



NOTICE OF MEETING

**Notice is hereby given of the Meeting of the
Finance and Policy Committee
to be held in the Council Chamber,
First Floor, Civic Administration Building,
101 Esk Street, Invercargill on
Tuesday 16 May 2017 at 4.00 pm**

His Worship the Mayor Mr T R Shadbolt JP
Cr D J Ludlow (Chairman)
Cr G D Lewis (Deputy Chair)
Cr R L Abbott
Cr R R Amundsen
Cr I R Pottinger
Cr L S Thomas

EIRWEN HARRIS MITCHELL
MANAGER, SECRETARIAL SERVICES

A G E N D A

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1.	APOLOGIES	
2.	PUBLIC FORUM	
	2.1 PRESENTATION	
	Ian Collier from Air New Zealand will be in attendance to make a presentation.	
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8. **URGENT BUSINESS**

9. **PUBLIC EXCLUDED SESSION**

Moved, seconded that the public be excluded from the following parts of the proceedings of this meeting; namely

(a) *Report of the Director of Finance and Corporate Services*

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)(d) 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
Rates Penalty	Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	Section 7(2)(i)

TO: FINANCE AND POLICY COMMITTEE

FROM: DIRECTOR OF FINANCE AND CORPORATE SERVICES

MEETING DATE: TUESDAY 16 MAY 2017

LEVELS OF SERVICE REPORT – 1 JULY 2016 TO 30 APRIL 2017
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Report Prepared by: Melissa Short – Strategy and Policy Manager

SUMMARY

Reporting on the Corporate Services levels of service measures for the period comprising 1 July 2016 to 30 April 2017.
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RECOMMENDATIONS

That the report be received.

IMPLICATIONS

1.	<i>Has this been provided for in the Long Term Plan/Annual Plan?</i> The report monitors performance in relation to levels of service measures identified in the Long Term Plan and Annual Plan.
2.	<i>Is a budget amendment required?</i> No
3.	<i>Is this matter significant in terms of Council's Policy on Significance?</i> No
4.	<i>Implications in terms of other Council Strategic Documents or Council Policy?</i> No
5.	<i>Have the views of affected or interested persons been obtained and is any further public consultation required?</i> No
6.	<i>Has the Child, Youth and Family Friendly Policy been considered?</i> No – not relevant

FINANCIAL IMPLICATIONS

No financial implications result from this report.

DEMOCRATIC PROCESS

Democratic Activities	1 July 2016 to 30 April 2017
2015/16 Annual Report adopted before 30 October 2016.	Annual Report adopted on 26 October 2016. Unmodified audit report received.

Consultation:

- Consultation Document for the 2017/18 Annual Plan.
- Proposed Fee Increase - Second or Subsequent Certificate of Public Use for Commercial Buildings under the Building Act 2004
- Equity and Access for People with Disabilities Policy.
- Easter Trading.
- Library Layout.

INVESTMENT PROPERTY

	1 July 2016 to 30 April 2017
Investment Property Activity	
April 2017	No Purchase or Sale Transactions
March 2017	<p>All Property Transactions in March 2017 are Freeholding Sales to Lessees - 154/156 was a Deferred Settlement from 2016.</p> <p>Sale 25 Ettrick Street, Invercargill Settlement: 7 March 2017</p> <p>Sale 88 Foyle Street, Bluff Settlement: 7 March 2017</p> <p>Sale 154/156 Clyde Street, Invercargill Settlement: 7 March 2017</p> <p>Sale 241 Crinan Street, Invercargill Settlement: 15 March 2017</p>
February 2017	No Purchase or Sale Transactions
January 2017	No Purchase or Sale Transactions
December 2016	No Purchase or Sale Transactions
November 2016	No Purchase or Sale Transactions

October 2016	No Purchase or Sale Transactions
Investment Property transactions (Purchases and Sales) September 2016	Purchase of Buildings and Lease (Council Owned Land): 13 and 17 Clyde Street, Invercargill 26 Liddell Street, Invercargill Settlement: 29 September 2016
August 2016	No Purchase or Sale Transactions
July 2016	No Purchase or Sale Transactions

TO: FINANCE AND POLICY COMMITTEE
FROM: DIRECTOR OF FINANCE AND CORPORATE SERVICES
MEETING DATE: TUESDAY 16 MAY 2017

MONITORING OF FINANCIAL PERFORMANCE
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Report Prepared by: Mr Dale Booth – Manager, Financial Services

SUMMARY

Finance and Policy are \$713,718 under budget for the nine months to 31 March 2017.

RECOMMENDATIONS

That the report be received.

IMPLICATIONS

1.	<i>Has this been provided for in the Long Term Plan/Annual Plan?</i> Yes.
2.	<i>Is a budget amendment required?</i> No
3.	<i>Is this matter significant in terms of Council's Policy on Significance?</i> No
4.	<i>Implications in terms of other Council Strategic Documents or Council Policy?</i> No
5.	<i>Have the views of affected or interested persons been obtained and is any further public consultation required?</i> No
6.	<i>Has the Child, Youth and Family Friendly Policy been considered?</i> Yes

FINANCIAL IMPLICATIONS

No financial commentary and financial accounts are provided for information.

Business Unit **200000 - Finance and Corporate Services**

Nine months to 31 March 2017

	Mar YTD			2016 / 17	
	Actual	Budget	Variance	Remaining Budget	Budget
Internal Revenue	4,939,161	4,874,579	64,582	1,560,278	6,499,439
Fees & Charges Revenue	2,120,939	1,926,284	194,655	374,709	2,495,648
Grants & Subsidies Revenue	1,172,093	1,138,892	33,201	422,849	1,594,942
Rates Revenue	496,707	519,128	(22,421)	118,293	615,000
Financial Revenue	1,318,028	1,693,321	(375,293)	7,245,250	8,563,278
Total Revenue	10,046,928	10,152,204	(105,276)	9,721,379	19,768,307
Internal Expenditure	3,079,386	3,064,660	14,726	1,006,827	4,086,214
Staff Expenditure	5,043,286	5,345,487	(302,201)	2,332,944	7,376,230
Administration Expenditure	1,529,482	1,541,351	(11,869)	353,797	1,883,279
Financial Expenditure	809,070	1,207,425	(398,355)	1,132,171	1,941,241
Grants & Subsidies Expenditure	3,973,302	4,019,996	(46,695)	1,538,744	5,512,046
Repairs & Maintenance Expenditure	179,544	188,759	(9,214)	72,467	252,011
Operational Expenditure	1,464,279	1,649,212	(184,933)	849,737	2,314,016
Depreciation Expenditure	383,831	295,487	88,344	10,152	393,983
Total Expenditure	16,462,181	17,312,377	(850,196)	7,296,839	23,759,020
Operating Surplus / (Deficit)	(6,415,253)	(7,160,173)	744,921	2,424,540	(3,990,713)
Capital Expenditure	6,578,083	6,598,985	(20,902)	6,681,042	13,259,125
Capital Funding	(6,001,920)	(6,053,759)	51,838	(7,224,870)	(13,226,790)
Cash Back Depreciation	398	663	(265)	487	884
Rates Required	6,991,018	7,704,736	(713,718)	(2,968,855)	4,022,163

Commentary:

The Finance and Corporate Services Committee is \$713,718 under budget for the first nine months of the year. A departmental breakdown and commentary is provided.

Business Unit **150000 - Museum Operations**

Nine months to 31 March 2017

	Mar YTD			2016 / 17	
	Actual	Budget	Variance	Remaining Budget	Budget
Fees & Charges Revenue	925,824	950,402	(24,578)	373,686	1,299,509
Grants & Subsidies Revenue	850,821	804,726	46,096	279,121	1,129,942
Financial Revenue	8,260	16,729	(8,470)	12,025	20,285
Total Revenue	1,784,905	1,771,857	13,048	664,832	2,449,737
Internal Expenditure	501,310	501,310	0	167,103	668,413
Staff Expenditure	793,077	901,981	(108,904)	441,261	1,234,338
Administration Expenditure	75,202	58,232	16,970	2,441	77,643
Financial Expenditure	3	653	(650)	868	871
Grants & Subsidies Expenditure	15,250	11,250	4,000	(250)	15,000
Repairs & Maintenance Expenditure	16,637	11,679	4,957	(1,064)	15,572
Operational Expenditure	276,547	319,474	(42,928)	149,419	425,965
Depreciation Expenditure	11,377	5,951	5,426	(3,442)	7,935
Total Expenditure	1,689,402	1,810,530	(121,128)	756,335	2,445,737
Operating Surplus / (Deficit)	95,503	(38,673)	134,177	(91,503)	4,000
Capital Expenditure	18,301	3,500	14,801	(14,301)	4,000
Cash Back Depreciation	(0)	0	(0)	0	0
Rates Required	(77,202)	42,173	(119,376)	77,202	0

Commentary:

The Museum Department is \$119,376 under budget to March. This is primarily due to: 1) Step increase of income from Regional Heritage Rate, 2) Delay in ramp-up of expenditure to equal the new income amount. 3) Expenditure will be increased by employment of staff, however this cannot be done until the increase of income is sustained into next year. The unexpended sum this year will be used to acquire mobile and fixed shelving for re-housing of the collection, this has been discussed with and approved by the Trust Board to be done by the end of this financial year.

Business Unit **210000 - Finance and Corporate Services Director**

Nine months to 31 March 2017

	Mar YTD			2016 / 17	
	Actual	Budget	Variance	Remaining Budget	Budget
Internal Revenue	(127,500)	(127,500)	(0)	(42,500)	(170,000)
Grants & Subsidies Revenue	328,841	334,166	(5,325)	136,159	465,000
Rates Revenue	496,707	519,128	(22,421)	118,293	615,000
Financial Revenue	83,216	116,151	(32,936)	5,416,784	5,500,000
Total Revenue	781,264	841,946	(60,682)	5,628,736	6,410,000
Internal Expenditure	485,103	485,103	(0)	161,701	646,804
Staff Expenditure	333,841	334,700	(859)	125,459	459,300
Administration Expenditure	9,218	10,425	(1,207)	4,682	13,900
Repairs & Maintenance Expenditure	1,118	1,875	(757)	1,382	2,500
Operational Expenditure	8,724	91,275	(82,551)	112,976	121,700
Depreciation Expenditure	18,697	12,000	6,697	(2,697)	16,000
Total Expenditure	856,702	935,378	(78,676)	403,502	1,260,204
Operating Surplus / (Deficit)	(75,438)	(93,432)	17,994	5,225,234	5,149,796
Capital Expenditure	1,477	0	1,477	3,523	5,000
Capital Funding	0	0	0	(75,000)	(75,000)
Rates Required	76,915	93,432	(16,517)	(5,296,711)	(5,219,796)

Commentary:

The Finance Director department is \$16,517 under budget for the first nine months of the year.

Business Unit **219000 - Finance and Corporate Services - Human Resources**

Nine months to 31 March 2017

	Mar YTD			2016 / 17	
	Actual	Budget	Variance	Remaining Budget	Budget
Internal Revenue	671,863	671,863	0	223,954	895,817
Financial Revenue	2,773	768	2,004	(1,748)	1,025
Total Revenue	674,635	672,631	2,004	222,206	896,842
Internal Expenditure	14,610	14,610	(0)	4,870	19,480
Staff Expenditure	484,793	534,266	(49,474)	283,366	768,159
Administration Expenditure	32,202	24,919	7,283	1,023	33,225
Grants & Subsidies Expenditure	600	0	600	(600)	0
Repairs & Maintenance Expenditure	512	2,305	(1,793)	2,561	3,074
Operational Expenditure	33,167	92,840	(59,673)	90,620	123,787
Depreciation Expenditure	9,347	6,839	2,509	(229)	9,118
Total Expenditure	575,231	675,778	(100,548)	381,611	956,842
Operating Surplus / (Deficit)	99,404	(3,147)	102,552	(159,405)	(60,000)
Capital Expenditure	22,379	0	22,379	1,696	24,076
Capital Funding	0	0	0	(84,076)	(84,076)
Cash Back Depreciation	0	0	0	0	0
Rates Required	(77,025)	3,147	(80,172)	77,025	0

Commentary:

The Human Resource department is \$80,172 under budget for the first nine months of the year. This is predominantly as a result of the department being one staff member down for the past 4 months which has reduced staff expenditure, it is anticipated that this will result in some savings at year end. The operational expenditure area is also under budget, mainly due to legal fees and contractors being under budget. It is difficult to access whether these budgets will be fully spent at year end as they are only required if needed.

Business Unit **220000 - Finance and Corporate Services - Investment Property**
 Nine months to 31 March 2017

	Mar YTD			2016 / 17	
	Actual	Budget	Variance	Remaining Budget	Budget
Internal Revenue	18,750	18,750	(0)	6,250	25,000
Fees & Charges Revenue	1,002,498	807,407	195,090	(28,800)	973,698
Financial Revenue	22,343	40,238	(17,895)	732,281	754,625
Total Revenue	1,043,591	866,396	177,195	709,732	1,753,323
Internal Expenditure	5,857	0	5,857	(5,857)	0
Staff Expenditure	81,884	98,758	(16,874)	53,135	135,019
Administration Expenditure	129,055	107,262	21,793	13,962	143,017
Financial Expenditure	315,875	381,531	(65,656)	192,833	508,708
Repairs & Maintenance Expenditure	115,938	123,142	(7,203)	48,250	164,189
Operational Expenditure	393,666	464,163	(70,497)	225,217	618,884
Depreciation Expenditure	12,918	18,261	(5,343)	11,430	24,348
Total Expenditure	1,055,193	1,193,116	(137,923)	538,971	1,594,164
Operating Surplus / (Deficit)	(11,602)	(326,721)	315,118	170,760	159,158
Capital Expenditure	6,189,802	6,234,802	(45,000)	6,563,320	12,753,122
Capital Funding	(6,183,647)	(6,393,387)	209,741	(6,620,585)	(12,804,231)
Cash Back Depreciation	398	663	(265)	487	884
Rates Required	17,360	167,472	(150,113)	(228,511)	(211,151)

Commentary:

The Investment Property department is \$150,113 under budget for the first nine months of the year. The Awarua Farm operation continues to perform well and is ahead of budget and looks set to make a profit at year end. It anticipated this profit will go some way toward offsetting the holding cost of the total Awarua Industrial Estate. The remaining departments of Investment Property are on budget year to date.

Business Unit **230000 - Finance and Corporate Services - Accounting and Finance**
 Nine months to 31 March 2017

	Mar YTD			2016 / 17	
	Actual	Budget	Variance	Remaining Budget	Budget
Internal Revenue	916,102	916,106	(5)	305,373	1,221,475
Financial Revenue	185,157	159,660	25,497	33,843	219,000
Total Revenue	1,101,258	1,075,766	25,492	339,217	1,440,475
Internal Expenditure	7,500	7,500	(0)	2,500	10,000
Staff Expenditure	639,335	670,721	(31,386)	279,938	919,273
Administration Expenditure	135,018	122,426	12,591	23,884	158,902
Financial Expenditure	87,032	128,475	(41,443)	211,268	298,300
Grants & Subsidies Expenditure	435	3,750	(3,315)	4,565	5,000
Repairs & Maintenance Expenditure	621	2,175	(1,554)	2,279	2,900
Operational Expenditure	56,742	65,125	(8,383)	168,158	224,900
Depreciation Expenditure	16,289	27,150	(10,861)	19,911	36,200
Total Expenditure	942,971	1,027,322	(84,351)	712,504	1,655,475
Operating Surplus / (Deficit)	158,287	48,444	109,843	(373,287)	(215,000)
Capital Expenditure	0	0	0	5,000	5,000
Capital Funding	0	0	0	(220,000)	(220,000)
Rates Required	(158,287)	(48,444)	(109,843)	158,287	0

Commentary:

The Accounting and Finance department is \$109,843 under budget for the first nine months of the year, this is predominantly due to reduced expenditure within the financial expenditure area of the department, mainly resulting from lower bank fees, with the department saving \$36,609 to date for the year. Staff expenditure is also under budget due to staff being on maternity leave and another staff member working reduced hours as a lead into retirement. This maybe caught up a little with the addition of a new replacement staff member. Depreciation expenses are also under budget and expected to be under by approximately \$15,000 at year end. Other expenditure areas of the department are expected to even out over the remaining months of the year.

Business Unit **236000 - Accounting and Finance - Treasury**

Nine months to 31 March 2017

	Mar YTD			2016 / 17	
	Actual	Budget	Variance	Remaining Budget	Budget
Internal Revenue	26,239	0	26,239	(26,239)	0
Financial Revenue	888,188	1,242,169	(353,982)	1,050,504	1,938,692
Total Revenue	914,427	1,242,169	(327,742)	1,024,265	1,938,692
Administration Expenditure	376	0	376	(376)	0
Financial Expenditure	354,903	609,625	(254,722)	662,272	1,017,175
Operational Expenditure	60,007	0	60,007	(60,007)	0
Total Expenditure	415,286	609,625	(194,339)	601,889	1,017,175
Operating Surplus / (Deficit)	499,141	632,544	(133,403)	422,376	921,517
Capital Funding	444,877	578,640	(133,763)	326,640	771,517
Rates Required	(54,264)	(53,904)	(360)	(95,736)	(150,000)

Commentary:

The Treasury department is \$360 over budget for the first nine months of the year.

Business Unit **240000 - Finance and Corporate Services -
Corporate Services**
Nine months to 31 March 2017

	Mar YTD			2016 / 17	
	Actual	Budget	Variance	Remaining Budget	Budget
Internal Revenue	1,957,286	1,928,716	28,571	614,335	2,571,621
Fees & Charges Revenue	161,701	142,083	19,618	25,551	187,252
Financial Revenue	13,555	8,932	4,623	(903)	12,652
Total Revenue	2,132,542	2,079,731	52,811	638,982	2,771,524
Internal Expenditure	764,876	758,732	6,143	246,767	1,011,643
Staff Expenditure	919,004	966,637	(47,633)	409,066	1,328,070
Administration Expenditure	147,920	148,606	(686)	50,222	198,142
Financial Expenditure	0	384	(384)	512	512
Repairs & Maintenance Expenditure	2,867	17,327	(14,461)	20,237	23,103
Operational Expenditure	150,058	152,584	(2,526)	53,388	203,446
Depreciation Expenditure	51,889	16,750	35,139	(29,556)	22,333
Total Expenditure	2,036,613	2,061,021	(24,408)	750,636	2,787,248
Operating Surplus / (Deficit)	95,929	18,710	77,220	(111,653)	(15,724)
Capital Expenditure	157,126	135,315	21,811	(9,811)	147,315
Capital Funding	0	0	0	(163,039)	(163,039)
Cash Back Depreciation	0	(0)	0	(0)	(0)
Rates Required	61,197	116,605	(55,409)	(61,197)	(0)

Commentary:

The Corporate Service department is \$55,409 under budget for the first nine months of the year. This is mainly because maintenance expenses are under for the year to date and these are likely to be held. Salary and wages are also under budget YTD through some personnel changes & management savings.

Business Unit **250000 - Finance and Corporate Services -
Information Services**
Nine months to 31 March 2017

	Mar YTD			2016 / 17	
	Actual	Budget	Variance	Remaining Budget	Budget
Internal Revenue	1,047,608	1,047,608	0	349,203	1,396,811
Fees & Charges Revenue	200	26,392	(26,192)	34,989	35,189
Financial Revenue	104,695	101,000	3,695	4,305	109,000
Total Revenue	1,152,504	1,175,000	(22,496)	388,496	1,541,000
Staff Expenditure	392,817	372,769	20,047	129,683	522,500
Administration Expenditure	677,136	681,750	(4,614)	62,864	740,000
Repairs & Maintenance Expenditure	20,666	19,250	1,416	5,334	26,000
Operational Expenditure	66,326	103,500	(37,174)	61,674	128,000
Depreciation Expenditure	172,052	125,625	46,427	(4,552)	167,500
Total Expenditure	1,328,995	1,302,894	26,101	255,005	1,584,000
Operating Surplus / (Deficit)	(176,492)	(127,894)	(48,597)	133,492	(43,000)
Capital Expenditure	172,920	200,000	(27,080)	77,080	250,000
Capital Funding	(297,139)	(273,000)	(24,139)	4,139	(293,000)
Cash Back Depreciation	(0)	0	(0)	0	0
Rates Required	52,272	54,894	(2,622)	(52,272)	0

Commentary:

The Information Services department is \$2,622 under budget for the first nine months of the year.

Business Unit **260000 - Finance and Corporate Services -
Secretarial Services**
Nine months to 31 March 2017

	Mar YTD			2016 / 17	
	Actual	Budget	Variance	Remaining Budget	Budget
Internal Revenue	428,813	419,036	9,776	129,902	558,715
Fees & Charges Revenue	700	0	700	(700)	0
Financial Revenue	7,754	7,672	82	246	8,000
Total Revenue	437,266	426,708	10,558	129,449	566,715
Internal Expenditure	38,083	36,463	1,620	10,534	48,617
Staff Expenditure	604,995	656,420	(51,426)	292,640	897,635
Administration Expenditure	151,001	217,145	(66,144)	138,525	289,526
Repairs & Maintenance Expenditure	4,489	5,625	(1,136)	3,011	7,500
Operational Expenditure	145,081	120,825	24,256	16,019	161,100
Depreciation Expenditure	39,626	43,162	(3,537)	17,924	57,550
Total Expenditure	983,274	1,079,640	(96,366)	478,654	1,461,928
Operating Surplus / (Deficit)	(546,008)	(652,932)	106,925	(349,205)	(895,213)
Capital Expenditure	10,080	10,000	80	29,920	40,000
Capital Funding	0	0	0	(86,326)	(86,326)
Cash Back Depreciation	0	0	0	(0)	0
Rates Required	556,088	662,932	(106,845)	292,799	848,887

Commentary:

The Secretarial Services (which includes Secretarial Services, Communications & Records Departments) department is \$106,845 under budget for the first nine months of the year. This is due to some timing variances within the Departments, mainly subscriptions budget (which covers LGNZ work programmes) which tends to be lumpy during the year. The Public Relations budget is also under, due to the Retail Strategy, which is currently taking place and being invoiced in instalments. The City Centre Co-ordinator area is currently under budget, but is expected to even out as planning is underway for events during mid year. Salary and wages are under budget, this is due to the time it takes between staff vacating a position and a replacement starting work.

Business Unit **280000 - Hall and Theatre Operations**

Nine months to 31 March 2017

	Mar YTD			2016 / 17	
	Actual	Budget	Variance	Remaining Budget	Budget
Internal Expenditure	802,130	802,130	0	267,376	1,069,507
Grants & Subsidies Expenditure	33,484	37,795	(4,311)	16,909	50,393
Repairs & Maintenance Expenditure	11,192	0	11,192	(11,192)	0
Operational Expenditure	34	0	34	(34)	0
Depreciation Expenditure	11,252	18,441	(7,189)	13,336	24,588
Total Expenditure	858,091	858,366	(275)	286,397	1,144,488
Operating Surplus / (Deficit)	(858,091)	(858,366)	275	(286,397)	(1,144,488)
Capital Expenditure	4,214	15,368	(11,154)	16,277	20,490
Capital Funding	0	0	0	(20,490)	(20,490)
Rates Required	862,304	873,733	(11,429)	282,183	1,144,488

Commentary:

The Halls and Theatre department is \$11,429 under budget for the first nine months of the year.

Business Unit **300000 - Finance and Corporate Services -
Democratic Responsibility**
Nine months to 31 March 2017

	Mar YTD			2016 / 17	
	Actual	Budget	Variance	Remaining Budget	Budget
Fees & Charges Revenue	30,017	0	30,017	(30,017)	0
Grants & Subsidies Revenue	(7,569)	0	(7,569)	7,569	0
Financial Revenue	2,088	0	2,088	(2,088)	0
Total Revenue	24,535	0	24,535	(24,535)	0
Internal Expenditure	234,876	234,876	(0)	78,292	313,168
Staff Expenditure	783,135	799,410	(16,274)	315,701	1,098,837
Administration Expenditure	164,543	150,092	14,451	37,080	201,623
Grants & Subsidies Expenditure	41,181	117,772	(76,591)	111,297	152,478
Repairs & Maintenance Expenditure	4,720	5,305	(585)	2,353	7,074
Operational Expenditure	186,420	107,426	78,994	(56,186)	130,235
Depreciation Expenditure	22,842	17,827	5,014	928	23,770
Total Expenditure	1,437,718	1,432,709	5,010	489,466	1,927,184
Operating Surplus / (Deficit)	(1,413,183)	(1,432,709)	19,526	(514,001)	(1,927,184)
Capital Expenditure	1,785	0	1,785	8,338	10,123
Capital Funding	0	0	0	(65,123)	(65,123)
Rates Required	1,414,967	1,432,709	(17,741)	457,217	1,872,184

Commentary:

The Democratic Responsibility department is \$17,741 under budget for the first nine months of the year. This is primarily due to Grants and Subsidies being under budget within the CEO and Councillors departments. This is offset by operational expenditure being over budget. Operational expenditure is over budget due to additional contractor work being done within the Councillors budget for shared services and introduction of board books. Also additional legal fees within the CEO budget have been incurred.

Business Unit **313000 - Finance and Corporate Services -
Corporate Planning**
Nine months to 31 March 2017

	Mar YTD			2016 / 17	
	Actual	Budget	Variance	Remaining Budget	Budget
Internal Expenditure	189,702	189,702	0	63,234	252,936
Staff Expenditure	10,405	9,825	580	2,695	13,100
Administration Expenditure	7,813	20,494	(12,681)	19,489	27,302
Financial Expenditure	0	15,000	(15,000)	20,000	20,000
Repairs & Maintenance Expenditure	785	75	710	(685)	100
Operational Expenditure	82,202	132,000	(49,798)	93,798	176,000
Depreciation Expenditure	5,822	3,481	2,342	(1,181)	4,641
Total Expenditure	296,729	370,577	(73,847)	197,350	494,079
Operating Surplus / (Deficit)	(296,729)	(370,577)	73,847	(197,350)	(494,079)
Capital Funding	0	0	0	(75,000)	(75,000)
Rates Required	296,729	370,577	(73,847)	122,350	419,079

Commentary:

The Corporate Planning Budget is \$73,847 under budget for the year to date. This is predominantly due to Consultants Fees being under budget and Audit Fees not yet being uplifted. The Consultants budget is anticipated to get closer to budget over the last 3 months with section 17A review and other LTP work being undertaken, but will likely still be under budget.

Business Unit **350000 - Finance and Corporate Services - Grants**

Nine months to 31 March 2017

	Mar YTD			2016 / 17	
	Actual	Budget	Variance	Remaining Budget	Budget
Internal Expenditure	35,340	34,234	1,106	10,306	45,646
Financial Expenditure	51,257	71,756	(20,500)	44,418	95,675
Grants & Subsidies Expenditure	3,882,352	3,849,429	32,922	1,406,823	5,289,175
Operational Expenditure	5,306	0	5,306	(5,306)	0
Depreciation Expenditure	11,720	0	11,720	(11,720)	0
Total Expenditure	3,985,976	3,955,420	30,556	1,444,520	5,430,496
Operating Surplus / (Deficit)	(3,985,976)	(3,955,420)	(30,556)	(1,444,520)	(5,430,496)
Capital Funding	33,988	33,989	(0)	(146,011)	(112,023)
Rates Required	4,019,964	3,989,409	30,556	1,298,509	5,318,473

Commentary:

The Grants budget is \$30,556 over budget as at the end of March. The iconic events fund is \$15,000 under budget and the emerging events fund is \$39,000 under budget. It is anticipated that this will even out as new applications are received over the remainder of the year. The Bluff Pool Trust is \$104,688 over budget to date and is already \$72,188 over the full year budget. This will not correct itself and requires further attention.

TO: FINANCE AND POLICY COMMITTEE
FROM: DIRECTOR OF FINANCE & CORPORATE SERVICES
MEETING DATE: TUESDAY, 16 MAY 2017

FIRE PREVENTION (VEGETATION) BYLAW 2010/1

Report Prepared by: Anna Goble, Graduate Policy Analyst
 Melissa Short, Manager – Strategy and Policy

SUMMARY

The Fire Prevention (Vegetation) Bylaw 2010/1 has been in force since 1 July 2010. Under Section 158 of the Local Government Act 2002 Bylaws must initially be reviewed five years after they are enacted.

This initial review has not occurred and, pursuant to Section 160A, if a Bylaw is not reviewed at the initial five year stage, there is a further two years to undertake the review otherwise the Bylaw will be revoked under the Act. The Bylaw will be void as of 1 July 2017 if not reviewed.

RECOMMENDATIONS

That this report be received.

AND THAT

Council determine that in accordance with Section 155 of the Local Government Act, a review of the Invercargill City Council Bylaw 2010/1 - Fire Prevention (Vegetation) is the most appropriate way of addressing the issue of controlling fire prevention within the Invercargill district until the new legislation is enacted.

IMPLICATIONS

1.	<i>Has this been provided for in the Long Term Plan/Annual Plan?</i> Yes.
2.	<i>Is a budget amendment required?</i> No.
3.	<i>Is this matter significant in terms of Council's Policy on Significance?</i> No.
4.	<i>Implications in terms of other Council Strategic Documents or Council Policy?</i> Will renew this bylaw and prevent its expiry.
5.	<i>Have the views of affected or interested persons been obtained and is any further public consultation required?</i> No – consultation will be undertaken where required.
6.	<i>Has the Child, Youth and Family Friendly Policy been considered?</i> N/A.

FINANCIAL IMPLICATIONS

No financial implications arise from this report.

FIRE PREVENTION (VEGETATION) BYLAW 2010/1

The Fire Prevention (Vegetation) Bylaw 2010/1 (**Appendix 1**) came into force on 1 July 2010; it repealed the Invercargill City Council Fire Prevention (Vegetation) Bylaw 2005. Council has the authority to make this bylaw under both the Forest and Rural Fires Act 1977 and Rural Fires Regulations 2005.

To date, this Bylaw has not been enforced on any member of the public.

The issue before Council is that this Bylaw will expire on 1 July 2017, unless reviewed. However, **Appendix 2** details new legislation that will be in force from 1 July 2018 that will mean Council no longer requires this Bylaw as it will be inconsistent with that legislation. **Appendix 3** details the role of local government in fire service.

Council will need to determine whether they are content in having a lapsed Bylaw and operating under no Bylaw for 12 months before the new legislation comes into place, or whether they would like to conduct a review of this Bylaw so that if required Council has a Bylaw in place to address any issues, until the new legislation is enacted.

Staff recommend the latter option, if Council determine to follow this recommendation, staff consider that the full consultation process need not be undertaken as this would require unnecessary time and resources. Rather, staff propose that minimal consultation be undertaken in accordance with Section 160(3)(ii) as this does not affect many entities and it has yet to be used in practice over its seven year life. Further, it will only be enacted for a further one year until it is revoked by the new legislation.

REVIEW OF BYLAW

To begin a review of the Bylaw, Council must make the determinations required by Section 155 of the Local Government Act 2002. This section requires Council to consider whether a Bylaw is the most appropriate method of addressing the perceived problem, as well as the implications of any Bylaw under the New Zealand Bill of Rights Act 1990.

What is the perceived problem to be addressed?

The Invercargill City Council needs to be able to impose restrictions and controls over vegetation fires within its district which is not contained within the Southland Rural Fire District (New Zealand Gazette Notice No. 78). This is to ensure the safety of people and property from vegetation fires throughout the district. This remains Council's responsibility until 1 July 2018.

Is a Bylaw the most appropriate method of addressing the perceived problem?

The Forest and Rural Fires Act 1977 and associated regulations make provision for local authorities to prohibit fires during extreme fire hazard, prohibit certain operations during periods of extreme fire hazard and impose restricted or prohibited fire seasons. Under the Local Government Act 2002 continuation of the Bylaw is the most appropriate option because it enables enforceable rules to be imposed if necessary.

What are the implications under the New Zealand Bill of Rights Act 1990?

Council needs to be satisfied that the continuation of the Fire Prevention (Vegetation) Bylaw will not be inconsistent with this Act, that is, it imposes reasonable limits that can be reasonably justified in a free and democratic society. Case law suggests that permanent prohibition of certain activities that the community may wish to undertake may impose unreasonable limits, for example a permanent prohibition on fires. Being able to regulate when vegetation fires are not allowed indicates to the community that this activity is permitted when a prohibited or restricted fire season is not in place.

INVERCARGILL CITY COUNCIL

BYLAW 2010/1 – FIRE PREVENTION (VEGETATION)

The following Bylaw was duly made by the Invercargill City Council by:

- Resolution of Section 155, Local Government Act 2002 matters on 23 February 2010.
- Resolution to consult on the Draft Bylaw using the special consultative procedure on 30 March 2010.
- Resolution to adopt the Bylaw on 22 July 2010 and that it come into force on 1 July 2010.
- Public Notice in The Southland Times on 30 June 2010.

THE COMMON SEAL of the INVERCARGILL)
CITY COUNCIL was hereto affixed to the following)
Bylaw (Bylaw 2010/1 – Fire Prevention (Vegetation)))
at the offices of and pursuant to the resolution of the)
Invercargill City Council in the presence of:)



Mayor:

[Handwritten signature]

Chief Executive Officer:

[Handwritten signature]

INVERCAROLL CITY COUNCIL

BYLAW 20101 – FIRE PREVENTION (VEGETATION)

- The following Bylaw was adopted by the Council on 23 June 2010.
- The Council has also adopted the following Bylaw 20102.
- Resolution to amend the Bylaw 20101 and Bylaw 20102 on 1 July 2010.
- Public notice in the Invercarroll Times on 23 June 2010.



THE COMMON SEAL OF THE CITY OF INVERCARROLL
CITY OF INVERCARROLL was first formed to the following
Bylaw 20101 – Fire Prevention (Vegetation)
at the Council and subject to the approval of the
Invercarroll City Council on the 23 June 2010.

Mayor

The Executive Officer

DEVELOPMENT OF POLICIES/BYLAWS

Invercargill City Council

Bylaw 2010/1 –
Fire Prevention (Vegetation)

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Invercargill City Council
Bylaw 2010 -
Fire Prevention (Vegetation)

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1. **Short Title**

The Short Title of this Bylaw shall be the Invercargill City Council Bylaw 2010/1 - Fire Prevention (Vegetation).

2. **Commencement**

This Bylaw shall come into force on 1 July 2010.

3. **Repeals**

This Bylaw repeals the Invercargill City Council Fire Prevention (Vegetation) Bylaw 2005.

4. **Application of Bylaw**

- (a) This Bylaw has been made for the purpose of preventing the spread of fires within those **urban areas** of the district of Invercargill City Council.
- (b) This Bylaw is subject to Sections 20, 21 and 22 of the Forest and Rural Fires Act 1977 that make provision for the prohibition of fires during extreme fire hazard (s 20), prohibition of certain operations during periods of extreme fire hazard (s 21) and Restricted or Prohibited fire seasons (s 22).
- (c) This Bylaw is in addition to existing fire control and prevention measures available under the Local Government Act 2002, the Forest and Rural Fires Act 1977 and the Forest and Rural Fires Regulations 2005.

5. **Interpretation**

5.1 In this Bylaw, unless the context otherwise requires:

Approved	Means approved by the Southern Rural Fire Authority.
Barbeque	Means any fixed or portable gas or solid fuel burning equipment designed or intended for the cooking of food in the open air.
Council	Means the Invercargill City Council.
District	Means the district comprising the Invercargill City Council.
Fire Hazard	Means a term to describe the potential fire behaviour for a given fuel type.
Fire Officer	Means any person appointed by the Southern Rural Fire Authority as a Rural Fire Officer or Principal Rural Fire Officer.
Fire Risk	Means the probability or chance of a fire starting determined by the presence of activities or causative agents, ie the potential number of ignition sources.

Incinerator	Means a container used for burning of waste material. An incinerator is to be made of non-combustible materials and have a lid or spark arrestor to prevent the escape of embers and ash.
Occupier	Means in relation to any premises, the owner and includes any tenant, agent, manager, foreperson or other person apparently acting in the general management or control of the premises.
Open Air	Means in relation to fires otherwise than within: (a) An incinerator; (b) Any barbecue; or (c) Traditional cooking fire.
Open Fire Season	Means a period of time whether of fixed or indefinite duration during which period the lighting of fires in the open air is neither prohibited nor restricted under the Forest and Rural Fires Act 1977.
Permit	In relation to the lighting of fires in the open air, means a fire control measure in accordance with which a person may light such fires without committing an offence against this Bylaw.
Premises	Means both land and buildings and any part thereof.
Prohibited Fire Season	Means a period of time, whether of fixed or indefinite duration, specified pursuant to the Forest and Rural Fires Act 1977 during which period the lighting of fires in the open air is prohibited.
Restricted Fire Season	Means a period of time, whether of fixed or indefinite duration, specified pursuant to the Forest and Rural Fires Act 1977, during which period permits are required for the lighting of fires in the open air.
Southern Rural Fire Authority	Means the Southern Rural Fire Committee responsible for the administration of the Southern Rural Fire District for the purposes of the Forest and Rural Fires Act 1977 pursuant to New Zealand Gazette Notice No. 78 at Page 2074 dated 10 July 2003.
Southern Rural Fire District	Means the Southern Rural Fire District gazetted pursuant to the Forest and Rural Fires Act 1977, and which includes all land within the District that is not within Urban Fire Districts.
Traditional Cooking Fires	Means any hangi, Umu or similar fire in the open air used for the preparation of food using traditional cooking methods.
Urban Area	Means an area used mainly for commercial, industrial or residential purposes within the District.



Urban Fire District Means any area gazetted as a Fire Service District and for which the NZ Fire Service is the fire authority under the Fire Service Act 1975.

Vegetation Includes:

- (a) All plants and the produce thereof, live or dead, standing, fallen, windblown, cut, broken, pulverised, sawn, or harvested, natural or disturbed in use or as waste, rubbish, refuse or debris, stump, stubble or otherwise; and
- (b) Fossil fuel exposed at or lying within 20 metres of the surface of any land; and
- (c) Peat in any form,

but does not include any wood forming part of a structure or otherwise in processed form.

6. Relationship to Other Statutes

- 6.1 This Bylaw represents a fire control measure which is in addition to and complements provisions of:
- (a) The Local Government Act 2002; and
 - (b) The Forest and Rural Fires Act 1977; and
 - (c) The Forest and Rural Fires Regulations 2005; and
 - (d) The Fire Service Act 1975.
- 6.2 Nothing in this Bylaw derogates from any duty, power or responsibility arising from these or any other enactment, Bylaw or rule.

7. Fire Districts

- 7.1 Fire Districts are established under the Fire Service Act 1975 and the Forest and Rural Fires Act 1977. Maps showing the current boundaries of the fire districts may be viewed at the main office of the Council.
- (a) Urban Fire Districts - Any area gazetted as a Fire Service District and for which the NZ Fire Service is the fire authority under the Fire Service Act 1975. These areas may be served by either paid or volunteer fire brigades.
 - (b) Rural Fire Districts - All areas that are not Urban Fire Districts and come under the jurisdiction of the Southern Rural Fire Authority.

8. Prevention of Vegetation Fires

- 8.1 No person shall cause or allow to persist any condition that increases the likelihood of accidental vegetation fire or its spread or in particular:
- (a) No person shall allow the growth of vegetation on a property that creates or makes worse an unacceptable fire hazard; and

- (b) No person shall allow the placing or storage of any materials on any property in such a manner that creates or makes worse an unacceptable vegetation fire hazard and in particular shall not:
 - (i) Place live cinders or ashes in any place other than in a steel or other suitably fire resistant container or in a pit or upon any fire resistant substance in such a way that prevents the spreading of fire or ashes or heat by the action of wind or otherwise; or
 - (ii) Store textile or fibrous waste or rags impregnated or used in connection with petroleum products or other flammable materials near vegetation other than in a manner which provides a safeguard against spontaneous combustion; or
 - (iii) Store goods, timber, hay, packing materials or any other things of any kind whatsoever in a manner that creates or may create or worsen a fire hazard to vegetation.
- 8.2 Any such fire hazard that an occupier or owner fails to remedy after being advised to do so within a reasonable timeframe given the circumstances of the risk may, subject to the provisions of Sections 183 and 184 of the Local Government Act 2002, be removed by the Council and the costs may be recovered from the owner or occupier.

9. Fires in Open Air in Urban Fire Districts

9.1 The Southern Rural Fire Authority may declare a Restricted Fire Season or Prohibited Fire Season (Fire Ban) in a rural area under the provisions of the Forest and Rural Fires Act 1977.

9.2 Where a Restricted Fire Season or Prohibited Fire Season is in force in an area that includes an Urban Fire District that Restriction or Prohibition is deemed to exist concurrently in the Urban Fire District under this Bylaw.

9.3 Lighting fires in the Open Air in an Urban Fire District is a permitted activity of this Bylaw subject to the following conditions:

No person shall make or light or allow to remain alight any fire in the open air other than:

- (a) During an Open Fire Season; or
- (b) Pursuant to and in accordance with the conditions of a written permit issued during a Restricted Fire Season by the Southern Rural Fire Authority.

9.4 The following burning activities are exempt from requiring a written fire permit during a Restricted Fire Season as long as the following conditions are met:

- (a) *Fires in incinerators* provided that:
 - The incinerator is designed to prevent the escape of fire and ashes (including a mesh or solid lid); and
 - The incinerator is no closer than five metres to any building, tree, hedge, fence or other combustible material; and
 - A water supply sufficient to control any spread of fire is available; and
 - All embers and ashes are totally extinguished after burning; and



- The incinerator is only to be lit during daylight hours and must be extinguished before dark.

(b) *Barbeque and cooking fires* provided that:

- The barbeque or cooking fire is no closer than five metres to any building, tree, fence, hedge or other combustible material; and
- A water supply sufficient to control any spread of fire must be available - mains pressure hose is best, or a number of buckets filled and ready; and
- All embers and ashes are totally extinguished after burning; and
- The barbeque or fire is not left unattended.

(c) *Traditional cooking fires* provided that:

- The fire is no closer than 10 metres to any building, tree, fence, hedge or other combustible material; and
- A water supply sufficient to control any spread of fire must be available - mains pressure hose is best, or a number of buckets filled and ready; and
- All embers and ashes are totally extinguished after burning; and
- The fire is not left unattended.

10. General Restrictions on Fires in the Open Air (Outdoor Fires) in Urban Fire Districts

10.1 No person being the occupier of any premises shall permit or suffer the use of any fire:

- (a) Which by location, risk of spread, inadequate containment or prevailing circumstances of wind or otherwise constitutes or is likely to constitute a danger to any person or property; and
- (b) Without there being available an adequate source of water sufficient for the extinguishment of any fire; and
- (c) Without maintaining adequate supervision.

10.2 In addition no fire:

- (a) Whether the subject of a permit or not, is allowed to be lit or to remain alight during the period of a total fire ban (Prohibited Fire Season) covering the locality of the fire; and
- (b) Whether the subject of a permit or not, is allowed to be lit on any public or private land without the permission of the person or body owning or controlling the land; and
- (c) Is allowed to be lit on any beach or beach reserve except in a properly constructed fireplace provided by the administering body controlling the reserve.

11. Permits for Lighting Fires in the Open Air in Urban Fire Districts

- 11.1 A permit may be granted for non-complying fires in urban fire districts where:
- (a) No total fire ban (Prohibited Fire Season) is in place that covers the locality of the fire.
 - (b) In the opinion of a Fire Officer the fire will not pose an unacceptable fire risk.
 - (c) The fire is for a celebratory bonfire during the hours of darkness.
 - (d) The fire is for a significant community event.

12. Special Permits for Lighting Fires in the Open Air in Urban Fire Districts During a Total Fire Ban (Prohibited Fire Season)

- 12.1 Applications may be made for a special permit to be granted where the fire is urgently required to prevent, reduce or overcome any hazard to life or health or any other serious emergency.
- 12.2 Upon receipt of any such application the Fire Officer may issue a Special Fire Permit in writing with such conditions as they consider fit to impose.
- 12.3 Notwithstanding the provisions of Clause 9.3(b) of this Bylaw no person shall light any fire in the open air and no person being the occupier of any premises shall cause, allow or suffer any such fire to be lit there or continue to burn:
- (a) While a strong wind is blowing or when conditions are such that the fire is likely to spread beyond the limits of the land or other property; and
 - (b) Which is within five metres of any part of a building, tree, hedge, fence or other combustible material; and
 - (c) Between the hours of sunset and sunrise, without specific approval/permission; and
 - (d) Without maintaining adequate supervision during any burning.

Issue of Fire Permits

- 12.4 Every permit to light a fire in the open air shall be in the form or to the effect of Form 1 (Fire Permit) as set out in the Schedule in this Bylaw. Where a Special Fire Permit is required to be issued as in Clause 12, the fire permit form will detail that the permit is a Special Fire Permit. Requirements of the Forest and Rural Fire Regulations, Regulation 51, will be endorsed on the Fire Permit in this case.

13. Prohibition of Fires During Periods of Extreme Fire Hazard

- 13.1 The Southern Rural Fire Authority in accordance with the Forest and Rural Fires Act 1977 may at any time where in its opinion special reasons exist or may exist to prevent the outbreak or spread of fire, specify any restricted or prohibited fire season or seasons in the district or in any specified part or parts of the district and may at any time and from time to time cancel or vary any such season or seasons.



- 13.2 The Southern Rural Fire Authority shall give public notice of any restricted or prohibited fire season by:
- (a) Broadcast or other effective means within the district; and by
 - (b) Notice in a daily newspaper circulating throughout the district.
- 13.3 No person shall light any fire in the open air and no person being the occupier of any premises shall cause, permit or suffer any such fires to be lit there or to continue to burn in contravention of any prohibition made under this clause.
14. **Outdoor Fire may be Declared Unsafe**
- 14.1 If in the opinion of a member of the NZ Fire Service or a Fire Officer of the Southern Rural Fire Authority a fire that is about to be lit, is alight or has been alight and fails to meet any condition above or otherwise poses a danger, that fire ceases to be a permitted activity and shall be extinguished immediately.
15. **Costs of Fire Suppression Recovered**
- 15.1 The costs of suppressing any fire may be recovered from the occupier of premises on which the fire was located or the person or persons responsible for a fire that gets out of control or is deemed unsafe whether the fire is a permitted activity or not.
16. **Breach of Bylaw**
- 16.1 Any person who shall do, or cause to allow to be done, anything in contravention of this Bylaw or who shall omit or neglect to do or knowingly permit to remain undone, any matter or thing required under this Bylaw, shall be deemed to have committed a breach thereof and shall be liable on summary conviction to a fine not exceeding \$20,000 (Twenty Thousand Dollars).



13.3 The Board shall have the authority to...
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13.10 The Board shall have the authority to...
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FIRE AUTHORITY: SOUTHERN RURAL FIRE AUTHORITY

FIRE PERMIT

Form No. 1

PERMIT NO

ZONE

PERMIT HOLDER:

PHONE

POSTAL ADDRESS

FAX:

Email:

PARTICULARS

LOCATION OF FIRE

PERMIT VALID FROM

MAP SHEET

TIME OF DAY

FUEL TYPES

This permit is issued under Section 23 of the Forest and Rural Fires Act 1977. You may light a fire in the open air at the location described above, subject to compliance with the following conditions.

CONDITIONS

The following conditions apply:

- (a) You must not light a fire if a strong wind is blowing or if the conditions are such that the fire is likely to spread beyond the limits of the land or other property for which this permit is issued.
(b) This permit is suspended if there is a prohibition or order under Section 20 or Section 21 of the Forest and Rural Fires Act 1977 against the lighting of fires in the open air at the location described in this permit.
(c) Immediately before lighting a fire you must make reasonable efforts to confirm that no prohibition or order is currently in force.

SPECIAL CONDITIONS

PHONE
0800 773 363

FIRE OFFICER

DATE ISSUED

I understand the conditions of this permit and have read the "Information for Permit Holders".

Permit Holder

Date



FIRE AUTHORITY: SOUTHERN RURAL FIRE AUTHORITY

FIRE PERMIT

GENERAL INFORMATION

INFORMATION FOR PERMIT HOLDERS

<i>Meaning of open air</i>	Lighting a fire in the open air means lighting a fire out of doors other than in an approved fireplace, incinerator, barbeque or other authorised receptacle.
<i>Resource consents</i>	This permit is not a resource consent to discharge smoke or other contaminants into air. It does not exempt you from any obligations you may have under Section 15 of the Resource Management Act 1991. You should check these matters with the relevant regional council.
<i>Additional permits</i>	Depending on where the fire authorised by this permit is to be lit, further fire permits may be required from the Department of Conservation another Fire Authority or the relevant city or district council.
<i>Escape</i>	If the fire escapes and if it is safe to do so, try to extinguish it. Otherwise telephone 111.
<i>Extreme fire danger</i>	Fire permits are suspended if a fire ban or an order prohibiting open air fires is in place. During a period of extreme fire danger, check with the Fire Authority on whether you may light a fire. If lighting a fire is essential for emergency purposes (eg, for destroying diseased or dead stock, or combating the likely spread of introduced organisms) you will need a special fire permit from the Fire Authority).
<i>Insurance</i>	This permit is not a legal defence against claims for damage or fire-fighting costs caused by the fire. We advise you to have adequate fire insurance to cover any misadventures.
<i>Offences</i>	It is an offence not to produce this permit within a reasonable time when asked to do so by a member of the Police or a Rural Fire Officer. It is an offence, when there is a restricted or prohibited fire season in place, to light a fire in the open air without a permit, or to breach permit conditions. Full details of these and other offences relating to lighting fires in the open air are set out in the Forest and Rural Fires Act 1977.



FIRE AUTHORITY: SOUTHERN RURAL FIRE AUTHORITY

FIRE PERMIT

STANDARD FIRE PERMIT CONDITIONS

(To be issued with every Fire Permit)

1. Your attention is drawn to the 'Special Conditions' on the bottom of your Fire Permit and attached "Information For Permit Holders". These conditions are specific to the type of fire you are lighting and you are advised to read and comply with them.
2. The holder of this Fire Permit shall take adequate measures to control the authorised fire and confine it to the burn area.
3. A long range weather forecast must be obtained prior to lighting.
4. No fire shall be lit when conditions are such or are predicted, (eg strong winds) that the fire is likely to spread beyond the limits of the area subject to this Fire Permit. Generally fires should not be lit with a wind in excess of 15 kph. Where there are significant areas of scrub and tussock adjacent to the area to be burned the maximum wind must not exceed 11 kph. Use the Beaufort Wind Scale table as a guide, (table attached).
5. Permit holders are advised that to reduce the risk of fires getting out of control, burning should normally be carried out in the afternoon (after 1.00 pm by which time the wind pattern for the day is usually established).
6. At the first indication of any adverse change in weather or other conditions which could move the fire out of the controlled area the fire is to be extinguished immediately.
7. In the event of any fire moving outside an area authorised by this Fire Permit, the permittee shall as soon as practical advise a Rural Fire Officer of Southern Rural Fire District, and shall cooperate fully in suppression of the fire. In the event that no contact is made, the permittee is to dial 111 and ask for a Fire Service response.
8. Ensure that smoke does not create a nuisance to neighbouring properties and public roads.
9. Fire Permit holders are advised to contact the appropriate authority before lighting fires adjacent to power and telegraph installations.
10. Where a Prescribed Burn Plan has been required and subsequently approved by a Rural Fire Officer of Southern Rural Fire District, all requirements of the Burn Plan must be met prior to the fire being lit. The procedure described to light the burn must be followed.
11. When any warning or order is issued by the National Rural Fire Authority or an officer of the Southern Rural Fire District suspending all or any Fire Permits to burn in respect of any area subject to this Fire Permit, this Fire Permit shall be suspended for such period as may be specified in the warning or order.
12. This Fire Permit shall cease to have any legal effect upon the issuance of any warning, order or notice concerning the prohibition of fires during periods of extreme fire hazard or concerning any Prohibited Fire Season (Fire Ban).
13. This Fire Permit shall not discharge any person from liability for damage or fire suppression costs caused by any fire lit pursuant to this Fire Permit.
14. It is recommended that a Fire Permit should not be exercised unless public liability and fire suppression insurance is taken out.



FIRE AUTHORITY: SOUTHERN RURAL FIRE AUTHORITY

FIRE PERMIT

WIND SPECIFICATIONS - BEAUFORT WIND SCALE

(For estimating 10 metre open wind speed over land)

Beaufort Wind Force	Descriptive Term	Km/h	Observable Wind Effects
0	Calm	< 1	No perceptible wind movement. Smoke rises vertically.
1	Very Light Air	1 to 5	Direction of wind shown by smoke drift but not by wind vanes.
2	Light Breeze	6 to 11	Wind felt on face; leaves rustle; ordinary vanes moved by wind.
3	Gentle Breeze	12 to 19	Leaves and small twigs in constant motion; wind extends light flags.
4	Moderate Breeze	20 to 29	Wind raises dust and loose paper; small branches are moved.
5	Fresh Breeze	30 to 39	Large branches and small trees in leaf begin to sway; crested wavelets form on inland waters.
6	Strong Breeze	40 to 49	Large branches in continuous motion; whistling heard in telegraph wires; umbrellas used with difficulty.
7	Near Gale	50 to 61	Whole trees in motion; inconvenience felt when walking against wind.
8	Gale	62 to 74	Breaks twigs and small branches off trees; generally impedes progress when walking against wind.
9	Strong Gale	75 to 87	Slight structural damage occurs (eg chimney bricks loosened, TV antennas and tiles blown off, broken branches litter ground).
10	Storm	89 to 101	Trees uprooted; considerable structural damage occurs.

RECOMMENDED SAFETY ADVICE

1. Recommended clothing to be worn for personnel involved with the fire is long sleeved cotton or woollen shirts and pants, laced-up leather boots and head protection. NO synthetic clothing should be worn.
2. ALWAYS have a planned safe escape route away from the fire.

2



Key changes for territorial authorities' role in fire services

The Fire and Emergency New Zealand (FENZ) Bill establishes a unified fire services organisation

The FENZ Bill is progressing through Parliament. If the FENZ Bill becomes law, New Zealand's urban and rural fire services will be unified from 1 July 2017 into Fire and Emergency New Zealand (FENZ). FENZ will provide fire prevention, response and suppression nationwide.

From 1 July 2017 territorial authorities will no longer operate rural fire services

An effect of a unified fire services organisation is territorial authorities will cease to be rural fire authorities under the Forest and Rural Fires Act 1977 (in their own right or members of enlarged rural fire district committees), and will no longer operate rural fire services.

Territorial authorities' fire prevention and risk reduction powers under the LGA 2002 will be removed by mid-2018

With one unified fire services organisation, the FENZ Bill, as reported back from Select Committee, provides for repeal of territorial authorities' fire prevention and risk reduction powers under the Local Government Act 2002 on 1 July 2018. These are replaced by similar powers for FENZ. This repeal and replacement is to avoid duplicating these powers.

From 1 July 2018, the FENZ Bill:

- repeals territorial authorities' powers to require an occupier (or otherwise land owner) to remove fire hazards (sections 183 and 184 of the LGA); and
- enables FENZ to require an occupier (or owner of land) to remove or destroy vegetation or other things on land that are likely to endanger people or property by increasing the fire risk.

Removal of specific bylaw making power, and changes to relevant fire bylaws from 1 July 2017

From 1 July 2017, the FENZ Bill:

- repeals territorial authorities' specific bylaw making power for preventing the spread of fires involving vegetation (section 146(c) of the LGA);
- allows territorial authorities to amend or revoke by council resolution "relevant fire bylaws" that overlap with FENZ's new responsibilities, which are those for:
 - removal of fire hazards;
 - declaring fire seasons;
 - controlling the lighting of fires in open air; and
 - preventing the spread of fires involving vegetation;
- requires territorial authorities to amend or revoke relevant fire bylaws to remove any inconsistency with FENZ legislation, but allows this through council resolution.

In summary, relevant fire bylaws existing on 1 July 2017 will continue to apply. However, the FENZ legislation prevails over an inconsistent bylaw. Territorial authorities will then need to amend or revoke the bylaw to remove the inconsistency. These changes are also to avoid the duplication of FENZ and territorial authorities' powers.

Working together on the changes

It will be important for territorial authorities and FENZ to work together to prepare for the 1 July 2017 changes. Continuing to work together over the next twelve months will also be important as the fire prevention and risk reduction powers under the LGA 2002 are repealed and replaced on 1 July 2018.

Contact details and further information

For queries on the FENZ Bill, please contact FireServicesTransition@dia.govt.nz

Information on the FENZ Transition Project can be accessed at: <http://fenzproject.co.nz/>

An earlier update on the policy intent for local government's role in fire services can be accessed here: [https://www.dia.govt.nz/vwluResources/FSR-Factsheet-Local-Government-Role-in-Fire-Services/\\$file/FSRFact-Sheet-Local-govt-role-in-fire-services.pdf](https://www.dia.govt.nz/vwluResources/FSR-Factsheet-Local-Government-Role-in-Fire-Services/$file/FSRFact-Sheet-Local-govt-role-in-fire-services.pdf)



Government policy – local government’s role in fire services

Local Government currently plays a large role in rural fire services

New Zealand’s fire services are organised currently in urban and rural sectors. Local government is a key player in delivering and funding rural fire services. Local government, along with the Department of Conservation and the New Zealand Defence Force, provides around 40 per cent of the funding for Rural Fire Authorities.

Service	Operated by	Funded from
Rural fire services	<ul style="list-style-type: none"> 40+ Rural Fire Authorities (mostly councils, the Department of Conservation, and the NZ Defence Force). This includes Enlarged Rural Fire Districts (which are amalgamated Rural Fire Authorities and includes councils as stakeholders and funders). Rural Fire Authorities have paid staff, volunteers and contractors. National Rural Fire Authority (part of the New Zealand Fire Service Commission) coordinates rural fire. 	<ul style="list-style-type: none"> Local Government through rates. Rural Fire Fighting Fund (contributions from the NZFS Commission from the fire service levy and the Department of Conservation). Department of Conservation. Forest owners and land holders through levies. Cost recovery from people responsible for rural fires.
Urban fire services	<ul style="list-style-type: none"> The New Zealand Fire Service (NZFS) Commission, with paid staff and volunteers. 	<ul style="list-style-type: none"> The fire service levy (a levy calculated on property and motor vehicle insurance).

From mid-2017 local government will no longer operate rural fire services

When New Zealand’s urban and rural fire services are unified from mid-2017 into Fire and Emergency New Zealand, local government will no longer operate or separately fund rural fire services.

Service	From mid-2017 operated by	Funded mainly from
Urban and rural fire services	<ul style="list-style-type: none"> Fire and Emergency New Zealand. 	<ul style="list-style-type: none"> The amended and updated fire levy – calculated on material damage, not just fire damage; with a different levy rate for the residential and non-residential sectors; including third party as well as comprehensive motor vehicle insurance.

The change will deliver 21st century fire services for New Zealand.

New Zealand’s fire services have not fundamentally changed since the 1940s. The intent of this change is to set up:

- “fit-for-purpose” 21st century fire services that are flexible, modern and efficient; and
- fire services that work well, are funded appropriately and that value the workforce and volunteers.

Local government still responsible for civil defence and resource management

Local government retains its civil defence and resource management functions. Having one unified fire services organisation will make the interaction between fire services and other emergency services easier.

Local authorities will continue to fund rural fire until mid-2017

Local authorities will continue to be responsible for funding rural fire services for their own communities until the new organisation, Fire and Emergency New Zealand, commences in mid-2017.

Multiple funding streams for rural fire replaced by one main funding source

Rural fire services are currently funded in several ways. From mid-2017 Fire and Emergency New Zealand will fund rural fire services in the same way as urban fire – through the fire levy.

The fire levy will become the main source of funding for the new organisation and the levy base will become broader as a result of the new funding arrangements. There will no longer be a need for multiple, separate, funding streams for rural fire services, such as cost recovery, the Rural Fire Fighting Fund, current rural fire funding, and levies on forest owners. Nor will there be a need for communities to fundraise for their local fire services.

There is currently a Rural Fire Fighting Fund in funding reserves. The new organisation will have to determine how it will operate its funding reserves to manage big fires.

Local government will pay the fire levy on insurance of its assets

Local government will contribute to fire services, like any other property owner, through the fire levy. Local authorities generally have insurance for their assets. Assets could include buildings, cars, and other infrastructure. Each local authority, like any other property owner, decides which assets it insures and for how much.

The fire levy has an exemptions system for some types of assets

The current list of properties that are exempt from the levy (under Schedule 3 of the Fire Service Act 1975) will be removed under the new legislation. Any new exemptions from the levy will be set by regulations. The Department of Internal Affairs will release a public discussion document in mid-2016 seeking input on what exemptions may be appropriate.

Local authorities will no longer recover the cost of fires

All rural fire services will be delivered by Fire and Emergency New Zealand from mid-2017. The main source of funding for the new organisation will be the fire levy. Local authorities will no longer need to recover the costs of fighting fires from the person responsible for the fire.

The deterrent effect of the cost recovery model will be covered by Fire and Emergency New Zealand's broad range of compliance tools, from education and guidance to prosecutions.

New penalties and offences regime will replace the old "cost recovery model"

A new offences and penalties regime is included in the Fire and Emergency New Zealand Bill to deter misconduct without the need for recourse to cost recovery.

Paid staff working full time on rural fire will transfer to Fire and Emergency New Zealand

There are about 150 paid staff who work full time in the rural fire sector, for Rural Fire Authorities, or Enlarged Rural Fire Districts. Staff employed solely on fire work are expected to transfer to Fire and Emergency New Zealand when it is established from mid-2017. Employers will be fully involved in the transition planning affecting the workforce (paid and volunteer).

Consultation to work out arrangements for other local authority fire staff

Local authorities have some staff who perform other unrelated work for the local authority and some fire work. A process will be established to work through arrangements for other staff by agreement. Employers will be fully involved in the transition planning affecting the workforce (paid and volunteer). If a local authority chose to make a staff member redundant the organisation's usual redundancy provisions and processes would apply.

No change expected for contract fire services staff

It is expected that Fire and Emergency New Zealand would continue to use contract fire services staff in the future.

Volunteers to be in direct relationship with Fire and Emergency New Zealand

Volunteer support and sustaining volunteerism are core to the reform. The relationship is one of engagement (not employment), and one that respects the democratic rights of a volunteer. The relationship should also honour, strengthen and build-on community strengths and relationships to lead to better delivery of services, greater inclusion and participation, and effective mobilisation of communities who come together to protect and serve their community.

Agreement on how best to transition to the direct engagement model for urban and rural volunteers will be given a priority in the first stages of transition design. New investment in volunteers reflects the 80 percent of the fire services workforces that are volunteers, however does not detract from the support given to the paid workforce.

Local leadership of volunteers will continue be important

The Government has recognised the importance of local leadership, by agreeing that "the existing leadership functions to manage volunteers be continued (including deputies)".

Local firefighters will still come together much as they do now

The Government decision to set up Fire and Emergency New Zealand included agreement that volunteers would still come together in a way much like a Brigade or a Volunteer Rural Fire Force does presently. Government also noted that the identity and role of the local fire services is important, and will be retained.

During the consultation on the Fire Services Review, stakeholders said any new model needed to recognise the differences between rural and urban fire delivery. The approach being taken to transition design is a strength-based approach, for example, seeking to retain those things that are working well across our fire services. These principles will be used when working through what Fire and Emergency New Zealand will look like and how it will seek to operate in the new environment.

There will be a plan for working through these issues with the people directly affected and the wider group of stakeholders involved.

The details of exactly how local Brigades and VRRFs will operate in the new organisation will be worked out with input from stakeholders and guidance and decision-making from the new Board.

Local committees will assess risks and needs for their communities

Fire and Emergency New Zealand will have a series of local committees to advise it on the risks and needs of the local communities. During the consultation in 2015 on the shape of New Zealand's fire services, stakeholders said they wanted the benefits of a national organisation that retained the ability to be responsive and flexible to community risks and needs.

The local committee members will be appointed by the Board of Fire and Emergency New Zealand and there will be a process developed for deciding who sits on the new committees.

Given the importance of local committees, their function will be mandated in the legislation. Funding has been allocated to set up the committees and support their ongoing activity. Fire and Emergency New Zealand will decide how many committees are needed and their boundaries. It will provide support for the committees and have operating guidelines that set out how the committees will work and how they will interact with Fire and Emergency New Zealand.

The local committees will advise Fire and Emergency New Zealand so that fire services for communities are funded according to risk and need.

Many of the Enlarged Rural Fire Districts have been very successful at forming good relationships with their local authorities and could form a model for how the new committees will operate. One of the principles of the reforms is to build on what is already working well.

Fire and Emergency New Zealand will set boundaries for the committees

Fire and Emergency New Zealand will decide how many committees are needed and their boundaries. There will be public consultation on the boundaries. Fire and Emergency New Zealand will be responsible for both urban and rural fire services, so in the longer term, the urban and rural fire boundaries may no longer be needed.

Firefighting assets will be available for Fire and Emergency New Zealand

Merging into one organisation means the current 40-plus fire services organisations need to make their assets (fire engines, firefighting equipment, etc) available for Fire and Emergency New Zealand to perform its mandated fire and emergency functions. The legislation will make these assets available to Fire and Emergency New Zealand to use from its first day.

Principle of keeping assets in the community that provided them

Assets obtained by fundraising or community donations would remain in use in that community. Those assets should continue to be used in that community/region using the philosophy that assets obtained for a community should be retained by the community.

Achieving consistent standards across New Zealand's fire services

The levy will remain the main source of funding for the new organisation. New money is being made available to support the transition to Fire and Emergency New Zealand and this will provide funding to address short-falls in rural requirements, support for volunteers and to establish a larger organisation for the sector.

The current standard for appliances, equipment and training provided by NZFS may not be what a community requires. Over time, and with the support of the Local Committees, the risks and needs of communities across New Zealand will be better informed and this will help Fire and Emergency New Zealand to agree standards for the services that it provides to New Zealand.

Conservation and Defence continue their role in fighting fires

The Department of Conservation and the New Zealand Defence Force have people who sometimes fight fires, and may carry out other mandated emergency services, on their land and other land. The Department of Conservation is currently responsible for fire services in DOC areas and the New Zealand Defence Force is currently responsible for fire services in Defence areas.

DOC and Defence staff will not transfer to the new organisation, and operational activity will continue much like it operates today.

Fire and Emergency New Zealand will agree its operational relationship with each of DOC and Defence in a three-year service agreement. DOC's current funding or contribution (including the current contribution to the Rural Fire Fighting Fund) will remain the same until the operational service agreements take effect. The operational service agreement with Defence will set out Defence's financial and in-kind contribution to the new organisation.

Industrial brigade system continues

The current industrial brigade system will continue and will be promoted to property owners and occupiers, such as forest owners and airports. Industrial Brigades will be renamed Industry Brigades in the new legislation to reflect the Brigades involved.

There will still be a framework for controlling fire activity on private land

There is currently a permit system to enable controls on the use of fire on private land. Fire Controls will be detailed in the regulations that support the new legislation. The Department of Internal Affairs will release a public discussion document in mid-2016 seeking input from stakeholders on how the permit system should work once Fire and Emergency New Zealand is set up.

Fire and Emergency New Zealand to have an effective reduction strategy

The new organisation will be required to have an effective fire reduction strategy, with both reduction and compliance activity. Fire and Emergency New Zealand will work with stakeholders to develop this strategy, and will ensure it has the resource and capability for these functions.

To help deter unwanted behaviour, and to reduce the incidence and consequence of fires, Fire and Emergency New Zealand will have a broad range of compliance tools, from education and guidance to prosecutions, so it has a tool that is appropriate for the level of unsafe behaviour.

Fire and Emergency New Zealand responsible for fighting forestry fires

Fire and Emergency New Zealand will not levy forestry separately to the fire levy anymore. The expanded and updated fire levy will be the main source of funding for the new organisation. Fire and Emergency New Zealand will be responsible for fighting forest fires, and funding those services. Fire and Emergency New Zealand will work with those forestry owners who have an Industry Brigade to determine the respective roles and responsibilities.

TO: FINANCE AND POLICY COMMITTEE
FROM: THE DIRECTOR OF WORKS AND SERVICES
MEETING DATE: TUESDAY 16 MAY 2017

QUARTERLY REPORT – SOUTHLAND MUSEUM AND ART GALLERY
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Report Prepared by: Paul Horner – Manager, Building Assets and Museum

SUMMARY

Report about the operation of the Southland Museum and Art Gallery for the Third Quarter of the 2016 - 2017 financial year.

RECOMMENDATIONS

That the report be received.

IMPLICATIONS

1.	<i>Has this been provided for in the Long Term Plan/Annual Plan?</i> Yes.
2.	<i>Is a budget amendment required?</i> No.
3.	<i>Is this matter significant in terms of Council's Policy on Significance?</i> No.
4.	<i>Implications in terms of other Council Strategic Documents or Council Policy?</i> No.
5.	<i>Have the views of affected or interested persons been obtained and is any further public consultation required?</i> No.

FINANCIAL IMPLICATIONS

- Expenditure variance is (\$119,848) to end of March. Variance is the result of increased budget for the year which is ahead of increased operational expenditure. The variance will be expended prior to the end of the financial year.
- An application to seek an increase of operational funding for the 2017-18 financial year and beyond, has progressed through the Southland Regional Heritage Committee to the Annual Plan considerations of the Invercargill City Council and the Southland District Council.

LEVEL OF PERFORMANCE

Target Levels of Performance Required by the Statement of Intent are:

Service Level	Achievement, Third Quarter
Prepare for building refurbishment and extension to enable internal environmental conditions to meet national/international guidelines.	The Redevelopment plan completed and approved by the Trust Board will have to be reconsidered after release of the Southland Regional Development Strategy Report.
No irreparable loss or damage is caused to collections or objects on loan.	No loss detected
100% of objects acquired entered into Vernon database and verified	100% of new acquisitions entered.
100% records on Vernon database maintained	100% maintained
Project planned to review, update and verify records on database Work has begun on this project, assisted by the Collections Technician who is funded by Regional Heritage rates provided by SDC and ICC:	This project is dependent on achieving a \$600,000 p.a. increase of funding <u>Stage 1:</u> Full documentation: 578 objects completed <u>Stage 2:</u> Stage 1 +Packaging for storage: 424 objects completed <u>Stage 3:</u> Stage 1 & 2 +Digital imaging 26 objects completed
Three semi-permanent exhibitions are delivered. A minimum of 12 short-term exhibitions, including 8 in the community access gallery, are presented annually.	Seven semi-permanent exhibitions at present. 10 short term exhibitions opened by third quarter including 6 in the Community Access gallery.
Over 25 education programmes delivered to 4000 school students, including curriculum-linked and exhibition-related programmes.	LEOTC programmes delivered to 1,133 pupils by third quarter
Iwi Liaison Komiti (representing the four Southland Runanga), meets four times a year.	Three by third quarter.
Annual visitor numbers exceed 210,000/annum	179,086 by third quarter (6% behind same quarter last year)

OPERATIONAL COMMENTS

Exhibitions which have been held in the Community Access gallery so far this year have been:

- *Hokonui Fashion Awards / Venom Hair Design*
- *Polyfest - 2016* (schools).
- *Together We Travel* - Day Activity Centre clients of SDHB
- *Inspired 2016* - LEOTC students
- *Tamatea* - (touring exhibition) installed in Galleries 1, 2 and 3.
- *Bodyscapes* – Corey Varcoe

Art exhibitions which have been held in the main galleries so far this year have been:

- *In Residence* - SAF and SMAG collection, Jo Torr and Lorraine Webb.
- *Something Borrowed, Something Blue*, SMAG collection.
- *Epiphany* - (local artist) installed in Dusky Gallery.
- *Tamatea* - (touring exhibition) installed in Galleries 1, 2 and 3
- *Painting the Painter* – Euan Macleod
- *Our Children* – photographic exhibition from the Campbell's Collection, Dusky Gallery

The semi-permanent exhibitions at present are:

- Roaring 40's
- History Gallery
- Maori Gallery
- Natural History Gallery
- Victoriana Gallery
- World War 1 Exhibition (re-opened after mid-war progression to the Western Front)
- Burt Munro replica motorbike

STAFF

- A new Educator began work on 23 January 2017.
- A Collection Technician began work on 30 January 2017. This position is funded by the increased contribution from the Regional Heritage Rate by SDC for the current year. The position is a fixed term role until the end of the financial year (as the funding is only available until then) and will be dedicated to collection management work. See progress made on reviewing, updating and verifying records in the collection management system (CMS) in the Service Level Achievements table above.

FUTURE ISSUES

The Southland Museum and Art Gallery is important to Southland. It is the first museum to be developed in Southland and the only one to hold a significant collection of the natural and human history of the province. The collection includes about 14,000 geology, flora and fauna objects, over 900 archaeology objects and over 4,000 taonga Māori objects. The core exhibitions of SMAG are the geology, geography and natural history of Southland, southern Maori history (pre-European contact), Sub-Antarctic Islands, early coastal and nautical history and the history of Invercargill.

A collection the size of the Southland Museum and Art Gallery is extremely important on a national and international scale, both as a reference collection for research and for curation of exhibitions. The museum Trust Board is ethically obliged to preserve and interpret, through its displays and research, our history and culture as revealed by the collections, for present and future generations. However some of the collections are without curators to do this work. Additional funds, if obtained, will be used by SMAG to employ curators and technicians who will carry out the conservation, storage, cataloguing, interpretation and construction work required to provide captivating and educational exhibitions.

The Southland Museum and Art Gallery has made a request to the Southland Regional Heritage Committee for a grant increase of \$600,000 (compared with the 2015-16 year) in the 2017–18 financial year and beyond to employ the additional staff discussed above.

An increase of funding of \$170,000 granted for the current financial year has been fundamental for carrying out development and improvement in several museum exhibitions e.g. the Tuatarium, World War 1 Exhibition, Education facilities and the Maori Gallery. It has allowed the commencement of improved storage and cataloguing to protect and conserve the collection, see the table of Service Level Achievements above. It has also allowed for some replacement of furniture and equipment in the museum. The staff and manager are extremely grateful for this funding and look forward to its continuation so that the improvement of the facility, the catalogue information and professional development of the staff can be sustained.

TO: FINANCE AND POLICY COMMITTEE
FROM: DIRECTOR - FINANCE AND CORPORATE SERVICES
MEETING DATE: TUESDAY, 16 MAY 2017

DECISION-MAKING PROCESS RESEARCH

Report Prepared by: Melissa Short – Manager, Strategy and Policy

SUMMARY

<p>Earlier this year Versus Research was commissioned by Council to conduct a survey measuring residents’ satisfaction with their opportunity to participate in decision-making processes. This was undertaken to provide the information necessary for reporting on the Democratic Process Activity’s Long-Term Plan performance measure. This was the second year that the research was undertaken.</p>

RECOMMENDATIONS

That the report and attached results of the research be received.

IMPLICATIONS

1.	<i>Has this been provided for in the Long Term Plan/Annual Plan?</i> Yes
2.	<i>Is a budget amendment required?</i> No
3.	<i>Is this matter significant in terms of Council’s Policy on Significance?</i> No
4.	<i>Implications in terms of other Council Strategic Documents or Council Policy?</i> The results of the research will influence the development of Council’s Engagement Strategy.
5.	<i>Have the views of affected or interested persons been obtained and is any further public consultation required?</i> Views have been obtained via the research project.
6.	<i>Has the Child, Youth and Family Friendly Policy been considered?</i> N/A

FINANCIAL IMPLICATIONS

No financial implications arise from this report.

DECISION-MAKING PROCESSES RESEARCH

Earlier this year Versus Research was commissioned by Council to conduct a survey measuring residents' satisfaction with their opportunity to participate in decision-making processes. This was undertaken to provide the information necessary for reporting on the Democratic Process Activity's Long-Term Plan performance measure.

The research (report attached as **Appendix 1**) found that overall 34% of residents were satisfied or very satisfied with the opportunities to participate in decision-making processes. This is the same result as last year and continues to be below the initial target of 50%.

There were 42% of respondents that gave a neutral response to opportunities to participate in decision-making processes. The most common reasons given for the neutral rating were:

1. Not having an opportunity to participate;
2. Not having had any involvement in the decision making process; and
3. Not interested in participating.

The 'neutral' respondents should be the target area for increasing satisfaction levels. Although not specifically mentioned in the report, Versus Research have advised that, in line with last year's findings, an education process on the availability and practicalities of opportunities to participate in decision making is likely to improve satisfaction ratings. The report provides a number of areas where Council can focus in the future to increase the level of community satisfaction with the decision-making process.

INVERCARGILL CITY COUNCIL

DECISION MAKING PROCESS RESEARCH

VERSUS RESEARCH

MAY 2017

EXECUTIVE SUMMARY

Versus Research was commissioned by Invercargill City Council to conduct a survey measuring resident satisfaction with their opportunity to participate in decision making processes.

The key research deliverables have been described as:

- An annual measure of the proportion of residents who are satisfied with the opportunities Council provides for community involvement in decision making against the target set (50% in year 2).
- Awareness of Council's activities to engage residents in the decision making process.
- Suggested improvements to the consultation process to enhance residents' satisfaction with opportunities to be involved in decision making.

Interviewing for this project was conducted both via telephone using computer-assisted telephone interviewing (CATI) and online interviewing. CATI interviewing was initially used to canvass the total population, while online interviewing was used to target harder to reach demographics, namely younger residents.

A final sample size of n=430 was achieved in 2017, n=263 via CATI and n=167 online. Weights were also applied to the final data set to ensure that the results were representative of the population.

SUMMARY OF FINDINGS

Awareness of opportunities to participate in the decision making process remains similar to 2016's results, with highest awareness of public meetings (58%), Council meetings (55%), and submissions to Council (53%) as ways to participate in decision making processes. Notably this year, there has been a significant decrease in residents aware of the Consultation Caravan (32% cf. 2016, 42%). Highest use of opportunities to participate is in social media (26%), contact with councillors (21%), and the Consultation Caravan (12%). Use of the Consultation Caravan has increased 7% this year amongst those residents aware of the caravan. Reasons for not participating are based around residents not being interested (19%), not having time (19%), and not being aware of opportunities to participate (14%).

Overall satisfaction with opportunities to participate remains on a par with last year's results. Thirty-four percent of residents are satisfied (20%) or very satisfied (14%) with their opportunity to participate in the decision making process. The total satisfied result is 16% below the Council set target of 50%.

Reasons for satisfaction revolve around residents being happy with their opportunities (31%), happy with Council (23%), and having the opportunity, but not taking it up (10%). Notably this year, there has been a significant decrease in these residents mentioning that Council usually make good decisions (1% down 4% since 2016).

Reasons for neutral ratings pertain to not having any opportunity to be involved (20%) and being involved (19%). A further 18% of these residents also mention they are not interested in being involved.

Residents who are dissatisfied with their opportunity to participate mention they have not had any involvement (15%), that there needs to be more advertising (14%), and that they have not had any opportunity to participate (14%).

This year residents were also asked about specifically participating through social media and the Consultation Caravan. Overall, using social media to communicate directly with Council staff about specific issues (67%) and to gather information directly from Council (65%) are the most popular uses for social media. Communicating directly with Council staff about specific issues (65%) and communicating with Elected Members about specific issues (56%) are the most popular uses for the Consultation Caravan.

Sixty-nine percent of residents rated an online form where residents can lodge and rate ideas as appealing to participate in the decision making process. Forty-seven percent of residents (each) found the idea of a scheduled live chat which residents and councillors participate in and scheduled drop ins for one on one meetings with councillors appealing. When selecting which option they would most likely use, 50% of residents indicate they would use the online forum.

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BACKGROUND AND OBJECTIVES

PROJECT BACKGROUND

The 'democratic process activity' forms part of the long term plan and, as such, is reviewed every three years to remain relevant to the city's economy and reflect the community's priorities.

To ensure the community voice is heard and reflected in the long term plan, a number of initiatives were included as part of the consultation process. Invercargill City Council have undertaken a number of initiatives to encourage participation, these initiatives stimulated a high level of interest in the community and are somewhat different to traditional consultation approaches.

In 2017 Versus Research was again commissioned by Invercargill City Council to conduct a survey, measuring residents' satisfaction with their opportunity to participate in decision making processes. Results from 2016 and 2017 are shown within this report.

RESEARCH OBJECTIVES

To determine the effect of these consultation initiatives, research is required to measure the proportion of residents who are satisfied with the opportunities provided by Council for community involvement in decision making, as well as collecting feedback regarding proposed improvements to the consultation process to enhance satisfaction. The key research deliverables have been described as:

- An annual measure of the proportion of residents who are satisfied with the opportunities Council provides for community involvement in decision making against the target set (50% in year 2).
- Awareness of Council's activities to engage residents in the decision making process.
- Suggested improvements to the consultation process to enhance residents' satisfaction with opportunities to be involved in decision making.

APPROACH

This work utilised a quantitative survey conducted via both computer-assisted telephone interviewing (CATI) and online interviewing. Both CATI and online interviewing were undertaken to ensure a demographically representative sample across the city was achieved.

CATI

CATI was used to canvass the general population; a total of n=263 interviews were completed via CATI. Fieldwork for telephone interviewing was completed between the 24th of March and 10th of April, from 4.30pm to 8.30pm. The survey was, on average, eight minutes. Telephone numbers for the interviewing were supplied by Inivio.

ONLINE

Online interviewing was used to specifically target younger Invercargill City residents, as younger residents are generally harder to reach via telephone. Sample for this portion of the project was sourced via Facebook. A total of n=167 interviews were completed online between the 31st of March and 10th of April 2016

Table 1 below outlines the number of interviews collected within each age and gender quota both at the total level, and split by online and CATI method.

Table 1: Number of surveys collected from both methods

	Total	Online	CATI
Total	430	167	263
18-34	102	90	12
35-64	205	75	130
65+	123	2	121
Male	190	89	101
Female	240	78	162

SAMPLE COMPOSITION

WEIGHTS

Age and gender weights have been applied to the final data set. Weighting ensures that specific demographic groups are not under- or over-represented in the final data set and that each group is represented as it would be in the population.

Weighting gives greater confidence that the final results are representative of the city population overall and are not skewed by a particular demographic group. The proportions used for the gender and age weights are taken from the 2013 Census data (Statistics New Zealand). These proportions are outlined in the table below.

Table 2: Weight factors

Demographic	Proportion of Invercargill City Population	Achieved number of surveys	Expected number of surveys	Weight Factor
Male 18-34	13%	35	53	1.63125
Female 18-34	17%	67	57	0.98379
Male 35-54	17%	74	68	0.91996
Female 35-54	14%	70	74	0.91063
Male 55+	19%	81	69	1.13484
Female 55+	20%	103	79	0.82659

NOTES ON REPORTING

SCALE

Ratings were made on a 0-10 scale, this scale has been grouped for ease of reporting. Ratings have been grouped in two ways, the first a five point scale, and the second a three point scale. Groupings are shown below:

0 1 2	Very dissatisfied	Dissatisfied
3 4	Dissatisfied	
5	Neutral	Neutral
6 7	Satisfied	Satisfied
8 9 10	Very satisfied	

SIGNIFICANCE TESTING

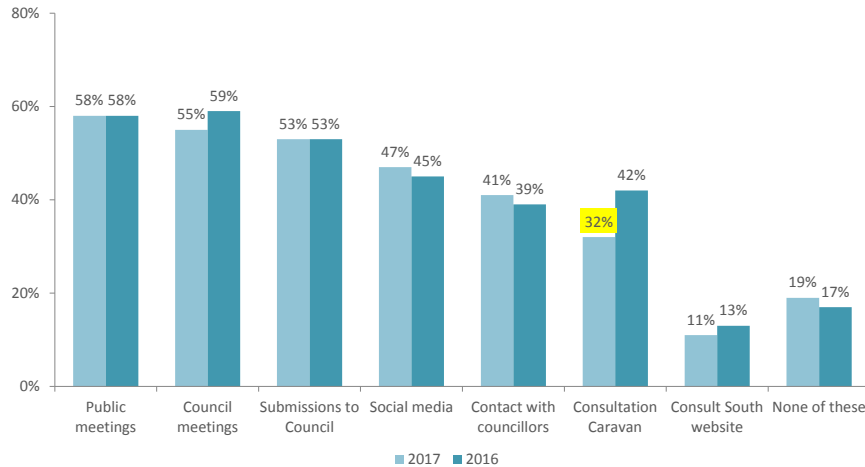
Significance testing has been applied to the results within this document. A significant difference means that the results show an actual change and that this is not due to chance. This testing compares the previous year's result to 2017's result and is conducted at the 95% confidence interval. Green shading indicates this year's result is significantly higher than the previous year's result, while yellow shading indicates this year's result is significantly lower than the previous year's result. Significance testing has also been applied to age and gender demographics, these differences are noted within the text associated with each question.

ENGAGING WITH COUNCIL

AWARENESS AND USE OF CURRENT OPPORTUNITIES TO PARTICIPATE

Residents were asked what method of participation they were aware of and had used in the past year to participate in decision making processes.

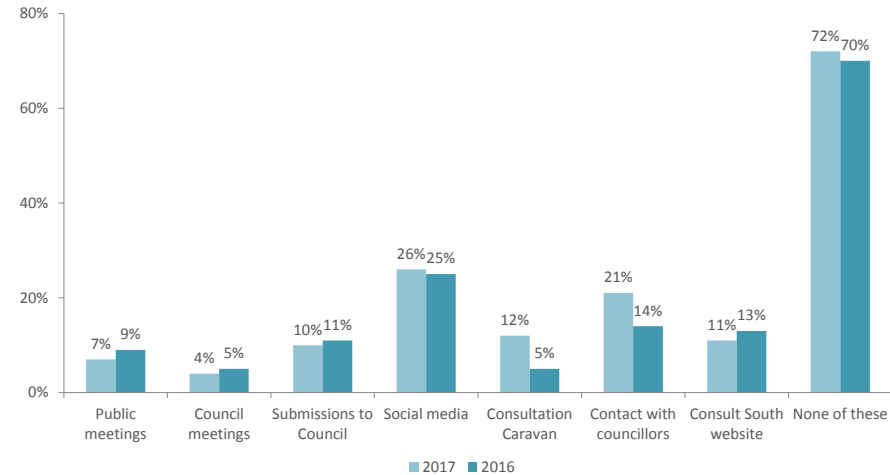
Chart 1: Awareness of opportunities to participate



Similar to results from 2016, 58% of residents are aware they have the opportunity to participate through public meetings. A further 55% of residents are aware of Council meetings, 53% of submissions to Council, and 47% of social media. Notably this year, significantly fewer residents are aware of the Consultation Caravan (32% cf. 2016, 42%). On average, residents are aware of just under four (3.8) ways of participating, this is on a par with the results from 2016.

Notably, residents aged 18-34 are more likely to not be aware of any of these forms of participation (36% cf. total, 19%). Residents aged 35-64 are more likely to be aware of submissions to Council (62% cf. total, 53%), contact with councillors (50% cf. total, 41%), and Council meetings (67% cf. total, 55%), while residents aged 65+ are more likely to be aware of all methods except online options.

Chart 2: Use of opportunities to participate



In terms of use, social media (26%) and contact with councillors (21%) are the most used forms of participation amongst those who are aware of them. Although not statistically significant, there has been a 7% (each) increase in use of both the Consultation Caravan and contact with councillors amongst residents who are aware of these forms of participation. Similar to last year's results, 72% of residents who are aware of a form of participation did not participate in any decision making processes. On average, residents who are aware of a form of participation have used 1.6 of these forms to participate in the decision making process, similar to last year's result.

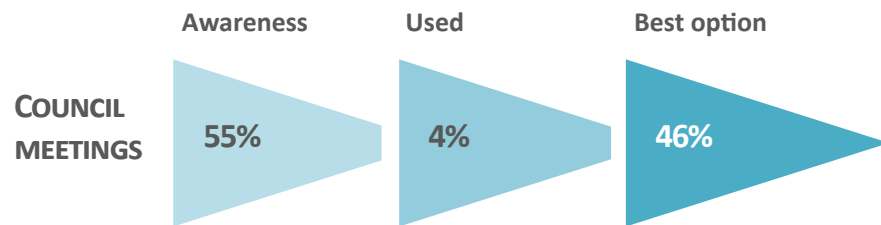
Q. Invercargill City Council provides various opportunities for residents to be involved in their decision making processes, can you please tell me which of the following you are aware of? Base: all respondents, 2016 n=400; 2017 n=430.

Q. And which of these have you used in the past year to be involved in Invercargill City Council's decision making processes? Base sizes vary.

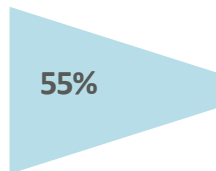
CURRENT OPPORTUNITIES TO PARTICIPATE

As well as awareness and use, residents were also asked which they thought was the best method for participating in decision making processes. The analysis in this section shows the proportion of residents who are aware of each method, and how this translates into use, and how successful this option was for residents.

HOW TO READ THESE FINDINGS

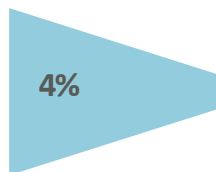


Awareness



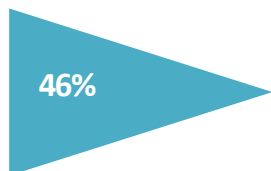
Awareness of the form of participation. This is collected at the total level (all n=430 respondents).

Used



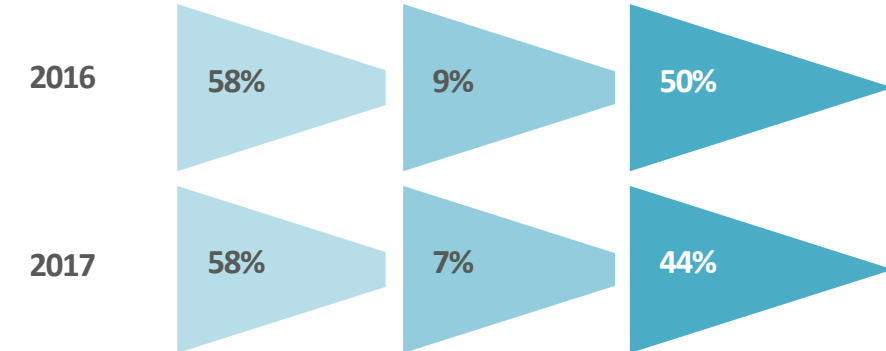
The use result is based on the number of residents who were aware of the form of participation. In this example, 4% of the 55% of residents who were aware of council meetings, have used these.

Best option



Best option for participation is based on the number of residents who have used the form of participation. In this example, 46% of the 4% of residents who have attended Council meetings, think it is the best option for participating in decision making processes.

PUBLIC MEETINGS

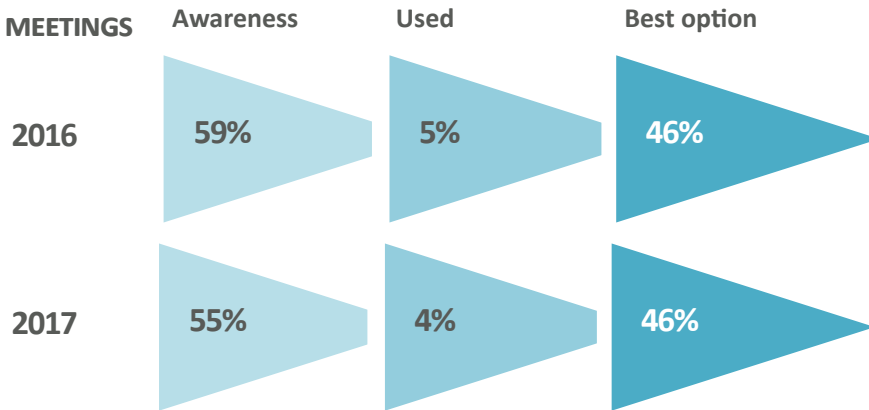


Similar to last year's results, 58% of residents are aware that they can participate in the decision making process through public meetings. The conversion to use of public meetings is low, with only 7% attending a meeting. Positively, almost half (44%) of residents who have attended a public meeting rate it as the best option for participating, although this is a small decrease from last year's results.

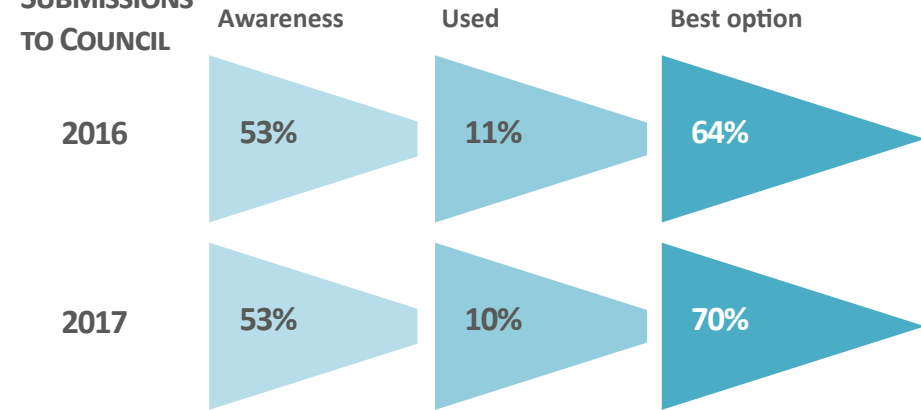
Indicative results show residents who mention public meetings is the best form of participation are significantly more likely to mention it is good to be part of a group (22%) and that residents can get more information through these meetings (10%). These residents also mention it is direct with Council (22%) and easy (12%). Positives of public meetings are that both sides can be heard and an open discussion can be had (22%) and that you can engage with Council (22%). Improvements to public meetings revolve around having more ways and opportunities to participate (42%) and having more information available to residents (34%). Notably, 24% of these residents also mention they are happy with public meetings and no improvements are necessary.

CURRENT OPPORTUNITIES TO PARTICIPATE

COUNCIL MEETINGS



SUBMISSIONS TO COUNCIL



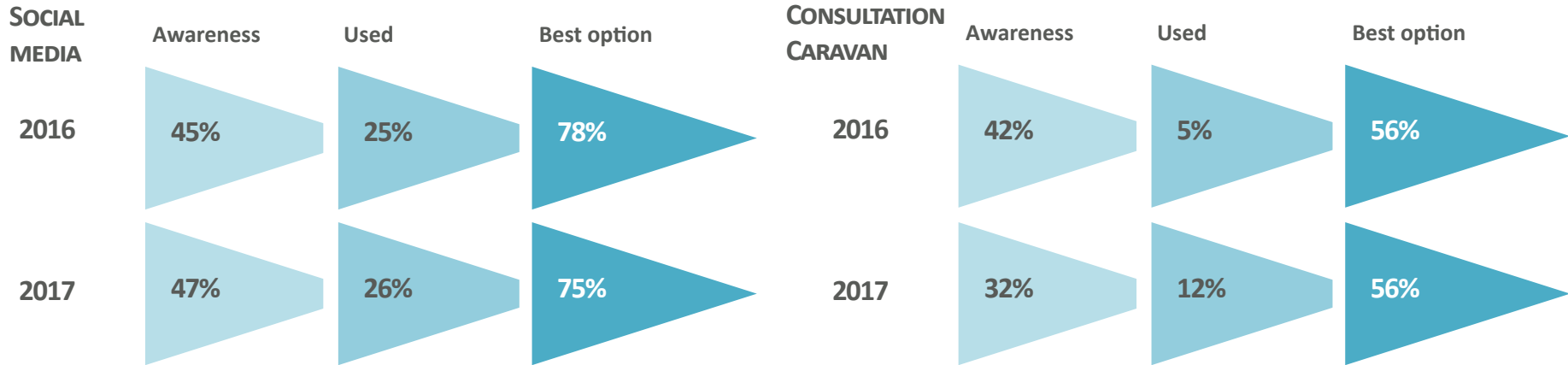
Overall, 55% of residents are aware that they can use council meetings to participate in decision making processes. Similar to last year, the conversion from awareness to use is low, with only 4% of residents aware of council meetings using them to participate. Of those who have used a council meeting, 46% indicate it is the best way to participate.

Indicative results show residents who mention council meetings are the best way to participate are more likely to mention it is good to be part of a group (27%), that it is a way to express their opinion (23%), and that it is direct with Council (23%). Almost half of these residents mention the positives of council meetings are that both sides are heard and an open discussion can be had (46%) as well as having an outcome at the end of the meeting (27%). Users primary mentions for improvements to council meetings pertain to giving residents more ways and opportunities to participate (50%) as well as more advertising and awareness (23%).

Half (53%) of residents are aware they can participate through submissions to Council, of these residents 10% have made a submission. Positively, almost three quarters (70%) of residents who have made a submission think it is the best way to participate.

Of residents who indicated submissions to Council is the best way to participate in decision making processes, 30% mention it is the best way to express their opinion and 17% mention that submissions to Council are the best form because it is a formal process. Following this, 13% mention the process is easy and 12% mention it is the only form of participation they are aware of. Submissions to Council being convenient (13%), having the ability to hear other's opinions (12%), and being easy to access and use (12%) are the primary positives users mention. Users mention minimal improvements, with 31% indicating there are no improvements needed. At a lower level, more interaction or involvement from Council (18%) is something to consider.

CURRENT OPPORTUNITIES TO PARTICIPATE



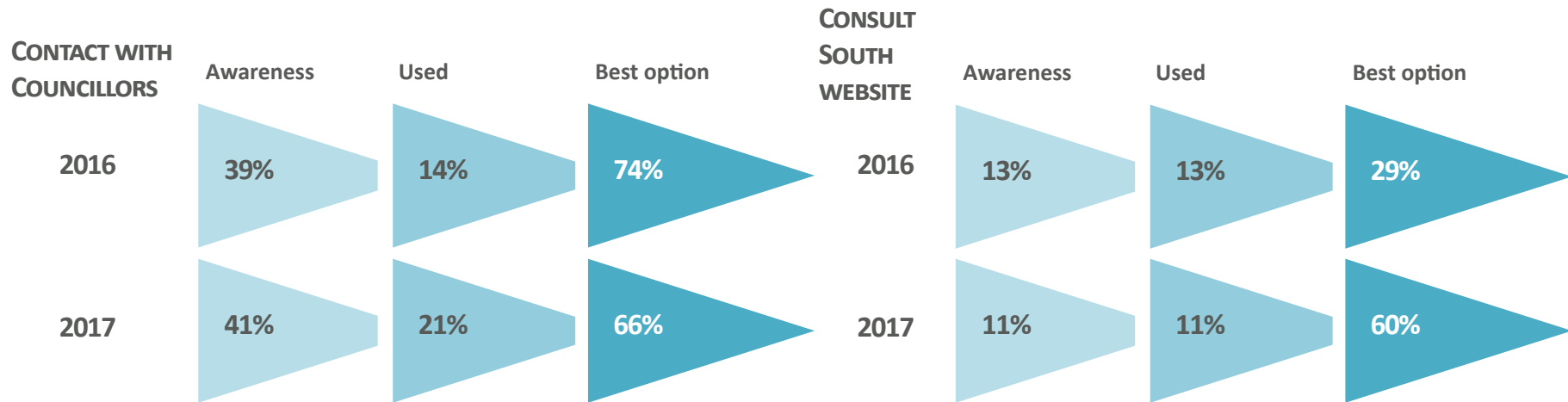
Similar to last year’s results, 47% of residents are aware of social media, and 26% have used this to participate in the decision making process. Three quarters (75%) of users indicate social media is the best way to participate.

Users mention social media is the best form of participation because it is easy (40%), accessible (25%), is convenient as you can do it in your own time (11%), and is direct with Council (10%). Positives revolve around it being easy to access and use (54%), having a cross section of residents involved (18%), being convenient (15%), and it being informative (7%). Improvements pertain primarily to having more interaction from Council (27%).

Awareness of the Consultation Caravan (32%) has decreased this year, however usage has increased (12%). Around half (56%) of users rate the Consultation Caravan as the best way to participate in decision making processes.

Reasons for the Consultation Caravan being the best form of participation primarily revolve around a preference to talk to people face to face (42%). At a lower level, these users also mention it is easy (23%) and it was the only one they were aware of (12%). Positives of using the Consultation Caravan include both sides being able to be heard (23%), having an outcome achieved (23%), it being face to face (23%), and hearing information directly from Council (19%). The number of users who mention negative aspects of the Consultation Caravan are minimal, with 11% indicating they would like to have more information available at the Consultation Caravan.

CURRENT OPPORTUNITIES TO PARTICIPATE



A small increase from last year, 41% of residents are aware of contact with councillors as a way of participating. Notably, 21% of residents aware of this option have been in contact with a councillor to participate in decision making processes, a 7% increase from 2016. However, conversion to best option from usage has decreased this year to 66%.

Reasons for contact with councillors being selected as the best form of participation revolves around it being direct with Council (22%), being able to express opinions (16%), and this being the only form users are aware of (15%). Positives pertain to this being face to face (12%) and being able to engage with Council (12%). Notably, no users mention this is easy to access. These users also mention minimal negatives, with 22% mentioning they would like more interaction or involvement from Council.

Eleven percent of residents are aware of the Consult South website, with a further 11% of these residents mentioning they have used the website. Notably, 60% of residents who have used the website indicate it is the best option for participation, a 31% increase from 2016's results, although the sample size is small within these groups.

Indicative results show users think the Consult South website is the best option for participation because it was the only one they were aware of (35%), it is a good way to express their opinion (32%), and they can participate from home (32%). Positive of participating through the website revolve around it being easy to use and access (68%), while improvements are based on wanting more information (35%) or interaction (32%) from Council.

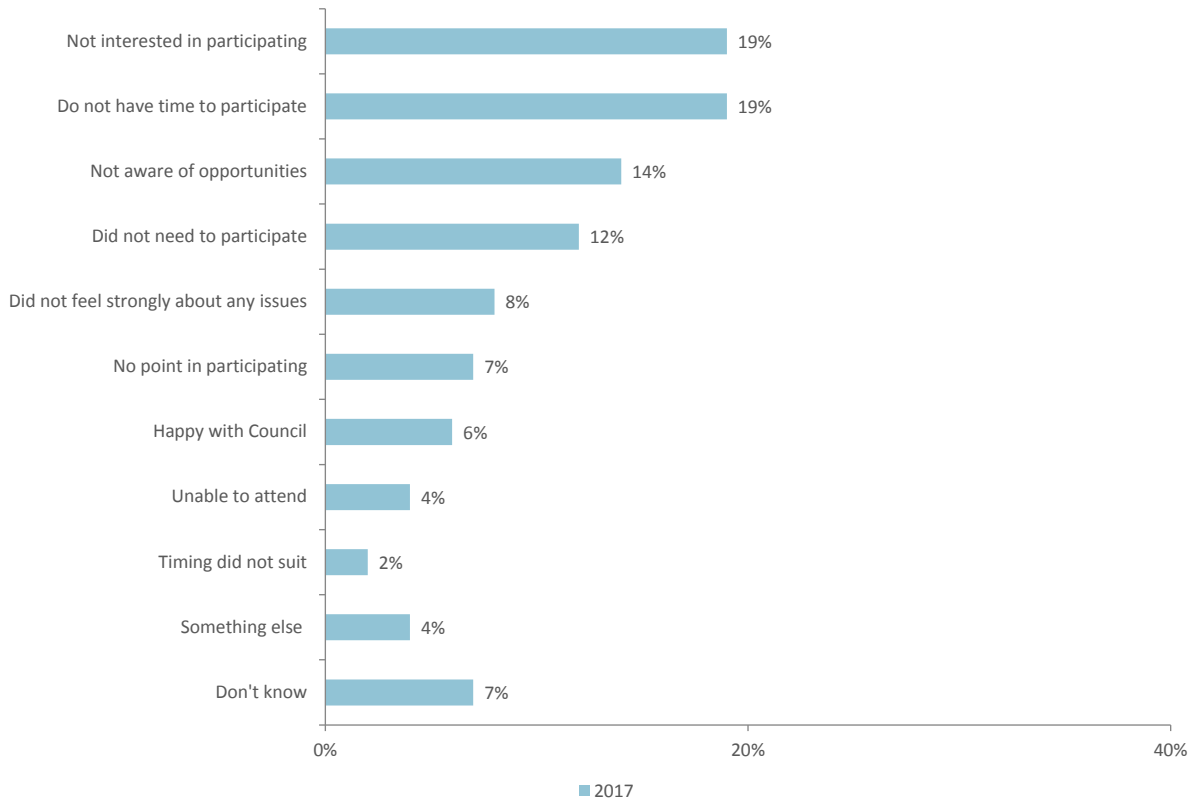
REASONS FOR NOT PARTICIPATING

This year, residents who indicated they have not participated in any decision making processes over the past 12 months were asked why they did not participate. These responses were collected verbatim and post-coded by theme.

Not being interested in participating (19%) and not having time to participate (19%) are the primary reasons stated by residents who have not participated in decision making processes over the past year. Not being aware of opportunities (14%) and not needing to participate (12%) are also reasons residents did not participate.

Residents aged 18-34 are more likely to indicate that they did not need to participate (24% cf. total, 12%) while those aged 65+ are more likely to indicate they are happy with Council (13% cf. total, 6%) and that they were unable to attend (12% cf. total, 4%). Male residents are also more likely to mention that Council make decisions regardless of resident feedback (12% cf. total, 7%).

Chart 3: Reasons for not participating



Q. Why did you not participate in any of Invercargill City Council's decision making processes in the past year? Base: respondents not involved, n=260.

SATISFACTION WITH PARTICIPATION

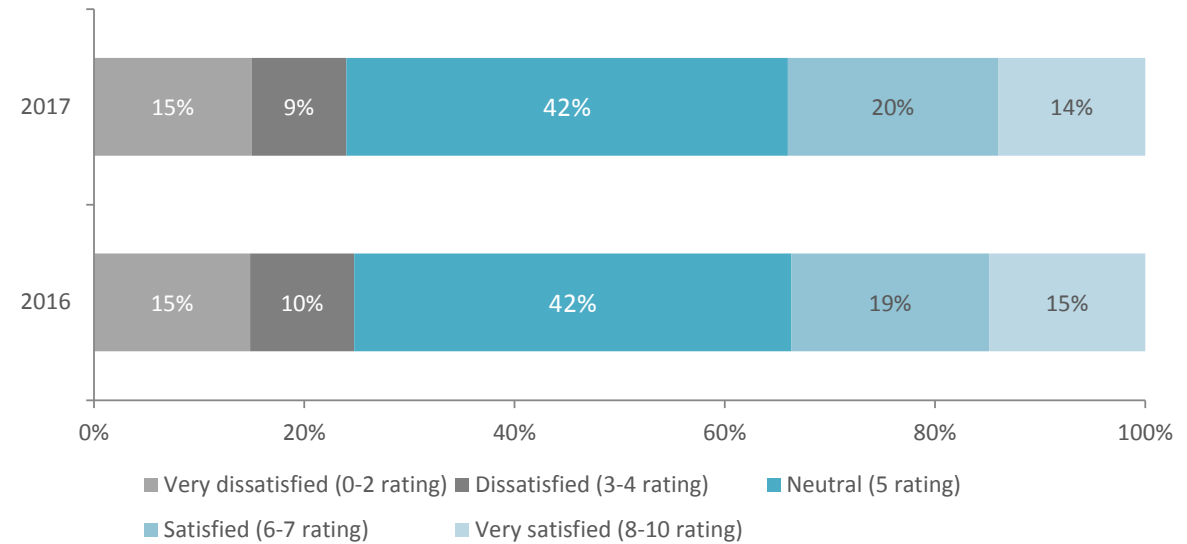
SATISFACTION WITH OPPORTUNITY TO PARTICIPATE

On a par with last year's results, 34% of residents indicate they are satisfied (20%) or very satisfied (14%) with their opportunity to participate in decision making processes. A further 42% of residents indicate they are neither satisfied nor dissatisfied and 24% mention they are dissatisfied (9%) or very dissatisfied (15%). The total satisfied result falls 16% below the Council set target of 50% satisfaction.

Residents aged 65+ are more likely to be satisfied (26% cf. total, 20%) or very satisfied (26% cf. total, 14%) with their opportunity to participate in decision making processes.

Although not shown here, similar to 2016's results residents who are aware of at least one form of participation are more satisfied than those who are not aware of any forms.

Chart 4: Satisfaction with opportunity to participate



Q. On a 0 to 10 rating, where 0 is very dissatisfied, 5 is neither satisfied nor dissatisfied and 10 is very satisfied, could you please tell me how satisfied you are with the opportunity you have had to be involved in Invercargill City Council's decision making processes in the past 12 months? Base: all respondents, 2016 n=400; 2017 n=430.

REASONS FOR SATISFACTION

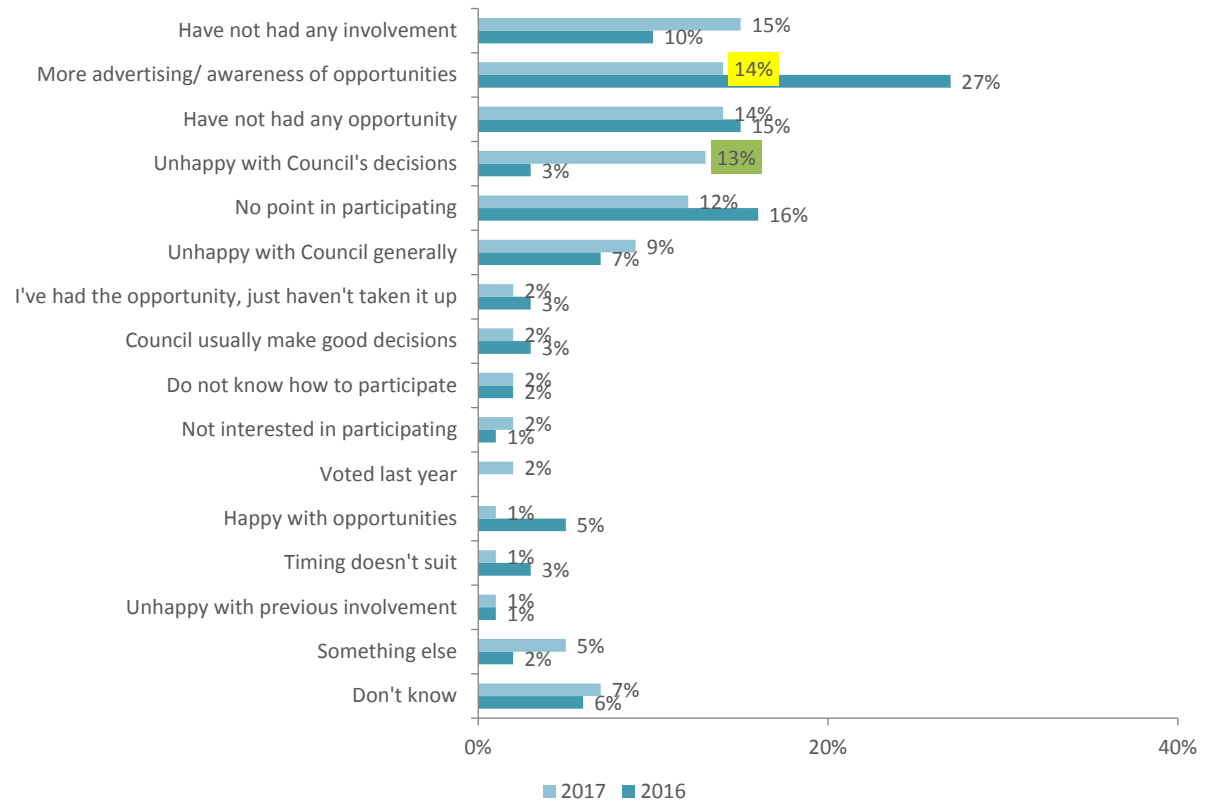
Residents were also asked why they gave their satisfaction rating. These responses were collected verbatim and post-coded by theme.

In terms of residents reasons for giving a positive rating regarding their satisfaction with their opportunity to participate, a third (31%) mention they are satisfied because they are happy with their opportunities. Notably this year, there has been a significant increase in these residents mentioning they are happy with Council (23% cf. 2016, 9%) and a significant decrease in these residents mentioning they have had the opportunity, but not taken it up (10% cf. 2016, 22%) and that Council usually make good decisions (1% cf. 2016, 5%). Interestingly, 6% of these residents mentioned they voted last year.

Throughout the open ended comments this year, there was mention made of the election held at the end of 2016. Amongst some residents, there was a perception that voting was their way of participating in the decision making process; residents made a decision on who they voted for, and now expect those people to make positive decisions regarding the city.

"I've had a chance to vote for council members with a range of different ideas that I agreed with." (9 out of 10 resident satisfaction rating.

Chart 5: Reasons for satisfaction - residents who gave a satisfied rating

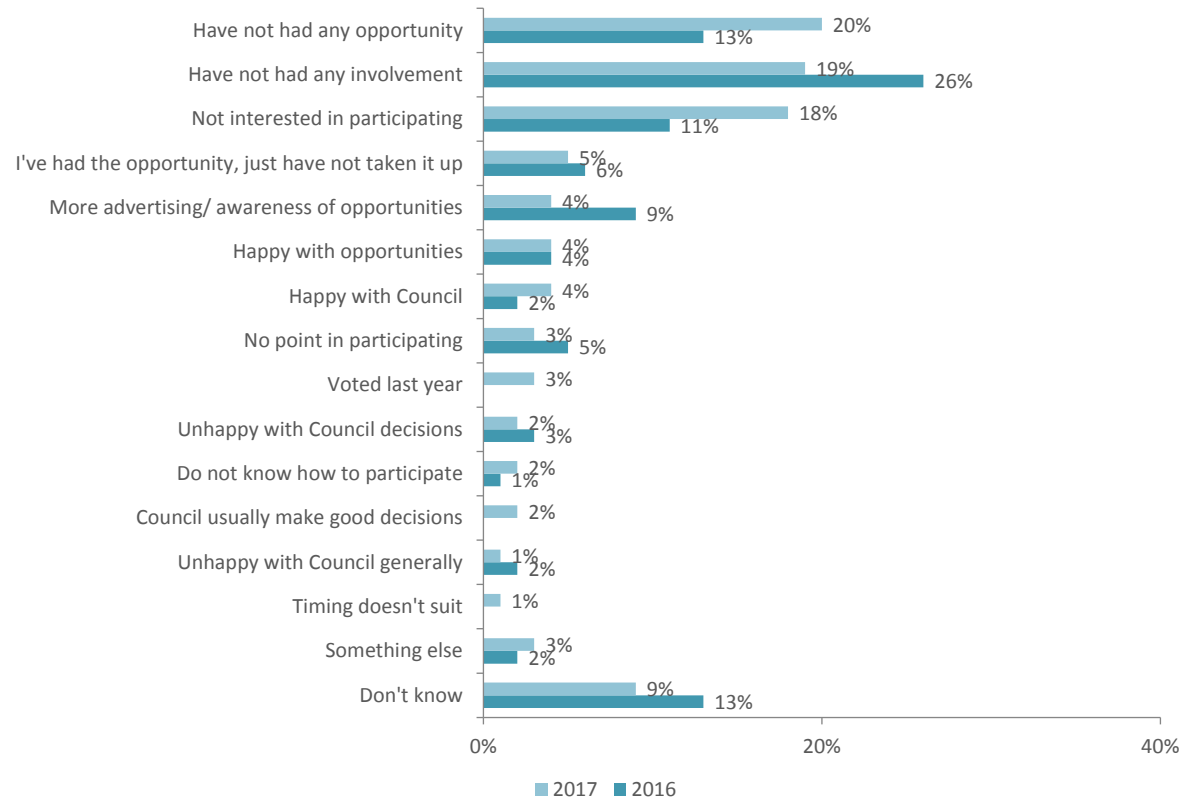


Q. Why do you say that? Base: satisfied respondents, 2016 n=135; 2017 n=149.

REASONS FOR NEUTRAL RATINGS

Similar to last year, residents neutral satisfaction rating is based on not having any opportunity to participate (20%) or any involvement (19%) in decision making processes. Eighteen percent of these residents also mention they are not interested in participating. At a lower level 5% of these residents mention they have had the opportunity to participate, but have not taken it up.

Chart 6: Reasons for satisfaction - residents who gave a neutral rating

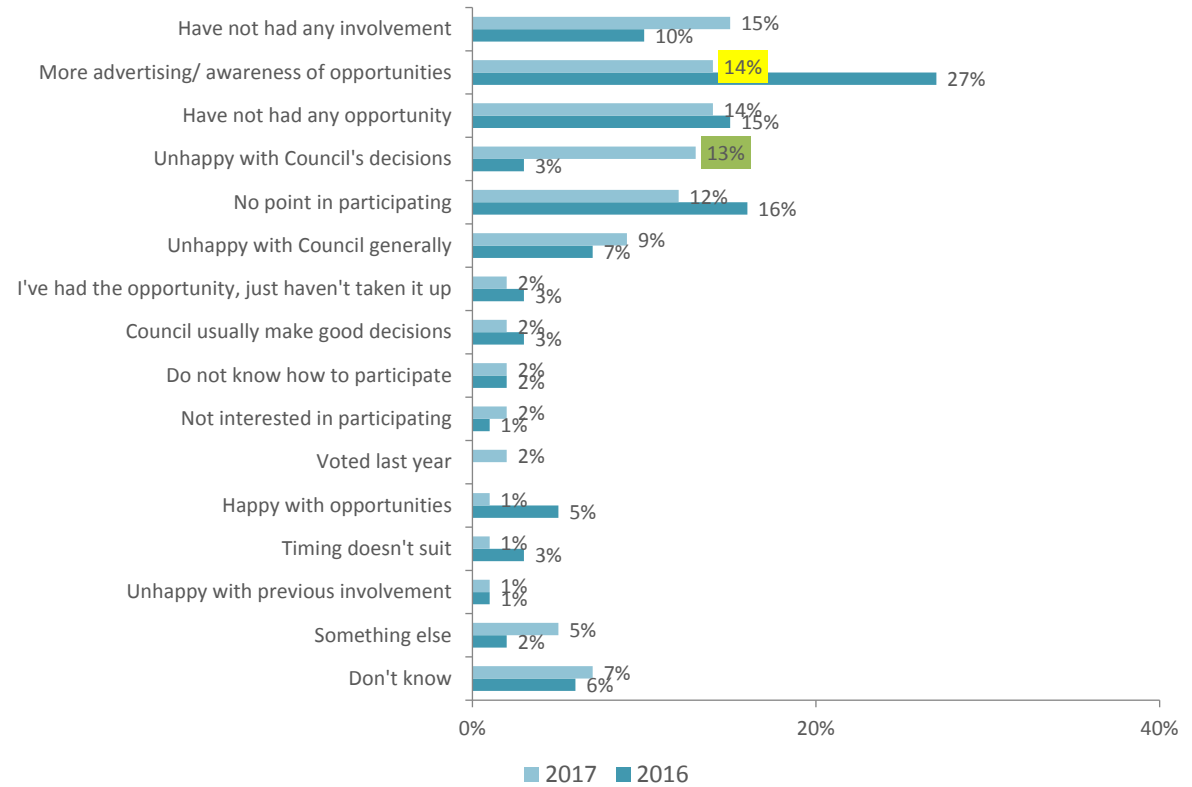


Q. Why do you say that? Base: neutral respondents, 2016 n=167; 2017 n=177.

REASONS FOR DISSATISFACTION

Fifteen percent of residents who indicated they are dissatisfied with their opportunity to participate in decision making processes mention they have not been involved. Notably this year, amongst these residents there has been a significant increase in mentions of being unhappy with Council's decisions (13% cf. 2016, 3%) and a significant decrease in mentions of more advertising or awareness of opportunities (14% cf. 2016, 27%). Fourteen percent of these residents also mention they have not had the opportunity to participate and 12% indicate they do not think there is any point in participating. Although not statistically significant, there has also been a 4% decrease in these residents mentioning they are happy with their opportunities to participate.

Chart 7: Reasons for satisfaction - residents who gave a dissatisfied rating



Q. Why do you say that? Base: dissatisfied respondents, 2016 n=98; 2017 n=102.

PREFERRED INTERACTIONS

INTEREST IN PARTICIPATING IN DECISION MAKING PROCESSES

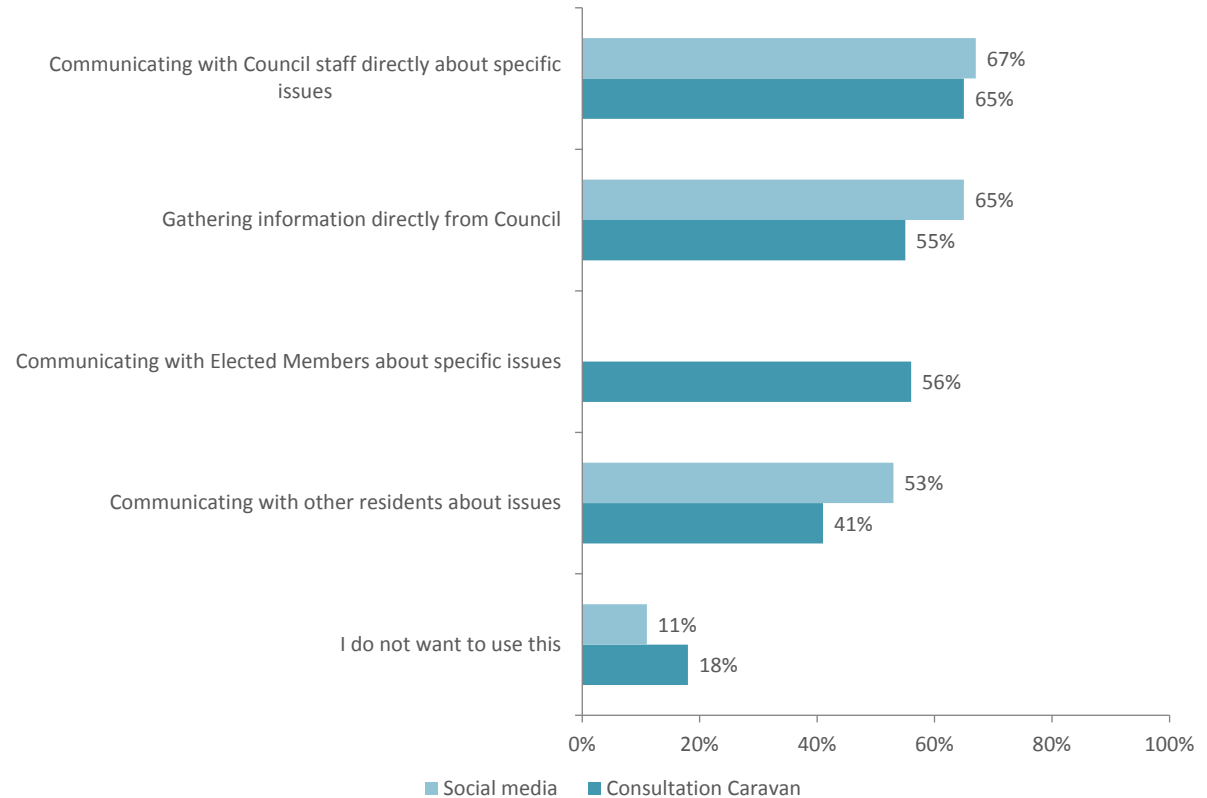
This year, Council was specifically interested in gathering feedback on how residents could participate in decision making processes using social media and the Consultation Caravan.

When asked, communicating with Council directly about specific issues (67%) and gathering information directly from Council (65%) are the areas residents would be most interested in using social media to participate. A further 53% of residents also indicate they would communicate with other residents about issues and 11% mention they do not want to use social media.

Sixty-five percent of residents indicate they would like to communicate with Council staff directly about specific issues at the Consultation Caravan. Over half of residents also mention they would communicate with Elected Members (56%) and gather information directly from Council (55%) using the Consultation Caravan. A further 41% of residents indicate they would communicate with other residents about issues and 18% would not use the Consultation Caravan to participate in decision making processes.

Notably, residents aged 65+ are more likely to mention they do not want to use social media (19% cf. total, 11%) and more likely to mention they would participate in all of the options using the Consultation Caravan. Residents aged 18-34 are more likely to mention they will not use the Consultation Caravan (28% cf. total, 18%).

Chart 8: Interest in using social media and Consultation Caravan to participate



Q. Thinking about using social media now, if you were participating in decision making process on social media, what kind of interactions would you prefer to have? Q. Now thinking about using the Consultation Caravan, if you were participating in decision making process through the Consultation Caravan, what kind of interactions would you prefer to have? Base: all respondents, n=430.

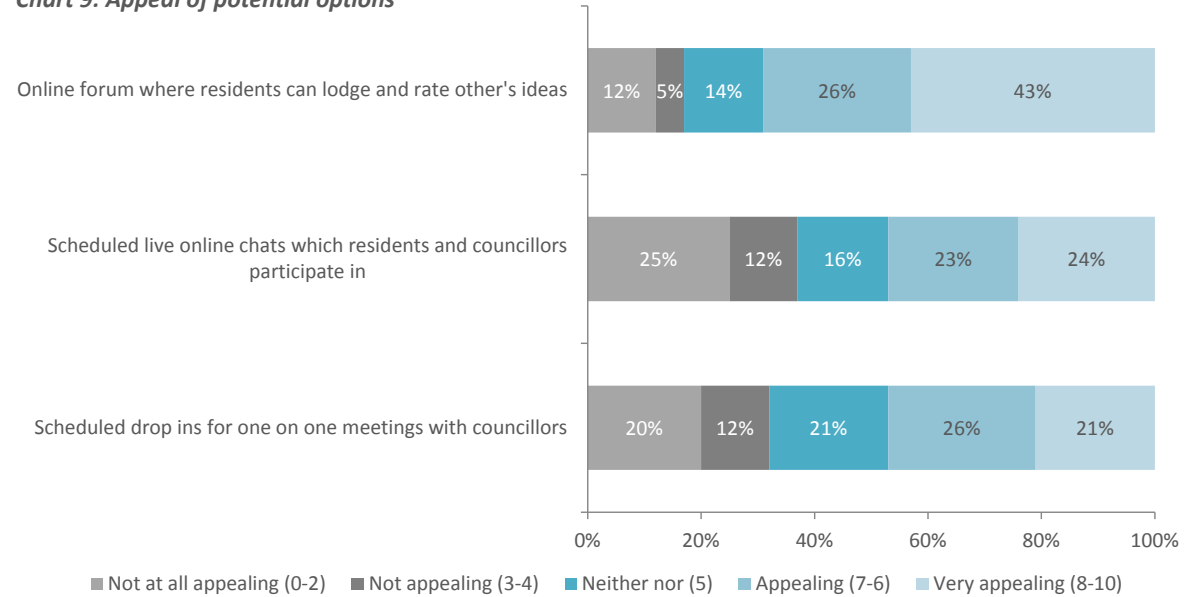
APPEAL OF POTENTIAL CONSULTATION OPTIONS

This year residents were also asked the appeal of participating through more general consultation options.

Residents were asked how appealing an online forum where they can lodge ideas and rate other's ideas would be in terms of participation in decision making processes; overall 69% of residents indicate this is appealing (26%) or very appealing (43%) to them. Following this, 47% of residents indicate having scheduled live online chats which residents and councillors participate in would be appealing (23%) or very appealing (24%), while 47% of residents also think having scheduled drop ins for one on one meetings with councillors would be appealing (26%) or very appealing (21%).

Notably, residents aged 18-34 are more likely to think an online forum where residents can lodge ideas and rate ideas is very appealing (58% cf. total, 43%). Residents aged 65+ are more likely to indicate having scheduled drop ins for one on one meetings with councillors is very appealing (28% cf. total, 21%).

Chart 9: Appeal of potential options



Q. Invercargill City Council is looking at a number of different ways that they can encourage residents to be involved in decision making processes. I am going to read out a list of options below, can you please tell me on a scale of 0 to 10, where 0 is not at all appealing, and 10 is very appealing, how appealing each of the following is to you.. Base: all respondents, n=430.

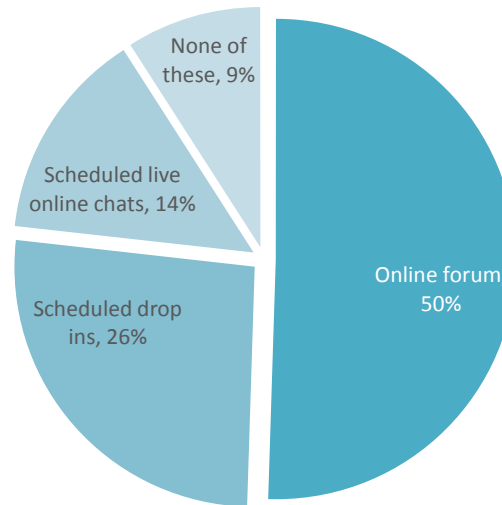
INTEREST IN POTENTIAL CONSULTATION OPTIONS

When asked to choose which one potential option for participation in decision making processes residents would use, half (50%) indicate they would use an online forum where they can lodge ideas and rate other’s ideas. Following this 26% of residents mention they would be more likely to use scheduled drop ins for one on one meetings with councillors, and 14% would be more likely to use scheduled live online chats which residents and councillors participate in. The remaining 9% of residents indicate they would not use any of these.

Residents aged 18-34 (71% cf. total, 50%) are more likely to mention they would use an online forum where residents can lodge ideas and rate other people’s ideas. Residents aged 65+ are more likely to mention they would attend scheduled drop ins for one on one meetings with councillors (48% cf. total, 26%) or that none of these are appealing (16% cf. total, 9%).

The online forum being easy (25%) and the ability to participate in your own time are primary reasons for selecting this option. Residents who mention they would use the scheduled drop ins indicate they prefer face to face contact (40%). At a lower level they also mention they have no internet access (12%) and would prefer to have this contact one on one (11%). The scheduled live online chats are appealing as they are easy (22%), convenient (12%), and have the ability to be collaborative (11%).

Chart 10: Interest in consultation options



Reasons for choosing each of the potential options as their preference are shown below.

ONLINE FORUM

Easy	25%
Participate in own time	22%
Can see other’s responses first	11%
Convenient	11%
Collaborate/ discuss with others	10%
Prefer online	8%
Can participate from anywhere	8%
Accessible	6%

SCHEDULED DROP INS

Prefer face to face	40%
No internet access	12%
Prefer one on one contact	11%
Direct with Council	9%
Easy	6%

SCHEDULED LIVE ONLINE CHATS

Easy	22%
Convenient	12%
Collaborate/ discuss with others	11%
Can participate from anywhere	10%
Prefer online	8%
Direct with Council	8%

Q. And now can you tell me which ONE of these you would most likely be to use? Why is [ANSWER] your preferred form? Base: all respondents, n=430.

DIFFERENCES IN RESIDENTS INTEREST IN POTENTIAL CONSULTATION OPTIONS

The following profiles show the differences between residents who choose an online forum, scheduled drop ins, and scheduled live online chats as the option they would be most likely to use to participate in the decision making process.

ONLINE FORUM

Residents choosing online forum as the method they would be more likely to use make up a total of 50% of the total sample.

They are more likely to be aged 18-34 (42% cf. total, 30%) and be employed fulltime (54% cf. total, 43%). These residents are more likely to rate their overall satisfaction with their opportunity to participate as neutral (48% cf. total, 42%). In terms of awareness of ways to participate, they are more likely to be aware of social media (55% cf. total, 47%) and less likely to be aware of public meetings (52% cf. total, 58%), they also appear more likely to have used social media to participate, and rate this as the best option for participation. Ease of access, convenience, being collaborative, and including a number of people's opinions are important for these residents when accessing the use of forms of participation. In terms of specific use of social media, these residents mention they would be more likely to use social media to communicate with Council directly about specific issues (72% cf. total, 67%). Also of note, these residents are less likely to indicate that they would use the Consultation Caravan to gather information directly from Council (51% cf. total, 55%) or to communication with Elected Members directly about specific issues (49% cf. total, 56%). Not surprisingly these residents are more likely to use Facebook (89% cf. total, 71%), YouTube (48% cf. total, 38%), Snapchat (32% cf. total, 24%), and Twitter (7% cf. total, 4%).

DIFFERENCES IN RESIDENTS INTEREST IN POTENTIAL CONSULTATION OPTIONS

SCHEDULED DROP INS

Residents choosing scheduled drop ins for one on one meetings with Councillors as the method they would be more likely to use make up 26% of the total sample.

They are more likely to be aged 65+ (48% cf. total, 26%), to be retired (40% cf. total, 21%), and to be a ratepayer in the area (88% cf. total, 79%). These residents are more likely to be very satisfied with their opportunity to participate in the decision making process (23% cf. total, 34%). They are more likely to be aware of the Consultation Caravan (46% cf. total, 32%), submissions to Council (71% cf. total, 53%), public meetings (80% cf. total, 58%), contact with Councillors (51% cf. total, 41%), and Council meetings (71% cf. total, 55%). However, it appears that these residents are less likely to use any of these to be involved in decision making processes. Having face to face contact with Council, being able to discuss ideas with Council and other residents, and not having access to the internet are important factors for these residents when accessing the use of different forms of participation. Notably, when asked about improvements to decision making processes, these residents are more likely to indicate they are happy with Council (12% cf. total, 6%). Although not significant, 14% of these residents indicate they don't want to use social media to participate and not surprisingly are more likely to indicate that they do not use social media (41% cf. total, 19%). However, they are more likely to indicate they would use the Consultation Caravan to gather information directly from Council (73% cf. total, 55%), communicate with Council directly about specific issues (82% cf. total, 65%), and communicate with Elected Members about specific issues (75% cf. total, 56%).

DIFFERENCES IN RESIDENTS INTEREST IN POTENTIAL CONSULTATION OPTIONS

SCHEDULED LIVE ONLINE CHATS

Residents choosing scheduled live online chats which residents and Councillors participate in as the method they would be more likely to use make up 14% of the total sample.

Almost half of these residents are aged 35-64 years old, 79% are ratepayers in the area, and 57% are female. Although not statistically significant, 22% of these residents indicate they are very dissatisfied with their opportunity to participate in decision making processes. Half of these residents are aware that they can make contact with Councillors, and it appears they are more likely to have made a submission to Council. Having a formal process to participate in is important to these residents, while things being easy to access and at a convenient time are relatively less important when accessing forms of participation. Three quarters of these residents indicate they use Facebook and are more likely to mention they would communicate with Council directly about specific issues (79% cf. total, 67%) and communicate with other residents about issues (68% cf. total, 53%) using social media. These residents are also more likely to mention they would communicate with Elected Members directly about specific issues (73% cf. total, 56%) and communicate with other residents about specific issues (56% cf. total, 41%) using the Consultation Caravan.

CONCLUSIONS

CONCLUSIONS AND RECOMMENDATIONS

Overall, satisfaction with the opportunity to participate in decision making processes remains on a par with results from last year, with 34% of residents satisfied with their opportunity to participate. This result remains 16% below the Council set target of 50% satisfaction.

Awareness of ways to participate also remains similar to last year; public meetings (58%) and council meetings (55%) remain the forms of participation residents mention most. Interestingly, awareness of the Consultation Caravan has decreased significantly this year (32% cf. 2016, 42%), while use has increased 7%. Social media remains the most used form of participation, however 72% of residents aware of at least one form of participation have not participated.

In terms of the concept testing, gathering information from and speaking directly with Council are the areas residents would be most interested in the using the Consultation Caravan and social media to participate in. Participating in an online forum where residents can lodge ideas and rate other's ideas is the most appealing concept for residents to use to participate. Primary reasons for this revolve around it being easy (25%) and the ability to participate in their own time (22%).

CONCLUSIONS AND RECOMMENDATIONS

HOW CAN SATISFACTION BE IMPROVED?

Decrease dissatisfaction

Notably this year, there has been a significant increase in residents mentioning their dissatisfaction stems from an unhappiness with previous Council decisions. When analysing the text comments, this appears to primarily be driven by the cost of the Christmas lights, and the process which decided how this, and other, money was be spent. Twelve percent of dissatisfied residents also mention there is no point in participating, as Council do not take into account resident's feedback. Although there is a slight reduction in these mentions this year, this could be a way of decreasing dissatisfaction. If residents feel there is no reason to participate in decision making processes, not only will they not participate, they will be frustrated with the decisions which are made. Raising awareness of reasons to participate, as well as supplying more information around the democratic process and the impact participating may help to decrease dissatisfaction levels here.

Broaden the scope of ways to participate

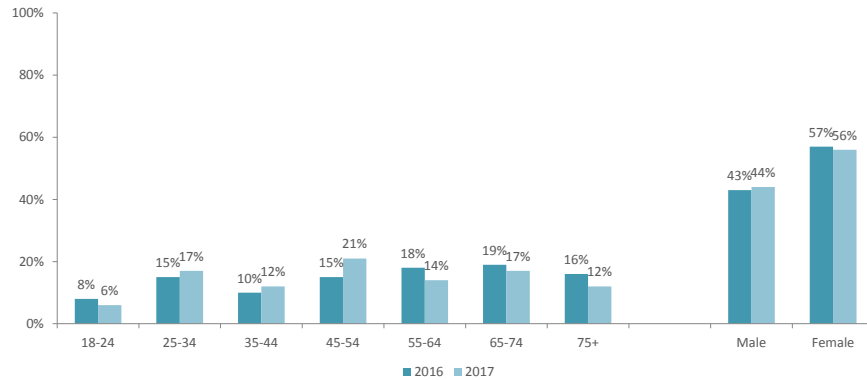
The new questions added this year point towards residents being interested in participating online; particularly in a forum based setting where they can communicate with both Council and other residents about issues and solutions. An online forum being easy, flexible, convenient, being able to see other's responses before responding yourself, and collaborating with others is the primary appeal of this form of participation.

Increase awareness of the Consultation Caravan

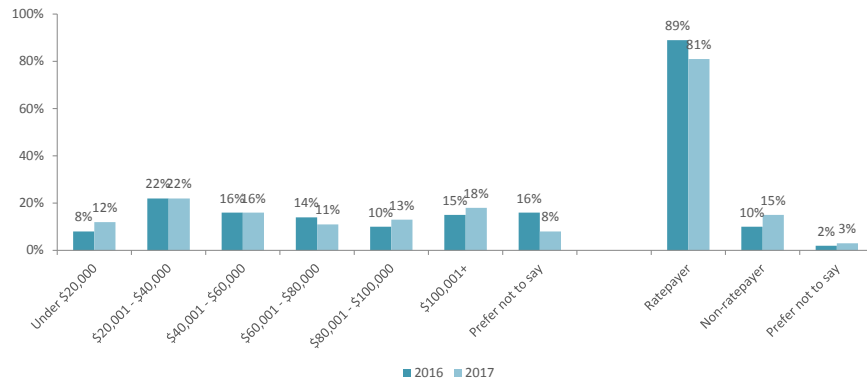
This year saw a significant decrease in awareness of the Consultation Caravan, however use of the caravan has increased this year. This decrease could be a result of 2016 being the first year the Consultation Caravan was available to residents, and therefore the publicity around it increased awareness. The increase in conversion from awareness to use is positive for Council. Increasing awareness could help to continue to increase usage, which in turn could help to increase satisfaction with the opportunity to participate overall. Consideration should however, be given to the target age group of this increased awareness as not all age groups are interested in using participation forms which are face to face or one on one.

DEMOGRAPHICS

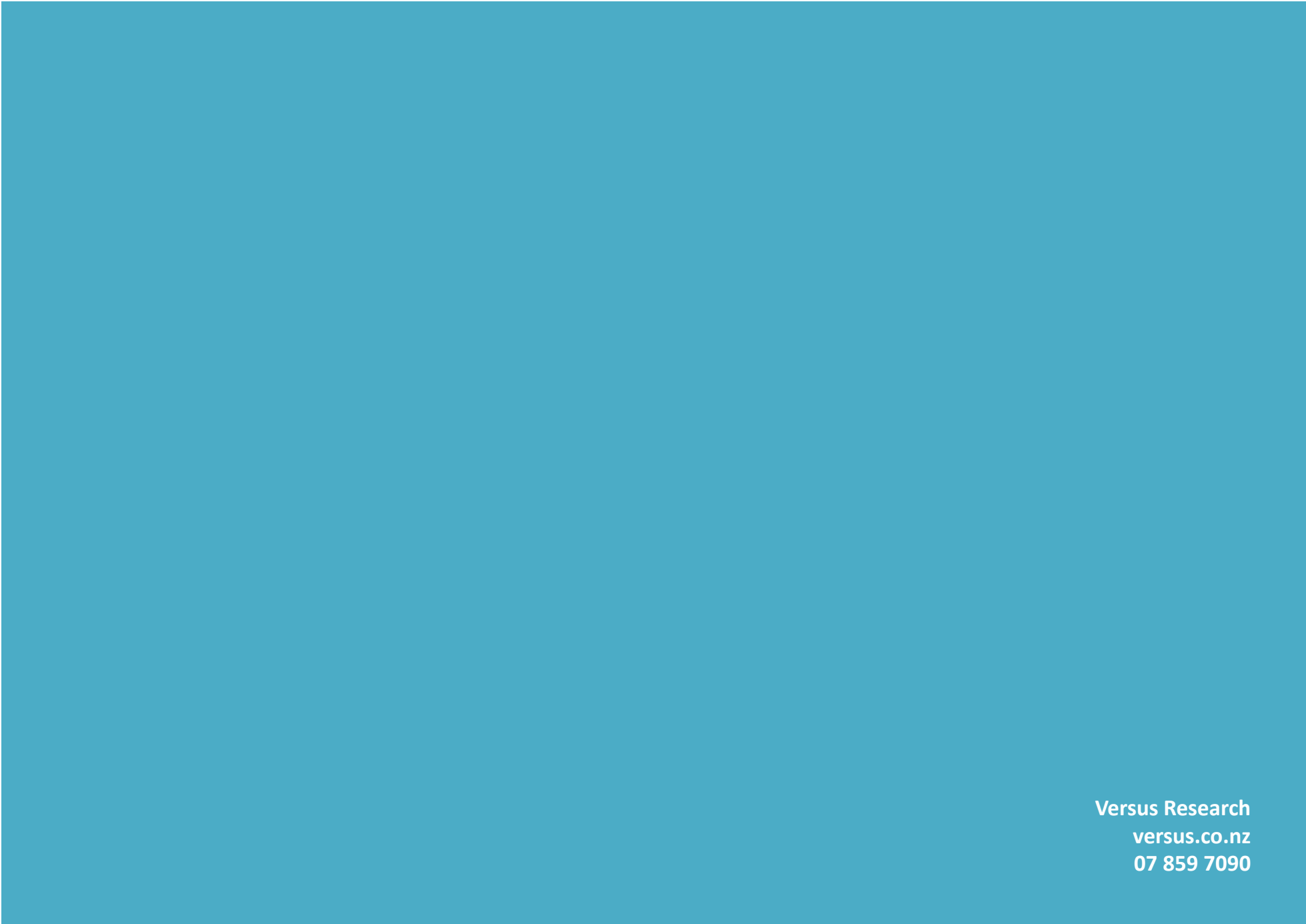
At an unweighted level, 56% of respondents were female and 44% male. Twenty-one percent were aged 45-54 and 17% (each) were aged 25-34 and 65-74.



At an unweighted level, the majority of respondents were ratepayers in the district (81%). Twenty two per cent of respondents have an average household income of \$20,001 - \$40,000.



Area	2017 interviews n=	2016 interviews n=
Gladstone-Avenal	35	31
Rosedale	35	28
Windsor	32	30
Strathern	31	16
Waverley-Glengarry	30	23
Waikiwi	28	26
Richmond	25	32
Otatara	23	17
Georgetown	22	15
Grasmere	22	31
Kingswell-Clifton	21	24
Newfield-Rockdale	19	25
Heidelberg	18	8
Hawthorndale	17	18
Appleby-Kew	15	16
MyrossBush	15	7
Bushy Point	7	5
Crinan	7	2
Tisbury	4	6
Greenhills	3	6
Makarewa	3	6
Otakaro Park	3	2
West Invercargill	3	1
Bay Road West	2	1
Bluff	2	13
Mill Road-Woodend	2	6
Oreti Beach	2	5
Dacre	1	-
Hokonui	1	-
Waianiwa	1	-
Woodlands	1	-



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