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## **NOTICE OF MEETING**

**Notice is hereby given of the Meeting of the  
Invercargill City Council  
to be held in the Council Chamber,  
First Floor, Civic Administration Building,  
101 Esk Street, Invercargill on  
Tuesday 26 September 2017 at 4.00 pm**

His Worship the Mayor Mr T R Shadbolt JP  
Cr R R Amundsen (Deputy Mayor)  
Cr R L Abbott  
Cr A J Arnold  
Cr K F Arnold  
Cr T M Biddle  
Cr A H Crackett  
Cr I L Esler  
Cr G D Lewis  
Cr D J Ludlow  
Cr I R Pottinger  
Cr L F Soper  
Cr L S Thomas

EIRWEN HARRIS MITCHELL  
MANAGER, SECRETARIAL SERVICES



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2.	<b>PUBLIC FORUM</b>	
	2.1 <b>10 DEVERON STREET, INVERCARGILL</b>	
	Representatives from the Southland Youth One Stop Shop – Number 10 (SYOSS) and Invercargill Secondary Schools Network (ISSN) will be in attendance to speak to this Item.	
	2.2 <b>INVERCARGILL CITIZENS BOWLING CLUB</b>	
	Dalmaj Sands will be in attendance to speak to this Item.	
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	To be tabled.	
13.	<b>URGENT BUSINESS</b>	
14.	<b>PUBLIC EXCLUDED SESSION</b>	
	Moved, seconded that the public be excluded from the following parts of the proceedings of this meeting; namely	
	(a) <i>Report of the Director of Environmental and Planning Services</i>	
	(b) <i>Confirming of Minutes of the Public Excluded Session of Council 15 August 2017</i>	
	(c) <i>Confirmation of Extraordinary Minutes of the Public Excluded Session of Council 31 August 2017</i>	
	(d) <i>Receiving of Minutes of the Bluff Community Board 4 July 2017</i>	
	(e) <i>Confirmation of Minutes of the Regulatory Services Committee 12 September 2017</i>	
	(f) <i>Confirmation of Minutes of the Infrastructure and Services Committee 18 September 2017</i>	
	(g) <i>Confirmation of Minutes of the Finance and Policy Committee 19 September 2017</i>	
	(h) <i>Report of the Chief Executive</i>	

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
(a) 2017 Rating Revaluation to Council	Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	<b>Section 7(2)(i)</b>
(b) Confirming of Minutes – Council 15 August 2017	Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	<b>Section 7(2)(i)</b>
(c) Confirmation of Minutes – Extraordinary Council 31 August	Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	<b>Section 7(2)(i)</b>
(d) Receiving of Minutes – Bluff Community Board 4 September 2017	Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	<b>Section 7(2)(i)</b>
(e) Confirmation of Minutes – Regulatory Services Committee 12 September 2017	Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	<b>Section 7(2)(i)</b>
(f) Confirmation of Minutes – Infrastructure and Services Committee 18 September 2017	Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	<b>Section 7(2)(i)</b>

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|---|--|------------------------|
| (g) Confirmation of Minutes – Finance and Policy Committee<br>19 September 2017 | Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) | <b>Section 7(2)(i)</b> |
| (h) 2 and 10 Deveron Street, Invercargill                                       | Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) | <b>Section 7(2)(i)</b> |

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**20 September 2017: INVERCARGILL CITY COUNCIL**

**FROM: CHIEF EXECUTIVE OFFICER**

**MEETING DATE: TUESDAY 26 SEPTEMBER 2017**

<b>INVERCARGILL YOUTH COUNCIL</b>
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**Report Prepared by:** Mary Napper, Community Development Manager

**SUMMARY**

The Invercargill Youth Council plan to attend to report on their UN Sustainable Goal 11/14 project. .
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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> No
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> N/A
6.	<i>Has the Child, Youth and Family Friendly Policy been considered?</i> Yes.

**FINANCIAL IMPLICATIONS**

No implications.

**HELP US CHANGE THE WORLD ONE PLASTIC BAG AT A TIME!**

We live in a time where seeing plastic bags floating around is the norm. This isn't right! This month the Youth Council have taken the opportunity to do something about it, to reduce the problem of unwanted waste littering our streets and communities.

A Year 7 & 8 Interschool Plastic Bag Collection Competition will be held from Monday 25 September to Friday 29 September. Clean plastic bags in the form of supermarket or shopping bags, bread bags, and Vege bags (like the tear-off ones you get from the supermarket) are being collected. Southland Boys' and Southland Girls' High School's have taken the opportunity to take part in the inaugural competition.

The winning school that collects the most plastic bags will receive a bench seat made of over 16,000 recycled plastic bags.

This is an engaging project to recognize and create awareness around the UN Sustainable Development Goals. . Developed in 2015, the United Nations adopted this plan for achieving a better future for all. There are 17 Sustainable Development Goals on the 15 year agenda, which clearly defines the world in which we want to live in and relate to planet, people and prosperity.

Goal 11 is summarised as: Sustainable Cities and Communities. Our project also covers Goal 14: Life Below Water and Goal 15: Life on Land.

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**MINUTES OF THE MEETING OF THE INVERCARGILL CITY COUNCIL HELD IN THE COUNCIL CHAMBER, FIRST FLOOR, CIVIC ADMINISTRATION BUILDING, 101 ESK STREET, INVERCARGILL, ON TUESDAY 15 AUGUST 2017 AT 4.00 PM**

**PRESENT:** His Worship the Mayor Mr T R Shadbolt  
Cr R R Amundsen – Deputy Mayor  
Cr R L Abbott  
Cr A J Arnold  
Cr K F Arnold  
Cr T M Biddle  
Cr A H Crackett  
Cr I L Esler  
Cr G D Lewis  
Cr D J Ludlow  
Cr I R Pottinger  
Cr L F Soper  
Cr L S Thomas

**IN ATTENDANCE:** Mrs G Henderson – Bluff Community Board  
Mr R W King – Chief Executive  
Mr C A McIntosh – Director of Works and Services  
Mrs P M Gare – Director of Environmental and Planning Services  
Mr D J Johnston – Director of Finance and Corporate Services  
Ms R Reece – Director of Human Resources  
Mr D Booth – Manager Financial Services  
Mr R Pearson – Roading Manager  
Mr P Horner – Manager Building Assets and Museum  
Ms L McCoy - Building Assets Administration  
Ms M Napper – Manager Community Development  
Ms M Greenfield - Investment Property Advisor  
Mr P Casson – Chief Executive Officer – Venture Southland  
Ms L Kuresa – Governance Officer

1. **APOLOGIES**

Nil.

2. **PUBLIC FORUM**

2.1 **Invercargill Citizens Bowling Club**

Delmai Sands was in attendance to speak to this Item.

Ms Sands tabled a copy of her submission and took the meeting through it.

In response to questions, the following answers were given:

1. The green is in the main hall and it's stuck to underfelt that is physically stuck to the floor. We have spoken to a carpet layer and he said that there's no chance of lifting it without tearing it.
2. An alternative venue will have to be a hall big enough to put four lanes in it.
3. We would happily go to an alternative venue if it was found by Council.

In response to a question by Cr Thomas, as to when Council decided that it was not going to renew the lease, Mr King said he recalled that during a debate the proposed purchaser in relation to the new medical centre, assuming that negotiations were completed in time, would like to start development on 1 April. If Council was to renew the lease for 12 months, it was highly unlikely that would happen.

Cr Biddle said that there had been no decision made by Council on this matter and if the correspondence had gone out to say that it had been, she wanted to know who was responsible for that and why.

Mr King said it was a double edged sword. If Council did not give the Bowling Club reasonable notice and the deal went through, instead of having notice now, the Bowling Club may not get notice until 1 January or February. Council had taken a cautious approach to the issue by giving the Bowling Club notice to give the Club time to make alternative arrangements.

Cr Biddle said it was alarming for the submitter to come here today thinking that the lease agreement would not be renewed when this Council had not made that decision. Before asking questions about relocating any of these organisations, Council needed to determine if that was what Council wanted to do.

Cr Thomas said Council was in the fold about this development and wanted to know how to move forward with it. Council Officers were sent to the premises to do some negotiations with regard to the relocation costs and yet the Bowling Club was here to say that it was a done deal. He said he was more than happy to discuss this under Public Excluded Session because he realised that there was some exclusive negotiations and it would be put out to the public but Council needed to hear it.

In response to a question by Cr Abbott, as to whether the submitter had a clear understanding of the dilemma that Council was in, the submitter said it was about lack of communication because the other organisations were aware of this last year. The Club was looking at alternative venues but they were few and far between.

In response to a question by Cr Ludlow, as to what months the bowling happened, the submitter said it was from April to September.

His Worship the Mayor thanked the submitter for taking the time to present to Council on this matter. The matter would be taken under Public Excluded Session because it raised a whole range of issues in terms of costings, alternatives and where the communication system breakdown was as a Council, and who was responsible for that. Council would need to have a full and frank discussion on this matter.

Moved Cr Thomas, seconded Cr Soper and **RESOLVED** that this Item be taken as Urgent Business under Public Excluded Session.

His Worship the Mayor thanked the submitter for taking the time to present to Council.

3. **REPORT OF THE INVERCARGILL YOUTH COUNCIL**

The report had been circulated and representatives of the Youth Council took the meeting through it.

Youth Council Representatives tabled a copy of the Youth Week Survey and took the meeting through it.

3.1 **“Make Invercargill Great, Again!”**

3.2 **Council Agendas**

In response to questions, the following answers were given:

- We did not get any definitive answers either on what sorts of events that the youth were looking for. The youth want more concerts, sporting events was a big one and general events.
- It's a combination of more clothing and jewellery shops and gaming shops for nerds in a mall and also having a covered meeting place for the youth.
- We didn't ask for more specific details on what the youth wanted in the mall. It was more the question of whether the youth wanted a mall type space.
- It was more about getting help for the youth in relation to mental illness. It's very difficult for young people to come out and say they had a mental illness and such, with such stance backing behind them.
- I think the youth would come into town to shop and hang out with friends if there was more reason for them to do so. If the youth had areas they could be themselves and hang out without been judged, it could encourage more people to come into the CBD.
- There would need to be more free events that included food to be run in the CBD to give them reason to come into the CBD. We don't have any ideas of what that first free event could be but we did have an event earlier this year called LIT, where we had a similar layout to what's been requested.
- The Youth Council discussed the Smokefree CBD and the school representatives are going to meet and the best way to get youth's perspective is by doing some consultations on this matter.

Moved Cr Crackett, seconded Cr K Arnold and **RESOLVED** that the report be received.

4. **MINUTES OF THE MEETING OF COUNCIL HELD ON 4 JULY 2017**

Moved Cr Amundsen, seconded Cr Biddle and **RESOLVED** that the minutes be approved.

5. **MINUTES OF THE EXTRAORDINARY MEETING OF COUNCIL HELD ON 14 JULY 2017**

Moved Cr Amundsen, seconded Cr Thomas and **RESOLVED** that the minutes be approved.

6. **MINUTES OF THE MEETING OF THE BLUFF COMMUNITY BOARD HELD ON 24 JULY 2017**

Moved Cr Esler, seconded Cr Lewis and **RESOLVED** that the minutes be received.

7. **MINUTES OF COMMITTEES**

7.1 **Infrastructure and Services Committee 31 July 2017**

Cr K Arnold said that with regard to Item 5.1.2, she voted against the motion as it was about having the \$8 million over two years being included in the Long Term Plan. She did not think that the Committee had not given the information that it had originally sought, so in terms of accepting the recommendation, she still voted against it.

Cr Thomas said that in the light of Dunedin's efforts, an alternative water supply was something that Council needed to look at. It was only put in the Long Term Plan because it was part of Council's requirements and with technology improving all the time, there could be something else that could be done in the future.

Moved Cr Thomas, seconded Cr Esler and **RESOLVED** that the minutes be approved.

**Note:** Cr K Arnold voted against the motion.

7.2 **Finance and Policy Committee 1 August 2017**

Moved Cr Ludlow, seconded Cr Lewis and **RESOLVED** that the minutes be approved.

7.3 **Community Services Committee 7 August 2017**

Moved Cr Abbott, seconded Cr Soper and **RESOLVED** that the minutes be approved.

7.4 **Regular Services Committee 8 August 2017**

Moved Cr Amundsen, seconded Cr Biddle and **RESOLVED** that the minutes be approved.

8. **REPORT OF THE DIRECTOR OF FINANCE AND CORPORATE SERVICES**

8.1 **Smokefree CBD Policy**

The report had been circulated and Cr Ludlow took the meeting through it.

Moved Cr Ludlow, seconded Cr Abbott and **RESOLVED** that the report be received;

AND THAT

The Draft Smokefree Areas Policy is consulted on from 16 August to 15 September 2017.

8.2 **Update: Imagine Invercargill**

**Moved** Cr Ludlow, seconded Cr Amundsen that the report be received.

Cr Biddle said that in relation to the website, moving forward this was going to be an excellent tool for Council to get good engagement with our community. She was interested to know as to how far the reach was and wondered if there were any numbers available to date.

Mr Johnston said that there were 68 registered users on this website, excluding administration, Council staff and Councillors. The online ideas had been made by 20 different users and 15 other users had commented on it. There had been a further 20 online ideas that had not been published because some of them were not appropriate for publishing due to the content.

Cr Soper said that it was good to see new attempts being made for the Engagement Strategy. It was baby steps but Rome was not built in a day and Council needed to start somewhere. She commended staff for taking the initiative by putting something up that looked attractive and easy to use and it would only grow in usage.

The motion, now being put, was **RESOLVED** in the **affirmative**.

9. **REPORT BY COUNCILLOR REBECCA AMUNDSEN**

9.1 **Welcoming Communities Pilot Programme**

In response to a question by Cr Thomas, as to what the Welcoming Communities Standard for New Zealand was, Cr Amundsen said that was under development at the moment and it would be up for consultation as well.

Cr Thomas said it was a good thing to become multi-cultural but he was concerned that after two years, more funding would be needed for this programme. This was another budgeted cost that would need to be included in the Long Term Plan. He agreed with it but it was how Council was going to fund it.

Cr Amundsen said that Venture Southland had been working on its Labour Market Strategy and had identified a number of different projects that they were currently working on, that would overlap into the area of migrants and settlement and Welcoming Communities formed part of that. Part of what Venture Southland was doing was ensuring that there was some sustainability around these types of projects and that work was not being duplicated in this area.

Moved Cr Amundsen, seconded Cr Biddle and **RESOLVED** that each Council appoints an elected Councillor to represent them in the Advisory Group;

AND THAT

Cr R R Amundsen be appointed as the representative for Invercargill City Council.

10. **REPORT BY COUNCILLOR TONI BIDDLE**

10.1 **Suicide Prevention Community Strategy**

The report had been circulated and Cr Biddle invited Jarlath Kelly, Principal of Verdon College and Daniel Tawaroa, Nga Kete Maturanga Pounamu Charitable Trust to speak to the report.

Mr Kelly and Mr Tawaroa took the meeting through a PowerPoint Presentation.

In response to a question, the following answer was given:

1. It's up to the Safe in the South Governance Group to decide if this is a fit for Safe in the South and I will take that to the next meeting. As far as, can Community Development provide support, I guess it's made of rubber bands and we seem to be able to stretch itself and then we start saying "no", to things and start saying to groups it was time for them to graduate and do a bit more on their own. We will make time for this but it will be discussed as to how much time will be needed.

Moved Cr Biddle, seconded Cr Ludlow and **RESOLVED** that the report be received;

AND THAT

Council agrees to work collaboratively on the Suicide Prevention Community Strategy alongside Central Government agencies and Non-Government Organisations.

11. **REPORT BY COUNCILLOR KAREN ARNOLD**

The report had been circulated and Cr K Arnold took the meeting through it.

**Moved** Cr K Arnold, seconded Cr Ludlow that the report be received;

AND THAT

- Applications for Urban Rejuvenation funding, from 1 September 2017 onwards, are considered under the terms and conditions of Council's contestable grants funding scheme and;
- \$50,000 budgeted for Urban Rejuvenation Committee funding be transferred to the grants funding pool and;
- A new category for Urban Rejuvenation be added to the grants application form.

Cr Soper said that it was good of Cr K Arnold to propose something that would put her out of a Chairmanship job and it was sensible because in the background, there had been four groups that had applied in the past but it was important to think about the future. Council had already had some presentations in this term that would probably turn into projects that would apply for the funding under this definition. It was very sensible to bring it into one place, and it would be more transparent for projects now and the future.

Cr K Arnold said because there had been a small number of groups, it brought a familiarity between parties and sometime you lost the objectiveness and it became subjective.

Cr Amundsen said when she was first elected to Council the Urban Rejuvenation Fund was the key project in the Long Term Plan and it was for community led development projects. She asked if it meant that there would need to be a Long Term Plan amendment. It was confirmed that it was not significant enough for it to be amended in the Long Term Plan.

Cr Amundsen said that there was also an additional \$100,000 per year as part of this fund that was for consultants and she wondered what was happening with the rest of that money.

Mrs Gare said that the budget was set for this year, so when the budget for Urban Rejuvenation was being developed for the next financial year, it would reflect this change plus the commitments that Council already had.

Cr Amundsen said that the recommendation said that it would start from 1 September but she was of the understanding that the other grants budget that Ms Short had already talked about did not start until the next financial year and she wondered how that was managed.

Mrs Gare said that a letter had been sent to the organisations that had received grants in the past asking for applications, so they would be on the existing form that Cr K Arnold would need to determine as whether or not Urban Rejuvenation would decide whether it would be part of the grants process or not.

Cr Amundsen said that in the Long Term Plan, the Urban Rejuvenation Fund was for community led projects but there was never a definition around what that meant. On occasion she felt that as a member of the Committee last term, the Committee was committing money to things that were not necessarily urban rejuvenation community led. She asked if Council was able to provide some kind of definition that assisted the Committee to ensure that it was been used appropriately and was Council allowed to provide a group of people for example, who lived near a playground and wanted to paint the fence or put a mural on there.

Mrs Gare said she would need to look at Council's grants applications to see if that could be incorporated into the Urban Rejuvenation Fund. She was aware that South Alive had funding from the Community Trust for individuals or groups to apply for up to \$1,000, which was extensively advertised and nobody was applying for it.

The motion, now being put, was **RESOLVED** in the **affirmative**.

12. **REQUEST OF AN ITEM UNDER PUBLIC EXCLUDED SESSION TO BE MOVED TO OPEN MEETING**

Cr Pottinger said that with Council's permission he would like Recommendation One of Item 9.1, Policy Review to be brought into open meeting, with regard to the approval of funding for the Policy Review. He felt that in the haste to get the review underway, he had overlooked some transparency.

Moved Cr Pottinger, seconded Cr Biddle and **RESOLVED** that Recommendation One of Item 9.1, Policy Review be moved to open meeting.

12.1 **Policy Review**

Cr Pottinger said that Council had passed by resolution to carry out a review of its current Appointment and Remunerations Policy for Directors and at the same time it passed a resolution to seek its review of Invercargill City Holdings Limited and its subsidiaries. These two reviews were completely different and it was decided that Mr King would look at options. He had assisted Mr King with this process and it was a document he was familiar with. At first he thought that it could be done internally but unfortunately this was a very complex document that set in stone the leadership and control of the Holding Company and subsidiaries and it could not be treated lightly. If anything was changed in the document it would have repercussions and it would need an alternative. The status quo could still be adopted and if it was going to be reviewed and options for a change put forward, there needed to be alternatives put forward as well. That was the reason why he was seeking an independent review and talking to a suitable reviewer, the cost started at up to \$10,000 but adding on the possible workshopping and review of Invercargill City Holdings Limited and its structure, it would be up to \$15,000. He said that Council had not identified where the funding of this review was coming from but it should come from General Reserves because this Policy under the Local Government Act needed to be reviewed.

**Moved** Cr Pottinger, seconded Cr K Arnold that Council approves up to \$15,000 for an external review of its Director's Appointment and Remuneration Policy.

Cr Thomas asked as to how many people were consulted on or was it just the one person that would be appointed.

Cr Pottinger said that they were only discussing the funding side of this matter in open meeting.

Cr K Arnold said she was happy to support this matter because she had raised it at the start of this year under the Finance and Policy Committee. It was important for Council to be comfortable with the Directors Appointment and Remuneration Policy. There were too many things that were done at Council historically for historic reasons and she thanked Cr Pottinger and Mr King for progressing this matter.

Cr Ludlow asked what funding of Council the \$15,000 would be coming from and Mr King confirmed it would be coming from General Reserves.

The motion, now being put, was **RESOLVED** in the **affirmative**.

13. **MAYOR'S REPORT**

The report was tabled.

Moved His Worship the Mayor, seconded Cr Amundsen and **RESOLVED** that the report be received.

14 **URGENT BUSINESS**

Nil.



15. **PUBLIC EXCLUDED SESSION**

Moved His Worship the Mayor, seconded Cr Ludlow and **RESOLVED** that the public be excluded from the following parts of the proceedings of this meeting, namely:

- (a) *Confirming of Minutes of the Public Excluded Session of Council 4 July 2017*
- (b) *Receiving of Extraordinary Minutes of the Public Excluded Session of the Council 14 July 2017*
- (c) *Confirming of Minutes of the Public Excluded Session Infrastructure and Services Committee 31 July 2017*
- (d) *Confirming of Minutes of the Public Excluded Session of Finance and Policy Committee 1 August 2017*
- (e) *Confirming of Minutes of the Public Excluded Session of the Community Services 7 August 2017*
- (f) *Confirming of Minutes of the Public Excluded Session of the Regulatory Services Committee 8 August 2017*
- (g) *Report of the Director of Works and Services*
- (h) *Report of the Director of Finance and Corporate Services*
- (i) *Report of Councillor Ian Pottinger*
- (j) *Report of Councillor Rebecca Amundsen*

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:

<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under Section 48(1) for the passing of this resolution</b>
(a) Confirming of Minutes – Council 4 July 2017	Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	<b>Section 7(2)(i)</b>
(b) Confirming of Minutes – Extraordinary Council Minutes 14 July 2017	Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	<b>Section 7(2)(i)</b>

- |     |   |  |                        |
|-----|---|--|------------------------|
| (c) | Confirming of Minutes – Infrastructure and Services Committee – 31 July 2017                                      | Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) | <b>Section 7(2)(i)</b> |
| (d) | Confirming of Minutes – Finance and Policy 1 August 2017  | Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) | <b>Section 7(2)(i)</b> |
| (e) | Confirming of Minutes – Community Services Committee 7 August 2017  | Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) | <b>Section 7(2)(i)</b> |
| (f) | Confirming of Minutes – Regulatory Services Committee 8 August 2017   | Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) | <b>Section 7(2)(i)</b> |
| (g) | Contract 797 – Elles Road – Balmoral to Crinan and Ettrick to Tweed Street, Tweed to Metzger to Highfield Streets | Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) | <b>Section 7(2)(i)</b> |
| (h) | Health, Safety and Wellbeing  | Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) | <b>Section 7(2)(i)</b> |

- (i) Policy Review      Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)      **Section 7(2)(i)**
  
- (j) Pace                  to      Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)      **Section 7(2)(i)**  
Progress  
Change  
Programme

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**MINUTES OF THE EXTRAORDINARY MEETING OF THE INVERCARGILL CITY  
COUNCIL HELD IN THE COUNCIL CHAMBER, FIRST FLOOR, CIVIC ADMINISTRATION  
BUILDING, 101 ESK STREET, INVERCARGILL ON THURSDAY 31 AUGUST 2017  
AT 1.00 PM**

**PRESENT:** His Worship the Mayor Mr T R Shadbolt  
Cr R R Amundsen – Deputy Mayor  
Cr R L Abbott  
Cr K F Arnold  
Cr T M Biddle  
Cr G D Lewis  
Cr D J Ludlow  
Cr I R Pottinger  
Cr L S Thomas

**IN ATTENDANCE:** Mr R W King – Chief Executive  
Mr D J Johnston – Director of Finance and Corporate Services  
Mr D Booth – Manager Financial Services  
Miss A Goble - Strategy and Policy  
Mr W Cambridge – City Solicitor  
Ms L Kuresa – Governance Officer

1. **APOLOGIES**

Cr Crackett, Cr A Arnold, Cr Soper and Cr Esler.

Moved Cr Ludlow, seconded Cr Abbott and **RESOLVED** that the apologies be accepted.

2. **PUBLIC EXCLUDED SESSION**

Moved His Worship the Mayor, seconded Cr Lewis and **RESOLVED** 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:

<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under Section 48(1) for the passing of this resolution</b>
(a) Southland Regional Development Agency Consultation Document	Enable any local authority holding the information to carry on, without prejudice or disadvantage negotiations (including commercial and industrial negotiations)	<b>Section 7(2)(i)</b>

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**MINUTES OF A MEETING OF THE BLUFF COMMUNITY BOARD HELD IN THE BLUFF MUNICIPAL CHAMBERS, GORE STREET, BLUFF ON MONDAY 4 SEPTEMBER 2017 AT 7.00 PM**

**PRESENT:** Mr R Fife (Chair)  
Mrs W Glassey  
Mrs G Henderson  
Mr G A Laidlaw  
Mrs P Young  
Cr I L Esler

**IN ATTENDANCE:** Mr R King – Chief Executive  
Mr R Pearson – Road Manager  
Mrs N Allan – Service Centre Manager  
Mr L Beer – Bluff Publicity/Promotions Officer  
Ms M Chapman – Personal Assistant to the Chief Executive

1. **APOLOGY**

Nil.

2. **PUBLIC FORUM**

Nil.

3. **MINUTES OF THE MEETING HELD ON 24 JULY 2017**

Moved Cr Esler, seconded W Glassey and **RESOLVED** that the minutes be accepted as a true and correct record.

4. **MATTERS ARISING**

R Fife had spoken with Cherie Chapman, Labour Party Candidate, who was trying to organise a meeting with South Port.

5. **REPORT OF THE BLUFF PUBLICITY/PROMOTIONS OFFICER**

The report had been circulated.

**Moved** P Young, seconded G Laidlaw that the report be received.

5.1 **Burt Munro Challenge Bluff Hill Climb – Thursday 8 February 2018**

Mr Beer said there were still a few issues with the road at one part of the road and the Council Roding Department had been very helpful. The road had been marked up where work with the water cutting machinery was required. He was waiting for the machinery to arrive. One of the motorcycle members on the Burt Munro Committee had looked at the markings and felt it would be superb. Mr Beer was now working on the logistics for the event.

One of the big issues was bringing in to Bluff the safety barriers and then get them back to Invercargill in time for the street race. He was looking at solutions to this.

5.2 **Summer Sounds Concert**

Mr Beer said he was looking at options for the summer sounds events. Venture Southland had organised it over the last few years but this year they would provide support but wanted the communities to run the event. Andrew Watkins was looking at holding the event at the Gun Pit which would accommodate 150 people. Mr Beer was working through budgets and said Mr Watkins was happy to provide support. One of the issues could be parking but options such as shuttle buses were being investigated. Parks was happy with the proposal. DOC and Iwi would be approached for their approval. This would also draw people to the Gun Pit.

5.3 **Picnic Table**

Mr Beer said he was working with Bluff Engineering on the picnic table next to the Lighthouse Gallery. He would continue working in conjunction with Parks.

5.4 **7 Sharp**

Mr Beer said 7 Sharp would be doing a segment about what people would do if they were Prime Minister on their show. He had contacted W Glassey to be a part of this. W Glassey said if she were Prime Minister for a day she would promote discounts for volunteers.

In response to questions, the following answers were given:

1. Possibly not on the hill but it is a worldwide method of crash containment with motorcycles. They used to use them at Ascot Park Raceway for the Ivan Major Spectacular. They cushion the impact like airbags.
2. You would have to close Gun Pit Road because it is only a one way street. The other issues would be a Stirling Point. We have not set a date and we need to work in with the other Summer Sounds Concerts but it would highly likely be a Sunday, so Stirling Point parks would be taken anyway just as of tourist traffic. I think we are pricing the option of using the oyster festival carpark and just running people up there. It's the most efficient.
3. What we are counting on is because Glengarry, South City and places in Invercargill have their own, it would be primarily for Bluff people so it's probably realistic to have 100-150 people. It just gives us that intimacy that the Oyster Festival site for a small crowd doesn't. It's a picnic, short time span and is a really good venue if we can do everything right by all the parties involved.
4. It would be nicer to have our own bottle barrier and it would qualify for funding but it would only qualify for a percentage, so there will still be quite a bit of money. What happens is Southland Enterprises actually collect the milk bottles and put them in a durable sleeve like the material that go around goalposts at rugby venues. It would take a lot of milk bottles but it would be far easier if we had some in Bluff but then you have storage issues as they are six metres long.

The motion, now put, was **RESOLVED** in the **affirmative**.

6. **REPORT OF THE DIRECTOR OF WORKS AND SERVICES**

The report had been circulated.

6.1 **Bluff Action Sheet**

**Moved** W Glassey, seconded G Henderson that the report be received.

Mr Pearson took the meeting through his report. He said the bins were on order for Stirling Point and would be in place within a few weeks. He had inspected the place where a lady had fallen at Stirling Point and maintenance would be undertaken.

6.1.1 ***Stirling Point Signpost***

Mr Pearson said he had had discussions regarding the signpost at Stirling Point and where it pointed. Some people were very specific and complained that some of the fingers did not point the right way. After having this surveyed, Mr Pearson said this complaint was correct, but it could be quite costly to make changes. R Fife said the signpost was more pictorial rather than informative. Mr King said there was nothing pointing to Council's sister city Suqian or China and it was getting embarrassing when delegations came to visit, so he asked for this to be included. A discussion was held regarding whether a complete rebuilt was required or whether the fingers could be moved. It was agreed that a rebuild of the signpost would be required and Mr King suggested that this should happen. W Glassey asked that local contractors be used to do this.

6.1.2 ***Parking at Stirling Point***

Mr Pearson tabled maps of the parking plans at Stirling Point and he took the meeting through the different options to maximise parking. The issue was where the footpath went and what to use at the edge of the footpath. He was reluctant to use glass and he asked for feedback from the Board. It was agreed that the nose-in parks were preferable to the parallel parks. R Fife said something needed to be installed, whether glass or something else, because it was a health and safety issue. Cr Elser asked if the status quo could stay and Mr Pearson said it was about meeting potential risks. This was a work in progress which Council was still working on. Another issue was the length of stay for parking. Mr Pearson said it was about understanding how to use the car park and what purpose it served. R Fife suggested putting up a traffic counter to count the number of vehicles to Stirling Point.

6.1.3 ***Morrison Beach***

G Henderson said the erosion from Morrison Beach was getting worse and she gave photos she had taken to Mr Pearson. Mr Pearson said the question was who had ownership of the walls. He had spoken to Downers and South Port about this. If it was a pipeline issue it was Downers and if it was a foreshore issue it was South Port. Mr Pearson would look into this and report back at the next meeting.

6.1.4 ***Roading Issues***

P Young said she had been approached about the slumping footpath by the RSA. There was water pooling there and as yet Council had not looked at it. There were also some gouges in the road and Mr Pearson said he would look into this.



6.1.5 ***Ocean Beach Smell***

P Young said there was a strong smell coming from the back of Ocean Beach, south of the car park. She had tried to find the source of this smell but could not find anything. Mr Pearson said he would contact to Lab to investigate this.

6.1.6 ***Boat Ramp***

Mr Pearson said he had a meeting with a consultant who had been engaged to design and cost the boat ramp. He would report back to the next meeting.

6.1.7 ***Request for Mirror***

G Henderson asked for a mirror to be installed on Foreshore Road at the corner of Bluff Museum. Mr Pearson would look into other things like vegetation before installing a mirror.

The motion, now put, was **RESOLVED** in the **affirmative**.

7. **REPORT OF THE CHAIRPERSON**

The report was tabled and the Chairperson took the meeting through it.

7.1 **NZAS Site Visit**

R Fife said the date of Thursday 26 October was no good as no one was available. It was suggested this be done every two years rather than yearly.

7.2 **Zone 6 Meeting**

G Henderson and R Fife were going to this meeting in Gore. Among other things, Representation Reviews and community engagements would be discussed.

7.3 **ZED Petrol Tanks**

ZED owned the petrol tanks and said if there was enough community feedback they would pull down the tanks. R Fife said he would be in favour of contacting them and letting them know it was the view of the Board to have the tanks removed.

Moved W Glassey, seconded G Henderson and **RESOLVED** that the Board contact ZED and inform them the Board was in favour of pulling down the tanks.

7.4 **Concept Plan**

R Fife said the view of the Board at a recent workshop was that the Concept Plan not be rushed, and a proper consultation process be undertaken. He had meet with Bobbi Brown from Venture Southland who was aware of funding available for tourism in the region.

7.5 **Invercargill City Rebranding**

R Fife had attended the City Rebranding function and said it was really good. It was agreed that this was a good brand.

7.6 **Bill Gold – Fire Brigade Function**

The Bluff Community Board thanked Bill Gold for his years of voluntary service in the fire brigade.

Moved R Fife, seconded Cr Elser and **RESOLVED** that the report be received.

8. **FINANCIAL STATEMENTS**

The report had been circulated.

Moved G Henderson, seconded G Laidlaw and **RESOLVED** that the report be received.

9. **URGENT BUSINESS**

9.1 **Bluff Cycle Trail Update**

R Fife said the Bluff Community Board had not been consulted on the Bluff Cycle Trail. Mr Pearson had asked Environment Southland to speak to Council as they provided a \$50,000 grant to promote this. He had received feedback about the Greenhills Park but had not had any other progress. Mr Pearson said he would contact Environment Southland for feedback.

9.2 **Freedom Camping**

Mr Pearson asked if the Community Board had thought about their position on freedom camping. W Glassey asked for the definition of freedom camping and Mr Pearson said generally freedom camping was a vehicle which was certified. Mr Fife said the Board would workshop this for ideas.

10. **PUBLIC EXCLUDED SESSION**

Moved G Henderson, seconded P Young and **RESOLVED** that the public be excluded from the following parts of the proceedings of this meeting, namely:

(a) *Report of the Chief Executive*

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:

<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under Section 48(1) for the passing of this resolution</b>
(a) 6 Ward Parade, Bluff	Protect the privacy of natural persons, including that of deceased natural persons.	<b>Section 7(2)(a)</b>

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**MINUTES OF A MEETING OF THE REGULATORY SERVICES COMMITTEE HELD IN  
THE COUNCIL CHAMBER, FIRST FLOOR, CIVIC ADMINISTRATION BUILDING,  
101 ESK STREET INVERCARGILL ON TUESDAY 12 SEPTEMBER 2017 AT 4.00 PM**

**PRESENT:** Cr R R Amundsen – Chairperson  
Cr T M Biddle – Deputy Chairperson  
Cr K F Arnold  
Cr A H Crackett  
Cr D J Ludlow – from 4.03 pm  
Cr L F Soper

**IN ATTENDANCE:** Cr L S Thomas  
Cr I R Pottinger  
Cr L Esler  
Mrs G Henderson – Bluff Community Board  
Mrs P M Gare – Director of Environmental and Planning Services  
Mr S Tonkin - Development Liaison Manager  
Mr T Boylan – Manager Planning  
Mr M Morris – Legal Advisor  
Miss A Goble – Policy Analyst  
Ms H McLeod – Communications Advisor  
Ms M Chapman – Personal Assistant

1. **APOLOGIES**

Cr D J Ludlow for lateness.

Moved Cr K Arnold, seconded Cr Soper and **RESOLVED** that the apology be accepted.

2. **PUBLIC FORUM**

2.1. **Objection to the Naming of Right of Way and Placement of Mailbox**

Jeanette Rae and Waric Cross were in attendance to speak to this Item.

Ms Rae said her neighbours had undertaken a subdivision and because of the number of houses in the subdivision, the private right of way needed to be named. It had been named Toetoe Way and she objected to this because it would create confusion with emergency services and was frequently misspelt.

**NOTE:** Cr Ludlow joined the meeting at 4.03 pm.

Ms Rae said she was not sure if it met Council Standards for naming because it was too similar to another road in Otatara. She also said they had never been consulted over the name as it was left to the subdivider to contact residents. She wanted to support their neighbours bid to remove the placement of their letterbox as it was right next to the fence and there was no room for the mailman to reach the letterbox.

Cr Esler asked where Toi Toi Road was and Ms Rae said it was off Oki Street.

Cr Thomas said when this issue first came to Council he understood Council had adjusted the spelling to Toetoe.

Cr Biddle said the spelling of Toi Toi came to Council which had several meanings which were not relevant.

Cr K Arnold said she understood the frustration and confusion with emergency services. She was not convinced about the spelling and it could be offensive to change it. Ms Rae said if they could not get the correct spelling, then it should be changed to a completely new name. Cr K Arnold asked Mrs Gare about the mailboxes and Mrs Gare said there was a standard for mail bay requirements and was surprised the mailman was having difficulty. She also said the developer did not have to consult with anyone regarding naming of roads but put suggestions to Council for consideration.

Cr Amundsen asked how many properties were on the road and Ms Rae said there currently three but there were four subdivided sections with another four potential subdivisions.

Cr Soper said when Iwi was asked, Council only asked about the correct spelling and did not consider if there was another similar name. She would not move from the correct spelling but as there was now information Council did not have before, she asked this be brought back to Council and the mailbox issue also needed to be looked at.

Mrs Gare said she would need to go back to the subdivider and ask for further names to be discussed at the next Regulatory Services meeting. Toi Toi Road off Oki Street was not a Council sanctioned road, it was a paper road. Cr K Arnold said it was interesting because now residents were talking about confusion of two roads but one was an unformed paper road.

Cr Biddle said she was unsure if this made any difference if the community knew both roads were there and there could be confusion. Cr K Arnold said this was not the case. Cr Thomas said if you phoned emergency services they would look on the GIS system and Toi Toi Road would come up. Cr K Arnold said if the road physically did not exist there shouldn't be an issue but Ms Rae said it existed in cyberspace. Cr K Arnold said it was important to understand how emergency services got addresses.

Moved Cr Biddle, seconded Cr Crackett and **RESOLVED** that the renaming of ToeToe Way be brought back to Council for discussion.

Cr Thomas said he would speak to the Roding Manager with regard to the letterbox placement.

Cr Crackett asked for clarification on why Toetoe was chosen and if the developer was notified of the change. Mr Boylan said the developer was informed and had advised they accepted the change in spelling.

The Chair thanked the submitters for their submission.

3. **URGENT BUSINESS**

Cr Amundsen said there was an update on 62 Colyer Road to be taken under Urgent Business in Public Excluded Session. The reason for public excluded was Section 6(a) of the Local Government Information and Meetings Act 1987 – to prejudice the maintenance of the law, including the prevention, investigation and detection of offences, and the right to a fair trial.

Moved Cr Soper, seconded Cr Biddle and **RESOLVED** that the item be taken under Urgent Business in Public Excluded Session.

4. **MONITORING OF FINANCIAL PERFORMANCE**

4.1 **Directorate Overview**

4.1.1 ***Support Services***

4.1.2 ***Valuation***

4.1.3 ***Building Control***

4.1.4 ***Alcohol Licensing***

4.1.5 ***Animal Control***

4.1.6 ***Environmental Health***

4.1.7 ***Compliance***

4.1.8 ***Resource Management***

A copy of the financials, which included the summary, was tabled.

Cr K Arnold said from the commentary about wages not being used and the budget figure adjusted, it was nice to know that the budgets had been adjusted downwards and she commended the Directorate. Mrs Gare said this was because the Building Department was down one plumbing inspector.

Cr Soper noted every staff expenditure line was underspent and asked if this reflected that there was an upturn in building and was competitive to recruit in certain areas. Mrs Gare said there were more builders than plumbers and so this position was harder to fill. When a staff member left, Council waited to fill the role to see if the position actually needed to be filled.

In response to a question from Cr Thomas with regard to the financial expenditure, Mrs Gare said this was unpaid infringements that had gone to court.

Cr Thomas asked how Council accounted for the revenue from the tickets that were issued and did not go to court but were still outstanding. Mrs Gare would get an explanation and come back to the next meeting.

Cr Amundsen said the revenue and expenditure were higher and asked for an explanation. Mrs Gare would have an explanation for the next meeting.

Moved Cr K Arnold, seconded Cr Soper and **RESOLVED** that the report be received.

5. **OTHER BUSINESS**

5.1 **Report of the Director of Environmental and Planning Services**

5.1.1 ***Local Alcohol Policy Review***

Cr Ludlow said a combined meeting of councils District Licensing Committees met to discuss if they wanted to continue with the combined Local Alcohol Policy and there was overwhelming support for this to continue. There was a shorter review period of two years because they were not confident about some of the information that had been presented by Police and the Minister of Health. There were no issues raised and it was agreed to go through this again.

**Moved** Cr Ludlow, seconded Cr Biddle that the Combined Local Alcohol Policy be reviewed by staff per Objective Three of the Policy;

AND THAT

Council resolves to continue working in a combined manner with the Gore and Southland District Councils for this policy review subject to these councils resolving similarly;

AND THAT

Council requests the Police, Inspectors and Medical Officers of Health to provide information they hold relating to any of the matters pursuant to Section 78(2)(c) and (g) of the Sale and Supply of Alcohol Act 2012.

Cr K Arnold said with the legal feedback of the SoRDS submission process and the question around whether two councils could represent the whole of Council and then make a recommendation. Cr Ludlow said this was the same but the SoRDS issue had been overcome and it was not an issue the first time the Policy went through. When it came to Council for a recommendation, much like the District Plan, it was either accepted or rejected. Council still had that opportunity and the opportunity to ensure all documentation was available so risks could be mitigated.

Cr K Arnold said this had fallen apart as the Territorial Authorities had all charged differently. Cr Ludlow said this would remain the same as council's could set their own charges, which was outside the Policy.

The motion, now being put, was **RESOLVED** in the **affirmative**.

5.1.2 ***Environmental Health Bylaw Review***

The report had been circulated.

Moved Cr Soper, seconded Cr K Arnold that the 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 2008/1 – Environmental Health is the most appropriate way of enhancing the safety and welfare of the public by minimising nuisance and adverse environmental health effects caused to the community, as far as is practicable through legislative means;

AND THAT

Council undertake consultation on this Bylaw.

Cr Esler said the plant names were not correctly spelt. He would email staff the correct spellings.

Cr Amundsen said that with regard to the trading limits, less permission had been applied for, you could not be on a parking reserve, car park, road, Wachner Place, all roads including state highways within 300 metres of another premise or within 50 metres. Was it timely that Council researched this in terms of inner city? Cr Ludlow said he had received feedback with events at the Stadium with mobile traders wanting to trade outside and said it was timely this went out for consultation. Staff would highlight this issue for consultation.

Cr Amundsen said that with regard to the untidy sections, which discussed residential sections, was there anything Council could include, something about commercial buildings in the inner city, like cleaning the grass out of spouting. Mr Tonkin said there was no mechanism in the Building Code that said building owners had to maintain their properties. Council could only consider them either dangerous or insanitary. He said enforcing it could be an issue. Mr Morris said the answer was that it could be enforced if it was in the Bylaw and if not, the only recourse would be through the District Court. His concern was the potential to impact on the Bill of Rights.

Cr K Arnold said she supported the idea, because she noticed that the Briscoes building was in a state.

Cr Crackett said she supported this as well because the buildings were starting to look abandoned and unkempt.

Mrs Gare suggested creating some wording to be put in the next Council agenda before the draft wording was adopted.

The motion, now being put, was **RESOLVED** in the **affirmative**.

6. **URGENT BUSINESS**

Nil.

7. **PUBLIC EXCLUDED SESSION**

Moved Cr Crackett, seconded Cr K Arnold and **RESOLVED** that the public be excluded from the following parts of the proceedings of this meeting, namely:

*(a) Report of the Director of Environmental and Planning 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:

<b>General subject matter of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under Section 48(1) for the passing of this resolution</b>
(a) Dwelling Utilised for Short Term Visitor Accommodation	Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	<b>Section 7(2)(i)</b>

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**MINUTES OF A MEETING OF THE INFRASTRUCTURE AND SERVICES COMMITTEE  
HELD IN THE COUNCIL CHAMBER, FIRST FLOOR, CIVIC ADMINISTRATION  
BUILDING, 101 ESK STREET, INVERCARGILL ON MONDAY 18 SEPTEMBER 2017 AT  
4.00 PM**

**PRESENT:** His Worship the Mayor Mr T R Shadbolt  
Cr L S Thomas – Chairperson  
Cr I R Pottinger – Deputy Chairperson  
Cr A J Arnold  
Cr K F Arnold  
Cr A H Crackett  
Cr I L Esler

**IN ATTENDANCE:** Cr R R Amundsen  
Cr T M Biddle  
Mr C A McIntosh – Director of Works and Services  
Mr R Pearson – Roading Manager  
Mr R Pagan – Parks Manager  
Mr M Loan – Drainage Manager  
Mr R Keen – Manager 3 Waters  
Ms M Short - Manager Strategy and Policy  
Miss A Goble - Policy Analyst  
Miss L McCoy - Building Assets Administration  
Ms L Kuresa – Governance Officer

1. **APOLOGIES**

Nil.

2. **PUBLIC FORUM**

Nil.

3. **DEVELOPMENT OF POLICIES/BYLAWS**

3.1 Report of the Director of Finance and Corporate Services

3.1.1 **Infrastructure Bylaw Reviews**

The report had been circulated.

**Moved** Cr K Arnold, seconded Cr Pottinger that the report be received;

AND THAT

It be **RECOMMENDED** to Council that Council determines that in accordance with Section 155 of the Local Government Act, a review of the Invercargill City Council Bylaw 2008/6 – Water Supply is the most appropriate method of addressing the perceived problem through enforcing Council's rules with respect to the sale and supply of reticulated water, and enables Council to impose penalties for non-compliance within the Invercargill City District;

AND THAT

Council determine that in accordance with Section 155 of the Local Government Act, a review of the Invercargill City Council Bylaw 2008/3 – Cemeteries and Crematorium is the most appropriate way of addressing the issue of controlling cemeteries within the Invercargill City District;

AND THAT

Council determine that in accordance with Section 155 of the Local Government Act, a review of the Invercargill City Council Bylaw 2012/1 – Urupa (Maori Burial Site) Te Hau Mutunga is the most appropriate form of providing for the operation of the Urupa and providing certainty to local Maori, enabling cultural practices to be carried out within the Invercargill City District;

AND THAT

Council undertake consultation on these Bylaws.

In response to questions, the following answers were given:

1. The Bylaw allows for the size and dimensions of the headstones and those types of things that you can put up at the cemetery. There are no restrictions on the timeframe. Some of the very old ones, we have relatives coming back now, 100 years later wanting to tidy up the headstones on the burials that never had one originally.
2. The public will let us know if we don't maintain the burials even though we are not obliged to. All that needs to happen is to have a seasonal problem with extra-long grass and the public will let us know about it. I suppose it's that respect thing that people expect the cemeteries to be maintained. As they deteriorate, especially with the earlier burials that are made out of beach gravel with lots of shell in it, which are now eroding away, we do have the ability to tidy and remove dangerous material or broken concrete. The cemeteries are gradually becoming more parks than cemeteries and under proposed changes to the Burial and Cremation Act, there is a suggestion that they will probably come under the Reserves Act at some stage. That would mean that we will need to do a Management Plan for our cemetery and let the public have input on how they should be managed.
3. The idea of natural burials is that they become part of the natural environment. They have vegetation growing around them but they are GPS, so that you can locate them. That's part of the process and the area is planted out so it becomes more natural with no headstones or intrusive bits of concrete or things like that.
4. The natural burials are a new area that we've introduced and up until now we've had the lawn grass cemeteries, which is a beam and headstone. The natural burial areas, are based on guidelines that are used, they are kept as natural as possible, biodegradable material no embalming and no headstones so that there is no long term maintenance.

The motion, now being put was **RESOLVED** in the **affirmative**.

4. **OTHER BUSINESS**

4.1 **Report of the Director of works and Services**

4.1.1 ***Road Reserve Lot 5 DP 5082 – 21 Taiepa Road***

The report had been circulated and Mr Pearson took the meeting through it.

Moved Cr K Arnold, seconded Cr Pottinger and **RESOLVED** that it be **RECOMMENDED** to Council that Council resolves to request the Minister of Conservation to revoke the reservation over Lot 5 DP 5082, pursuant to the provisions set out in section 24 of the Reserves Act 1977 and declare that once revoked, the Invercargill City Council may dispose of the said land in the most practical manner, at its own discretion.

4.1.2 ***Ride Southland***

The report had been circulated and Mr Pearson took the meeting through it.

In response to questions, the following answers were given:

1. The Bluff Community Board was concerned that they hadn't heard from Environment Southland on this matter. I know that they (ES) have been discussing with New Zealand Transport Agency some of the trickier places for cycling and walking, like at the Green Hill Road Bridge. I don't have a formal timeline but we can arrange for Environment Southland to come and discuss how they will complete the Cycleway / Walkway in Bluff.
2. There is likely still more funding needed to do complete the track. I know that they have been working extensively with KiwiRail to understand how they can get from one side of the railway line to the other. They have also identified some pieces around the Green Hill Road Bridge with New Zealand Transport Agency. I'm not sure whether funding has been secured for the whole project.
3. We have been a little bit cautious that it is a project that's being run by Environment Southland. It's on New Zealand Transport Agency land and Council offers a grant toward it, so we've been cautious in working with them. We haven't seen too much detail but the answer there is to get a full report and bring back to Council to explain what the costs are and when it's going to be delivered.

Moved Cr Thomas, seconded Cr Crackett and **RESOLVED** that the report be received.

5. **URGENT BUSINESS**

Moved Cr Thomas, seconded Cr K Arnold and **RESOLVED** that the matters with regard to the Stormwater Consent Application – Decision, New Zealand Transport Agency – SH1 Elles Road Intersection Improvement and LED Purchase update be taken under Urgent Business.

5.1 **Stormwater Consent Application – Decision**

The report was tabled and Mr Loan took the meeting through it.

In response to questions, the following answers were given:

1. There is a possibility of treating stormwater from our high traffic roads, which we have something like 11 kilometres of roads that are over 5,000 traffic movements a day. Those will be the ones that will be targeted as possible treatment sites. Some of those roads are state highways and whether or not New Zealand Transport Agency will assist in the funding of those is something that I'll need to discuss in depth with Mr Pearson and come back with an answer.
2. The heavier the vehicle, the larger the road user charges and so the larger impact on the road and that will apply equally to contamination aspects. I will be expecting that in terms of treating areas, that there will be a case for Council to take to the Roothing Funders for payment of that.
3. We don't have any formal rules about stock trucks. I know that in previous years that the Police and Environment Southland had trouble prosecuting in that respect. We encourage vehicles to use heavy traffic bypass on State Highway 6 to take them away from the CBD. It is an issue that the trucking industry as a whole have the contaminants on their vehicles and they do have the stock truck effluent dump stations, but traditionally we haven't had much of a problem of effluent discharge from vehicles. Predominantly because of where we sit in the traffic routes and the shapes of the corners, we haven't necessarily had a problem but my understanding is that the Police have reduced some of their powers, and have struggled in the past to prosecute.
4. Environment Southland has two locations of truck dump spots and they are trying to increase those across Otago / Southland. They are at the cross over points on longer travels.
5. We carried out the monitoring. Most of the contaminants are found through monitoring and observing through inspection where the contaminants are sourced. There will be substantial work in finding and correcting contaminant sources. In terms of the roads, sites requiring treatment will likely be identified based on traffic volumes on the road.

Cr Thomas said that last week he and Cr Ludlow presented to Environment Southland regarding the Discharges and Consents. Cr Ludlow presented on the financial implications and he presented on behalf of the Infrastructure and Services Committee. There was a recommendation from the lead agency who was handling this matter, not to renew the stormwater discharge consent. He said that Mr Loan and his team had done an incredible amount of work for Council to get to this stage to have those 15 year consents. He thanked Mr Loan and his team. It was a top effort and surprising because there was a lot of negative about the urban contribution to the waterways but as it was pointed out in Council's submission, just because Invercargill was at the end of line for the waterway, it did not mean that Council did not take responsibility of it. It was a good outcome.

Moved Cr K Arnold, seconded Cr Thomas and **RESOLVED** that the report be received.

**5.2 Transport Agency – SH1 - Elles Road Intersection Improvement**

The report was tabled for information only and Mr Pearson took the meeting through it.

In response to questions, the following answers were given:

1. The proposed footpath that will be at road level so you can get to a point and then cross the road. They have also tried to draw on the plan where they anticipated the cycle and walking pedestrians would travel around the roundabout. It will be more difficult for cyclists but it was an improvement to what was currently there.
2. Cr Pottinger has identified an aspect that Council may want to do a submission on. At the moment, the proposal includes not building an alternative road to Lake Street but is proposing to have widenings at Lake Street. This is also an area that Council may want to comment on.
3. What they are suggesting is that they will construct the Elles Road roundabout as shown and they will do some minor improvements with a right turn bay and widening at Lake Street.

**5.3 LED Light Purchase Update**

Mr Pearson took the meeting through a verbal report on this matter, for information only.

In response to questions, the following answers were given:

1. You might recall the last report to Council where we're proposing to use 3,000k lighting in the P-Class residential area with 4,000k only on the main roads because the 4,000k lighting has better safety benefits. The 3,000k lighting is significantly better in that it's significantly less blue light, which seems to be the reasonably accepted position as a compromise. There are a few councils across New Zealand that are well advanced in putting 4,000k lights in but in the previous report we recommended that we use 3,000k on our residential streets.
2. The Chief Executive already has delegated authority to progress this but it was more of a notification for Council, so that when a report comes back, Council is aware of what has happened.
3. The area where Electricity Invercargill Limited has put their underground cabling in for the last 12 to 13 years is predominantly between Waihopai River and Tramway Road, and those lights are designed to a P-Standard. That Standard is probably superior to most councils across the country in that we have been upgrading the spacing of our lights. We have two areas where we are going to correct the spacing issue and they are the Waikiwi area and areas in Bluff where the existing lights are sporadic and don't necessarily have that complete coverage. We will probably be better placed for getting the right lighting layout than most councils across the country.

**5.4 Braxholme Water Treatment Plant Opening**

Cr Thomas said that the opening of the Braxholme Water Treatment Plant was held today, which was very successful. He thanked the Councillors who came out for that. The wander around was a very enlightening process. He said that Mr Murray and Mr Keen had done a great job and it was good to see a project from start to finish.

His Worship the Mayor said that Council celebrated all sorts of things but when it came down to the nitty gritty of Local Government and what it stood for, it was infrastructure. He thanked all staff involved with this event.

6. **PUBLIC EXCLUDED SESSION**

Moved Cr Pottinger, seconded Cr Esler and **RESOLVED** that the public be excluded from the following parts of the proceedings of this meeting, namely:

*(a) Report of the Director of Works and Services*

<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under Section 48(1) for the passing of this resolution</b>
Contract 742 – Mersey Street Foulsewer Renewal	Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).	Section 7(2)(i)
Contract 770 – Clifton Wastewater Treatment Plant Tanker Waste Reception Equipment	Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).	Section 7(2)(i)
Contract 785 – Clifton Waste Water Treatment Plant Civil and Mechanical Enabling Works	Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).	Section 7(2)(i)
Contract 819 – Supply of Liquefied Chlorine Gas	Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).	Section 7(2)(i)
Contract 816 – Lime and Nichol Street Water Main Renewal 2016/2017	Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).	Section 7(2)(i)

<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under Section 48(1) for the passing of this resolution</b>
Southland Road Safety Influencing Group	Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).	Section 7(2)(i)

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**MINUTES OF THE MEETING OF THE FINANCE AND POLICY COMMITTEE HELD IN THE COUNCIL CHAMBER, FIRST FLOOR, CIVIC ADMINISTRATION BUILDING, 101 ESK STREET, INVERCARGILL, ON TUESDAY 19 SEPTEMBER 2017 AT 4.00 PM**

**PRESENT:** His Worship the Mayor Mr T R Shadbolt (from 4.03 pm)  
Cr D J Ludlow – Chair  
Cr G D Lewis – Deputy Chair  
Cr R L Abbott  
Cr R R Amundsen  
Cr I R Pottinger  
Cr L S Thomas

**IN ATTENDANCE:** Cr L F Soper  
Cr T M Biddle  
Cr K F Arnold (from 4.03 pm)  
Cr A J Arnold (from 4.03 pm)  
Mr R W King – Chief Executive  
Mr D Booth – Manager Financial Services  
Mrs P Gare – Director of Environmental and Planning Services  
Mr C McIntosh – Director of Works and Services  
Mr P Horner – Manager Museum and Building Assets  
Ms M Short - Manager Strategy and Policy  
Ms L Kuresa – Governance Officer

1. **APOLOGY**

His Worship the Mayor Mr T R Shadbolt for lateness.

Moved Cr Amundsen, seconded Cr Thomas and **RESOLVED** that the apology be accepted.

2. **PUBLIC FORUM**

Nil.

3. **MONITORING OF FINANCIAL PERFORMANCE**

3.1 **Report of the Director of Finance and Corporate Services**

3.1.1 ***End of Year Financial Results and Carry Forwards to 30 June 2017***

The report had been circulated and Mr Booth took the meeting through it.

**Note:** His Worship the Mayor, Cr A Arnold and Cr K Arnold joined the meeting at 4.03 pm.

Cr Ludlow commented that Council did impress on each of the Directorates that carry forwards were not ideal. Council preferred that the projects were conducted within that particular financial year but the nature of Council's work was such that sometimes that was not possible.

Cr Thomas said that they had a process in place for the boat ramp and there had been a lot of work done around some infrastructure in Bluff that they were looking at doing with some various groups in Bluff. There had been some workshops held and things were progressing well.

In response to questions, the following answers were given:

1. There is around \$70,000 in reserves at the moment.
2. Special reserve movement is the summary outlining the reserve movement during the year. I've outlined three additional ones that were outside normal day-to-day operational reserve movement. There is a small amount left in those budgets and Management decide that they would be appropriate to go to reserves. Those amounts are being contributed to reserves.
3. The carry forward of \$60,000 for Secretarial Services is to assist staff with graphic design work. It's not for staff expenditure but it might be for consultants to help in that area. There is a shortage of resource at the moment so that will be dealt with in this financial year in that area.

Cr Thomas said he did not want Council to have a surplus that gets carried forward because a consultant could be needed to carry out work in the next financial year. Council had been charged with looking hard at the financials and Council had made a commitment in looking at what needed to be done. If \$60,000 was on a whim stuff, it could be used and it was not how Council should be run.

Cr Ludlow said the point was that it was not necessarily a loss of a head, it was the fact that the head had not been replaced so there was still work that needed to be done and if it could not be done within the building it was contracted out.

Mr McIntosh clarified that on Page 30 under Parks Operations, the amount of \$331,324 is not the carry forward amount. The carry forwards for Parks was for things and not for people and they were listed separately.

Cr Thomas said that as long as the carry forwards was not for a "wish list".

In response to further questions, the following answers were given:

1. The operating budget goes with the assets budget and on Page 11, there is the list of carry forwards that parks was asking to apply some of the \$331,324 amount towards.
2. If you look at the carry forwards report under Parks, there was a total amount of carry forwards of \$853,000. A lot of that will be work that should've happened for some reason, it hasn't happened but it still needs to be done.
3. When you have the grand wash-up this is how you're able to transfer \$400,000 to reserves because you're taking the surpluses across the board.
4. By transferring of \$400,000 to reserves, you could say that was over-rated but in my view, a budget of \$50 million Council should not be budgeting for deficits. \$400,000 equates to just under 2% of the rates.
5. The fact is that the \$331,324 is not a case of over-rating, its increased income as well as a reduction in staff expenditure.

Cr Pottinger said that if you looked back to when Council was going through the reserves line by line. When you looked at the Parks area, there was a line that said that funded a special reserve section for the operational arm of Parks and Reserves to cover them against losing money, so what was happening was that Parks and Reserve was having its cake and eating it too.

Council discussed getting rid of that particular allocation and what was happening now was this overload. He agreed that something needed to be done because Council was definitely over-rating in this area because by having that reserve fund dedicated against loss but it was not a loss. If there was a loss one year, so be it, Council needed to take the hit but this was not good business.

Cr Soper said that when talking about increased income, before Council took any drastic steps, she wanted to know from the tenor of what people had been saying that the increased income was happening every year. Council did not have the details to know that the increased income was part of the \$331,324 was something that was unique to the one year or whether it had been ongoing. It had become an ongoing matter in which case you would take a very different view of it, if it was something that was guaranteed to happen every year. She said if there was a Reserves Working Group working through in more detail line by line, then Council could be a bit remiss to try and pre-empt the work of a group that was set up to do line by line analysis and come back with some potential recommendations for the future.

Cr K Arnold said that was her point that if this had been a one-off, she would not have raised it but given that when the Chinese Garden was discussed, there were a few reserves then of \$600,000, so there was no impact to the ratepayer.

Cr Biddle asked if the recommendation would be approved today or would the Committee make a decision today to clarify some of the issues around the table.

Cr Ludlow said there were two issues. One was the carry forwards which had been tested line by line. The question that had been raised by Cr K Arnold related to the budget itself and not necessarily the carry forwards. Was the budget line for Parks Operation too high? That was an issue separate to the carry forwards because if it was consistently going to provide a positive return, then Council needed to be careful when speculating around income.

**Moved** Cr Ludlow, seconded Cr Amundsen that the report be received;

AND THAT

It be **RECOMMENDED** to Council that the individual carry forward projects as outlined in Section C1, 2, 3 and 4 of this report be approved for completion in the 2017/18 Year;

AND THAT

A final transfer of \$400,000 to be General Reserve be approved.

In response to a question by Cr Amundsen, as to what the \$70,000 was that was requested on Page 12 to assist with initiatives around the SoRDS programmes and other projects. Mr King said SoRDS was keeping Sarah Hannan and Sarah Brown on until the end of December and that was part of it, but he was not sure what the rest of the \$70,000 was for.

Cr Thomas asked if the amount could be added to the request of the carry forward for additional resources to assist the Graphic Design Team, due to increased demand of service. Most of the carry forwards had amounts but under Secretarial Services, it did not have an amount. Mr Booth said that the amount was set out on Page 9 of the report.

Cr Amundsen said that from what Cr Thomas had said, it clearly stated that the carry forward was for additional resource of a staff member. Would that one-off carry forward be used to employ a staff member for a fixed term? Mr Booth said it would be for the time required.

Cr Thomas said that when the minutes were brought back to Council for ratification, there should be more clarity around the issues raised at this meeting.

The motion, now being put, was **RESOLVED** in the **affirmative**.

4. **OTHER BUSINESS**

4.1 **Report of the Director of Works and Services**

4.1.1 ***Quarterly Report – Southland Museum and Art Gallery***

The report had been circulated and Mr Horner took the meeting through it.

In response to questions, the following answers were given:

1. People from outside Invercargill and Southland and with Southland district being a big contributor will easily earn the Museum around \$400,000 per year. From the work that's been carried out, it is only dependent on spending up to \$400,000 to modify the foyer so we can draft people in from the front door to the counter where we could charge them an entry fee.
2. It has been added to the Annual Plan that a fee will eventually be charged when the infrastructure is in place.

Cr Biddle said that the Museum staff had been doing a lot of work around that particular issue to determine when and how that charge could be added because that will definitely raise the revenue to charge an external. There was also a clear message that Council needed to look after the people of Invercargill who enjoy that space, so there was a need to continue the growth of that.

Moved Cr Thomas, seconded Cr Lewis and **RESOLVED** that the report be received.

5. **URGENT BUSINESS**

Nil.

6. **COUNCIL IN PUBLIC EXCLUDED SESSION**

Moved Cr Ludlow, seconded Cr Thomas and **RESOLVED** 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:

<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under Section 48(1) for the passing of this resolution</b>
Don Street Upgrade	Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	<b>Section 7(2)(i)</b>

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## URBAN REJUVENATION GOVERNANCE SUBCOMMITTEE

### Minutes from meeting held on Monday 3 July 2017 at 3.00 pm in the First Floor Meeting Room, Civic Administration Building

**PRESENT:** Cr K Arnold (Chair)  
Cr R Amundsen

**IN ATTENDANCE:** M Cook (South Alive)  
P Gnys (South Alive)  
P M Gare

Margaret Cook and Pat Gnys took the meeting through the application and attached appendices. This was followed by questions from Councillors Arnold and Amundsen.

South Alive (Housing Group) proposes undertaking a housing pilot project which would demolish a sub-standard house, subdivide the section and build two energy efficient houses on the lots. The owner of the demolished house would move into one of the houses and the other would be sold. The project will take nine months from selecting a suitable client (and property) to the occupation of the new dwellings. The owner of the house which is to be demolished would live in alternative accommodation for the duration of the build.

The project will be to build two, energy efficient homes within nine months. South Alive has secured funding for the demolition and building of the new homes along with the subdivision costs. If the project was successful it was unclear what the ongoing commitment from Council for the project would be.

How does this pilot differ from the ICC/South Alive pilot?

- \* The financial position of the client would be understood up front.
- \* South Alive would interview and select the client.
- \* South Alive would employ the two part-time staff.
- \* South Alive would fund all costs of the development (apart from the two part-time staff).

The application requested a grant of \$45,000 to:

- (a) Pay up to \$15,000 to a part-time assessor/advocate for a period of nine months (who will walk alongside the property owner and assist with obtaining a mortgage); and
- (b) Pay up to \$30,000 for a part-time project manager over the same nine month period (who will oversee the project on the owner's behalf.)

There was a discussion about which was the most appropriate budget for this pilot project – Urban Rejuvenation or Overgrown Sections and Derelict Buildings.

The South Alive representatives left the meeting to enable the application to be considered. In considering the application for a grant the Sub Committee members considered what the public/private good was for the project. It was agreed that while there was some public good with the demolition of a sub-standard house, the Committee was reluctant to spend \$45,000 to assist one ratepayer for their private benefit. South Alive expected to recover its costs from the sale of the second dwelling but not Council's. There was also concern that given this was proposed as a pilot programme, there would be an expectation Council would provide similar grants in the future. The Sub Committee members felt that it was not a Council focused project.

Moved Cr Arnold, seconded Cr Amundsen and resolved that the request for a grant of \$45,000 for the South Alive housing pilot project be declined. It was agreed, however, that Council would waive its resource and building consent fees for the pilot project.

The meeting closed at 3.45 pm.



**To:** Invercargill City Council

**Date:** 26 September 2017

**Subject:** Venture Southland Fourth Quarter 2016/17 Report

**Author:** Hunter Andrews, Communications Manager

**Approved:** Paul Casson, Chief Executive Officer

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**SUMMARY**

The report contains a complete breakdown of Venture Southland's Business Plan Key Objectives/Performance Measures for 2016/17. Alongside each Key Objective/Performance Measure is a progress update for the quarter being reported on.

**RECOMMENDATION**

THAT THE INVERCARGILL CITY COUNCIL RECEIVE THE VENTURE SOUTHLAND QUARTERLY REPORT – MARCH 2016

**COMPLIANCE STATEMENT**

This recommendation is consistent with the Venture Southland Business Plan 2016/2017, which has been adopted following public consultation.



## QUARTERLY REPORT - DRAFT

### Fourth Quarter 2016/17

This report contains a complete breakdown of Venture Southland's Business Plan Key Objectives/Performance Measures for 2016/17. Each measure has a commentary and a status provided; green for completed, orange for ongoing and red indicating work is yet to start.

Additional information may be provided at the end of each section or as an appendix.

#### **Some highlights contained within this report**

##### **Provision of international satellite and space services**

The earth observation services provided by Venture Southland to its international customers continue to grow and provide a valuable revenue stream. A new contract was signed with Kongsberg Satellite for a new ground station, which will be developed in 2017/18

The European Space Agency renewed its arrangement with Venture Southland. This agreement includes the provision for education programmes to Southland schools.

##### **Funds allocated to Southland businesses**

As the Regional Business Partner, Venture Southland allocated \$225,000 of central government funding to over 400 businesses across Southland. The allocated funds are used for training and mentoring, research and development and start up assistance.

Venture Southland has been independently ranked number one regional business partner in NZ for delivery of MBIE and Callaghan business improvement and innovation Research and Development programmes.

##### **Wood Energy South Initiative**

Venture Southland completed the Wood Energy South pilot project with EECA (Energy Efficiency and Conservation Authority) during 2016/17. This programme promoted the benefits of converting to wood energy and support was provided to organisations switching to waste wood fuel for heat energy. The major target of this project was to remove 200,000 tonnes of carbon from the atmosphere over the lifetime of the boilers installed. This is projected to be exceeded based on the installations and commissions over the past three years.

##### **Tourism Product Development**

Venture Southland developed the business plan for the Curio Bay Natural Heritage Centre and supported Motorcycle Mecca on its business plan. The work undertaken was key to securing \$500,000 and \$550,000 respectively from the Tourism Growth Partnership Fund.

Venture Southland provided support and advice on potential trade commissionable tourism products. This included Andersons Park, the Southland Museum and Art Gallery for the potential museum upgrade and kakaporium development, Curio Bay Natural Heritage Centre, Around the Mountains Cycle Trail and other cycling and heritage initiatives.



**Attracting and Retaining a skilled Workforce**

Venture Southland Identified, with employers, industry groups and Immigration New Zealand (MBIE) initiatives to support migrant attraction and retention

Specific work is currently being undertaken with the dairy sector around pathways to residency. A Survey of dairy farm owners was completed by DairyNZ at the end of 2016 asking about potential impacts of immigration changes on migrant work forces. Venture Southland coordinated a survey of migrants on the same topic to enable a full understanding of potential social and economic impacts of changes to immigration policy. This information was used as the basis of DairyNZ, Federated Farmers and SoRDS submissions as well as Venture Southlands direct interactions with MBIE and Immigration NZ.

**Community Development**

Venture Southland is continuing to partner with SDC to develop the community planning approach to link in with the Southland Regional Development Strategy.

Projects such as the Volunteers Futures and community facilities research are important in understanding how the community can cope with increasing the population of Southland alongside other issues including labour work issues, internet service and connectivity, tourism and event development and opportunities, provision of services, amenities and facilities etc.

## Regional Statistics

### Priority Area: Increase in Population – SOURCE: 2013 CENSUS

Population	93,339	↑	+2,463	Up on 2006 Census
Projected 30 June 2018	98,400			Source: MBIE Regional statistics
Population Over 65	16.1%	↑	+0.4%	NZ 14.6%

### Priority Area: Increase in Regional GDP

GDP Per Capita	\$52,497 Year to Mar 2016	↓	-1.8% Year to Mar 2016	NZ \$54,178
Regional GDP	\$5.1 billion YE Mar 2016	↓	-\$52 million On YE Mar 2015	

### Priority Area: Increase in Number of New Businesses – FOR 2016 - SOURCE: MBIE

Business Units	14,022		2016
New Businesses	39	↓	Down on 2015

### Priority Area: Increase in Job Opportunities – SOURCE: MBIE Year to March 2017

Participation Rate	75.7%	↑	+1.2%	70.2%
Unemployment Rate	5%	↑	+0.3%	5.0%
NEET Rate (15 to 24 year olds not in employment, education and training)	13.8%	↓	-0.4%	12.1%

### Job Seeker Benefit Recipients by TLA – March Quarter 2017- SOURCE: MSD

	Total		Dec Quarter Total	18-24 age		Dec Quarter 18-24 age
Gore District	287	↓	332	72	↓	88
Invercargill City	1,541	↓	1,835	310	↓	402
Southland District	393	↓	430	69	↓	83

**Priority Area: Increase in Household Income - SOURCE: MBIE**

Mean Household Income	\$84,889 For 2016	↑	+4.9% Up on 2015	NZ Mean Income \$94,587 For 2015
Mean Weekly Rent	\$236 year to May 2017	↑		NZ Mean Rent \$415 Year to Feb 2017
Mean House Value	\$233,960 year to Mar 2017	↑	+7.6%	NZ Mean House Value \$625,363 Year to Mar 2017
Deprivation Index*	5.0 2013 Census			NZ: 5.4 2013 Census
Household Internet Access	73.9% 2013 Census			NZ Internet Access 76.8% 2013 Census

\*The New Zealand deprivation is an index of socioeconomic deprivation based on census information. Meshblocks (the smallest geographic area defined by statistics New Zealand) are assigned to deciles, with 1 representing least deprived areas, and 10 representing most deprived areas.

**Priority Area: Increase in Number Visitor Nights and Occupancy Rate**

SOURCE: STATISTICS NZ COMMERCIAL ACCOMODATION MONITOR YEAR END (YE) April 2017

Southland Guest Nights RTO	-2.7%	↓	Guest Night 431,501
International Guest Nights	11.8%	↑	153,773
Domestic Guest Nights	-9.2%	↓	277,731
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Fiordland Guest Nights RTO	10.2%	↑	648,590
International Guest Nights	17.1%	↑	483,573
Domestic Guest Nights	-6%	↓	165,018
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Southland RTO Total Spend	5.5%	↑	\$385 million YE Jun
Fiordland Total Spend	15%	↑	\$235 million YE Jun
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Overall Southland District Occupancy Rate	12.2% up on YE Apr 2016	↑	40.2%
Overall Invercargill Occupancy Rate	-8% down on YE Apr 2016	↓	38.4%

Report to VS Joint Committee

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Overall Fiordland Occupancy Rate	11.3% up on YE Apr 2016	↑	44%
Overall Gore District Occupancy rate	6.6% up on YE Apr 2016	↑	42.2%

## KEY INITIATIVES

### Section 1: Regional Strategies, Assessments and Advocacy

As a regional organisation Venture Southland is able to act in the best interests of the region as a whole, rather than being confined by traditional council boundaries. This is evident when preparing and facilitating strategies, assessments and advocating on the region's behalf.

#### Key Objectives/Performance Measures

Successfully facilitate the completion of:

		Status	Notes
1.1	Southland Cycling Strategy	COMPLETE  FROM ONGOING Q3	Strategy completed by TRC Tourism consultants and implementation stage underway. Key element of this is the formation of a Governance Group (draft Terms of Reference developed) and Councils have appointed elected representatives. Expressions of interest to fill community positions soon underway. VS continues to provide key coordination and overall support. Key projects already being implemented e.g. Cycle Fiordland and Gore Cycleway initiative.
1.2	Southland Visitor Strategy	ONGOING  FROM YET TO START Q3	Process to develop this key framework has begun in July 2017 and will be completed within 6 months before next peak season. Significant amount of consultation to be undertaken with various stakeholders and sectors of the tourism industry and external consultancy support will be contracted (RFP is in preparation in collaboration with SoRDS programme managers).
1.3	Facilitate and deliver the Community Organisation and Volunteer Futures Project	COMPLETE  FROM ONGOING Q3	Significant piece of research completed with the final project report being submitted to SDC, including a database of approximately 1100 not-for-profit community groups who service the District. Recommendations and findings are being considered by SDC to guide next steps and future projects. See 10.1.
1.4	Swimming Pool Heating Assessments	COMPLETE	Independent and objective pool heating assessments have been completed for eight identified pools in Southland. These individual pool committees are now evaluating recommendations and next steps and will continue to be supported one on one. A generic report providing a summary of the key findings has been developed and is available for all community pool groups. This project overlaps to Section 4, Energy Efficiency & Section 10 Community Development.
1.5	Regional Export Value Research	COMPLETE FROM ONGOING Q3	Regional Export Figures refreshed.
1.6	Provision of support and advice towards the development of cycle ways in Gore	COMPLETE	TRC Tourism have completed an assessment which is now currently being considered by Gore District Council and the local community. VS has provided a range of support and resource including funding of \$20,000 from the CTOS Impetus Fund. Link to 1.1 above.

1.7	Facilitate a stakeholder's meeting to progress the Southland Museum and Art Gallery (SMAG) redevelopment	ONGOING	Continuing to support and work alongside SMAG, ICC and the Southland Regional Heritage Committee to investigate and progress this project alongside other heritage initiatives.
1.8	Support Sport Southland in the creation of a Southland Sport and Recreation Strategy	ONGOING	Sport Southland are looking to soon begin the process to develop this strategy and there has been preliminary discussion with VS. VS looks forward to providing support in future months and aligning with other projects and initiatives e.g Southland facility research (see 10.3 and 10.6).
1.9	Southland Perception Study	COMPLETE FROM ONGOING Q3	The Perception Study is complete, the full results and infographic have been published. Stories continue to be promoted on social media.

**Support the implementation of the following:**

		Status	Notes
1.10	Southland Regional Development Strategy	ONGOING	Venture Southland prepared extensive information that was included in the preparation of the strategy.  Venture Southland participated in and serviced the following strategy action teams: Vibrant Urban Centres; Destination Attraction; Tourism; Inclusive Communities; New Industries, Broadband and International Education.
1.11	Southland Regional Labour Market Strategy 2014-2031	ONGOING	MOU signed with MBIE outlining collaborative approach forward between MBIE and Venture Southland. Venture Southland and MBIE are currently finalising the Regional Partnership Agreement.  Specific areas of action are currently being undertaken including work with MBIE on attraction initiatives, retention of skilled migrants and their spouses and employer education. Further action plans will be developed focusing on local workforce skill development, attraction and retention to the region by the Regional Labour Market Coordinator.
1.12	Southland Digital Strategy	COMPLETE FROM ONGOING Q3	Digital Survey complete – 214 responses received. Internet speed test complete and submission made to Rural Broadband Initiative/ Ultra-Fast Broadband/ Mobile Black Spot Fund Crown Fibre process. Mobile coverage on State Highways and other key routes complete and available online. Independent expert review of long term options for telecommunications in Southland complete. Support being provided for Telecommunications providers submissions to Crown Fibre Holdings.

			Digital Strategy action plan being implemented.
1.13	Southland Regional Heritage Research 2016	COMPLETE	Research has been completed and Venture Southland are currently working alongside the Southland Regional Heritage Committee to finalise the document and assess implementation options. Key projects emerging include regional storage and support for individual rural museums and SMAG. See 1.7.
1.14	Southern NZ Cruise Destination Strategy 2016	COMPLETE	Strategy complete and implementation options currently being assessed considering wider sector happenings - cruise network, key actions and resources. Alignment with wider tourism planning also occurring (see 1.2)
1.15	Catlins Tourism Strategy Review 2016	COMPLETE	Strategy complete and implementation underway alongside Catlins Coast Inc, local Councils, DOC and local tourism industry and community. VS continues to provide key support and resource including assistance for Catlins Coast Inc to employ Project Coordinator. Also ensuring alignment with other key projects and tourism happenings such as Curio Bay and tourism infrastructure (see 1.2; 10.8)
1.16	Around the Mountains Cycle Trail Business and Marketing Plan	COMPLETE FROM ONGOING Q3	Continued activity of promotions in coordination with the NZCT (New Zealand Cycle Trail), Tourism New Zealand, ATMCT (Around the Mountains Cycle Trail), trail operators and the Southland District Council.
1.17	Creative New Zealand's Regional Arts Pilot 2016-17	ONGOING	Creative NZ project commenced with governance group, planned activities and resources attributed. 23/3 Governance board now in place. Staff appointments pending.
1.18	Electricity Authority submitted to on cheaper public network pricing	COMPLETE	Paper submitted to Electricity Authority aimed at promoting equitable transmission pricing and the associated benefits for Southland. The document included coordinated submissions from Southland stakeholders.
1.19	Participate in the Milford Opportunities Project	ONGOING	Awaiting direction from SDC. Ongoing visitor and visitor flow monitoring is reported every month. Visitor satisfaction social media monitoring has been undertaken.

## Section 2: Diversification of Southland's Economy

Venture Southland works to identify opportunities for investment which are complementary with the regional economy and ensure they are promoted to relevant domestic and international markets. Opportunities include silica, oat based health and wellness foods, aquaculture, oil, gas and lignite exploration, tourism and satellite tracking.

Venture Southland's role is to investigate the potential of these opportunities. Some of the projects are ongoing. It is important to have relevant and up to date information available so that when the time is right, an investor will take up the opportunity.

### Key Objectives/Performance Measures

Successfully facilitate the completion of:

		Status	Notes
2.1	Facilitate six investment opportunities	COMPLETED	Investment profiles completed: Oats opportunity, Curio Bay Heritage Centre, Singapore Airforce Training Base, Awarua and Lochiel Ground Stations, Earth Advantage, Kakaporium stage 1 complete. Silica on hold until market strengthens NB link to Tourism Product Development 7.1-3.
2.2	Aerial Magnetic & Radio Surveys completed and data available to Stakeholders	COMPLETED 2015'16 WORKPLAN ONGOING INTO 2017/18	First portion of survey work completed. Second component is in progress. The southern Southland area commissioned by ICC, SDC, GDC and ES has been completed ahead of schedule. An RFP is currently being prepared to undertake interpretation of this data.
2.3	Deliver services to 5 international satellite and space organisations	COMPLETED 2015/16 WORKPLAN ONGOING INTO 2017/18	Ongoing assistance to Planet, European Space Operations Centre, Spire Global and Spaceflight, with new contract signed with Kongsberg Satellite for a new ground station. ESA Arrangement renewed. CNES services agreement being renegotiated. Awarua site power upgrade, security and process review due for completion by the end of July.
2.4	Aquaculture - target water space identified and environmental investigations commenced	COMPLETED 2015/16 WORKPLAN ONGOING INTO 2017/18	Spaces have been identified – awaiting feedback and direction from stakeholders for any further actions. Support provided, as required, to the Bluff Farmed Oyster operations.
2.5	Identify film opportunities for the region	COMPLETE FROM ONGOING Q3	Working with Film Otago Southland to promote film opportunities for the region. 37 productions have been undertaken over the last year.



### Section 3: Business Service Efficiency and Competitiveness

Venture Southland offers business services to Southland businesses, such as business advice referral services, funding support, and facilitating mentoring services. This is to ensure Southland businesses are operating as efficiently as possible and to encourage research and development and innovation.

In addition, Venture Southland runs specific business efficiency services such as Lean Manufacturing and Dairy Lean “Farm Tune” and facilitates business innovation programmes such as new product development workshops and digital enablement training.

Programmes delivered through business services enables extension of existing businesses and industry.

#### Key Objectives/Performance Measures

##### Facilitate the Regional Business Partner Programme

		Status	Notes
3.1	\$200,000 in funding allocated to Southland businesses	COMPLETE FROM ONGOING Q3	\$225,000 allocated for the financial year to over 400 businesses across Southland. 2017/18 KPIs and funding allocations currently being negotiated with NZTE.
	50 Mentor Client Matches	NOT MET	36 matches made– Increase in requests anticipated following interactions with early stage businesses. Increased focus on agri-focused mentor matches. Number of matches not meet due to a smaller than normal mentor pool available for provision of support. Focus on increasing the mentoring pool to be able to cope with increasing demand.  Southland has maintained its rating as an ‘A’ mentor agency
	Complete 140 Client Assessments	COMPLETE FROM ONGOING Q3	205 NZTE registered assessments and actions plans undertaken – on target. Over 400 assessments and start-up advise provided
	Train 50 mentors	COMPLETED ONGOING INTO 2017/18	Training scheduled for July 2017. 10 mentors currently registered to participate in this programme. These new mentors will add to the current total of 54. A greater focus on Mentor availability required to allow growth in programme.

**Coordinate and promote business efficiency through Lean Management and Lean Dairy in Southland**

		Status	Notes
3.2	Deliver Lean Management training to seven businesses	COMPLETED 2015/16 WORKPLAN  ONGOING INTO 2017/18	<p>The 2017 Lean Management Cluster Programme is currently underway with 3 participating companies following the conclusion in October of the 2016 programme which saw 6 businesses participated in and complete the six month programme.</p> <p>While interest in the 2017 programme has been higher than previous years, many businesses have indicated that they are currently not in a position to commit to the time requirements of the programme due to existing workloads. Most have indicated a desire to participate in the 2018 programme.</p> <p>Additional programmes have been developed to meet the growing demand of smaller businesses. These programmes include a stand-alone Process Improvement Programme and Workplace Management course. These courses continue to be highly subscribed with over 25 businesses anticipated to attend the short course programmes.</p>
	Deliver Dairy Lean to 12 farms	COMPLETE  FROM ONGOING Q3	The Dairy Lean ("Farm Tune") programme was delivered by DairyNZ, with the support of Venture Southland to 10 farms across 2 training sites in Southland. Venture Southland provided contracted services to DairyNZ for review of material and delivery of the programme. Feedback to-date has been positive.
	30 Businesses attend other lean support initiatives including site-visits, networking and the Southland Lean Forum	COMPLETE  FROM ONGOING Q3	<p>Health checks completed in February, with previous course participants.</p> <p>Planning is currently underway to the next series of site-visits, following the success of the NZAS visit in November, which was attended by over 40 people.</p> <p>A Lean Forum is also planned for mid-year.</p>

**Development of a report identifying gaps within Invercargill business/industry and tourism and what is needed to fill those gaps**

		Status	Notes
3.3	Deliver four Research and Development and innovation events/programmes	COMPLETE	<p>Four workshops delivered on Design Thinking – with over 40 business attending. Many participants have gone on to undertake one-to-one training and assistance in implementation of Design Thinking, which Venture Southland has supported through the NZTE Capability Voucher Programme.</p> <p>Workshops Delivered:</p> <ul style="list-style-type: none"> <li>• New product development</li> <li>• Design thinking</li> <li>• Practical application of design thinking tools</li> <li>• Integrating product development into day to day business</li> </ul> <p>Planning for the next Innovation series is currently underway.</p>

## Section 4: Energy Efficiency

Venture Southland has a number of projects that aim to promote energy efficiency and alternative fuel sources in Southland. This is one of the ways Venture is promoting business efficiency and competitive advantages.

### Key Objectives/Performance Measures

		Status	Notes
4.1	Switch 0.15 PJ of boiler capacity to waste wood fuel	COMPLETE  FROM ONGOING Q3	The initial three year contract is completed, with the major target hit, of over 200,000 tonnes of carbon removed from the atmosphere over the lifetime of the boilers installed as part of the project. 160 project stakeholders were engaged. 30 feasibility studies and 7 in-depth studies were undertaken. A successful symposium was held with over 80 people attending from around the country. A second contract will commence (July 18 – June 19) to monitor impact of the project. Quarterly meetings of the Steering Group will continue over this period.
4.2	Facilitate a professional development programme in partnership with EECA and The Bio Energy Association of New Zealand	COMPLETE  FROM ONGOING Q3	Two programmes in Wellington and Invercargill facilitated and supporting material produced. 40 people were trained.
4.3	Complete trial of methane recovery on dairy farms	COMPLETE	New Zealand's first dairy pond methane recovery and generation system has been commissioned and early issues are being worked through. Third party monitoring is ongoing and planning for advocacy and promotion is underway.

## Section 5: Attracting and Retaining Skilled Workforce

Southland, like other regions, is facing a workforce shortage due to an aging population. For business to grow, skilled staff are required. Venture Southland is active in attracting migrants to the region, and also ensuring the skilled workers remain in the region. Without people, new businesses and new industries cannot develop, and existing industries cannot be extended.

In 2014 Venture Southland commissioned the Southland Regional Labour Market Assessment from the University of Waikato, to provide insight into the expected labour market conditions in Southland for 2014 to 2031. The assessment used historical population data to project future labour supply and demand.

Overall the report highlighted the need for the Southland region to develop plans to increase its labour supply to meet the projected demand. Southland is not alone with this challenge, which highlights the importance of implementing a strategy now to minimise the impact in an increasingly competitive market.

The Southland Regional Development Strategy has also set a population target of 110,000, an increase of 13,000 from the current population.

Venture Southland host MBIE support personal on a monthly basis and also hosts the immigration stakeholder meetings in conjunction with MBIE.

### Key Objectives/Performance Measures

#### Successfully facilitate the completion of:

		Status	Notes
5.1	Identify with employers, industry groups and Immigration New Zealand (MBIE) initiatives to support migrant attraction and retention	COMPLETED 2015/16 WORKPLAN  ONGOING INTO 2017/18	Venture Southland and MBIE are working with a range of employers to assist with migrant retention and attraction.  Specific work is currently being undertaken with the dairy sector around pathways to residency. A Survey of dairy farm owners was completed by DairyNZ at the end of 2016 asking about potential impacts of immigration changes on migrant work forces. Venture Southland coordinated a survey of migrants on the same topic to enable a full understanding of potential social and economic impacts of changes to immigration policy. This information was used as the basis of DairyNZ, Federated Farmers and SoRDS submissions as well as Venture Southlands direct interactions with MBIE and Immigration NZ.
5.2	Work with Education New Zealand for pathways to employment	ONGOING	Pathways to employment is one of the six strategy goals and work is ongoing through Southern Education Alliance.  The strategy aims to assist international students in securing employment in Southland.
5.3	Work with the Relationship Manager at (MBIE) to assist with joint initiatives for migrant retention	COMPLETED 2015/16 WORKPLAN  ONGOING INTO 2017/18	MOU signed with MBIE to establish joint development of programmes that support migrant retention and attraction.  Regional Partnership Agreement is currently being finalised between both parties.

5.4	Deliver 2 management skills workshops, based on regional workforce need where there is a gap in the market	COMPLETE	Delivered digital enablement workshop 2015 and retail workshop 2016.
5.5	Complete and circulate welcome to Southland packages to new employers and other sectors	COMPLETE	Complete and available online.  Further update of materials and additional information being undertaken in partnership with MBIE.
5.6	To have 11 youth employment programmes operating in Southland	COMPLETED 2015/16 WORKPLAN  ONGOING INTO 2017/18	Southland Youth Futures continues to work with employers to develop pathways for youth employment, this includes supporting existing programmes and develop new programmes as required.  Dates for employer talks to schools is now completed. Planning underway for site visits and Year 12/employer 'speed dating' programme. Direct employment and cadetship programmes also being developed.
5.7	To have trained 30 'youth friendly' employers in the region	ONGOING	9 foundation youth friendly employers established, a further 25 identified or partially through training. Reach of this programme is currently being expanded to meet increased demand on services.
5.8	To have all secondary schools in Southland actively participating in the Southland Youth Futures	COMPLETE	All Southland secondary schools engaged.  Delivery is currently underway for 2017 programme.

## Section 6: International Education

### Key Objectives/Performance Measures

Successfully facilitate the completion of:

		Status	Notes
6.1	Review and update the Regional International Education Strategy with Education New Zealand	COMPLETE	Venture Southland in partnership with regional stakeholders and the Southland Regional Development Strategy "Welcome Southland Action" team updated the Southern Regional Educational Education Strategy in November 2016. This review recommended the establishment of the Southern Education Alliance (SEA) and Governance Group for the region.
6.2	Implementation of the Regional International Education Partnership Programme	COMPLETE	A three year agreement has been entered into between Education New Zealand (ENZ) and Venture Southland. This is on behalf of the Southern Education Alliance (SEA) and Governance members for the delivery of the Regional Business Programme (RBP), and the appointment of an International Education Manager for the region.
6.3	Establish an International Education Governance Group for Southland	COMPLETE	An Education Governance Group was established in late 2016 through an invitation sent by the Chair of the Welcome Southland Action team. The Governance Group is in operation and Education New Zealand is also a key stakeholder when these meeting are scheduled.
6.4	The appointment of a Southland Education Alliance (SEA) coordinator	COMPLETE	The Southern Education Alliance Governance Group appointed the International Education Manager in December 2016, and the manager has been engaged with schools in the region to promote her role and function as part of the strategy launched in Southland Regional Development November 2016.
6.5	Align regional education opportunities to Education New Zealand's vision for continued growth of international education	COMPLETE	Venture Southland has been involved in hosting various inbound agents in collaboration with James Hargest High School, Southland Girls High School, Southland Boys High School and Waihopai Primary School and a media group from the Philippines.  Representatives from the Philippines came to Southland hosted by Education New Zealand. This a significant opportunity to expand the education sector into the Philippines through hosting this group in the city. These visits have also led to other potential investment opportunities within the city.

## Section 7: Destination Promotion

Promoting Southland to a variety of audiences is key to ensuring the long term prosperity of the region. As the Regional Tourism Organisation (RTO) for Southland, Venture Southland, along with Destination Fiordland Inc engages with and maintains relationships with key stakeholders within the Industry. Destination Fiordland is a separate RTO and is charged with marketing Fiordland, receiving operational funding from Venture Southland in addition to funding its members.

Both Venture Southland and Destination Fiordland work with businesses, tourism operators, event organisers and other industries to promote the Southland region and identify opportunities for tourism growth and development.

It has been identified that there is a need to for appropriate infrastructure development which aligns with the tourist expectations. For this to happen, collaboration with Councils and other providers is required.

### Key Objectives/Performance Measures

#### Media Engagement

		Status	Notes
7.1	Generate 52 media pieces with 18 media famils	COMPLETE  FROM ONGOING Q3	158 media pieces year to date (+49 this quarter) 19 media famils year to date (+6 this quarter)  Please see Appendix A for a detailed list. Individual articles can be provided on request. NB 158 media pieces achieved when 52 were originally expected is due to extremely high interest in Southland; significant growth in tourism presenting opportunities for Southland (that have not been there previously) and cumulative work and effort in previous years to develop interest in and awareness of Southland by VS.

#### Develop Trade Channels

		Status	Notes
7.2	Engage with 105 IBO/wholesale/trade agents through a minimum of four Trade Shows presenting regional profile and product offerings of 60 Southland operators	COMPLETE  FROM ONGOING Q3	25+ engagements (annual total 286)  Attended 4 trade shows (7 to date) - these include TRENZ, STA, TNZ Roadshow, RTONZ  79 Trade operations represented (16 new, 63 existing)  Further Information regarding Trade Channels provided in Appendix B.
7.3	Participate in eight International Marketing Alliance activities and develop three trade itineraries/campaigns	COMPLETE  FROM ONGOING Q3	8 International Marketing Alliances (IMA) activities undertaken this year with 2 in the previous quarter.  6 trade itineraries prepared and required working alongside Cruise New Zealand, Tourism New Zealand and Tourism Industry Aotearoa post TRENZ.



			Further Information regarding Trade Channels provided in Appendix B.
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**Additional Notes:**

**Marketing and Promotional Campaigns**

		Status	Notes
7.4	18 campaigns facilitated as part of annual programme	COMPLETE  FROM ONGOING Q3	28 campaigns executed for this year including 9 in this last quarter.  Further Information regarding campaigns provided in Appendix C.
7.5	Create tourism marketing packages with a specific focus on the Chinese Market	COMPLETE  FROM ONGOING Q3	Coordinating with SOUTH and Eastern stream of TRENZ 2017 as well as Tourism NZ.  Further Information regarding Trade Channels provided in Appendix B.

**Additional notes:**

**Digital Marketing**

		Status	Notes
7.6	Growth of consumer/trade digital databases (+5%), social media community (+12%) and website traffic (+8%)	COMPLETE  FROM ONGOING Q3	Digital database +273 (+2%). Social media community +2,537 (+5%). Website Traffic this quarter (+54% of target) - total year traffic exceeded target (154%)  Further Information regarding Digital provided in Appendix D.
7.7	120 operators, 24 destination events, and 24 events articles listed online through Southlandnz.com and Newzealand.com	COMPLETE  FROM ONGOING Q3	Total Operators (408) – 40 new this quarter Event Listings (136) NZ.com Listings (253)

**Engagement with Industry**

		Status	Notes
7.8	Facilitate three regional tourism workshops and engage with 100 tourism operators within the Southland region	COMPLETE	Tourism Workshops held in October.  Note: Commenced investigation into further marketing discussion forum and network.
7.9	Participate in nine national tourism activities (including Tourism New Zealand, RTONZ; TIANZ; SOUTH, i-SITE and TEC)	COMPLETE  FROM ONGOING Q3	7 national tourism meetings (25 in total to date)  Further Information regarding engagement provided in appendix E.

**Additional Notes****Product Development**

		Status	Notes
7.10	Undertake research to identify gaps for tourism product in Invercargill and Western Southland and research into current Southland visitor characteristics and behaviour	COMPLETED 2015/16 WORKPLAN  ONGOING INTO 2017/18	Integrative framework draft prepared to undertake research and development into current Southland visitor characteristics and behaviour with implementation underway. Understanding market insights from 7.12 important part of this objective.
7.11	Assist with the development of four new trade ready tourism sector products	COMPLETED  FROM ONGOING Q3	<ul style="list-style-type: none"> <li>• 25 tourism businesses assisted this year with advice, feasibility and concept development - this includes 4 trade products assisted in this last quarter</li> <li>• Business case development complete for two Tourism Growth Partnership Fund applications to a total funding value of \$1,050,000</li> <li>• Support and advice provided to investigate key Council projects becoming trade commissionable tourist products including Andersons Park, SMAG (museum upgrade and kakaporium development – 1.7), Curio Bay Natural Heritage Centre (10.8), Around the Mountains Cycle Trail (1.6) and other cycling and heritage initiatives.</li> </ul>
7.12	Statistics, Market Insights and Analysis	COMPLETED  FROM ONGOING Q3	<ul style="list-style-type: none"> <li>• Strategic research programme commenced:</li> <li>• Litmus test air travel survey with over 600 responses completed in partnership with Sarah Dowie</li> <li>• Update of Air Demand Analysis underway with Impact Consulting – Due for completion in August</li> </ul>

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			<ul style="list-style-type: none"><li>• Analysis of movement of visitors through the region, including port of entry and exit underway with Qrious – Due for completion in July/ August</li><li>• Engagement with MarketView commenced to establish analysis tool of tourist and event associated spend within the region</li><li>• Three generic monthly reports completed, uploaded on VS website and distributed via tourism and business newsletters</li><li>• Three individual reports prepared as requested (Inc. Milford Sound Monitoring Report, Geozone analysis, ICC campervan analysis)</li></ul>
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## Visitor Information

		Status	Notes			
7.13	Undertake review of operations with growth of total sales income by 14% per annum	NOT MET		Jul – June 2016	Jul – June 2017	% Change
			<b>Retail Sales*</b>	\$10,395	\$11,794	13.5%
			<b>Commissions</b>	\$91,198	\$85,938	(5.8%)
			<b>Advertising Revenue</b>	\$24,491	\$28,505	16.4%
			<b>Ticket Sales Commissions</b>	\$5,495	\$5,930	7.9%
			<b>Other</b>	\$6,229	\$7,364	18.2%
			<b>Total</b>	\$137,808	\$139,531	1.3%
			<p>NB: Commissionable sales were down on the prior year primarily due to reduced accommodation and activity availability throughout Southern New Zealand, caused by overall growth in visitor numbers to these areas (many businesses running at 100% occupancy over summer months). This particularly affected high value products (such as overnight cruises in Fiordland and accommodation in Queenstown) where availability could only be found at least 4 weeks out as capacity is now being booked earlier. Replacement activities and accommodation that could be booked tended to be in surrounding towns where the average price was much lower.</p> <p>Advertising revenue was up \$4,000 on the prior year.</p> <p>Although the i-SITE didn't meet the ambitious revenue targets for the 2016-17 financial year, significant improvement was seen with a reduction in expenditure. Total expenditure (excluding internal overhead charges) dropped from \$285,884 to \$246,925 (13.6%). This is largely due to staff costs which dropped by \$26,000, following the review of the i-SITE operations, which was completed in January.</p> <p>*Note this is net of cost of goods sold.</p>			
7.14	Development of the Invercargill i-SITE review findings for consideration of the associated visitor information network needs across the region	COMPLETE	<p>Review complete and initial changes implemented. New structure including the business development function commenced. While in early stages, positive signs with increases in advertising revenue and reduction in overall operating expenditure.</p> <p>New structure will ensure wider regional approach alongside new partnerships and initiatives with DOC and MBIE (Immigration NZ) – to be implemented in the next business year.</p>			

			Also close alignment with proposed SMAG plans regarding museum redevelopment and foyer entrance upgrade.
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**Successfully facilitate the completion of:**

		Status	Notes
7.15	Investigate the strategic and operational issues and opportunities for the region associated with combining the Destination Fiordland and Venture Southland Regional Tourism Organisation functions	YET TO START	Project brief developed which defines and scopes the investigation. Awaiting approval from SDC to proceed further to implementation stage.

**Destination Fiordland Update**

**HIGHLIGHTS:**

- GODZone 2018 Chapter 7 to be held in Fiordland – Te Anau is host town
- TEC Conference registrations strong – this is the key annual event for Inbound Tour Operators based in NZ and is an excellent opportunity to showcase Fiordland to over 200 industry professionals.
- Continued increase in numbers of visitors and expenditure in region – shoulder months seeing strong numbers.
- DF attended TNZ RTO Workshop in Sydney - meeting with key Australian IBOs
- DF attended RTONZ – Inbound operator and TNZ training days in Auckland
- Hosted US Travel Agent in region for 8 nights – Air NZ Winner from TNZ US Roadshow last year
- Hosted 5 TRENZ delegates on pre TRENZ famil in Fiordland. Agents from UK, USA, Australia, Germany and Canada
- Attended TRENZ – 51 appointments over 3 days plus networking functions
- Represented Southern Lakes at the UK TNZ Frontline STA Agent training in Auckland.
- Hosted 16 travel agents in Te Anau over 2 nights as part of the TNZ UK Travel Agent Famil – travel agents were from a variety of UK based travel agents – they visited Milford Sound & Glow Worm Caves
- Hosted 4 x TNZ Senior staff on post TRENZ staff famil in Doubtful Sound overnight

**MEDIA – Media famils:**

- TNZ Media famil – Material Girl, Germany, Backpacker market, 3 nights (print)
- TNZ Media famil – Zekkei, Japan, Independent professionals, Active boomers, 2 nights (broadcast TV)
- TNZ Media famil – Freelance, India, Independent professionals, 1 night (print)

- DF Media famil - TV3 – The Café, New Zealand, 3 nights (broadcast TV)
- DF Media famil – Hole in My Bucket, UK, 1 night (broadcast TV documentary)
- TNZ Media famil – Freelance, Germany, 2 nights (print)
- TNZ Media famil – The Loop, Canada, Independent professionals, 1 night (print)
- TNZ Media famil – Freelance, Australia/UK, Independent professionals/Active Boomers, 4 nights (print)
- Fiordland National Park achieved 39<sup>th</sup> in TravelBird’s survey of the world’s most instagrammed locations with 570,000 tags - the only location in New Zealand to be featured and beating the Sydney Opera House, Kruger National Park and Stonehenge. The online travel company ranked the 470 locations based on their number of hashtags aiming to find out which are the most popular with millennial travellers.
- Google Analytics for [www.fiordland.org.nz](http://www.fiordland.org.nz) – for 1 Jan 17 to 30 April 17 – users up 9% sessions up 8%. Figures are a comparison with the same period in the previous year. 33.5% increase in mobile traffic to the website since same period last year. Increase of 20% traffic from the UK and 10% from USA.
- Networking function held in conjunction with Qualmark presentation

## Section 8: Conference Attraction

Venture Southland collaborates with local event organisers to promote the Southland region and its facilities as conference destination. To promote the region Venture Southland positions Invercargill specifically as a value based destination, with world class facilities and differentiated propositions (including food, heritage, entertainment and recreation). The wider Southland region is positioned as an accessible incentive destination to complement the facilities found in the major centres of Invercargill, Gore and Te Anau.

For more detail see Appendix G.

### Key Objectives/Performance Measures Successfully facilitate the completion of:

		Status	Notes
8.1	Prospect 50 conference opportunities, undertaking 12 bids to attract 6 additional conferences	COMPLETE  FROM ONGOING Q3	65 conferences prospected to date, working alongside local conference operators.  Conference bid template in development with industry partners  Further Information regarding Conference provided in Appendix G.
8.2	Represent the region through 4 events/activities and industry channels	COMPLETE  FROM ONGOING Q3	MEETINGS, Convene South, CINZ planner and Meeting NewNZ
8.3	Undertake an investigation of Southland destinations (Te Anau and Gore) as potential conference destinations	COMPLETE  FROM ONGOING Q3	Site inspections and recommendations of conference venues in Te Anau and Gore complete

## Section 9: Events

Southland is known for high quality events which add diversity, vibrancy and a sense of well-being to the region's residents and ratepayers. Venture Southland believes that events are an important aspect of our approach to develop and promote Southland as an attractive place to live, study, work and visit. We run a number of events but support an even larger number of events with a variety of support, resources and expertise.

### Key Objectives/Performance Measures

Successfully facilitate the completion of:

		Status	Notes
9.1	Facilitate events that generate spectatorship of 40,000 per annum and support other regional events with spectatorship of 40,000 per annum	COMPLETE FROM ONGOING Q3	Directly facilitated a wider range of events that generated spectatorship of 43,600 this year.  Additionally, provided a range of support and resource for other regional events which generated spectatorship of 49,650.  Further Information regarding Events provided in Appendix H.
9.2	Three event impact assessments undertaken to investigate the social and economic benefits	COMPLETE FROM ONGOING Q3	3 reports currently being finalised in consultation with event organising committees.  Will also provide ongoing support to evaluate recommendations and assess future options.
9.3	52 promotional activities undertaken across various media, trade, campaign and digital programmes	COMPLETE FROM ONGOING Q3	Venture Southland undertook 68 promotional activities, exceeding the target of 52.  There were approximately 24 events per month being supported via newsletters, website, print collateral and social media.  Key partnerships with Tourism New Zealand and Air New Zealand produced a number of joint promotional activities. Other promotional activities were also undertaken with neighbouring Regional Tourism Organisations (RTOs), international marketing partners, SOUTH alliance, and the Department of Conservation.
9.4	Facilitate two workshops to investigate opportunities to cluster with event organisers and provide event planning advice to other	COMPLETE FROM YET TO START Q3	Partnering in events forum alongside Sport Southland Working with Sport Southland which is the key agency on Healthy Families forum (Events and Alcohol)  Scheduled events capability workshop for October 2017



	community events		
9.5	Provide marketing support to 32 events per through marketing initiatives such as website, social media, competitions, design, publishing and sponsorship advice	COMPLETE	Ongoing support being provided.  Further Information regarding Events provided in Appendix H.
9.6	Investigate the feasibility of two new regional events	COMPLETE  FROM ONGOING Q3	A number of possible events being investigated with two in particular progressing to more informed detail stage. Working on proposals for Air NZ with ILT, Chamber of Commerce and Invercargill Airport and also alongside ICC.
9.7	Development of a platform for reviewing and planning coordination of events across the region	COMPLETE	Internal build of events website complete. Monthly update of industry event calendar.
9.8	Created a Tourism / Events calendar combining all Invercargill facilities	COMPLETE	Calendar live on <a href="http://www.southlandnz.com">www.southlandnz.com</a>
9.9	Establishment and/or further development of two events in the Southland region	COMPLETE	A number of events supported in the wider Southland region including the World Shearing and Woolhandling World Championships; Heritage Month, Down River Dash.

## Section 10: Community Development

Southland is known for its strong and vibrant communities which contribute to a quality of life not found elsewhere. Venture Southland, by way of its funding agreement with Southland District Council is proud to play a part in supporting local communities and Council and maintaining this proud Southland community spirit.

The work programme and approach can be split into four sections – community capacity and capability building; community planning, local initiatives, and community funding.

### Key Objectives/Performance Measures

#### Community Capacity and Capability Building

		Status	Notes
10.1	Facilitate and deliver the Community Organisation and Volunteer Futures Project	COMPLETE	The final project report has been submitted and adopted by SDC, including a database of approximately 1100 not-for-profit community groups who service the District, see 1.3.
10.2	In partnership with SDC implement the findings of the Community Organisation and Volunteer Futures Project stocktake and gap analysis by leading two community sector future projects	ONGOING	Discussions have commenced between SDC and the Community Development (CD) team about projects that might come out of this research, and SDC have indicated that a formal meeting request will be made soon to further these discussions.
10.3	Initiate a district-wide Community Facility Stocktake and develop Future Facility Planning Protocols and Guidelines	COMPLETED	<p>An interim report for the district wide community facility project was submitted to SDC on 30/6/17.</p> <ul style="list-style-type: none"> <li>Phase one of the project has been completed (updating a database of community facilities in the District).</li> <li>Phase two of the project has been completed (consultation with facility owners/managers).</li> <li>Phase three of the project is currently underway (consultation with facility users).</li> <li>Analysis of the data, including the extent to which District facilities are fit-for-purpose for community use has been commenced.</li> </ul> <p>This project is on track to be complete by 31 August 2017.</p>
10.4	Deliver a series of workshops to be held throughout	ONGOING	Five “Surviving and Thriving as a Community Organisation” workshops have been held in 5 locations, with two more planned for July.

	Southland to educate the local community about a relevant issue i.e. Health and Safety for community groups		<p>These workshops are delivered in partnership with Southland Community Law every year, and use an interactive format to explore a range of topics including volunteer recruitment and retention, succession planning and good governance practices. Feedback has been very positive and discussions have sparked follow up initiatives such as organising speakers in schools and open days to promote volunteer activities to new migrants. The Invercargill workshop has been so popular that a second one has been scheduled. Attendances:</p> <p>Otautau - 13                  Tuatapere - 10                  Gore - 24                  Winton - 8                  Mossburn - 11                  Invercargill - 25 registered                  Invercargill - 23 registered</p>
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**Community Planning**

		Status	Notes
10.5	In partnership with SDC assist with the further development of the SDC community planning approach to link in with the implementation of the Southland Regional Development Strategy and the SDC Community and Futures group's work associated with the Community Futures project	ONGOING	<p>Venture Southland is continuing to partner with SDC to develop the community planning approach to link in with the Southland Regional Development Strategy.</p> <p>Projects such as the Volunteers Futures and community facilities research are important in understanding how the community can cope with increasing the population of Southland alongside other issues including labour work issues, internet service and connectivity, tourism and event development and opportunities, provision of services, amenities and facilities etc.</p>
10.6	Support SDC to develop and deliver a Stewart Island/Rakiura Community Facilities	COMPLETE	Final report submitted to SDC on 24 March 2017.

	project – to include an assessment of current facility provision and the future facility provision requirements of public community facilities for Stewart Island/Rakiura		
10.7	Facilitate individual project planning for identified communities which align with SDC and community priorities	ONGOING	<p>Project management and coordination was provided to:</p> <ul style="list-style-type: none"> <li>• Around the Mountain Cycle Trail Official Partner Program (Northern Southland)</li> <li>• Surviving and Thriving as a Community Organisation governance workshops (6 locations across Southland – in partnership with Southland Community Law)</li> <li>• “Gap Filler” workshops in Winton and Invercargill (in partnership with Invercargill City Council) – explore innovative ways of harnessing the creativity of citizens to regenerate and build communities (March 2017 – not included in previous quarterly report)</li> </ul>
10.8	Facilitate the implementation of the Curio Bay Tumu Toka Vision, including the Natural Heritage Centre development, camp ground upgrade, DOC and SDC infrastructure upgrades	ONGOING	<p>Venture Southland’s involvement and facilitation continues with input from business, tourism and community teams:</p> <ul style="list-style-type: none"> <li>• SDC waste water and DOC car park projects complete and Heritage Centre project build underway – VS playing key coordination role with project manager.</li> <li>• Assisted with successful preparation of the Tourism Growth Partnership application and business plan which secured \$500,000 towards the project (see 7.11)</li> <li>• Other funding and financial advice and support provided including accounting for and picking up approved grants.</li> <li>• Facilitating the process to contract a consultant to develop the \$1m interpretation with the centre (preparation of RFP document.</li> <li>• Process to identify an investment partner continues as well as business modelling.</li> <li>• Assistance with pest control; penguin habitat expansion planning alongside Yellow Eyed Penguin Trust; DOC and the Trust – including funding advice and support as well as overall planning.</li> </ul>
10.9	Support SDC Community Futures approach by providing community organisations	ONGOING	<p>Advice and support around projects, advice and governance was provided to groups including</p> <ul style="list-style-type: none"> <li>• Eastern Bush Committee</li> <li>• TACI/Te Anau Mountain Biking Group</li> <li>• Wynham Museum</li> <li>• Southland Bee Society</li> <li>• Southland Interagency Forum (transport solutions)</li> </ul>

	with appropriate: <ul style="list-style-type: none"> <li>• Project planning advice and coordination</li> <li>• Project funding advice</li> <li>• Volunteer training programmes</li> </ul>		<ul style="list-style-type: none"> <li>• Winton Netball Pavilion</li> <li>• Otautau Skate Park Committee</li> <li>• Winton Ladies Fellowship (formerly Probus)</li> <li>• Lumsden Gym/Squash</li> <li>• Orawia Fire Brigade</li> <li>• Te Anau Community Board (with Community Partnership Leaders)</li> <li>• Winton Gap Fillers group follow up from workshop</li> <li>• Balfour Rifle Club</li> <li>• Ulva Island Wharf, Stewart Island (with Community Partnership Leaders)</li> <li>• Stewart Island wharf consultation (with Community Partnership Leaders)</li> <li>• Gorge Road Heritage Committee</li> <li>• Riverton Arts Centre Charitable Trust</li> <li>• Assisting Community Partnership Leaders in community leadership workshops with boards Winton, Lumsden, Stewart Island, Te Anau, Tuatapere, Wyndham, Otautau, Ohai/Nightcaps and Lumsden</li> <li>• Five volunteer governance training workshops delivered and two planned (see 10.4).</li> </ul> <p>Venture Southland's collaboration with Community Law was crucial in providing governance support and advice.</p>
10.10	Support the delivery and implementation of the findings from the SDC's Service and Public Facility Provision in Wyndham Project	COMPLETE	<ul style="list-style-type: none"> <li>• Research undertaken alongside SDC and key stakeholders.</li> <li>• Report prepared and submitted to SDC early July 2016.</li> <li>• SDC currently undertaking wider consultation on Council service delivery.</li> </ul>

**Local Initiatives**

		Status	Notes
10.11	A minimum of 100 community groups assisted to support and lead their own development and community projects; which align with District priorities and regional and	ONGOING	<p>The team participated or supported initiatives of 27 groups or networks over the 3 month period (listed below).</p> <p>Assistance included funding applications, funding plans, facilitation and project planning, and administrative support (including funding accountability).</p> <ul style="list-style-type: none"> <li>• Cycle Fiordland</li> <li>• South Catlins Development Trust</li> <li>• Otautau Museum &amp; Heritage Trusts</li> <li>• Catlins Coast Inc</li> <li>• Riverton CB - Heritage Trail brochures</li> </ul>

national initiatives		<ul style="list-style-type: none"> <li>• Lumsden Heritage Trust</li> <li>• Mossburn Lions (Mossburn kiosk)</li> <li>• Brydone Community Hall</li> <li>• Southland Heritage &amp; Building Preservation Trust (Kohi Kohi's Cottage Project)</li> <li>• Ohai CDA</li> <li>• Otautau Museum and Heritage Trusts</li> <li>• Otautau community pool</li> <li>• Thornbury Vintage Tractor &amp; Implement Club</li> <li>• Otautau Skate Park Committee</li> <li>• Fortrose Foreshore Development</li> <li>• Woodlands Primary School</li> <li>• Tokanui Scout and Brownies</li> <li>• Waiau Rugby Club and partners (community mower)</li> <li>• Southland Interagency Forum (administrative support)</li> <li>• Forest Hill Foundation</li> <li>• Manapouri Hall</li> <li>• Edendale Scouts</li> <li>• Ohai CDA</li> <li>• Thornbury Vintage Tractor &amp; Implement Club Inc</li> <li>• Riverton Community Board</li> <li>• Nightcaps CDA</li> <li>• WWI Commemorations Committee (Southland)</li> </ul>
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**Additional Note**

**Community Funding**

		Status	Notes
10.12	A minimum eight funds administered on behalf of SDC/SRHC/John Beange Fund/Sport NZ/Creative Communities NZ/Wyndham Charitable Trust/Stewart Island Rakiura Visitor Levy over two rounds per annum	COMPLETE	<p>The majority of these funds are administered through two rounds a year, March and September, with the remainder having one allocation per year.</p> <p>We are currently receiving applications for the next funding round for most funds.</p>

## Letter of Expectation Priority Projects

Listed below are the priority projects contained in the letters of expectation received by Venture Southland from council stakeholders.

Next to each priority is the reference number or comment or both, indicating where work is being undertaken towards fulfilling the requirements outline in the letters of expectation.

### Regional Joint Projects:

Project	Section/Comment
Supporting the implementation of the regional development strategy as lead by the Mayoral Forum.	1.10
Production of economic data at a regional and territorial local authority level in time for the councils' planning processes.	Conducted meetings with Council staff several times to discuss and align wherever possible
Development of a platform for reviewing and planning coordination of events across the region (if not completed in the 2015-2016 financial year).	9.7
Visitor experience product and packaging development opportunities progressed with up to four new initiatives advanced to support 'trade ready commissionable' product across the region.	7.11
Establishment and/or further development of two events in the Southland region.	9.6
Development of the Aeromagnetic Geological Survey project data for councils, industry and community to access and utilise.	2.2
Support the Southland Regional Heritage Committee to lead the Southland Museum Network Concept Design and Development Project as initiated by the Southland Mayoral Forum.	1.13 ICC priority re Southland Museum and Art Gallery
Development of the Invercargill i-SITE review findings for the consideration of the associated visitor information network requirements across the region.	7.14
Investigate the strategic and operational issues and opportunities for the region associated with combining the Destination Fiordland and Venture Southland Regional Tourism Organisation functions.	7.15
Maintain an advocacy role to support the resource allocation of the Southland Digital Strategy and associated implementation requirements.	1.12
Participate in the Milford Opportunities Project (subject to the project receiving suitable external resource allocation and the possibility of Venture Southland reallocating internal resource).	1.19
Participate in the Service Delivery Review process for Tourism and Economic Development for all councils as per Section 17A of the Local Government Act 2002.	Currently on hold – ICC, SDC

**SDC Community Development Specific Projects:**

Project	Section/Comment
Implementation of the Around the Mountains Cycle Trail business strategy and associated operational structure review requirements.	1.15
Facilitate community planning opportunities as a result of the follow up to the Community Futures Project research (specifically Ohai and Nightcaps initially).	10.1, 10.2 and 10.9
Report on the Community Organisation Needs Assessment Review findings, produce a community Human Asset Mapping inventory and develop a community organisation resource bank (SDC to develop the project brief).	Upon feedback from SDC this activity has evolved and is covered by 10.1, 10.2, 10.7 and 10.9
Participate in a review of the level of support that is provided to community groups following completion of the Community Organisation Needs Assessment Review (SDC to develop the project brief).	See above
Support the delivery and implementation of the findings from the SDC's Service and Public Facility Provision in Wyndham Project.	10.10
Lead the project design, development and delivery for an assessment of the future provision requirements for public community facilities for Stewart Island/Rakiura (SDC to develop the project brief).	10.6
Initiate a district-wide Community Facility Stocktake and develop Future Facility Planning Protocols and Guidelines (SDC to develop the project brief).	10.3
Further development of the Community Planning approach to link in with the development of the Regional Development Strategy and the SDC Policy Development work associated with the Community Futures Project. (SDC to develop the project brief).	10.5 and 10.8
Develop, design and deliver a SDC Community Leadership Programme to support community volunteer development and community organisation capability and capacity building. (SDC to develop the project brief).	Upon consultation with SDC findings deferred until 2017/18.  1.3 will provide scope for this project

**Invercargill City Council Specific Projects:**

Project	Section/Comment
Develop a report that identifies the gaps within Invercargill business / industry and tourism and identifies what is needed to fill the gaps.	3.3, 7.10 and 7.12
Create tourism marketing packages with a specific focus on the Chinese Market. (It is Council's intention that these packages will be able to be presented to representatives of our Sister City, Suqian.)	7.5
Create a Tourism / Events calendar combining all Invercargill facilities. (This will enable events to be strategically placed throughout the year and assist in avoiding clashes).	9.7
Facilitate a stakeholder's meeting to progress the Southland Museum and Art Gallery Redevelopment project.	1.7



Appendix A:

**Media Results (32)**

1. Media result, Life and Leisure, Instagram, Kiwi in the day - April 2017
2. Media Result - Stuff, Five adventure activities everyone should try in NZ, Shark Diving - April 2017
3. Media Result - NZ Herald, Friendly Sea Lion and Kayaker Stewart Island - April 2017
4. Media Result - Daily Mail Australia, Friendly Sea lion Stewart Island - April 2017
5. Media Result - Thailand, Sanook.com/Matchon/Thaiza Online - NZ most stunning mirror lakes, Mavora Lakes - April 2017
6. Media Result - Thailand, Sanook.com - NZ most stunning mirror lakes, Mavora Lakes - April 2017
7. Media Result - Thailand, Matchon - NZ most stunning mirror lakes, Mavora Lakes - April 2017
8. Media Result - Thailand, Thaiza Online - NZ most stunning mirror lakes, Mavora Lakes - April 2017
9. Media Result - Malaysia, New Straits Times, Explore NZ oyster trails - Bluff Oyster - April 2017
10. Media Result - Canada, Pax News West.com - Dig This coming to NZ - April 2017
11. Media Result - China, National Geographic - The Catlins and Stewart Island - April 2017
12. Media Result - KiaOra Magazine Cover, Bluff Oysters - May 2017
13. Media Result - KiaOra Magazine, BOFF & Southland Festival of Arts Event Listing - May 2017
14. Media Result - KiaOra Magazine, Stewart Island - May 2017
15. Media Result - TNZ Media Newsletter, BOFF - May 2017
16. Media Result - Thrillist Travel - Aurora Australis, Stewart Island - May 2017
17. Media Result - DHL NZ Lions Series Guide book 2017 - May 2017
18. Media Result - Tourism NZ Media Newsletter - Invercargill Brewery May 2017
19. Media result - Online Chinese Visitor Travel Guide to the South Island - www.huanyingsouth.co.nz - 2017/2018 Edition
20. Media Result - Gateway South, CHCH Airport magazine, BOFF - Autumn 2017
21. Media Result - NZ Surfing, The Ultimate Waterman, May/June 2017
22. Media Result - Stuff, 16 most beautiful trees, The Catlins - Slope point trees - May 2017
23. Media Result - NZ Travel Magazine, Real Country - Laura Douglas - May 2017
24. Media Result - NZ Travel Magazine - Wildboy Stewart Island - May 2017
25. Media Result - Myway (German Lifestyle Magazine), Aileen Tiedmann, Stewart Island - May 2017
26. Media Result - NZ Today, Tapanui and Gore - June 2017
27. Media Result - Gateway South, Chch Airport Magazine - Hokonui Fashion and Design Awards - June 2017
  
28. Media Result - Gateway South, CHCH Airport Magazine - Zookeepers - June 2017
29. Media Result - Gateway South, CHCH Airport Magazine - Welcome Rock Trails - June 2017
30. Media Result - NZ Surfing Magazine Facebook Post - You'll always find a wave - June 2017
31. Media Result - Philippines, ABS-CBN Lifestyle Curio Bay Petrified Forest - May 2017
32. Media Result - Follow the View, Facebook Video Post - June 2017
33. Media Result - NZ Chinese Herald, Bluff Oysters Season Starts, NZ Delicacy - April 2017
34. Media Result - Sina Guangdong, Start delicacy safari in NZ's golden Autumn season, make an appointment with Bluff Oysters - March 2017
35. Media Result - New Zealand's Land's End - Bluff Township - April 2017
36. Media Result - New Zealand's most eye-catching oyster festival to come, are you ready - March 2017
37. Media Result - Southland Weibo, WeChat (Chinese social media channels), Come! Direct flight from Auckland and Wellington to New Zealand's most eye-catching Oyster and Food Festival! - March 2017
38. Media Result - Go Kiwi (leading New Zealand Chinese online media), Cruising, Viewing the Fjords, Eating Oysters, here is the ultimate guide to touring the most southern land of New Zealand - May 2017
39. Media Result - Tourism New Zealand China, Be obsessed with NZ's delicacies, taste the wonderful flavours of Bluff Oysters - April 2017
40. Media Result - Southland Region Travel Notes - June 2017

41. Media Result - Southland Weibo, Invercargill New Five Star Standard Apartment Hotel Accommodation—  
Lodge by Transport World - June 2017
42. Media Result - Tourism New Zealand China, Scenic Route - Makes You Completely Fall in Love with south of  
New Zealand South Island - May 2017
43. Media Result - Etrip - Fully Explore South of NZ Southland Island - A Treasury of Knowledge to NZ's Famous  
Hiking Trails - March 2017
44. Media Result - This May Be New Zealand's Most "Proud" Attractions - May 2017
45. Media Result - Zhecaishinz (New Zealand Chinese online media), New Zealand's Oysters "Burst into Tears"  
When Heard May Was Coming - April 2017
46. Media Result - Tourism New Zealand China Industry WeChat, the Delicious Oyster Feast and New Zealand's  
Beautiful Autumn Are Coming Together! - April 2017
47. Media Result - Mobile phone Sina.com - New Zealand Travel Practical Information - What's fun, what to see  
and eat in NZ most southern city Invercargill - June 2017
48. Media Result - Southland Weibo, WeChat, 2017.5.20 New Zealand Bluff Oyster and Food Festival Notice -  
May 2017
49. Media Result - Skykiwi Shopping Guide (New Zealand Chinese online consumer guide), Your Bluff Oysters  
Festival Pre-event Guide! How to have fun in New Zealand's 'most oyster town' - March 2017

**Media Familis (6)**

1. Media Famil - IMP File German Media - April 2017
2. Media Famil - Australian Freelance Journalist - April 2017
3. Media Famil - Destinations Magazine - May 2017
4. Media Famil - The UK Guardian - May 2017
5. Media Famil - IMP File Japan Media - June 2017
6. Media Famil - Autocar - June 2017

**Media Familis Pending (6)**

1. North and South - June/July 2017
2. NZ Herald - July 2017
3. Fairfax Media - July 2017
4. Simply You - July 2017
5. Tourism New Zealand PR/Media Team Famil - July/August 2017
6. AM Show - August 2017

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**Appendix B:**

**Trade Channels**

1. 3 - 7 April 2017: RTONZ IBO appointments (Auck)
2. 24 April: TNZ Germany and Switzerland Southland Famil
3. 27 - 28 April: STA Youth Travel IMA promotion (Auck)
4. 28 April: Destination Clutha
5. 2 - 5 May: ID Tours Southland Famil (Cruise sector)
6. 5th May: Qyer (China) Southland Famil
7. 6th May: Fantasy Tours (Taiwan) Southland Famil
8. 9th - 12th May: TRENZ (Auck)
9. 14th May: TNZ Trade Southland Famil (Singapore, Australia, UK)
10. 19th May: Air NZ Southland Famil
11. 24th May: Southland Cruise (Environment Southland and SIPA)
12. 29th May: BookMe Meet
13. 18th - 24th June: TNZ All Stars Roadshow (BNE, SYD, MEL, PER)

**Pending:**

1. IMA (Waitaki)
2. Kiwilink China
3. Kia Ora South

**Appendix C:**

**Marketing and Promotion Campaigns**

1. On Your Doorstep (Local)
2. Bluff Oyster and Food Festival & Air NZ (National)
3. NZ Life and Leisure
4. SSR Brochure and Web redevelopment
5. Tourist Times (International Touring)
6. ATMCT Brochure / Map
7. Surf NZ
8. SIT2LEARN distant learners
9. Internal Google Adwords and SEO management

**Marketing and Promotional Campaigns Pending:**

1. Huan Ying (NZ Chinese Magazine)
2. NZ Memories (Special Interest)
3. Capitol
4. The Life
5. AA On your Bike (Domestic Special Interest)
6. AA Road Trips (Domestic Touring)
7. Go Travel Magazine
8. Seasonal Facebook campaign

**Appendix D:**

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**Digital Marketing**

Channel	Current Total Likes/ Followers/ Subscribers - As at 30/6/2017	Total Followers/ Subscribers as at June 30 2016	Total Reach July 1 2015 - June 30 2016	Total New Followers/ Subscribers Apr 1 2017 - Jun 30 2017 (This Quarter)	Total Reach Apr 1 2017 - Jun 31 2017 (This Quarter)	Total Reach July 1 2016 - June 30 2017
<b>Total</b>	79,407	60,378	N/A	2,801	N/A	N/A
<b>Newsletter Databases</b>	14,378	9,218	N/A	273	N/A	N/A
<b>Facebook Southland NZ</b>	34,535	33,359	5,377,565	275	442,927	1,616,925
<b>Instagram Southland NZ</b>	23,438	12,926	N/A	2,042	107,855	N/A (Analytics only accessible from Oct 2016)
<b>Twitter Southland NZ</b>	3,529	3,177	60,611	90	13,803	97,142
<b>Facebook Invercargill i-Site</b>	3,527	1,698	144,151	130	118,792	685,887

Channel: southlandnz.com Data sourced from Google Analytics	Sessions	Users	Pageviews
<b>Year: July 1 2015 - June 30 2016</b>	47,804	38,471	115,727
<b>Quarter 1: July 1 2016 - Sep 30 2016</b>	10,426	8,588	25,288
<b>Quarter 2: Oct 1 2016 - Dec 31 2016</b>	18,641	15,713	48,854
<b>Quarter 3: Jan 1 2017 - Mar 31 2017</b>	22,925	17,838	72,506
<b>Quarter 4: April 1 2017 - June 30 2017</b>	27,710	20,758	68,164

<b>Year: July 1 2016 - June 30 2017</b>	<b>79,702 (+67%)</b>	<b>62,897</b>	<b>214,812</b>
<b>Annual Target</b>	<b>51,628 (+8%)</b>		

**Appendix F:****Engagement with Community/Industry**

1. 7th April - i-SITE Lower South Island
2. 10th April - Invercargill Woman's Circle
3. 12th April - Southern Scenic Route
4. 20th April - Smokefree Invercargill
5. 20th April - VIN i-SITE Board Meeting (Well)
6. 26th April - Destination Queenstown
7. 27th April - Southland Events Forum
8. 27th April - Westpac Southland Business Excellence Awards
9. 3rd May - Starting a Tourism Business Workshop
10. 8th May - Invercargill Brand Workshop
11. 10th May - DOC meeting (Well)
12. 11th May - TNZ meeting with Stephen England-Hall (Auck)
13. 18th May - Winton Opportunities meeting
14. 19th May - Air NZ meeting
15. 25th May - RTONZ Strategic Positioning (Well)
16. 29th May - Tourism New Zealand Southern Strategic Update (Qtn)
17. 9th June - Rangatahi Tumeke launch
18. 14th June - Conferencing Assessment (Gore)
19. 20th June - Catlins Coast
20. 29th June - MFAT

**Appendix G:****Conferences & Prospects:**

1. NZ Dairy Awards – May 2018 (confirmed)
2. The Fun Family Expo – May 2017 (confirmed)
3. Southern Rural Fire Dinner – June 2017 (confirmed)
4. LandSar National Conference – June 2018 ( re bidding for 2020)
5. Pipe Bands Association – March 2019 (presenting in March at the Nelson event)
6. Fonterra Regional Shareholders – May 2017 (still pending)
7. Dan Davin (NZ Short Story) – September 2017 (confirmed)
8. Young Farmer of the year - July 2018 (Confirmed)
9. NZ Electricians Conference – October 2017 (prospect)
10. NZ Airports Regional Conference – 2020 (prospect)
11. NZ Farm Environment Trust May 2017 (confirmed)
12. APICULTURE National Conference 2018 or 2020 (re bidding for 2020)
13. Top 10 Holiday Park Conference 2019 (meeting in Feb)
14. Motor Home Association Conference 2018 (meeting Southland representatives)
15. International Cities, Town Centres and Communities 2019 (working on funding avenues)
16. LGNZ 2018 Bid (re bidding for 2020)
17. 2WALK&CYCLE Conference July 2018 (Bidding)

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18. NZ Veterinary Association Conference June 2019 (Bidding)
19. Soltius Conference February 2019 (Bidding)
20. Lawlink Conference - April 2018 (Bidding)
21. Con-Sol (PCO) Conference April 2018 (Prospect)
22. Investblue (International PCO) potential Conference group 2019 (Prospect)
23. Industry Management Systems Ltd - Conference March 2018 (Bidding)
24. United Fire Brigade Association - Future conference in Invercargill (Prospect)
25. Retirement Villages Association - Conference June 2020 (Bidding)
26. Cluedup (PCO) Potential farming groups conferences (Prospect)
27. NZ Chefs Conference - July 2018 (Prospect)
28. Cruise Conference - August 2018 (Prospect)

**Conference Support:**

1. 14th June - Conference Assessment (Gore & Te Anau)
2. NZ Bird Conference - June 2017 Llyod Esler
3. NZ Farm Environment Trust - May 2017
4. National Showcase for Balance Farm Environment Awards - May 2017
5. Rural NZ Women – November 2017
6. NZ Family Budgeting Services – November 2017
7. CATE – November 2017
8. NZ Dairy Awards - May 2018
9. Beef+Lamb - July 2017
10. NZ Groundspread Fertilisers Association - July 2019
11. International Mini Golf Champs - 2019
12. Blind Association - October 2017
13. Jaguar Car Rally - Easter 2018
14. BDO AGM Conference - April 2018
15. Local Property Investors - October 2018
16. Herb Society - November 2017
17. Womens Bowls Championships
18. PCO famil with Transport World - October 20

**Appendix H:****Events**

	<b>Date</b>	<b>Facilitated</b>	<b>Supported</b>	<b>Audience</b>
<b>ILT Kidzone</b>	Jul	11,000		
<b>Hokonui Fashion Awards</b>	Jul		1,200	
<b>National Gymsports</b>	Sept		7,000	
<b>NZ Breakers</b>	Sept		2,000	50,000
<b>Burt Munro Challenge</b>	Nov	7,000		600,000

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Interschool Speech Competition	Nov	200		
KidsCan Santa Run	Nov	200		
DownRiver Dash/Cycle to Celebrate	Dec	200	200	
Food Truck Friday	Dec		250	
SDC Holiday Programme	Jan	150		
Summer Sounds	Jan	150		
World Shearing and Wool Handling*	Feb	11,000		2.3 million
Shakespeare in the Park	Feb	1000		
Nitro Circus*	Feb		8,000	
Waitangi Day Celebrations	Feb	300		
The Ultimate Waterman*	Mar	1,000		1.3 million
Heritage Month*	Mar	4,000		
HopNVine*	Apr	700		
Southland Festival of the Arts	Apr - May	6,000		
Southern Steel	Apr - Jun		8,500	700,000
Bluff Oyster and Food Festival*	May	500	4,500	
Southland Buskers Festival	Jan		6,000	
Other Events Supported (incl conference)	Year	200	12,000	
<b>TOTAL</b>		43,600	49,650	

\*These events while not coordinated by VS were categorised as significant with staffing and resources allocated beyond work as usual.

**TO: COUNCIL**

**FROM: DIRECTOR OF FINANCE AND CORPORATE SERVICES**

**MEETING DATE: TUESDAY 26 SEPTEMBER 2017**

<b>ENVIRONMENTAL HEALTH BYLAW REVIEW AND AMENDMENTS</b>
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**Report Prepared by:** Anna Goble, Policy Analyst  
Michael Morris, Legal Advisor

**SUMMARY**

<p>Council is required to review their Bylaw as provided under the Local Government Act 2002. This report recommends that the Bylaw is reviewed and the attached Bylaw (<b>Appendix One</b>) is adopted by Council for consultation.</p> <p>Following the Regulatory Services Committee’s recommendation of the 12 September 2017, staff have amended the Bylaw to reflect their request that was to include commercial buildings in the untidy sections part of the Bylaw. Further, the other change requested was to amend the Latin names for the Noxious Plants as detailed in the Interpretation section of the Bylaw.</p>
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**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 2008/1 – Environmental Health is the most appropriate way of enhancing the safety and welfare of the public by minimising nuisance and adverse environmental health effects caused to the community, as far as is practicable through legislative means.**

**AND THAT**

**Council undertake consultation on this Bylaw.**

**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 create a new version of the existing Bylaw following a review with updated review dates.
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 following Council’s resolution to review the Bylaw.
6.	<i>Has the Child, Youth and Family Friendly Policy been considered?</i> Yes.

#### **FINANCIAL IMPLICATIONS**

No financial implications arise from this report.

#### **ENVIRONMENTAL HEALTH BYLAW REVIEW**

The Local Government Act requires that all Bylaws are required to both ensure compliance with legislative changes as well as ensure that if there are issues experienced by the public in relation to the Bylaw they are able to have their say on this.

Council staff recommend that changes would be required to the existing Bylaw, these are highlighted in red at **Appendix One**.

#### **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?**

Council needs to be able to regulate certain activities so that public health issues are addressed and that inappropriate behaviour is discouraged. If Council does not place controls on people who operate Mobile or Travelling Shops then the community may be purchasing items or services that can cause a nuisance, for example rubbish, and food stuffs that may not have been produced in accordance with other legislation. Council is often contacted by people who want a nuisance resolved, such as rubbish being stored on properties, reporting dead animals, harbourage for rats and vermin. If adopted, the most recent amendment to the Bylaw would allow for Council to ensure that all commercial businesses ensure that no public right of way is affected through their spouting or verandah issues that may result in causing nuisance, the harbourage of vermin or nesting of birds. Further, this Bylaw provides powers to enforce an alcohol ban. It is Council’s experience that controlling the consumption of liquor and solvents in public places reduces anti-social behaviour.

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

Bylaws have been a traditional method of addressing issues associated with health and anti-social behaviour. An alternative would be to use the Resource Management Act 1991 to address mobile shops and nuisance issues. It would, however, be difficult to view these issues as “significant” under the Act. There are also rights of appeal on enforcement matters which could result in a minor nuisance matter requiring considerable resources to resolve in front of the Environment Court. Further, a Bylaw is the only way to address the commercial building issue, if the amendment is introduced, as there are no existing methods through the Building Act 2004. This would put an onus on the building owner to ensure their verandahs and spoutings do not impinge on a person’s access to a public right of way.

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

Council needs to be satisfied that the proposed Environmental Health 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 prohibiting liquor being consumed in all public places throughout the district rather than within the Central Business District. Being able to regulate allows Council to make rules which have the intention of preventing or reducing anti-social behaviour as well as resolving nuisances and temporary land uses which have the potential to cause nuisance. People also have an expectation that local authorities will control and resolve nuisances.

**Where to from here?**

Should Council determine that a Bylaw is the most appropriate method to address the issue, a Statement of Proposal incorporating an Amendment to the Environmental Health Bylaw has been developed for Council's consideration (Appendix 2). A local authority must use the Special Consultative Procedure per Section 83 of the Local Government Act 2002 in making a Bylaw, where it considers there is a likely to be significant impact on the public due to the proposed changes to the Bylaw. The suggested consultation timetable is as follows:

- 26 September 2017 Council approve review for public consultation
- 27 September 2017 Public consultation advert in newspaper/online
- 27 October 2017 Submissions close
- 7 November 2017 Hearings
- 21 November 2017 Extraordinary Council for adoption of reviewed Bylaw (could be done on 7 November subject to no hearings required)

**CONCLUSION**

A review of the Invercargill City Council Bylaw 2008/1 - Environmental Health is the most appropriate means to ensure Council is compliant in their obligations under the Local Government Act 2002. This also provides the community with the opportunity to have their say on how they believe the Bylaw has been working.

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## **Invercargill City Council**

### **Bylaw 2008/1 – Environmental Health**

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## 1. GENERAL PROVISIONS

A Bylaw of the Invercargill City Council made in pursuance of the powers contained in the Health Act 1956 and the Local Government Act 2002. The primary purpose of the Bylaw is to enhance the safety and welfare of the public by minimising nuisance and adverse environmental health effects caused to the community, as far as is practicable through legislative means.

### 1.1 SHORT TITLE AND COMMENCEMENT

This Bylaw shall be known as the Invercargill City Council Bylaw 2008/1 – Environmental Health and shall come into force on **enter date here**. This Bylaw replaces any other Environmental Health Bylaws created by Invercargill City Council.

### 1.2 INTERPRETATION

In this Bylaw, unless the context otherwise requires:

**ABANDONED VEHICLE** means a vehicle that no longer has a current Warrant of Fitness and/or Registration (pursuant to the Transport (Vehicle and Driver Registration and Licensing) Act 1986), is no longer being maintained by its owner and has been left on the same land for six calendar months or more.

**AFFECTED AREA** means all land in the Invercargill City District.

**ALCOHOL** means a substance –

(a) that:

- (i) is or contains a fermented, distilled or spirituous liquor; and
- (ii) at 20°C is found on analysis to contain 1.15% or more ethanol by volume; or

(b) that:

- (i) is a frozen liquid, or a mixture of a frozen liquid and another substance or substances; and
- (ii) is alcohol (within the meaning of paragraph (a)) when completely thawed to 20°C; or

(c) that, whatever its form, is found on analysis to contain 1.15% or more ethanol by weight in a form that can be assimilated by people.

**AUTHORISED OFFICER** means any officer appointed by the Council as an enforcement officer under S. 177 of the Local Government Act 2002 as an enforcement officer with powers of entry as prescribed by sections 171-174; the Sale of and Supply of Alcohol Act 2012 or the Health Act 1956.

**BUILDING** means a temporary or permanent movable or immovable structure intended for the purpose for occupation by people, animals, machinery or chattels.

**COUNCIL** means the Invercargill City Council.

**CITY** means the City of Invercargill.

**CITY COUNCIL** and **COUNCIL** means the Invercargill City Council.

**DISPOSE** means to remove to a bona fide automotive dismantling or recycling facility or business.

**DISTRICT PLAN** means the Invercargill District Plan pursuant to the Resource Management Act 1991.

**EAVES** mean the part of a roof that meets or overhangs the walls of a building.

**EXPIRY DATE** means 28 days after the date of the service of the notice or any such other date as may be specified by the Council in any notice served.

**LEGAL ROADWORTHY STANDARD** means a vehicle that has both a Current Warrant of Fitness and Registration in terms of the Transport (Vehicle and Driver Registration and Licensing) Act 1986.

**LONG GRASS** is grass that is over 25 cm long and is unkempt (unless it is within the Rural Sub Area).

**MIND ALTERING SUBSTANCE** means any glue, solvent, drug or other substance whether synthetic or naturally occurring which alters consciousness, mood or emotions, intoxicates or induces pleasurable sensations (but does not include alcohol or nicotine) and may cause persons seeking those effects to behave in a disorderly manner or give the appearance of acting in a drunken manner.

**MOBILE TRADING** includes:

- (a) Hawking or peddling
- (b) Trading from a mobile or travelling shop

**NUISANCE** means the interference to the enjoyment of land that is caused by an action or activity (or failure to action) by one or more persons that is harmful or annoying to others.

**NOXIOUS PLANT** means a Plant contained under the Regional Pest Plant Plan for the Southland Region (copies available from Environment Southland). In the affected area these are:

- (a) Boxthorn - Lycium **ferocissimum**
- (b) German Ivy – Senecio **mikanioides**
- (c) Lagarosiphon - Lagarosiphon major
- (d) Broom - Cytisus scoparius
- (e) Gorse - Ulex **europaeus**
- (f) Old Man's Beard - Clematis vitalba
- (g) Spartina - Spartina anglica

Further plants considered Noxious under this Bylaw are:

- (h) Blackberry - Rubus **fruticosus** agg
- (i) Convolvulus (Greater Bindweed) - Calystegia silvatica
- (j) Ragwort - Senecio jacobaea

**OWNER / OCCUPIER** means the occupier is the person who is in possession of the land and exercises day to day control over it and includes tenants. Owner is the registered proprietor of the land.

**PUBLIC PLACE** means a place:



- (a) that is under the control of the territorial authority; and
- (b) that is open to, or being used by, the public, whether or not there is a charge for admission; and
- (c) includes a road, whether or not the road is under the control of the territorial authority and
- (d) any part of a public place.

**PUBLIC RIGHT OF WAY** means public roads, footpaths and any other public access.

**RESERVE** means any park, garden, plantation, forest, open space or ground set aside for public recreation or enjoyment and which is controlled or administered by Council.

**RURAL SUB AREA** means the area defined as the Rural Sub Area in the Invercargill City District Plan.

**SPOUTING** means an open gutter attached to eaves.

**VERANDAH** means a permanent structure, constructed of weatherproof material, which is either cantilevered or supported on posts or pillars, which extends from the building façade, usually on the street frontage and at first floor level, and overhangs a footpath or other similar public pedestrian accessway or space.

### **1.3 FEES AND CHARGES**

All fees and charges under this Bylaw are prescribed in Council's Annual Plan.

### **1.4 DISPENSING POWER**

Council may on the application of any person grant dispensation to that person from full compliance with any of the provisions of this Bylaw if full compliance would needlessly or injuriously affect that person or the course or operation of that person's business or cause that person loss or inconvenience without any corresponding gain or benefit to the community.

### **1.5 NAME AND ADDRESS TO BE SUPPLIED**

If it appears that any person is committing or has committed any offence under the provisions of this Bylaw the Council may require such person to desist from such offence and may require that that person supply his or her real name in full, and his or her residential address. If any person after being so required fails to supply such information or gives incorrect information that person commits a further offence against this Bylaw.

### **1.6 LICENCES HELD UNDER RESCINDED BYLAWS**

All licences issued under any provision of any Bylaw hereby repealed shall after the coming into force of this Bylaw be deemed to have been issued under the corresponding provision of this Bylaw and be subject to its provisions, provided that the Council may notify the holder of any licence of an earlier date of termination than would have applied had this Bylaw not been passed and may require the holder to reapply for a licence under the provisions of this Bylaw.

**1.7 APPEALS**

In any case where the issue of a licence or permit or any consent or approval under this Bylaw has been refused or is revoked the applicant or holder of the licence as the case may be shall be entitled to appeal to the Council.

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## **2. MOBILE TRADING**

### **2.1 PURPOSE OF PART 2**

To licence and control mobile traders in public places under the control of the Council.

### **2.2 MOBILE TRADERS TO BE LICENSED**

No person may engage in mobile trading without first obtaining a Mobile Trading Licence under this Bylaw. The holder of the licence shall observe the conditions recorded on the licence.

### **2.3 APPLICATIONS**

All applications for a Mobile Trading Licence shall be made on the form supplied by the Council. The Council will require the applicant to provide such information as is necessary for proper consideration of the application, including but not limited to:

- (i) Vehicle warrant of fitness and registration;
- (ii) Electrical certificate;
- (iii) Road user certificate;
- (iv) LPG cylinder annual inspection certificate - from a registered craftsman gasfitter;
- (v) A copy of the applicant's public indemnity or liability insurance.

### **2.4 ISSUE OF LICENCE**

The Council may issue a Mobile Trading Licence to any person on being satisfied that the person is a fit and proper person to hold such a licence by the applicant supplying (on request) the Council with evidence of their good character (personal/business reference/s), and that the proposed operation meets all of the requirements of the Council's Bylaw and any other applicable laws, Bylaws, regulations or rules made by a competent authority and that the fee fixed for issue of the licence has been paid. Police advice may be sought at Council's discretion regarding the suitability of any applicant.

The Council may include in licences such conditions as it thinks fit.

### **2.5 DURATION OF LICENCES**

Mobile Trading Licences issued under this Bylaw shall be valid for not more than one year from their date of issue and if not revoked may be renewed by payment of a further annual fee.

The Mobile Trading Licence is not transferable to another person. If the business or vehicle is sold or transferred to another person, the Invercargill City Council must be notified within 14 working days. The new owner will be required to apply for a licence and will not be permitted to use the mobile or travelling shop until a licence is issued.

## **2.6 LICENCE TO BE CARRIED**

The holder of a Mobile Trading Licence shall carry the licence at all times while engaged in mobile trading and shall show it to any Police Officer, or Authorised Officer on demand. The licence will apply only to the vehicle whose registration number is specified on the licence. The use of any other vehicle will not be permitted without prior written consent from the Council.

The Mobile Trading Licence is valid during the hours specified on the licence.

## **2.7 NUISANCE, ANNOYANCE OR DANGER TO ANY PERSON**

The licensee or operator shall operate any mobile or travelling shop used in connection with the licence, in such a manner as to avoid causing any nuisance, annoyance or danger to any person.

## **2.8 LIABILITY INSURANCE**

The licensee shall carry insurance cover to cover the direct damage to vehicles and public liability (Third Party Insurance) in connection with the vehicles.

## **2.9 NAME TO BE DISPLAYED**

The name of the licensee and details of the products for sale shall be displayed on any stall or vehicle used in connection with the mobile trading.

## **2.10 HAZARDOUS SUBSTANCES**

All LPG cylinders must be stored securely outside the mobile or travelling shop and total no more than 100kg LPG net content. If the mobile or travelling shop is likely to be unattended at any time while in a public place, the cylinders shall be secured against tampering.

## **2.11 TRADING LIMITS**

- (a) Unless permission has been applied for and granted from the appropriate Council departments, the Council prohibits all holders of Mobile Trading Licences from trading in the following areas:
  - (i) Parks and Reserves, including car parks and roads in Reserves, and Wachner Place except with permission from Council's Parks Manager
  - (ii) Roading Manager – all roads including State Highways
  - (iii) Environmental Health - Restricted Areas including:
    - Within 300 metres of another premises selling similar products, or
    - Within 50 metres of any intersection or pedestrian crossing where people visiting the site may be placed in danger.
- (b) The licensee or operator of any mobile or travelling shop shall not stand or remain stationary in any public place or road except for such time as may be reasonably required for the transaction of business with customers on that occasion, and in any case shall not remain stationary on any one site for a period exceeding two hours, nor stand on any one site more than twice in any eight hour period.

- (c) The licensee or operator shall when requested by any Police Officer or Authorised Officer of the Council, alter their position or move from place to place on any road or public place as directed.
- (d) Should the licensee or operator fail to comply with the provisions of Condition (b) or if the mobile or travelling shop owned or operated by him or under his control is left unattended in any road or public place it shall be lawful for any officer mentioned in Condition (c) to move the mobile or travelling shop to any safe position.

## **2.12 LITTER**

The licensee or operator shall remove any litter from the surrounding area of the mobile or travelling shop that has been generated by the activities of his/her operations.

## **2.13 LICENCE MAY BE REVOKED**

A Mobile Trading Licence may be revoked by the Council if:

- (a) The holder in connection with mobile trading, permits a breach of any provision of this Bylaw or any other law, Bylaw or regulation.
- (b) The holder fails to observe the conditions of the Mobile Trading Licence.
- (c) Permits any unlicensed person to operate as a mobile trader in connection with the mobile trading operation usually carried out by the licence holder.

## **2.14 SALES FROM BOATS EXEMPT**

Nothing in this Bylaw shall apply to any sale of fish by the owner of a fishing vessel, provided that the fishing boat is registered under Section 103 of the Fisheries Act 1996 and in respect of which a boat fishing permit is for the time being in force, where he, or a person appointed by him in that behalf, sells fresh fish or fresh shellfish (being fresh fish or fresh shellfish taken from that boat in accordance with the conditions of the permit) from that boat at the place where it is moored, berthed, or beached or from a stall (including a vehicle used as a stall) within 450 metres of that place.

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### **3. ALCOHOL BAN**

#### **3.1 PURPOSE OF PART 3**

For better crowd control, public safety and the prevention of the consumption, possession and bringing of alcohol in public places under the control of the Council.

#### **3.2 OPERATION**

The Council (subject to any licences or special licences that may be in force at any particular time) prohibits the consumption of, the bringing of and the possession of alcohol in the Alcohol Ban Affected Area during the hours and days of operation of the Bylaw.

#### **3.3 ALCOHOL BAN AFFECTED AREA**

The public place bounded by and inclusive of the following streets:

- Herbert Street from the corner of Herbert Street and Dee Street to the corner of Herbert Street and Kelvin Street.
- Kelvin Street from the corner of Herbert Street and Kelvin Street to the corner of Victoria Avenue and Kelvin Street but excluding Alice Street east of Kelvin Street.
- Victoria Avenue from the corner of Victoria Avenue and Kelvin Street east along Victoria Avenue to its termination and thence in a straight line to Queens Drive (so as to include the Gala Street Reserve) and Queens Drive south on to the intersection of Queens Drive and Tay Street.
- Elles Road from the intersection of Queens Drive and Tay Street to the corner of Elles Road and Tweed Street.
- Tweed Street from the corner of Tweed Street and Elles Road to the corner of Tweed Street and Liddell Street.
- Liddell Street from the corner of Liddell Street and Tweed Street to Leven Street, Leven Street on to Liffey Street.
- Liffey Street to its intersection on to Fox Street.
- Fox Street from the corner of Fox Street and Liffey Street to the corner of Fox Street and Dee Street.
- Dee Street from the corner of Dee Street and Fox Street to the corner of Dee Street and Herbert Street.

The Alcohol Ban Affected Area is to be adequately signposted to inform the community of their responsibilities.

#### **3.4 HOURS AND DAYS OF OPERATION**

The Alcohol Ban is in operation 24 hours of every day.

#### **3.5 TEMPORARY ALCOHOL BAN**

The Council may from time to time make a resolution:

- (a) prohibiting or otherwise regulating or controlling, either generally or for one or more specified periods:
  - (i) the consumption of alcohol in a public place; or
  - (ii) the bringing of alcohol into a public place; or



- (iii) the possession of alcohol in a public place,
  - (iv) in conjunction with a prohibition relating to alcohol under paragraphs (i) to (iii) the presence or use of a vehicle in a public place.
- (b) within a specified place or places.

### **3.6 EXEMPTIONS**

The exemptions set out in section 147(3) of the Local Government Act 2002 apply to this Bylaw. This Bylaw does not prohibit, in the case of alcohol in an unopened bottle or other unopened container:

- (a) The transport of that alcohol from premises that adjoin a public place during any period when, under the Sale and Supply of Alcohol Act 2012, it is lawful to sell alcohol on those premises for consumption off the premises, provided the alcohol is promptly removed from the public place.
- (b) The transport of that alcohol from outside a public place for delivery to premises that adjoin the public place, provided the premises are licensed for the sale of alcohol under the Sale and Supply of Alcohol Act 2012.
- (c) The transport of that alcohol from outside a public place to premises that adjoin a public place:
  - (i) By, or for delivery to, a resident of those premises or by his or her bona fide visitors; or
  - (ii) From those premises to a place outside the public place by a resident of those premises, provided the alcohol is promptly removed from the public place.

### **3.7 OFFENCES AND PENALTIES**

Every person who breaches the Bylaw commits an offence and is liable on summary conviction to a fine, pursuant to Section 242(4) of the Local Government Act 2002.

### **3.8 POLICE POWERS**

Pursuant to this Bylaw the Police have the following powers:

- (i) The power to arrest without a warrant a person contravening the Bylaw.
- (ii) The power to arrest without a warrant a person who refuses to leave the public place after requested to do so.
- (iii) The power to arrest without a warrant a person who refuses to surrender alcohol that is in their possession in breach of the Bylaw.
- (iv) The ability to search without a warrant a vehicle in, entering or about to enter the public place subject to the Bylaw for the purpose of ascertaining whether or not the vehicle contains alcohol.
- (v) The ability to search a container in the possession of any person in, entering or about to enter the public place, subject to the Bylaw, for the purpose of ascertaining whether or not the container contains alcohol.

- (vi) The ability to seize and remove alcohol and its container if the alcohol is in the public place in breach of the Bylaw.

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**4 SOLVENT ABUSE**

**4.1 PURPOSE OF PART 4**

For the prevention of harm to individuals and for public safety in public places under the control of the Council.

**4.2 PROHIBITION**

No person shall knowingly in any public place, consume, inject, inhale or sniff any Mind Altering Substance, except as prescribed for that person for a medical condition, which may cause that person to behave in a disorderly manner or give the appearance of the person acting in a drunken manner.

**4.3 OFFENCES AND PENALTIES**

Every person who breaches the Bylaw commits an offence and is liable on summary conviction to a fine, pursuant to Section 242(4) of the Local Government Act 2002.

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## 5. UNTIDY BUILDINGS, SECTIONS AND ABANDONED VEHICLES

### 5.1 PURPOSE OF PART 5

To promote and maintain public health and safety by protecting the public from nuisances caused by abandoned vehicles, long grass, noxious plants, overgrown vegetation, items likely to harbour vermin, **leaking, derelict buildings and verandahs.**

### 5.2 OPERATIONAL PROVISIONS

- (a) Long grass and/or noxious plants on land within the affected area irrespective of whether the land is disused, used, vacant, developed or otherwise must be cut down and removed.
- (b) Owners and/or occupiers of land upon which trees or shrubs or other plants are situated and overhang and cause obstruction to public rights of way, must trim the trees, shrubs or other plants so that they are a minimum of 2.5 metres above the public right of way.
- (c) Owners and / or occupiers must not store items on land that are, or may become a fire danger and/or provide harbourage for vermin. Such items include but shall not be limited to disused vehicle bodies, automotive parts, building waste, refuse and abandoned items of furniture.
- (d) An abandoned vehicle must not remain on land where it can become a hazard to public health and/ or a public nuisance.
- (e) **Owners and / or occupiers of commercial buildings must not allow their buildings to be in such a state that they cause public nuisance.**
  - (e)(i) **Verandahs over a public right of way must not be in such a state so as to allow water to overflow onto the public right of way.**
  - (e)(ii) **The verandahs shall be maintained to provide harbourage for vermin or the nesting of birds.**
  - (e)(iii) **All building spouting including that of a verandah must be maintained to prevent blockages that would cause water to overflow, other than in the ordinary course of events.**
- (f) Authorised Officers – all officers authorised under s. 174 or s. 177 or paragraph 32 of schedule 7 of the LGA, shall possess and produce on request warrants of authority and evidence of identity.
- (g) Any authorised officer may enter at any reasonable time any property believed to contain elements that contravene or may contravene this Bylaw and may take any photographs or other evidence necessary to establish that a breach of the Bylaw has occurred.

### 5.3 NOTICE

Council may serve upon the owner and/or occupier of any land within the affected area a Notice in writing requiring the owner and/or occupier prior to the expiry date to:

- (a) Cut down, remove and generally clear the land from all long grass and/or noxious plants; and/or

- (b) Trim trees or shrubs or other plants overhanging and causing obstruction to a public right of way, so that the trees or shrubs or other plants are a minimum of 2.5 metres above the public right of way; and/or
- (c) Remove trees or shrubs or other plants overhanging and causing obstruction to the public right of way; and / or
- (d) Remove items that are or may become a fire danger and/or provide harbourage for vermin; and/or
- (e) Dispose of an abandoned vehicle or bring an abandoned vehicle to a legal roadworthy standard.
- (f) Remove any blockages within the spouting that affects overflow onto the public right of way; and / or
- (g) Fix and / or repair the verandah to prevent the harbourage of vermin or nesting of birds.

#### **5.4 COUNCIL MAY COMPLETE THE WORK**

If any person on whom a Notice has been served under Clause 5.4 fails or neglects to do any act or thing specified in the Notice prior to the expiry date or fails or neglects to do any act or thing in such manner as may be so specified in the Notice prior to the expiry date the Council may without further notice to the person served do that act or thing or complete the requirements of the Notice.

#### **5.5 COUNCIL MAY RECOVER ITS COSTS**

If any work is carried out by the Council or its agent on any land pursuant to 5.5 above then the full cost of undertaking any work including all labour, materials and other charges incurred shall be recovered from the registered proprietor of the land. The Council may also register these costs as a charge upon the land pursuant to the Statutory Land Charges Act 1928.

#### **5.6 APPEAL OF NOTICE**

Within seven days after service of any Notice of this Bylaw, the person on whom the Notice is served may apply to the District Court for an Order setting aside the Notice. The Notice will be deemed to be suspended until determination is made by the District Court.

If the District Court determines the Notice is valid then the person served shall have 28 days to complete the work specified in the Notice. If after 28 days the work has not been completed the Council may enter upon the land to complete the work and recover costs as described above in Clauses 5.5 and 5.6.

#### **5.7 OFFENCES AND PENALTIES**

Every person who breaches the Bylaw commits an offence and is liable on conviction to a fine, pursuant to Section 242(4) of the Local Government Act 2002.

## **REVIEW OF INVERCARGILL CITY COUNCIL BYLAW 2008/1 – ENVIRONMENTAL HEALTH**

### **Statement of Proposal**

#### **1. Introduction**

This is Council's Statement of Proposal as provided for by Section 83 of the Local Government Act 2002.

#### **2. Review of Invercargill City Council Bylaw 2008/1 – Environmental Health**

Completing a review of the Invercargill City Council Bylaw 2008/1 – Environmental Health is the most appropriate way of enhancing the safety and welfare of the public by minimising nuisance and adverse environmental health effects caused to the community, as far as is practicable through legislative means. A regular review period allows for compliance with legislation as well as the opportunity for the community to have their say.

#### **What is the perceived problem to be addressed?**

Council needs to be able to regulate certain activities so that public health issues are addressed and that inappropriate behaviour is discouraged. If Council does not place controls on people who operate Mobile or Travelling Shops then the community may be purchasing items or services that can cause a nuisance, for example rubbish, and food stuffs that may not have been produced in accordance with other legislation. Council is often contacted by people who want a nuisance resolved, such as rubbish being stored on properties, reporting dead animals, harbourage for rats and vermin. If adopted, the most recent amendment to the Bylaw would allow for Council to ensure that all commercial businesses ensure that no public right of way is affected through their spouting or verandah issues that may result in causing nuisance, the harbourage of vermin or nesting of birds. Further, this Bylaw provides powers to enforce an alcohol ban. It is Council's experience that controlling the consumption of liquor and solvents in public places reduces anti-social behaviour.

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

Bylaws have been a traditional method of addressing issues associated with health and anti-social behaviour. An alternative would be to use the Resource Management Act 1991 to address mobile shops and nuisance issues. It would, however, be difficult to view these issues as "significant" under the Act. There are also rights of appeal on enforcement matters which could result in a minor nuisance matter requiring considerable resources to resolve in front of the Environment Court. Further, a Bylaw is the only way to address the commercial building issue, if the amendment is introduced, as there are no existing methods through the Building Act 2004. This would put an onus on the building owner to ensure their verandahs and spoutings do not impinge on a persons access to a public right of way.

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

Council needs to be satisfied that the proposed Environmental Health 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 prohibiting liquor being consumed in all public places throughout the district rather than within the Central Business District.



Being able to regulate allows Council to make rules which have the intention of preventing or reducing anti-social behaviour as well as resolving nuisances and temporary land uses which have the potential to cause nuisance. People also have an expectation that local authorities will control and resolve nuisances.

### **3. Place for Inspection and Obtaining Copies**

The Statement of Proposal may be inspected at the Help Desk of the Invercargill City Council, 101 Esk Street, Invercargill, at the Bluff Service Centre, and at the Invercargill Public Library.

The Statement of Proposal may also be found on the Invercargill City Council website [www.icc.govt.nz](http://www.icc.govt.nz).

### **4. Submission Period**

Submissions are invited on the Statement of Proposal. Submissions must be received by Council no later than 5.00 pm on Friday 27 October 2017.

Submissions should clearly show the submitter's name, address, contact phone number and whether the submitter wishes to be heard by Council in support of their submission. (Submission forms can be obtained from all Council offices and libraries and on the Council's website [www.icc.govt.nz](http://www.icc.govt.nz)).

Submissions can be:

Posted to: Invercargill City Council  
Submission – Bylaw 2008/1 – Environmental Health  
Private Bag 90104  
INVERCARGILL 9840

Delivered to: Help Desk, Invercargill City Council, 101 Esk Street, Invercargill  
Bluff Service Centre, 98 Gore Street, Bluff

Online at: [www.surveymonkey.com/r/ehbylaw](http://www.surveymonkey.com/r/ehbylaw)

Faxed to: 03 211 1433

Emailed to: [policy@icc.govt.nz](mailto:policy@icc.govt.nz)

**TO: COUNCIL**

**FROM: DIRECTOR OF FINANCE AND CORPORATE SERVICES**

**MEETING DATE: TUESDAY 26 SEPTEMBER 2017**

<b>SIGNIFICANT EVENTS BYLAW</b>
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**Report Prepared by:** Anna Goble, Policy Analyst

**SUMMARY**

<p>Pursuant to requirements under the Local Government Act 2002, the Significant Events Bylaw has been publicly consulted on per Section 160(3)(ii) of the same Act. Consultation was undertaken between 16 August 2017 to 15 September 2017.</p> <p>No submissions were received during this period, and there were no amendments recommended for this Bylaw.</p>
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**RECOMMENDATIONS**

**That this report be received.**

**AND THAT**

**Council determine that the Invercargill City Council Bylaw 2011/1 – Significant Events has completed its initial review under the Local Government Act 2002 and it will be updated as such with no changes to be made.**

**IMPLICATIONS**

1.	<i>Has this been provided for in the Long Term Plan/Annual Plan?</i> No.
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> This will update the next review date of this bylaw.
5.	<i>Have the views of affected or interested persons been obtained and is any further public consultation required?</i> Public Consultation has been undertaken for the required period under the Local Government Act 2002 with no submissions received.
6.	<i>Has the Child, Youth and Family Friendly Policy been considered?</i> Yes.

**FINANCIAL IMPLICATIONS**

No financial implications arise from this report.

**INVERCARGILL CITY COUNCIL BYLAW 2011/1 – SIGNIFICANT EVENTS**

Following Council's recommendations in August, this bylaw was taken out for its initial review to meet requirements under the Local Government Act 2002. The next review will be required in ten years time.

Consultation was undertaken by Council staff through newspaper notice, with the bylaw and submission forms being made available at the Civic Administration Building Help Desk, Bluff Service Centre and Invercargill Public Library. Further, a Survey Monkey website was created, as well as consultation notified on the ICC website and Consult South website.

No submissions have been received on this bylaw, and as such it is recommended that no changes are made to this bylaw.

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**TO: COUNCIL**  
**FROM: CR REBECCA AMUNDSEN**  
**MEETING DATE: 26 SEPTEMBER 2017**

<b>CAMPERVAN FRIENDLY DESTINATION</b>
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**Report Prepared by:** Cr Rebecca Amundsen

**SUMMARY**

<p>Since the beginning of 2017 a group of council staff, Venture Southland Staff and councillors have been meeting to discuss opportunities to make Invercargill and Bluff more campervan friendly. As a result some short term and longer term initiatives have been developed.</p>
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**RECOMMENDATIONS**

**That the report be received;**

**And**

**That \$25,000 be allocated from the Invercargill Development Project fund to engage a consultant to undertake this work.**

**IMPLICATIONS**

1.	<p><i>Has this been provided for in the Long Term Plan/Annual Plan?</i></p> <p>No</p>
2.	<p><i>Is a budget amendment required?</i></p> <p>No – but will require use of the Invercargill Development Project fund.</p>
3.	<p><i>Is this matter significant in terms of Council's Policy on Significance?</i></p> <p>No</p>
4.	<p><i>Implications in terms of other Council Strategic Documents or Council Policy?</i></p> <p>The work may result in a new policy or bylaw for the Invercargill City Council area.</p>
5.	<p><i>Have the views of affected or interested persons been obtained and is any further public consultation required?</i></p> <p>This report identifies the public consultation required and identifies a method to undertake it.</p>
6.	<p><i>Has the Child, Youth and Family Friendly Policy been considered?</i></p> <p>Yes.</p>

### **FINANCIAL IMPLICATIONS**

This report recommends that \$25,000 is allocated from the Invercargill Development Projects fund to engage a consultant to continue to the work required on investigating if and how Invercargill and Bluff can become a Camper Friendly Destination.

### **CAMPERVAN FRIENDLY INVERCARGILL AND BLUFF**

Since the beginning of 2017 a small group of council staff, Venture Southland Staff and councillors have been meeting to discuss opportunities to make Invercargill and Bluff more campervan friendly.

Reasons for the discussion include:

- Identified in the Retail Strategy as a gap for the Inner City rejuvenation
- Increase in campervans coming to Invercargill and Bluff especially through the Southern Scenic route
- Reputation that Invercargill is not campervan friendly
- Supports the focus on tourism in the Southland Regional Development Strategy Action Plan pp 43-44 (Infrastructure Planning, Product Development and Destination Strategy Input).

As a result of these discussions some short term areas of focus have been identified:

1. **Parking in town** – the current situation is that there is limited visibility of where large campervan vehicles could park in town as well as a need to balance the local community's parking and other visitors' needs. This parking is to enable short term visits (not overnight) and there could be a higher fee for these larger vehicles. Consideration of the location of parks, enforcement; perspective of visitors in terms of where they want to visit and what they perceive as 'close to town'.
2. **Camping amenities information** – an opportunity to provide targeted and informative information to visitors about all amenities, camping grounds and attractions. Could be with a specific tear off map; information displayed at camping grounds; parking sites; dump stations and on mobile phone apps.
3. **Signage** – the current situation is that there is not clear signage indicating the location of campervan and camping ground amenities, particularly to attract people from the Southern Scenic Route etc.

As a result the following actions will be undertaken by Russell Pearson, Roothing Manager:

1. Establishing short term parking for campers on Tay Street outside Pak n Save
2. Signage for the Glengarry Effluent Dump including an information noticeboard (in conjunction with the Glengarry Community Action group) to tell people where camp grounds, public amenities and easy parking are located
3. Possible action – signage for Queens Park, near the Museum
4. Compile information relevant to campers and identify ways to distribute this information – maps through Inner City Co-ordinator

In addition to this it is acknowledged that a longer term strategic plan is also required.

The questions need to be asked –

- do we want Invercargill and Bluff to be considered Campervan Friendly?
- And if so, what does this look like and what consequences do we need to consider?

For the benefit of regional tourism including tourism dispersal we need to encourage and attract free and independent travellers (FITs) travelling on the Southern Scenic Route and other routes around Invercargill to visit the inner city area.

To maximise the economic benefit and opportunities of FITs and campervans we must ensure visitors have the ability to extend their length of stay and to encourage them to spend by being able to visit key attractions and retail.

It is important that it is clear that this project is about encouraging desired tourism growth and visitor management and is not an endorsement of freedom camping. Freedom campers are a sub set of the FIT market, who stay outside of formal accommodation. Many freedom campers stay some nights during their trip within holiday parks.

It is important to acknowledge the role of holiday parks and the key role they play in visitor management and economic benefit (encouraging people to stay longer in an area, protecting the environment). We need to work alongside these operators to encourage increased occupancy rates (which have increased from 6% to 16.1% within the Southland RTO).

To address this, the working group proposes the following:

1. A grant from the Invercargill Development Project Fund to engage a consultant to undertake this process (up to \$25,000) – additional support for this project is required because ICC staff are focused on the LTP and have no capacity for extra projects; Venture Southland staff are already fully committed also.
2. Consultant to investigate and understand other neighbouring councils' approaches to camping/freedom camping/infrastructure provision in order to see the situation from a visitor perspective and to align with our neighbouring councils.
3. Engage with stakeholder groups. Stakeholder groups may include:
  - Commercial holiday park and accommodation providers
  - Chamber of Commerce
  - Hospitality Sector
  - Retail Sector
  - CBD employees and residents
  - Local NZMCA representation
  - Bluff Community including the Bluff Community Board
  - Council staff
  - DOC
4. Compile information and research and provide a recommendation to Council and Venture Southland
5. Document prepared for public submissions

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