: Add two additional cameras on Great North Road at Night and Day, and Mitre 10.

Option 2 - that Council does not approve unbudgeted expenditure.

Recommended option:

17 Option 1- that Council approve unbudgeted expenditure of up to \$27,000 (excluding GST) to be funded from the Winton Property Sales Reserve to cover costs of stage three of the Winton CCTV camera project: Add two additional cameras on Great North Road at Night and Day, and Mitre 10.

Option 1 – that Council approve unbudgeted expenditure of up to \$27,000 (excluding GST) to be funded from the Winton Property Sales Reserve to cover costs of stage three of the Winton CCTV camera project: Add two additional cameras on Great North Road at Night and Day, and Mitre 10.

Advantages	Disadvantages
<ul style="list-style-type: none">• extends investigation and enforcement capabilities• extends crime deterrence• extends perception of safety within monitored areas.	<ul style="list-style-type: none">• unbudgeted expenditure funding from the Winton Property Sales Reserve Fund will be required• further ongoing maintenance costs will be required.

Option 2 – that Council does not approve unbudgeted expenditure.

Advantages	Disadvantages
<ul style="list-style-type: none">• no unbudgeted expenditure from the Winton Property Sales Reserve Fund will be required• no ongoing maintenance costs for additional cameras.	<ul style="list-style-type: none">• does not extend investigation and enforcement capabilities beyond the four sites under stages one and two• does not extend crime deterrence beyond the four sites under stages one and two• does not extend perception of safety beyond the four sites under stages one and two.

Legal considerations

18 Council has privacy obligations which are principally set by the Privacy Act 2020 and supported by Council's Privacy Policy. Likewise, similar obligations apply to New Zealand Police who will access data stored in the proposed CCTV System.

Strategic alignment

Strategic direction

19 The decision to replace existing CCTV cameras and install additional units to expand coverage in the town centre and surrounding areas aligns with the original purpose set by the board and

New Zealand Police: preventing crime and enhancing community safety and wellbeing. This project reinforces efforts to create a safer environment through visible cameras and clear signage. It also supports Council's Long Term Plan (LTP) 2024–2034 objectives across the four wellbeings and advances strategic priorities, particularly fostering connected and resilient communities.

Policy and plan consistency

20 The key policy considerations to this report relate to the Southland District Council Privacy Policy, these matters have been considered and worked through under the separate Winton CCTV Privacy Impact report presented to the board on 14 April 2025.

Financial considerations

21 The original budget of up to \$65,000 (excluding GST) was recommended by the board on 14 April 2025 and approved by Council on the 30 April 2025 from the Winton Property Sales Reserve to cover the costs of works, hardware, and installation of up to six CCTV cameras and the necessary supporting systems.

22 The tender process has identified an additional cost of up to \$27,000 (excluding GST) to complete stage three. This stage involves installing two additional cameras on Great North Road at Night and Day and Mitre 10.

23 The total budget for stage one, two and three is now estimated to be \$91,400 (excluding GST).

24 The Winton Property Sales reserve projected balance on 30 June 2026 is \$229,153.

25 There is currently no budget allocated for maintenance, electricity, or vandalism repairs for the 2026/2027 year. These costs may potentially be covered through the contingency budget (if unused) or existing general maintenance budgets; however, this remains uncertain. From 2027/2028 onwards, dedicated budgets for these expenses will be included in the Long Term Plan. Staff will keep the board informed if these budgets are unavailable and will work with them to identify a suitable solution.

26 The Ōreti Community Board has delegation to approve an increase of up to \$20,000 in the projected cost of a budgeted capital works project or item included in the Annual Plan or Long Term Plan. South Tech has outlined the project costs as \$45,400 for stage one, \$10,000 for stage two, and \$31,000 for stage three, with an additional contingency allowance of \$5,000. This brings the total tendered cost for all three stages to \$91,400. Therefore, to proceed with stage three, the board has recommended that Council approve additional unbudgeted expenditure of up to \$27,000 (excluding GST).

Significance assessment

27 This decision has been assessed under Council's Significance and Engagement Policy as having some importance and is not considered significant.

28 This decision doesn't impact community outcomes and levels of service, people or groups, and climate change adaptation.

29 The decision is aligned with the Long Term Plan requirements for unbudgeted expenditure and Privacy and Significance and Engagement Policies. There is also higher public interest in this matter with potential for the decision to be controversial.

30 It is acknowledged that this decision has a higher level of significance locally, but when considered at a district level and due to being a recommendation to Council, rather than an

explicit commitment of funds, this lessens the overall significance for this decision as reflected in the assessment above.

31 The assessed level of significance for this decision indicates that the community is kept informed of the decisions made in this report, rather than engaged prior to this decision being made.

Level	Likelihood of engagement
Some importance or administrative	Council is not likely to carry out any engagement.
Moderate importance	Council may choose whether it carries out engagement, which may be targeted to directly affected individuals or groups.
Significant	Council will engage with directly affected individuals and groups and wider community engagement is likely, unless there are reasons under policy not to.
Critical	Council will engage with directly affected individuals and groups and wider community engagement is highly likely, unless there are reasons under policy not to.

Community views

32 The existing board had been approached by individual members of the public, the Winton Promotions Group, the Winton Business Association, and the New Zealand Police who have indicated their preference for the future of CCTV cameras within Winton.

33 Winton Promotions spoke on CCTV cameras and presented the results of a community survey that asked whether people supported or did not support the Ōreti Community Board funding the upgrade of five new cameras in Winton from the Winton Property Sales Reserve Fund. 198 people indicated their support, one indicated their support if the costs were split with the Winton Business Association, and five people indicated that they did not support it. It should be noted that at this time the proposed budget was up to \$44,000 excluding GST.

34 A community meeting was held on 13 August 2024 with a large number of people in attendance supporting the replacement of the four CCTV cameras, and the installation of two additional cameras towards the northern and southern ends of Winton township. Some members of the community have expressed concerns about the installation and use of cameras.

35 No views have been sought on this decision for Council to approve a further \$27,000 (excluding GST) of unbudgeted expenditure.

Climate change considerations

36 No assessment of greenhouse gas impacts has been undertaken, as these are not considered significant in the context of this project.

37 Staff have highlighted a potential risk to power supply distribution from severe weather events, which could result in outages. Currently, there is no solution in place, so this risk should be considered across all Council operations that depend on a reliable power supply.

38 Council will be reviewing the impacts of recent high wind events on outages as part of its post-event debrief.

Risk and mitigations

39 For the decision to seek additional unbudgeted expenditure for the Winton CCTV project, the key risks have been assessed as medium and are outlined below.

40 **Reputational Risk:** Community members may disagree with the decision to allocate further funding, which could impact public trust.

41 **Financial Risk:** A contingency budget has been included to help offset potential minor overruns.

42 **Legal/Compliance Risk:** Any expansion of the CCTV network must comply with the Privacy Act 2020 and Council's Privacy Policy. This includes obligations for secure footage storage, restricted access to authorised personnel, and defined retention periods. Staff are currently working with Police to establish a new Letter of Agreement governing access to CCTV footage. The agreement aims to enhance community safety, maintain law and order, and reduce victimisation.

Next steps

43 Staff will award stage three of the Winton CCTV project to South Tech.

44 The preferred tenderer will complete the installation and the entire project by 30 June 2026.

45 Staff will enter into a new Letter of Agreement which reflects the CCTV information sharing arrangements with Police.

46 Staff will work with the board to include an annual maintenance budget for the CCTV cameras for the 2027-2037 LTP.

Attachments

- A Report - 17 February 2025 - Winton CCTV project scope and costing [↓](#)
- B CCTV sites - Winton CCTV [↓](#)
- C Site notes following site walkover with Peter Graham - Winton CCTV [↓](#)
- D Scope of camera delivery specifications - Winton workshop - 24 March 2025 - Winton CCTV [↓](#)
- E CCTV scope discussion points from Katie Allan - 24 March 2025 - Winton CCTV summary of project scope, specifications and stage approach [↓](#)
- F Report - 14 April 2025 - Winton CCTV project scope and costings - report laid on the table from 17 February 2025 meeting [↓](#)
- G Report to Ōreti Community Board - 15 December 2025 - Update - Winton CCTV camera project - Confidential [↓](#)

Winton CCTV - project scope and costing

Record no: R/25/2/4422
Author: Jared Cappie, Community leadership manager
Approved by: Sam Marshall, Group manager customer and community wellbeing

Decision Recommendation Information

Purpose

- 1 The purpose of the report is to provide information relating to the Winton CCTV project and the high-level scope of the project for the works, hardware, and installation of CCTV cameras and necessary supporting systems based on the independent and comprehensive cost estimate prepared by Southern Quantity Surveyors.
- 2 In addition, obtain a recommendation from the board to Council for the approval of unbudgeted expenditure in line with the approved scope of the project.

Executive summary

- 3 The replacement of the CCTV cameras has generated considerable community interest and a number of individuals and groups have taken the opportunity to present to the Oreti Community Board during the public participation section of their board meetings.
- 4 Through the Long Term Plan process the replacement of existing CCTV cameras and the installation of two new camera's was identified as a project.
- 5 At the Oreti Community Board meeting on 18 December 2023 the board passed a resolution to remove the project from the Long Term Plan
 - “disagrees to the installation of four CCTV cameras and IT hardware in 2024/2025 for a budgeted \$40,000 to be funded from the Winton Property Sales Reserve”.
- 6 At the Oreti Community Board meeting on 24 June 2024 the board passed a resolution
 - “not to agree to install CCTV cameras and associated IT infrastructure at six locations in Winton”.
- 7 At the Oreti Community Board meeting on 19 August 2024 the board passed a 12-point resolution for staff to compile a report addressing the issues that were raised in the 12-point resolution. Once addressed through the Winton CCTV camera project privacy concerns report the board could then consider the approval of upgraded CCTV cameras for Winton.
- 8 At the Oreti Community Board meeting on 21 October 2024 the board passed a resolution that
 - “Dave Diack, Colin Smith and councillor Christine Menzies be appointed to the Winton CCTV working group as representatives of the Oreti Community Board”. The working group is also made up of members of staff and Police.
- 9 Working group members in attendance at the 5 February 2025 meeting to discuss the cost estimate prepared by Southern Quantity Surveyors (SQS) recommend a project budget up to \$100,000 could be a better and realistic starting point for going out to tender.

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- 10 This report is a follow on from the Winton CCTV Privacy Concerns report also presented on 17 February 2025, and further adds to the response from that report concerning point five of the 12-point resolution.
- 11 Staff have engaged with Southern Quantity Surveyors to provide an independent and comprehensive cost estimate for the Winton CCTV camera project based on the process and scope discussed with the Winton CCTV camera working group.
- 12 The board may wish to recommend to Council to approve unbudgeted expenditure from the Winton Property Sales Reserve fund for the cost estimate provided by SQS in line with the scope of the project.

Recommendation

That the Oreti Community Board:

- a) receives **the report titled “Winton CCTV - project scope and costing”**.
- b) determines that this matter or decision be recognised as not significant in terms of Section 76 of the Local Government Act 2002.
- c) determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.
- d) agrees to approve the high-level scope of the project for the works, hardware, and installation of CCTV cameras and necessary supporting systems based on the independent and comprehensive cost estimate provided by Southern Quantity Surveyors.
- e) recommends to Council to approve unbudgeted expenditure up to \$100,000 excluding GST to cover the works, hardware, and installation of up to six CCTV cameras and necessary supporting systems, based on the cost estimate, in line with the approved scope of the project. The Board notes that the preferred solution obtained through the tender process will be brought back to the Board for consideration and feedback, prior to being confirmed.

Background

- 13 Staff have been working with the Winton CCTV working group to discuss two key matters (below), with the aim to compile the information for two separate decision-making reports for the board on 17 February 2025:
 - Winton CCTV camera project privacy concerns
 - Winton CCTV camera project scope (all of life costs).

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- 14 To assist with the project scope aspect, staff engaged Southern Quantity Surveyors to provide an independent and comprehensive cost estimate (see attachment A) for the Winton CCTV camera project for the works, hardware, and installation of CCTV cameras and necessary supporting systems.
- 15 Staff worked closely alongside Councils project delivery team to ensure the cost estimate covers as many aspects (all of life costs) of the project which can currently be estimated such as; signage, consent fees, new poles for the two new cameras/power supply, contingency, traffic management.
- 16 The cost estimate is substantially higher (\$130,000 excluding GST) than the cost estimates presented to the board in June 2024 (ranging from \$16,000 to \$44,000 excluding GST), which focused on the boards scope at that time. The scope at that time concerned the replacement of the four existing cameras, the addition of two new cameras, replacement of computer hardware required to monitor the cameras, and linking John Street and the additional two new cameras into the existing system.
- 17 It should be noted that the 2024 estimate did not include all of life cost aspects such as signage, consent fees, new poles for the two new cameras, power supply, contingency, traffic management etc.
- 18 Staff met with the Winton CCTV working group on 5 February 2025 to discuss the independent and comprehensive cost estimate from SQS, and to reconfirm this matched the process/scope the working group expected for the project.
- 19 At the working group meeting staff and members acknowledged there were some limitations of the independent and comprehensive cost estimate such as;
 - the form of connection for the two new cameras is yet to be determined, while the costs do allow for new posts and wiring (reflected in the higher unit cost of \$15,800), there is no explicit allowance for additional costs for the cameras to connect to the hardware at the Police station for example additional infrastructure or installations to facilitate remote connection
 - if existing ducting (where available) can be relied upon, this may not be a significant issue, but further street works (trenching and reinstatement) is not contemplated
 - the tender document will specify the high-level requirements for camera coverage etc. However, suppliers will be able to propose various systems to meet these requirements, which will have varying costs.
 - an alternative option is to engage designers to design and spec the requirements to include in the tender document, however the downside to this is the cost to get this done and specs may limit suppliers. The benefit would be the security of knowing what will be supplied and the suppliers would be pricing the same
 - further specialist knowledge is required to identify alternative specific wireless solutions and estimate costs for these
 - there is minimal traffic management services allowed for relying on existing ducting being sufficient and the new cameras being remote wireless, therefore minimal disruption to highway and local roads
 - staff are uncertain if there would be consent fees as it would ultimately depend on the scope of works required

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- the maintenance fee would be an annual cost but this may be cheaper than the estimated cost shown based on annual maintenance costs currently for the existing four cameras
- the number of signs and locations may be required for each entrance point of each proposed camera site. This will need to be looked into with Council privacy officers to ensure adequate signage requirements are met
- uncertainty of how we connect the proposed new cameras to the police station such as; wireless, hardwired, end to end point encryption including any support infrastructure or relay points to achieve this.

20 Notwithstanding these limitations, the cost estimate has been prepared to assist with obtaining budget notification/recommended approval prior to commencing the tender process.

21 In reviewing the independent and comprehensive cost estimate from SQS the Winton CCTV working group alongside staff, discussed the possibility that quite a few options (see highlighted options in the attached cost estimate and limitations mentioned above as attachment A) could have price savings depending on a number of factors.

22 For example, if the additional two new cameras on Great North Road were attached to existing buildings (such as the Night 'n Day store and Mitre 10) instead of installing new poles and connecting electricity, this could potentially reduce costs by up to \$6,000 per camera.

23 Staff will speak to these potential cost saving options in more detail when presenting the report, but based on the potential savings working group members recommend project budget up to \$100,000 could be a better and realistic starting point for going out to tender.

24 Furthermore, the working group suggest making some options “provisional” in the tender document to allow Council the opportunity to adjust and keep within any determined budget, in particular:

- priority on replacing the four existing CCTV cameras.
- “provisionally” include the two new cameras, then, if tender pricing and budget allows proceed with these in the order of priority agreed by the working group.

25 Staff are providing the Oreti Community Board with information so they can make an informed decision on whether or not to proceed with the approval of the high-level scope of the project for the works, hardware, and installation of CCTV cameras, and necessary supporting systems based on SQS's independent and comprehensive cost estimate.

26 Staff are also seeking the board's recommendation to Council to approve unbudgeted expenditure from the Winton Property Sales Reserve for the cost estimate provided by SQS.

27 The Winton Property Sales Reserve Fund projected balance at 30 June 2025 is \$145,098.

28 If the board recommend to Council to approve the cost estimate, staff will follow Council's procurement processes to tender for an approved supplier to carry out the installation in Winton.

29 The preferred proposal obtained through the tender process will be taken back to the board for discussion/feedback once tenders close and are evaluated, which will be detailed in the tender process.

30 The information in this report will enable the Oreti Community Board to make an informed decision on whether or not to proceed in replacing the existing four cameras and IT infrastructure and install two new cameras in Winton.

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Issues

- 31 This project is currently not in the 2024-2034 Long Term Plan.
- 32 Staff worked closely alongside Councils project delivery team to ensure the cost estimate covers as many aspects (all of life costs) of the project which can currently be estimated such as; signage, consent fees, new poles for the two new cameras/power supply, contingency, traffic management.
- 33 As a result, the cost estimate is substantially higher than the up to \$44,000 budget presented to the board in June 2024, which focused on the current scope at the time of replacing the four existing cameras, the addition of two new cameras, replacing computer hardware and linking John Street and the additional two new cameras into the existing system.

Factors to consider

Legal and statutory requirements

- 34 Council has privacy obligations which are principally set by the Privacy Act 2020 and supported by Council's Privacy Policy. Likewise, similar obligations apply to the New Zealand Police who will access data stored in the proposed CCTV System.
- 35 The scope of work and costing will be subject to the board's decisions concerning privacy matters. These matters are covered separately under the Winton CCTV Privacy Impact Report and community board decisions in relation to these issues will inform the tender requirements/specifications.

Community views

- 36 The board have been approached by individual members of the public, the Winton Promotions Group, the Winton Business Association, and the New Zealand Police who have indicated their preference for the future of CCTV cameras within Winton.
- 37 Winton Promotions spoke on CCTV cameras and presented the results of a community survey that asked whether people supported or did not support the Oreti Community Board funding the upgrade of five new cameras in Winton from the Winton Property Sales Reserve Fund. 198 people indicated their support, one indicated their support if the costs were split with the Winton Business Association, and five people indicated that they did not support it. It should be noted that at this time the proposed budget was up to \$44,000 excluding GST.
- 38 A community meeting was held on 13 August 2024 with a large number of people in attendance supporting the replacement of the four CCTV cameras, and the installation of two additional cameras towards the northern and southern ends of Winton township.
- 39 Some members of the community have expressed concerns about the installation and use of cameras.

Costs and funding

- 40 If the board decides to proceed with this project the funding will either be from the Winton Property Sales Reserve Fund, or a loan.

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41 If the \$100,000 is loan funded with a 10 year loan, it would result in additional community board rates of \$14,828 incl GST per annum for 2025/2026. When comparing this to the Oreti Community Board rate for 2024/2025 it would be an increase of 3.02% or \$6.85 (incl GST) on the urban rate.

42 The Winton Property Sales Reserve Fund projected balance at 30 June 2025 is \$145,098, and is available to fund the project cost of \$100,000.

43 The annual maintenance costs of \$5,000 will be an increase to rates of 1.17% or \$2.66 (incl GST) on the urban rate.

44 Both these options will require unbudgeted expenditure of up to \$100,000 excluding GST and will need to go to Council for approval following the board's recommendation.

Policy implications

45 The key policy considerations to this decision/recommendation relate to the Southland District Council Privacy Policy, these matters have been considered and worked through under the separate Winton CCTV Privacy Impact report.

Analysis

Options considered

46 The options for consideration are to recommend to Council to approve unbudgeted expenditure to cover the independent cost estimate, in line with the scope as provided by Southern Quantity Surveyors, based on either the full scope, provisional scope, or not to recommend to Council.

Analysis of Options

Option 1 – recommends to Council to approve unbudgeted expenditure up to \$100,000 excluding GST to cover the works, hardware, and installation of up to six CCTV cameras and necessary supporting systems, based on the independent cost estimate provided by Southern Quantity Surveyors, in line with the approved scope of the project.

Advantages	Disadvantages
<ul style="list-style-type: none"> the CCTV coverage will be available to the New Zealand Police who will be able to monitor activity within the town centre subject to privacy restrictions up to \$30,000 less unbudgeted expenditure funding from the Winton Property Sales Reserve Fund will be required some options will be made provisional options in the contracts to keep within determined budget. 	<ul style="list-style-type: none"> unbudgeted expenditure funding from the Winton Property Sales Reserve Fund will be required on-going annual maintenance costs will be required.

Option 2 – recommends to Council to approve unbudgeted expenditure up to \$130,000 excluding GST to cover the works, hardware, and installation of up to six CCTV Cameras

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and necessary supporting systems, based on the independent cost estimate provided by Southern Quantity Surveyors, in line with the approved scope of the project.

Advantages	Disadvantages
<ul style="list-style-type: none"> the full suite of options will be included in the tender the CCTV coverage will be available to the New Zealand Police who will be able to monitor activity within the town centre subject to privacy restrictions 	<ul style="list-style-type: none"> up to \$30,000 more unbudgeted expenditure funding from the Winton Property Sales Reserve Fund will be required. on-going annual maintenance costs will be required

Option 3 – Does not recommend to Council to approve unbudgeted expenditure up to \$130,000 excluding GST to cover the works, hardware, and installation of up to six CCTV cameras and necessary supporting systems, based on the independent cost estimate provided by Southern Quantity Surveyors, in line with the approved scope of the project.

Advantages	Disadvantages
<ul style="list-style-type: none"> no unbudgeted expenditure funding from the Winton Property Sales Reserve Fund will be required. 	<ul style="list-style-type: none"> limited and unreliable CCTV coverage will be available to the New Zealand Police when monitoring activity within the town centre.

Assessment of significance

47

Not significant

Recommended option

48

Option 1.

Next steps

49

Decision making report to Council recommending approval of unbudgeted expenditure up to \$100, 000 excluding GST for the high-level scope of the project for the works, hardware, and installation of CCTV cameras and necessary supporting systems based on the cost estimate provided by SQS, in line with the approved scope of the project.

50

If Council approves unbudgeted expenditure for the high-level cost estimate, transition of the CCTV camera project moves to Council's project delivery team, obtaining design build proposals through Council tender process, which we anticipate will be able to identify much more specific potential solutions and consequently more accurate costing.

51

Council's project delivery staff will prepare tender documents making some items "provisional" in the tender in an effort to allow Council to keep within determined budget, in particular:

- priority on replacing the four existing CCTV cameras

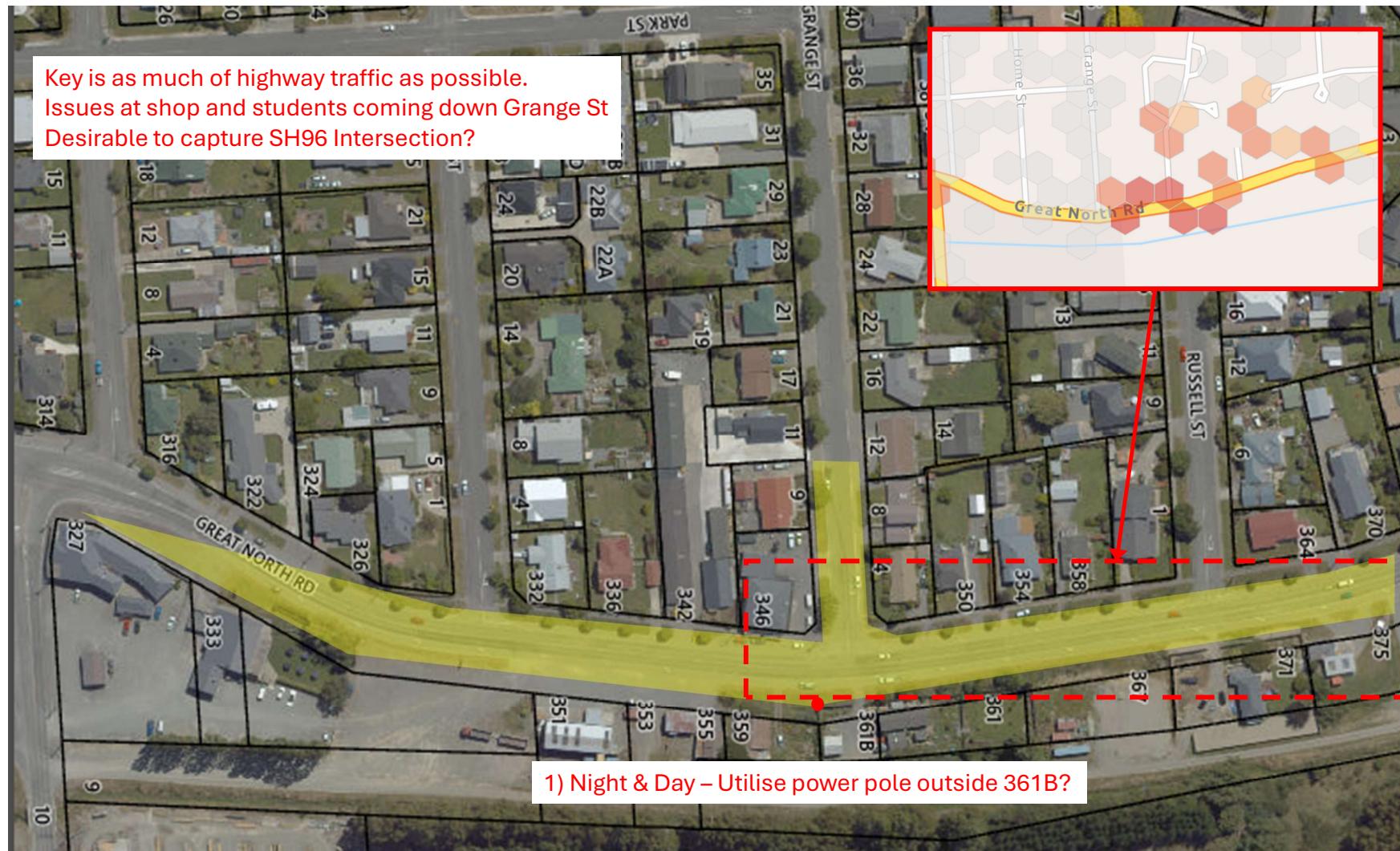
Oreti Community Board
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- “provisionally” include the two new cameras, then, if tender pricing budget allows proceed with these based on the order of priority agreed by the working group.

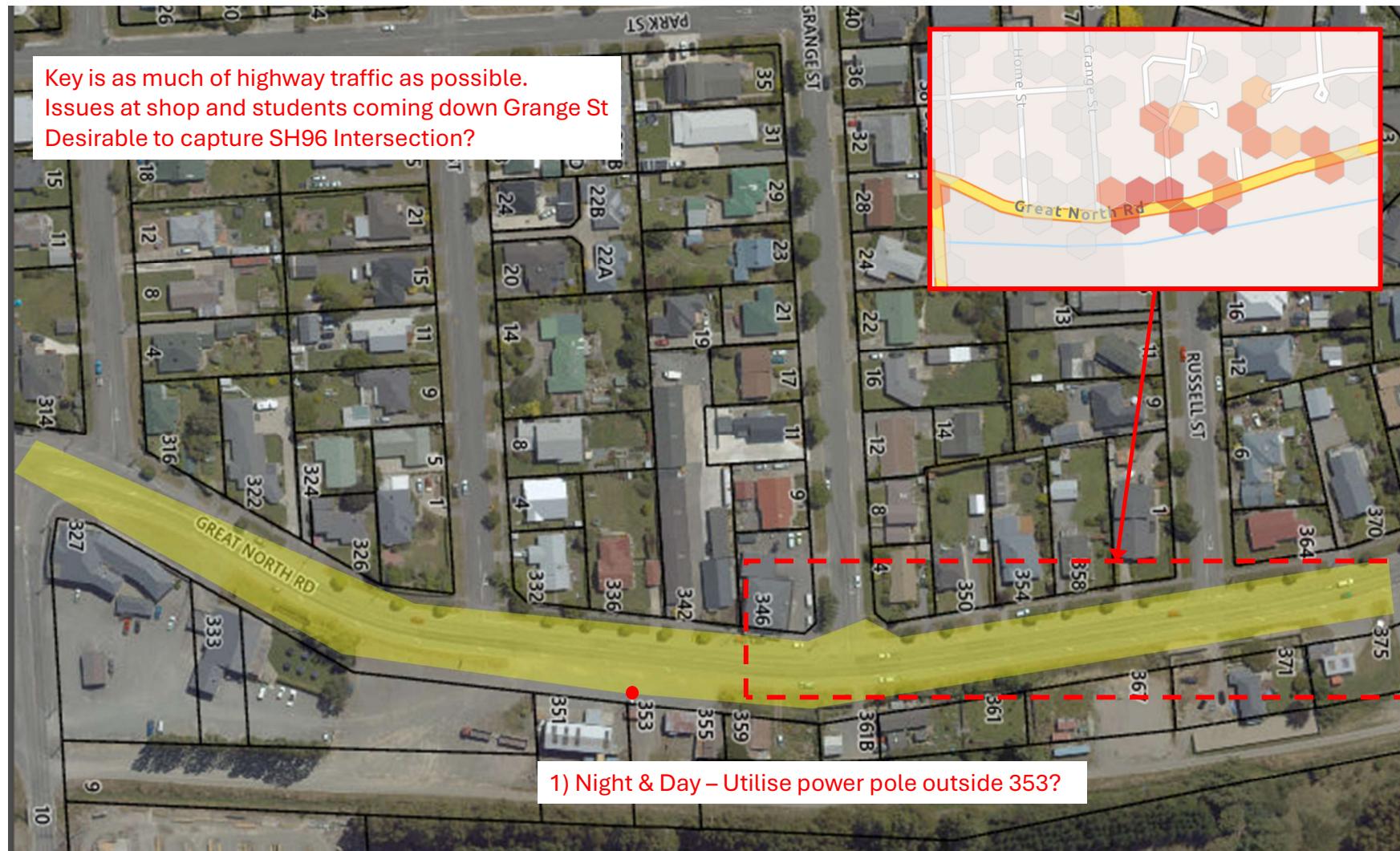
52 The preferred proposal, which will include more detailed requirements and specifications for the hardware (e.g. exclusion of facial and number plate recognition), will be taken back to the board for discussions/feedback once tenders close and are evaluated, which will be detailed in the tender process.

Attachments

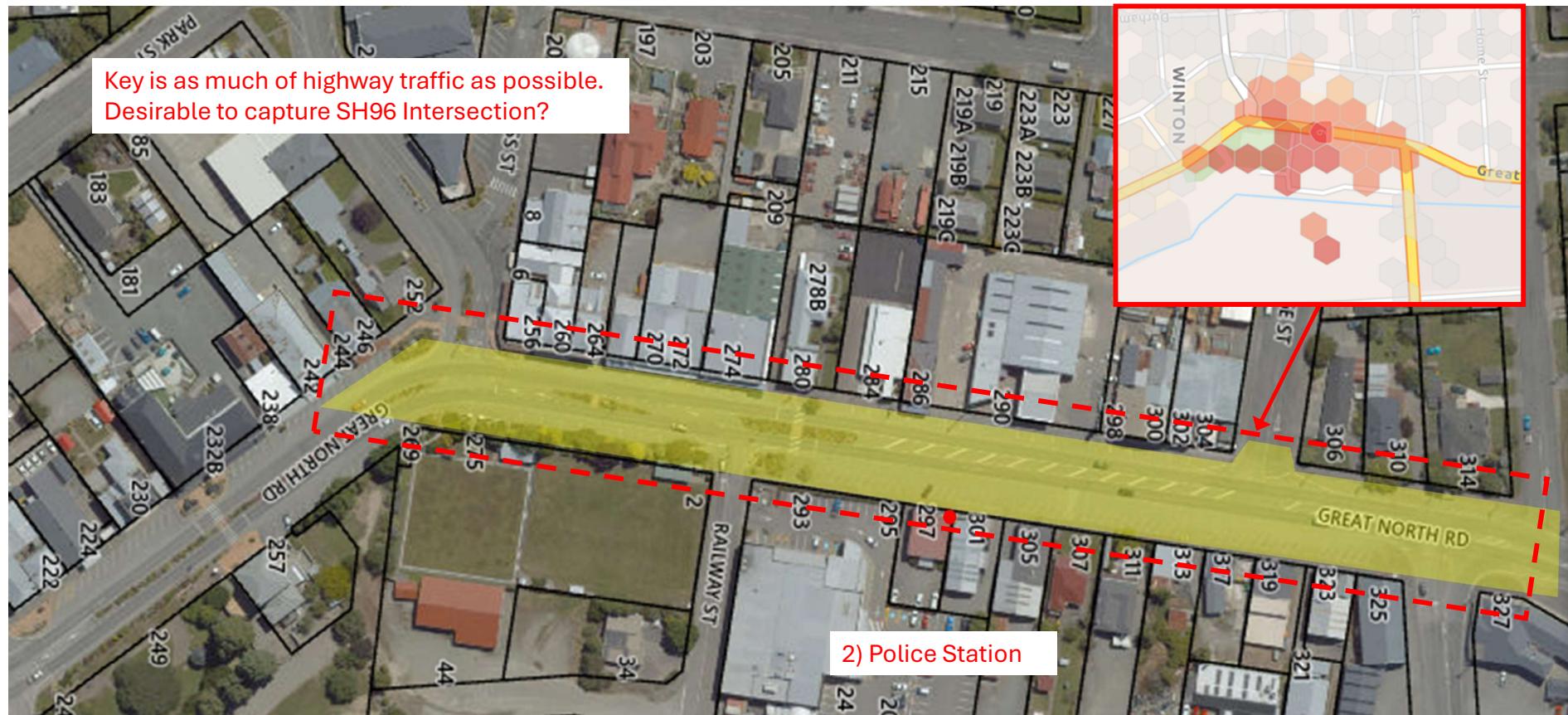
A Winton CCTV Camera Project SQS Cost Estimate







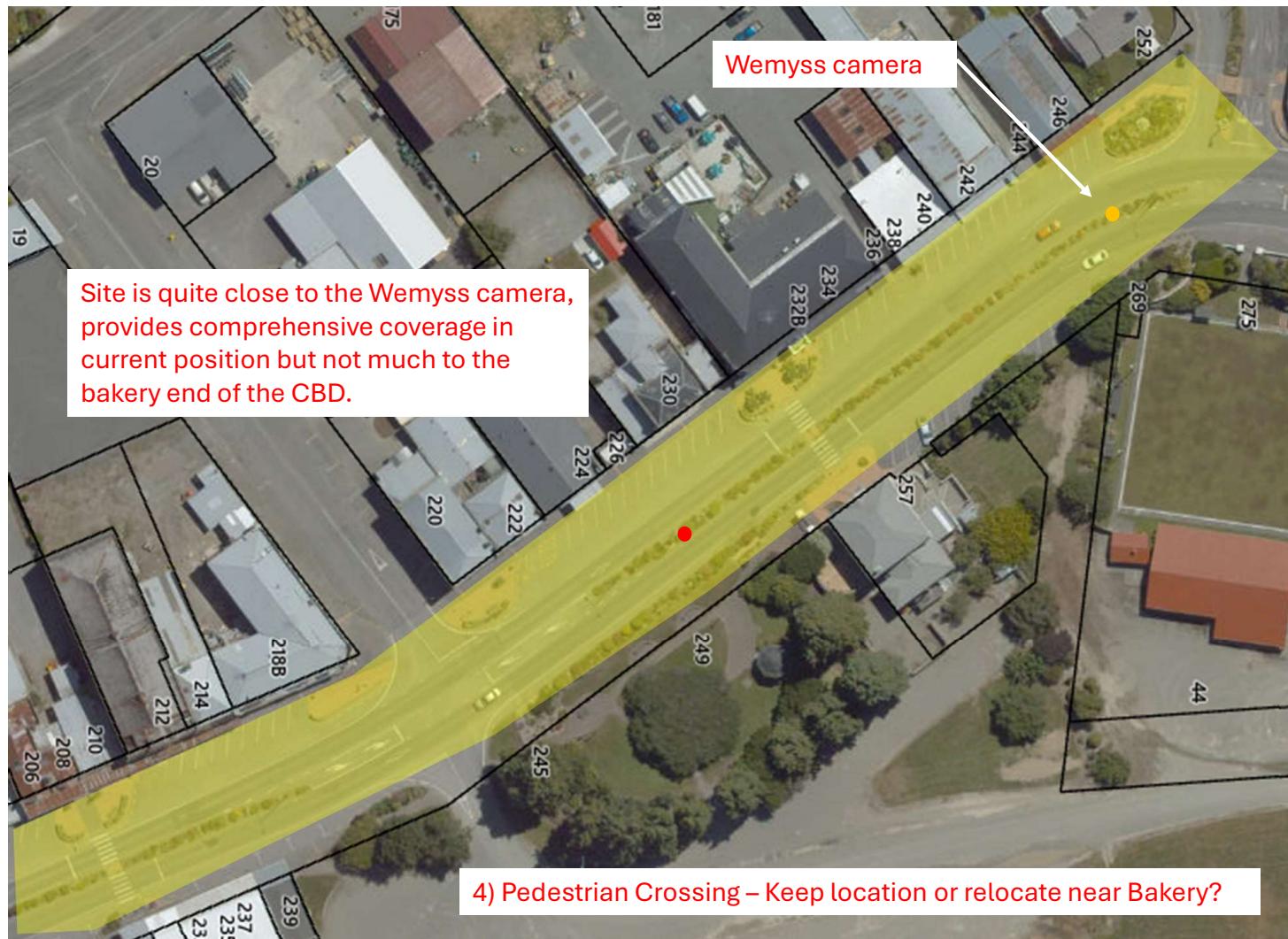








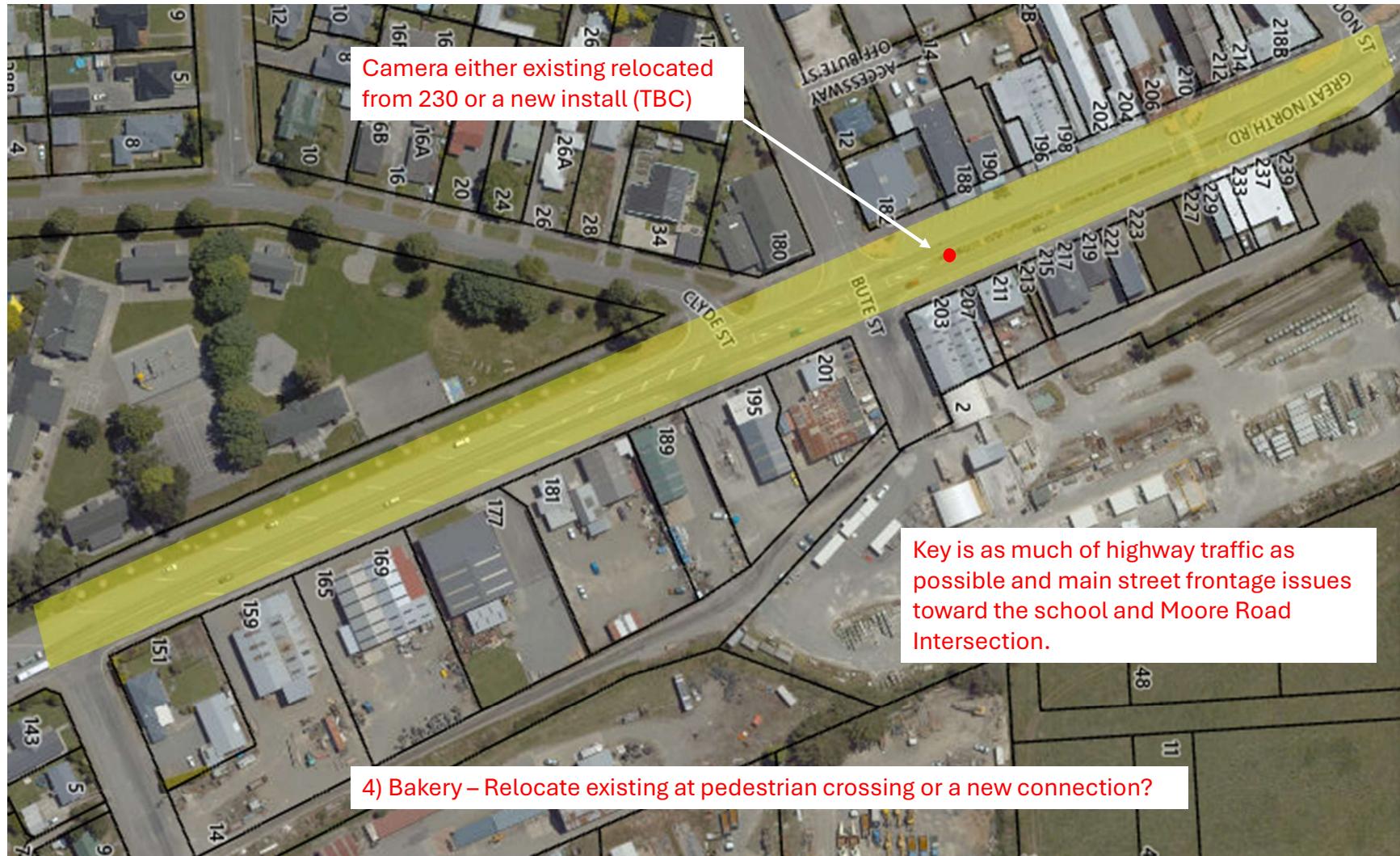






4) Pedestrian Crossing – Keep location or relocate near Bakery?





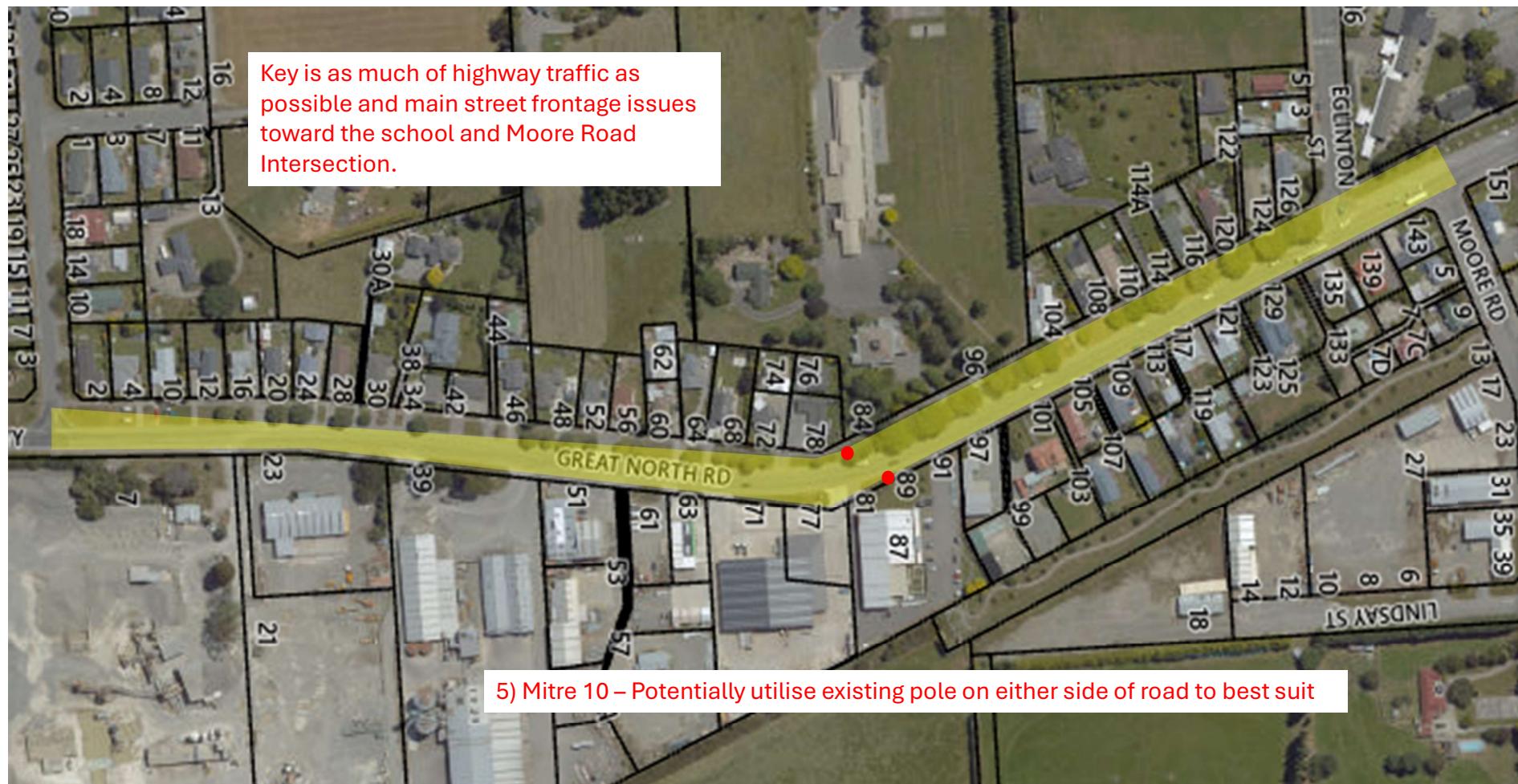


Existing at 230, relatively close to previous at Meldrum intersection.

End of islands by Bakery, maybe look at existing light pole, connection?



4) Bakery – Relocate existing at pedestrian crossing or a new connection?





Possibly look to utilise light pole?



5) Mitre 10 – Potentially utilise existing pole on either side of road to best suit



Possibly look to utilise light power pole



5) Mitre 10 – Potentially utilise existing pole on either side of road to best suit







6) John Street

Site notes following walkover with Peter Graham

Site 1 – Night & Day (New)

Objectives:

- Capture as much of the highway traffic passing through as possible.
- See as far as possible toward the SH.96 intersection by the pub.
- Capture traffic and or pedestrians approaching down Grange St from the direction of the school.
- Number of issues are occurring around the shop.

Notes:

- Placing a camera on the Night & Day will likely have quite limited view with the trees along the roadside berms particularly when in full leaf.
- Could look to utilise power pole outside 361B as this provides best options to cover the objectives. The view toward the SH.96 intersection will become quite restricted due to road curve.
- Could look to utilise power pole outside 353 by the businesses, this will improve the view toward the SH.96 intersection but will limit coverage around the Night & Day and Grange St intersection.
- Both locations on power poles may resolve the source for power.

Site 2 – Police Station (Existing)

Objectives:

- Capture as much of the highway traffic passing through as possible.
- See as far as possible toward the SH.96 intersection by the pub.
- Quite a lot of activity occurring through this area.

Notes:

- Straight replacement of the camera.
- Power feed currently available.
- Potential existing cabling may be sufficient for new camera.

Site 3 – Wemyss Intersection (Existing)

Objectives:

- Capture as much of the highway traffic passing through as possible.
- Capture what is occurring along business frontages where issues have been occurring.
- Capture Wemyss intersection.

Notes:

- Straight replacement of the camera, utilise current pole if suitable.
- Power feed currently available.
- Potential existing cabling may be sufficient for new camera.

Site 4 – Pedestrian Crossing (Existing)

Objectives:

- Capture as much of the highway traffic passing through as possible.
- Capture what is occurring along business frontages where issues have been occurring.

Notes:

- Straight replacement of the camera, utilise current pole if suitable.
- Power feed currently available.
- Potential existing cabling may be sufficient for new camera.
- The site is quite close to the Wemyss site and could be considered for relocation down toward the bakery which will enable longer coverage through the entire CBD area.

Site 4 – Bakery (Potential?)

Objectives:

- Capture as much of the highway traffic passing through as possible.
- Capture what is occurring along business frontages where issues have been occurring.
- Capture as much as possible past school and to the Moore Rd intersection.

Notes:

- Possibly relocate from current position up by pedestrian crossing or just add a new one.
- Would provide further coverage through the main CBD area.
- Ducting is thought to be available for power and our cabling but has not been confirmed.

Site 5 – Mitre 10 (New)

Objectives:

- Capture as much of the highway traffic passing through as possible.
- See as far as possible toward Moore Rd intersection where vehicles come from at night.
- Issues are primarily around the businesses.
- Number of issues are occurring along school frontage.

Notes:

- Placing a camera either on the west or east side of highway will be suitable
- Would look to utilise the existing utility poles.
- The east side power pole would likely provide a stronger support with views away from housing and more at highway and businesses.
- Both poles may resolve the source for power.

Site 6 – John Street (Existing)

Objectives:

- Key area is the playground, skate bowl and as much of the roadway and parking as possible.
- Would be a bonus to capture the toward rugby club and park area as tends to be the odd issue.

Notes:

- Desirable to relocate the camera to peak of building if allowable as will improve options.
- Will need to investigate closet power within building.
- Building owners happy to have camera but may need to look at formalising agreement.

SCOPE OF CAMERAS: DELIVERY SPECIFICATIONS FOR THE FOLLOWING TYPES OF CCTV CAMERAS:

- PTZ (pan-tilt-zoom)
- Fixed cameras

Camera functionality	Description of functionality	Yes	No	Maybe
Face recognition	Enable/disable options		No	
Number plate recognition	Enable/disable options		No	
Footage	Colour	Yes		
Day/Night functionality	Ability to display images clearly in both bright and low light conditions and easily switch between environments.	Yes		
Illumination	Cameras to display images clearly in low light environments, including nighttime.	Yes		
Resolution	High resolution wide angle.	Yes		
Camera movement	Cameras must provide an angular movement in the horizontal plane (pan) and pitch in the vertical plane (tilt).	Yes, potentially for John Street, capture angles	No, for 5 other cameras	
Camera movement	Fixed cameras do not need to provide camera movement functionality.	Yes, for 5 other cameras		
Pan	Able to swivel, at a good speed i.e. 2.5 seconds to pan 180 deg (NZTA Standard)			Maybe, would seek technical advice.
Frame rate	Provide a frame rate that will display a smooth image and allow tracking of moving vehicles.	Yes		
Zoom response time	Minimum of 200ms from when the zoom operation is activated to when it begins to zoom - digital (min of 12x digital zoom without distorting), optical (such as 30 x) (NZTA standards).		No	
Wi-Fi	Preferred option for additional cameras (south and north end of Great North Road) and John Street skate park.	Yes, for additional Great North Rd and John St cameras		Maybe, an option for existing 3 cameras subject to condition of existing cabling

Bird spikes	Humane and effective physical deterrents that prevent birds from perching etc	Yes		
Weather conditions functionality	Wipers to clear condensation or Hydrophobic coatings on lenses	Yes, hydrophobic coating	No, Wipers	
Performance requirement for operational life	Minimum operational life of 6 years without degradation of performance quality (<i>NZTA Standard</i>)	Yes, at a minimum		
Annual yearly maintenance plan	Applied to each camera and operating system/hard drive	Yes, post 12 months from install		

CCTV – Scope discussions 24 March 2025 – Points from Katie Allan**Specs**

no facial recognition technology
no automated face scanner
no number plate identifier and not connectable to ANPR platform
no emotion sensors
no gait-tracking
no acoustic monitoring
fixed, not able to move
day & night vision (infra-red, black & white night-vision)
mounted on existing poles, rather than buildings
remote storage
outdoor camera with a rating of not lower than IP65
not AI powered or smart camera
(cover area add a third, i.e. need 30m = 40m camera range)

Include information on:

- maintenance frequency and cost
- life span camera
- manufacturer warranty
- Wi-Fi connection questions:
 - who contracts
 - which provider
 - standalone separate connection for CCTV
 - cost (set up and running)
 - what upload/download speed required

Quote/Proposal Options

replace all existing only to wireless

replace all existing and add two new ones to wireless

replace all existing keep wired and access John St feed wirelessly

replace all existing keep wired and access John St feed + 2 new ones wirelessly

Oreti Community Board
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Winton CCTV - project scope and costings - report laid on the table from 17 February 2025 meeting

Record no: R/25/2/7228

Author: Jared Cappie, Community leadership manager

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

Decision

Recommendation

Information

Purpose

- 1 At the meeting of the Oreti Community Board on 17 February 2025 the board resolved to leave the Winton CCTV – project scope and costings on the table and requested staff provide additional information. The original report, including attachments, is contained in attachment A.
- 2 The board requested that staff provide additional information on the following three points:
 - engagement with Invercargill City Council (ICC) staff leading the Invercargill City CCTV camera project to gain an overview of the Invercargill project, including information on the price range across the CCTV camera(s) purchased
 - narrowing the suggested scope of the project, focusing on camera location/placement, field of view (camera coverage), camera specifications and type(s) across the existing and proposed new locations
 - supplementary details on the tender process option(s) for procurement, subject to unbudgeted expenditure being recommended by the board, then approved by Council.
- 3 Staff have compiled the additional information requested (provided in detail below), which was shared and discussed with the board at their 24 March 2025 public workshop for feedback, direction, and clarifying questions.
- 4 Staff have included in this report new recommendations d), e) and f) based on the feedback received from the board at the 24 March 2025 workshop. New recommendation e) also includes a recommendation to Council that the unbudgeted expenditure be funded from the Winton Property Sales Reserve.

Additional information

Engagement with Invercargill City Council

- 5 Staff engaged with ICC staff co-ordinating the Invercargill CCTV camera project and obtained the following information
 - ICC has committed \$2.3 million for stage one; to investigate and install CCTV cameras across parts of Invercargill and Bluff after requests from the community and police
 - there are two stages to the project. Stage one, involves installing CCTV cameras within the Tay Street, Gala Street, Queens Drive to Leven Street boundary, South City, and Stirling Point in Bluff (68 cameras in total). Stage two, involves scoping the wider Invercargill area for further potential CCTV placements

Oreti Community Board

14 April 2025

- the price range of the Invercargill city CCTV cameras was \$5,000 to \$35,000 per camera, based on the scope and specifications required at each location. The hardware storage device was above \$20,000 based on the storage capacity for the CCTV network size
- ICC worked alongside local community stationed police regarding CCTV camera locations, placement, and recommended field of view for each of the 68 camera sites in Invercargill, based on the premise that police are an excellent source of local and regional knowledge, and maintain data relating to accidents, vandalism, and criminal activity that helps support the recommended field of view
- ICC proposed to staff that Southland District Council (SDC) took a similar approach, to help narrow the current scope of the Winton CCTV camera project, as the key to deciding requirements are what you want to achieve/capture at each site
- furthermore, SDC staff took this recommendation on board and worked alongside Winton community stationed police (March 2025) to review and/or identify CCTV camera approximate locations, placement, and field of view at each of the six identified sites in Winton (attachments B and C)
- staff presented this information (attachments B and C) to the board at the 24 March 2025 workshop to gain initial feedback and direction. The aim was for the board to review and decide on their preference for each location at the 14 April 2025 board meeting. The feedback and direction provided by the board are as follows:
 - site 1(Night and Day, new): Place the camera to capture traffic and/or pedestrians approaching down Grange Street from the direction of the school
 - sites 2 (Police, existing), 3 (Wemyss intersection, existing), 5 (Mitre 10, new), and 6 (John Street, existing): Supportive of the recommendations in the site notes and coverage/placement (attachment B)
 - site 4 (Pedestrian crossing, existing): Move the camera from the existing site of the crossing to the potential bakery site.
- ICC also engaged SaferCities (<https://www.safercities.com/>) to provide specialist knowledge, which included a detailed network design of their suggested CCTV network, in alignment to local community stationed police recommendations, regarding CCTV camera locations, placement, and recommended field of view. This design enabled ICC to go out to tender with specified requirements for potential contractors to price and supply
- a detail network design is an option/step that the board could take prior to going out to tender, to appoint a preferred contractor to deliver the Winton CCTV project. This would more accurately narrow projects costs, in particular the six CCTV cameras, hardware and installation
- staff have spoken with SaferCities on the phone who indicated a detailed design for the proposed Winton CCTV camera network would be estimated to cost a minimum of \$5,000 to \$8,000 plus GST
- at the 24 March 2025 workshop the board's feedback and guidance indicated, they did not see the value in pursuing a detailed network design based on the small scale of the project and associated costs

Project scope

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- 6 To support narrowing the scope of the project, staff created a delivery specification template (attachment D), to enable the board to choose their preferences for each specification across the camera types identified as suitable.
- 7 To help identify camera specifications and requirements in alignment to industry standards, staff referred to Waka Kotahi's document on closed circuit television operational cameras, intelligent transport systems (ITS) delivery specifications.
- 8 At the board workshop on 24 March 2025, staff presented the delivery specification template to the board. This included a discussion of each specification to gauge the board's feedback and potential preferences (attachment D). The aim was for the board to review and decide on each specification at the 14 April 2025 board meeting.
- 9 During the workshop on 24 March 2025, the board chair distributed a scope discussion document containing notes and points for the board to consider alongside delivery specification template (attachment E). The board's feedback and thoughts were aligned with the chair's notes, requiring the board to decide on each specification at the board meeting on 14 April 2025.

Tender process and staged approach

- 10 During the workshop on 24 March 2025, the board expressed their preference for a staged approach to the project. The number of stages that are completed in the current project will be dependent on the budget recommended by the board (and approved by Council), and the results of the tender process. Staff will request that the supplier's price each stage separately. If stage two and three are not able to be completed at this time within the approved budget they can be presented again to the board and Council at a later date.
- 11 The three stages are proposed as follows
 - stage one: replace the three existing cameras at the Police station, Wemyss intersection, and pedestrian crossing (relocating the crossing camera to the potential bakery site)
 - stage two: replace the existing John street camera(s)
 - stage three: add two additional cameras on Great North road at Night and Day, and Mitre 10.
- 12 At the 24 March 2025 workshop, the board discussed a project budget of approximately \$65,000 plus GST to Council. New recommendation d) has been prepared based on that discussion.
- 13 Based on the board's feedback and discussion at the 24 March 2025 workshop, the tender process option for procurement would likely be a request for proposal from specialist suppliers incorporating
 - the specification and coverage requirements from the board
 - the desired outcomes for each site, this will enable perspective suppliers to specify equipment to best suit needs
 - a separable portion for design to allow review and agreement on prior to installations
 - stage two (John street existing) and Stage three (new Night and Day and new Mitre 10) are listed as provisional to enable scope reduction given potential budget constraints.

Recommendation

That the Oreti Community Board:

- a) receives **the report titled "Winton CCTV - project scope and costings - report laid on the table from 17 February 2025 meeting"** and the report presented to the Board at their meeting on 17 February 2025.
- b) determines that this matter or decision be recognised as not significant in terms of Section 76 of the Local Government Act 2002.
- c) determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.
- d) **agrees to approve the high-level scope and specifications (as detailed in attachment F) for the Winton CCTV camera project. This approval includes the necessary works, hardware, and installation of the CCTV cameras and supporting systems.**
- e) **the board recommends that the Council approve an unbudgeted expenditure of up to \$65,000 (excluding GST) from the Winton Property Sales Reserve to cover the costs of works, hardware, and installation of up to six CCTV cameras and the necessary supporting systems.**
- f) **the board approves a three stage approach to the tender process and note that staff will request that the suppliers price each stage separately, the scope will be reduced if the approved budget is not sufficient to complete all three stages. The preferred solution obtained through the tender process will be presented to the board for feedback.**

Attachments

- A Report 17 February 2025 - Winton CCTV - project scope and costing
- B CCTV sites - Winton CCTV
- C Site notes following site walkover with Peter Graham - Winton CCTV
- D Scope of camera delivery specifications Winton workshop 24 March 2024 - Winton CCTV
- E CCTV scope discussion points from Katie Allan 24 March 2025 - Winton CCTV
- F Summary of project scope, specifications and staged approach

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15 December 2025



Update - Winton CCTV camera project

Record no:

R/25/12/58678

Author:

Jared Cappie, Community leadership manager

Approved by:

Sam Marshall, Group manager customer and community wellbeing

Report type:

Decision

Release Date: Friday, 26 February 2027 - Review after Council meeting to decide if now appropriate to release

Public Excluded

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
Update - Winton CCTV camera project	<p>s/7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.</p> <p>Commercially sensitive information, currently going through procurement process</p>	That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists

Staff recommendations

That the Ōreti Community Board:

- a) receives the report titled "Update Winton CCTV camera project", dated 15 December 2025.
- b) notes that the matter or decision in this report is assessed as moderate importance based on Council's Significance and Engagement Policy therefore is not considered significant in terms of Section 76 of the Local Government Act 2002.
- c) determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.
- d) determines that this report will be released publicly when the procurement process is finalised.
- e) the board recommends that Council approve unbudgeted expenditure of up to \$27,000 (excluding GST) to be funded from the Winton Property Sales Reserve to cover costs of stage three of the Winton CCTV camera project: Add two additional cameras on Great North Road at Night and Day, and Mitre 10.
- f) notes the update on the tender process provided in this report and supports staff proceeding with engagement of the preferred tenderer for stages one and two of the

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project and stage three subject to approval of unbudgeted expenditure by Council in accordance with e) above.

Resolved

Moved Ross Thomson/Alexis Halder

That the Ōreti Community Board:

- a) receives the report titled "Update Winton CCTV camera project", dated 15 December 2025.
- b) notes that the matter or decision in this report is assessed as moderate importance based on Council's Significance and Engagement Policy in terms of Section 76 of the Local Government Act 2002.
- c) determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.
- d) determines that this report will be released publicly when the procurement process is finalised.
- e) the board recommends that Council approve unbudgeted expenditure of up to \$27,000 (excluding GST) to be funded from the Winton Property Sales Reserve to cover costs of stage three of the Winton CCTV camera project: Add two additional cameras on Great North Road at Night and Day, and Mitre 10.
- f) notes the update on the tender process provided in this report and supports staff proceeding with engagement of the preferred tenderer for stages one and two of the project and stage three subject to approval of unbudgeted expenditure by Council in accordance with e) above.

Carried

Purpose

- 1 This report aims to provide an update on the Winton CCTV camera project scope and the costing report presented on April 14, 2025, in accordance with the board's resolution f) prior to any contracts being awarded to a supplier.
- 2 Additionally, this report seeks a recommendation from the board to Council for the approval of unbudgeted expenditure to cover the costs of stage three: installing two additional cameras (one at each location) on Great North Road specifically at Night and Day, and Mitre 10.

Executive summary

- 3 This report provides an update on the Winton CCTV camera project scope and costings, following the report presented on April 14 2025, and in line with board resolution (f) prior to awarding any supplier contracts.

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- 4 It also seeks a recommendation from the board to Council regarding the approval of unbudgeted expenditure to cover costs of stage three: add two additional cameras on Great North Road at Night and Day, and Mitre 10.
- 5 The Request for Proposal (RFP) for the Winton CCTV Project was issued and closed via the Government Electronic Tenders System (GETS) on 14 November 2025. Tenders were received, and a preferred tenderer has been identified.
- 6 In line with resolution (f) passed on 14 April 2025, the board endorsed a three stage tender process, requiring suppliers to provide separate pricing for each stage. The preferred tenderer was to be presented to the board for feedback and a decision on next steps prior to awarding any contract. This report provides the additional information requested.
- 7 Based on tenders received, the approved budget of \$65,000 (excluding GST) is likely to be sufficient to complete stage one, replacing cameras at the police station and Wemyss intersection, and relocating the crossing camera to the bakery site, and stage two, which involves replacing the existing John Street camera.
- 8 However, it does not cover stage three, which includes adding two additional cameras on Great North Road at Night and Day and Mitre 10. To complete stage three, an additional amount of up to \$27,000 (excluding GST) is required, including a contingency allowance for any unforeseen issues. It is proposed that this additional funding be sourced from the Winton Property Sales Reserve. The balance as at 30 June 2025 was \$333,061, the projected balance of the Winton Property Sales Reserve as at 30 June 2026 is \$229,153

Context

- 9 At the Ōreti Community Board meeting on the 14 April 2025 the following resolutions were carried:
 - 10 a) receives the report titled “Winton CCTV - project scope and costings - report laid on the table from 17 February 2025 meeting” and the report presented to the Board at their meeting on 17 February 2025.
 - 11 b) determines that this matter or decision be recognised as not significant in terms of Section 76 of the Local Government Act 2002.
 - 12 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.
 - 13 d) agrees to approve the high-level scope and specifications (as detailed in attachment F) for the Winton CCTV camera project. This approval includes the necessary works, hardware, and installation of the CCTV cameras and supporting systems.
 - 14 e) the board recommends that the Council approve an unbudgeted expenditure of up to \$65,000 (excluding GST) from the Winton Property Sales Reserve to cover the costs of works, hardware, and installation of up to six CCTV cameras and the necessary supporting systems.
 - 15 f) the board approves a three stage approach to the tender process and note that staff will request that the suppliers price each stage separately. The preferred solution obtained

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through the tender process will be presented to the board for feedback and further decision regarding next steps before any contract will be awarded.

16 As the preferred tenderer has just been identified at the time of preparing this report, the contract is yet to be awarded; therefore, in accordance with Council's procurement policy, we are not yet able to provide any additional details (beyond the additional unbudgeted expenditure required to complete stage three of the project) to the board until the awarded process is complete.

Discussion

17 Staff are seeking the board recommend to Council unbudgeted expenditure to fund the additional costs to include stage three of the Winton CCTV camera project: Add two additional cameras on Great North Road at Night and Day, and Mitre 10.

18 The approved budget of \$65,000 (excluding GST) will cover completion of stage one, replacing cameras at the police station and Wemyss intersection, and relocating the crossing camera to the bakery site, and stage two, which involves replacing the existing John Street camera.

19 However, this budget is insufficient to also cover the costs of stage three, which includes adding two additional cameras on Great North Road at Night and Day and Mitre 10. To complete stage three, staff are additionally seeking unbudgeted expenditure of up to \$27,000 (excluding GST), which includes a contingency allowance for any unforeseen costs. It is proposed that this additional funding be sourced from the Winton Property Sales Reserve. The projected balance of the Winton Property Sales Reserve as at 30 June 2026 is \$229,153.

20 Without additional unbudgeted expenditure, stage three of the Winton CCTV camera project will not proceed at this time.

Options

21 The following reasonably practicable options have been identified and assessed in this report:

Option 1 - recommends that Council approve unbudgeted expenditure of up to \$27,000 (excluding GST) to be funded from the Winton Property Sales Reserve to cover costs of stage three of the Winton CCTV camera project: Add two additional cameras on Great North Road at Night and Day, and Mitre 10.

Option 2 - does not recommend that Council approve unbudgeted expenditure.

Recommended option:

22 Option 1- recommends that Council approve unbudgeted expenditure of up to \$27,000 (excluding GST) to be funded from the Winton Property Sales Reserve to cover costs of stage three of the Winton CCTV camera project: Add two additional cameras on Great North Road at Night and Day, and Mitre 10.

Option 1 - recommends that Council approve unbudgeted expenditure of up to \$27,000 (excluding GST) to be funded from the Winton Property Sales Reserve to cover costs of stage three of the Winton CCTV camera project: Add two additional cameras on Great North Road at Night and Day, and Mitre 10.

Advantages	Disadvantages
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<ul style="list-style-type: none"> extends investigation and enforcement capabilities extends crime deterrence extends perception of safety within monitored areas. 	<ul style="list-style-type: none"> unbudgeted expenditure funding from the Winton Property Sales Reserve Fund will be required further ongoing maintenance costs will be required.
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Option 2 – does not recommend that Council approve unbudgeted expenditure.

Advantages	Disadvantages
<ul style="list-style-type: none"> no unbudgeted expenditure from the Winton Property Sales Reserve Fund will be required. no ongoing maintenance costs for additional cameras. 	<ul style="list-style-type: none"> does not extend investigation and enforcement capabilities beyond the four sites under stages one and two does not extend crime deterrence beyond the four sites under stages one and two does not extend perception of safety beyond the four sites under stages one and two.

Legal considerations

23 Council has privacy obligations which are principally set by the Privacy Act 2020 and supported by Council's Privacy Policy. Likewise, similar obligations apply to the New Zealand Police who will access data stored in the proposed CCTV System

Strategic alignment

Strategic direction

The decision to replace existing CCTV cameras and install additional units to expand coverage in the town centre and surrounding areas aligns with the original purpose set by the board and New Zealand Police: preventing crime and enhancing community safety and wellbeing. This project reinforces efforts to create a safer environment through visible cameras and clear signage. It also supports Council's Long Term Plan (LTP) 2024–2034 objectives across the four wellbeings and advances strategic priorities, particularly fostering connected and resilient communities

Policy and plan consistency

25 The key policy considerations to this report relate to the Southland District Council Privacy Policy, these matters have been considered and worked through under the separate Winton CCTV Privacy Impact report presented to the board on 14 April 2025

Financial considerations

26 The original budget of up to \$65,000 (excluding GST) was recommended by the board on 14 April 2025 and approved by Council on the 30 April 2025 from the Winton Property Sales Reserve to cover the costs of works, hardware, and installation of up to six CCTV cameras and the necessary supporting systems.

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27 The tender process has identified a potential additional cost of up to \$27,000 (excluding GST), including a contingency allowance for any unforeseen issues that may arise, to complete stage three. This stage involves installing two additional cameras on Great North Road at Night and Day and Mitre 10.

28 The total budget for stage one, two and three is now estimated to be up to \$92,000 (excluding GST).

29 The Winton Property Sales reserve projected balance on 30 June 2026 is \$229,153.

30 There is no budget for maintenance, electricity or vandalism repairs in 2026/2027. It may be possible to fund this from existing general maintenance budgets however this remains unseen. From 2027/2028 the budgets will be included in the Long Term Plan.

31 The community board has delegation to approve up to a \$20,000 increase in the projected cost of a budgeted capital works project/item that is included in the Annual Plan or Long Term Plan. Therefore, to progress with stage three of the project, the board will need to recommend that Council approve an additional unbudgeted expenditure of up to \$27,000 (excluding GST).

Significance assessment

32 This decision has been assessed under Council's Significance and Engagement Policy as having some importance and is not considered significant.

33 This decision doesn't impact community outcomes, levels of service, people or groups, climate change adaptation, does not commit funding at this stage, and is reversible.

34 The decision is aligned with the Long Term Plan requirements for unbudgeted expenditure and Privacy and Significance and Engagement Policies. There is also higher public interest in this matter with potential for the decision to be controversial.

35 It is acknowledged that this decision has a higher level of significance locally, but when considered at a district level and due to being a recommendation to Council, rather than an explicit commitment of funds, this lessens the overall significance for this decision as reflected in the assessment above.

36 The assessed level of significance for this decision indicates that the community is kept informed of the decisions made in this report, rather than engaged prior to this decision being made.

Level	Likelihood of engagement
Some importance or administrative	Council is not likely to carry out any engagement.
Moderate importance	Council may choose whether it carries out engagement, which may be targeted to directly affected individuals or groups.
Significant	Council will engage with directly affected individuals and groups and wider community engagement is likely, unless there are reasons under policy not to.
Critical	Council will engage with directly affected individuals and groups and wider community engagement is highly likely, unless there are reasons under policy not to.

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Community views

37 The existing board had been approached by individual members of the public, the Winton Promotions Group, the Winton Business Association, and the New Zealand Police who have indicated their preference for the future of CCTV cameras within Winton.

38 Winton Promotions spoke on CCTV cameras and presented the results of a community survey that asked whether people supported or did not support the Ōreti Community Board funding the upgrade of five new cameras in Winton from the Winton Property Sales Reserve Fund. 198 people indicated their support, one indicated their support if the costs were split with the Winton Business Association, and five people indicated that they did not support it. It should be noted that at this time the proposed budget was up to \$44,000 excluding GST.

39 A community meeting was held on 13 August 2024 with a large number of people in attendance supporting the replacement of the four CCTV cameras, and the installation of two additional cameras towards the northern and southern ends of Winton township. Some members of the community have expressed concerns about the installation and use of camera.

40 No views have been sought on this decision to recommend Council approve a further \$27,000 (excluding GST) unbudgeted expenditure

Climate change considerations

41 No assessment of greenhouse gas impacts has been undertaken, as these were not included in the tender process and are not part of our current procurement policy.

42 Staff have highlighted a potential risk to power supply distribution from severe weather events, which could result in outages. Currently, there is no solution in place, so this risk should be considered across all Council operations that depend on a reliable power supply.

43 Council will be reviewing the impacts of recent high wind events on outages as part of its post-event debrief.

Risk and mitigations

44 For the decision to seek additional unbudgeted expenditure for the Winton CCTV project, the key risks have been assessed as medium and are outlined below.

45 **Reputational Risk:** Community members may disagree with the decision to allocate further funding, which could impact public trust.

46 **Financial Risk:** Additional funding may still be insufficient to cover total project costs due to incomplete scoping, scope changes, or higher than expected contractual prices. A contingency budget has been included to help offset potential overruns.

47 **Legal/Compliance Risk:** Any expansion of the CCTV network must comply with the Privacy Act 2020 and Council's Privacy Policy. This includes obligations for secure footage storage, restricted access to authorised personnel, and defined retention periods. Staff are currently working with Police to establish a new Letter of Agreement governing access to CCTV footage. The agreement aims to enhance community safety, maintain law and order, and reduce victimisation.

Next steps

48 Staff will award the contract to the preferred tenderer and seek approval from Council to approve unbudgeted expenditure of up to \$27,000 (excluding GST) in early 2026.

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- 49 The preferred tenderer will complete the installation and the entire project by 30 June 2026.
- 50 Staff will enter into a new Letter of Agreement which reflects the CCTV information sharing arrangements with Police.
- 51 Staff will work with the board to include an annual maintenance budget for the CCTV cameras for the 2027-2037 LTP.

Attachments

- A Report - 17 February 2025 - Winton CCTV project scope and costing
- B CCTV sites - Winton CCTV
- C Site notes following site walkover with Peter Graham - Winton CCTV
- D Scope of camera delivery specifications - Winton workshop - 24 March 2025 - Winton CCTV
- E CCTV scope discussion points from Katie Allan - 24 March 2025 - Winton CCTV summary of project scope, specifications and stage approach
- F Report - 14 April 2025 - Winton CCTV project scope and costings - report laid on the table from 17 February 2025 meeting

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

Recommendation

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

9.1 Otautau camping ground project - cabin construction

9.2 B2B project - Henderson House contract

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
Otautau camping ground project - cabin construction	s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.	That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists.
B2B project - Henderson House contract	s7(2)(h) - the withholding of the information is necessary to enable the local authority to carry out, without prejudice or disadvantage, commercial activities. Commercially sensitive information.	That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists.