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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 28 August 2018 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

CLARE HADLEY  
CHIEF EXECUTIVE

## **Council's Values:**

Responsibility	<p>Take ownership of decisions and outcomes, both collectively and individually.</p> <ul style="list-style-type: none"><li>• We willingly share our knowledge.</li><li>• We acknowledge our mistakes, work to resolve them and learn from them.</li><li>• We give and receive feedback in a constructive manner to resolve issues.</li><li>• We do our job with total commitment.</li></ul>
Respect	<p>Everyone is important, as are their views.</p> <ul style="list-style-type: none"><li>• We support and care for each other.</li><li>• We stop to listen, learn and understand.</li><li>• We communicate in an honest, up-front and considerate manner.</li><li>• We maintain confidences and avoid hurtful gossip.</li></ul>
Positivity	<p>Always look on the bright side of life.</p> <ul style="list-style-type: none"><li>• We are approachable, interested and friendly.</li><li>• We are open and receptive to change.</li><li>• We acknowledge and praise the efforts of others.</li><li>• We work together as a team to get the job done.</li></ul>
Above and Beyond	<p>Take opportunities to go the extra mile.</p> <ul style="list-style-type: none"><li>• We take the initiative to improve our work practices to get the best results.</li><li>• We challenge ourselves and each other to make it better.</li><li>• We take pride in providing the best possible outcomes.</li><li>• We are ambassadors for our Council at all times.</li></ul>

## **Council's Vision for the City:**

Enhance our City and preserve its character, while embracing innovation and change.

## **Council's Vision:**

We are an energised, fun and innovative team that makes it better for each other and our community.

## **Council's Mission:**

Making it better by making it happen.

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19.	<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>ICHL Update by the Chairman, Mr Cam McCulloch</i>	
	(b) <i>Confirming of Minutes of the Public Excluded Session of Council 24 July 2018</i>	
	(c) <i>Confirmation of the Extraordinary Minutes of the Public Excluded Session of Council 13 August 2018</i>	
	(d) <i>Confirmation of Minutes of the Public Excluded Session of the Regulatory Services Committee 14 August 2018</i>	
	(e) <i>Confirmation of Minutes of the Public Excluded Session of the Infrastructure and Services Committee 20 August 2018</i>	

- (f) *Report by Peter Thompson and Lesley McCoy*
- (g) *Oueva Removal and Processing*
- (h) *Council Appointment Committee*
- (i) *Waste Advisory Group Update*
- (j) *Chief Executive Update – Awarua Industrial Estate and HWCP Ltd*

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) ICHL Update	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 24 July 2018	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 Extraordinary Minutes of Council – 13 August 2018	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 – Regulatory Services Committee 14 August 2018	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 – Infrastructure and Services Committee 20 August 2018	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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|-----|--|--|------------------------|
| (f) | Splash Palace<br>Hydroslide<br>Procurement                     | 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) | Oueva Removal and Processing                                   | 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) | Council Appointment Committee                                  | Protect the privacy of natural persons, including that of deceased natural persons.  | <b>Section 7(2)(a)</b> |
| (i) | Waste Advisory Group Update                                    | 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> |
| (j) | Chief Executive Update – Awarua Industrial Estate and HWCP Ltd | 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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**INVERCARGIL CITY COUNCIL ELECTED MEMBERS  
INTEREST REGISTER**

<b>ELECTED MEMBERS</b>			
<b>NAME</b>	<b>ENTITY</b>	<b>INTERESTS</b>	<b>PROPERTY</b>
<b>RONALD LINDSAY ABBOTT</b>	Invercargill City Council Kiwi-Pie Radio 88FM Invercargill Invercargill Art Gallery Invercargill Venues and Events Management	Councillor Director / Broadcaster Council Representative / Board Member Director	
<b>REBECCA RAE AMUNDSEN</b>	Invercargill City Council Arch Draught Ltd BP Orr Ltd Task Ltd Arts Murihiku Dan Davin Literary Foundation Heritage South Glengarry Community Action Group SMAG Board Venture Southland Southland Regional Heritage Committee	Councillor Director Director Director Trustee Trustee/Chair Contractor Events Co-ordinator (Volunteer)  Council Representative Council Representative Council Representative	



**INVERCARGILL CITY COUNCIL ELECTED MEMBERS  
INTEREST REGISTER**

<b>ALLAN JAMES ARNOLD</b>	Invercargill City Council	Councillor	
<b>KAREN FRANCES ARNOLD</b>	Invercargill City Council Electricity Invercargill Ltd Powernet Ltd Pylon Ltd Invercargill Creative Communities Funding Scheme Southland Warm Homes Trust	Councillor Director Director Director Trustee/Chair Trustee	
<b>TONI MARIE BIDDLE</b>	Invercargill City Council Invercargill Venue and Events Management Limited Southland Museum and Art Gallery Trust Board  McIntyre and Dick	Councillor Director  Trustee  Partner – Executive Team	
<b>ALEX HOLLY CRACKETT</b>	Invercargill City Council Ride Southland Southland Youth Futures Advisory Board Venture Southland and Sub Committee	Councillor Chair Chair  Council Representative	High Street Invercargill

<b>INVERCARGIL CITY COUNCIL ELECTED MEMBERS</b> <b>INTEREST REGISTER</b>
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<b>IRWIN LLOYD ESLER</b>	Invercargill City Council	Councillor	
<b>GRAHAM DAVID LEWIS</b>	Invercargill City Council Invercargill City Holdings Limited	Councillor Director	
<b>DARREN JAMES LUDLOW</b>	Invercargill City Council Radio Southland Invercargill City Holdings Limited Invercargill Venue and Events Management Southland Museum and Art Gallery Trust Board Healthy Families Invercargill Murihiku Maori Wardens Southland Community Law Centre	Councillor Manager Director Director / Chairman Trustee Board Member Board Member Board Member	770 Queens Drive Invercargill
<b>IAN REAY POTTINGER</b>	Invercargill City Council Southland Electronics Limited Santa Parade Organiser	Councillor Director Alice Pottinger (Wife)	171 Terrace Street Invercargill 9810
<b>TIMOTHY RICHARD SHADBOLT</b>	Invercargill City Council Invercargill Airport Limited Kiwi Speakers Limited Sit Ambassador	Mayor Director Director Contractor	

<b>INVERCARGILL CITY COUNCIL ELECTED MEMBERS</b> <b>INTEREST REGISTER</b>
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<b>LESLEY FRANCES SOPER</b>	Invercargill City Council Breathing Space Southland Trust (Emergency Housing) Omaui Tracks Trust National Council of Women (NCW) Active Communities Invercargill Public Art Gallery Citizens Advice Bureau Southland ACC Advocacy Trust	Councillor Chair Secretary/Treasurer Member Chair/Trustee Board Member Board Member Employee	137 Morton Street Strathern Invercargill  24 Margaret Street Richmond Invercargill
<b>LINDSAY STEWART THOMAS</b>	Invercargill City Council Invercargill City Holdings Limited Invercargill City Property Limited HWCP Management Limited	Councillor Director Director Director	

<b>EXECUTIVE STAFF</b>			
<b>NAME</b>	<b>ENTITY</b>	<b>INTERESTS</b>	<b>PROPERTY</b>
<b>PAMELA GARE</b>	Invercargill City Council	Director of Environmental and Planning Services	
<b>CLARE HADLEY</b>	Invercargill City Council	Chief Executive	

**INVERCARGIL CITY COUNCIL ELECTED MEMBERS  
INTEREST REGISTER**

<b>EXECUTIVE STAFF</b>			
<b>NAME</b>	<b>ENTITY</b>	<b>INTERESTS</b>	<b>PROPERTY</b>
<b>DEAN JAMES JOHNSTON</b>	Invercargill City Council  Invercargill City Holdings Limited Invercargill City Forests Limited Forest Growth Holdings Limited Netball South Crowe Howarth	Director of Finance and Corporate Services  Chief Executive Chief Executive Director  Donna (wife) is senior accountant	
<b>CAMERON MCINTOSH</b>	Invercargill City Council	Director of Works and Services	
<b>RACHEL REECE</b>	Invercargill City Council Reece Property Limited	HR Manager Sole Director	

**TO: COUNCIL**

**FROM: MARY NAPPER, COMMUNITY DEVELOPMENT MANAGER**

**MEETING DATE: TUESDAY 28 AUGUST 2018**

<b>INVERCARGILL YOUTH COUNCIL</b>
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**SUMMARY**

<p>The Invercargill Youth Council 2018 is celebrating 20 years of contributing a youth perspective to the Council. A presentation will be made outlining the many achievements. The video produced in 1997 which motivated the Council to form a youth council will be shown.</p>
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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> 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> N/A
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.

## **20 YEARS OF A YOUTH COUNCIL**

In 1997 a group of young people under the leadership of the then Safer Community Council made a video to show the Council what life was like for young people living in the city. This was shown to the Council in August 1998 and resulted in the formation of the Invercargill Youth Committee which was then invited to become a Youth Council.

Current members will share some of the many successes over the last 20 years including winning the National Supreme Award for youth council development in 2006.

## **COUNCIL AGENDAS**

### **Community Services – Hydroslide Project**

The Youth Council are excited about the Splash Palace Hydroslide three slide proposal and the new site adjacent to but separated from the pool area. They agree that this will be a definite attraction for youth visiting the city. Examples were given of the attraction of various hydrosides around New Zealand and the costs of using these.

The Youth Council agreed that they support the three slide proposal on behalf of their peer group.

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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 24 JULY 2018 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 C Hadley – 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  
Mrs E Harris Mitchell – Manager Communications and Secretarial Services  
Mr D Booth – Manager Financial Services  
Ms M Brook - Manager Strategy and Policy  
Ms M Napper – Manager Community Development  
Mr P Horner – Manager Building Assets  
Mr R Pearson – Roading Manager  
Mr A Cameron – Policy Analyst  
Ms L McCoy - Building Assets Administration  
Ms L Kuresa – Governance Officer

1. **APOLOGIES**

Nil.

2. **PUBLIC FORUM**

2.1 **Impact Rowena Jackson had on Dance in Southland**

Miss Sophie Ineson, Room Six, Saint Theresa's School was in attendance to speak to this Item.

Sophie Ineson informed the meeting that as part of the dance competition team they danced for the residents of the Rowena Jackson Retirement Village, which was when she became interested in finding out more about Rowena Jackson. As part of her school enquiry, students had to complete a Social Science Fair project and she researched what impact Rowena Jackson had on dance in Southland. She took the meeting through a presentation on the life of Rowena Jackson.

She proposed that one of the dressing rooms at the Civic Theatre be named after Rowena Jackson, which would mean that people who knew Rowena Jackson would be inspired to go out on stage and perform to their very best. For those people who did not know about Rowena Jackson, it would start a conversation for them to find out about her. This would continue the knowledge of Rowena Jackson's story for future performers in Southland. Having Southland role models for Southlanders to look up to would make a big impact on people reaching their goals and dreams.

In response to a question by Cr K Arnold as to whether there was a specific dressing room that Miss Ineson wanted to be named after Rowena Jackson, Miss Ineson suggested the dressing room with the big mirrors and bar situated on the second floor of the Civic Theatre.

Cr Ludlow said he would take this matter to the IVEM Board for consideration at its August Meeting. He asked if the Board could access her research on Rowena Jackson to put up on the walls of the dressing room.

Cr Biddle said that Miss Ineson should consider some of the attributes that Rowena Jackson had for herself. She spoke confidently and she had shown the community today that anyone could come and speak to Council.

His Worship the Mayor assured Miss Ineson of progress with regard to her proposal. He thanked Miss Ineson for taking the time to present to Council.

2.2 **2012 Legislative Change to the Right-hand Rule and its Implementation in Invercargill**

Mr Lindsay Dow was in attendance to speak to this Item.

Mr Dow distributed copies of his presentation and took the meeting through it.

In response to questions, the following answers were given:

- The Kelvin Street intersection and all of those intersections are all marked differently at each intersection.
- If you're travelling south it's a left hand straight ahead and then it's straight ahead and right turn to the other lane, which is a similar situation to the Yarrow and Deveron Street intersections. It would be best to leave the right turn where it but make it only right turn, so it's not blocking other traffic.
- The Tay/Lindisfarne intersection is the worst example in the city because the Tiwai buses travel up Lindisfarne Street and they are obliged to go into the right hand lane but they sit there for phase after phase because the car at the front is turning right and nobody can move.

Cr Thomas said that this matter would be deferred to Mr Pearson, Roading Manager and it would be brought up at the next Infrastructure and Services Committee Meeting.

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

2.3 **Council's Involvement with the CBD Upgrade and Joint Venture Company**

Mr Nobby Clark was in attendance to speak to this Item.

A copy of Mr Clark's presentation was tabled and he took the meeting through it.



Cr Lewis said he had no recollection of saying in an undertone that, “all Councillors knew about it”. Mr Clark said he was sure about what Cr Lewis had said as he was taking notes at that meeting.

Cr Pottinger said that Council did not do things without due diligence and risk assessment and he was not sure why Mr Clark would assume that. When Council made a decision to approve investment funding that it was presented with an extensive risk assessment across the field of investment and earthquake risks and he wanted to put that conspiracy theory to rest. The Long-term Plan was a way for Council to communicate with the public on the way money would be spent. The Long-term Plan was a ten year plan, so there was no major investment in a \$100 million project. For Council to do that, it would need to go out to the public and put that forward through a consultation process. He asked if Mr Clark was aware of Council’s Policy regarding investments that showed that Council needed to get certain returns, which was a Council Policy. There was also a certain borrowing rate cap that Council had imposed upon itself that could not be broken unless Council went out to the public about it. He said that he had held back frustration with regard to the closing of the Museum, especially with Work Safe but he did not appreciate surmising that Council was not doing its job.

Mr Clark said that he had emailed Councillors twice about getting assurances that Council had carried out due diligence on this matter as well as seeing a report on it.

**Note:** Cr K Arnold raised a Point of Order. She said that Mr Clark was speaking under Public Forum and he had made his submission, this was a time for Councillors to ask questions of him.

His Worship the Mayor ruled in favour of the Point of Order.

In response to a question by Cr Pottinger as to whether Council should have one spokesperson who should give answers to queries made by the public rather than all Councillors, Mr Clark said he did not agree with that because a healthy democracy had opposing viewpoints. He did not believe in the “one team all”, when he wrote to everyone as elected officials. He did not expect employees of Council to respond and clearly that employee was less than honest in his reply.

In response to a question by Cr K Arnold as to what Councillors Abbott and Esler had told him in their response to his email, Mr Clark said that both Councillors had said that they had not sighted any risk assessment or any long term planning around this matter.

In response to a question by Cr Biddle as to whether Mr Clark realised that under the Local Government Act, Council had provision that if it was negotiating in commercial and industrial negotiations, Council could withhold official information for that purpose, Mr Clark said he was fully aware of that.

In response to a question by Cr Biddle as to whether Mr Clark would agree that some of the information that he had requested was in fact information Council needed to withhold, Mr Clark said he did not agree with that statement at all.

In response to a question by Cr Biddle that if Council was to answer his question by saying that a risk assessment had been carried out, would that be enough for him, Mr Clark said that as a ratepayer he would expect more information from Council.

In response to a question by Cr Biddle that with Mr Clark being aware of the clause that as elected members, they needed to retain information if Council was in negotiations of a commercial or industrial nature, how did he expect Council to communicate that, Mr Clark said he requested on two occasions that Council give assurances to him that it had carried out a risk assessment and looked at the social impact and where the funding would be coming from. He did not ask for any details because he understood the commercial sensitivity of this.

In response to a question by Cr Biddle as to whether he was intending to stand for Council at the next elections and Mr Clark confirmed that he was considering it.

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

3. **INTEREST REGISTER**

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

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

The report had been circulated and Hamish Muhl and Mackenzie Fallow took the meeting through a PowerPoint Presentation with regard to the Aotearoa Youth Declaration Whakaputanga Rangatahi 2018.

In response to a question by Cr Ludlow as to whether Mr Fallow and Mr Muhl were prepared to make their presentation to the Southland District Council and Gore District Council to encourage them to attend this event next year. Mr Muhl said he would be keen to do that because there were no other representations from anywhere below Christchurch, except for the Invercargill Youth Council.

In response to a question by His Worship the Mayor as to whether attendance by other councils was due to costs involved with attending this event. Mr Fallow said he believed that cost was an issue because a lot of people who attended this event who were not living locally needed to get some sort of sponsorship to attend. Part of it was also the fact that there was not enough advertising for this event. He was sure that other organisations such as the Dunedin Council and other groups would have likely sent a representative if they had known about it.

In response to a question by Cr Biddle if Mr Muhl and Mr Fallow had the opportunity to provide that feedback to the organisers, Mr Muhl confirmed that they did.

In response to a question by Cr Soper as to who the Otago representative represent at the event, Mr Fallow said that she paid the costs to attend the event herself. He was from Queenstown and did not live in Otago.

Ms Napper said that generally there was a very large contingent of representatives from Otago University but they were uncertain what had happened this year. It was only in the last two years that this Council managed to get its representatives to be part of that delegation, which cuts costs back a great deal. It was very surprising that there was virtually nobody from Otago.

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

5. **MINUTES OF THE MEETING OF COUNCIL HELD ON 5 JUNE 2018**

**Moved** Cr Amundsen, seconded Cr Abbott that the minutes be approved.

Cr Biddle referred to Item 5 and noted that on the last paragraph on Page 18 it had an estimated amount of \$619,000 for the Museum redevelopment and that should be \$43 million. She said that on Page 19, it states that “She also stressed that it was Council’s decision to withdraw the staff after the Trust Board decided to close the building”. It should say, “...it was Council’s decision to withdraw the staff and the Trust Board’s decision to close the building”.

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

6. **MINUTES OF THE EXTRAORDINARY MEETING OF COUNCIL HELD ON 26 JUNE 2018**

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

7. **MINUTES OF THE MEETING OF THE BLUFF COMMUNITY BOARD HELD ON 25 JUNE 2018**

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

8. **MINUTES OF COMMITTEES**

8.1 **Community Services Committee 2 July 2018**

Moved Cr Abbott, seconded Cr Biddle and **RESOLVED** that the minutes be approved with the amendment that Cr Soper was an apology for this Meeting.

8.2 **Regulatory Services Committee 3 July 2018**

Cr Lewis said he had received several emails from a gentleman who was concerned about some of the charges. Whilst the reports were received and people were thanked for making submissions, he wanted to know if the issues raised in the submissions had been extensively looked at.

Mrs Hadley said that would be reported back to the next Regulatory Services Committee Meeting when it considered the matter further. It had been looked at and officers were satisfied and the report would be forthcoming to the next Committee Meeting.

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

8.3 **Infrastructure and Services Committee 9 July 2018**

**Moved** Cr Thomas, seconded Cr Pottinger that the minutes be approved with an amendment on Item 6.1.2 that Cr Esler seconded the motion and not Cr Pottinger.

Cr K Arnold said that with regard to Item 6.1.2, there was a split vote on this matter and she wanted to still vote against the recommendation. Council did not seem to be comparing apples with apples. There were no plans before the Committee to consider and the tender process did not seem transparent. She wanted to record her vote against that matter.

Cr Pottinger said that with regard to Item 2.1, there had been submissions on this matter and the detailed submissions showed that because of extensive subdivisions it was now extremely populated and the road that was owned by Council was posing safety issues. Council was responsible to do something about this road. The fact that Council did not have development contributions was not the residents' fault. Council needed to take responsibility and bring that road up to make it safe. He did not see any action plan and he would like to see it either becoming a special rate or talk to the residents to try and work something out. Maybe Council should look at development contributions because this was out of control. It was an infrastructure issue.

Mrs Hadley said that this matter had come forward as a result of Public Forum and she reminded Councillors that public forum was the way in which the public brought their matters to Council. Council was approving the minutes as being correct and if Cr Pottinger wanted to take this further, then he would need to speak to the Chair of Infrastructure and Services and ask for a report on this matter to be brought back to the next Committee Meeting. Council could not make a decision without a report that gave Council advice. The comments in the Minutes by Mr Pearson were merely a reflection of the brief conversation that took place at the time. If the minutes were correct, that was the first issue and the second issue was that if Cr Pottinger wanted a report to be brought back to the next Committee Meeting, he could request that through the Chair of Infrastructure and Services Committee.

Cr Pottinger said he would be requesting that a report be brought back to the next Infrastructure and Services Committee Meeting.

Mrs Hadley said that if all Councillors were happy, the rest of the Minutes could be put with the exclusion of Item 6.1.2.

The motion, now being put, was **RESOLVED** in the **affirmative**, with an amendment and with the exception of Item 6.1.2.

Cr K Arnold said there was a situation where the vote was three Councillors were against the motion and three were for the motion and the Chair used his casting vote. For those Councillors who were not present at the Committee Meeting, she felt that a loose report was brought to the meeting on this matter where two companies had been approached to register interest and provide a budget. They produced different sets of plans and it was not well advertised. Tenders were not called for and she was concerned about the fact that this matter involved \$25,000 and the process was not robust enough. She did not support this recommendation.

Cr Crackett said that it was insinuated that the storage shed would be used for the Christmas lights and other equipment and she wondered why Council was spending \$25,000 on building a purpose built shed to store the Christmas lights when there were multiple different sites in the city that were empty to lease or brought for the same purpose of storing Christmas lights.

Mrs Hadley said that this was because storage that was currently available at Bond Street was being withdrawn. In the matter of procurement, Council had all observed how difficult it was to find contractors at this point in time. Going out and asking up to three companies for a price was not unusual and it was to them as to how they priced it and come back to Council. There was a comparison of the method and the prices in the report to the Committee. They had chosen to price them differently. One was about foundation and a bigger price for the rest and the other was a price for the whole job, so although it was not completely apples with apples, it reflected the market and how those companies chose to respond.

Mr McIntosh said that the purpose of the storage shed was not just to store the Christmas decorations, the storage areas that Council had been using were being withdrawn and were no longer fit for purpose. The Parks Operations Department also had equipment to store, which was what the combined purpose of the storage shed was.

Cr Thomas said that normally the contracts were under Public Excluded Session but because the tenders were in the public eye, he voted in favour of it. It gave an advantage over the people who tendered.

Cr Soper said she was present at the Committee Meeting but was not able to vote. She did take special note on the discussion and the information given was that several building contractors were contacted about this issue and only two responded. There was no doubt at all that Council had evidence of efforts being made to have more than two tenders there. The discussion on the purpose of the building highlighted that Council would have Bond Street buildings no longer available and that there was substantial use of this building as well the possibility of substantial future use for emergency purposes.

Cr Pottinger said he was baffled that a request could not be put out that asked for a concrete floor, x amount of square metres with certain requirements, which were apples with apples. He did not see that in the process and it was something so simple that should have a prerequisite on fundamental building components.

Item 6.1.2, now being put, was **RESOLVED** in the **affirmative**.

#### 8.4 **Finance and Policy Committee 10 July 2018**

**Moved** Cr Ludlow, seconded Cr Crackett that the minutes be approved.

Cr Crackett said that with regard to Item 6.1.2, she noted that it was either going to be a Councillor or a staff member that would be appointed as a representative of Invercargill City Council and she wanted to put her name forward to do that. She believed that it sat well with her relationships with the stakeholders' involved and wider community and her other Council appointed roles.

Cr Ludlow said it had not been determined if it should be a staff member or a Councillor who would be a Council representative. It would depend on the other stakeholders being put forward.

Mrs Hadley said she did not have clarity on that. If Council wanted to appoint a Councillor, it could only be on the basis of waiting for confirmation on whether it was a Councillor or a staff member.

Cr K Arnold said she was in attendance at the Finance and Policy Committee Meeting but she had been left off the list.

The motion, now being put, was **RESOLVED** in the **affirmative** with the amendment that Cr K Arnold was in attendance at the Meeting.

9. **REPORT OF THE CHIEF EXECUTIVE**

9.1 **Maori Relationship Building**

The report had been circulated.

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

AND THAT

Council works alongside Te Ao Marama Inc and Runanga to develop a strategy to further strengthen our relationship with Maori.

Cr Biddle said she had spoken to Dean Whaanga who was the Manager of Te Ao Marama and the Chair of Awarua. The question was clarified today as to whether this report was about Maori relationship building or the relationship building of Iwi and further Maori community. Ms Brook had clarified that this report was about Maori relationship building that was not under Te Ao Marama or RMA area. Dean Whaanga highlighted that this particular report was fantastic. The relationship that Council had with Te Ao Marama was one of the best relationships in New Zealand under the RMA umbrella and the Local Government Act umbrella but the need for a relationship building exercise was in the relation to Runanga and the extended Maori community and not under Te Ao Marama. With that in mind there was a significant opportunity to strengthen Council's relationship with Runanga and not necessarily Te Ao Marama because there was an amazing relationship there already. She wanted to move an amendment that worked Council worked alongside Te Ao Marama and Runanga to develop a strategy to further strengthened the relationship with Maori.

The amended resolution now read as follows:

**Moved** Cr Biddle, seconded Cr Soper that the report be received;

AND THAT

Council works alongside Te Ao Marama Inc and Runanga to develop a strategy to further strengthen our relationship with Maori.

The amendment, now being put as a substantive motion, was **RESOLVED** in the **affirmative**.

9.2 **Responsible Camping Framework**

The report had been circulated and Ms Brook took the meeting through it.

Cr Amundsen said that the purpose of this work was not to identify if there was an issue, it was to work out how this Council could have better advantage of campers who visited the city. Invercargill was always seen as the best place to stop and it had a lot of things to offer visitors, and whether Council wanted to encourage the growing number of freedom independent travellers to spend more time in Invercargill. At the same time it was to ensure that there was no issue by doing such a thing and that was not by creating an issue for Council but making sure that issue was not being pushed out to Southland District Council or the Gore District Council so that they ended up with the issue.

Cr Ludlow said that one of the things that came up at the Zone Meeting last year was the need for a coordinated approach across New Zealand. There was nothing wrong with telling people what facilities and attractions Invercargill had but there was the need to have requirements of freedom campers, the same as they crossed from one district to the other.

Cr K Arnold asked for some clarity on this matter. There were several recommendations saying that no policy work was being undertaken at this time but that seemed to be about monitoring and education programmes to be undertaken. She asked if the recommendations captured what this Council wanted.

Cr Amundsen said that during the process that was undertaken to do the TRC report, they were not able to get enough data to create the baseline of what was coming to Invercargill as campers. They were able to collect some data but not as much as they would have liked. The funding that was being applied for had come as a result of the Working Group that was working across the country to look at freedom camping because there were lots of areas that had issues with it. That group had talked to the Government and the Government was potentially offering this funding so that councils could address issues before the next season of travellers.

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

AND THAT

The Situation Analysis report authored by TRC Tourism Limited be received;

AND THAT

On the basis of the Situation Analysis Report, no policy work is undertaken at this time;

AND THAT

Council determines to keep advised of national developments.

Cr K Arnold said that with regard to the third recommendation, she wondered if it was a Policy that Council needed written or was it something else.

Cr Ludlow said a Policy would come when national guidelines were developed so that it fit in with everybody else's policies. In the meantime, applying to MBIE would get some funding to get better data and good information to those tourists to ensure that they were aware of where to go and what to do. It was not about developing a policy it was providing them with a good visitor experience.

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

9.3 **Elected Members' Travel and Training Budget Until 2019**

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

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

AND THAT

Council confirms the Individual Councillor Travel and Training Budget to cover from 1 July 2018 until the Local Body elections in October 2019;

AND THAT

Council notes criteria for expenditure will be brought to the next Council Meeting.

A copy of the criteria was tabled and Mrs Harris Mitchell took the meeting through it.

Mrs Harris Mitchell took the meeting through some proposed criteria on this matter.

In response to questions, the following answers were given:

In response to a question by Cr Esler as to whether this covered travel for Councillors attending the Bluff Community Board Meeting and the Bluff Maritime Museum Trust Board Meeting, Cr Ludlow said that mileage was covered for events that Councillors were required to attend. That would be the Bluff Community Board and the Maritime Museum Board scheduled meetings. If Councillors chose to attend those meeting that was at their own expense.

His Worship the Mayor said that the purpose for this is that in the past decisions as to who was attending conferences was made by Mr King and himself. That was not in keeping with best practise and Council needs to look at a better way of doing it rather than the Mayor and a staff member making that decision. That decision would be left to Councillors to decide what their priorities were and so long as it was kept within Councillors budget, it would not be questioned by the Chief Executive or himself.

In response to a question by Cr Biddle as to whether this included the Sister City budgets, His Worship the Mayor said that Council had been trying to introduce a Policy and it did not coincide very well with the Financial Year. This report was putting it out there as a proposal and further relevant details would be brought back to Council for the next Financial Year.

Cr Soper said that this may assist Councillors when thinking about the overseas aspect that the criteria suggested for this interim did state that the event was held in New Zealand. It was geared at being an interim measure that did not include the Sister City relationships for this interim period.



Cr Biddle asked if it could be included in the report the budgets for the Sister City, so that Council was being completely transparent in relation to all travel and training for Councillors.

Mrs Harris Mitchell said the way Council had operated in the past was that Councillors travel was paid out of this budget but Council was now at the stage where it was doing things differently and not on a case by case basis. Council needed to draw a line under that and move forward. Councillors could not travel on \$1,100 per person to go to the Sister City next year, so this was from now up to the elections, then a training basis where by Councillors would still their allocated funding and there could be a pool of funding as well. From now until the elections all Councillors had the same amount of money to use in a discretionary way and it did not include Sister City.

Cr Biddle said that if Council was going to be completely transparent and open, then Council should be including all travels of elected members, including sister city travel, in its entirety and not just for travel for training.

Cr K Arnold said that her understanding from this report was that from next year, 2019 when the elections happen, there would be a new pool of funding over three years. If Councillors had a budget now of \$25,000 per year, for the next term it would be \$75,000 split between 12 Councillors, so Councillors would have up to \$8,000 to spend over the three years. If Councillors chose to use that to go to a sister city, that would be up to individual Councillors but it would be a year by year budget, but over the three years.

Mrs Hadley said that Councillors should be reassured that if there was not sufficient money in this budget to go to a sister city, the matter would be discussed at the Councillors table because it was their budget. It would be transparent because there was no good reason for it to be in public excluded. If the purpose was to be transparent, that would be achieved because there was not much in the pot and alternatively if the purpose was to ensure Councillors had some certainty over what they wanted to be involved in and what they wanted to pursue and to use the opportunity to get flights at the cheapest price, Councillors had a sense of self-direction over that support.

Cr Pottinger asked for clarification around elected members because there was Deputy Mayor and His Worship the Mayor. He would presume that the two did not fall under the same budget allowance that the rest of the Councillors got.

Mrs Harris Mitchell said His Worship the Mayor had his own budget and the Deputy Mayor's attendance at Rural Provincial had already being factored into the budget for the next year, prior to setting the individual pool for all Councillors.

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

9.4 **Gifts and Other Benefits Policy**

The report had been circulated and Mrs Hadley took the meeting through it.

Moved Cr Crackett, seconded Cr K Arnold and **RESOLVED** that the Gift Policy for Invercargill City Council be endorsed by Council.

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

10.1 **Invercargill City Holdings – Statement of Intent**

The report had been circulated.

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

Cr Pottinger said that with regard to a change on Page 122 that he was not aware of in the draft that was brought to Council earlier this year, it was in relation to other matters agreed to between the directorate and its shareholder. In 2017 it referred only to City Forests but in 2018 it referred to all the subsidiaries. It was significant change to something that was documented in a very important document, why was Council not advised of the nature of the change.

Mr Johnston said he was not aware of any changes to the draft Statement of Intent. Holdco had funding agreements with all its subsidiaries now, so he would need to go back and check the 2017 Statement of Intent as to why that change was made.

Cr Pottinger said that someone must approve the Statement of Intent including changes. It did not happen by itself.

Mrs Hadley suggested that the item lay on the table until the next Council meeting. It would be a procedural motion that needed to be moved and seconded if Cr Pottinger agreed to that.

Moved Cr Pottinger, seconded Cr Biddle and **RESOLVED** that the item lie on the table until the next Council Meeting, without any further discussion as it is a procedural matter.

10.2 **Audit and Risk Committee**

The report had been circulated and Ms Brook took the meeting through it. She informed the meeting of an amendment to the third recommendation in the report where it said that, "The Audit and Risk Committee be a Standing Committee of Council", that needed to be changed to, "The Audit and Risk Committee be a Committee of Council". The reason for that was that it was not certain if that Committee would be required to meet every six weeks in the six weekly cycle.

Moved Cr Pottinger, seconded Cr Abbott and **RESOLVED** that the current Audit Committee's role be expanded to include Risk Management;

**AND THAT**

The Audit and Risk Charter be reviewed and brought back to Council for adoption;

AND THAT

The Audit and Risk Committee be a Committee of Council;

AND THAT

\$20,000 of unbudgeted expenditure be authorised to engage Bruce Robertson as an external advisor to the Audit and Risk Committee and that the Chief Executive be delegated the authority to negotiate the Terms of Engagement.

10.3 **Governance Statement**

The report had been circulated and Ms Brook took the meeting through it. She informed the meeting of similar changes as discussed in the previous Item. The new updated draft Governance Statement for Council would now say, "Committee of Council", in relation to the Audit and Risk Committee. There would also be an amendment to document to say that there are four Standing Committee of Council and not five. She took the meeting through other amendments that Councillors had contacted her about, and those amendments would be made accordingly.

Cr K Arnold noted that Council needed to appoint some Councillors to the Community Grants Committee. She said that being the Chair of the Neighbourhood Fund Committee, this was discussed with Ms Brook and Mr Johnston that with the Community Grants Committee, it was thought that it was good practise to have members of the Neighbourhood Fund Committee and members of the Events Committee on the Grants Committee so that there was an understanding of all the pots of money that was distributed.

Mrs Hadley said it was set out on Page 128 of the agenda in a report. Ms Brook in seeking to advise Council of the edits that were required to the Governance Statement had overlooked the substantive part of this report.

Ms Brook said that the new Grants Committee had been set up and when it was set up there was nobody appointed. At the meeting that Cr K Arnold was talking about, they discussed the changing of the Urban Rejuvenation Committee to the Neighbourhood Fund Committee as well. Part of the recommendations of the report was to have a Committee of five for the Grants Committee. His Worship the Mayor had already appointed Cr Amundsen as Chair of that Committee. It was also recommended that someone be added to the Neighbourhood Fund Committee as well. The reason behind wanting to have a mixture of the Events Committee and the Neighbourhood Fund Committee was to ensure that people who were applying for funding and people who were making the decisions were aware where they had applied for funding and where they had already received funding from or whether their applications were likely to be successful.

After discussions, it was agreed that Cr Soper be appointed to the Neighbourhood Fund Committee.

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

AND THAT

Council adopts His Worship the Mayor's appointment of Councillor Amundsen as Chair of the Community Grants Committee;

AND THAT

Cr Soper be appointed to the Neighbourhood Fund Committee;

AND THAT

The Councillors on the Events Committee and the Neighbourhood Fund Committee be appointed to the Community Grants Committee;

AND THAT

The Community Grants Committee be delegated authority to allocate the fund within the Community Grants budget in accordance with the Community Grants Policy and Framework;

AND THAT

The Governance Statement as amended as at 24 July 2018 be adopted.

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

11.1 **Arts and Creativity Invercargill (ACI)**

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

Cr K Arnold said that this Council confirmed this in the Long-term Plan a short time ago and position of this report was opposite to what Council believed was going to happen. She was not prepared to move that this report be received. She wanted some discussions about whether it would be putting something on hold in relation to the SMAG Board and whether there was any impact. The ACI was not an art gallery, it was going to be much more than that, so she did not see why Council needed to wait for clarity about the SMAG Board collection. Council could still go ahead as planned.

Mrs Hadley said that the proposition for the ACI was that the Southland Museum would be 90% Museum and small amount of art and the ACI would be 90% art and 10% of something else. If she was to recruit someone to drive that project, the least productive thing she would do was put them into a job where they were in conflict from a governing body of another institution from day one. There had been discussion at the Council table as part of the adoption of the Long-term Plan around whether SMAG should remain or art should come out of it as part of ACI. It was building on that discussion that was held at this table that Mr McIntosh had put this report forward because it would not be prudent use of funds to start from a flawed foundation about who was doing what.

Cr K Arnold said she did not believe that ACI project was 90% art and 10% something else. Her understanding was that this whole ACI was about community involvement in the arts, it was about participation and community coming together. She also was of the understanding to this day that the displaying of art was very much a secondary point of the ACI project.

Mr McIntosh said that in the process of consulting on the ACI project, there was a strong community response around the interactive and community component that Cr K Arnold was alluding to. There was also recognition that Council had been through various grants or funding activities had funded a whole group of different art groups across Invercargill and Southland.

Many of which could not afford to exist on their own. It was recognised that the best use of funds would be if they all came together. There was discussion in the report and discussion in many of the presentations that were done that point out that ownership of the collections could stay with the individual groups but some sort of concerted approach to displaying and using it. The groups that owned the quality art collections were still keen to see that they got use for the benefit of Southland. It was recognised in the development of the ACI project that Council was funding a lot of groups with not quite enough money for them to exist in their own right. It was not a prudent use of funds and it led to some of the rationale about ACI and the rationale about the Museum art collection coming across.

Cr Soper said that it was with some sorrow that she was prepared to move the recommendation because she believed that if there was any question about the consolidation of the arts activities into the ACI creation that this was a very practical recommendation. It would be foolish of Council to go ahead and appoint or advertise for the director that was at the beginning of the ACI process, if Council had any lack of clarity whatsoever about what that person was being employed for. The Southland Museum had employed Tim Walker to do a comprehensive report and that would clarify matters. She was comfortable that Council should delay that first step of advertising for a Director until Council had absolute clarity that there was full understanding between all bodies about the consolidation of our public art collections. Everyone was aware that there were at least three public art collections stored in Invercargill and we would like to see those consolidated but there were some ownership issues that were part of that consolidation. Until Council had absolute clarity, any question that came up about that consolidation, Council could not go forward to appointing a person who would then have the potential of saying they were employed for a job they could not carry out. She would like to see SMAG deal with Tim Walker's report and everyone could have confidence in what his report contained.

**Moved** Cr Soper, seconded Cr Abbott that the report be received.

Cr Amundsen said that she was under the impression that the Southland Museum had always been about exhibiting art rather than holding its own collection and they looked after the Southland Art Foundation but she wondered what other collections Mr McIntosh was referring to. Mr McIntosh said that the other group he could think of but he could not recall if they got funding or not, was the City Gallery. They approached Council at various times asking for funding but he could not recall if they got funding or not.

Cr Pottinger said he was confused because the first thing Tim Walker would address in his report was the governance of SMAG. He would say that there would be no more SMAG after and that change would have a different governing by then with a full strategic review of the future purpose. It was potential that the governance could go to Heritage Southland and that the running of the Museum could come back to Council. He saw no relation at all with the Museum, so he could not see where this was going.

Cr Thomas wondered how this affected Council's funding applications for the external funding because it could jeopardise the ability to get funding for this as well.

Cr Ludlow said the Tim Walker report was paid for by the SMAG with a grant from the Regional Heritage Committee. With regards to the Provincial Growth Fund, it was important that everything moved ahead. It was about ensuring that everything went forward at the same time. He reminded Council that the ACI did not address the issue of where the Invercargill Public Art Gallery would be storing its collection.

Cr Biddle agreed with Cr Ludlow and although ACI director could not be appointed based on this report, there were other art organisations that were yet to determine whether or not they were going to collaborate their art. The other issue was where that art would be going. She was of the understanding that as a Council, it had adopted the concept of the regional storage facility being the place where the art and collections would be stored. That project was led by the Southland Regional Heritage Committee and ACI was meant to rejuvenate the city centre and not focus on the art at all. She could not see why Council could not move ahead with ACI based on the decision that was made previously.

In response to a question by Cr Pottinger as to what the timeframe was in relation to this report, Mrs Hadley reminded Council that there was a governance review being undertaken for SMAG. That would provide some guidance on who had responsibility for the collections, the buildings and who made decisions on what the purview of SMAG was. She would have thought that Council was in the context of three to six months to get clarity from other organisations.

Cr Thomas said he was concerned about the development and Council's ability to build. That was a huge issue when there were five major projects happening in the City, two of them Council owned and the ability to get that across the line. There should be some sort of focus on one project because he could not see how five projects could be done at once.

Cr Amundsen said that with regard to the ACI and director of, she thought that the report Tim Walker did on that project that director's role would be to talk and negotiate with all the holders of art collections and as part of their role it would be their responsibility to convince them that being part of the pot would be the best idea for them, alongside the development of the project itself. In some ways it made this discussion irrelevant because that person would speak to the holders of the Museum art collection and have that conversation with them as part of their brief.

Cr Crackett said she was struggling to understand why one needed to be completely exclusive to the other. With regard to the Tim Walker report, he would come back to Council and say that it was a lot more about community involvement and getting people out there, innovation and performing art space out there as well as traditional art. She could not see how this encroached on what SMAG was doing. This was complementary but a stand-alone project, so by putting the project on hold now it would not be an advantage to Council except for delaying the project would be hot demand for resource.

Cr Amundsen referred to the Tim Walker report that he presented to both ILT and the Community Trust of Southland and said that both organisations asked if they could fund the Director now. That was how taken they were about the whole concept of the ACI. They were enthusiastic and excited about it and a lot of people had commented that it came out with a hiss and a roar and now there was nothing.

Mrs Hadley said she was sure that Mr Walker's advice was that ACI would be the principle base for art exhibitions and activities. She was aware that there had been some discussions with the SMAG Board about whether that art stayed or not. That was the point that needed clarity before moving forward. To a certain degree she felt that clarity on that point, would allow progress to move quickly from there.

Cr K Arnold said the point was that no art was being displayed by SMAG. The building was closed, so she did not see what the ownership or intentions for the future had to do with this project now. The future for the Southland Museum or art gallery was years down the track. This was something that would be developed or built now.

Cr Biddle said she was not sure that SMAG was the only entity that held an art collection and that needed to be considered. She would not like to think that SMAG would be held responsible for holding up the ACI project. What had become apparent was that if Council did not have a building to store the art collection, the focus should been a building for storage.

In response to a question by Cr Amundsen that if Council did not accept this recommendation, did that mean that Council had conveyed to staff that it did not want to see a delay on this project. Mrs Hadley said that the points Councillors had raised had some validity but they also overlooked the fact that the words she used was about prudent use of ratepayer funds. Some of these other galleries were privately funded. ACI would have a working relationship with them but Council would like to see more of those. This was not about a takeover of art by ACI. This was about making sure that everyone was in the waka rowing in the same direction and giving it the best footing to move forward from. If this report was not received, she would still have difficulties recruiting a Director knowing that there was a lack of clarity out of the governance review and the Terms of Reference for SMAG from Council and the fact that Mr Walker's advice was that ACI should be the principal place of arts activity that was funded by the Invercargill ratepayer in the first instance.

Cr Biddle said that there had already been a high level document from Mr Walker that would need to go to the SMAG Board but a solution could be that Council asked SMAG for the governance part to be delivered earlier than December. That could mean that Council could have some discussion and information within two months instead of six months.

Mrs Hadley said that the Governance Review was one of the points. This was to receive the report, it was expressing the concerns around this matter, however she would bring back an additional report because she would need to seek guidance from Mr Walker on whether Council was implementing the report in the way which he had intended before starting the recruitment process. Either way there was at least six weeks of delay.

Cr Pottinger said he would agree with the recommendation if Council was updated at the next Council meeting to get more clarity on what Councillors had raised today. Even a comment from Tim Walker would be beneficial.

Cr Pottinger moved an amendment that the report be received and a report be brought back to the next Council Meeting, including comments from Tim Walker on this matter.

With the agreement of mover and seconded, the amended motion now read:

**Moved** Cr Soper, seconded Cr Abbott that the report be received;

AND THAT

A report be brought back to the next Council Meeting that included Tim Walker's comments on this matter.

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

12. **ACTION SHEET**

The report had been circulated.

**Moved** His Worship the Mayor, seconded Cr Abbott that the report be received.

After discussions, it was agreed that the Maori Relationship needed to be removed from the Action Sheet. The Directors Remuneration Policy did come back to the previous Council Meeting with further work to be done with a new date of completion to be added to it. The third item needed a report to the next Council Meeting.

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

13. **MAYOR'S REPORT**

The report had been circulated and His Worship the Mayor took the meeting through it.

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

14. **URGENT BUSINESS**

Nil.

15. **COUNCIL IN PUBLIC EXCLUDED SESSION**

Moved His Worship the Mayor, seconded Cr K Arnold 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 5 June 2018*
- (b) *Confirming of Minutes of the Public Excluded Session of the Infrastructure and Services Committee 9 July 2018*
- (c) *Confirming of Minutes of the Public Excluded Session of the Finance and Policy Committee 10 July 2018*
- (d) *Report of the Director of Works and Services*
- (e) *Report of the Chief Executive*
- (f) *Action Sheet*
- (g) *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:

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) Confirming of Minutes – Council 5 June 2018	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 – Infrastructure and Services Committee 9 July 2018	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 – Finance and Policy Committee 10 July 2018	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) Stormwater	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) Investments – Inner City	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) Action Sheet              | 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) KPI's for Chief Executive | Protect the privacy of natural persons, including that of deceased natural persons   | <b>Section 7(2)(i)</b> |

There being no further business, the meeting finished at 8.04 pm.

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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 MONDAY 13 AUGUST 2018  
AT 5.00 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 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 C Hadley – Chief Executive  
Mr C A McIntosh – Director of Works and Services  
Mrs P M Gare – Director of Environmental and Planning Services  
Ms M Short - Manager Strategy and Policy  
Ms H McLeod – Communications Advisor  
Ms L Kuresa – Governance Officer

1. **APOLOGIES**

Cr A J Arnold.

Moved Cr Abbott, seconded Cr Esler and **RESOLVED** that the apology be accepted.

2. **NOTIFICATION OF AN URGENT ITEM UNDER PUBLIC EXCLUDED SESSION**

Moved Cr Ludlow, seconded Cr Soper and **RESOLVED** that the matter with regard to a Ticker Tape Parade be taken under Urgent Business in Public Excluded Session.

3. **INTEREST REGISTER**

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

4. **PUBLIC EXCLUDED SESSION**

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

- (a) *Venture Southland Joint Committee*
- (b) *Awarua Industrial Estate*

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) Venture Southland Joint Committee	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) Awarua Industrial Estate	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) Netball Parade	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>

There being no further business, the meeting finished at 6.00 pm.

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**MINUTES OF A MEETING OF THE BLUFF COMMUNITY BOARD HELD IN THE BLUFF  
MUNICIPAL CHAMBERS, GORE STREET, BLUFF ON MONDAY 6 AUGUST 2018  
AT 7.00 PM**

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

**IN ATTENDANCE:** His Worship the Mayor – Mr T R Shadbolt  
Cr R R Amundsen  
Cr A J Arnold  
Mr R Pagan – Manager Parks and Reserve  
Mrs N Allan – Service Centre Manager  
Mr L Beer – Bluff Publicity/Promotions Officer  
Ms L Kuresa – Governance Officer

1. **APOLOGY**

W Glassey and P Young.

Moved G Henderson, seconded G Laidlaw and **RESOLVED** that the apologies be accepted.

2. **NOTICE OF URGENT BUSINESS**

Moved R Fife, seconded Cr Esler and **RESOLVED** that the tabled Item with regard to the Bluff Foreshore Reserve – Removal of Dangerous Litter, be taken under Urgent Business.

3. **INTEREST REGISTER**

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

4. **PUBLIC FORUM**

4.1 **Fishing Berth/Town Wharf Upgrade**

Frank O'Boyle, Infrastructure Manager from South Port was in attendance to speak to this Item.

Mr O'Boyle tabled copies of the plan for this project and took the meeting through it.

In response to questions, the following answers were given:

1. There are noise limits that we have to adhere to in New Zealand standards. The consent is part of the port plan. We have a certificate of compliance from Environment Southland in relation to noise consent. I'm not sure if there are set hours but we will talk to the contractor and work thought that.

2. The jetties will be cut off. The Countess will move onto the Island Harbour on Berth Two. We are talking to Real Journeys now and they were looking at going onto the fishing berth on the west end but just in the last few days they have been thinking about staying on the ferry wharf itself. Mana will be kept where he is and the other will move onto the tunnel wharf as well.
3. The kerb section will still be maintained for the fishermen. We may extend that onto the town wharf as access for the fishermen.
4. There were several options that we looked for the right angle with the existing pipeline and there was a lot of talk about how we can build something around that pipeline and protect it at the same time. It's going to be there for nine to twelve but potentially there will be nine to twelve vessels coming in there. It's been a critical asset to the region and we have done some costings about doing that right angle and it will add over \$1 million to the project.
5. Part of the construction is a bundy, in case of spillage.
6. I think we have at least 12 months ahead of us. It's at the planning stage until there's a business case to warrant it.

Mr O'Boyle said he was happy to update the Board every six months on this matter.

The Chairman thanked Mr O'Boyle for taking the time to update the Board on this important matter.

5. **MINUTES OF THE MEETING HELD ON 25 JUNE 2018**

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

6. **MATTERS ARISING**

6.1 **Dogs on Colyers Island**

Cr Esler said he was out at Colyers Island on Saturday and the dogs were okay but in the past they had run out across the mudflat and caused some trouble. The other issue was the ownership of the bridge and he had asked Mr Pearson about it and it was one of those grey areas where the owner of the land is the owner of the bridge but he was not sure if that meant that people could be stopped from going onto the bridge. It would need to be decided by a court if there was any dispute.

6.2 **Sign Posts**

G Henderson noted that the sign posts at the walkway had been done.

G Laidlaw noted that tarseal had been completed around the Greenhills area but wondered why it was still greasy when it was wet. The Chairman said it could be a different type of tarseal that did not hold the traction the same but he would refer that to Mr Pearson to look into.

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

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

7.1 **Burt Munro challenge Bluff Hillclimb – Thursday 7 February 2018**

7.2 **Bluff Oyster and Food Festival – Saturday 25 May 2018**

7.3 **Bluff Website**

7.4 **Tourism New Zealand Industry Roadshow**

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

8. **BLUFF ACTION SHEET**

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

**Moved** G Laidlaw, seconded Cr Esler that the report be received.

In response to a question by R Fife, as to whether Mr Pagan would be speaking to Kiwi Rail about the hedge, Mr Pagan said he would speak to the roading authorities to ensure that they were happy with Council removing it. He would also speak to Kiwi Rail about what their requirements were.

In response to a question by R Fife, for an update on the progress of the cycle trail, Mr Pagan said it was looking a lot more positive. While he was on leave, there was a meeting that Mr Pearson attended to try and get a timeline and getting things underway, so he hoped to have a report coming back on the timing of that soon.

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

9. **CHAIRMAN'S REPORT**

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

9.1 **Information Kiosk**

The Chairman said he attended the Bluff Promotions Meeting and they were looking at developing an information kiosk similar to the one at the Senior Citizens Centre Reserve. That was the easiest option because there was a plan already drawn up and that would save a lot of money. The next process was to wait and see if permission was granted to do this and then decide where it would be situated. They were looking at siting it directly opposite the Service Centre.

Mr Pagan said that once it was confirmed where it would be sited, he would contact Kiwi Rail and get the process underway.

The Chairman said that Elsie Powley had approached the Board to say that she would like to do something in memory of Rex Powley and she would help fund it. To keep the costs down, South Port could be contacted for a donation towards it because Rex Powley was the Chairman of South Port for a number of years, so a plaque in memory of Rex Powley could be put onto the new site as well. That would make it worthwhile for Bluff. It would be an attraction for visitors to Bluff that could encourage them to stay in Bluff longer.

## 9.2 **Bluff Predator Free**

A letter from the Predator Free Group had been circulated on this matter.

The Chairman said he attended a meeting held on Friday 28 July in Invercargill and they had carried out their survey. They had received a good response and a number of responses were in relation to updating the skateboard park and general things that the Board or the Council would take on board. They were collating those matters and would send them to the Board to look at as part of Bluff's Strategic Plan. They had gone ahead in leaps and bounds and the next step for them was to have a number of workshops and pay for a facilitator to hold those. They were also looking at paying people to attend the meeting to encourage people to go to the meeting.

Cr Esler said that the letter should have included a budget as he was not sure if the Board was the best funder for this project.

The Chairman said that the Group had received \$5,000 from Environment Southland, so that probably covered the cost of the facilitator. The Board was not in a position to fund this but it fully supported the project. He suggested that the Board would send the group a letter saying that it fully supported them in whatever the Board was able to and wish them the best with going forward with their survey. It was all to do with Predator Free Bluff and what the group could do to make Bluff better to keep the bird life. The group's long-term aim was to have a predator free fence installed.

## 10.2 **NZAS Visit**

The Chairman informed the meeting that he would contact Board Members once a date was confirmed for the NZAS visit.

## 10.3 **Bluff Strategic Plan**

The Chairman said that a meeting was held on 23 July and it was well attended. It was agreed at the meeting that a survey would be undertaken called Bluff Vision. He tabled copies of the survey and took the meeting through it. He said it would be dropped into all residents mailbox and handed out to all businesses in Bluff. There would also be a Survey Monkey so that people could complete it online.

Cr Amundsen said it was a great way to add more information behind the Strategic Plan work that had been completed. The Strategic Plan was focused on the things that were already goals or visions for groups that were already working on project in Bluff. Rather than a whole lot of new ideas they wanted to build on what was already happening and then develop a document that Council and the wider community was aware of how Bluff could be supported going forward. If Council was aware of what Bluff wanted to achieve it would make it easier for the different departments in Council to focus their energies on those areas.



The Chairman said it was timely because it had not been done for a while but it was about getting community engagement. He had spoken to people who were keen on this and thought it was a great idea. They were looking forward to completing the survey. It would be interesting to see what ideas came forward and once all surveys were received it was a matter of prioritising them. It would give the Board a better understanding of what the community needs was going forward. It was not restricted to the Bluff community and he was hoping to get some good feedback from it. He had received an email from Tina Harvey from Venture Southland who had been involved in this and she provided costing for 4,000 copies to be printed at a cost of \$744.00 by Craig Printing. Craig Printing was a local company and 4,000 copies were more than enough and the funding should come from the Bluff Community Board Reserves.

Moved R Fife, seconded G Henderson and **RESOLVED** that the funding of \$744.00 for the printing of the Bluff Vision Survey be met by the Bluff Community Board Reserves.

The Chairman said that Tina Harvey asked if the Board wanted to print posters similar to the survey but on A3 paper for some of the shop windows.

After discussion, the Board agreed that around half a dozen posters would be printed.

Moved R Fife, seconded G Henderson and **RESOLVED** that the Board endorses that the Bluff Vision Survey be printed in its present format and distributed to all households, businesses and community organisations, with the closing date being Monday 10 September.

#### 10.4 **Bluff Vessel Maintenance Meeting**

The Chairman informed the meeting that he had been invited to the Bluff Vessel Maintenance Meeting about recent changes to maritime and bio-security rules on vessel owners. What they were saying was that they could not get onto the South Port ramp as quickly as they wanted to and they had asked to meet to discuss how this could be alleviated. They were looking for ideas on how this could further develop so that boats could be taken out a lot quicker without having to go to South Port. The meeting would be held on Friday 10 August.

#### 10.5 **Awarua Development Bus Service**

The Chairman informed the meeting that the Awarua Development Bus Service grant application to the Community Trust of Southland was successful and that would be receiving funding for one year. They were very happy with this and after they one year they would need to look at further funding. It was good to see a dedicated Bluff service between Invercargill and Bluff for the next year. He was confident that it would grow now that there was some certainty for the travellers and he looked forward to future growth and funding availability.

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

11. **FINANCIAL STATEMENTS 2017/2018**

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

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

Moved R Fife, seconded Cr Esler and **RESOLVED** that the \$8,929 surplus be transferred to the Bluff Community Board Reserves; for the 12-month period.

12. **URGENT BUSINESS**

12.1 **Bluff Foreshore Reserve – Removal of Dangerous Litter**

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

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

AND THAT

The Bluff Community Board supports the request that the Lessee cleans up the site around the building.

12.2 **Asbestos Issue at Morrisons Beach**

Mr Pagan informed the meeting that the Ministry for the Environment would be providing funding to Environment Southland to carry out an investigation on contamination of that site. The money was not for doing any work but it was to fund someone to investigate how widespread the problem was. This would get things underway with some results being received sometime in the new year and then a decision needed to be made as to whether the erosion should be stopped or not. It would also involve the initial investigation of bigger areas and private land so those landowners were on board as well. The signage had been reinstated and a six foot gate had been put on the standard walking track as a warning sign.

12.3 **Walkway Around the Back of the Hill**

The Chairman asked for an update on the walkway around the back of the hill and Mr Pagan said that was a restricted site, so nobody was allowed to go through that property. The Department of Conservation had been talking about realigning the track and taking up Bluff Hill on the Council side of the boundary line on the farm land. They had some ability and some money to do that and would like to have it in place before the next influx of walkers used that area. He was not sure if they could achieve that or not. In time it could become more of a walking track if resources were available. The Board would be updated on the progress of the track.

There being no further business, the meeting finished at 8.50 pm.

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**MINUTES OF A MEETING OF THE COMMUNITY SERVICES COMMITTEE HELD IN THE COUNCIL CHAMBER, FIRST FLOOR, CIVIC ADMINISTRATION BUILDING, 101 ESK STREET, INVERCARGILL ON MONDAY 13 AUGUST 2018 AT 4.00 PM**

**PRESENT:** His Worship the Mayor Mr T R Shadbolt (from 4.03 pm)  
Cr R L Abbott (Chair)  
Cr T M Biddle  
Cr I L Esler (from 4.25 pm)  
Cr G D Lewis  
Cr L F Soper  
Cr R Currie – Environment Southland

**IN ATTENDANCE:** Cr R R Amundsen  
Cr D J Ludlow  
Cr K F Arnold  
Cr A H Crackett  
Cr L S Thomas (from 4.03 pm)  
Cr I R Pottinger (from 4.54 pm)  
Mr R Pearson – Manager Roading  
Mrs C Hadley – Chief Executive  
Mr P Thompson – Aquatic Services Manager  
Mr S Ridden – Manager Corporate Services  
Ms M Brook – Manager Strategy and Policy  
Mrs M Foster – Manager Library and Archives  
Ms H McLeod – Communications Advisor  
Ms L McCoy – Building Assets Administration Officer  
Ms L Kuresa – Committee Secretary

1. **APOLOGIES**

Cr A J Arnold, Cr I L Esler and His Worship the Mayor for lateness.

Moved Cr Soper, seconded Cr Biddle and **RESOLVED** that the apologies be received.

2. **PUBLIC FORUM**

Nil.

3. **INTEREST REGISTER**

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

4. **COMMUNITY INITIATIVES REPORT**

The report had been circulated including a report by the Southland Community Housing Group (SCHG).

**Note:** His Worship the Mayor and Cr Thomas joined the meeting at 4.03 pm.

Margaret Cook (South Alive Trustee), Dave Hope (Salvation Army), Paul Serancke (General Manager for Humanity Invercargill) and Dave Kennedy (State Housing Action Group) were in attendance to speak to this Item. The Group took the meeting through a PowerPoint Presentation, a copy of which is available from Secretarial Services.

In response to questions, the following answers were given:

1. We have a shortage of staff and it's been getting shorter for a period of time, which makes it increasingly difficult for people such as ourselves to have a relationship where we can move forward altogether. When everybody is under pressure it stops becoming enabling and that's not just here but everywhere. People are under pressure, they are dealing with what they are seeing immediately and all you're getting is an instant result all the time, positive or not. I would like to think that we have an enabling process within Council, so that there is sufficient help in the systems. I struggle to see how an individual could fathom their way through the building consent process currently.
2. Habitat is currently building a subdivision in Glengarry in the next year as well, which is in the planning stage. We are currently converting over homes for families to move into by Christmas.
3. From what I can see there are not any real greenfield development type of housing that we are talking about. I'm not just talking about social housing, I'm talking about housing working families, so we need to be talking about something that's going to be somewhere between 300 and 425 and there's not a lot of that going on.

**Note:** Cr Esler joined the meeting at 4.25 pm.

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

4. The community workers in Te Anau have been shedding families in that area, which will have a long term effect on that community. From personal experience, we have gone through a sales programme where first home owners brought housing out of rental stock but we just haven't been building any and that's the problem.
5. We are not an organisation that's going to spend lots of money because that's not what we're about. We don't set ourselves up to be developers as a group but if somebody could do the notes that I take, it would be wonderful. In terms of a volunteer person, Margaret is the volunteer.
6. Over time there wasn't a great housing need in Invercargill, so we were seen as a low growth area and therefore there was no need to keep building. There's been no state houses built in Invercargill since 1991/1992 and the stock that we do have has deteriorated. What we have at the moment is we've had an influx of students and families looking for housing and we also have a mix of housing. There's a lot of elderly people wanting to move out of three bedroom homes who can't find a two bedroom property to move to that's affordable for them. A lot of those houses are often lived in by elderly people that can't afford to maintain them or move out. We just need to build the right kind of houses to meet the demographics that people are looking for.
7. Some of the houses could be refurbished but we are looking at trying to subdivide quarter acre sections to try and increase the in-built to increase the housing stock. A lot of the pictures you've seen today, a lot of those houses are suitable for demolition but it's a difficult job that involves legal issues and having the home owners letting go of the family home because it's a real psychological issue.

Increasing the stock within the boundaries where the infrastructure is, to make it happen especially in the Ettrick / Bowmont area.

8. The other issue is that it's difficult for developers to build a house in the south part of the city to cover costs. You will find that it costs up to \$270,000 to build a three bedroom home and you'd be lucky to get that in the sale of a new home. There needs to be some way of looking at how the Council can support or cut costs in that area.
9. One of the things is the way that properties are valued, so from a developers point of view, to develop a large section and have multi-use units on it, trying to get the valuation based on what's going on around it to a level that's feasible to seek finance for it, is problematic here.

Cr Abbott thanked the representatives from the Southland Community Housing Group for taking the time to present to the Committee.

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

## 5. **MONITORING OF SERVICE PERFORMANCE**

The report had been circulated.

### 5.1 **Levels of Service**

#### 5.1.1 ***Community Development***

#### 5.1.2 ***Libraries and Archives***

#### 5.1.3 ***Pools***

#### 5.1.4 ***Housing Care Services***

#### 5.1.5 ***Bus and Transport***

##### *Pools*

In response to a question by Cr Biddle as to why there were no declined bookings during June. Mr Thompson said that staff managed to factor in all bookings for June.

##### *Bus and Transport*

In response to a question by Cr Thomas that with regard to the farebox recovery, in May there was quite a high number and in June there was decrease in the figures, and yet the farebox recovery was completely different. Mr Pearson said that part of that was not to do with a slight aberration where Council paid the escalation every three months. That was possibly paid in May, which would have altered the figure but he would check and report back to the next Committee Meeting.

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

6. **ACTION SHEET**

Nil.

7. **OTHER BUSINESS**

7.1 **Hydroslide Business Case**

The report had been circulated and Mr Thompson said that when the hydroslide project was first looked at it identified the opportunities that existed with moving the hydroslide and adding additional slides, there was an expectation to be some interest from the wider community with the project. There was a small newspaper article in the Otago Daily Times over a week ago and the phenomenal feedback received via their Facebook page. He checked this morning and there were about 280 positive comments saying that Invercargill was overtaking Dunedin with the projected projects going on in the city. As suspected this would be a project that the City could be proud of.

In response to questions, the following answers were given:

1. There have been three funding applications made. One to the Community Trust of Southland and one to each of the Invercargill Licensing Trust. The Community Trust of Southland has declined the grant application and the ILT has deferred its decision. The Business case is based on no grant available.
2. The Community Trust of Southland did not give a reason why it declined our application.
3. We investigated an option to go through the Lotteries Commission but the project didn't meet some of the requirements for our application and a decision was made not to proceed with the funding application.

Cr Thomas said that if Council was paying Venture Southland to do the applications for Council, why an application not be sent to the Lotteries Commission. There was extra funding put in the pot for the applications to be completed.

**Note:** Cr Pottinger joined the meeting at 4.54 pm.

Cr Ludlow said that staff had answered that by saying that it did not fit the Lotteries Commission criteria. He commended the endorsement of the recommendation. Mr Thompson had put forward the worst case scenario, which was getting no external funding. It still stacked up financially but operationally it improved how Splash Palace functioned. When looking at the project he remembered the Butterfly House at the Otago Museum that had the potential to become one of those attractions that drew people in.

Cr Biddle said she supported what Cr Ludlow said in relation to an attraction in our community. She remembered that as child, going to the Moana Pool in Dunedin to go on the hydroslide, so people would travel to go to something like this. The comment had already being made that Invercargill was well and truly going to beat Otago and become the next best thing in New Zealand. However, she was concerned that Council was not exhausting its options in relation to funding. She suggested that funding applications be continued and if that was considered, then she would be happy with the recommendation.

Cr Soper said that what Cr Thomas said was valid for Council to ask Venture Southland to look widely at funding applications and mechanics of doing them rather than staff spending lots of time exploring them. There was probably some ways in which Venture Southland could assist with exploring with other options for this project. She asked if the three slide option had any encroachment effect on the walkway. Mr Thompson confirmed that it would not have any effect on the walkway.

In response to a question by Cr Soper as to what Appendix 5 showed. Mr Thompson said that was reference to the design standards that the hydroslide was designed to. He could not comment to the design standard that the existing hydroslide was designed and built to but the proposed slides were built and designed to meet national standard.

Mr McIntosh said that Appendix 5 was referring to a risk table, which had been in an early draft of the report but was not attached to this final report.

In response to a question by Cr Thomas as to how the new hydroslide would compare with the ropes climbing at the Stadium for example, because it was all comparable and unlimited value for \$6.00 was good value. Mr Thompson said that \$6.00 to use the hydroslide was on top of the admission fee as well.

Cr Crackett said that with regard to the hydroslide as a user-pay system, she spoke to the Youth Council about it and the consensus was that they were happy to pay the \$6.00 fee. Youth Council members were all exceptionally excited with the fee being well within their budgets.

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

AND THAT

It be **RECOMMENDED** to Council that Council approves Option 2, 'Three Slide, New Location' facility at Splash Palace.

8. **URGENT BUSINESS**

Nil.

There being no further business the meeting closed at 5.01 pm.

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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 14 AUGUST 2018 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  
Cr L F Soper

**IN ATTENDANCE:** Cr A J Arnold  
Cr I L Esler (from 4.30 pm)  
Mrs C Hadley – Chief Executive  
Mrs G Henderson – Bluff Community Board Member  
Mrs P M Gare – Director of Environmental and Planning Services  
Mr S Tonkin - Development Liaison Manager  
Mr T Boylan – Planning Manager  
Mr J Youngson - Manager - Environmental Health  
Ms M Brook - Manager Strategy and Policy  
Mr M Morris - Legal Advisor  
Mr H McLeod – Communications Advisor  
Mrs L Devery - Senior Planner - Policy Focus  
Ms S Baxter – Policy Planner  
Mr A Cameron – Policy Analyst  
Ms L Kuresa – Governance Officer

1. **APOLOGIES**

His Worship the Mayor.

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

2. **PUBLIC FORUM**

Nil.

3. **INTEREST REGISTER**

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

4. **ACTION SHEET**

Nil.



5. **OTHER BUSINESS**

5.1 **Health and Hygiene Bylaw**

The report had been circulated and Mr Cameron took the meeting through the difference between the two versions of the Bylaw.

Moved Cr Soper, seconded Cr K Arnold and **RESOLVED** that the Health and Hygiene Bylaw be received;

AND THAT

It be **RECOMMENDED** to Council that the draft Health and Hygiene Bylaw, Appendix B, be approved for a period of two years;

AND THAT

The draft be provided to the Medical Officer of Health for submission to the Director-General;

AND THAT

Following review by the Director-General, the final Health and Hygiene Bylaw be returned to the Regulatory Services Committee.

5.2 **Review of Bylaw 2013/2 – Keeping of Animals, Poultry and Bees**

The report had been circulated.

Cr K Arnold said it was strange that the Bylaw had been updated but she was not sure what it said. On Page 59 where it had recommendations by Officers and throughout the document it should say what it meant because she had read it four to five times and she was still not sure what it said. This was for the benefit of our citizens and they should be able to know what that meant.

Ms Brook said she was happy to make changes but informed the Committee she would make the changes throughout the entire Bylaw where that terminology was used for consistency. The statement was to cover any form of people having the animal on their property, if they were allowing someone else to keep it on their property or just turning a blind eye to it.

Ms Brook said she would provide more clear language.

Moved Cr Ludlow, seconded Cr Crackett and **RESOLVED** that it be **RECOMMENDED** to Council that the Amended Keeping of Animals Bylaw be adopted for public consultation with the amendments to be made as discussed.

5.3 **Dog Control Bylaw and Policy**

The report had been circulated and Mr Cameron took the meeting through a PowerPoint Presentation.

In response to questions, the following answers were given:

1. The submitter has suggested that the registration fee for a dangerous neutered dog is \$127.00. That is not correct. Council has set the fee at \$150.00. The standard fee is \$100.00.
2. The penalty under the Act for a breach of Bylaw or the penalty under the Act for a breach of thee, which is what I understand you to be talking about are the same.
3. There are two over-lapping issues with setting the fee for menacing dogs. Council staff say that under the Dog Control Act can charge more than the standard fee. The second question is, how much would that fee be? When Council sets its fees, the Act allows Council to set them in such a way that they are cost recovery, so Council staff say that because dangerous and menacing dogs have an extra level of supervision, which is the same. The fee for menacing dogs is justifiable.

Cr K Arnold said it seemed that Mr Cameron was of the understanding that she was representing Mr Tribe in this matter, but her comments were her own as a Councillor on this Committee. Take Mr Tribe out of it, her concerns were what Mr Cameron had identified that she was not comfortable with this Council setting the fee at \$150.00 for menacing dogs.

**Note:** Cr Esler joined that meeting at 4.30 pm.

Cr Soper said that a simpler way of proceeding was to deal with the issue of whether Council could set a fee at any level. She had looked into the Act and the other information in relation to this matter and Council did have the ability. She wanted that issue cleared before getting into the issue of the difference between menacing and dangerous dogs and the basic issue that the submitter raised.

Cr K Arnold said she wanted to know how long the presentation was and was it about justification against Council staff and Mr Tribe. She was frustrated that at the last Committee Meeting she asked Council staff to meet with Mr Tribe to have his concerns aired and discuss them. To her, it sounded like Council was outlining its position and it was not helping this Committee at all to make any proper decisions. She felt that the Committee was now in a position that it was back to where it started because if discussions had been carried out with Mr Tribe, the Committee would not be in this position today.

Mr Cameron apologised that discussions with Mr Tribe were not carried out.

Cr Ludlow said he felt differently because it was not a negotiation. It was an explanation around points of fact and that was what Mr Cameron was providing now. There had been sufficient and quite serious emails that came forward and the submission that Mr Tribe made. He had made his position very clear, and Mr Cameron's presentation had not finished, so he did not know if the answers to questions that had been made was to come.

Cr Biddle disagreed with the comment that it was not a negotiation. She felt that from what she had read there seemed to be differences between the Policy, the Bylaw and the Act. They were so inconsistent with each other, whether that was open for the way people interpret it that the Committee was struggling with what was the Act, the Policy and the Bylaw. She was not comfortable making a decision based on the information she had because it was not enough.

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

4. It's an assessment of the risk. What we are trying to do and what the Act did when it imposed the obligations on dangerous dogs, it said that as a blanket rule, all dangerous dogs should have that restriction. We can't overstep what is necessary for the underlying purpose of the Act.
5. It's a requirement for dangerous dogs but it's not a requirement for menacing dogs, to have a secure access or gain unrestricted access to at least one door of the dwelling.
6. The right to access to premises applies to all dogs and not only to dangerous dogs. There are rights in the Act to enter the premises for breach. What the Act says is that you cannot use the Bylaw to give any broader access to the premises than the Act allowed, which Council has not done.
7. The provision, if it's made at all, is made under the Local Government Act and again, the Dog Control Act says that any bylaws are made under Local Government Act. The short answer is that Council is not doing anything beyond its power.
8. The minimum requirements for Section 33(e) gives the option to neuter the other one is the muzzling when in public.
9. Neutering is an option for Council, which it has elected to do and the other requirement is the muzzling when in public.
10. Council is not trying to change Section 33 through this Bylaw. What it is saying is that there other things that we require or are able to do under different sections of the Act.
11. The first issue in relation to the fees, does Council accept that it's entitled to make a provision, then once that's been decided, Council needs to decide if it will. Ultimately it's a decision for the Committee to make as to whether it's appropriate for the management of dogs generally, safety and other issues that additional controls be put in place.

Cr K Arnold said that the Committee had recommendations to consider but she could not remember if the Committee being asked if it was happy with what was being proposed. That was where her frustration was. She personally did not support staff or officers thoughts were and it was that philosophy that the Committee had not discussed.

Cr Amundsen asked if this was the same recommendation included in the original Policy and Bylaw that went out for consultation that the Committee would have had and Mr Cameron said it had been there from the beginning.

Cr Amundsen said it was a case for the Committee to have a better understanding of those things before approving them to go out to the public. The Committee may need to have a Workshop on this matter to go through the Policy and Bylaw.

**Moved** Cr Soper, seconded Cr Ludlow that the Report Dog Control Bylaw, and Policy be received;

AND THAT

It be **RECOMMENDED** to Council that the Dog Control Bylaw – Appendix 1 and Policy – Appendix 2 as amended be recommended for consideration by Council;

AND THAT

The Parks Division review their Dog Control Policy for consistency with this Policy when the relevant Reserve Management Plans are next due for review.

Comments against the motion included:

Cr Biddle said that it would have been a better outcome facilitated if staff had spoken to Mr Tribe in relation to his submission. The evidence he had provided was valid and there was a lot sense in what he was saying. She understood where he was coming from after reading his submission. She did not support the recommendations.

Cr K Arnold said she did not support the recommendations because the Bylaw and Policy did not accurately reflect what this Council would like to achieve because that was never discussed.

Comments for the motion included:

Cr Soper said she was of the understanding that offences and penalties were set by the Act. Council did not have the authority to set or alter the fines and the penalties were reasonably high to discourage non-compliance but there was no difference between a menacing and dangerous dog. A penalty difference was not the difference between a dog classified dangerous or menacing. The dangerous and menacing classification that staff had confirmed was a matter of how the dog behaved.

Cr Ludlow said that during the course of some of the RMA processes you have to weigh evidence and in some cases expert evidence. You could have in an expert sense two opinions that oppose and he did not mean to disrespect Mr Tribe but in some senses there was a difference between someone who was enthusiastically engaged and well informed and an expert. He rated himself as a good driver and he could probably drive out at Teretonga at great speed but he was not Greg Murphy, so there was difference on who you would want to sit in the car with. This was not blatantly going along with how staff interpreted this but he was comfortable with the explanation that the Committee had received today to support the motion. There came a point where the Committee needed to make a decision.

There were further discussions on this matter for clarity.

In response to a question by Cr Amundsen as to whether a dangerous dog was designated dangerous by breed and Cr Soper said on Page 103-104, it had the description of the classification of dangerous dogs and menacing dogs. The menacing dog concentrates more on the breed.

**Note:** A division was taken and a show of hands was carried out:

Councillors Ludlow, Soper and Amundsen voted for the motion.

Councillors K Arnold, Biddle and Crackett voted against the motion.

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

Mrs Hadley said that in this instance the status quo for this policy had gone out for consultation. Council could not delegate the power to make a bylaw, so the Bylaw and Policy would go forward as it was for discussion at Council.

In response to a question by Cr Ludlow as to what the standing of those Councillors who were not present during the submissions. Mrs Hadley again highlighted the fact that Council could not delegate the power to make a bylaw. It may well be that Council needed to consider a workshop before the meeting or some other way in which the Councillors who were not part of that submission process get the opportunity to understand the issue.

Cr Amundsen said that the next Council meeting was scheduled to be held on 28 August, so a Council Workshop would be held before that meeting to discuss the matter further.

**5.4 Dog Control Annual Report 2017/2018**

The report had been circulated and Mr Youngson informed the meeting of an amendment to the report that would be made to the document.

Moved Cr K Arnold, seconded Cr Ludlow and **RESOLVED** that it be **RECOMMENDED** to Council that the 2017/2018 Dog Control Report be forwarded to the Council for adoption.

**5.5 Implementation of the Recommendations of the Independent Community Panel on Re-Homing and Euthanasia of Impounded Dogs**

The report had been circulated.

Moved Cr Soper, seconded Cr K Arnold and **RESOLVED** that it be **RECOMMENDED** to Council that:

1. The report be received;
2. Council authorises the development of Memoranda of Understanding with dog re-homing organisations.
3. Council authorises the use of Animal Control reserves and unspent expenditure to develop an outdoor exercise area for dogs at the Animal Care Facility. (At 30 June 2017 the Dog Control reserve balance was \$204,000, with an additional \$50,247 of unspent expenditure in the maintenance budget).
4. Council authorises staff to invite members of the community who would be interested in fostering or re-homing a dog to come forward.
5. Council authorises the tender process for a veterinarian to provide IV injection for euthanasia of dogs at the Animal Care Facility.
6. Council authorises the veterinarian undertaking the euthanasia to use the captive bolt if, in their professional opinion, this is the safest for people and the least distressing for the dog.

7. Council, when developing its 2019/20 Annual Plan, reviews the costs associated with euthanasia and determines whether these be funded from dog registration fees or from rates.
8. Council authorises staff to enter into an agreement with SIT to supply dogs from the Animal Care Facility that have been unclaimed and recommended for euthanasia on the proviso that SIT:
  - o Collect the dog(s) from the Animal Care Facility, and
  - o Would undertake euthanasia by lethal injection, and
  - o Dispose of the cadavers by cremation, and
  - o A maximum of five dogs will be provided per calendar year.

#### 5.6 **Plan Change – Animal Boarding Activity**

The report had been circulated.

Moved Cr K Arnold, seconded Cr Amundsen and **RESOLVED** that it be **RECOMMENDED** to Council that Council approves the development and notification of a change to the Invercargill City Proposed District Plan 2016 in respect of animal boarding activities so they are not a permitted activity in the Rural Zone.

#### 5.7 **Heritage Strategy**

The report had been circulated and Mrs Devery took the meeting through it.

**Moved** Cr Soper, seconded Cr Ludlow that it be **RECOMMENDED** to Council that:

1. The report be received;
2. A City Centre Heritage Steering Group be established to consider the draft City Centre Heritage Strategy;
3. The City Centre Heritage Steering Group review the draft City Centre Heritage Strategy and recommend its adoption to Council;
4. The City Centre heritage Steering Group assists in the implementation of the actions within the Strategy.

In response to questions, the following answers were given:

1. This is a reaction to potential developments in the City but Council has always had an obligation in this space. Council has a District Plan that sets out objectives in this space and Council needs to be seen to be active in giving Council before applications and developments do occur in our City that will affect our heritage and resources to be proactive. Not necessarily to stop things but to ensure that if we are going to lose certain aspects of heritage that we can promote the values in other ways and prioritise our areas.
2. The recommendation in the report is that the Steering Committee was created so Council could call in that expert when needed to give the knowledge to support its decision. There may be other areas where those experts are not necessarily required.

Cr Amundsen said that one of the other things to remember is that this was to form Council's view on what the Strategy should be, so Councillors needed to part of that. Council could be flexible on that without needing a separate resolution.

Mrs Gare said that it would be useful to identify some Councillors to go on the Steering Group.

Cr Soper said she assumed the Steering Group would have the ability to second such people when it was needed. She was happy to volunteer to be on the Steering Group. Council needed to look at the list at the moment and see if that was the right size and she saw this as a positive move.

Cr Crackett and Cr Amundsen both volunteered to volunteer to be on the Steering Group.

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

6. **URGENT BUSINESS**

Nil.

7. **PUBLIC EXCLUDED SESSION**

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

*(a) Report by Michael Morris – Legal Advisor*

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>
Six Monthly Update of Legal Advisor	To maintain legal professional privilege	<b>Section 7(2)(g)</b>

There being no further business, the meeting finished at 5.23 pm.

**\*\*\*\*\***

**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 20 AUGUST 2018  
AT 4.00 PM**

**PRESENT:** Cr L S Thomas – Chairperson  
Cr A J Arnold  
Cr K F Arnold  
Cr A H Crackett (from 4.22 pm)  
Cr I L Esler

**IN ATTENDANCE:** Cr L F Soper  
Cr T M Biddle  
Mr C A McIntosh – Director of Works and Services  
Mr R Pearson – Roading Manager  
Mr R Pagan – Parks Manager  
Mr P Horner – Building Assets Manager  
Mr A Murray – Water Manager  
Mr R Keen – Manager 3Waters  
Ms H McLeod – Communications Advisor  
Ms L McCoy - Building Assets Administration  
Ms L Kuresa – Governance Officer

1. **APOLOGIES**

His Worship the Mayor Mr T R Shadbolt, Cr I R Pottinger and Cr A H Crackett for lateness.

Moved Cr K Arnold, seconded Cr Esler and **RESOLVED** that the apologies be accepted.

2. **PUBLIC FORUM**

2.1 **The Reserve Land Status**

Richard and Jane Everest were in attendance to speak to this Item.

Mr and Mrs Everest raised concerns with regard to their property at 37 Judge Road. They took the meeting through their concerns as set out in their submission that had already been circulated to Councillors.

In response to questions, the following answers were given by the submitters:

1. Environment Southland has a list of certain days that they can pump, the weather conditions they can do it in and the rainfall conditions but we found was that when they were allowed to pump, if there was any wind from the south east or in the southerly direction, the smell goes right through our land. The first couple of times it happened instead of making a complaint we drove around and spoke to the farmer who thanked us for making him aware of it. Since then the farm has changed hands, so who knows what will happen in the future. We brought the place on the premise that it was reserve land, right beside Seaward Bush and it would make a big change to our lifestyle.



2. We said in our submission that we would appreciate it if we got an option as to what was happening and with the support of Mr and Mrs Shaw at 27 Judge Road, we would take it on as a joint venture because it affects both our properties. It would give us a chance to help decide our future. As far as we are aware it has a minimum of a 5 acre block but one of our other neighbours are not keen to see anything happen at all. Whoever moved in there they will build so that it's in someone else's eye line but will build with privacy in mind.
3. We have lived there for 13-14 years and we are passionate about it.
4. We have had a go at having stock on our property over the years but the farmer that's been leasing the land off the Council is better at it.
5. Our property is 8.5 acres.

Cr Thomas thanked Mr and Mrs Everest for taking the time to present to Council on this important matter.

### 3. **CHANGE IN THE ORDER OF THE AGENDA**

Moved Cr Thomas, seconded Cr Esler and **RESOLVED** that the item with regard to the Intention to Revoke Reserve Status From 83 Lardner Road (Part Mason Road Reserve) be brought forward in the Agenda.

#### 3.1 **Intention to Revoke Reserve Status from 83 Lardner Road (Part Mason Road Reserve)**

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

In response to questions, the following answers were given:

1. The disposal of the land is subject to Council's disposal policy. In the past Council has indicated that we get a valuation to give to the land agent to dispose of it. This is the second piece of land in that area. The two pieces of land come under the two different ministers. One comes under the Minister of Health to gain permission for this and this particular one is a reserve, so it comes under the Minister of Conservation. The whole area has been grazed by one farmer in the past as indicated and their lease comes up later on this year, which gives Council the opportunity to dispose of it at that point.
2. In the past the reserve status has been removed and offered for sale at the best possible price. That has been the criteria in the past.
3. Council has never put a stipulation in the past on how it can or can't be used because it would degrade the value of the land. If we were to subdivide it there would still be no reason why someone could not buy all the blocks and still graze it for dairying. The cost of subdivision would be expensive, so the idea is to try and get sufficient money out of this to carry on with Council's operations at East Road.

Cr Thomas said that Council needed to take into account the surrounding neighbours' position on this about how Council sold this and how it was moved. While Council wanted the best possible price, that can come at a cost for the neighbours. He was aware that they had problems already with some dairying around them and nobody wished them to be encased by dairying. Council needed to move carefully on this by getting the Minister of Conservation to revoke the reserve land status and it be brought back to full Council as to how it would be managed. People had been living on that land for over 14 years and all of a sudden they were surrounded by dairy farming, which was not the intention when they originally purchased the property.

The City was going through a problem at the moment where the population was increasing and housing was an issue, so there was an opportunity here from a residential point of view. He suggested that the Minister of Conservation be requested to remove the reserve status of 83 Lardner Road and a valuation be undertaken that would come back to Council to look at its Disposal Policy.

Cr K Arnold said that the Committee needed to keep in mind what the District Plan said because that was the document that dictated what land could be used for. It may be helpful for Mr Pagan to work alongside the Regulatory Services Department to ensure that they were in tandem and get advice from them.

In response to a question by Cr Biddle as to whether requesting the Minister of Conservation the reserve status and get a valuation but Council was not prepared to sell the land, was that not spending money unnecessarily. Cr Thomas said it was purpose of what Council was selling it for.

Cr K Arnold said that if something was a permitted activity within a certain zone in the city boundary, so as a Council, it could not vote in opposition to its District Plan. That was why Council needed to know what activities were permitted in that particular zone.

Cr Soper wondered if it could be indicated to Mr Pagan that the valuation included not just valuing it as one piece of land but valuing it as three pieces of land being subdivided into three. Mr Pagan said that the area was about 13.9 hectares, so it could be subdivided so that it met the minimum requirement. The first stage was to look at getting the reserve status taken off it and then it would be brought back to the Committee with the valuation and the options as to how it could be disposed of.

Cr Thomas said it was a start of a process and it would take time to come to a decision on this matter. He thanked Mr and Mrs Everest for taking the time to present under Public Forum.

Moved Cr K Arnold, seconded Cr Esler and **RESOLVED** that it be **RECOMMENDED** to Council that Council requests approval from the Minister of Conservation to remove the reserve status of 83 Lardner Road;

AND THAT

Council requests a registered valuation of 83 Lardner Road be undertaken.

4. **INTEREST REGISTER**

There were no updates for the Interest Register.

5. **MONITORING OF SERVICE PERFORMANCE**

5.1 **Levels of Service**

5.1.1 ***Parks and Reserve***

5.1.2 ***Public Toilets***

5.1.3 ***Roading***

5.1.4 **Sewerage**

5.1.5 **Solid Waste Management**

5.1.6 **Stormwater**

5.1.7 **Water Supply Activity**

**Moved** Cr K Arnold, seconded Cr Esler that the report be received.

In response to a question by Cr K Arnold as to when the Carry Forwards would be brought to Council and Mr McIntosh said that a report on Carry Forwards would be brought to the Council Meeting.

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

6. **ACTION SHEET**

Moved Cr A Arnold, seconded Cr K Arnold and **RESOLVED** that with the Action Sheet now completed, that it be taken off the Agenda.

7. **OTHER BUSINESS**

7.1 **Waste Advisory Group Committee Minutes**

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

**Note:** Cr Crackett joined the meeting at 4.22 pm.

7.2 **Underground Water Supply Exploration for Emergency Water Supply**

The report had been circulated and Mr Canny and Mr Clint Rissman took the meeting through a PowerPoint Presentation.

Moved Cr K Arnold, seconded Cr Esler and **RESOLVED** that the report be received;

AND THAT

Venture Southland be asked to report to Council at the November meeting on the presence of deep water aquifer resources in the Southland Plains.

7.3 **Tay and Lindisfarne Intersection**

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

Moved Cr Crackett, seconded Cr Esler and **RESOLVED** that the report be received;

AND THAT

It be **RECOMMENDED** to Council that Council note that New Zealand Transport Agency are considering changes to the Tay and Lindisfarne intersection.

7.4 **Government Policy Statement for Land Transport**

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

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

76.5 **Three Waters Service Delivery Review**

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

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

8. **URGENT BUSINESS**

Nil.

9. **PUBLIC EXCLUDED SESSION**

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

- (a) *Contract 828 – John and Pomona Streets Foulsewer Renewal*
- (b) *Contract 834 – Gala and Mary Street Stormwater Renewal*
- (c) *Waste Advisory Group Committee Minutes*

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) Contract 828 – John and Pomona Streets Foulsewer Renewal	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) Contract 834 – Gala and Mary Street Stormwater Renewal	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) | Waste Advisory<br>Group<br>Committee<br>Minutes | Enable any local authority<br>holding the information to<br>carry on, without prejudice<br>or disadvantage,<br>negotiations (including<br>commercial and industrial<br>negotiations) | <b>Section 7(2)(i)</b> |
|-----|---|--|------------------------|

There being no further business, the meeting finished at 5.05 pm.

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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 21 AUGUST 2018 AT 4.00 PM**

**PRESENT:** Cr D J Ludlow – Chair  
Cr G D Lewis – Deputy Chair  
Cr R L Abbott  
Cr I R Pottinger  
Cr L S Thomas

**IN ATTENDANCE:** Cr I L Esler  
Cr K F Arnold  
Cr L F Soper  
Cr T M Biddle  
Mrs G Henderson – Bluff Community Board Member  
Mr D J Johnston – Director of Finance and Corporate Services  
Mrs P M Gare – Director of Environmental and Planning Services  
Ms M Brook - Manager Strategy and Policy  
Mr P Horner – Manager Building Assets  
Mr J Youngson - Manager - Environmental Health  
Ms E Dickson - Team Leader - Compliance  
Mr A Cameron – Policy Analyst  
Ms H McLeod – Communications Advisor  
Mr S Canny – Venture Southland  
Ms B Brown – Venture Southland  
Ms L Kuresa – Governance Officer

1. **APOLOGY**

His Worship the Mayor, Mr T R Shadbolt and Cr R R Amundsen.

Moved Cr Lewis, seconded Cr Thomas and **RESOLVED** that the apologies be accepted.

2. **PUBLIC FORUM**

Nil.

3. **INTEREST REGISTER**

No changes to be made to the Interest Register.

4. **ACTION SHEET**

Nil.

5. **OTHER BUSINESS**

5.1 **Venture Southland – Quarterly Report**

Mr Canny and Ms Brown were in attendance to speak to this Item.

In response to questions, the following answers were given:

1. There are a number of applications before the Provincial Growth Fund now and we expect that the first decisions will be made in December and progress from there on in.
2. The Provincial Growth Fund is \$1 billion each year for three years and the first allocations are just being considered at present.
3. There was an application submitted to the last round of the Tourism Infrastructure Fund and we expect to know soon.
4. We've had very few applications to the Provincial Growth Fund. There are around five applications that have been advanced and there were a few that outside of the current process. We are working on 13 applications at present.
5. It's pleasing that the spend is up 10%, so we're up to \$659 million from tourism from where we started about two years ago. That shows that people are coming to the city and spending, which is pleasing because when we look at all the new products, experiences and combinations, it's giving a positive picture about the fact that we are an attractive destination in Invercargill and Southland.
6. We do tourism well here in Southland. There are some areas that are doing extremely well but there has been a change in where people want to travel, so what we're doing is trying to partner with the neighbouring regions to offer them a way to experience Invercargill and Southland.
7. That \$50,000 provided by Council was for Venture Southland to assist with applications to all funders. We are looking at some options with the Equip Heritage Fund, and with change of Government, we have a new set of funding, so what we have proposed to Council staff is to look at ensuring how to use funding in line with what funds are available and what best fits this Council.
8. The budget for spending on the aero-magnetic work is \$200,000 and the spending on actual work so far is \$122,000 for all the aero-magnetic flying for Council. There is a piece of work being undertaken in support of the team working on water targets and that piece of work is pulling together all existing information as well as aero-magnetic and radio-metric.
9. There was a full presentation at the Infrastructure and Services Committee Meeting on the status of the project. The work for Council will be finished by the end of October. The flying that remains is from northern western Southland and that work will be completed over the summer.
10. Air B and B is having a significant impact on commercial accommodations, even though the overall figures are up. Air B and B has grown rapidly in Invercargill and in other parts of Southland but during the past 12 months the growth in the order of 73% and that does appear to be continuing. The effect is two-fold, one is that less people are using commercial accommodations across the board and the second is that it's taken rental accommodation out of the available rentals for workers and students and people wishing to move to Southland.

11. We are undertaking an analysis of the current situation with regard to housing in Invercargill and also the wider Southland area. That work has been held up because of delays in receiving the Census data from Census New Zealand. There is a five month delay in getting that but we are pressing on with information at hand and also primary research to understand the nature of the problem better.
12. The social sector is a challenging area across the board. It's one thing to have anecdotal information when you work with the people who are engaged on a daily basis, they have a very clear test of what the issues are, so working with those people is vitally important. Organisations like the Smelter, they say they've had major difficulties housing some of their key staff. However, we are also seeing that with our aging demographics, people are making active choices to change their housing. There are pressure points at every level.
13. The important thing to understand is that this is a conscious decision being made by the travelling public, so it's not the fact that Air B and B accommodations exist more often, some travellers like this type of accommodation.
14. The reality is that Air B and B is a response to the market at the moment and it's accurately measured in Queenstown where in 2017 we saw almost 6,500 beds come on Air B and B in response to a 7000 bed shortage.

Mr Canny said that on Page 36 there was information about the Southland Youth Programme and 57 of Southland's largest employers were involved in this programme. They are committing to invest in the youth programme and Employer Excellence Programme because they could see a lot of employment skills needs being supported through training their existing staff and industry workers but also bringing young people into their businesses, which was a significant transformation. As a consequence of that, Southland had the lowest number of young people in what was known as the NEET classification (Not in Education, Employment or Training), which was a significant achievement and reflection of that type of focus and interest by businesses and social support agencies as well.

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

5.2 **Third and Fourth Quarter Report – Southland Museum and Art Gallery**

The report had been circulated.

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

6. **URGENT BUSINESS**

Nil.

There being no further business, the meeting finished at 4.21 pm.

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**TO: COUNCIL**  
**FROM: DALE BOOTH – MANAGER, FINANCIAL SERVICES**  
**MEETING DATE: TUESDAY 28 AUGUST 2018**

**END OF YEAR FINANCIAL RESULTS, RESERVE/DEBT MOVEMENTS AND CARRY FORWARDS TO 30 JUNE 2018**

**SUMMARY**

The financial result for the year ended 30 June 2018 shows a surplus of \$84,921 after allowing for reserves & debt movements, as well as carry forwards.

**RECOMMENDATIONS**

**That the report be received, and**

**Council transfer a net \$1,980,359 to reserves from unspent funds, and**

**Council use \$346,196 to reduce debt from unspent funds, and**

**Council carry forward \$9,986,730 of committed work from the 2017/18 financial year into the 2018/19 financial year, of which \$4,143,855 is rates funded, and**

**Council carry forward \$19,314,644 of non-committed work from the 2017/18 financial year into the 2018/19 financial year, of which \$2,230,787 is rates funded, and**

**Council transfers \$284,921 to the general reserve from the remaining 2017/18 rates surplus.**

**IMPLICATIONS**

1.	<i>Has this been provided for in the Long Term Plan/Annual Plan?</i> Reserve and debt movements from unspent funds have not been provided for in the Long- Term/Annual Plan
2.	<i>Is a budget amendment required?</i> No
3.	<i>Is this matter significant in terms of Council's Policy on Significance?</i> No
4.	<i>Implications in terms of other Council Strategic Documents or Council Policy?</i> No
5.	<i>Have the views of affected or interested persons been obtained and is any further public consultation required?</i> No
6.	<i>Has the Child, Youth and Family Friendly Policy been considered?</i> N/A

**FINANCIAL IMPLICATIONS**

Council finished the financial year ended 30 June 2018 under budget, with the budget including both the 2017/18 Annual Plan as well as carried forward budgets from previous years.

**RESERVE/DEBT MOVEMENTS FROM UNSPENT FUNDS**

It is recommended that a net transfer to reserves of \$1,980,359 is completed for the reasons outlined in part (B) of (**Appendix 1**). A further \$346,196 is recommended to be used to reduce Council debt as outlined in part (B) of (**Appendix 1**), leaving an adjusted surplus of \$6,659,593.

**CARRY FORWARDS**

It is recommended that Council carry forward \$29,301,374 of uncompleted projects from the 2017/18 year into the 2018/19 year as outlined in part (C) of (**Appendix 1**). This amount is divided between committed carry forwards (\$9,986,730) and non-committed carry forwards (\$19,314,644). Committed carry forwards are for work that is either currently underway or where a contract with a third party is in place to complete the work in the future. Non-committed carry forwards relate to work that has no contract in place and has not currently commenced.

The carry forward total has increased by \$6,339,075 from \$22,962,299 at the end of the 2016/17 year.

The \$29,301,374 of carry forwards are funded in the following ways:

- Rates - \$6,374,672
- Reserves - \$2,586,540
- Loans - \$16,829,733
- External funding - \$3,510,429

After allowing for rates funded carry forwards the Council show a net surplus of \$284,921.

It is recommended that the \$284,921 surplus is transferred to the General Reserve

**\*\*\*\*\***

**ANNUAL FINANCIAL RESULTS TO 30 JUNE 2018**

Reporting on the following

- (A) Summarises the financial result to 30 June 2018 before requests for unbudgeted movements and carry forward requests.
- (B) Items requested to be funded to/from special reserves or debt repayments from unspent funds
- (C) Presents a list of items/project, the funds for which are requested to be carried forward and the final results on a department by department basis after inclusion of carry forwards.
- (D) Community Services Committee reports & comments by department
- (E) Regulatory Services Committee reports & comments by department
- (F) Finance & Policy Committee (and Special Projects) reports & comments by department
- (G) Infrastructure Services Committee reports & comments by department

**(A) SUMMARISED FINANCIAL RESULTS TO 30 JUNE 2018**

<b>Community Services Committee</b>	<b>Actual</b>	<b>Budget</b>	<b>Variance</b>
Community Development	199,246	309,125	(109,879)
Library	4,066,625	4,035,092	31,533
Pools	2,129,403	2,183,471	(54,068)
Housing Care	(56,094)	-	(56,094)
Passenger Transport	287,210	680,535	(393,325)
<b>Total Community Services Committee</b>	<b>6,626,390</b>	<b>7,208,223</b>	<b>(581,833)</b>
<b>Finance and Policy Committee</b>	<b>Actual</b>	<b>Budget</b>	<b>Variance</b>
Museum	87,655	-	87,655
Finance Director	(6,025,617)	(5,976,030)	(49,587)
Human Resources	(47,874)	-	(47,874)
Investment Property	27,352	(328,471)	355,823
Financial Management	(201,887)	-	(201,887)
Treasury	(553,518)	-	(553,518)
Corporate Services	(143,110)	-	(143,110)
Information Services	52,064	-	52,064
Secretarial Services	748,851	898,663	(149,812)
Hall & Theatre	1,171,176	1,183,620	(12,444)
Democratic Responsibility	2,141,230	1,899,647	241,583
Corporate Planning	395,088	444,840	(49,752)
Grant and Subsidies	5,282,636	5,318,756	(36,120)
CBD Redevelopment	153,698	163,950	(10,252)
Urban Rejuvenation	260,243	305,728	(45,485)
Earthquake Buildings	-	50,000	(50,000)
Invercargill Development	-	-	-
<b>Total Finance &amp; Policy Committee</b>	<b>3,347,987</b>	<b>3,960,703</b>	<b>(612,716)</b>
<b>Regulatory Services Committee</b>	<b>Actual</b>	<b>Budget</b>	<b>Variance</b>
Directorate Administration	6,289	50,000	(43,711)
Valuations	319,656	319,372	284
Building Services	541,660	754,029	(212,369)
Alcohol Licensing	14,710	-	14,710
Animal Services	326,291	283,772	42,519
Environmental Health	816,136	739,161	76,975
Compliance	(31,095)	(133,716)	102,621
Resource Management	1,149,053	1,218,545	(69,492)
<b>Total Regulatory Services Committee</b>	<b>3,142,700</b>	<b>3,231,163</b>	<b>(88,463)</b>
<b>Infrastructure and Services Committee</b>	<b>Actual</b>	<b>Budget</b>	<b>Variance</b>
Services, Donated, Misc	(95,493)	142,897	(238,390)
Toilets	337,063	343,138	(6,075)
Engineering Services	-	-	-
3 Waters Operations	-	-	-
Drainage	8,155,242	9,098,432	(943,190)
Parks Operations	(168,743)	-	(168,743)
Property	(144,291)	-	(144,291)
Roading & Footpaths	6,369,891	8,040,477	(1,670,586)
Water	5,142,901	7,548,134	(2,405,233)
Parks	4,392,083	6,200,350	(1,808,267)
Solid Waste	3,977,475	4,294,936	(317,461)
<b>Total Infrastructure and Service Committee</b>	<b>27,966,128</b>	<b>35,668,364</b>	<b>(7,702,236)</b>
<b>TOTAL COUNCIL</b>	<b>41,083,205</b>	<b>50,068,453</b>	<b>(8,985,248)</b>

**(B) ITEMS REQUESTED TO BE FUNDED TO/FROM RESERVES OR DEBT REPAYMENTS FROM UNSPENT FUNDS**

**(1) Community Services Committee**

**Community Development**

Police Managers Guild grant portion unspent  
 Southland District Council grant for Safe in the South  
 Invercargill City Council Safe in the South projects portion  
 Ministry of Social Development - fee for attending meetings

**Library**

Smart Shelves (part of upgrade)

**Pools**

ILT swim school unspent grant funds

**Housing Care**

Housing care surplus

**Total Community Services Committee**

	Reserve		Debt	RESERVE NUMBER
	(Uplift)	Contribution	Loan repaid	
	-	860	-	118 - COMMUNITY DEVELOPMENT
	-	2,155	-	118 - COMMUNITY DEVELOPMENT
	-	3,221	-	118 - COMMUNITY DEVELOPMENT
	-	939	-	118 - COMMUNITY DEVELOPMENT
	(22,496)	-	-	35 - PLANT REPLACEMENT FUND WC
	-	51,267	-	101 - ILT SCHOOL SWIM LESSONS
	-	56,094	-	14 - HOUSING CARE OPERATIONAL L
<b>Total Community Services Committee</b>	<b>(22,496)</b>	<b>114,536</b>	<b>-</b>	

**(3) Finance and Policy Committee**

**Museum**

Museum operations deficit

**Treasury**

Insurance surplus, Prepayment and GST timing

**Democratic Responsibility**

Bluff Community Board surplus

**Grant and Subsidies**

Grant - Environmental Southland - Bluff walkway unspent  
 Grant - Civil Defence unspent

**CBD Redevelopment**

Use unspent budget to repay previous CBD loans

**Earthquake Buildings**

Earthquake building funds unspent

**Total Finance & Policy Committee**

	Reserve		Debt	RESERVE NUMBER
	(Uplift)	Contribution	Loan repaid	
	(87,655)	-	-	4 - MUSEUM RESERVE
	-	483,316	-	109 - INSURANCE RESERVE
	-	8,929	-	20 - BLUFF COMMUNITY BOARD RAT
	-	50,000	-	137 - ENVIRONMENT SOUTHLAND W
	-	12,956	-	31 - CIVIL DEFENCE FUND
	-	-	10,252	
	-	50,000	-	138 - EARTHQUAKE BUILDINGS
<b>Total Finance &amp; Policy Committee</b>	<b>(87,655)</b>	<b>605,201</b>	<b>10,252</b>	

**(2) Regulatory Services Committee**

**Alcohol Licensing**

Liquor Licensing balance (unbudgeted portion)

**Total Regulatory Services Committee**

	Reserve		Debt	RESERVE NUMBER
	(Uplift)	Contribution	Loan repaid	
	(14,710)	-	-	32 - LIQUOR LICENCING RESERVE
<b>Total Regulatory Services Committee</b>	<b>(14,710)</b>	<b>-</b>	<b>-</b>	

**(4) Infrastructure Services Committee**

**Services, Donated, Misc**

Decorations  
 Industrial Reclamation for Restoration of Refuse Site

**Toilets**

Wachner Place  
 Don Street

**Property**

Civic Theatre - West wall painting  
 Scottish Hall - Major Interior and Exterior Renewal  
 Bluff Service Centre - Roof and Façade  
 CAB - Renewals not undertaken  
 Carpark - pay loan off early +\$50k from RP  
 Dog Pound

	Reserve		Debt	RESERVE NUMBER
	(Uplift)	Contribution	Loan repaid	
	-	28,500	-	24 - FESTIVAL LIGHTS LOSP RESERVE
	-	210,027	-	43 - INDUSTRIAL RECLAMATION RES
	-	6,750	-	141 - TOILETS (LOSP) RESERVE
	(8,010)	-	-	141 - TOILETS (LOSP) RESERVE
	(1,412)	4,297	-	52 - HALLS & CIVIC THEATRE BUILDING
	(14,525)	97,490	-	127 - SCOTTISH HALL MAINTENANCE
	(22,497)	7,199	-	102 - BLUFF SERVICE CENTRE BUILDING
	(30,627)	61,602	-	54 - ADMIN. BUILDING LOSP RESERVE
	-	-	101,789	57 - PARKING BUILDING LOSP RESERVE
	-	27,824	-	135 - DOG POUND BUILDING LOSP RESERVE

	Reserve		Debt	RESERVE NUMBER
	(Uplift)	Contribution	Loan repaid	
Housing Care - Aiden Place	(14,331)	-	-	14 - HOUSING CARE OPERATIONAL L
Housing Care - Anzac	-	3,658	-	14 - HOUSING CARE OPERATIONAL L
Housing Care - Aurora	(22,896)	-	-	14 - HOUSING CARE OPERATIONAL L
Housing Care - Jim Brass Place	(2,839)	-	-	14 - HOUSING CARE OPERATIONAL L
Housing Care - Claredon Court	(10,899)	-	-	14 - HOUSING CARE OPERATIONAL L
Housing Care - Cairnsmore	(1,433)	-	-	14 - HOUSING CARE OPERATIONAL L
Housing Care - Elston Lea Village	(13,203)	-	-	14 - HOUSING CARE OPERATIONAL L
Housing Care - Kelly Court	-	10,170	-	14 - HOUSING CARE OPERATIONAL L
Housing Care - Kinross	-	7,823	-	14 - HOUSING CARE OPERATIONAL L
Housing Care - Laurel Court	-	7,438	-	14 - HOUSING CARE OPERATIONAL L
Housing Care - Miller Street	-	665	-	14 - HOUSING CARE OPERATIONAL L
Housing Care - Niven Place	-	8,141	-	14 - HOUSING CARE OPERATIONAL L
Housing Care - Nevill Place	(20,078)	-	-	14 - HOUSING CARE OPERATIONAL L
Housing Care - Patake	(5,343)	-	-	14 - HOUSING CARE OPERATIONAL L
Housing Care - Strathpine	-	9,853	-	14 - HOUSING CARE OPERATIONAL L
Housing Care - Stirling Flats	-	4,295	-	14 - HOUSING CARE OPERATIONAL L
Housing Care - Thorndale	(13,808)	-	-	14 - HOUSING CARE OPERATIONAL L
Housing Care - Willow Park	(16,375)	-	-	14 - HOUSING CARE OPERATIONAL L
Housing Care - Administration	(16,136)	-	-	14 - HOUSING CARE OPERATIONAL L
<b>Roading &amp; Footpaths</b>				
Footpath Capital reserve Contribution as per AMP Strategy	-	549,210	-	131 - FOOTPATH RESERVE
Don Street Carpark - Rental from Property	-	24,795	-	33 - PROVISION FOR PARKING
Inner City Features Refurbishment - Pay Inner City Loan	-	-	176,116	
Gravel pit surplus (unbudgeted portion)	-	1,820	-	40 - AWARUA BAY GRAVEL RESERVE
Pay off remaining parking meter loan from surplus	-	-	8,039	
Pay off part of Leven Street carpark building loan from surplus	-	-	50,000	
<b>Parks</b>				
Forestry Surplus	-	546,136	-	100 - BLUFF & SANDY POINT FOREST
Prepaid Cemetery burials	(4,660)	-	-	91 - PREPAID BURIALS-PARKS
Prepaid Crematorium burials	(3,330)	-	-	91 - PREPAID BURIALS-PARKS
Parks plant replacement	(44,476)	-	-	85 - PLANT REPLACEMENT FUND-PA
Funds from undevelopment area sale	-	24,895	-	71 - RESERVES DEVELOPMENT-PARK
Surry Park road rent	-	9,773	-	83 - PARKS ROADING FUND
<b>Total Infrastructure and Service Committee</b>	<b>(266,878)</b>	<b>1,652,361</b>	<b>335,944</b>	

**TOTAL COUNCIL**

	Reserve		Debt
	(Uplift)	Contribution	Loan repaid
	(391,739)	2,372,098	346,196

**RESERVE MOVEMENT SUMMARY**

**BALANCE AS AT 1 July 2017** **31,249,678**

**Total Reserve Movement Summary for 2017/18**

Budgeted uplifts from reserves	(4,193,305)
Budgeted contributions to reserves	3,284,748
Movements of reserves & debt from unspent funds (as above)	1,980,359
Accumulated interest contribution to reserves	960,314
Funded depreciation contributed to reserves	628,266
<b>Net Reserve Movements 2017/18</b>	<b>2,660,383</b>

**BALANCE AS AT 30 June 2018** **33,910,061**

**AMENDED RESULT AFTER RESERVES MOVEMENTS & DEBT REPAYMENTS FROM UNSPEND FUNDS**

	Actual	Unbudgeted Reserves	Amended Result	Budget	Variance
<b>Community Services Committee</b>					
Community Development	199,246	7,175	206,421	309,125	(102,704)
Library	4,066,625	(22,496)	4,044,129	4,035,092	9,037
Pools	2,129,403	51,267	2,180,670	2,183,471	(2,801)
Housing Care	(56,094)	56,094	-	-	-
Passenger Transport	287,210	-	287,210	680,535	(393,325)
<b>Total Community Services Committee</b>	<b>6,626,390</b>	<b>92,040</b>	<b>6,718,430</b>	<b>7,208,223</b>	<b>(489,793)</b>
<b>Finance and Policy Committee</b>					
Museum	87,655	(87,655)	-	-	-
Finance Director	(6,025,617)	-	(6,025,617)	(5,976,030)	(49,587)
Human Resources	(47,874)	-	(47,874)	-	(47,874)
Investment Property	27,352	-	27,352	(328,471)	355,823
Financial Management	(201,887)	-	(201,887)	-	(201,887)
Treasury	(553,518)	483,316	(70,202)	-	(70,202)
Corporate Services	(143,110)	-	(143,110)	-	(143,110)
Information Services	52,064	-	52,064	-	52,064
Secretarial Services	748,851	-	748,851	898,663	(149,812)
Hall & Theatre	1,171,176	-	1,171,176	1,183,620	(12,444)
Democratic Responsibility	2,141,230	8,929	2,150,159	1,899,647	250,512
Corporate Planning	395,088	-	395,088	444,840	(49,752)
Grant and Subsidies	5,282,636	62,956	5,345,592	5,318,756	26,836
CBD Redevelopment	153,698	10,252	163,950	163,950	-
Urban Rejuvenation	260,243	-	260,243	305,728	(45,485)
Earthquake Buildings	0	50,000	50,000	50,000	-
Invercargill Development	0	-	-	-	-
<b>Total Finance &amp; Policy Committee</b>	<b>3,347,987</b>	<b>527,798</b>	<b>3,875,785</b>	<b>3,960,703</b>	<b>(84,918)</b>
<b>Regulatory Services Committee</b>					
Directorate Administration	6,289	-	6,289	50,000	(43,711)
Valuations	319,656	-	319,656	319,372	284
Building Services	541,660	-	541,660	754,029	(212,369)
Alcohol Licensing	14,710	(14,710)	0	-	0
Animal Services	326,291	-	326,291	283,772	42,519
Environmental Health	816,136	-	816,136	739,161	76,975
Compliance	(31,095)	-	(31,095)	(133,716)	102,621
Resource Management	1,149,053	-	1,149,053	1,218,545	(69,492)
<b>Total Regulatory Services Committee</b>	<b>3,142,700</b>	<b>(14,710)</b>	<b>3,127,990</b>	<b>3,231,163</b>	<b>(103,173)</b>
<b>Infrastructure and Services Committee</b>					
Services, Donated, Misc	(95,493)	238,527	143,034	142,897	137
Toilets	337,063	(1,260)	335,803	343,138	(7,335)
Engineering Services	0	-	-	-	-
3 Waters Operations	0	-	-	-	-
Drainage	8,155,242	-	8,155,242	9,098,432	(943,190)
Parks Operations	(168,743)	-	(168,743)	-	(168,743)
Property	(144,291)	145,842	1,551	-	1,551
Roading & Footpaths	6,369,891	809,980	7,179,871	8,040,477	(860,606)
Parks	4,392,083	528,338	4,920,421	6,200,350	(1,279,929)
Water	5,142,901	-	5,142,901	7,548,134	(2,405,233)
Solid Waste	3,977,475	-	3,977,475	4,294,936	(317,461)
<b>Total Infrastructure and Service Committee</b>	<b>27,966,128</b>	<b>1,721,427</b>	<b>29,687,555</b>	<b>35,668,364</b>	<b>(5,980,809)</b>
<b>TOTAL AMENDED COUNCIL RESULT</b>	<b>41,083,205</b>	<b>2,326,555</b>	<b>43,409,760</b>	<b>50,068,453</b>	<b>(6,658,693)</b>

**(C) ITEMS REQUESTED TO BE CARRIED FORWARD**

Carry forwards are for separately identifiable projects in the 2017/18 year that have yet to be fully completed and will be completed in the 2018/19 year.

**(1) Community Services Committee**

**Community Development**

Community Development Project - Makarewa Squash Club Feasibility Study for redevelopment.

**Passenger Transport**

RITS 2016/17

RITS 2016/17

RitS 2017/18

RitS2017/18

Bus Shelters( Local Share only)

**Total Community Services Committee**

New or Last year	Expenditure		Funding Source			
	Committed	Non-committed	Rates	Reserve	Loan	External (i.e. NZTA)
Last Yr	8,000	-	8,000	-	-	-
Last Yr	58,627	-	58,627	-	-	-
Last Yr	-	-	(38,107)	-	-	38,107
Last Yr	350,274	-	350,274	-	-	-
Last Yr	-	-	(227,678)	-	-	227,678
Last Yr	-	75,000	75,000	-	-	-
	416,901	75,000	226,116	-	-	265,785

**(3) Finance and Policy Committee**

**Finance Director**

Emergency management

**Financial Management**

Consultants - Invoice accounts payable scanning

Consultants - Tax Review

**Grant and Subsidies**

Grants - St John

**CBD Redevelopment**

CBD upgrade capital works

**Urban Rejuvenation**

Windsor concept plans implementation

South Alive social enterprise and community hub

**Total Finance & Policy Committee**

New or Last year	Expenditure		Funding Source			
	Committed	Non-committed	Rates	Reserve	Loan	External (i.e. NZTA)
New	-	18,375	18,375	-	-	-
Last Yr	-	80,000	80,000	-	-	-
Last Yr	-	25,000	25,000	-	-	-
New	-	100,000	-	100,000	-	-
Last Yr	-	6,334,645	-	695,433	5,639,212	-
Last Yr	25,485	-	25,485	-	-	-
Last Yr	20,000	-	20,000	-	-	-
	45,485	6,558,020	168,860	795,433	5,639,212	-

**(2) Regulatory Services Committee**

**Building Services**

Contractors to cover building inspector resourcing gap

**Total Regulatory Services Committee**

New or Last year	Expenditure		Funding Source			
	Committed	Non-committed	Rates	Reserve	Loan	External (i.e. NZTA)
New	-	100,000	100,000	-	-	-
	-	100,000	100,000	-	-	-

**(4) Infrastructure Services Committee**

**Toilets**

New Exeloo - Waikiwi

**Drainage**

Stead Street Stopbank

Stormwater Pipe Network - Tay Street

Stormwater Beatrice Street ponds

Sewerage Pipe Network - Tay & Mersey St

Kennington sewerage scheme income

Preston St Pump Station flow meter

Lindisfarne Pump Station VS controller & flow meter

Clifton Digester & Screening upgrade

New or Last year	Expenditure		Funding Source			
	Committed	Non-committed	Rates	Reserve	Loan	External (i.e. NZTA)
New	-	125,000	-	-	125,000	-
New	-	1,330,000	-	-	1,330,000	-
New	60,829	-	60,829	-	-	-
Last Yr	-	150,000	50,000	-	100,000	-
New	1,116,241	-	1,116,241	-	-	-
Last Yr	-	(306,336)	(306,336)	-	-	-
New	17,112	-	17,112	-	-	-
New	80,000	-	80,000	-	-	-
Last Yr	725,314	-	-	-	725,314	-

	New or Last year	Expenditure		Funding Source			
		Committed	Non-committed	Rates	Reserve	Loan	External (i.e. NZTA)
<b>Property</b>							
Civic Theatre - HVAC Renewal	New	41,695	108,305	-	-	150,000	-
Scottish Hall - Major Interior and Exterior Renewal	Last Yr	14,525	222,302	-	236,827	-	-
Bluff Service centre - West Wall Waterproofing	Last Yr	-	80,000	-	-	80,000	-
Library - External Walls	New	-	47,450	-	47,450	-	-
Library - Refurbishment	Last Yr	636,754	1,070,119	-	587,873	1,119,000	-
Library - Lift Renewal	Last Yr	-	250,000	-	-	250,000	-
CAB - HVAC, Windows and Paint	Last Yr	-	3,526,000	-	-	3,526,000	-
CAB - Lift and Carpets	New	-	1,209,000	-	-	1,209,000	-
Pool - Changerooms	Last Yr	415,524	1,282,433	-	297,957	1,400,000	-
Pool - Carpark	New	-	212,000	-	-	212,000	-
Pool - Bulkhead Renewal	New	-	21,000	-	21,000	-	-
<b>Roading &amp; Footpaths</b>							
11 Year SL Upgrade	Last Yr	-	716,280	214,884	-	-	501,396
LED Upgrade	New	3,227,350	-	484,102	-	-	2,743,248
Underveranda Lighting Upgrade	Last Yr	-	25,000	25,000	-	-	-
CCTV Upgrading	Last Yr	-	165,164	165,164	-	-	-
Stirling Point Safety Footpath	Last Yr	-	250,000	250,000	-	-	-
Onstreet Parking Meter Replacement	New	-	150,000	-	-	150,000	-
Don Street Pay & Display replacement	New	-	10,000	10,000	-	-	-
Tay central Pay and Display Replacement	New	-	10,000	10,000	-	-	-
<b>Water</b>							
Asbestos Cement mains renewal - Contracts 814 Z& 815	New	1,809,000	-	1,809,000	-	-	-
Branxholme Accelator steelwork repaint /cathodic protection	Last Yr	-	247,300	-	-	247,300	-
Branxholme duplicate pipe line completion	Last Yr	-	280,000	280,000	-	-	-
Emergency water supply	Last Yr	-	76,907	-	-	76,907	-
Branxholme pump upgrade	Last Yr	-	50,000	-	-	50,000	-
Waikiwi pump upgrade	Last Yr	-	40,000	-	-	40,000	-
Share of limited water supply to Awarua	Last Yr	-	100,000	100,000	-	-	-
Gala St Reservoir roof repaint (part of .Est for complete works \$301,000)	New	-	214,000	214,000	-	-	-
<b>Parks</b>							
Winter Gardens Heating upgrade	Last Yr	-	154,303	154,303	-	-	-
Chinese Gardens development	Last Yr	600,000	-	-	600,000	-	-
Surrey Park Grandstand assment and redevelopment	Last Yr	-	514,000	514,000	-	-	-
Racecourse road storage building	Last Yr	200,000	-	200,000	-	-	-
Gala street signage	Last Yr	180,000	-	180,000	-	-	-
Bluff boat ramp re build	New	400,000	-	-	-	400,000	-
<b>Solid Waste</b>							
Weighbridges and pit floor renewal, and for H&S work on greenwaste area.	Last Yr	-	251,397	-	-	-	-
<b>Total Infrastructure and Service Committee</b>		9,524,344	12,581,624	5,879,696	1,791,107	11,190,521	3,244,644
<b>TOTAL COUNCIL</b>		9,986,730	19,314,644	6,374,672	2,586,540	16,829,733	3,510,429



**AMENDED RESULT AFTER CARRY FORWARDS**

	Amended Result	Carry Forwards	Final Result	Budget	Variance
<b>Community Services Committee</b>					
Community Development	206,421	8,000	214,421	309,125	(94,704)
Library	4,044,129	-	4,044,129	4,035,092	9,037
Pools	2,180,670	-	2,180,670	2,183,471	(2,801)
Housing Care	-	-	-	-	-
Passenger Transport	287,210	218,116	505,326	680,535	(175,209)
<b>Total Community Services Committee</b>	<b>6,718,430</b>	<b>226,116</b>	<b>6,944,546</b>	<b>7,208,223</b>	<b>(263,677)</b>
<b>Finance and Policy Committee</b>					
Museum	-	-	-	-	-
Finance Director	(6,025,617)	18,375	(6,007,242)	(5,976,030)	(31,212)
Human Resources	(47,874)	-	(47,874)	-	(47,874)
Investment Property	27,352	-	27,352	(328,471)	355,823
Financial Management	(201,887)	105,000	(96,887)	-	(96,887)
Treasury	(70,202)	-	(70,202)	-	(70,202)
Corporate Services	(143,110)	-	(143,110)	-	(143,110)
Information Services	52,064	-	52,064	-	52,064
Secretarial Services	748,851	-	748,851	898,663	(149,812)
Hall & Theatre	1,171,176	-	1,171,176	1,183,620	(12,444)
Democratic Responsibility	2,150,159	-	2,150,159	1,899,647	250,512
Corporate Planning	395,088	-	395,088	444,840	(49,752)
Grant and Subsidies	5,345,592	-	5,345,592	5,318,756	26,836
CBD Redevelopment	163,950	-	163,950	163,950	-
Urban Rejuvenation	260,243	45,485	305,728	305,728	-
Earthquake Buildings	50,000	-	50,000	50,000	-
Invercargill Development	-	-	-	-	-
<b>Total Finance &amp; Policy Committee</b>	<b>3,875,785</b>	<b>168,860</b>	<b>4,044,645</b>	<b>3,960,703</b>	<b>83,942</b>
<b>Regulatory Services Committee</b>					
Directorate Administration	6,289	-	6,289	50,000	(43,711)
Valuations	319,656	-	319,656	319,372	284
Building Services	541,660	100,000	641,660	754,029	(112,369)
Alcohol Licensing	-	-	-	-	-
Animal Services	326,291	-	326,291	283,772	42,519
Environmental Health	816,136	-	816,136	739,161	76,975
Compliance	(31,095)	-	(31,095)	(133,716)	102,621
Resource Management	1,149,053	-	1,149,053	1,218,545	(69,492)
<b>Total Regulatory Services Committee</b>	<b>3,127,990</b>	<b>100,000</b>	<b>3,227,990</b>	<b>3,231,163</b>	<b>(3,173)</b>
<b>Infrastructure and Services Committee</b>					
Services, Donated, Misc	143,034	-	143,034	142,897	137
Toilets	335,803	-	335,803	343,138	(7,335)
Engineering Services	-	-	-	-	-
3 Waters Operations	-	-	-	-	-
Drainage	8,155,242	1,017,846	9,173,088	9,098,432	74,656
Parks Operations	(168,743)	-	(168,743)	-	(168,743)
Property	1,551	-	1,551	-	1,551
Roading & Footpaths	7,179,871	1,159,150	8,339,021	8,040,477	298,544
Water	5,142,901	2,403,000	7,545,901	7,548,134	(2,233)
Parks	4,920,421	1,048,303	5,968,724	6,200,350	(231,626)
Solid Waste	3,977,475	251,397	4,228,872	4,294,936	(66,064)
<b>Total Infrastructure and Service Committee</b>	<b>29,687,555</b>	<b>5,879,696</b>	<b>35,567,251</b>	<b>35,668,364</b>	<b>(101,113)</b>
<b>TOTAL COUNCIL COMMITTEE'S RESULT</b>	<b>43,409,760</b>	<b>6,374,672</b>	<b>49,784,432</b>	<b>50,068,453</b>	<b>(284,021)</b>
Remaining surplus - transfer to General Reserve					284,021

**(D) 100000 - Community Services**

Twelve months to 30 June 2018

	Jun YTD			2017 / 18	
	Actual	Budget	Variance	Remaining Budget	Budget
Internal Revenue	139,045	269,200	(130,155)	130,155	269,200
Fees & Charges Revenue	3,081,849	3,065,794	16,055	(16,055)	3,065,794
Grants & Subsidies Revenue	1,271,235	1,394,246	(123,010)	123,010	1,394,246
Financial Revenue	91,721	96,027	(4,306)	4,306	96,027
<b>Total Revenue</b>	<b>4,583,850</b>	<b>4,825,267</b>	<b>(241,416)</b>	<b>241,416</b>	<b>4,825,267</b>
Internal Expenditure	4,195,113	4,172,827	22,286	(22,286)	4,172,827
Staff Expenditure	4,150,724	4,073,111	77,613	(77,613)	4,073,111
Administration Expenditure	333,094	516,684	(183,590)	183,590	516,684
Financial Expenditure	4,639	7,296	(2,657)	2,657	7,296
Grants & Subsidies Expenditure	43,095	1,032	42,063	(42,063)	1,032
Repairs & Maintenance Expenditure	68,006	88,998	(20,993)	20,993	88,998
Operational Expenditure	2,148,728	2,551,039	(402,310)	402,310	2,551,039
Depreciation Expenditure	658,635	846,816	(188,181)	188,181	846,816
<b>Total Expenditure</b>	<b>11,602,033</b>	<b>12,257,804</b>	<b>(655,770)</b>	<b>655,770</b>	<b>12,257,804</b>
<b>Operating Surplus / (Deficit)</b>	<b>(7,018,183)</b>	<b>(7,432,537)</b>	<b>414,354</b>	<b>(414,354)</b>	<b>(7,432,537)</b>
Capital Expenditure	613,676	958,149	(344,473)	344,473	958,149
Capital Funding	(373,400)	(358,268)	(15,132)	15,132	(358,268)
Cash Back Depreciation	632,069	824,195	(192,126)	192,126	824,195
<b>Rates Required</b>	<b>6,626,390</b>	<b>7,208,223</b>	<b>(581,833)</b>	<b>581,833</b>	<b>7,208,223</b>

**Commentary:**

The Community Services Committee is \$581,833 under budget for the year.

RESERVE MOVEMENTS:  
 Uplifts of \$22,496  
 Contributions of \$114,536

CARRY FORWARDS:  
 Total \$491,901 of which \$226,116 is funded by rates.

After reserve movements and carry forwards, Community Services Committee are \$263,677 under budget for the year.

A departmental breakdown and commentary follows.

Business Unit **110000 - Community Services - Community Development**

Twelve months to 30 June 2018

	Jun YTD			2017 / 18	
	Actual	Budget	Variance	Remaining Budget	Budget
Grants & Subsidies Revenue	37,939	0	37,939	(37,939)	0
Financial Revenue	4,005	2,457	1,548	(1,548)	2,457
<b>Total Revenue</b>	<b>41,944</b>	<b>2,457</b>	<b>39,487</b>	<b>(39,487)</b>	<b>2,457</b>
Internal Expenditure	41,243	41,126	117	(117)	41,126
Staff Expenditure	159,437	150,301	9,135	(9,135)	150,301
Administration Expenditure	8,922	40,730	(31,809)	31,809	40,730
Financial Expenditure	3,342	5,038	(1,696)	1,696	5,038
Repairs & Maintenance Expenditure	247	3,266	(3,020)	3,020	3,266
Operational Expenditure	22,867	66,779	(43,912)	43,912	66,779
Depreciation Expenditure	370	600	(230)	230	600
<b>Total Expenditure</b>	<b>236,426</b>	<b>307,841</b>	<b>(71,415)</b>	<b>71,415</b>	<b>307,841</b>
<b>Operating Surplus / (Deficit)</b>	<b>(194,483)</b>	<b>(305,384)</b>	<b>110,902</b>	<b>(110,902)</b>	<b>(305,384)</b>
Capital Funding	4,763	3,741	1,022	(1,022)	3,741
<b>Rates Required</b>	<b>199,246</b>	<b>309,125</b>	<b>(109,879)</b>	<b>109,879</b>	<b>309,125</b>

**Commentary:**

Community Development is \$109,879 under budget for the year.

RESERVE MOVEMENTS:  
 \$7,175 contribution to the Community Development reserve being the unspent balance of grants received from the community and government funders for projects which are continuing in the 2018/19 year. These include Police Managers Guild grant \$860, Safe in the South projects Southland District Council \$2,155 & Invercargill City Council \$3,221 and Ministry of Social Development fee from attending panel meetings \$939. This reserve has a current balance of \$137,210 and is made up of grants from funders.

CARRY FORWARDS:  
 \$8,000 request for the Makarewa Squash Club feasibility study for a community facility project which has been delayed.

After reserve movements and carry forwards, Community Development are \$94,704 under budget for the year.

Variances include:

- A conference planned to being attended in 2017/18, being moved to August 2018.
- Advertising is underspent as social media advertising has been trialled this year.

Business Unit **120000 - Community Services - Library**

Twelve months to 30 June 2018

	Jun YTD			2017 / 18	
	Actual	Budget	Variance	Remaining Budget	Budget
Fees & Charges Revenue	118,056	152,132	(34,076)	34,076	152,132
Grants & Subsidies Revenue	448	4,646	(4,198)	4,198	4,646
Financial Revenue	16,816	29,833	(13,018)	13,018	29,833
<b>Total Revenue</b>	<b>135,320</b>	<b>186,611</b>	<b>(51,291)</b>	<b>51,291</b>	<b>186,611</b>
Internal Expenditure	1,118,281	1,118,281	0	(0)	1,118,281
Staff Expenditure	2,248,078	2,235,515	12,562	(12,562)	2,235,515
Administration Expenditure	182,890	204,999	(22,109)	22,109	204,999
Financial Expenditure	1,263	916	346	(346)	916
Repairs & Maintenance Expenditure	11,608	36,377	(24,768)	24,768	36,377
Operational Expenditure	184,012	192,317	(8,304)	8,304	192,317
Depreciation Expenditure	613,016	789,990	(176,974)	176,974	789,990
<b>Total Expenditure</b>	<b>4,359,149</b>	<b>4,578,395</b>	<b>(219,247)</b>	<b>219,247</b>	<b>4,578,395</b>
<b>Operating Surplus / (Deficit)</b>	<b>(4,223,828)</b>	<b>(4,391,784)</b>	<b>167,956</b>	<b>(167,956)</b>	<b>(4,391,784)</b>
Capital Expenditure	495,668	473,172	22,496	(22,496)	473,172
Capital Funding	(39,873)	(39,873)	0	(0)	(39,873)
Cash Back Depreciation	612,998	789,990	(176,992)	176,992	789,990
<b>Rates Required</b>	<b>4,066,625</b>	<b>4,035,092</b>	<b>31,533</b>	<b>(31,533)</b>	<b>4,035,092</b>

**Commentary:**

Library is \$31,533 over budget for the year.

## RESERVE MOVEMENTS:

\$22,496 uplift requested from the Plant Replacement Reserve to fund the purchase of SMART Shelves which will be used for returning books as part of the library refurbishment to be completed in 2018/19. This reserve has a current balance of 3,482,000.

## CARRY FORWARDS: NIL

After reserve movements and carry forwards, Library are \$9,037 over budget for the year.

## Variances include:

- Fees & Charges Revenue and operating costs are below budget due to lower demand for library services than expected.
- Depreciation expenditure is lower than budget due to the lower library book valuation received in 2016/17.

Business Unit **140000 - Community Services - Pools**

Twelve months to 30 June 2018

	Jun YTD			2017 / 18	
	Actual	Budget	Variance	Remaining Budget	Budget
Internal Revenue	139,045	269,200	(130,155)	130,155	269,200
Fees & Charges Revenue	1,612,571	1,556,707	55,865	(55,865)	1,556,707
Grants & Subsidies Revenue	183,723	134,613	49,110	(49,110)	134,613
Financial Revenue	70,025	63,737	6,289	(6,289)	63,737
<b>Total Revenue</b>	<b>2,005,364</b>	<b>2,024,256</b>	<b>(18,892)</b>	<b>18,892</b>	<b>2,024,256</b>
Internal Expenditure	1,940,285	1,918,116	22,169	(22,169)	1,918,116
Staff Expenditure	1,679,436	1,648,116	31,320	(31,320)	1,648,116
Administration Expenditure	115,187	135,240	(20,052)	20,052	135,240
Financial Expenditure	35	1,342	(1,307)	1,307	1,342
Grants & Subsidies Expenditure	43,095	1,032	42,063	(42,063)	1,032
Repairs & Maintenance Expenditure	29,452	49,355	(19,903)	19,903	49,355
Operational Expenditure	302,249	412,841	(110,591)	110,591	412,841
Depreciation Expenditure	26,178	22,021	4,157	(4,157)	22,021
<b>Total Expenditure</b>	<b>4,135,918</b>	<b>4,188,063</b>	<b>(52,146)</b>	<b>52,146</b>	<b>4,188,063</b>
<b>Operating Surplus / (Deficit)</b>	<b>(2,130,553)</b>	<b>(2,163,807)</b>	<b>33,254</b>	<b>(33,254)</b>	<b>(2,163,807)</b>
Capital Expenditure	15,988	20,647	(4,659)	4,659	20,647
Capital Funding	(17,138)	(984)	(16,154)	16,154	(984)
<b>Rates Required</b>	<b>2,129,403</b>	<b>2,183,471</b>	<b>(54,068)</b>	<b>54,068</b>	<b>2,183,471</b>

**Commentary:**

Pools is \$54,068 under budget for the year.

**RESERVE MOVEMENTS:**

\$51,267 contribution requested to the ILT School Swim Lessons Reserve. ILT funding grants are provided in calendar years Jan - Dec. The balance of the grant will be spent throughout the remainder of 2018 (Jul-Dec). The reserve has a current balance of \$122,240.30.

**CARRY FORWARDS: NIL**

After reserve movements and carry forwards, Pools are \$2,801 under budget for the year.

**Variances include:**

- Staff expenditure is over budget. This variance reflects the increase in minimum wage starting April which was not included in the budget.
- This variance has been offset by efforts to reduce operating costs including materials & supplies.

Business Unit **270000 - Community Services - Housing Care**

Twelve months to 30 June 2018

	Jun YTD			2017 / 18	
	Actual	Budget	Variance	Remaining Budget	Budget
<b>Fees &amp; Charges Revenue</b>	1,075,066	1,021,591	53,475	(53,475)	1,021,591
<b>Financial Revenue</b>	875	0	875	(875)	0
<b>Total Revenue</b>	1,075,941	1,021,591	54,350	(54,350)	1,021,591
<b>Internal Expenditure</b>	946,738	946,738	0	(0)	946,738
<b>Staff Expenditure</b>	37,428	39,178	(1,750)	1,750	39,178
<b>Administration Expenditure</b>	9,137	8,355	782	(782)	8,355
<b>Operational Expenditure</b>	5,676	6,452	(776)	776	6,452
<b>Total Expenditure</b>	998,979	1,000,723	(1,744)	1,744	1,000,723
<b>Operating Surplus / (Deficit)</b>	76,962	20,868	56,094	(56,094)	20,868
<b>Capital Funding</b>	20,868	20,868	0	0	20,868
<b>Rates Required</b>	(56,094)	(0)	(56,094)	56,094	(0)

**Commentary:**

Housing Care is \$56,094 under budget for the year.

**RESERVE MOVEMENTS:**

\$56,094 contribution requested to the Housing Care Operational LOSP Reserve for future use in the Housing Care area. This reserve has a current balance of \$255,637.

**CARRY FORWARDS: NIL**

After reserve movements and carry forwards, Housing Care are even with budget for the year.

**Variances include:**

- Rental income exceeds budget due to higher than planned occupancy rates.

Business Unit **563400 - Community Services - Bus and Transport**

Twelve months to 30 June 2018

	Jun YTD			2017 / 18	
	Actual	Budget	Variance	Remaining Budget	Budget
Fees & Charges Revenue	276,156	335,364	(59,208)	59,208	335,364
Grants & Subsidies Revenue	1,049,126	1,254,987	(205,861)	205,861	1,254,987
<b>Total Revenue</b>	<b>1,325,281</b>	<b>1,590,351</b>	<b>(265,070)</b>	<b>265,070</b>	<b>1,590,351</b>
Internal Expenditure	148,566	148,566	0	0	148,566
Staff Expenditure	26,346	0	26,346	(26,346)	0
Administration Expenditure	16,957	127,360	(110,403)	110,403	127,360
Repairs & Maintenance Expenditure	26,698	0	26,698	(26,698)	0
Operational Expenditure	1,633,924	1,872,650	(238,726)	238,726	1,872,650
Depreciation Expenditure	19,071	34,205	(15,134)	15,134	34,205
<b>Total Expenditure</b>	<b>1,871,562</b>	<b>2,182,781</b>	<b>(311,219)</b>	<b>311,219</b>	<b>2,182,781</b>
<b>Operating Surplus / (Deficit)</b>	<b>(546,281)</b>	<b>(592,430)</b>	<b>46,149</b>	<b>(46,149)</b>	<b>(592,430)</b>
Capital Expenditure	102,020	464,330	(362,310)	362,310	464,330
Capital Funding	(342,020)	(342,020)	0	0	(342,020)
Cash Back Depreciation	19,071	34,205	(15,134)	15,134	34,205
<b>Rates Required</b>	<b>287,210</b>	<b>680,535</b>	<b>(393,325)</b>	<b>393,325</b>	<b>680,535</b>

**Commentary:**

Bus and Transport are \$393,325 under budget for the year.

RESERVE MOVEMENTS: NIL

**CARRY FORWARDS:**

\$408,901 of which \$265,785 is funded by NZTA is requested for the Regional Ticketing System project. Project expenditure is committed and is planned to be completed within the 2018/19 year.

\$75,000 is requested for the local share of the bus shelter improvements programme. Capital expenditure is not committed at year end but will need to be installed when the route changes occur.

After reserve movements and carry forwards, Bus & Transport are \$175,209 under budget for the year.

**Variances include:**

- Total Mobility expenditure is under spent due to less than expected demand from users. The implementation of the Ride wise system has yet to also be charged.
- Discussion on replacement hoists has occurred with operators but these have yet to be installed and a cost incurred.

**(E)****200000 - Finance and Corporate Services**

Twelve months to 30 June 2018

	Jun YTD			2017 / 18	
	Actual	Budget	Variance	Remaining Budget	Budget
Internal Revenue	6,670,997	6,584,034	86,964	(86,964)	6,584,034
Fees & Charges Revenue	3,121,817	3,226,801	(104,984)	104,984	3,226,801
Grants & Subsidies Revenue	1,623,822	1,624,640	(818)	818	1,624,640
Rates Revenue	593,896	630,000	(36,104)	36,104	630,000
Financial Revenue	8,598,913	9,201,967	(603,054)	603,054	9,201,967
<b>Total Revenue</b>	<b>20,609,445</b>	<b>21,267,441</b>	<b>(657,996)</b>	<b>657,996</b>	<b>21,267,441</b>
Internal Expenditure	4,173,993	4,158,295	15,698	(15,698)	4,158,295
Staff Expenditure	7,649,472	7,480,286	169,186	(169,186)	7,480,286
Administration Expenditure	1,381,410	1,918,621	(537,211)	536,311	1,917,721
Financial Expenditure	2,081,673	2,364,412	(282,739)	282,739	2,364,412
Grants & Subsidies Expenditure	5,291,207	5,452,875	(161,668)	161,668	5,452,875
Repairs & Maintenance Expenditure	186,356	303,191	(116,835)	116,835	303,191
Operational Expenditure	2,289,137	2,357,024	(67,886)	67,886	2,357,024
Depreciation Expenditure	443,691	388,451	55,240	(55,240)	388,451
<b>Total Expenditure</b>	<b>23,496,939</b>	<b>24,423,154</b>	<b>(926,214)</b>	<b>925,314</b>	<b>24,422,254</b>
<b>Operating Surplus / (Deficit)</b>	<b>(2,887,494)</b>	<b>(3,155,712)</b>	<b>268,219</b>	<b>(267,319)</b>	<b>(3,154,812)</b>
Capital Expenditure	970,715	2,330,901	(1,360,186)	1,360,186	2,330,901
Capital Funding	(923,956)	(2,044,247)	1,120,291	(1,120,291)	(2,044,247)
Cash Back Depreciation	206	441	(235)	235	441
<b>Rates Required</b>	<b>2,934,047</b>	<b>3,441,925</b>	<b>(507,878)</b>	<b>506,978</b>	<b>3,441,025</b>

**Commentary:**

The Finance and Policy Committee (excluding special projects) are \$507,878 under budget for the year.

## RESERVE MOVEMENTS:

Uplifts of \$87,655

Contributions of \$555,201

## CARRY FORWARDS:

Total \$223,375 of which \$123,375 is funded by rates.

After reserve movements and carry forwards, Finance and Policy Committee (excluding special projects) are \$83,042 over budget for the year.

A departmental breakdown and commentary follows.



Business Unit **150000 - Museum Operations**

Twelve months to 30 June 2018

	Jun YTD			2017 / 18	
	Actual	Budget	Variance	Remaining Budget	Budget
Fees & Charges Revenue	1,121,424	1,270,960	(149,536)	149,536	1,270,960
Grants & Subsidies Revenue	1,178,417	1,149,640	28,777	(28,777)	1,149,640
Financial Revenue	9,817	11,200	(1,383)	1,383	11,200
<b>Total Revenue</b>	<b>2,309,658</b>	<b>2,431,800</b>	<b>(122,142)</b>	<b>122,142</b>	<b>2,431,800</b>
Internal Expenditure	685,149	685,149	0	0	685,149
Staff Expenditure	1,266,643	1,113,306	153,338	(153,338)	1,113,306
Administration Expenditure	91,407	97,983	(6,576)	6,576	97,983
Financial Expenditure	0	894	(894)	894	894
Grants & Subsidies Expenditure	15,000	15,000	0	0	15,000
Repairs & Maintenance Expenditure	17,880	16,765	1,115	(1,115)	16,765
Operational Expenditure	306,422	450,570	(144,148)	144,148	450,570
Depreciation Expenditure	13,236	13,272	(36)	36	13,272
<b>Total Expenditure</b>	<b>2,395,738</b>	<b>2,392,939</b>	<b>2,799</b>	<b>(2,799)</b>	<b>2,392,939</b>
<b>Operating Surplus / (Deficit)</b>	<b>(86,080)</b>	<b>38,861</b>	<b>(124,941)</b>	<b>124,941</b>	<b>38,861</b>
Capital Expenditure	1,575	38,861	(37,286)	37,286	38,861
Cash Back Depreciation	0	(0)	0	(0)	(0)
<b>Rates Required</b>	<b>87,655</b>	<b>0</b>	<b>87,655</b>	<b>(87,655)</b>	<b>0</b>

**Commentary:**

The Museum Operations Department is \$87,655 over budget at the year ended June 2018.

Variances include:

Fees & Charges revenue is increasingly behind budget as a result of the loss of café and shop revenues since the Museum closure on 12 April.

Grants & Subsidies revenue is ahead of budget mainly due to a Grant received that was not budgeted for, from Creative NZ for an Artist Residency.

Staff Expenditure is over budget, most staff made redundant by the Museum closure were on the payroll until 1st June. Redundancy were paid in May and June 2018 and totalled \$66,717.

Operational Expenditure is under budget for two reasons, it has been tightly managed to minimise the overall deficit and because there has been no purchasing of shop and café supplies since the Museum closure.

RESERVE MOVEMENTS:

An unbudgeted reserve uplift is requested of \$87,655. The uplift is to cover the rates surplus and will come from the Museum reserve, this reserve has a current balance of \$113,621.

After reserve movements, Museum Operations are even with budget for the year.

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

Twelve months to 30 June 2018

	Jun YTD			2017 / 18	
	Actual	Budget	Variance	Remaining Budget	Budget
Internal Revenue	(169,999)	(170,000)	1	(1)	(170,000)
Fees & Charges Revenue	217	0	217	(217)	0
Grants & Subsidies Revenue	445,405	475,000	(29,595)	29,595	475,000
Rates Revenue	593,896	630,000	(36,104)	36,104	630,000
Financial Revenue	6,017,027	6,050,000	(32,973)	32,973	6,050,000
<b>Total Revenue</b>	<b>6,886,546</b>	<b>6,985,000</b>	<b>(98,454)</b>	<b>98,454</b>	<b>6,985,000</b>
Internal Expenditure	648,690	648,690	0	0	648,690
Staff Expenditure	437,213	473,947	(36,734)	36,734	473,947
Administration Expenditure	33,911	15,600	18,311	(18,311)	15,600
Financial Expenditure	4,079	0	4,079	(4,079)	0
Grants & Subsidies Expenditure	1,040	0	1,040	(1,040)	0
Repairs & Maintenance Expenditure	3,365	2,500	865	(865)	2,500
Operational Expenditure	147,314	122,500	24,814	(24,814)	122,500
Depreciation Expenditure	18,203	15,733	2,470	(2,470)	15,733
<b>Total Expenditure</b>	<b>1,293,816</b>	<b>1,278,970</b>	<b>14,846</b>	<b>(14,846)</b>	<b>1,278,970</b>
<b>Operating Surplus / (Deficit)</b>	<b>5,592,730</b>	<b>5,706,030</b>	<b>(113,300)</b>	<b>113,300</b>	<b>5,706,030</b>
Capital Expenditure	0	5,000	(5,000)	5,000	5,000
Capital Funding	(432,887)	(275,000)	(157,887)	157,887	(275,000)
Cash Back Depreciation	(0)	(0)	0	0	0
<b>Rates Required</b>	<b>(6,025,617)</b>	<b>(5,976,030)</b>	<b>(49,587)</b>	<b>49,587</b>	<b>(5,976,030)</b>

**Commentary:**

Finance Directorate is \$49,587 under budget for the year ended June 2018.

Variances Include:

Carry Forwards

Corporate Emergency Management is under budget due to no operational requirements for ICC emergency management during the year, a carry forward of \$18,375 as been requested.

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

Twelve months to 30 June 2018

	Jun YTD			2017 / 18	
	Actual	Budget	Variance	Remaining Budget	Budget
Internal Revenue	919,862	919,862	0	(0)	919,862
Financial Revenue	9,611	2,000	7,611	(7,611)	2,000
<b>Total Revenue</b>	<b>929,473</b>	<b>921,862</b>	<b>7,611</b>	<b>(7,611)</b>	<b>921,862</b>
Internal Expenditure	21,510	21,510	0	0	21,510
Staff Expenditure	747,376	776,972	(29,597)	29,597	776,972
Administration Expenditure	46,002	34,614	11,388	(11,388)	34,614
Repairs & Maintenance Expenditure	752	3,097	(2,345)	2,345	3,097
Operational Expenditure	96,237	116,481	(20,244)	20,244	116,481
Depreciation Expenditure	9,721	9,188	533	(533)	9,188
<b>Total Expenditure</b>	<b>921,599</b>	<b>961,863</b>	<b>(40,264)</b>	<b>40,264</b>	<b>961,863</b>
<b>Operating Surplus / (Deficit)</b>	<b>7,874</b>	<b>(40,001)</b>	<b>47,875</b>	<b>(47,875)</b>	<b>(40,001)</b>
Capital Expenditure	0	1,549	(1,549)	1,549	1,549
Capital Funding	(40,000)	(41,549)	1,549	(1,549)	(41,549)
<b>Rates Required</b>	<b>(47,874)</b>	<b>0</b>	<b>(47,875)</b>	<b>47,875</b>	<b>0</b>

**Commentary:**

The Human Resources Department is \$47,875 under budget for the year ended June 2018.

Variiances include:

Staff expenditure is under budget due to having had a staff vacancy during the year, which has resulted in an expenditure saving.

Operational expenditure is under budget as there has been less requirements for consultants during the year than was anticipated.

Business Unit **220000 - Finance and Corporate Services -  
Investment Property**  
Twelve months to 30 June 2018

	Jun YTD			2017 / 18	
	Actual	Budget	Variance	Remaining Budget	Budget
Internal Revenue	25,000	25,000	(0)	0	25,000
Fees & Charges Revenue	1,780,573	1,741,049	39,524	(39,524)	1,741,049
Financial Revenue	81,202	897,254	(816,052)	816,052	897,254
<b>Total Revenue</b>	<b>1,886,775</b>	<b>2,663,303</b>	<b>(776,528)</b>	<b>776,528</b>	<b>2,663,303</b>
Internal Expenditure	10,525	0	10,525	(10,525)	0
Staff Expenditure	137,030	135,735	1,294	(1,294)	135,735
Administration Expenditure	109,141	139,571	(30,430)	30,430	139,571
Financial Expenditure	731,891	938,265	(206,374)	206,374	938,265
Repairs & Maintenance Expenditure	124,093	224,181	(100,088)	100,088	224,181
Operational Expenditure	792,897	577,629	215,268	(215,268)	577,629
Depreciation Expenditure	22,777	23,951	(1,174)	1,174	23,951
<b>Total Expenditure</b>	<b>1,928,354</b>	<b>2,039,332</b>	<b>(110,978)</b>	<b>110,978</b>	<b>2,039,332</b>
<b>Operating Surplus / (Deficit)</b>	<b>(41,580)</b>	<b>623,971</b>	<b>(665,550)</b>	<b>665,550</b>	<b>623,971</b>
Capital Expenditure	731,279	1,868,344	(1,137,065)	1,137,065	1,868,344
Capital Funding	(745,300)	(1,572,404)	827,104	(827,104)	(1,572,404)
Cash Back Depreciation	206	441	(235)	235	441
<b>Rates Required</b>	<b>27,352</b>	<b>(328,471)</b>	<b>355,824</b>	<b>(355,824)</b>	<b>(328,471)</b>

### Commentary:

Investment Property is \$355,824 behind budget for the year ended June 2018.

Variations Include:

The Awarua Industrial Estate Dairy Farm ended the year with a surplus of \$162,051 which predominantly related to savings made on interest expenditure of \$143,396. This amount has been used to reduce bank debt held against the Awarua Industrial Estate.

Unbudgeted expenditure in relation to the removal of Ouvea Pre mix was incurred during the year. The total cost during the year was \$172,978, Council approved the funding of \$149,550 from the Awarua Industrial Development Reserve. The remaining \$23,428 is currently rate funded.

Endowment Properties were \$297,744 behind budget due to the Don Street Business Development. Budgeted rentals are below what was anticipated as the property has not been fully tenanted during the year. Currently there remains 1,200 Sqm of untenanted floor space, once tenanted this area will yield approximately \$340,000 in rental income.

Business Unit **230000 - Finance and Corporate Services - Accounting and Finance**  
 Twelve months to 30 June 2018

	Jun YTD			2017 / 18	
	Actual	Budget	Variance	Remaining Budget	Budget
Internal Revenue	1,237,388	1,237,388	0	(0)	1,237,388
Financial Revenue	284,764	237,500	47,264	(47,264)	237,500
<b>Total Revenue</b>	<b>1,522,152</b>	<b>1,474,888</b>	<b>47,264</b>	<b>(47,264)</b>	<b>1,474,888</b>
Internal Expenditure	10,000	10,000	(0)	0	10,000
Staff Expenditure	971,629	951,203	20,427	(20,427)	951,203
Administration Expenditure	152,111	178,074	(25,963)	25,963	178,074
Financial Expenditure	267,843	305,800	(37,957)	37,957	305,800
Grants & Subsidies Expenditure	5,500	5,000	500	(500)	5,000
Repairs & Maintenance Expenditure	207	3,000	(2,793)	2,793	3,000
Operational Expenditure	85,516	235,750	(150,234)	150,234	235,750
Depreciation Expenditure	27,671	36,061	(8,390)	8,390	36,061
<b>Total Expenditure</b>	<b>1,520,477</b>	<b>1,724,888</b>	<b>(204,410)</b>	<b>204,410</b>	<b>1,724,888</b>
<b>Operating Surplus / (Deficit)</b>	<b>1,674</b>	<b>(250,000)</b>	<b>251,674</b>	<b>(251,674)</b>	<b>(250,000)</b>
Capital Expenditure	14,787	26,000	(11,213)	11,213	26,000
Capital Funding	(215,000)	(276,000)	61,000	(61,000)	(276,000)
Cash Back Depreciation	0	0	(0)	(0)	0
<b>Rates Required</b>	<b>(201,887)</b>	<b>(0)</b>	<b>(201,887)</b>	<b>201,887</b>	<b>(0)</b>

**Commentary:**

The Accounting and Finance Department is \$201,887 under budget for the year ended June 2018.

CARRY FOWARDS

Consultant Fees relating to two projects that were not completed in the 2017/18 year.

The first being an Invoice scanning system project for \$80,000 and the second for an independent tax review for \$25,000. Both projects have been requested to be carried forward into the 2018/19 year.

After carry forwards, Accounting and Finance is \$96,887 under budget for the year.

Variiances Include:

Financial Revenue was ahead by \$43,924 on budget mainly due to the interest revenue received on the ICC operating account being more than anticipated.

Financial Expenditure is under budget by \$37,957 mainly due to interest expenses being lower than anticipated, as a result of the ICC operating account remaining in funds for the majority of the year.

Operational Expenditure is under budget as a result of lower than expected engagement of consultants. This is partly a result of the concentrated internal focus on the Council's Long-Term Plan over the past 12 months.

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

Twelve months to 30 June 2018

	Jun YTD			2017 / 18	
	Actual	Budget	Variance	Remaining Budget	Budget
Internal Revenue	(100,843)	(148,000)	47,157	(47,157)	(148,000)
Financial Revenue	2,112,701	1,960,000	152,701	(152,701)	1,960,000
<b>Total Revenue</b>	<b>2,011,858</b>	<b>1,812,000</b>	<b>199,858</b>	<b>(199,858)</b>	<b>1,812,000</b>
Staff Expenditure	0	1,000	(1,000)	1,000	1,000
Administration Expenditure	(479,145)	1,000	(480,145)	480,145	1,000
Financial Expenditure	906,602	1,012,500	(105,898)	105,898	1,012,500
Operational Expenditure	70,569	47,500	23,069	(23,069)	47,500
<b>Total Expenditure</b>	<b>498,026</b>	<b>1,062,000</b>	<b>(563,974)</b>	<b>563,974</b>	<b>1,062,000</b>
<b>Operating Surplus / (Deficit)</b>	<b>1,513,832</b>	<b>750,000</b>	<b>763,832</b>	<b>(763,832)</b>	<b>750,000</b>
Capital Funding	960,314	750,000	210,314	(210,314)	750,000
<b>Rates Required</b>	<b>(553,518)</b>	<b>0</b>	<b>(553,518)</b>	<b>553,518</b>	<b>0</b>

**Commentary:**

The Treasury Department is \$553,518 under budget for the year ended June 2018.

RESERVE MOVEMENTS:

There is a \$483,000 insurance credit that is requested to be transferred to the Insurance Reserve. The balance of this Reserve is \$1,001,320.

This credit has been created due to a prior periods GST correction (\$168,000). A change from June to September renewal date last year, leading to 15 months of insurance been allocated in the prior year (\$225,000). The 2017/18 total insurance premium was \$90,000 less than the budget set.

After reserves movements, Treasury department is \$70,212 under budget for the year.

Variiances include:

Additional revenue (\$70,000) received due to the interest rate margin being made on the loan to Invercargill City Holdings Limited, this income was unbudgeted.

Business Unit **240000 - Finance and Corporate Services -**  
**Corporate Services**  
 Twelve months to 30 June 2018

	Jun YTD			2017 / 18	
	Actual	Budget	Variance	Remaining Budget	Budget
Internal Revenue	2,682,578	2,642,772	39,806	(39,806)	2,642,772
Fees & Charges Revenue	195,526	185,895	9,631	(9,631)	185,895
Financial Revenue	10,745	4,065	6,680	(6,680)	4,065
<b>Total Revenue</b>	<b>2,888,848</b>	<b>2,832,731</b>	<b>56,117</b>	<b>(56,117)</b>	<b>2,832,731</b>
Internal Expenditure	1,018,530	1,018,945	(415)	415	1,018,945
Staff Expenditure	1,324,619	1,357,058	(32,438)	32,438	1,357,058
Administration Expenditure	183,025	212,402	(29,378)	29,378	212,402
Financial Expenditure	0	516	(516)	516	516
Grants & Subsidies Expenditure	26	0	26	(26)	0
Repairs & Maintenance Expenditure	3,329	9,065	(5,736)	5,736	9,065
Operational Expenditure	180,983	188,231	(7,248)	7,248	188,231
Depreciation Expenditure	74,349	46,514	27,835	(27,835)	46,514
<b>Total Expenditure</b>	<b>2,784,862</b>	<b>2,832,731</b>	<b>(47,870)</b>	<b>47,870</b>	<b>2,832,731</b>
<b>Operating Surplus / (Deficit)</b>	<b>103,986</b>	<b>(0)</b>	<b>103,986</b>	<b>(103,986)</b>	<b>(0)</b>
Capital Expenditure	9,376	48,500	(39,124)	39,124	48,500
Capital Funding	(48,500)	(48,500)	0	0	(48,500)
Cash Back Depreciation	(0)	0	(0)	0	0
<b>Rates Required</b>	<b>(143,110)</b>	<b>0</b>	<b>(143,110)</b>	<b>143,110</b>	<b>0</b>

**Commentary:**

Corporate Services is under budget by \$143,138 for the year ended June 2018.

Variances include:

Revenue is higher than budget due to increased sales during the year.

Lower staff expenditure due to positional movements and changes throughout the year.

Capital Expenditure is under budget due to the renewal of photocopiers not being required in 2017/18.

Business Unit **250000 - Finance and Corporate Services -  
Information Services**  
Twelve months to 30 June 2018

	Jun YTD			2017 / 18	
	Actual	Budget	Variance	Remaining Budget	Budget
Internal Revenue	1,432,078	1,432,078	(0)	0	1,432,078
Fees & Charges Revenue	548	28,897	(28,349)	28,349	28,897
Financial Revenue	26,793	32,000	(5,207)	5,207	32,000
<b>Total Revenue</b>	<b>1,459,419</b>	<b>1,492,975</b>	<b>(33,556)</b>	<b>33,556</b>	<b>1,492,975</b>
Staff Expenditure	528,944	528,475	469	(469)	528,475
Administration Expenditure	697,831	670,000	27,831	(27,831)	670,000
Repairs & Maintenance Expenditure	29,368	26,500	2,868	(2,868)	26,500
Operational Expenditure	61,417	143,000	(81,583)	81,583	143,000
Depreciation Expenditure	193,705	125,000	68,705	(68,705)	125,000
<b>Total Expenditure</b>	<b>1,511,266</b>	<b>1,492,975</b>	<b>18,291</b>	<b>(18,291)</b>	<b>1,492,975</b>
<b>Operating Surplus / (Deficit)</b>	<b>(51,847)</b>	<b>(0)</b>	<b>(51,847)</b>	<b>51,847</b>	<b>0</b>
Capital Expenditure	183,404	272,000	(88,596)	88,596	272,000
Capital Funding	(183,187)	(272,000)	88,813	(88,813)	(272,000)
Cash Back Depreciation	0	0	0	(0)	0
<b>Rates Required</b>	<b>52,064</b>	<b>0</b>	<b>52,064</b>	<b>(52,064)</b>	<b>0</b>

**Commentary:**

Information Services is over budget by \$52,064 for the year ended June 2018.

Variations include:

Fees & Charges were behind budget due to fee revenue not being generated as anticipated during the year.

Administration expenses were over budget due to some additional licencing requirements being met during the year.

Operational expenditure is under budget due to Contractor and Consultant work being less than initially forecast.

Depreciation expenditure is over budget as actual depreciation is higher than anticipated.



Business Unit **260000 - Finance and Corporate Services -  
Secretarial Services**  
Twelve months to 30 June 2018

	Jun YTD			2017 / 18	
	Actual	Budget	Variance	Remaining Budget	Budget
Internal Revenue	644,934	644,934	(0)	0	644,934
Fees & Charges Revenue	16,580	0	16,580	(16,580)	0
Financial Revenue	39,689	7,948	31,741	(31,741)	7,948
<b>Total Revenue</b>	<b>701,203</b>	<b>652,882</b>	<b>48,320</b>	<b>(48,320)</b>	<b>652,882</b>
Internal Expenditure	52,757	49,157	3,600	(3,600)	49,157
Staff Expenditure	960,522	1,015,017	(54,495)	54,495	1,015,017
Administration Expenditure	288,888	299,400	(10,512)	10,512	299,400
Repairs & Maintenance Expenditure	3,222	11,000	(7,778)	7,778	11,000
Operational Expenditure	163,613	174,000	(10,387)	10,387	174,000
Depreciation Expenditure	41,051	62,971	(21,920)	21,920	62,971
<b>Total Expenditure</b>	<b>1,510,054</b>	<b>1,611,545</b>	<b>(101,492)</b>	<b>101,492</b>	<b>1,611,545</b>
<b>Operating Surplus / (Deficit)</b>	<b>(808,851)</b>	<b>(958,663)</b>	<b>149,812</b>	<b>(149,812)</b>	<b>(958,663)</b>
Capital Expenditure	15,958	40,000	(24,042)	24,042	40,000
Capital Funding	(75,958)	(100,000)	24,042	(24,042)	(100,000)
<b>Rates Required</b>	<b>748,851</b>	<b>898,663</b>	<b>(149,812)</b>	<b>149,812</b>	<b>898,663</b>

**Commentary:**

Secretarial Services is \$149,812 under budget for the year ended June 2018.

Variiances include:

Lower staff expenditure due to positions being vacant for a period of time e.g. maternity leave and ACC and also recruitment time for vacant positions.

Lower administration expenditure due to some small savings against budget made on printing and copying expenses across the whole department.

Lower Operational expenses due to funding previously used for Television Talkback no longer required. Council approved use of this funding for two years for First Retail assisting with the Invercargill Retail Strategy, but the total approved funding was spent in the first year.

Capital expenditure - is under budget due to the deferral of a replacement vehicle.

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

Twelve months to 30 June 2018

	Jun YTD			2017 / 18	
	Actual	Budget	Variance	Remaining Budget	Budget
Internal Expenditure	1,107,232	1,107,232	(0)	0	1,107,232
Grants & Subsidies Expenditure	51,813	51,973	(160)	160	51,973
Repairs & Maintenance Expenditure	(478)	0	(478)	478	0
Operational Expenditure	14	0	14	(14)	0
Depreciation Expenditure	12,595	24,776	(12,181)	12,181	24,776
<b>Total Expenditure</b>	<b>1,171,176</b>	<b>1,183,982</b>	<b>(12,805)</b>	<b>12,805</b>	<b>1,183,982</b>
<b>Operating Surplus / (Deficit)</b>	<b>(1,171,176)</b>	<b>(1,183,982)</b>	<b>12,805</b>	<b>(12,805)</b>	<b>(1,183,982)</b>
Capital Expenditure	0	20,647	(20,647)	20,647	20,647
Capital Funding	0	(21,008)	21,008	(21,008)	(21,008)
<b>Rates Required</b>	<b>1,171,176</b>	<b>1,183,620</b>	<b>(12,444)</b>	<b>12,444</b>	<b>1,183,620</b>

**Commentary:**

Hall and Theatre Operations are \$12,444 under budget for the year ended June 2018.

Business Unit **300000 - Finance and Corporate Services -  
Democratic Responsibility**  
Twelve months to 30 June 2018

	Jun YTD			2017 / 18	
	Actual	Budget	Variance	Remaining Budget	Budget
Fees & Charges Revenue	776	0	776	(776)	0
Financial Revenue	5,566	0	5,566	(5,566)	0
<b>Total Revenue</b>	<b>6,342</b>	<b>0</b>	<b>6,342</b>	<b>(6,342)</b>	<b>0</b>
Internal Expenditure	316,664	316,664	0	(0)	316,664
Staff Expenditure	1,266,581	1,112,475	154,106	(154,106)	1,112,475
Administration Expenditure	218,193	203,625	14,568	(14,568)	203,625
Grants & Subsidies Expenditure	72,353	142,500	(70,147)	70,147	142,500
Repairs & Maintenance Expenditure	3,639	6,983	(3,344)	3,344	6,983
Operational Expenditure	329,402	139,500	189,902	(189,902)	139,500
Depreciation Expenditure	25,019	22,900	2,119	(2,119)	22,900
<b>Total Expenditure</b>	<b>2,231,851</b>	<b>1,944,647</b>	<b>287,204</b>	<b>(287,204)</b>	<b>1,944,647</b>
<b>Operating Surplus / (Deficit)</b>	<b>(2,225,509)</b>	<b>(1,944,647)</b>	<b>(280,863)</b>	<b>280,863</b>	<b>(1,944,647)</b>
Capital Expenditure	14,336	10,000	4,336	(4,336)	10,000
Capital Funding	(98,616)	(55,000)	(43,616)	43,616	(55,000)
Cash Back Depreciation	(0)	(0)	0	0	0
<b>Rates Required</b>	<b>2,141,230</b>	<b>1,899,647</b>	<b>241,583</b>	<b>(241,583)</b>	<b>1,899,647</b>

**Commentary:**

Democratic Responsibility is \$241,583 over budget for the year ended June 2018.

Variiances Include:

Staff expenditure is over budget due to additional training expenditure and unbudgeted expenditure relating to the change of Chief Executive that has also been incurred.

Operational expenditure is over budget due to consultants fees and legal fees. Consultants fees relate to contributions to the SORDS programme, shared services, Pace to Progress and other consultancy work. Legal fees related to a number of various legal opinions requested during the year.

RESERVE MOVEMENTS:

The Bluff Community Board is under budget by \$8,929 and requests a contribution to the Bluff Community Board Reserve for this amount. The balance of this reserve is \$71,913.

Business Unit **313000 - Finance and Corporate Services -**  
**Corporate Planning**  
 Twelve months to 30 June 2018

	Jun YTD			2017 / 18	
	Actual	Budget	Variance	Remaining Budget	Budget
Fees & Charges Revenue	6,174	0	6,174	(6,174)	0
Financial Revenue	1,000	0	1,000	(1,000)	0
<b>Total Revenue</b>	<b>7,174</b>	<b>0</b>	<b>7,174</b>	<b>(7,174)</b>	<b>0</b>
Internal Expenditure	254,245	254,245	(0)	0	254,245
Staff Expenditure	8,915	15,098	(6,184)	6,184	15,098
Administration Expenditure	40,045	65,451	(25,406)	25,406	65,451
Financial Expenditure	117,965	20,000	97,965	(97,965)	20,000
Repairs & Maintenance Expenditure	978	100	878	(878)	100
Operational Expenditure	54,753	161,862	(107,110)	107,110	161,862
Depreciation Expenditure	5,363	8,084	(2,721)	2,721	8,084
<b>Total Expenditure</b>	<b>482,262</b>	<b>524,840</b>	<b>(42,578)</b>	<b>42,578</b>	<b>524,840</b>
<b>Operating Surplus / (Deficit)</b>	<b>(475,088)</b>	<b>(524,840)</b>	<b>49,752</b>	<b>(49,752)</b>	<b>(524,840)</b>
Capital Funding	(80,000)	(80,000)	0	0	(80,000)
<b>Rates Required</b>	<b>395,088</b>	<b>444,840</b>	<b>(49,752)</b>	<b>49,752</b>	<b>444,840</b>

**Commentary:**

Corporate Planning is under budget by \$49,752 for the year ended June 2018

Variances include:

Financial expenditure is over budget due to LTP audit fees being higher than anticipated.

Operational expenses are under budget due to Consultants being lower than anticipated in a LTP year. Anticipated projects such as Risk Management, Performance Management Framework, have not been completed due to insufficient staff resources.

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

Twelve months to 30 June 2018

	Jun YTD			2017 / 18	
	Actual	Budget	Variance	Remaining Budget	Budget
Internal Expenditure	48,691	46,703	1,988	(1,988)	46,703
Financial Expenditure	53,293	86,437	(33,144)	33,144	86,437
Grants & Subsidies Expenditure	5,145,475	5,238,402	(92,927)	92,927	5,238,402
<b>Total Expenditure</b>	<b>5,247,458</b>	<b>5,371,542</b>	<b>(124,084)</b>	<b>124,084</b>	<b>5,371,542</b>
<b>Operating Surplus / (Deficit)</b>	<b>(5,247,458)</b>	<b>(5,371,542)</b>	<b>124,084</b>	<b>(124,084)</b>	<b>(5,371,542)</b>
Capital Funding	35,178	(52,786)	87,964	(87,964)	(52,786)
<b>Rates Required</b>	<b>5,282,636</b>	<b>5,318,756</b>	<b>(36,120)</b>	<b>36,120</b>	<b>5,318,756</b>

**Commentary:**

The Grants Budget is \$36,120 under budget for the year ended June 2018.

RESERVE MOVEMENTS:

The Grant to Environment Southland for the Invercargill to Bluff walkway was not uplifted during the year. A contribution to the Environment Southland Walkway Reserve is requested. The balance of this reserve is \$204,347.

The Grant to Emergency Management Southland was under by \$12,956, an unbudgeted contribution to the Civil Defence Fund Reserve is requested. The balance of this reserve is \$33,083.

After reserve movements, Grants are over budget by \$26,836

Variances include:

The two Events Funds were over budget by \$39,000 for the year.

Business Unit **620000 - Special Projects**

Twelve months to 30 June 2018

	Jun YTD			2017 / 18	
	Actual	Budget	Variance	Remaining Budget	Budget
<b>Grants &amp; Subsidies Revenue</b>	80,000	70,000	10,000	(10,000)	70,000
<b>Total Revenue</b>	80,000	70,000	10,000	(10,000)	70,000
<b>Internal Expenditure</b>	13,061	12,439	622	(622)	12,439
<b>Staff Expenditure</b>	123	0	123	(123)	0
<b>Administration Expenditure</b>	758	6,549	(5,791)	5,791	6,549
<b>Financial Expenditure</b>	16,554	118,614	(102,060)	102,060	118,614
<b>Grants &amp; Subsidies Expenditure</b>	284,105	678,235	(394,131)	394,131	678,235
<b>Operational Expenditure</b>	78,742	218,487	(139,745)	139,745	218,487
<b>Total Expenditure</b>	393,342	1,034,324	(640,981)	640,981	1,034,324
<b>Operating Surplus / (Deficit)</b>	(313,342)	(964,324)	650,981	(650,981)	(964,324)
<b>Capital Expenditure</b>	15,607	6,334,645	(6,319,038)	6,319,038	6,334,645
<b>Capital Funding</b>	84,991	(6,779,291)	6,864,282	(6,864,282)	(6,779,291)
<b>Rates Required</b>	413,941	519,678	(105,737)	105,737	519,678

**Commentary:**

The Special Projects section of the Finance and Policy Committee are \$105,737 under budget for the year.

RESERVE MOVEMENTS:  
 Contributions of \$50,000  
 Debt repayments of \$10,252

CARRY FORWARDS:  
 Total \$6,380,130 of which \$45,485 is funded by rates.

After reserve movements and carry forwards, Special Projects section of the Finance and Policy Committee are even with budget for the year.

A departmental breakdown and commentary follows.

Business Unit **621000 - Special Projects - CBD Redevelopment**

Twelve months to 30 June 2018

	Jun YTD			2017 / 18	
	Actual	Budget	Variance	Remaining Budget	Budget
Administration Expenditure	0	5,000	(5,000)	5,000	5,000
Financial Expenditure	0	93,645	(93,645)	93,645	93,645
Operational Expenditure	0	5,252	(5,252)	5,252	5,252
<b>Total Expenditure</b>	<b>0</b>	<b>103,897</b>	<b>(103,897)</b>	<b>103,897</b>	<b>103,897</b>
<b>Operating Surplus / (Deficit)</b>	<b>0</b>	<b>(103,897)</b>	<b>103,897</b>	<b>(103,897)</b>	<b>(103,897)</b>
<b>Capital Expenditure</b>	<b>0</b>	<b>6,334,645</b>	<b>(6,334,645)</b>	<b>6,334,645</b>	<b>6,334,645</b>
Capital Funding	153,698	(6,274,592)	6,428,290	(6,428,290)	(6,274,592)
<b>Rates Required</b>	<b>153,698</b>	<b>163,950</b>	<b>(10,252)</b>	<b>10,252</b>	<b>163,950</b>

**Commentary:**

CBD Redevelopment is \$10,252 under budget for the year ended June 2018.

DEBT REPAYMENT:

\$10,252 of unspent budget is requested to be used to repay the CBD loans from 1999-2001. The remaining balance of these loans is \$890,129

After reserve movements and carry forwards, CBD Redevelopment is even with budget for the year.

Business Unit **622099 - Environmental and Planning Services -  
Urban Rejuvenation**  
Twelve months to 30 June 2018

	Jun YTD			2017 / 18	
	Actual	Budget	Variance	Remaining Budget	Budget
<b>Grants &amp; Subsidies Revenue</b>	80,000	70,000	10,000	(10,000)	70,000
<b>Total Revenue</b>	80,000	70,000	10,000	(10,000)	70,000
<b>Internal Expenditure</b>	13,061	12,439	622	(622)	12,439
<b>Administration Expenditure</b>	391	1,549	(1,157)	1,157	1,549
<b>Financial Expenditure</b>	16,554	24,969	(8,415)	8,415	24,969
<b>Grants &amp; Subsidies Expenditure</b>	284,105	158,235	125,869	(125,869)	158,235
<b>Operational Expenditure</b>	7,430	183,235	(175,805)	175,805	183,235
<b>Total Expenditure</b>	321,541	380,427	(58,886)	58,886	380,427
<b>Operating Surplus / (Deficit)</b>	(241,541)	(310,427)	68,886	(68,886)	(310,427)
<b>Capital Expenditure</b>	15,607	0	15,607	(15,607)	0
<b>Capital Funding</b>	3,095	(4,699)	7,794	(7,794)	(4,699)
<b>Rates Required</b>	260,243	305,728	(45,485)	45,485	305,728

**Commentary:**

Urban Rejuvenation is \$45,485 under budget for the year.

RESERVE MOVEMENTS: NIL

CARRY FORWARDS:

\$25,485 request for the implementation of the Windsor rejuvenation concept plans agreed to by the Urban Rejuvenation Governance subcommittee.

\$20,000 request for the implementation of the South Alive social enterprise and community hub project previously resolved by Council.

After reserve movements and carry forwards, Urban Rejuvenation is even with budget for the year.



Business Unit **623000 - Special Projects - Earthquake Buildings**

Twelve months to 30 June 2018

	Jun YTD			2017 / 18	
	Actual	Budget	Variance	Remaining Budget	Budget
Grants & Subsidies Expenditure	0	20,000	(20,000)	20,000	20,000
Operational Expenditure	0	30,000	(30,000)	30,000	30,000
<b>Total Expenditure</b>	<b>0</b>	<b>50,000</b>	<b>(50,000)</b>	<b>50,000</b>	<b>50,000</b>
<b>Operating Surplus / (Deficit)</b>	<b>0</b>	<b>(50,000)</b>	<b>50,000</b>	<b>(50,000)</b>	<b>(50,000)</b>
<b>Rates Required</b>	<b>0</b>	<b>50,000</b>	<b>(50,000)</b>	<b>50,000</b>	<b>50,000</b>

**Commentary:**

Earthquake Buildings is under budget by \$50,000 for the year.

**RESERVE MOVEMENTS:**

\$50,000 requested to be transferred into the Earthquake Buildings reserve, to be used for future work in relation to assessment of earthquake prone buildings. The balance of this reserve is \$102,173.

**CARRY FORWARD: NIL**

After reserve movements and carry forwards, Earthquake Buildings are even with budget for the year.

Business Unit **624000 - Invercargill Development**

Twelve months to 30 June 2018

	Jun YTD			2017 / 18	
	Actual	Budget	Variance	Remaining Budget	Budget
Staff Expenditure	123	0	123	(123)	0
Administration Expenditure	367	0	367	(367)	0
Grants & Subsidies Expenditure	0	500,000	(500,000)	500,000	500,000
Operational Expenditure	71,312	0	71,312	(71,312)	0
<b>Total Expenditure</b>	<b>71,802</b>	<b>500,000</b>	<b>(428,198)</b>	<b>428,198</b>	<b>500,000</b>
<b>Operating Surplus / (Deficit)</b>	<b>(71,802)</b>	<b>(500,000)</b>	<b>428,198</b>	<b>(428,198)</b>	<b>(500,000)</b>
Capital Funding	(71,802)	(500,000)	428,198	(428,198)	(500,000)
<b>Rates Required</b>	<b>(0)</b>	<b>0</b>	<b>(0)</b>	<b>0</b>	<b>0</b>

**Commentary:**

The Invercargill Development department was at break even for the year ended June 2018.

Consultancy work was carried out for the Arts & Creativity Invercargill Project, this was funded from the City Centre upgrade reserve. The current balance of this reserve is \$1,965,014.

**(F) 400000 - Environmental and Planning Services**

Twelve months to 30 June 2018

	Jun YTD			2017 / 18	
	Actual	Budget	Variance	Remaining Budget	Budget
Internal Revenue	1,301,363	1,383,638	(82,275)	82,275	1,383,638
Fees & Charges Revenue	3,590,631	4,198,161	(607,530)	607,530	4,198,161
Financial Revenue	378,968	458,328	(79,360)	79,360	458,328
<b>Total Revenue</b>	<b>5,270,962</b>	<b>6,040,127</b>	<b>(769,165)</b>	<b>769,165</b>	<b>6,040,127</b>
Internal Expenditure	2,918,149	2,979,591	(61,442)	61,442	2,979,591
Staff Expenditure	4,045,212	4,614,338	(569,126)	569,126	4,614,338
Administration Expenditure	430,380	459,379	(28,998)	28,998	459,379
Financial Expenditure	204,132	294,031	(89,899)	89,899	294,031
Grants & Subsidies Expenditure	35,472	51,401	(15,929)	15,929	51,401
Repairs & Maintenance Expenditure	36,008	36,832	(824)	824	36,832
Operational Expenditure	857,348	923,641	(66,294)	66,294	923,641
Depreciation Expenditure	120,231	116,175	4,056	(4,056)	116,175
<b>Total Expenditure</b>	<b>8,646,932</b>	<b>9,475,388</b>	<b>(828,456)</b>	<b>828,456</b>	<b>9,475,388</b>
<b>Operating Surplus / (Deficit)</b>	<b>(3,375,970)</b>	<b>(3,435,261)</b>	<b>59,291</b>	<b>(59,291)</b>	<b>(3,435,261)</b>
Capital Expenditure	33,222	64,559	(31,337)	31,337	64,559
Capital Funding	(266,492)	(268,657)	2,165	(2,165)	(268,657)
Cash Back Depreciation	(0)	0	(0)	0	0
<b>Rates Required</b>	<b>3,142,700</b>	<b>3,231,163</b>	<b>(88,463)</b>	<b>88,463</b>	<b>3,231,163</b>

**Commentary:**

The Regulatory Services Committee are \$88,463 under budget for the year.

**RESERVE MOVEMENTS:**

Uplifts of \$14,710

**CARRY FORWARDS:**

Total \$100,000 of which all is funded by rates.

After reserve movements and carry forwards, Regulatory Services Committee are \$3,173 under budget for the year.

A departmental breakdown and commentary follows.

Business Unit **410000 - Environmental and Planning Services - Support Services**  
 Twelve months to 30 June 2018

	Jun YTD			2017 / 18	
	Actual	Budget	Variance	Remaining Budget	Budget
Internal Revenue	1,243,943	1,243,942	1	(1)	1,243,942
Fees & Charges Revenue	3,402	0	3,402	(3,402)	0
Financial Revenue	5,292	0	5,292	(5,292)	0
<b>Total Revenue</b>	<b>1,252,637</b>	<b>1,243,942</b>	<b>8,695</b>	<b>(8,695)</b>	<b>1,243,942</b>
Internal Expenditure	368,858	368,652	206	(206)	368,652
Staff Expenditure	940,644	979,166	(38,522)	38,522	979,166
Administration Expenditure	42,506	47,524	(5,018)	5,018	47,524
Financial Expenditure	1,402	9,001	(7,599)	7,599	9,001
Grants & Subsidies Expenditure	0	516	(516)	516	516
Repairs & Maintenance Expenditure	3,517	4,129	(612)	612	4,129
Operational Expenditure	10,938	13,739	(2,800)	2,800	13,739
Depreciation Expenditure	23,202	17,178	6,024	(6,024)	17,178
<b>Total Expenditure</b>	<b>1,391,069</b>	<b>1,439,906</b>	<b>(48,837)</b>	<b>48,837</b>	<b>1,439,906</b>
<b>Operating Surplus / (Deficit)</b>	<b>(138,432)</b>	<b>(195,964)</b>	<b>57,533</b>	<b>(57,533)</b>	<b>(195,964)</b>
Capital Expenditure	11,541	2,065	9,476	(9,476)	2,065
Capital Funding	(143,683)	(148,029)	4,345	(4,345)	(148,029)
<b>Rates Required</b>	<b>6,289</b>	<b>50,000</b>	<b>(43,711)</b>	<b>43,711</b>	<b>50,000</b>

**Commentary:**

Support Services are \$43,711 under budget for the year.

RESERVE MOVEMENTS: NIL

CARRY FORWARDS: NIL

Variances include:

- Staff expenditure which is under spent due to staff turnover.

Business Unit **414000 - Support Services - Valuations**

Twelve months to 30 June 2018

	Jun YTD			2017 / 18	
	Actual	Budget	Variance	Remaining Budget	Budget
Fees & Charges Revenue	15,300	10,000	5,300	(5,300)	10,000
Financial Revenue	28,000	28,906	(906)	906	28,906
<b>Total Revenue</b>	<b>43,300</b>	<b>38,906</b>	<b>4,394</b>	<b>(4,394)</b>	<b>38,906</b>
Internal Expenditure	98,247	98,247	0	(0)	98,247
Staff Expenditure	21,248	22,281	(1,034)	1,034	22,281
Administration Expenditure	29,842	27,750	2,093	(2,093)	27,750
Operational Expenditure	213,619	210,000	3,619	(3,619)	210,000
<b>Total Expenditure</b>	<b>362,956</b>	<b>358,278</b>	<b>4,678</b>	<b>(4,678)</b>	<b>358,278</b>
<b>Operating Surplus / (Deficit)</b>	<b>(319,656)</b>	<b>(319,372)</b>	<b>(284)</b>	<b>284</b>	<b>(319,372)</b>
<b>Rates Required</b>	<b>319,656</b>	<b>319,372</b>	<b>284</b>	<b>(284)</b>	<b>319,372</b>

**Commentary:**

Valuations are \$284 over budget for the year.

RESERVE MOVEMENTS: NIL

CARRY FORWARDS: NIL

Variances include:

- Higher than budgeted income from sales of valuation data
- Increase QV contract fee expenses

Business Unit **420000 - Environmental and Planning Services - Building Services**

Twelve months to 30 June 2018

	Jun YTD			2017 / 18	
	Actual	Budget	Variance	Remaining Budget	Budget
Fees & Charges Revenue	2,178,154	2,192,594	(14,440)	14,440	2,192,594
Financial Revenue	(1,405)	0	(1,405)	1,405	0
<b>Total Revenue</b>	<b>2,176,749</b>	<b>2,192,594</b>	<b>(15,845)</b>	<b>15,845</b>	<b>2,192,594</b>
Internal Expenditure	788,580	794,321	(5,741)	5,741	794,321
Staff Expenditure	1,312,756	1,445,257	(132,501)	132,501	1,445,257
Administration Expenditure	229,150	247,744	(18,594)	18,594	247,744
Financial Expenditure	216,997	272,015	(55,018)	55,018	272,015
Grants & Subsidies Expenditure	4,413	2,065	2,348	(2,348)	2,065
Repairs & Maintenance Expenditure	6,124	7,471	(1,347)	1,347	7,471
Operational Expenditure	116,377	147,274	(30,897)	30,897	147,274
Depreciation Expenditure	44,011	29,176	14,835	(14,835)	29,176
<b>Total Expenditure</b>	<b>2,718,408</b>	<b>2,945,323</b>	<b>(226,915)</b>	<b>226,915</b>	<b>2,945,323</b>
<b>Operating Surplus / (Deficit)</b>	<b>(541,660)</b>	<b>(752,729)</b>	<b>211,069</b>	<b>(211,069)</b>	<b>(752,729)</b>
Capital Expenditure	21,681	56,300	(34,619)	34,619	56,300
Capital Funding	(21,681)	(55,000)	33,319	(33,319)	(55,000)
<b>Rates Required</b>	<b>541,660</b>	<b>754,029</b>	<b>(212,369)</b>	<b>212,369</b>	<b>754,029</b>

**Commentary:**

Building Services are \$212,369 under budget for the year.

RESERVE MOVEMENTS: NIL

CARRY FORWARDS:

\$100,000 request for using contractors to cover building application processing and inspection services demand gaps.

After reserve movements and carry forwards, Building Services are \$112,369 under budget for the year.

Variances include:

- Staff Expenditure is under budget by \$132,501 due to several on going vacancies.
- Operational Expenditure variances is directly related to lower staffing levels.

Business Unit **440000 - Environmental and Planning Services - Alcohol Licensing**  
 Twelve months to 30 June 2018

	Jun YTD			2017 / 18	
	Actual	Budget	Variance	Remaining Budget	Budget
Internal Revenue	49,140	49,140	0	0	49,140
Fees & Charges Revenue	125,759	139,684	(13,926)	13,926	139,684
Financial Revenue	1,800	0	1,800	(1,800)	0
<b>Total Revenue</b>	<b>176,699</b>	<b>188,824</b>	<b>(12,126)</b>	<b>12,126</b>	<b>188,824</b>
Internal Expenditure	71,874	71,874	0	(0)	71,874
Staff Expenditure	105,216	127,393	(22,176)	22,176	127,393
Administration Expenditure	9,452	13,123	(3,671)	3,671	13,123
Financial Expenditure	12,095	11,000	1,095	(1,095)	11,000
Operational Expenditure	12,728	0	12,728	(12,728)	0
<b>Total Expenditure</b>	<b>211,366</b>	<b>223,390</b>	<b>(12,024)</b>	<b>12,024</b>	<b>223,390</b>
<b>Operating Surplus / (Deficit)</b>	<b>(34,667)</b>	<b>(34,565)</b>	<b>(102)</b>	<b>102</b>	<b>(34,565)</b>
Capital Funding	(19,957)	(34,565)	14,608	(14,608)	(34,565)
<b>Rates Required</b>	<b>14,710</b>	<b>0</b>	<b>14,710</b>	<b>(14,710)</b>	<b>0</b>

**Commentary:**

Alcohol Licensing are \$14,710 over budget for the year.

RESERVE MOVEMENTS:

\$14,710 uplift requested from the Liquor Licensing reserve because of a reduced demand for services. This reserve has a current balance of (\$67,074) which is replenished every three years with licensing renewals.

CARRY FORWARDS: NIL

After reserve movements and carry forwards, Alcohol Licensing are even with budget for the year.

Business Unit **450000 - Environmental and Planning Services -  
Animal Services**

Twelve months to 30 June 2018

	Jun YTD			2017 / 18	
	Actual	Budget	Variance	Remaining Budget	Budget
Internal Revenue	0	55,909	(55,909)	55,909	55,909
Fees & Charges Revenue	597,150	781,062	(183,911)	183,911	781,062
Financial Revenue	42,062	60,324	(18,262)	18,262	60,324
<b>Total Revenue</b>	<b>639,212</b>	<b>897,294</b>	<b>(258,082)</b>	<b>258,082</b>	<b>897,294</b>
Internal Expenditure	442,378	498,287	(55,909)	55,909	498,287
Staff Expenditure	356,092	463,561	(107,469)	107,469	463,561
Administration Expenditure	41,676	27,086	14,589	(14,589)	27,086
Financial Expenditure	219	983	(764)	764	983
Grants & Subsidies Expenditure	16,553	18,000	(1,447)	1,447	18,000
Repairs & Maintenance Expenditure	4,839	6,491	(1,653)	1,653	6,491
Operational Expenditure	118,851	109,742	9,109	(9,109)	109,742
Depreciation Expenditure	19,067	29,249	(10,182)	10,182	29,249
<b>Total Expenditure</b>	<b>999,674</b>	<b>1,153,399</b>	<b>(153,725)</b>	<b>153,725</b>	<b>1,153,399</b>
<b>Operating Surplus / (Deficit)</b>	<b>(360,462)</b>	<b>(256,105)</b>	<b>(104,357)</b>	<b>104,357</b>	<b>(256,105)</b>
Capital Expenditure	0	2,065	(2,065)	2,065	2,065
<b>Capital Funding</b>	<b>(34,171)</b>	<b>25,602</b>	<b>(59,773)</b>	<b>59,773</b>	<b>25,602</b>
Cash Back Depreciation	0	0	0	0	0
<b>Rates Required</b>	<b>326,291</b>	<b>283,772</b>	<b>42,520</b>	<b>(42,520)</b>	<b>283,772</b>

### Commentary:

Animal Services are \$42,520 over budget for the year.

RESERVE MOVEMENTS: NIL

CARRY FORWARDS: NIL

Variances include:

- Income is down because issued infringements are down and Animal Care Facility is down on budget due to a change of procedure around seizing dogs.
- Infringement notices for failure to register are being sent out May/June.
- Staff expenditure is under budget due to on going variance in staffing levels.



Business Unit **460000 - Environmental and Planning Services - Environmental Health**  
 Twelve months to 30 June 2018

	Jun YTD			2017 / 18	
	Actual	Budget	Variance	Remaining Budget	Budget
Internal Revenue	4,130	24,647	(20,517)	20,517	24,647
Fees & Charges Revenue	184,228	337,124	(152,895)	152,895	337,124
Financial Revenue	46,161	15,485	30,676	(30,676)	15,485
<b>Total Revenue</b>	<b>234,519</b>	<b>377,256</b>	<b>(142,736)</b>	<b>142,736</b>	<b>377,256</b>
Internal Expenditure	364,477	364,477	(0)	0	364,477
Staff Expenditure	522,806	497,688	25,118	(25,118)	497,688
Administration Expenditure	33,839	30,198	3,641	(3,641)	30,198
Financial Expenditure	13,087	1,032	12,054	(12,054)	1,032
Grants & Subsidies Expenditure	398	0	398	(398)	0
Repairs & Maintenance Expenditure	5,030	4,127	903	(903)	4,127
Operational Expenditure	140,749	241,117	(100,369)	100,369	241,117
Depreciation Expenditure	17,269	24,776	(7,507)	7,507	24,776
<b>Total Expenditure</b>	<b>1,097,655</b>	<b>1,163,417</b>	<b>(65,762)</b>	<b>65,762</b>	<b>1,163,417</b>
<b>Operating Surplus / (Deficit)</b>	<b>(863,136)</b>	<b>(786,161)</b>	<b>(76,975)</b>	<b>76,975</b>	<b>(786,161)</b>
Capital Funding	(47,000)	(47,000)	0	0	(47,000)
<b>Rates Required</b>	<b>816,136</b>	<b>739,161</b>	<b>76,975</b>	<b>(76,975)</b>	<b>739,161</b>

**Commentary:**

Environmental Health are \$76,975 over budget for the year.

RESERVE MOVEMENTS: NIL

CARRY FORWARDS: NIL

Variances include:

- Revenue is down on what was budgeted due to reduced number of staff who can operate under the Food Act to meet demand. Compliance and infringement levels are lower than what was forecast and there is a corresponding decrease in related operating expenditure.
- Staff expenditure is over budget due to an increase in sick, special and annual leave allowances.

Business Unit **470000 - Environment and Planning - Compliance**

Twelve months to 30 June 2018

	Jun YTD			2017 / 18	
	Actual	Budget	Variance	Remaining Budget	Budget
Fees & Charges Revenue	365,928	541,696	(175,768)	175,768	541,696
Financial Revenue	253,433	350,000	(96,567)	96,567	350,000
<b>Total Revenue</b>	<b>619,361</b>	<b>891,696</b>	<b>(272,335)</b>	<b>272,335</b>	<b>891,696</b>
Internal Expenditure	234,387	234,387	0	(0)	234,387
Staff Expenditure	185,129	343,697	(158,568)	158,568	343,697
Administration Expenditure	19,468	28,591	(9,123)	9,123	28,591
Financial Expenditure	(37,034)	0	(37,034)	37,034	0
Grants & Subsidies Expenditure	3,444	6,880	(3,436)	3,436	6,880
Repairs & Maintenance Expenditure	14,620	12,549	2,071	(2,071)	12,549
Operational Expenditure	155,230	119,998	35,232	(35,232)	119,998
Depreciation Expenditure	13,024	11,915	1,108	(1,108)	11,915
<b>Total Expenditure</b>	<b>588,267</b>	<b>758,016</b>	<b>(169,749)</b>	<b>169,749</b>	<b>758,016</b>
<b>Operating Surplus / (Deficit)</b>	<b>31,095</b>	<b>133,680</b>	<b>(102,585)</b>	<b>102,585</b>	<b>133,680</b>
Capital Expenditure	0	2,065	(2,065)	2,065	2,065
Capital Funding	0	(2,101)	2,101	(2,101)	(2,101)
Cash Back Depreciation	0	0	0	0	0
<b>Rates Required</b>	<b>(31,095)</b>	<b>(133,716)</b>	<b>102,621</b>	<b>(102,621)</b>	<b>(133,716)</b>

**Commentary:**

Compliance are \$102,621 over budget for the year.

RESERVE MOVEMENTS: NIL

CARRY FORWARDS: NIL

Variances include:

- Staffing levels were down which has reduced expenditure and has had a direct effect on revenue. This team is now fully staffed and revenue is increasing as a result.
- Operating expenditure is over spent because more fines are going to court than are being paid directly which has added additional costs.

Business Unit **480000 - Environmental and Planning Services - Resource Management**  
 Twelve months to 30 June 2018

	Jun YTD			2017 / 18	
	Actual	Budget	Variance	Remaining Budget	Budget
Internal Revenue	4,150	10,000	(5,850)	5,850	10,000
Fees & Charges Revenue	120,711	196,001	(75,291)	75,291	196,001
Financial Revenue	3,624	3,613	11	(11)	3,613
<b>Total Revenue</b>	<b>128,484</b>	<b>209,615</b>	<b>(81,130)</b>	<b>81,130</b>	<b>209,615</b>
Internal Expenditure	549,346	549,346	0	(0)	549,346
Staff Expenditure	601,320	735,295	(133,975)	133,975	735,295
Administration Expenditure	24,448	37,362	(12,914)	12,914	37,362
Financial Expenditure	(2,635)	0	(2,635)	2,635	0
Grants & Subsidies Expenditure	10,664	23,940	(13,276)	13,276	23,940
Repairs & Maintenance Expenditure	1,879	2,065	(186)	186	2,065
Operational Expenditure	88,856	81,772	7,085	(7,085)	81,772
Depreciation Expenditure	3,659	3,881	(222)	222	3,881
<b>Total Expenditure</b>	<b>1,277,537</b>	<b>1,433,660</b>	<b>(156,123)</b>	<b>156,123</b>	<b>1,433,660</b>
<b>Operating Surplus / (Deficit)</b>	<b>(1,149,053)</b>	<b>(1,224,045)</b>	<b>74,992</b>	<b>(74,992)</b>	<b>(1,224,045)</b>
Capital Expenditure	0	2,065	(2,065)	2,065	2,065
Capital Funding	0	(7,565)	7,565	(7,565)	(7,565)
<b>Rates Required</b>	<b>1,149,053</b>	<b>1,218,545</b>	<b>(69,492)</b>	<b>69,492</b>	<b>1,218,545</b>

**Commentary:**

Resource Management are \$69,492 under budget for the year.

RESERVE MOVEMENTS: NIL

CARRY FORWARDS: NIL

Variances include:

- Revenue is under budget because the number and value of consents are down but this is being offset by lower than budgeted expenditure.
- Staff Expenditure is under budget due to a full time position being vacant for the full year, this position (Policy Planner) has been filled and commenced on the 14th of August. Other staff positions have been filled, after a period of vacancy.

**(G) 500000 - Works and Services**

Twelve months to 30 June 2018

	Jun YTD			2017 / 18	
	Actual	Budget	Variance	Remaining Budget	Budget
Internal Revenue	21,711,812	21,528,407	183,404	(183,404)	21,528,407
Fees & Charges Revenue	9,598,589	8,321,633	1,276,956	(1,276,956)	8,321,633
Grants & Subsidies Revenue	6,604,989	5,839,685	765,304	(765,304)	5,839,685
Financial Revenue	452,186	1,001,438	(549,252)	549,252	1,001,438
<b>Total Revenue</b>	<b>38,367,576</b>	<b>36,691,163</b>	<b>1,676,413</b>	<b>(1,676,413)</b>	<b>36,691,163</b>
Internal Expenditure	12,940,238	11,703,765	1,236,473	(1,236,473)	11,703,765
Staff Expenditure	8,138,228	8,434,272	(296,044)	296,044	8,434,272
Administration Expenditure	2,208,161	2,398,518	(190,357)	190,357	2,398,518
Financial Expenditure	1,215,531	2,165,707	(950,177)	950,177	2,165,707
Repairs & Maintenance Expenditure	9,838,854	9,800,542	38,312	(38,312)	9,800,542
Operational Expenditure	17,139,510	17,921,027	(781,518)	781,518	17,921,027
Depreciation Expenditure	25,635,241	20,729,880	4,905,361	(4,905,361)	20,729,880
<b>Total Expenditure</b>	<b>77,115,761</b>	<b>73,153,711</b>	<b>3,962,050</b>	<b>(3,962,050)</b>	<b>73,153,711</b>
<b>Operating Surplus / (Deficit)</b>	<b>(38,748,185)</b>	<b>(36,462,548)</b>	<b>(2,285,637)</b>	<b>2,285,637</b>	<b>(36,462,548)</b>
Capital Expenditure	17,493,667	34,908,350	(17,414,683)	17,414,683	34,908,350
Capital Funding	(2,678,485)	(15,002,655)	12,324,170	(12,324,170)	(15,002,655)
Cash Back Depreciation	25,597,239	20,699,880	4,897,359	(4,897,359)	20,699,880
<b>Rates Required</b>	<b>27,966,128</b>	<b>35,668,363</b>	<b>(7,702,235)</b>	<b>7,702,235</b>	<b>35,668,363</b>

**Commentary:**

The Infrastructure and Services Committee are \$7,702,235 under budget for the year.

**RESERVE MOVEMENTS:**

Uplifts of \$266,878  
Contributions of \$1,652,361  
Debt repayments of \$335,944

**CARRY FORWARDS:**

Total \$22,105,968 of which \$5,879,696 is funded by rates.

After reserve movements and carry forwards, Infrastructure and Services Committee are \$101,113 under budget for the year.

A departmental breakdown and commentary follows.

Business Unit **510000 - Works and Services - Services**

Twelve months to 30 June 2018

	Jun YTD			2017 / 18	
	Actual	Budget	Variance	Remaining Budget	Budget
Internal Revenue	2,517,556	2,411,368	106,188	(106,188)	2,411,368
Fees & Charges Revenue	404,018	250,000	154,018	(154,018)	250,000
Financial Revenue	7,686	0	7,686	(7,686)	0
<b>Total Revenue</b>	<b>2,929,260</b>	<b>2,661,368</b>	<b>267,892</b>	<b>(267,892)</b>	<b>2,661,368</b>
Internal Expenditure	494,747	503,747	(9,000)	9,000	503,747
Staff Expenditure	1,688,454	1,694,141	(5,687)	5,687	1,694,141
Administration Expenditure	112,240	172,064	(59,824)	59,824	172,064
Repairs & Maintenance Expenditure	27,113	89,598	(62,485)	62,485	89,598
Operational Expenditure	253,223	381,776	(128,553)	128,553	381,776
Depreciation Expenditure	238,235	173,995	64,240	(64,240)	173,995
<b>Total Expenditure</b>	<b>2,814,012</b>	<b>3,015,322</b>	<b>(201,309)</b>	<b>201,309</b>	<b>3,015,322</b>
<b>Operating Surplus / (Deficit)</b>	<b>115,248</b>	<b>(353,954)</b>	<b>469,201</b>	<b>(469,201)</b>	<b>(353,954)</b>
Capital Expenditure	200,923	75,828	125,095	(125,095)	75,828
Capital Funding	19,065	(142,890)	161,955	(161,955)	(142,890)
Cash Back Depreciation	200,233	143,995	56,238	(56,238)	143,995
<b>Rates Required</b>	<b>(95,493)</b>	<b>142,897</b>	<b>(238,390)</b>	<b>238,390</b>	<b>142,897</b>

**Commentary:**

Services are \$238,390 under budget for the year.

**RESERVE MOVEMENTS:**

\$28,500 contribution requested to the Festival Lights LOSP Reserve for future capital renewals & operational expenditure of lighting decoration within the city. This reserve currently has a balance of \$ 192,945.

\$210,027 contribution requested to the Industrial Reclamation Reserve for possible future remediation of Bond Street Estuary area. This reserve currently has a balance of \$6,689,445.

**CARRY FORWARDS: NIL**

After reserve movements and carry forwards, Services are \$137 over budget for the year.

**Variances include:**

- The plant operating area has an under expenditure in fuel due to the lower than expected prices of petrol in the early part of the year.

Business Unit **516000 - Works and Services - Toilets**

Twelve months to 30 June 2018

	Jun YTD			2017 / 18	
	Actual	Budget	Variance	Remaining Budget	Budget
<b>Fees &amp; Charges Revenue</b>	185	375	(190)	190	375
<b>Total Revenue</b>	185	375	(190)	190	375
<b>Internal Expenditure</b>	35,426	35,035	391	(391)	35,035
<b>Administration Expenditure</b>	8,975	9,312	(337)	337	9,312
<b>Financial Expenditure</b>	10,702	16,197	(5,495)	5,495	16,197
<b>Repairs &amp; Maintenance Expenditure</b>	40,378	40,930	(552)	552	40,930
<b>Operational Expenditure</b>	189,310	194,317	(5,007)	5,007	194,317
<b>Depreciation Expenditure</b>	27,558	24,452	3,107	(3,107)	24,452
<b>Total Expenditure</b>	312,350	320,243	(7,893)	7,893	320,243
<b>Operating Surplus / (Deficit)</b>	(312,165)	(319,868)	7,703	(7,703)	(319,868)
<b>Capital Expenditure</b>	13,188	181,875	(168,687)	168,687	181,875
<b>Capital Funding</b>	39,269	(134,153)	173,422	(173,422)	(134,153)
<b>Cash Back Depreciation</b>	27,558	24,452	3,107	(3,107)	24,452
<b>Rates Required</b>	337,063	343,138	(6,075)	6,075	343,138

**Commentary:**

Toilets are \$6,075 under budget for the year.

**RESERVE MOVEMENTS:**

\$6,750 contribution requested to the Toilets (LOSP) Reserve. This is to fund future capital renewal work of the Wachner Place toilets when required. This reserve has a balance of \$383,032.

\$8,010 uplift requested from the Toilets (LOSP) Reserve. This is to fund capital renewal work carried out on the Don Street toilets during the year. This reserve has a balance of \$383,032.

**CARRY FORWARDS:**

\$125,000 is requested for a new Exeloo toilet located in Waikiwi. Capital expenditure is not committed at year end and is to be funded by loan.

After reserve movements and carry forwards, Toilets are \$7,335 under budget for the year.

**Variances include:**

- Operational expenditure is under budget as the running costs for the year have been lower than planned.
- Financial expenditure is under budget as interest payments have been less than planned. The excess interest expense budget has been directed to repay loan debt.

Business Unit **520000 - Works and Services - Engineering Services**

Twelve months to 30 June 2018

	Jun YTD			2017 / 18	
	Actual	Budget	Variance	Remaining Budget	Budget
Internal Revenue	1,535,708	1,819,574	(283,867)	283,867	1,819,574
Fees & Charges Revenue	81,197	63,000	18,197	(18,197)	63,000
Financial Revenue	28,021	0	28,021	(28,021)	0
<b>Total Revenue</b>	<b>1,644,926</b>	<b>1,882,574</b>	<b>(237,648)</b>	<b>237,648</b>	<b>1,882,574</b>
Internal Expenditure	385,907	385,907	0	(0)	385,907
Staff Expenditure	1,177,224	1,389,817	(212,593)	212,593	1,389,817
Administration Expenditure	66,229	77,250	(11,021)	11,021	77,250
Repairs & Maintenance Expenditure	4,132	3,500	632	(632)	3,500
Operational Expenditure	11,433	26,100	(14,667)	14,667	26,100
Depreciation Expenditure	5,919	6,050	(131)	131	6,050
<b>Total Expenditure</b>	<b>1,650,845</b>	<b>1,888,624</b>	<b>(237,779)</b>	<b>237,779</b>	<b>1,888,624</b>
<b>Operating Surplus / (Deficit)</b>	<b>(5,919)</b>	<b>(6,050)</b>	<b>131</b>	<b>(131)</b>	<b>(6,050)</b>
Capital Expenditure	1,173	5,162	(3,989)	3,989	5,162
Capital Funding	(1,173)	(5,162)	3,989	(3,989)	(5,162)
Cash Back Depreciation	5,919	6,050	(131)	131	6,050
<b>Rates Required</b>	<b>0</b>	<b>(0)</b>	<b>0</b>	<b>(0)</b>	<b>(0)</b>

**Commentary:**

Engineering Services are even with budget for the year.

Variances include:

- Staff expenditure and Internal revenue variances are directly related to lower staff resources available to complete work requested at times during the year.

Business Unit **525000 - Works and Services - 3 Waters**

Twelve months to 30 June 2018

	Jun YTD			2017 / 18	
	Actual	Budget	Variance	Remaining Budget	Budget
Internal Revenue	1,622,264	1,530,394	91,870	(91,870)	1,530,394
Fees & Charges Revenue	65,113	0	65,113	(65,113)	0
Financial Revenue	550	0	550	(550)	0
<b>Total Revenue</b>	<b>1,687,927</b>	<b>1,530,394</b>	<b>157,533</b>	<b>(157,533)</b>	<b>1,530,394</b>
Internal Expenditure	266,635	266,635	(0)	0	266,635
Staff Expenditure	1,334,692	1,205,794	128,898	(128,898)	1,205,794
Administration Expenditure	12,531	9,789	2,742	(2,742)	9,789
Financial Expenditure	0	3,176	(3,176)	3,176	3,176
Repairs & Maintenance Expenditure	102	0	102	(102)	0
Operational Expenditure	69,918	40,000	29,918	(29,918)	40,000
Depreciation Expenditure	1,380	9,000	(7,620)	7,620	9,000
<b>Total Expenditure</b>	<b>1,685,257</b>	<b>1,534,394</b>	<b>150,863</b>	<b>(150,863)</b>	<b>1,534,394</b>
<b>Operating Surplus / (Deficit)</b>	<b>2,670</b>	<b>(4,000)</b>	<b>6,670</b>	<b>(6,670)</b>	<b>(4,000)</b>
Capital Expenditure	4,050	5,000	(950)	950	5,000
Cash Back Depreciation	1,380	9,000	(7,620)	7,620	9,000
<b>Rates Required</b>	<b>(0)</b>	<b>(0)</b>	<b>(0)</b>	<b>0</b>	<b>0</b>

**Commentary:**

3 Waters are even with budget for the year.

Variances include:

- Income is up for the year from additional external water testing carried out.
- Expenditure is above budget due to a number of staff resignations and the associated pay out of leave requirements that has happened this financial year. In previous years, staff were part of the Water & Drainage areas.



Business Unit **530000 - Works and Services - Drainage**

Twelve months to 30 June 2018

	Jun YTD			2017 / 18	
	Actual	Budget	Variance	Remaining Budget	Budget
Fees & Charges Revenue	811,691	675,000	136,691	(136,691)	675,000
Financial Revenue	77,778	370,000	(292,222)	292,222	370,000
<b>Total Revenue</b>	<b>889,469</b>	<b>1,045,000</b>	<b>(155,531)</b>	<b>155,531</b>	<b>1,045,000</b>
Internal Expenditure	1,836,870	1,268,351	568,519	(568,519)	1,268,351
Staff Expenditure	1,686	0	1,686	(1,686)	0
Administration Expenditure	272,524	389,292	(116,768)	116,768	389,292
Financial Expenditure	196,113	390,012	(193,899)	193,899	390,012
Repairs & Maintenance Expenditure	845,472	1,584,211	(738,739)	738,739	1,584,211
Operational Expenditure	1,864,434	1,346,416	518,018	(518,018)	1,346,416
Depreciation Expenditure	6,898,710	4,609,068	2,289,642	(2,289,642)	4,609,068
<b>Total Expenditure</b>	<b>11,915,810</b>	<b>9,587,351</b>	<b>2,328,459</b>	<b>(2,328,459)</b>	<b>9,587,351</b>
<b>Operating Surplus / (Deficit)</b>	<b>(11,026,341)</b>	<b>(8,542,351)</b>	<b>(2,483,990)</b>	<b>2,483,990</b>	<b>(8,542,351)</b>
Capital Expenditure	5,284,420	8,566,897	(3,282,477)	3,282,477	8,566,897
Capital Funding	(1,256,809)	(3,401,748)	2,144,939	(2,144,939)	(3,401,748)
Cash Back Depreciation	6,898,710	4,609,068	2,289,642	(2,289,642)	4,609,068
<b>Rates Required</b>	<b>8,155,242</b>	<b>9,098,432</b>	<b>(943,189)</b>	<b>943,189</b>	<b>9,098,432</b>

**Commentary:**

Drainage are \$943,189 under budget for the year.

RESERVE MOVEMENTS: NIL

CARRY FORWARDS:

\$1,330,000 is requested for the renewal & upgrade of the Stead Street Stopbank. Capital expenditure is not committed at year end and is to be funded by loan.

\$60,829 is requested for the renewal of Stormwater pipe network on Tay Street. Capital expenditure is committed at year end and is expected to be completed by October 2018.

\$150,000 is requested for the renewal of the Stormwater ponds at Beatrice Street. Capital expenditure is not committed at year end and \$100,000 is to be funded by loan and the balance by rates.

\$1,116,241 is requested for the renewal of Sewerage pipe network on Tay & Mersey Street. Capital expenditure is committed at year end and expected to be completed in 2018/19.

(\$306,336) income is requested as a carry forward for the expected connection fee income to be received from Kennington residents when they connect to the Kennington Sewerage scheme.

\$17,112 is requested for the renewal of the Preston Street pump station flow meter. Capital expenditure is committed at year end and is expected to be completed in 2018/19.

\$80,000 is requested for the renewal of the Lindisfarne pump station VS controller & flow meter. Capital expenditure is committed at year end and is expected to be completed in 2018/19.

\$725,314 is requested for the upgrade of the Digester & Screening at Clifton treatment plant. Capital expenditure is committed at year end, expected to be completed in 2018/19 and is to be funded by loan.

Business Unit **530000 - Works and Services - Drainage**

After reserve movements and carry forwards, Drainage are \$74,657 over budget for the year.

Variances include:

- Costs for obtaining the Stormwater Discharge consent , including consultants fees, Environment Southland charges, and hearing fees were higher than budget.
- Depreciation allocation is higher than budget due to revaluations in June 2017. When depreciation is added back the operational result is within budget.
- Repairs & Maintenance expenditure is lower than budget as the requirement of activity was less than experienced in the past.

Business Unit **540000 - Works and Services - Parks Operations**

Twelve months to 30 June 2018

	Jun YTD			2017 / 18	
	Actual	Budget	Variance	Remaining Budget	Budget
Internal Revenue	5,278,720	5,179,824	98,896	(98,896)	5,179,824
Fees & Charges Revenue	825,893	940,617	(114,724)	114,724	940,617
Financial Revenue	1,770	0	1,770	(1,770)	0
<b>Total Revenue</b>	<b>6,106,382</b>	<b>6,120,441</b>	<b>(14,059)</b>	<b>14,059</b>	<b>6,120,441</b>
Internal Expenditure	2,100,123	1,908,880	191,243	(191,243)	1,908,880
Staff Expenditure	2,662,586	2,844,751	(182,165)	182,165	2,844,751
Administration Expenditure	31,823	51,742	(19,919)	19,919	51,742
Financial Expenditure	0	516	(516)	516	516
Repairs & Maintenance Expenditure	186,215	208,003	(21,788)	21,788	208,003
Operational Expenditure	615,074	766,016	(150,941)	150,941	766,016
Depreciation Expenditure	366,560	246,687	119,872	(119,872)	246,687
<b>Total Expenditure</b>	<b>5,962,381</b>	<b>6,026,596</b>	<b>(64,215)</b>	<b>64,215</b>	<b>6,026,596</b>
<b>Operating Surplus / (Deficit)</b>	<b>144,001</b>	<b>93,846</b>	<b>50,156</b>	<b>(50,156)</b>	<b>93,846</b>
Capital Expenditure	577,481	621,178	(43,697)	43,697	621,178
Capital Funding	(235,663)	(280,645)	44,982	(44,982)	(280,645)
Cash Back Depreciation	366,560	246,687	119,872	(119,872)	246,687
<b>Rates Required</b>	<b>(168,743)</b>	<b>(0)</b>	<b>(168,742)</b>	<b>168,742</b>	<b>(0)</b>

**Commentary:**

Parks Operations are \$168,742 under budget for the year.

RESERVE MOVEMENTS: NIL

CARRY FORWARDS: NIL

Variances include:

- Staff Expenditure is under budget due to on-going vacancies.
- Operational Expenditure and Fees & Charges Revenue variances are directly related to lower staffing levels and availability to complete external work.

Business Unit **550000 - Works and Services - Property**

Twelve months to 30 June 2018

	Jun YTD			2017 / 18	
	Actual	Budget	Variance	Remaining Budget	Budget
Internal Revenue	5,788,433	5,788,433	(0)	0	5,788,433
Fees & Charges Revenue	9,824	5,700	4,124	(4,124)	5,700
Financial Revenue	158	148,000	(147,842)	147,842	148,000
<b>Total Revenue</b>	<b>5,798,415</b>	<b>5,942,133</b>	<b>(143,718)</b>	<b>143,718</b>	<b>5,942,133</b>
Internal Expenditure	471,896	433,166	38,730	(38,730)	433,166
Staff Expenditure	425	0	425	(425)	0
Administration Expenditure	745,061	724,713	20,348	(20,348)	724,713
Financial Expenditure	285,497	595,504	(310,007)	310,007	595,504
Repairs & Maintenance Expenditure	1,171,553	1,265,997	(94,444)	94,444	1,265,997
Operational Expenditure	1,395,239	1,145,733	249,506	(249,506)	1,145,733
Depreciation Expenditure	3,632,908	1,727,894	1,905,013	(1,905,013)	1,727,894
<b>Total Expenditure</b>	<b>7,702,579</b>	<b>5,893,007</b>	<b>1,809,572</b>	<b>(1,809,572)</b>	<b>5,893,007</b>
<b>Operating Surplus / (Deficit)</b>	<b>(1,904,164)</b>	<b>49,126</b>	<b>(1,953,290)</b>	<b>1,953,290</b>	<b>49,126</b>
Capital Expenditure	1,289,210	8,741,155	(7,451,945)	7,451,945	8,741,155
Capital Funding	295,243	(6,964,135)	7,259,377	(7,259,377)	(6,964,135)
Cash Back Depreciation	3,632,908	1,727,894	1,905,013	(1,905,013)	1,727,894
<b>Rates Required</b>	<b>(144,291)</b>	<b>0</b>	<b>(144,291)</b>	<b>144,291</b>	<b>0</b>

**Commentary:**

Property are \$144,291 under budget for the year.

**RESERVE MOVEMENTS:**

A net \$2,885 contribution requested to the Halls & Civic Theatre Building Reserve to help reduce the negative reserve balance. This reserve has a current negative balance of \$2,659,585.

A net \$82,965 contribution requested to the Scottish Hall Maintenance Reserve for interior and exterior renewals in progress. This reserve has a current balance of \$415,000.

A net \$15,298 uplift requested from the Bluff Service Centre Building Reserve for roof and façade renewals. This reserve has a current balance of \$131,984.

A net \$30,975 contribution requested to the Admin Building LOSP Reserve for future renewals. This reserve has a current balance of \$286,700.

A \$101,789 repayment of debt requested from the parking buildings surplus funds. These funds will repay the remaining part of the Leven Street car parking building loan of \$151,789 with \$50,000 coming from the on-street parking within Roding.

A \$27,824 contribution requested to the Dog Pound Building Reserve for future renewals. This reserve has a current balance of \$59,534.

A net \$85,298 uplift requested from the Housing Care Building Reserve for renewals carried out during the year. This reserve has a current balance of \$636,850.

Business Unit **550000 - Works and Services - Property**

**CARRY FORWARDS:**

\$150,000 is requested for renewal of the Civic Theatre Heating Ventilation and Air Conditioning (HVAC) system. \$41,695 of capital expenditure is committed at year end with \$108,305 not committed. Capital is to be funded by loan. Works are to continue during 2018/19.

\$236,827 is requested for continued major interior and exterior renewal work on the Scottish Hall. \$14,525 of capital expenditure is committed at year end with \$222,302 not committed. Capital is to be funded from the Scottish Hall Maintenance Reserve which has a current budget of \$415,000. Works are to continue during 2018/19.

\$80,000 is requested for waterproofing the west wall of the Bluff Service Centre this will be required if there are significant changes to the Bluff Hotel. Capital expenditure is not committed at year end and is to be funded by loan.

\$47,450 is requested for renewal of the external walls of the Library. Capital expenditure is not committed at year end and is to be funded from the Library Building LOSP Reserve which has a current balance of \$283,467. Works are planned at the completion of the refurbishment.

\$1,706,873 is requested for the continued refurbishment of the Library. \$636,754 of the capital expenditure is committed at year end with \$1,070,119 not committed. Works are planned to continue during 2018/19 with \$1,119,000 funded by loan, \$236,000 from the Endowment Lands - Library Reserve which has a balance of \$403,087, \$275,873 funded from the Library Building LOSP Reserve which has a current balance of \$283,467 and \$76,000 from the W & S LOSP Reserve which has a current balance of \$1,683,991.

\$250,000 is requested for renewal of the Library lift. Capital expenditure is not committed at year end and is to be funded by loan.

\$3,526,000 is requested for Civic Administration Building seismic ties, HVAC, windows & painting. Capital expenditure is not committed at year end and is to be funded by loan.

\$1,209,000 is requested for Civic Administration Building lift & carpet renewals. Capital expenditure is not committed at year end and is to be funded by loan.

\$1,697,957 is requested for continued changing rooms upgrade at Splash Palace. \$415,524 of the capital expenditure is committed at year end with \$1,282,433 not committed. \$1,400,000 is to be funded by loan with \$185,000 funded from the W & S LOSP Reserve which has a current balance of \$1,683,991 and \$112,957 funded from the Aquatic Facilities LOSP Reserve which has a current negative balance of \$487,675.

\$212,000 is requested for the Splash Palace car park renewals. Capital expenditure is not committed at year end and is to be funded by loan.

\$21,000 is requested for the Bulkhead renewal at Splash Palace. Capital expenditure is not committed at year end and is to be funded from the Aquatic Facilities LOSP Reserve which has a current negative balance of \$487,675.

After reserve movements and carry forwards, Property are \$1,551 over budget for the year due to expenditure from the Bluff Citizens Centre .

**Variances include:**

- Financial Revenue is under budget due to budgeted recovery of funds for capital expenditure from the SMAG Trust board for roof repairs, being uplifted from reserves instead.
- Internal Expenditure is over budget due to Treasury loan fees which in the past would have been located under Financial Expenditure and internal charge for Housing Care Maintenance Officer.
- Administration Expenditure is over budget due to higher than expected rates and software fees.
- Financial Expenditure is under budget due to full loans not drawn down for the CAB Refurbishment, Library and Splash Palace projects. The underspend relating to the Library and Splash Palace will be used towards reducing the required reserve uplifts requested and CAB underspend towards existing debt.
- The Repairs and Maintenance Expenditure is under budget. This is due to reactive maintenance rationalised and addressed through large renewal projects.
- Operational Expenditure is over budget, this is because of work undertaken to seal the SMAG roof, which was on-charged to the Trust Board.

Business Unit **560000 - Works and Services - Roothing Services**

Twelve months to 30 June 2018

	Jun YTD			2017 / 18	
	Actual	Budget	Variance	Remaining Budget	Budget
Internal Revenue	71,493	78,719	(7,226)	7,226	78,719
Fees & Charges Revenue	1,029,134	949,773	79,361	(79,361)	949,773
Grants & Subsidies Revenue	6,594,792	5,830,064	764,728	(764,728)	5,830,064
Financial Revenue	89,642	363,131	(273,489)	273,489	363,131
<b>Total Revenue</b>	<b>7,785,061</b>	<b>7,221,687</b>	<b>563,373</b>	<b>(563,373)</b>	<b>7,221,687</b>
Internal Expenditure	1,241,815	1,279,767	(37,952)	37,952	1,279,767
Staff Expenditure	281	0	281	(281)	0
Administration Expenditure	499,043	506,554	(7,511)	7,511	506,554
Financial Expenditure	84,883	162,479	(77,596)	77,596	162,479
Repairs & Maintenance Expenditure	2,707,825	1,221,273	1,486,553	(1,486,553)	1,221,273
Operational Expenditure	2,549,613	3,880,638	(1,331,025)	1,331,025	3,880,638
Depreciation Expenditure	9,493,747	9,838,926	(345,179)	345,179	9,838,926
<b>Total Expenditure</b>	<b>16,577,207</b>	<b>16,889,636</b>	<b>(312,429)</b>	<b>312,429</b>	<b>16,889,636</b>
<b>Operating Surplus / (Deficit)</b>	<b>(8,792,146)</b>	<b>(9,667,949)</b>	<b>875,803</b>	<b>(875,803)</b>	<b>(9,667,949)</b>
Capital Expenditure	7,577,606	8,944,300	(1,366,695)	1,366,695	8,944,300
Capital Funding	(506,114)	(732,846)	226,732	(226,732)	(732,846)
Cash Back Depreciation	9,493,747	9,838,926	(345,179)	345,179	9,838,926
<b>Rates Required</b>	<b>6,369,891</b>	<b>8,040,477</b>	<b>(1,670,586)</b>	<b>1,670,586</b>	<b>8,040,477</b>

**Commentary:**

Roothing Services are \$1,670,586 under budget for the year.

**RESERVE & DEBT MOVEMENTS:**

\$549,210 contribution requested to the Footpath Reserve for future footpath works as per AMP strategy. This reserve has a current balance of \$777,789.

\$24,795 contribution requested to the Provision for Parking Reserve. These funds are contributions collected from users of the Don Street car park and held for surface repairs when required. This reserve has a balance of \$387,438.

\$1,820 contribution requested to the Awarua Bay Gravel Reserve. This is the surplus royalties from sale of gravel from Awarua Pit and is to be used in the future for the rehabilitation of the area. This reserve has a balance of \$68,266.

\$176,116 repayment of debt requested from the surplus Inner City features refurbishment funds. These funds will repay part of the 1999-2001 City Centre loans which has a current balance of \$890,129.

\$8,039 repayment of debt requested from the surplus On-street parking funds. These funds will repay the remaining balance of the Parking Meter loan 1998.

\$50,000 repayment of debt requested from the surplus On-street Parking funds. These funds will repay part of the Leven Street Car Parking Building loan which has a current balance of \$151,789.

**CARRY FORWARDS:**

\$716,280 of which \$501,396 is funded by NZTA is requested for the 11 year street lighting upgrade. Capital expenditure is not committed at year end and work is expected to continue during 2018/19.

\$3,227,350 of which \$2,743,248 is funded by NZTA is requested for the LED upgrade. Capital expenditure is committed at year end and work is expected to continue during 2018/19.

\$25,000 is requested for Underveranda Lighting Upgrade. Capital expenditure is not committed at year end and work is expected to continue during 2018/19.

\$165,164 is requested for the CCTV upgrade. Capital expenditure is not committed at year end and work is expected to continue during 2018/19.

Business Unit **560000 - Works and Services - Roading Services**

\$250,000 is requested for the Stirling Point safety footpath work. Capital expenditure is not committed at year end and work is expected to continue during 2018/19.

\$150,000 is requested for on-street parking meter replacement. Capital expenditure is not committed at year end and is to be funded by loan.

\$10,000 is requested for the off-street Don Street Pay & Display parking meter replacement. Capital expenditure is not committed at year end and work is expected to continue during 2018/19.

\$10,000 is requested for the off-street Tay Street Central Pay & Display parking meter replacement. Capital expenditure is not committed at year end and work is expected to continue during 2018/19.

After reserve movements and carry forwards, Roading Services are \$298,544 over budget for the year.

Variances include:

- Operating costs are higher than budget due to more work than initially planned being carried out during the hot summer period.
- NZTA subsidies income increase reflects the increased operational work.

Business Unit **570000 - Works and Services - Water**

Twelve months to 30 June 2018

	Jun YTD			2017 / 18	
	Actual	Budget	Variance	Remaining Budget	Budget
Fees & Charges Revenue	1,429,363	1,438,865	(9,502)	9,502	1,438,865
Financial Revenue	32,884	0	32,884	(32,884)	0
<b>Total Revenue</b>	<b>1,462,247</b>	<b>1,438,865</b>	<b>23,382</b>	<b>(23,382)</b>	<b>1,438,865</b>
Internal Expenditure	1,714,534	1,339,484	375,050	(375,050)	1,339,484
Staff Expenditure	1,412	0	1,412	(1,412)	0
Administration Expenditure	187,520	117,340	70,180	(70,180)	117,340
Financial Expenditure	563,894	945,476	(381,582)	381,582	945,476
Repairs & Maintenance Expenditure	955,855	1,531,527	(575,673)	575,673	1,531,527
Operational Expenditure	1,443,773	1,549,410	(105,637)	105,637	1,549,410
Depreciation Expenditure	3,783,880	3,231,430	552,450	(552,450)	3,231,430
<b>Total Expenditure</b>	<b>8,650,868</b>	<b>8,714,667</b>	<b>(63,799)</b>	<b>63,799</b>	<b>8,714,667</b>
<b>Operating Surplus / (Deficit)</b>	<b>(7,188,621)</b>	<b>(7,275,802)</b>	<b>87,181</b>	<b>(87,181)</b>	<b>(7,275,802)</b>
Capital Expenditure	1,919,766	4,462,125	(2,542,359)	2,542,359	4,462,125
Capital Funding	(181,605)	(958,363)	776,758	(776,758)	(958,363)
Cash Back Depreciation	3,783,880	3,231,430	552,450	(552,450)	3,231,430
<b>Rates Required</b>	<b>5,142,901</b>	<b>7,548,134</b>	<b>(2,405,233)</b>	<b>2,405,233</b>	<b>7,548,134</b>

**Commentary:**

Water are \$2,405,233 under budget for the year.

RESERVE MOVEMENTS: NIL

CARRY FORWARDS:

\$1,809,000 is requested for continued Asbestos Cement pipes mains renewals. Capital expenditure is committed at year end and works are planned to continue during 2018/19.

\$247,300 is requested for Branxholme Accelator steelwork repaint/ cathodic protection work. Capital expenditure is not committed at year end and is to be funded by loan.

\$280,000 is requested for the completion of the Branxholme duplicate pipe line. Capital expenditure is not committed at year end and works are planned to commence during 2018/19.

\$76,907 is requested for the Emergency Water Supply project. Expenditure is not committed at year end and is to be funded by loan.

\$50,000 is requested for Branxholme pump upgrade renewals. Capital expenditure is not committed at year end and is to be funded by loan.

\$40,000 is requested for Waikiwi pump upgrade. Capital expenditure is not committed at year end and is to be funded by loan.

\$100,000 is requested for the ICC share of limited water supply to Awarua Industrial Estate. Capital expenditure is not committed at year end and is yet to commence.

\$214,000 is requested for the repaint of the Gala Street Reservoir rooves. Capital expenditure is not committed at year end and is yet to commence.

After reserve movements and carry forwards, Water are \$2,233 under budget for the year.



Business Unit **570000 - Works and Services - Water**

Variations include:

- Revenue is in line with budget with variance being 1.6% of budget.
- In the operational areas, repairs and maintenance expenditure is well below budget reflecting a lesser degree of activity than experienced in previous years. Under expenditure here is proposed as a carry forward to fund the repaint of the Gala Street Reservoir rooves.
- Financial expenditure relates to interest payments being less than budget. The excess here has been directed to retire

Business Unit **580000 - Works and Services - Parks Assets**

Twelve months to 30 June 2018

	Jun YTD			2017 / 18	
	Actual	Budget	Variance	Remaining Budget	Budget
Internal Revenue	3,121,742	2,958,095	163,647	(163,647)	2,958,095
Fees & Charges Revenue	2,762,793	1,505,903	1,256,890	(1,256,890)	1,505,903
Grants & Subsidies Revenue	10,197	9,621	576	(576)	9,621
Financial Revenue	169,058	100,307	68,751	(68,751)	100,307
<b>Total Revenue</b>	<b>6,063,790</b>	<b>4,573,926</b>	<b>1,489,864</b>	<b>(1,489,864)</b>	<b>4,573,926</b>
Internal Expenditure	2,290,513	2,208,113	82,400	(82,400)	2,208,113
Staff Expenditure	1,271,467	1,299,769	(28,302)	28,302	1,299,769
Administration Expenditure	216,931	273,590	(56,659)	56,659	273,590
Financial Expenditure	74,441	52,347	22,094	(22,094)	52,347
Repairs & Maintenance Expenditure	3,900,058	3,855,503	44,556	(44,556)	3,855,503
Operational Expenditure	2,775,446	2,262,838	512,608	(512,608)	2,262,838
Depreciation Expenditure	803,618	523,455	280,164	(280,164)	523,455
<b>Total Expenditure</b>	<b>11,332,476</b>	<b>10,475,615</b>	<b>856,861</b>	<b>(856,861)</b>	<b>10,475,615</b>
<b>Operating Surplus / (Deficit)</b>	<b>(5,268,685)</b>	<b>(5,901,689)</b>	<b>633,003</b>	<b>(633,003)</b>	<b>(5,901,689)</b>
Capital Expenditure	581,071	3,008,187	(2,427,116)	2,427,116	3,008,187
Capital Funding	(654,055)	(2,186,071)	1,532,016	(1,532,016)	(2,186,071)
Cash Back Depreciation	803,618	523,455	280,164	(280,164)	523,455
<b>Rates Required</b>	<b>4,392,083</b>	<b>6,200,350</b>	<b>(1,808,267)</b>	<b>1,808,267</b>	<b>6,200,350</b>

**Commentary:**

Parks Assets are \$1,808,267 under budget for the year.

**RESERVE MOVEMENTS:**

\$546,136 contribution requested to the Bluff & Sandy Point Forestry Reserve. This is the surplus from forestry for the year and is to help fund future re-establishment of forestry areas. This reserve has a balance of \$898,131.

\$7,990 uplift requested from the Prepaid Burials Reserve. This is the balance between prepaid cemetery & crematorium burials paid and used during the year. This reserve has a balance of \$252,898.

\$44,476 uplift requested from the Plant Replacement Funds Reserve. This is to fund plant and vehicles purchased during the year. This reserve has a balance of \$2,244,979.

\$24,895 contribution requested to the Reserves Development Reserve. These funds are from the sale of 102 Chesney Street during the year. This reserve has a balance of \$105,052.

\$9,773 contribution requested to the Parks Roding Funds Reserve. These funds are annual contributions collected from users groups at Surrey Park and held for re sealing of car parks. This reserve has a balance of \$105,173.

**CARRY FORWARDS:**

\$154,303 is requested for the upgrade of the Winter Gardens heating system. Capital expenditure is not committed at year end and is expected to commence in 2018/19.

\$600,000 is requested for the Chinese Gardens development. Capital expenditure is committed at year end and is to be funded from the Parks Plant Replacement Reserve. This reserve has a current balance of \$2,244,979.

\$514,000 is requested for the Surrey Park grandstand assessment and redevelopment. Capital expenditure is not committed at year end and is expected to commence in 2018/19.

\$200,000 is requested for a storage building at Racecourse Road. Capital expenditure is committed at year end and is expected to commence in 2018/19.

Business Unit **580000 - Works and Services - Parks Assets**

\$180,000 is requested for Gala Street signage. Capital expenditure is committed at year end and is expected to commence in 2018/19.

\$400,000 is requested for the continuation of the Bluff Boat Ramp renewal. Capital expenditure is committed at year end and is to be funded by loan.

After reserve movements and carry forwards, Parks Assets are \$231,626 under budget for the year.

Variances include:

- Both staff and administration expenditure saving are a result of timing of staff replacement.
- Additional revenue has come from increased bookings and activities.
- The dry summer weather has contributed to reduced maintenance requirements in some areas.

Business Unit **590000 - Works and Services - Solid Waste**

Twelve months to 30 June 2018

	Jun YTD			2017 / 18	
	Actual	Budget	Variance	Remaining Budget	Budget
Internal Revenue	1,775,896	1,762,000	13,896	(13,896)	1,762,000
Fees & Charges Revenue	2,179,379	2,492,400	(313,021)	313,021	2,492,400
Financial Revenue	44,639	20,000	24,639	(24,639)	20,000
<b>Total Revenue</b>	<b>3,999,914</b>	<b>4,274,400</b>	<b>(274,486)</b>	<b>274,486</b>	<b>4,274,400</b>
Internal Expenditure	2,101,772	2,074,680	27,092	(27,092)	2,074,680
Administration Expenditure	55,284	66,872	(11,588)	11,588	66,872
Repairs & Maintenance Expenditure	150	0	150	(150)	0
Operational Expenditure	5,972,046	6,327,783	(355,737)	355,737	6,327,783
Depreciation Expenditure	382,725	338,923	43,803	(43,803)	338,923
<b>Total Expenditure</b>	<b>8,511,977</b>	<b>8,808,258</b>	<b>(296,281)</b>	<b>296,281</b>	<b>8,808,258</b>
<b>Operating Surplus / (Deficit)</b>	<b>(4,512,063)</b>	<b>(4,533,858)</b>	<b>21,796</b>	<b>(21,796)</b>	<b>(4,533,858)</b>
Capital Expenditure	44,780	296,643	(251,863)	251,863	296,643
Capital Funding	(196,643)	(196,643)	0	0	(196,643)
Cash Back Depreciation	382,725	338,923	43,803	(43,803)	338,923
<b>Rates Required</b>	<b>3,977,475</b>	<b>4,294,936</b>	<b>(317,461)</b>	<b>317,461</b>	<b>4,294,936</b>

**Commentary:**

Solid Waste are \$317,433 under budget for the year.

RESERVE MOVEMENTS: NIL

**CARRY FORWARDS:**

\$251,397 is requested for the capital renewals of the weighbridges and Transfer Station pit floor plus Health & Safety work at the greenwaste area. This expenditure is not committed at year end but is planned to be completed within the 2018/19 year.

After reserve movements and carry forwards, Solid Waste are \$66,036 under budget for the year.

**Variances include:**

- Both operational income and expenditure are below budget with the net result being a deficit. This is due to commercial waste going directly to the landfill rather than through the Transfer Station.

**TO: COUNCIL**

**FROM: CAMERON MCINTOSH – DIRECTOR OF WORKS AND SERVICES**

**MEETING DATE: TUESDAY 28 AUGUST 2018**

<b>ARTS + CREATIVITY FOR INVERCARGILL (ACI) DIRECTOR RECRUITMENT</b>
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**SUMMARY**

<p>The ACI project start was delayed while Council sought clarification from the Southland Museum and Art Gallery (SMAG) trust board about their intentions regarding art. Recent resolutions passed by the SMAG trust board provide sufficient certainty for the ACI project to proceed with the recruitment of the Director – ACI.</p>
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**RECOMMENDATIONS**

**That Council notes the intention to proceed with the recruitment process for the position of Director – ACI**

**AND**

**That a workshop will be held with Councillors before recruitment commences.**

**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> N/a
5.	<i>Have the views of affected or interested persons been obtained and is any further public consultation required?</i> Not required
6.	<i>Has the Child, Youth and Family Friendly Policy been considered?</i> N/a

**FINANCIAL IMPLICATIONS**

Funding was provided in the 2018-28 Long Term Plan for the commencement of the ACI project in this financial year.

## BACKGROUND

At the July meeting of Council, the ACI project was placed on hold while clarification was sought from the SMAG trust board about their future intentions regarding art gallery activity.

The following two resolutions from the SMAG trust board should give sufficient confidence that the recruitment of the Director – ACI can proceed.

“That the SMAG trust board endorses ACI as the facility with the primary focus of art in Invercargill

AND

That SMAG wants to be part of the discussion of art in the city with the ACI director.”

## RECRUITMENT

The report Rejuvenating the CBD<sup>1</sup> included the following regarding the role of Director – ACI:

### “iv. **Leadership roles & organisational structure**

In order to successfully develop and operate the ACI the key roles will be:

#### **Director**

**Role focus:** Strategic leadership and business management to ensure ACI develops as a purpose-based generator of value

- **Leadership** – a social entrepreneurial ‘business building’ ethos that drives multiple bottomline value with and for Invercargill and its communities
- **Strategic programme development** – playing a leading role in ensuring the ACI team works in a co-leadership way that understands how WHAT it does answers WHY it exists
- **Team building** – ensuring the team culture builds in line with the purpose, mission and values”

Given the importance of the role it is intended to engage an external agency to conduct the recruitment for the position. A workshop for Councillors will be held before recruitment commences.

## CONCLUSION

Recent resolutions from the SMAG trust board provide sufficient clarity for the recruitment of the Director – ACI to proceed.

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<sup>1</sup> A transformative arts centre for Invercargill, Tim Walker Associates, September 2017

**TO: COUNCIL**  
**FROM: DEPUTY MAYOR REBECCA AMUNDSEN**  
**MEETING DATE: TUESDAY 28 AUGUST 2018**

**WELCOMING COMMUNITIES – TE WAHAROA KI NGŌ HAPORI**

**SUMMARY**

Welcoming Communities supports local government and other community organisations to take a greater role in ensuring the local community is welcoming to newcomers. It is recognised that communities are healthier, happier and more productive when newcomers are welcomed and participate fully in society and the local economy.  
 Cr Amundsen will deliver a short presentation on the draft Regional Welcoming Communities Plan.

**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> Not at this stage
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> Development of new policies may be an outcome of the Welcoming Communities action plan
5.	<i>Have the views of affected or interested persons been obtained and is any further public consultation required?</i> A public survey was undertaken, and ideas and issues have been included in the regional plan or will be used in the Invercargill action plan
6.	<i>Has the Child, Youth and Family Friendly Policy been considered?</i> Yes

**FINANCIAL IMPLICATIONS**

No implications at this stage.

## WELCOMING COMMUNITIES

Welcoming Communities is a central government funded pilot programme being rolled out to five regions by Immigration New Zealand in partnership with the Office of Ethnic Affairs and the New Zealand Human Rights Commission. Southland is one of these regions. The aim of the programme is to build on our southern hospitality, links between communities and the linkage with the goals in the Southland Regional Development Strategy.

To guide the implementation of this approach and to encourage greater interaction between people, a Welcoming Plan has been developed for Southland / Murihiku. The plan addresses the need to centralise welcoming information and develop an appreciation of different cultures in the Southland community.

The Southland / Murihiku plan aims to develop a sense of belonging for newcomers through a range of activities and projects that celebrate diversity and encourage social, cultural and economic participation. The plan also outlines who is responsible for specific actions and the associated time frames for completion.

Each action is aligned to the eight outcomes identified in the Welcoming Communities standard:

- Inclusive Leadership
- Welcoming Communications
- Equitable Access
- Connected and Inclusive Communities
- Economic Development, Business and Employment
- Civic Engagement and Participation
- Welcoming Public Spaces
- Culture and Identity

Implementation of the plan and accreditation of Southland as a Welcoming Community will be achieved by prioritising activities into the following areas:

- Developing Regional Projects
- Encouraging Council Planning
- Partnering with Tangata Whenua
- Fostering Community Partnership and Support

Identified regional projects include:

- A Southland Welcome Portal, Newcomers Pack, Welcome Resources and a Welcome Video
- Southland Cultural Training

Welcoming Communities is about every member of the community having the opportunity to shape and participate in welcoming activities. The projects, initiatives and activities identified in the plan will create a stronger and more prosperous Southland region.

A copy of the draft Southland Welcoming Plan 2018-2019 is included for your information (refer to **Appendix 1**).

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# Southland Murihiku Welcoming Plan

2018-2020





Tim Shadbolt  
INVERCARGILL CITY COUNCIL MAYOR

## Foreword From Our Mayors

### Nau mai haere mai ki Murihiku, Welcome to Southland

As Mayors of this thriving and expansive region, we recognise that a regional approach to fostering diversity and inclusion will underpin the success of our future communities.



Gary Tong  
SOUTHLAND DISTRICT COUNCIL MAYOR

Southland has been selected as one of five pilot areas for the Immigration New Zealand Welcoming Communities programme, and as such becomes a forerunner of the Welcoming Movement operating across the world.

This movement encourages the development of a worldwide network where an inclusive approach is adopted to welcome new people to the community.

To guide the implementation of this approach in Southland and to encourage greater interaction between people, a Welcoming Plan has been developed for Southland/Murihiku.



Tracy Hicks  
GORE DISTRICT COUNCIL MAYOR

We are proud to endorse this Welcoming Plan and know that Southland will rise to the occasion to build on the inclusive foundations already set in the region.

The challenge is now over to you to join us in embracing this welcoming approach, to get involved, and help make Southland the most welcoming place possible!

    
Mayor Shadbolt      Mayor Tong      Mayor Hicks



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## Executive Summary

Welcoming Communities is a pilot programme led by Immigration New Zealand, involving five regions across New Zealand, working in partnership with the Office of Ethnic Communities and the New Zealand Human Rights Commission.

The programme has been developed in recognition that communities are healthier, happier and more productive when newcomers are welcomed, and participate fully in society and the local economy.

Southland is unique in that it has three individual councils that work together for the benefit of the region. By participating in this initiative, Southland councils take a leadership role in encouraging their communities to be more welcoming, and in doing so support the region's growth and development.

The Southland/Murihiku Welcoming Plan has been developed through collaboration with Councils, iwi and the wider community. A survey carried out as part of the pilot programme found that Southland is already viewed as a welcoming region by newcomers, with a range of activities on offer for new arrivals and local residents. Feedback was around how we help raise awareness of what we have available.

The survey also provided the opportunity for the Southland community to identify new welcoming practices, and offer suggestions on what is needed to make Southland an even more welcoming environment.

The Welcoming Plan addresses the need to centralise welcoming information and to develop a deeper appreciation of the different cultures in Southland. This plan will contribute to building a stronger and more diverse Southland region.

The Southland/Murihiku plan aims to develop a sense of belonging for newcomers through a range of activities and projects that celebrate diversity, and encourage social, cultural and

economic participation.

The plan outlines and prioritises the actions and regional projects that will be carried out to help Southland become accredited as a 'Welcoming Community,' according to the New Zealand Welcoming Communities standard.

The plan also outlines who is responsible for specific actions and the associated timeframes for completion with a four pronged implementation approach.

The Southland/Murihiku plan is aligned with the eight outcomes identified in the Welcoming Communities standard:

- Inclusive Leadership
- Welcoming Communications
- Equitable Access
- Connected & Inclusive Communities
- Economic Development, Business & Employment
- Civic Engagement & Participation
- Welcoming Public Spaces
- Culture & Identity





## Welcoming Communities Context

Welcoming Communities has been developed in recognition that communities are healthier, happier and more productive when newcomers are welcomed and participate fully in society and in the local economy.

Southland was selected as one of five regions across New Zealand to participate in the pilot programme.

The other councils and communities taking part in the pilot around the country are:

- Tauranga/Western Bay of Plenty (Tauranga City Council and Western Bay of Plenty District Council)
- Whanganui (Whanganui District Council)
- Palmerston North (Palmerston North City Council)
- Canterbury (represented by the Ashburton and Selwyn District Councils)

The point of difference for this programme is that where previous settlement initiatives focused primarily on supporting newcomers, Welcoming

Communities extends its approach to actively involve members of the receiving communities in welcoming activities. This new approach focuses on building strong connections between local residents and new arrivals.

At the heart of the pilot programme is the Welcoming Communities Standard which provides a benchmark for what a successful welcoming community looks like. Each of the region's involved with the pilot programme have developed a welcoming plan that aligns with the outcomes identified in the standard.

The Welcoming Communities initiative is part of a global network which aims to encourage local communities to pro-actively welcome new arrivals. Examples of successful programmes around the world include Cities of Migration in Canada, Welcoming America in the United States of America and Welcoming Cities in Australia.

## Why Southland

Southland/Murihiku is New Zealand's southernmost region. It consists mainly of the south-western portion of the South Island and Stewart Island/Rakiura. With over 3.1 million hectares and 12% New Zealand's total land area, Southland is New Zealand's second largest region and is bounded to the west, south and east by over 3,400 km of coastal stretch.

Southland is unique in that the territorial local authorities consists of four individual councils that work together for the benefit of the region – Southland District, Invercargill City, Gore District and Environment Southland. This successful example of council collaboration makes Southland an ideal region to pilot the Welcoming Communities programme.

Southland, like other regions, is also facing a workforce shortage due to an ageing population. For businesses to grow, skilled staff are required. Without people, new businesses and new industries

cannot develop, and existing industries cannot be extended.

It is recognised that developing a welcoming environment will help attract more people to the region, and counter the projected workforce shortage.

The Southland/Murihiku Welcoming Plan will provide a framework to assist with attracting and retaining people. We need people to come and stay.

# 10.2%

of people currently living in Southland were born overseas



Data from 2013 Census

### Southland's Major Ethnicities

89%  
European

13%  
Maori

2.1%  
Pacific Peoples

3.2%  
Asian

0.4%  
Middle Eastern,  
Latin American,  
African



## Plan Development

The Southland/Murihiku Welcoming Plan has been created through extensive consultation and collaboration.

Southland's three governing territorial councils – Southland District, Invercargill City and Gore District – have been proactive in analysing their services, programmes and activities through a cultural lens. This has been an important part in accessing the welcoming environment that Southland offers. Councils will continue to review their welcoming processes as the plan is rolled out, according to the principles of the programme and framework the plan provides.

Information was gathered through community workshops and a regional survey. The survey provided an opportunity for the community to say how welcoming we are now and what could be done better to embrace and welcome newcomers.

The Southland Welcoming Communities Advisory Group was formed to oversee the development of the pilot in Southland. The group consists of members from the three councils and iwi and is supported by the Office of Ethnic Affairs, Immigration New Zealand and Venture Southland.

Given Southland's regional approach to the Welcoming Communities pilot programme, a number of regional projects have also been outlined that will contribute to Southland becoming accredited, as a 'welcoming community'.

Immigration New Zealand has provided advice, assistance and support throughout the plan development process, and will continue to support actions and projects associated with the programme.

Venture Southland, as the programme coordinator in Southland, will oversee the implementation of the Welcoming Plan and the projects and actions outlined in the plan.



# Southland/Murihiku Welcoming Plan Outcomes & Actions

The Southland/Murihiku Welcoming Plan is guided by the New Zealand Welcoming Communities Standard that is made up of eight key outcomes. The actions and regional projects identified by the Southland community are aligned with these outcomes.



## 1 Inclusive Leadership

Local government, tangata whenua and other community leaders work together to create, advocate for and continue to foster a welcoming and inclusive community. They lead a shared plan to increase connections between newcomers and existing residents.

## 3 Equitable Access

Opportunities to access services and activities and to participate in the community are available to all.

## 5 Economic Development, Business & Employment

Communities maximize and harness the economic development opportunities that newcomers can offer. Councils work with business associations to promote the contribution that newcomer business owners and skilled migrants make to the region's economy.

## 7 Welcoming Public Spaces

Newcomers and receiving communities feel welcome in and comfortable using public spaces.

## 2 Welcoming Communications

People of all cultures and backgrounds feel included, listened to and well informed through a range of ways that take into account their different communication needs.

## 4 Connected & Inclusive Communities

People feel safe in their identity and that they are connected with and belong in the community. There are high levels of trust and understanding between members of the receiving community and newcomers.

## 6 Civic Engagement & Participation

Newcomers feel welcome to fully participate in the community. Newcomers are active in all forms of civil participation.

## 8 Culture & Identity

There is a shared sense of pride in being part of a culturally rich and vibrant community. People feel their culture is respected and valued by members of the community. There are opportunities to learn about each other's cultures.



Each outcome has a table in the following pages dedicated to outlining its objectives and actions, when they will take place and who is involved.

**These outcomes and actions will ensure we achieve our goal of becoming Welcoming Communities accredited.**



## Acronym Key

These acronyms are used throughout the eight outcome tables in the following pages.

SDC	Southland District Council	VS/	Venture Southland/
ICC	Invercargill City Council	SRDA	Southland Regional Development Agency
GDC	Gore District Council	WCAG	Welcoming Communities Advisory Group



## 1. Inclusive Leadership

Local government, tangata whenua and other community leaders work together to create, advocate for and continue to foster a welcoming and inclusive community. They lead a shared plan to increase connections between newcomers and existing residents.

Number	Action	Timeframe	Who Is Involved
1.1	As the indigenous peoples of New Zealand, Māori – represented by tangata whenua, mana whenua, iwi and hapu and/or other hapori Māori – have a prominent role in Welcoming Plan activities.		
1.1.1	Consult and partner with tangata whenua to develop and implement a suitable welcome protocol for Southland newcomers to be used in all regional welcoming activities and initiatives.	Year 1	All Councils, tangata whenua and VS/SRDA
1.1.2	Enhance partnerships between Councils, tangata whenua and community leaders through the implementation and monitoring of the Southland/Murihiku Welcoming Plan.	Ongoing	All Councils, tangata whenua, VS/SRDA and community leaders
1.1.3	Explore the potential to work with tangata whenua throughout the programme to align aspirations, and represent these in the development and implementation of welcoming activities.	Ongoing	Tangata whenua, VS/SRDA and WCAG
1.1.4	Ensure active participation from tangata whenua, mana whenua, iwi and hapu and/or other hapori Māori through representation or inclusion on the Welcoming Communities Advisory Group.	Ongoing	Tangata whenua, VS/SRDA and WCAG
1.2	Leaders – both designated and unofficial – reflect the diversity in the local community, as does the council workforce.		
1.2.1	Partner with Councils to investigate an approach to achieve greater diversity on local community boards and Councils etc.	Year 1	All Councils, VS/SRDA and WCAG

1.3	Leaders model the principle of inclusiveness, openness, tolerance, respect and acceptance of all cultures in the community.		
1.3.1	Continue the leadership and participation of all Councils in citizenship ceremonies and cultural celebration events.	Ongoing	All Councils
1.3.2	Engage with and continue to support and build community groups who are providing opportunities, including leadership opportunities for newcomers.	Ongoing	All Councils
1.3.3	Continue to build awareness of and champion welcoming and inclusive practices among local cultural groups, organisations, groups, agencies and businesses.	Ongoing	All Councils and VS/SRDA
1.4	There are clear roles, responsibilities and ownership within council and in the wider community for the Welcoming Communities programme.		
1.4.1	Further develop the advisory group and establish appropriate resources to monitor the implementation of the Southland/Murihiku Welcoming Plan.	Ongoing	All Councils, VS/SRDA and WCAG
1.4.2	Build and maintain mutually beneficial Welcoming Communities relationships locally, regionally and nationally.	Ongoing	All Councils, VS/SRDA and WCAG
1.5	Council internal and external policies, services, programmes and activities recognise and address cultural diversity.		
1.5.1	As Council policies, services, programmes and activities reach renewal, review through a cultural diversity lens and update where appropriate.	Year 1 - Ongoing	All Councils
1.6	A range of leadership opportunities in the council and wider community are available to and taken up by newcomers.		
1.6.1	Promote leadership opportunities such as mentoring and internships within the Councils, businesses and the wider community to newcomers.	Year 1	All Councils and the community
1.6.2	Promote opportunities for youth leadership to eligible newcomers.	Year 1	All Councils, SDC Youth Committee, ICC Youth Committee and GDC Youth Committee

## 2. Welcoming Communications

People of all cultures and backgrounds feel included, listened to and well informed through a range of ways that take into account their different communication needs.

Number	Action	Timeframe	Who Is Involved
<b>2.1 The community is well informed about the local benefits of immigration and the Welcoming Communities programme, including success stories.</b>			
2.1.1	Conduct an ongoing informative communications campaign to promote the principles of the programme to the receiving community.	Year 1	All Councils, VS/SRDA and WCAG
2.1.2	Develop and implement a comprehensive regional approach to providing timely and useful information to newcomers.	Year 1	VS/SRDA and WCAG
2.1.3	Utilise community and information hubs as central welcoming points and places for both the local community and newcomers to access welcoming information.	Year 1	All Councils and VS/SRDA
2.1.4	Investigate how to consistently brand and label 'Welcoming Communities' initiatives in Southland.	Year 1	All Councils and WCAG
2.1.5	Increase the cultural diversity of material, language and imagery used in Council communications.		
<b>2.2 The councils are well informed about newcomers to their region and pro-actively seek data about newcomers from relevant sources.</b>			
2.2.1	Use available data sources such as Statistics New Zealand and Immigration New Zealand to better understand the demographics of the Southland community and share this information within the Councils and the wider community.	Ongoing	All Councils
2.2.2	Develop and maintain a database of newcomer 'touch points'* to enable ongoing communication, support and education of the touch point organisations.	Ongoing	VS/SRDA and Citizens Advice Bureau

\* Touch points include: The Local Settlement Network, supermarkets, medical centres, hospitals, real estate agents and Council offices etc.

<b>2.3 The council's engagement with all residents is two-way, culturally appropriate and fit for purpose.</b>			
2.3.1	Develop a cultural intelligence training component focused at all customer focused staff.	Year 1	All Councils and VS/SRDA
2.3.2	Ensure existing promotional materials used in social media, tourism brochures, welcoming banners and city signage reflects the cultural diversity in the Southland region.	Ongoing	All Councils and VS/SRDA
2.3.3	Design support documentation on best practice techniques when employing or engaging with newcomers.	Year 1	VS/SRDA
<b>2.4 Council communication materials and messages are inclusive and reflect the diversity of the local community. Council encourages other agencies, businesses and organisations to follow this model.</b>			
2.4.1	Develop a library of culturally appropriate images for use in publications and other media communications.	Year 1	All Councils, VS/SRDA, WCAG and Southland Multicultural Council
2.4.2	Partner with local emergency services to develop specific emergency visual language presentations/information sheets for newcomers.	Year 1	All Councils, Emergency Management Southland and Road Safety Southland
2.4.3	Establish regular positive profiles in local media to highlight individuals, organisations and initiatives, new and existing, showcasing positive newcomer stories and relevant information.	Ongoing	All Councils and VS/SRDA





### 3. Equitable Access

Opportunities to access services and activities and to participate in the community are available to all.

Number	Action	Timeframe	Who Is Involved
<b>3.1 Council partners with local businesses, organisations and sector to identify and address barriers for newcomers to accessing services and participating in the community.</b>			
3.1.1	Ensure all welcoming communications, content and messaging are consistent, inclusive and welcoming.	Ongoing	All Councils and VS/SRDA
3.1.2	Investigate ways to make the regional welcoming portal more accessible to local communities and newcomers.	Year 1	VS/SRDA and WCAG
<b>3.2 Council and other organisations in the community research, design and deliver services that take account of the different circumstances (for example, rural/urban) and cultural backgrounds of all service users, including newcomers.</b>			
3.2.1	Understand and address barriers for newcomers accessing various services, activities and events.	Year 1	All Councils and VS/SRDA
3.2.2	Promote free WiFi at District Council offices and city libraries.	Year 1	All Councils
3.2.3	Consider how people will travel to events when planning events particularly in rural areas e.g. ILT Kidzone festival transportation, school holiday programme transportation.	Ongoing	All Councils, VS/SRDA and the community
3.2.4	Continue to grow and promote the Southland Local Settlement Network.	Ongoing	VS/SRDA
<b>3.3 The council's engagement with all residents is two-way, culturally appropriate and fit for purpose.</b>			
3.3.1	Partner with providers of existing community databases to assist with updating and extending where necessary to develop a resource of local social, recreational, sporting, arts and other groups.	Year 1	VS/SRDA

### 4. Connected & Inclusive Communities

People feel safe in their identity and that they are connected with and belong in the community. There are high levels of trust and understanding between members of the receiving community and newcomers.

Number	Action	Timeframe	Who Is Involved
<b>4.1 Coordinated, comprehensive and appropriate initial welcoming support services are available from council, other agencies and community organisations.</b>			
4.1.1	Develop a comprehensive 'Welcome to Southland' pack.	Year 1	All Councils and VS/SRDA
4.1.2	Create and regularly update a 'Welcome to Southland' page on the SouthlandNZ website which links to council and organisation pages, known as the 'Welcome Portal'	Year 1	All Councils and VS/SRDA
4.1.3	Support and promote organisations which are welcoming 'touch points' for newcomers (see 2.2.2).	Ongoing	All Councils and VS/SRDA
<b>4.2 The receiving community is well equipped and supported to welcome and interact with newcomers.</b>			
4.2.1	Support providers of locally-led initiatives by supporting those who deliver them and build the capability and capacity in the local and regional communities.	Ongoing	All Councils
4.2.2	Ask locals for their ideas on how to be more involved in welcoming activities.	Year 1	All Councils
4.2.3	Investigate the suitability of a community-led buddy system or welcoming network for newcomers and implement if viable.	Year 1	All Councils
<b>4.3 Members of the receiving community and newcomers build relationships and are at ease with connecting and learning about and from each other.</b>			
4.3.1	Explore long term funding options for sustainable, innovative and welcoming initiatives in rural Southland with local community workers.	Ongoing	SDC, GDC and VS/SRDA
4.3.2	Encourage community service clubs to grow membership by looking at opportunities for newcomer participation.	Ongoing	VS/SRDA
4.3.3	Help facilitate the local community, iwi and the Department of Conservation (DOC) to educate newcomers about the value of the local environment, as well as Southland's identity and history.	Ongoing	Iwi, DOC and VS/SRDA
<b>4.4 Different cultures are celebrated and people are supported to express their cultural beliefs and customs, including language and religious practices.</b>			
4.4.1	Identify key events (including exploring new event opportunities) which reflect the principles of the Welcoming Communities programme and encourage participation for all, as well as providing support for organisers where possible.	Year 1	All Councils and VS/SRDA
4.4.2	Ensure information about events is easily accessible to newcomers by ensuring alignment of event calendars to the Welcome Portal.	Year 1	All Councils and VS/SRDA

## 5. Economic Development, Business & Employment

Communities maximize and harness the economic development opportunities that newcomers can offer. Councils work with business associations to promote the contribution that newcomer business owners and skilled migrants make to the region's economy.

Number	Action	Timeframe	Who Is Involved
5.1	<b>Newcomers, including international students, are supported to access local employment information, services and networks.</b>		
5.1.1	Support international student networks through the coordination and promotion of existing events.	Year 1/ Ongoing	Southern Institute of Technology (SIT) and local schools
5.1.2	Increase the number of internship and/or work experience opportunities for newcomers.	Year 1/ Ongoing	SIT, tertiary training providers, Chamber of Commerce and local businesses
5.1.3	Ensure awareness of the Southland "Jobs Portal/Pop Up Job Shop" events and online services and promote through all mediums and 'touch points'.	Year 1	VS/SRDA
5.1.4	Establish events to connect international students, services and networks.	Year 1	VS/SRDA, SIT, tertiary training providers, and Chamber of Commerce
5.2	<b>Newcomers, including international students, are supported with the local knowledge and skills to ensure they can operate successfully in the New Zealand work environment, either as a business owner or an employee.</b>		
5.2.1	Promote existing resources, events, activities and business support initiatives such as business mentoring to newcomers and the wider community.	Year 1	All Councils, VS/SRDA and Citizens Advice Bureau
5.3	<b>The receiving community recognises the value of diversity in the workplace, of newcomers' contribution to the region's growth and of the resulting wider economic benefits.</b>		
5.3.1	Design supporting material for local organisations, businesses and individuals on best practice techniques when engaging with newcomers e.g. toolkit.	Year 1	VS/SRDA
5.4	<b>Local employers and workforces develop their intercultural competency.</b>		
5.4.1	Develop a cultural understanding education programme and resources for interested businesses and organisations (see 2.3.1).	Year 1	All Councils and VS/SRDA
5.5	<b>Mutually beneficial connections and initiatives are set up with migrant business people by local business community and professional networks.</b>		
5.5.1	Formally recognise organisations which are more culturally diverse and inclusive or example; through local business awards.	Year 1	All Councils, VS/SRDA and Chamber of Commerce





## 6. Civic Engagement & Participation

Newcomers feel welcome to fully participate in the community. Newcomers are active in all forms of civil participation.

Number	Action	Timeframe	Who is Involved
6.1	The Council's elected members and staff effectively communicate with newcomers to promote their engagement in local government processes.		
6.1.1	Facilitate opportunities for the local community and newcomers to meet local government leaders.	Year 1	All Councils
6.2	Newcomers are encouraged and enabled to get involved in local government and civil society.		
6.2.1	Provide seminars where students propose solutions to issues in their communities to increase the practice of civic values e.g. E4S (Education for Sharing).	Year 1	VS/SRDA
6.2.2	Encourage participation by newcomers into the central and local body election campaigns, voting processes, and national census.	Year 1	All Councils
6.3	Newcomers' efforts and achievements in civic participation and community life are acknowledged and celebrated.		
6.3.1	Recognise the contribution and achievements made by newcomer individuals or organisations (see 5.5.1 and 2.4.3).	Year 1/ Ongoing	All Councils, VS/SRDA and Chamber of Commerce



## 7. Welcoming Public Spaces

Newcomers and receiving communities feel welcome in and comfortable using public spaces.

Number	Action	Timeframe	Who Is Involved
<b>7.1</b>	<b>The design and operation of public spaces and facilities are culturally appropriate and reflect the diversity of the community.</b>		
7.1.1	Incorporate inclusiveness and interaction in the wider community when planning new projects e.g. 'placemaking' initiatives.	Year 1/ Ongoing	All Councils, VS/SRDA and the community
7.1.2	Improve the welcoming nature of public spaces and promote their use.	Year 1	All Councils and VS/SRDA
<b>7.2</b>	<b>Welcoming public spaces provide opportunities to build trust and relationships between newcomers.</b>		
7.2.1	When redevelopments are planned ensure they encourage interaction, engagement and enjoyment of public spaces for the diverse community.	Year 1/ Ongoing	All Councils and VS/SRDA
7.2.2	Support new and existing artistic initiatives and events that encourage inclusiveness and diversity.	Year 1	All Councils and VS/SRDA
<b>7.3</b>	<b>Public spaces and buildings create a sense of community ownership and inclusion for all, including newcomers.</b>		
7.3.1	Investigate options for community-led initiatives to occur in public spaces to create a sense of community ownership.	Year 1	All Councils and VS/SRDA

## 8. Culture & Identity

There is a shared sense of pride in being part of a culturally rich and vibrant community. People feel their culture is respected and valued by members of the community. There are opportunities to learn about each other's cultures.

Number	Action	Timeframe	Who Is Involved
<b>8.1</b>	<b>Receiving communities and newcomers share and celebrate their cultures with each other, facilitated by the council and others in the community.</b>		
8.1.1	Develop an ongoing 'Welcome to Southland' seminar on the Southland culture.	Year 1	All Councils and VS/SRDA
8.1.2	Encourage newcomers and existing residents of all cultures to celebrate significant cultural occasions.	Year 1/ Ongoing	All Councils and VS/SRDA
<b>8.2</b>	<b>Newcomers and the receiving community understand what values they each hold dear.</b>		
8.2.1	Develop, promote and celebrate the Southland story with newcomers and locals alike.	Year 1	All Councils and VS/SRDA
8.2.2	Work with the ethnic and cultural groups of Southland to increase awareness and understanding of the various cultures that exist in the region.	Year 1	VS/SRDA



## Implementation

Implementation of the Southland/Murihiku Welcoming Plan, and the accreditation of Southland as a 'Welcoming Community' according to the New Zealand Standard, will be achieved by prioritising activities into the following areas:

- Developing Regional Projects
- Encouraging Council Planning
- Partnering With Tangata Whenua
- Fostering Community Partnership & Support



## Developing Regional Projects

Southland's geographic size and large number of diverse communities is a considerable challenge for the region. To address this challenge, several regional projects have been identified that will contribute to Southland being seen as a welcoming and inclusive environment. The projects will encourage local communities, businesses, councils and other touch point organisations to adopt a consistent approach in welcoming newcomers to the region.

The projects will be further scoped, defined and

prioritised by the Southland/Murihiku Welcoming Communities Advisory Group and Venture Southland. Implementation will be in year one.

The regional projects are designed to:

- Improve and centralise welcoming information and activities
- Establish a regional hub and framework
- Provide a simple 'one stop welcoming shop' for newcomers
- Promote Welcoming Communities initiatives to newcomers

Project	Description	Linked Standard
<b>Southland Welcome Portal</b>	Investigate existing digital and online portals which currently target newcomers (southlandnz.com) with a view to developing and promoting a single regional portal which would become a 'one stop welcoming shop' for newcomers.	2.1.2 3.1.2 4.1.2 4.4.2 5.1.3
<b>Southland Newcomers Welcome Pack</b>	Partner with organisations which are 'welcoming touch points' and local communities to collate welcoming information into digital "Welcome Packs" for new arrivals to the region.	2.1.2 2.1.3 2.2.2 2.3.3 2.4.2 4.1.1
<b>Southland Community Welcome Resources</b>	Design a toolkit, linked to the Newcomers Welcome Pack, to inform local organisations, businesses and individuals on best practice techniques when engaging with newcomers.	1.1.3 2.1.2 5.3.1 5.4.1
<b>Southland Welcome Video</b>	Investigate creating a welcome video (or series of videos) which would showcase Southland hospitality with local Mayors, tangata whenua and local communities. The video would be used as a promotion tool for attracting people to Southland.	2.1.2
<b>Southland Cultural Training 'Welcome to Southland' Seminar</b>	Develop a seminar that provides cultural competency training to foster cultural knowledge between newcomers and local businesses, Council staff, touch point organisations and the local community.	2.3.1 5.4.2 8.1.1 8.2.1
<b>Southland Welcoming Brand</b>	Investigate a "Welcoming Southland" brand.	2.1.2 2.1.4
<b>Southland Story</b>	Ensure alignment with a key regional project identified in the region's development plan (and supported by MBIE) called the "Southland Story". This will seek to redefine what it is to be a Southlander as well as how this can be shared with new arrivals and visitors, international students etc.	8.2.1
<b>Welcoming Protocols</b>	Consult and partner with tangata whenua to develop and implement a suitable welcome protocol for Southland newcomers to be used in all regional welcoming activities and initiatives.	1.1.1
<b>Communication Campaign</b>	Promote the benefits of diverse communities and the Welcoming Communities initiatives across the region.	1.3.3 2.1.1 2.4.3 3.1.1 4.4.1 8.2.2

## Encouraging Council Planning

The Southland/Murihiku Welcoming Plan provides Councils with knowledge of the Welcoming Communities Standard, and the regional approach of the programme. While Councils are committed to implementing regional projects and supporting community initiatives, the next step is for individual Councils to develop their own welcoming plans. These plans would elaborate on the key projects identified in the Southland/ Murihiku Welcoming Plan and align with other Council aspirations, projects and processes.



## Partnering With Tangata Whenua

Southland aims to become accredited by partnering with tangata whenua during the creation and implementation of the Southland/Murihiku Welcoming Plan, and development of regional projects.

## Fostering Community Partnership & Support

Welcoming Plan implementation requires establishing supportive partnerships with the local community.

These partnerships will build upon the capacity and capability of Southland communities through increased awareness and interaction between the host community and those new to the region.



Community support is essential for implementation of the Southland/Murihiku Welcoming Plan and will be achieved through:

<b>Communications Campaigns</b>	The development and implementation of communication campaigns will be ongoing, but will initially focus on the Welcoming Communities standards and the benefits of diversity in the Southland region.	1.3.3 2.1.1 2.4.3 3.1.1 4.4.1		
	<b>Welcoming Touch-Points</b>	Partner with 'welcoming touch-point organisations' (i.e. LSN, supermarkets, medical centres, hospitals, real estate agents, Council offices and other settlement services) to identify newcomers and enable faster referrals to welcoming information. This will include supporting and educating these organisations on welcoming practices.	2.1.2 2.1.3 2.2.2 2.3.3 2.4.2	
		<b>Events</b>	Identify key events, and explore new event opportunities, which reflect the principles of the Welcoming Communities programme and encourage participation for all.	4.4.1 4.4.2

*Please Note: There are overlapping areas with the Council approach and planning. This is why all initiatives will be coordinated through the Southland Welcoming Communities Advisory Group and Venture Southland/Southland Regional Development Agency.*





## Conclusion

Welcoming Communities has been developed in recognition that communities are healthier, happier and more productive when newcomers are welcomed and participate fully in society and in the local economy.

Southland was selected as one of five regions across New Zealand to participate in the pilot programme and has, as a result developed a Southland/Murihiku Welcoming Plan.

The plan will assist in creating a welcoming environment for those new to the Southland region, and help to develop a sense of belonging through a range of activities that celebrate diversity and encourage social, cultural and economic participation.

A number of actions and projects have been identified that are required for Southland to become accredited according to the New Zealand Welcoming Communities Standard.

Accreditation will be achieved by developing these projects and activities, encouraging council planning, partnering with tangata whenua and fostering community partnerships.

With community support, this plan will lay the foundation for inclusion and diversity across the region. It will ensure that newcomers feel welcome and contribute to attracting more people to Southland.

Welcoming Communities is about every member of the community having the opportunity to shape and participate in welcoming activities. The projects, initiatives and activities identified in this plan will create a stronger and more prosperous Southland region.

We are grateful for all the feedback from individuals and groups that helped shape this plan.



### Acknowledgements

Thank you to Invercargill City Council, Southland District Council, Gore District Council, and Immigration New Zealand for their support during the development of the Southland/ Murihiku Welcoming Plan.

A special thank you to the members of the Welcoming Communities Advisory Group that drove this programme from concept to implementation, including: Bobbi Brown, Fi McKay, Cr Rebecca Amundsen, Cr Julie Keast, Cr Bronwyn Reid, Bernadette Hunt, Ailene Stehlin, Kirsten Diack, Trudie Hurst, Lia Stiles, Sue Morrison-Bailey, Deborah Lam, Mihaela Erdelyi, and Mary Napper.





**TO: COUNCIL**  
**FROM: ANDREW CAMERON – POLICY ANALYST**  
**MEETING DATE: TUESDAY 28 AUGUST 2018**

<b>DOG CONTROL</b>
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**SUMMARY**

<p>The Regulatory Services Committee discussed the draft Dog Control Bylaw and Policy, in particular the treatment of menacing dogs. To assist Council in their deliberations this paper outlines some alternative wording to reflect different policy considerations that may be considered for inclusion in the Dog Control Bylaw and Policy.</p>
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**RECOMMENDATIONS**

**That the further report Dog Control 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> No
6.	<i>Has the Child, Youth and Family Friendly Policy been considered?</i> Yes. The Dog Control Bylaw and Policy support the Child, Youth and Family Friendly policy by the establishment of dog free zones around children's playgrounds. The documents further balance the rights of dog owners with other users of parks and reserves.

## 1. MENACING DOGS

Menacing dogs are defined in the *Dog Control Act 1996* (the Act). Dogs are classified as menacing either:

- Breed: dogs **must be** classified as menacing under s33C if Council has reasonable grounds to believe that it belongs wholly or predominately to 1 or more breed listed in the Act;
- Deed: dogs **may be** classified as menacing under s33A if not classified as dangerous.

The Bylaw law relevantly requires that the owner of a dog classified as menacing (including both deed and breed) must follow these additional obligations:

- 17.1.2.a Ensure the provision of a secure area where it is possible to gain unrestricted access to at least one door of the dwelling.
- 17.1.2.c Not rehome the dog to any other person without the written consent of the Council.

An alternative approach that could be considered by Council is that the above additional obligations are defined to only apply to dogs that have been classified as menacing by deed. This could be done in a new clause 17.2

17.2 The owner of a dog classified as menacing by deed under s33A of the Dog Control Act 1996 has the following additional obligations:

- a. Ensure the provision of a secure area where it is possible to gain unrestricted access to at least one door of the dwelling.
- b. Not rehome the dog to any other person without notifying Council in writing prior to rehoming the dog~~the written consent of the Council.~~

The issue of Council consent to the transfer was also discussed. The above clause has been amended to remove the requirement for Council consent. The issue that has been identified by Staff if this requirement is removed is that there will be a period of time, between notification by the current owner and the application by the new owner for registration of the dog during which the suitability of the:

- owner; and
- premises,

to satisfy the requirements necessary to own a menacing dog by deed are unknown. The controls to manage the risks related to menacing dogs by deed will not be managed during that time.

Similar changes could be made to the Dog Control Policy.

## 2. FEES

Council has currently set the registration fee for all menacing dogs at \$150 (that is 150% of the standard fee). This is the same as the fee for dangerous dogs.

Menacing dogs are subject to the same monitoring and supervision by Council Staff as Dangerous dogs. On that basis Council Staff submit that the fee is set based on a cost recovery assessment.

Council could direct that the \$150 fee only apply to menacing dogs by deed and that the additional \$50 not be applied to owners of menacing dogs by breed.

Council could also direct that the fee for menacing dogs, by deed and/or by breed, be a figure other than \$150.

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# APPENDIX 1

**TO: REGULATORY SERVICE COMMITTEE**  
**FROM: ANDREW CAMERON – POLICY ANALYST**  
**MEETING DATE: TUESDAY 14 AUGUST 2018**

<b>DOG CONTROL BYLAW AND POLICY</b>
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**SUMMARY**

<p>On 3 July 2018 Council received oral submissions on the draft Dog Control Bylaw and Policy which was released for consultation with the Community. As a result of those oral submissions, Council requested that the policy and by law be reviewed for legislative compliance and consistency.</p> <p>As noted in the July 2018 report staff had considered the issues raised in written submission and have reconsidered the issues and completed a further review of the documents in accordance with Council direction. This report includes a comprehensive response to the issues raised by Mr Tribe, as requested by the Committee.</p>
--

**RECOMMENDATIONS**

**That the report Dog Control Bylaw and Policy be received.**

**And**

**That the Dog Control Bylaw – Appendix 1 and Policy – Appendix 2 as amended be recommended for consideration by Council.**

**And**

**That the Parks Division review their Dog Control Policy for consistency with this policy when the relevant Reserve Management Plans are next due for review.**

**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> Not at this stage.
3.	<i>Is this matter significant in terms of Council’s Policy on Significance?</i> No.
4.	<i>Implications in terms of other Council Strategic Documents or Council Policy?</i> The draft bylaw and policy have implications for the use of public spaces and in particular the parks and reserves operated by the Council. The draft bylaw and policy propose opening the Invercargill CBD to dogs and this may impact other policies or strategy in relation to the use of this area in the future.
5.	<i>Have the views of affected or interested persons been obtained and is any further public consultation required?</i> Yes.

6.	<p><i>Has the Child, Youth and Family Friendly Policy been considered?</i></p> <p>Yes. The Dog Control Bylaw and Policy support the Child, Youth and Family Friendly policy by the establishment of dog free zones around children's playgrounds. The documents further balance the rights of dog owners with other users of parks and reserves.</p>
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**Appendix**

- A. Dog Control Bylaw – marked up to show amendments made**
- B. Dog Control Policy – marked up to show amendments made**
- C. Submissions Received**
- D. Paper from Mr Morris on Fees under the *Dog Control Act 1996***
- E. Response to Mr Tribe's written submissions**

**1. LEGISLATIVE CONSIDERATIONS**

The *Dog Control Act 1996* (the Act) requires the Invercargill City Council to have a bylaw and policy relating to dogs. In addition, Council has a number of obligations relating to the management of dogs under the Act which are in part reflected in the Dog Control Bylaw and Policy.

Council when passing Bylaws also utilise powers under the *Local Government Act 2002*.

**2. Summary**

Mr Tribe has previously made thoughtful submissions in relation to the content of Council documents and potential issues that may have been caused by drafting. In this instance his submissions on the legal interpretation of legislation and the powers and obligations of Council under that legislation are subject to a number of legal errors including, but not limited to a failure to:

- understand legal drafting techniques and language; and/or
- refer to other enabling legislation for consideration; and/or
- read the complete Act and/or section to fully understand the nature of the powers and obligations of Council under the Act.

**3. Background**

Council first had an increased registration fee for menacing dogs since at least 2015. In 2015 Council also introduced a fee for the responsible owner of a menacing dog.

Mr Tribe alerted Council to the fact that the 2015 Dog Control Policy stated that all owners whose dogs have been classified as Menacing shall be classified as "Standard". As a result Council could not charge the reduced responsible owner of a menacing dog fee as the policy precluded them being defined as a responsible owner. Council Staff accept that it would not be possible to classify the owner of a menacing dog as a responsible owner, based on the current Dog Control Policy. Council will note that the fees and charges approved by Council and available on the Council web site also reflect that decision.

Mr Tribe also submitted that it was not possible to charge an increased fee for a menacing dog. Council staff accepted that point at the time as despite the fee being approved by Council the 2015 Dog Control Policy did not state that there would be an additional registration fee.



Reviewing the legislation as part of this process has confirmed that the fee was validly set Council in accordance with the *Dog Control Act 1996* and *Local Government Act 2012* however Council elected to discontinue charging an additional registration fee for menacing dogs in 2016.

Additional clarity could be provided in the Dog Control Policy by setting out that owners of menacing dogs are required to pay 150% of the standard registration fee. This approach is taken for dangerous dogs as the requirement to pay 150% of the fee is required by the *Dog Control Act 1996*. Council staff do not recommend this approach as this would require the Dog Control Policy to be reviewed, with the consequential requirement for consultation, any time that Council elected to vary this fee.

The majority of Mr Tribe's current submissions address similar issues with respect to Councils power in relation to menacing dogs.

#### **4. Inconsistency**

Mr Tribe is correct in the assertion that there is inconsistency between the Dog Control Bylaw and Policy, if by inconsistency he means that the documents are different. The submission is incorrect if it is taken to mean that the documents require different outcomes.

The *Dog Control Act 1996* establishes the requirement to have a Dog Control Bylaw and Policy. The Bylaw and Policy have different purposes under the Act and at law. The Policy is the document in which Council sets out its policy in relation to fees. If it is not a matter generally addressed by the Bylaw, or a power directly imposed from the *Dog Control Act 1996*, then Council can not take action. In addition the Policy is a guidance document which is used to expand on the issues addressed in the Bylaw and provide guidance as to how Council will apply the Bylaw.

Council staff have not identified any areas where the Dog Control Bylaw and Policy are inconsistent in the sense that they require different outcomes.

#### **5. Consultation**

Mr Tribe's concerns with respect to consultation appear to be limited to the issues of fees, in particular the registration fee for a menacing dog. Mr Tribe refers to the Act requiring Council *to include statements in a policy on fees and proposed fees*. That is not a correct reference to the requirement under the *Dog Control Act 1996*. The Act requires the Policy to include details of the **policy** in relation to fees or proposed fees.

Council set out its policy in relation to fees under the heading "Fees" within the Dog Control Policy and issued this document for consultation. Council consulted on all fees and charges in accordance with the requirements of the *Local Government Act 2012* and has set all fees in a manner consistent with the policy statement.

The requirement for notification of fees contained in the *Dog Control Act 1996* is that Council shall, at least once during the month preceding the start of every registration year, publicly notify in a newspaper circulating in its district the dog control fees fixed for the registration year. This has been complied with.

As Councillors would appreciate fees change on an annual basis, the Bylaw and Policy are not reviewed as frequently. As advised on 13 July 2018 it would have been possible, however not a legislative requirement, for Council to have consulted on the dog control fees at the same time as the Dog Control Bylaw and Policy and using the same consultation process this year. But that is the exception rather than the usual situation.

As confirmed verbally on 13 July 2018, Council did use the consultation process for the Dog Control Bylaw and Policy to consult on the new \$40 rehoming fee. This new fee arose after the original fees and charges document had been issued for consultation and it was considered appropriate to include that fee in the consultation process for the Dog Control Bylaw and Policy.

The *Dog Control Act 1996* requires Council to provide a copy of the draft policy to each person who is a registered owner of a dog in Invercargill. Council does this by sending a letter to each registered dog owner. There is no equivalent obligation in either the *Dog Control Act 1996* or the *Local Government Act 2012* with respect to the setting of fees under the *Dog Control Act 1996* and Council does not do this when setting fees on an annual basis.

## **6. Fees**

Mr Morris has prepared an advice in relation to the power of Council to set fees (Appendix D). In summary the advice is that the *Dog Control Act 1996* provides a broad power for Council to set reasonable fees for the registration and control of dogs. It is considered that all fees approved by Council are within this power.

Subject to amendment of the Dog Control Policy that menacing dog owners may apply for responsible dog owner classification Council staff remain satisfied that Council has set fees within its power.

## **7. Other Matters Raised**

For completeness a response to all matters raised by Mr Tribe is included in Appendix E. As noted in the paper on 13 July 2018 Council Staff remain satisfied that the Dog Control ByLaw and Policy are legislatively compliant and that there is no amendment required as a result of the submissions received.

## **8. Risk**

Council faces a reputational risk if animal control services are not properly managed. It is considered the proposed changes to process and procedures are appropriate to manage the risk to an acceptable level. There is also a regulatory risk if Council is not seen to be fulfilling its obligations under the *Dog Control Act 1996*.

The proposed change to allow dogs off leash on formed walkways has the potential to increase the interaction between dogs and other users in the Sandy Point area. Within the Sandy Point area there are the following existing designations for what may be considered "formed walkways":

- Walkway;
- Walkway/cycleway;
- Mountain bike trail;
- Access track;
- Sled dog trail; and
- Horse track.

Council should consider for each of those designated uses:

- the potential increase in risk from allowing dogs off leash on those “formed walkways”; and
- whether this is risk and acceptable and/or whether any further controls, signage or education is required for the users of these areas.

**9. Inconsistency**

The proposed Bylaw and Policy are inconsistent with the Parks Dog Control Policy. The inconsistency relates to the treatment of formed walkways in the areas which are otherwise dog off leash areas.

**10. Next Steps**

If the Committee approves the recommended Dog Control Bylaw and Policy they will be presented to the Council for adoption.

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## **INVERCARGILL CITY COUNCIL**

### **Bylaw 2018/2 – Dog Control**

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## **INVERCARGILL CITY COUNCIL BYLAW 2018/2 – DOG CONTROL**

A Bylaw of the Invercargill City Council made in pursuance of the powers contained in the Dog Control Act 1996 and the Local Government Act 2002.

### **1. SHORT TITLE AND COMMENCEMENT**

1.1 This Bylaw shall be known as “The Invercargill City Bylaw 2018/2 – Dog Control” and is made for the effective control and regulation of dogs in the Invercargill City Council boundaries.

1.2 This Bylaw shall come into force on .

### **2. PURPOSE OF BYLAW**

2.1 The Bylaw is made primarily under the authority of Section 20 of the Dog Control Act 1996 and the provisions of the Local Government Act 2002.

2.2 The primary purpose of the Bylaw is to strike an appropriate balance between the protection and safety of the public and the advantages to individuals and communities of dog ownership and the ability to satisfy their recreational needs. It also seeks to minimise distress and nuisance caused by dogs to the community as far as is practicable through legislative means.

### **3. REPEAL**

The Invercargill City Council Bylaw 2015/1 - Dog Control is hereby repealed from the day this Bylaw comes into force.

### **4. EXCLUSIONS**

This Bylaw only applies to dogs.

This Bylaw does not include Animal Welfare matters.

### **5. INTERPRETATION**

In this Bylaw, unless inconsistent with the context:

**COUNCIL** means the Invercargill City Council.

**DISABILITY ASSIST DOG** means a dog defined as a disability assist dog under Section 2 of the Dog Control Act 1996 and specifically includes a dog certified by one of the following organisations as being a dog trained to assist (or as being a dog in training to assist) a person with a disability:

- a. Hearing Dogs for Deaf People New Zealand
- b. Mobility Assistance Dogs Trust



- c. New Zealand Epilepsy Assist Dogs Trust
- d. Royal New Zealand Foundation of the Blind
- e. Top Dog Companion Trust

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

**OFFICER** means an Animal Control Officer or Dog Ranger appointed under the Dog Control Act 1996 and includes an Honorary Dog Ranger.

**OWNER** means someone who owns a dog or has it for more than 72 hours or is a parent or guardian of an owner of a dog where the owner is under the age of 16 and is living with the parent or guardian.

**PROPERTY** means a piece of land or real estate.

**PUBLIC PLACE** means public place as defined in Section 2 of the Dog Control Act 1996.

**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.

**WORKING DOG** means working dog as defined under Section 2 of the Dog Control Act 1996.

## **DOG OWNER OBLIGATIONS**

### **6. SHELTER FOR DOGS**

6.1 The owner of any dog shall provide for it:

6.1.1 a weatherproof kennel or place of confinement of adequate size constructed on well-drained ground;

6.1.2 access to clean water; and

6.1.3 in the case of a kennel without other means of confinement, provided with a fixed chain or running wire which allows the dog free movement about the kennel.

All kennels or places of confinement shall be kept in a reasonable, clean and sanitary condition. A place of confinement may include a dwelling.

6.2 No owner of any dog shall keep it on any property in any kennel other than a dwelling, any part of which is nearer than one metre to any boundary of that property. Exceptions will apply to properties that are too small to accommodate this, or a kennel is adjoining a solid fence or wall and does not cause a nuisance to neighbouring properties.

7. FENCING OF DOGS

7.1 The owner of any dog shall keep and prevent that dog from wandering or being at large in any public place, excluding specified off ~~lead~~leash areas. A dog shall be considered wandering or at large if the dog is not kept under continuous and effective control by means of a leash securely attached to a collar on the dog, with the exception of active working dogs.

7.2 All dogs should be appropriately confined when not under the control of their owner or a responsible person. Adequate confinement is interpreted as the following:

7.2.1 not allowing dogs to intimidate the general public through charging or intimidation of any passers-by or neighbouring properties.

7.2.2 confining dogs to a fully fenced space that provides adequate area for exercise and movement.

7.2.2 menacing or dangerous dogs are required to be kept in a securely fenced portion of the property which it is not necessary to enter to obtain access to at least one door of any dwelling on the property.

7.3 Officers have the right to ~~enter inspect~~ any property where the Officer has good cause to suspect an offence against the Bylaw has been committed. Where an offence is established Council may either prosecute in the District Court to ensure compliance with this Bylaw and may issue an infringement notice if the owner does not comply.

7.4 No person shall encourage a dog to fight or attack any person, animal or dog, and shall take all reasonable steps to prevent a dog or dogs from fighting or attacking any person, animal or dog.

7.5 Menacing or dangerous dogs or dogs known to rush at or attack any person, animal or dog, must not be at large unless it is kept under continuous and effective control by means of a leash securely attached to a collar on the dog ~~control~~.

8. LIMITATION ON NUMBER OF DOGS

8.1 No occupier of premises, other than those within areas zoned "Rural" by the District Plan, shall keep more than two dogs over the age of three months at any one time, unless that person obtains approval from the Council to do so.

8.2 Upon written application, the Council may grant such approval subject to such terms, conditions and restrictions as the Council considers necessary or desirable in any particular case.

8.3 Every application for approval shall be made to the Council in writing in such form as the Council may from time to time require.

8.4 Every application for approval shall be accompanied by such fee detailed in Council's Schedule of Fees and Charges. Every such licence shall remain unless revoked as a result of a breach of the owner's obligations under the *Dog Control Act 1996* or Invercargill City Council's bylaws and policies.

8.5 The fee for such approval shall be payable in addition to the dog registration fees. This does not apply to ownership of three dogs as at 1 July 2015.

9. DOGS ON OR IN VEHICLES

- 9.1 No person shall allow a dog to ride on or within any vehicle, or be on any road or public place, unless the dog is at all times kept under effective control so as to prevent the dog from leaving the vehicle or from attacking any passers-by.
- 9.2 An exemption to Clause 9.1 is made for active working dogs to ride on or within any vehicle, or be on any road or public place.

10. DOGS IN PUBLIC PLACES

The Council may prohibit dogs from certain areas where it considers it necessary for the protection of the health and safety of the public or where it is considered desirable due to intense public use or the need to protect an area from dogs or for such other purpose as the Council may from time to time consider appropriate. Refer to Schedule 1 for a list of dog prohibited areas.

11. LEASH CONTROL AREA

- 11.1 Where a dog is in a public area, it must be on a leadleash and under control at all times.
- 11.2 Dog owners must ensure that their dog is kept under control at all times, and when in public places, excluding specified off leadleash areas, dogs must be on a leadleash held by a person who is capable of controlling the dog. This is to protect public safety and also to help to ensure the safety of dogs and other animals. Public areas are listed under Leash Control Area in Schedule 1.

12. NON DESIGNATED DOG AREAS

- 12.1 All dogs must be kept under proper and effective control at all times. A dog may be allowed to be unrestrained in any area that is not defined by a Council Bylaw as a leash control area or prohibited area provided that the dog is properly controlled.

13. FOULING BY DOGS

- 13.1 Every person who, being the owner of a dog which defecates in any public place, or on any land or premises other than land or premises occupied by that person, shall immediately remove the faeces. Where a public litter bin or similar receptacle is used to dispose of the faeces, the faeces must be suitably wrapped or contained to prevent fouling of the receptacle.

**CUSTODY OF DOGS**

14. IMPOUNDING OF DOGS

- 14.1 In cases where an Officer sees a dog wandering in a public place, that Officer will seize the dog. The dog will be treated in accordance with Council's process for the treatment of wandering dogs.
- 14.2 Where a wandering dog is impounded the Animal Care Facility will provide adequate and properly maintained facilities and resources for the care and safety of the dogs. Such dogs shall be humanely handled. Appropriate action will be taken to prevent the suffering of any diseased or injured dogs.
- 14.3 Animal Services will contact the owner, if the dog is registered. If after 7 days no owner has come forward to collect the dog and/or the Council has been unsuccessful in contacting the owner impounded dogs will be managed in accordance with the Council's process for rehoming or euthanasia as appropriate.

### **INFRINGEMENT OFFENCES**

#### **15. NUISANCE**

- 15.1 Nuisance covers a wide range of issues and includes (but is not limited to) barking, dog faeces, roaming, and general dog activities. The owner of any dog, and the owner or occupier of any premises on which any dog or dogs are kept shall ensure it does not create a nuisance or annoyance by:
  - 15.1.1 Ensuring the dog does not obstruct the lawful passage of persons in public places.
  - 15.1.2 Ensuring the dog does not rush and/or frighten persons in a public place or lawfully on private property.
  - 15.1.3 Taking adequate precautions to prevent the dog or dogs, or the keeping thereof, from becoming a nuisance or annoyance.
- 15.2 If, in the opinion of the Council, any dog or dogs or the keeping thereof on any premises has become, or is likely to become, a nuisance, the Council may, by notice in writing, require the owner or occupier of the premises, within a time specified in such notice, to do all or any of the following:
  - 15.2.1 Reduce the number of dogs kept on the premises.
  - 15.2.2 Order the permanent removal of a dog/dogs on a property.
  - 15.2.5 Take such other action as the Council deems necessary to minimise or remove the likelihood of nuisance.

### **DOG CLASSIFICATIONS**

#### **16. DANGEROUS DOGS**

**Dangerous Dog** has the same definition as in section 31(1) of the Dog Control Act 1996.

- 16.1 The owner of any dog classified as dangerous must follow these additional obligations:
  - 16.1.1 The owner must ensure the provision of a secure area for the dog where it is possible to gain unrestricted access to at least one door of the dwelling.

- 16.1.2 The dog must be muzzled in any public place when not confined in a vehicle or cage.
- 16.1.3 The owner may not rehome the dog to any other person without the written consent of the Council.
- 16.1.4 The dog must be neutered within one month of the dog being classified as dangerous.

## 17. MENACING DOGS

**Menacing Dog** has the same definition as in section 33A of the Dog Control Act 1996.

17.1 The owner of any dog classified as menacing must follow these additional obligations:

- 17.1.1 Any dog, classified as menacing by any other territorial authority, that now resides in Council's area must be neutered as per section 33EB of the Dog Control Act 1996.
- 17.1.2 Any owner of a dog classified as menacing must follow these additional obligations:
  - a. Ensure the provision of a secure area where it is possible to gain unrestricted access to at least one door of the dwelling.
  - b. Ensure that the dog is muzzled in any public place when not confined in a vehicle or cage.
  - c. Not rehome the dog to any other person without the written consent of the Council.

## SCHEDULE 1

### DOG AREAS

Dog owners are responsible for keeping their dogs under control at all times in all areas. Council compliance officers will monitor the requirements of the Bylaw and Policy with a focus on educating dog owners. However for those owners who repeatedly fail to comply enforcement action may be considered.

### DOG PROHIBITED AREA

The Council may prohibit dogs, with notification by signage and advertising, from certain areas where it considers it necessary for the protection of the health and safety of the public or where it is considered desirable due to:

- intense public use, or
- the need to protect an area including wildlife and stock from dogs, or
- for such other purpose as the Council may from time to time consider appropriate.

The following areas within the District are designated as prohibited areas for dogs:

**Events** that are organised by Council unless otherwise publicised.

**Children's Playgrounds** – Within ten metres of children's play equipment, skateboard ramps and paddling pools.

**Sports Fields** – The designated playing areas of all marked sports fields.

**Ponds and Lagoons on Reserves** – Including the areas around:

- Sandy Point specifically designated as wildlife habitats (see ICC Sandy Point Management Plan for further details); and
- Donovan Park where there is a risk of disturbing wildlife (see ICC Donovan Park Management Plan); and

~~Areas that are otherwise notified by way of signage and advertising that there is a temporary dog prohibition in place because of wildlife, stock or other issues.~~

~~Sandy Point and Donovan Park ponds and lagoons.~~

**Tiwai Peninsula.** This area is within the Invercargill City Council Boundaries but controlled by the Department of Conservation and is subject to their rules in relation to dogs.

#### **Controlled Dog Area**

The following Controlled Dog Areas apply in the District:

**Awarua Wetlands** – Department of Conservation Permit is required to bring a dog into this area.

#### **LEASH CONTROL AREA**

Where a dog is in a public area, it must be on a leash and under control at all times.

Dog owners must ensure that their dog is kept under control at all times, and when in public places excluding dog off leash areas, dogs must be on a leash held by a person who is capable of controlling the dog.

This is to protect public safety and also to help ensure the safety of dogs and other animals.

A public area includes:

- All streets and roads.
- Footpaths and walkways.
- Parks and reserves. (Excluding ~~the dog off leash areas~~ Elles Road Dog Park)
- Cemeteries and crematorium.
- Formed walking tracks on reserves (excluding the dog off leash areas).

**APPENDIX 1**

**DOG OFF LEASH MAP**

Parks where dogs can be exercised off leash. The green areas of the map indicate the park locations~~general areas~~ where dogs can be exercised off leash. ~~Further d~~Details of the specific areas which are included in the following maps.

Owners are responsible for keeping their dogs under control at all times and must use their own discretion to determine whether their dog is sufficiently well trained to remain off leash when walking near stock, even when the stock is fenced.



Parks where dogs can be exercised off lead

### Turnbull Thomson Park

The sports fields, so marked, from season to season are dog prohibited areas.





**Donovan Park**

The sports fields, so marked, from season to season are dog prohibited areas.

The pond area is a dog prohibited area.



**Elizabeth Park**

Dogs are prohibited from being within 10 metres of the play equipment.



**Elles Road Dog Park**

Within the fenced area the dog park is an off leash area. All areas outside the dog park are dog on leash areas.



**Waihopai Walkway**

The ICC Parks and Reserves are marked on the map below.

The walkway itself is controlled by Environment Southland.

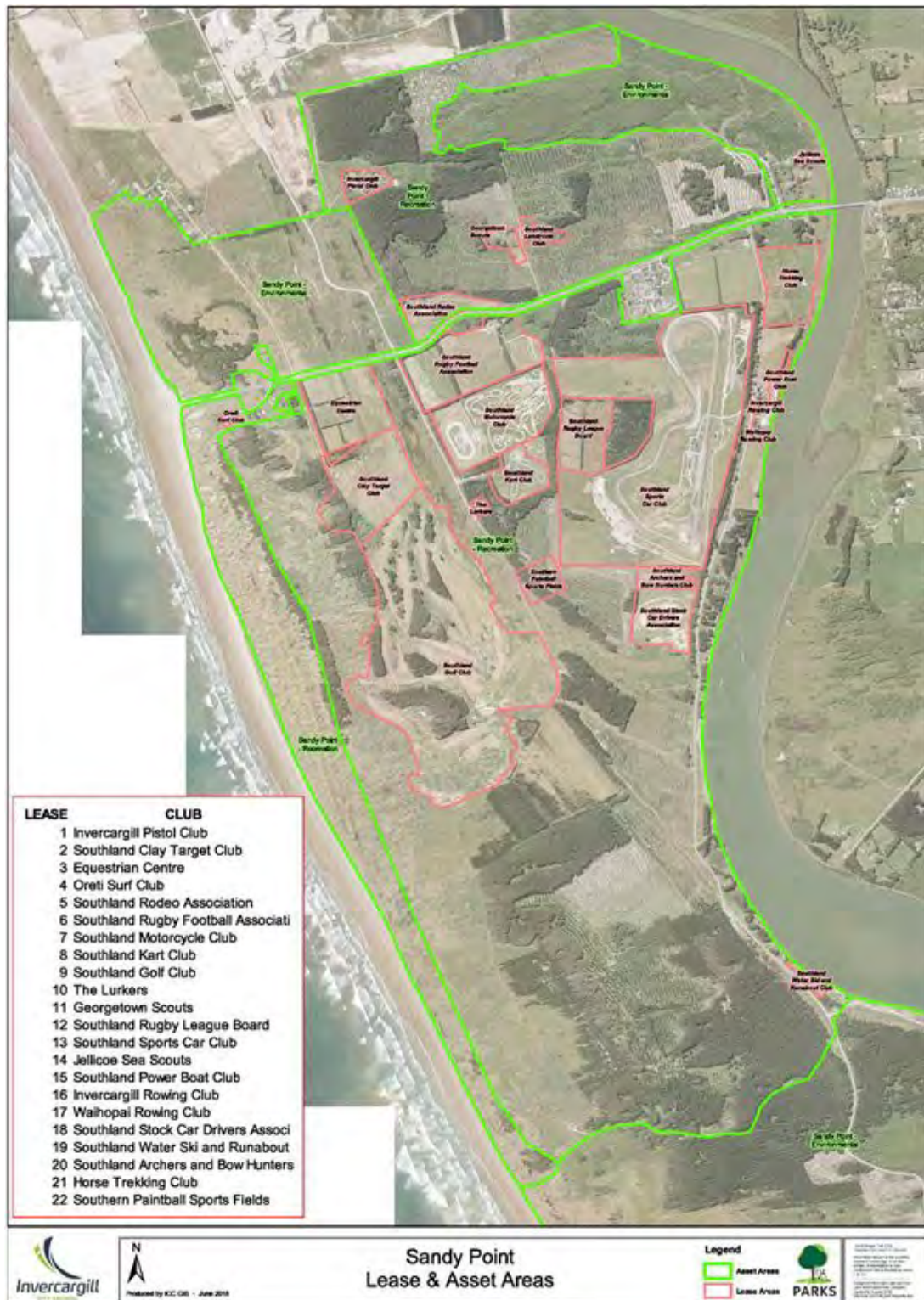
The red crosses indicate playgrounds and are dog prohibited areas (within 10 metres).



**Sandy Point**

Sandy Point is a dog off leash area subject to the following restrictions.

The leased areas identified below are excluded from the Council Dog Policy.

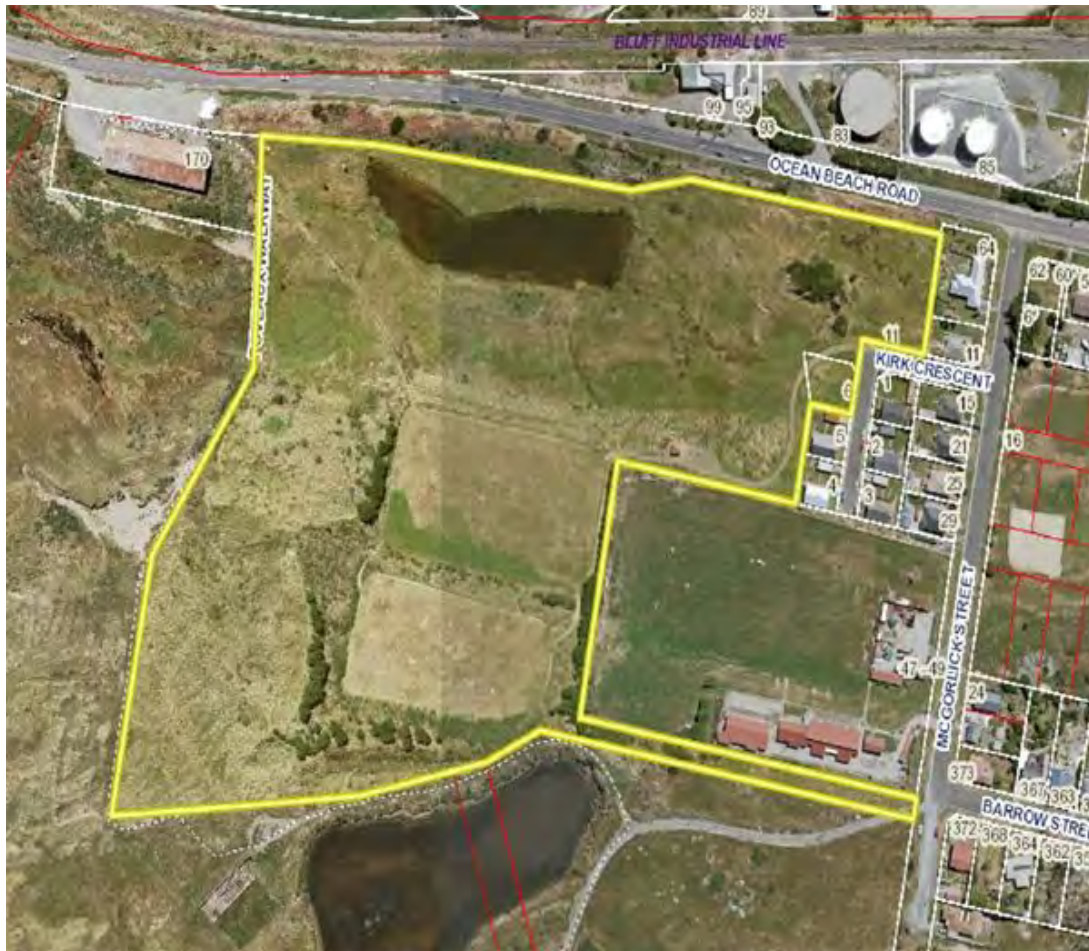


Silver Lagoon – at the end of Round Tree Track is a dog prohibited area.



**Area of Dog Exercise/Off Leash in Bluff**

Ocean Beach Reserve is a dog off leash area excluding the designated playing areas.





# DOG CONTROL POLICY

Effective from 1 July 2018

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This Policy outlines how Invercargill City Council's Animal Services Department will fulfil its responsibility under the Dog Control Act 1996. This Policy is a tool to create a mutual understanding of the roles and responsibilities of Dog Owners and Animal Control Officers. The Invercargill City Council acknowledges that dog ownership contributes to people's health and well-being through companionship and the need to regularly exercise dogs. This Policy promotes good dog care and control through the use of education and registration as well as enforcement measures.

## Purpose

To help promote responsible dog ownership, dog care and dog welfare by striking an appropriate balance between the protection and safety of the public and the advantages to individuals and communities of dog ownership.

To clarify the roles and responsibilities of Dog Owners when dogs are in public spaces by the identification of places in which dogs are:

- Prohibited, including areas where children play;
- may be taken on leash; and
- may be exercised off leash

with the aim of minimising danger, distress and nuisance caused by dogs.

## Scope

This policy applies to all dog owners in the Invercargill City Council area and to all employees of Invercargill City Council.

## Fees

The Act provides that Council can set reasonable fees for the registration and control of dogs. In setting fees the Council has regard to the relative costs of the registration and control of dogs in the categories described in this policy and such other matters as the Council considers relevant. Council has given considerable thought to what level of fee is fair and reasonable and the guiding considerations are:





- The overall philosophy is that the principle of user pays will apply, with a greater emphasis on recovery of fees from those owners who fail to meet their legal obligations.
- In setting fees and charges for dog control in any year, Council is required to decide the most appropriate means of collecting revenue, having regard to fairness and efficiency for dog owners and the public alike.
- The cost of registration should be in proportion to the level of service required for that class of owner/dog.
- As nearly every function provided by the Animal Services Department has some element of public good, it is appropriate that ratepayers make some contribution.

The Dog Control Act provides that different fees may apply for different classes of dogs or owners. This recognises and rewards a high level of responsible ownership and acts as an incentive for all dog owners to attain a high standard of care and control of their dog.

## Definitions

<b>Act</b>	means the Dog Control Act 1996.
<b>Council</b>	means the Invercargill City Council.
<b>Disability Assist Dog</b>	means a dog defined as a disability assist dog under Section 2 of the Dog Control Act 1996 and specifically includes a dog certified by one of the following organisations as being a dog trained to assist (or as being a dog in training to assist) a person with a disability:  Hearing Dogs for Deaf People New Zealand Mobility Assistance Dogs Trust New Zealand Epilepsy Assist Dogs Trust Royal New Zealand Foundation of the Blind Top Dog Companion Trust
<b>Infringement Offence</b>	means an offence specified in Schedule 1 of the Dog Control Act 1996.
<b>Leash</b>	means a lead which is capable of restraining a dog.
<b>Officer</b>	means an Animal Control Officer or Dog Ranger appointed under the Dog Control Act 1996 and includes an Honorary Dog Ranger.
<b>Owner</b>	means someone who owns a dog or has it for more than 72 hours or is a parent or guardian of an owner of a dog where the owner is under the age of 16 and is living with the parent or guardian.
<b>Responsible Dog Owner</b>	means an owner who has been granted this status by the Council and has had a dog registered for a minimum of one

year with no complaints, has adequate fencing to contain the dog at all times and has unimpeded access to the dwelling that still keeps the dog contained.

**The District** means the area under the authority of the Invercargill City Council.

**Working Dog** means working dog as defined under Section 2 of the Dog Control Act 1996.

## Background

Dog control remains an important regulatory function for all territorial local authorities. Council recognises the need to achieve positive and enduring relationships with the community. It is important that our Officers do not just enforce the laws under the Act, but also educate and build strong relationships with the community. This means being supportive and helpful to both dog owners and non-dog owners.

The Act reinforces responsible dog ownership through provisions for education, welfare, and training of dogs. Owners, who fail to fulfil their obligations, may face a wide range of penalties including infringement notices, higher registration fees and the potential for prosecution. It is the Council's duty to ensure that they develop and adopt policies which support the intention of the Act. This document serves to clarify and give detail to dog control in the District.

Where dogs are impounded and/or require euthanasia Council acknowledges the important roles that Animal Services can play in ensuring that they are treated humanely at all times.

## DOG OWNER CLASSIFICATION

Council has two dog owner classifications:

- Standard Dog Owners; and
- Responsible Dog Owners.

### Standard Dog Owners

All owners not classified as category "Responsible Owner", along with those owners whose dog(s) have been classified as Dangerous shall be classified as "Standard".

### Responsible Dog Owners

Responsible dog owners will receive a discount on registration to recognise their good dog ownership history. An owner may be granted this category upon fulfilling the following criteria;

- having the dog registered for a period of at least one year and Council having received no justified complaints or infringements;
- the owner must be able to show an Officer that their property is adequately fenced to contain the dog(s) at all times;
- the owner must be able to keep the dog contained in a manner that allows unimpeded access to the dwelling;
- the dog must be micro-chipped;

- registration must be paid on time;
- the owner must show sufficient understanding of responsible dog ownership.

The owner will need to fill in a responsible dog owner application and accept the terms required for inclusion in this category.

An Officer may revoke the privileges associated with this category and remove the owner's classification if they have good reason to believe that the terms of the classification have not been or are not being complied with. The owner concerned will then be ineligible for reassessment for inclusion in the "Responsible Owner" status for a two year period.

## Probationary Owners

Owners will be included in this class if they have received three or more infringement notices in a 24 month period or if they have been prosecuted under the Act. The Director of Environmental and Planning Services has the delegation to declare any owner probationary, in accordance with the provisions of section 21 of the Act. An owner will remain a probationary owner for a period of 24 months.

The probationary classification has the following effect:

- The owner is not allowed to own any additional dogs other than the ones registered and in their possession at the time probationary status is given.
- The owner must dispose of any unregistered dogs.

The Council will provide any probationary owner with notice of the effects of the classification and information on how to object to the classification.

Owners have the right to object to this classification at any time, but no objection may be lodged within 12 months of the hearing of any previous objection to the classification. In the event of an objection the matter will be referred to Council's Hearings Panel for determination. Council may choose to appoint an independent commissioner to hear and determine any objection. In considering an objection Council will take the following factors into account:

- The circumstances and nature of the offence(s).
- The competence of the person in terms of being a responsible dog owner.
- The matters advanced in support of the objection and any other relevant matters.

Council encourages owners to undertake approved education and obedience courses as a means of reducing the probationary period.

## Disqualification of Owners

Individuals will be disqualified from owning dogs for a period of up to five years in accordance with section 25 of the Act. These include:

- A person commits three or more infringement offences (not relating to a single incident or occasion) within a continuous period of 24 months.

- A person is convicted of an offence (not being an infringement offence) against the Act.

If an owner is classified as probationary and they commit further offence/s the owner will be disqualified from owning a dog. The disqualified owner must dispose of any dogs in their possession within 14 days and may not transfer ownership to another person residing in the same dwelling. Council will provide any disqualified owner with notice of the effects of disqualification and information on how to object to the disqualification.

Council has delegated authority for disqualifying owners to the Director of Environmental and Planning Services. Any owner disqualified may object to the disqualification. Council's Hearings Panel would then determine the matter.

## DOG OWNER OBLIGATIONS

### General Health and Welfare

The owner of any dog must ensure that the dog receives proper care and attention, is supplied with proper and sufficient food and water, and receives adequate exercise.

Every owner of a dog shall ensure that the dog is provided with proper and sufficient shelter. Any kennels provided are required to be weatherproof and of adequate size with access to clean water, constructed on well drained ground and, in the case of a kennel without other means of confinement, provided with a fixed chain or running wire which allows the dog free movement about the kennel, and such kennel or place of confinement shall be kept in a clean and sanitary condition.

A place of confinement may include a dwelling. If a kennel is not provided, dogs must have access to the interior of a building with an adequate sleeping area provided at night time.

### Registration

Every person in possession of a dog greater than three months in age must register their dog annually with the Council. Owners registering their dog for the first time will be required to come into Council's office to complete a dog registration form and to sign it as the dog owner. Registration commences for any given year on 1 July.

When a dog is re-homed from one owner to another, both owners are required to notify Council of the change of ownership for registration purposes.

When a dog is relocated to the District from another council's district, the tag is to be surrendered to Council, upon which a new tag containing Invercargill City Council details will be issued to the owner at no extra charge provided the registration is current.

In the event of the death of a dog, the owner must notify Council in writing. On receipt of written notification, Council will issue a refund for the remainder of the registration year.

If owners do not meet the obligations to register their dogs or notify Council of a change of address or ownership, enforcement action may be initiated and fines may be imposed

## Micro Chipping

- All dogs, except working dogs registered for the first time as of 1 July 2006, must be micro-chipped.
- A micro-chip certificate is to be provided for all newly registered dogs within 30 days of registering the dog. Failure to do so may result in the issue of an infringement notice.
- Any dog that is unregistered and is impounded will be required to be micro-chipped and registered prior to release.

## DOGS IN PUBLIC SPACES

Dog owners are responsible for keeping their dogs under control at all times in all areas. Council compliance officers will monitor the requirements of the Bylaw and Policy with a focus on educating dog owners. However for those owners who repeatedly fail to comply enforcement action may be considered.

### Dog Prohibited Areas

The Council may prohibit dogs, with notification by signage and advertising, from certain areas where it considers it necessary for the protection of the health and safety of the public or where it is considered desirable due to:

- Intense public use, or
- The need to protect an area including wildlife and stock from dogs, or
- For such other purpose as the Council may from time to time consider appropriate.

The following areas within the District are designated as prohibited areas for dogs:

**Children's Playgrounds** Within ten metres of children's play equipment, skateboard ramps and paddling pools.

**Events** that are organised by Council unless otherwise publicised.

**Ponds and Lagoons on Reserves** Including the areas around:

- -Sandy Point specifically designated as wildlife habitats (See ICC Sandy Point Management Plan for further details); and
- Donovan Park where there is a risk of disturbing wildlife (see ICC Donovan Park Management Plan) ponds and lagoons.

**Sports Fields** The designated playing areas of all marked sports fields.

**Tiwai Peninsula.** This area is within the Invercargill City Council Boundaries but controlled by the Department of Conservation and is subject to their rules in relation to dogs.

### Controlled Dog Area

The following Controlled Dog Areas apply in the District:

**Awarua Wetlands** – Department of Conservation Permit is required to bring a dog into this area.

## Leash Control Areas

Where a dog is in a public area, it must be on a leash and under control at all times.

Dog owners must ensure that their dog is kept under control at all times, and when in public places, excluding dog ~~off leash exercise~~ areas, dogs must be on a leash held by a person who is capable of controlling the dog.

This is to protect public safety and also help to ensure the safety of dogs and other animals.

A public place area includes:

- ALL streets and roads.
- Footpaths and walkways.
- Parks and reserves. (Excluding ~~the dog off leash areas~~ Elles Road Dog Park)
- Cemeteries and crematorium.
- Formed walking tracks on reserves (excluding the dog off leash areas).

## Non Designated Dog Areas

All dogs must be kept under proper and effective control at all times. A dog may be allowed to be unrestrained in any area that is not defined by a Council Bylaw as a leash control area or prohibited area provided that the dog is properly controlled.

## Dog off Leash Area

Invercargill is a city characterised by large amounts of open space to which the public has access. Most of this open space is suitable for exercising dogs provided they are kept under control and owners are responsible in exercising control. ~~Council does not intend to designate any area within a leash control area for use as a dog exercise area.~~ Dogs may be exercised off the leash in the following areas (*Appendix 1*):

**Donovan Park** excluding marked sports fields and the pond area.

**Elizabeth Park** excluding playgrounds ~~and walking tracks.~~

**Elles Road Dog Park** within the confines of the fenced Dog Park.

~~**Oreti Beach** – a reasonable distance away from people so as not to cause a nuisance or distress.~~

**Sandy Point Domain** excluding leased areas, playgrounds, marked sports fields and the ponds and lagoons. ~~Dogs must be on a leash while on or within five metres of the walking track.~~

**Turnbull Thomson Park** excluding playgrounds and marked sports fields.

~~**Waihopai Walkway** – the river margins along the entire walkway upstream of Stead Street, excluding areas where stock is being grazed. Dogs must be on a leash while on or within five metres of the walking track.~~ **Ocean Beach Reserve – Bluff** excluding playgrounds and marked sports fields.

Owners are responsible for keeping their dogs under control at all times and must use their own discretion to determine whether their dog is sufficiently well trained to remain off leash when walking near stock, even when the stock is fenced.

## CUSTODY OF DOGS

### **Impounding Dogs**

The Animal Care Facility will provide adequate and properly maintained facilities and resources for the care and safety of impounded dogs. Such dogs shall be humanely handled. Appropriate action will be taken to prevent the suffering of any diseased or injured dogs. Impounded dogs must be kept for a minimum of seven days if no owner has been contacted or come forward to collect the animal.

Where a dog is repeatedly found wandering, the Officer must be satisfied that the correct measures have been taken to prevent wandering before the dog will be released back to the owner.

### **Releasing Dogs**

Dogs shall only be released by prearranged appointment from the Animal Care Facility under the following circumstances:

- All fees must be paid prior to release.
- An Officer is satisfied that the dog is registered.
- An Officer is satisfied that the dog is micro-chipped.
- An Officer is satisfied that the person obtaining the dog is the rightful owner of the dog or has been duly authorised by the rightful owner to act in that capacity.

### **Rehoming Unclaimed Dogs**

A suitable unclaimed dog may facilitate the release to any person or organisation provided that:

- An Officer at the Animal Care Facility considers that person or organisation to be a suitable person.
- The dog is vaccinated, registered, micro-chipped and the costs of such are met by the person or organisation wishing to provide a home for the dog.

Council will not be held responsible for any dog that has fallen ill after re-homing or found to be ill once it has been released. Officers will always do their best to ensure the safety and health of dogs in the possession of Council.

### **Euthanasia of Dogs**

Impounded dogs that are not claimed within 7 days, and that are deemed by an Officer as unsuitable for re-homing, will be euthanised by humane means. Dogs that are suitable for re-homing that have not found a suitable owner will be euthanised by humane means at the discretion of an Officer.

Where the owner wishes that an impounded dog be euthanised, it will be arranged at the owner's cost. All other relevant or accrued fees shall remain as a debt due to Council.

## ENFORCEMENT AND INFRINGEMENT NOTICES

Council recognises that the majority of dog owners are responsible and that for most owners, an explanation of an issue will suffice in fixing the problem. This will be the first step in Council's enforcement protocol, unless the incident involves injury or distress to an animal or person and there are health issues associated.

In some instances a written warning will be issued. If Council records indicate that two or more written warnings have been issued in a 12 month period, the offence may be dealt with by issuing an infringement notice.

Officers have the authority to issue an infringement notice at any time if they feel the situation warrants. This can occur either in the field or after subsequent investigation.

## Abatement of Nuisance

Where in the opinion of the Officer the keeping of any dog(s) on a premise is, or is likely to become, a nuisance the Officer may issue the owner with a written notice requiring the owner to take specific steps to solve the problem.

## Barking Dogs

When Council receives a complaint about a barking dog, the Officer will initiate a process to investigate the issue. If the problem continues despite efforts being taken to educate the owner and steps being taken to rectify the issue a notice may be issued requiring the dog/s to be removed from the property. The owner can appeal this notice and any appeal will be determined by Council's Hearings Panel. If the notice is not complied with Council may undertake enforcement actions.

## Wandering Dogs

Where an Officer sees a dog wandering in a public place, that Officer will seize the dog. The dog will be treated in accordance with the Council's process for the treatment of wandering dogs including, at the Officer's discretion and in accordance with Council's process it may be returned to its home address and released provided that the owner is at home to establish ownership and take possession of the dog. A warning or infringement notice may be issued and a return fee will be charged.

## Dog Attacks or Biting

Where a dog attacks or bites a person, and where the victim was going about their lawful business, Council will consider instigating legal action under section 57 and / or 58 of the Act against the dog owner or person in charge of the dog at the time of the offence. Council will require a written statement of complaint from the complainant.

Upon conviction Council may ask the Court for a destruction order or declare the dog a dangerous dog.



## Prosecution

Where an offence is considered to be serious enough, and sufficient evidence exists, Council will prosecute an offender in the District Court. These offences include, but are not limited to, the following situations where the dog or their owner has:

- Caused significant damage to property.
- Caused significant damage or injury to any person or animal, domestic or wild.
- Caused severe distress.
- Caused danger, distress or nuisance to any person or the community on a number of occasions.
- Not complied with the dangerous or menacing classification requirements.

Prosecution will be considered for offences against the Act or any Council Bylaw. In all circumstances, Council has delegated to the Director of Environmental and Planning Services the authority to determine whether to proceed with prosecution.

## Offences and Penalties

Offences and Penalties are set by the Act. Council does not have the authority to set or alter fines. Penalties are reasonably high to discourage non-compliance and are set out in Schedule One of the Act.

Please note if you are prosecuted under the Bylaw or a breach of the Act prosecution has higher penalties including terms of imprisonment and/or Community work.

### Offences other than Infringement Offences:

Dogs attacking persons or animals.

Dogs rushing at persons, animals or vehicles.

Dogs causing serious injury.

## DOG CLASSIFICATIONS

### Dangerous Dogs

Under the Act a dog will be classified as dangerous for the following reasons:

- If the owner has been convicted under section 57A(2) of the Act.
- Where there is sworn evidence that the dog has shown aggressive behaviour.
- Where the aggressive behaviour of any dog constitutes a threat to the safety of any person, stock, poultry, domestic animal or protected wildlife.
- Where the owner admits that the dog is dangerous.

Council has delegated to both the Director of Environmental and Planning Services and the Manager Environmental Health and Compliance, the authority to classify dogs as dangerous.

Any owner of a dog classified as dangerous must follow these additional obligations:

- Ensure the provision of a secure area where it is possible to gain unimpeded access to a door of the residential dwelling house.
- Ensure that the dog is muzzled in any public place when not confined in a vehicle or cage.
- Not dispose of the dog to any other person without the written consent of Council.
- Ensure that the dog is desexed.
- Pay 150% of the standard owner registration fee.

## Menacing Dogs

Council considers a dog menacing if there has been reports or observations of menacing behaviour or Council considers that it poses a threat to people, wildlife, stock, domestic animals or poultry. Dog owners have up to 14 days after receiving notice of the classification to object in writing to Council in regard to the classification; and have the right to be heard in support of the objection.

The following breeds are automatically considered menacing under the Act:

- American Pit Bull Terrier
- Dogo Argentino
- Brazilian Fila
- Japanese Tosa
- Perro de Presa Canario

Any owner of a dog classified as menacing must follow these additional obligations:

- Ensure that the dog is muzzled in any public place when not confined in a vehicle or cage.
- Ensure that the dog is desexed within one month of notification.

## GENERAL

### De-Sexing

Council recognises desexing as an effective means of reducing the negative aspects of a dog's behaviour in many cases.

Council may elect to subsidise the desexing of a dog where criteria relating to hardship is proven, and where it is deemed to be essential.

A discount on registration fees is offered to owners who can show proof of desexing upon registration.

### Dog Education

Council considers that owner education is an effective way of informing dog owners of their responsibilities and minimising problems arising from dog ownership.

Council intends to support education through training programmes, providing and promoting educational material and making Officers available for educational visits to schools and other groups when requested.

Council will also help educate people about on and off leash areas through the use of signage in public parks and other areas.

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<b>Revision History:</b>	NIL
<b>Effective Date:</b>	
<b>Review Period:</b>	This policy will be reviewed every three years, unless earlier review is required due to legislative change, or is warranted by another reason.
<b>New Review Date:</b>	
<b>Associated Documents / References:</b>	Delegations Register; Dog Control Bylaw
<b>Supersedes:</b>	Dog Control Policy 2015
<b>Reference Number:</b>	A1291593
<b>Policy Owner:</b>	Invercargill City Council/Director of Environmental and Planning Services

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# Appendix 1

## Dog Off Leash Map

Parks where dogs can be exercised off leash. The green areas of the map indicate the general areas where dogs can be exercised off leash. More detailed maps of the specific areas are provided on the following pages.



Parks where dogs can be exercised off lead

### Turnbull Thomson Park

The sports fields, so marked, from season to season are dog prohibited areas.



**Donovan Park**

The sports fields, so marked, from season to season are dog prohibited areas.

The pond area is a dog prohibited area.



### Elizabeth Park

Dogs are prohibited from being within 10 metres of the play equipment.





**Elles Road Dog Park**

Within the fenced area the dog park is an off leash area. All areas outside the dog park are on dog on leash areas.



**Waihopai Walkway**

The ICC Parks and Reserves are marked on the map below.

The walkway itself is controlled by Environment Southland.

The red crosses indicate playgrounds and are dog prohibited areas (within 10 metres).



**Sandy Point**

Sandy Point is a dog off leash area subject to the following restrictions.

The leased areas identified below are excluded from the Council Dog Policy.

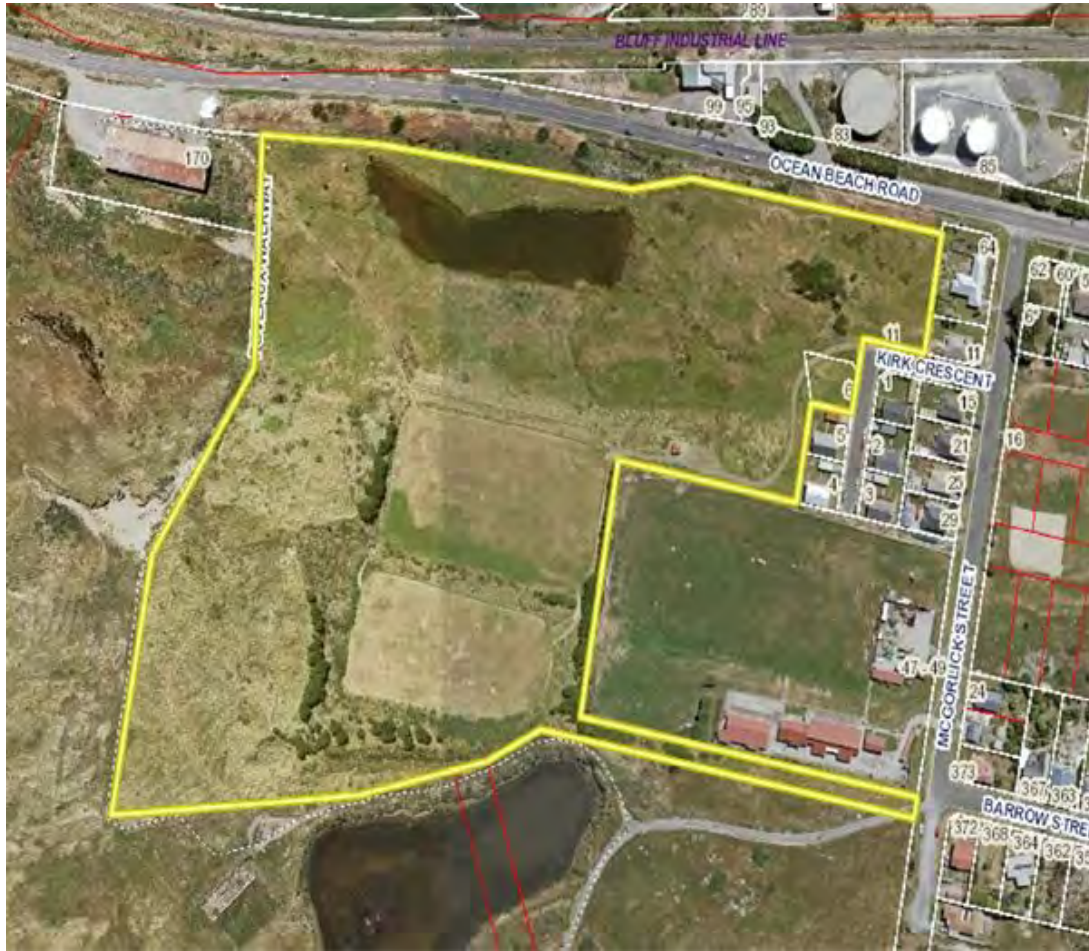


Silver Lagoon – at the end of Round Tree Track is a dog prohibited area.

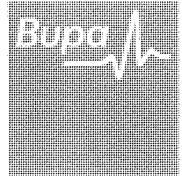


**Area of Dog Exercise/Off Leash in Bluff**

Ocean Beach Reserve are a dog off leash area excluding the designated playing areas.



17 FOYLE ST BLUFF 212 7699



0800 60 80 99  
www.bupa.co.nz

Things to do...

To the Director of Environmental Services  
Regarding an off lead exercise area  
IN BLUFF

I am sure the council must have vacant  
 section that could be utilised for  
 such an undertaking the MacDougal St area  
 ~~could~~ maybe part of the area  
 where the Europa Petrol tanks used to be  
 could be used

This area is already fenced off on  
 three sides

Hoping that I am sure your people  
 will come up with a satisfactory  
 alternative

*D. Webber*

SCANNED

11 MAY 2018

- Care Homes
- Retirement Villages
- Medical Alarms
- Rehabilitation
- Specialised Dementia Care

*Taking care of the lives in our hands*

12 May 2018

**Submission – Invercargill City Council Dog Control Bylaw and Policy**

Thank you for the opportunity to make a submission regarding this bylaw and policy.

Firstly I am writing as I am concerned to see that Council have removed the purpose: 'to minimise the fear of dogs attacking an intimidating people' from the new draft policy. In my experience Invercargill has a problem with off lead dogs being exercised in on lead areas and this city still has a very real issue of dogs intimidating people and causing fear.

My dog is 7 years old and has been attacked three times by off lead dogs in on lead areas. My dog is a West Highland terrier and in his attackers were; a fully grown rottweiler, a bull mastiff and a bull terrier cross (these attacks were all reported to the council at the time). As you can imagine my dog didn't come off well from the attacks. Two of them resulted in bites and it was only due to my husbands and passerby's actions that further injury was prevented in each of these instances.

As a female regularly walking my dog in Queens Park on my own, I am constantly coming across off lead dogs either in the adjacent Southland Boys High Grounds or in Queen's Park with people playing Frisbee Golf. In the last few weeks I have had 2 separate incidents of off lead dogs approaching mine in Queens Park and a further one while crossing the Boys High grounds. Again today I walked down the center of the park to hear someone yell out 'hey' and noticed a black lab off the lead being called back by its owner, who was playing Frisbee Golf. At least the lab listened and returned from running towards my dog. On my return home today I cut back through the Boys High Grounds where someone was exercising two golden retrievers off the lead by throwing a ball for them. They seemed preoccupied so I kept some distance away from them but sure enough both dogs started bounding towards mine when they saw it and the owner had absolutely no control over them.

I find myself constantly looking around when I walk my dog in and around the Queens Park area looking for potential off lead dogs coming towards me. I find these dog's intimidating because one never is 100% sure when they get to my dog what they are going to do to him. I believe that most owners want to be responsible however due to lack of time/thought or laziness they often revert to taking their dog to the school grounds and throwing a ball for it to run after or decide to take the dog and family to the park to play Frisbee Golf and just leave the dog off the lead as it is obviously hard to throw a Frisbee while holding onto a dog. The dog then sees another dog and 'bingo' it starts bounding towards it with the owners usually having no voice control over it.

Secondly I find the section on infringement notices lacks substance and does not follow enforcement measures followed through by the council with other issues i.e. when you park too long in a park you get an instant ticket – you don't get two warnings a year. The same applies to library books. Yet the council takes a very softly softly approach to the very serious nature of people exercising their dogs off the lead in very populated lead only areas.

When my dog was last attacked in the SBHS grounds I reported the incident. The owner was interviewed and the person investigating the issue said to me the dog had an A1 behaviour and they were sure it wouldn't happen again. The initial person I spoke to about the incident however said that the dog had been picked up previously for being unregistered and wandering. I don't understand why the council makes rulings but does not have any penalty for those that break them. I believe this lack of penalty has bred a 'shell be right mate' attitude when it comes to exercising dogs off the lead in public places. Indeed, with the incident I just mentioned the person in charge of

003  
SCANNED  
15 MAY 2018

**Submission- Invercargill City Council Dog Control Bylaw and Policy.**

**From- Des Collins**

**101 Oki st**

**RD 9**

**Invercargill**

**Ph 2130840/ford.collins@xtra.co.nz**

Sirs/madams,

I would like to request that all Oki/Foveaux Sts be excluded from the Sandy Point recreation area. This is due to

1. After the first 50m, the streets contains 42 sections with 21 occupied houses of freehold property. Dogs which are being currently exercised in the street, usually running behind a car, use all the street. This causes problems for free run hens and dogs being exercised on leads by home owners at their properties.
2. The council does not fence its property and dogs in the paddocks behind the houses may run into the properties.
3. Some of the area included in the designated area is freehold property not belonging to the council.

I do not wish to speak formally to this submission but trust that you will take note of my concerns.

I am a dog owner and support the CBD changes to allow dogs on a leash in town



Des Collins



Ken Hadley

78 Rosewood Drive • Rosedale, Invercargill 9810 • Phone: 027 4501961 • E-Mail: [clanhadley@xttra.co.nz](mailto:clanhadley@xttra.co.nz)

SCANNED  
21 MAY 2018



Date: 16 May 2018

Invercargill City Council  
101 Esk St  
Private Bag 90104  
Invercargill 9810

Dear Sir/Madam:

### Submission on Proposed Dog Control Bylaw

Thank you for the opportunity to make a submission on the proposed changes to the Dog Control Bylaw. I have moved recently to Invercargill and would observe that the current approach to dog control is heavily weighted toward proscription and control. I would encourage Councillors to keep in mind that Council's dog control policy states its primary purpose is to establish an "appropriate balance between the protection and safety of the public and the advantages to individuals and communities of dog ownership and the ability to satisfy their recreational needs". A review of your dog policy and bylaw is an excellent opportunity to ensure there truly is an appropriate balance.

With that primary purpose in mind, I fully support the proposal to allow dogs into the CBD. Nelson City made that change to its own dog control policy prior to my moving there and my experience there would suggest that it created a significant advantage to individuals and the community. While walking my dog through the CBD, conversations would be initiated by strangers using the dog as an initiator in a way I have only previously experienced when walking a baby. I found this both beneficial to my sense of well-being and often observed pedestrians smiling as they walked towards us, with their focus on the dog, which was clearly benefitting their well-being too. More than this though, there is no better way to socialize dogs than to allow them to safely experience meeting different people, dogs, sounds, sights and smells while on a leash in the CBD. Without doubt, the full and early socialization of dogs has more positive impact on them developing good behavioural patterns than any other training they will receive.

I would also encourage you to consider a more relaxed approach to the requirement to keep dogs on a leash. The majority of dog owners are responsible and will exercise their discretion to keep an appropriate level of control over their dog taking into account the environment, potential risks to their dog, the presence of children or others who might be frightened by dogs. The policy acknowledges this to a degree with a reference in the policy to off-leash areas stating: "Owners are responsible for keeping their dogs under control at all times and must use their own discretion to determine whether their dog is sufficiently well trained to remain off leash when waling near stock, even when the stock is fenced."

The present requirement to keep dogs on a leash on many of our walking tracks, where often I can walk for an hour and a half and see only one or two others (and usually they are walking a dog) is unnecessarily restrictive. It also represses the natural behaviour of dogs both in how they react to the environment and encounters with other dogs. Because dogs interpret their environment more through smell than any other sense, limiting their ability to investigate and identify the source of a smell by being on a leash means they have an incomplete picture of their world. When meeting a strange dog, with both on a lead, their ability to communicate with each other through body language can make the confrontation more strained and less amicable. Also when owners approach each other in an "off-leash" situation and one chooses to put their



SCANNED  
21 MAY 2018


21 May 2018

**Submission:** Dog Control Policy

**From:** ICC Community Development Team

During the Community Expo held at the Invercargill Working Men's Club on Saturday 5 May we spoke with members of the public about the Dog Control Policy. We explained that if the policy and bylaw are adopted dogs which are picked up by animal control officers may be able to be returned directly to their owner with a lesser fee incurred than if it has been taken to the "pound".

Residents were very pleased to hear about this change and were all in favour of the proposal to have this option available.



Mary Napper  
Community Development Manager

SCANNED  
27 MAY 2018

Gwenyth A Wilson  
65 Wellington St  
Invercargill  
Ph. 2163744 21/5/2018  
Shifting to 65 Centre St  
1/6/2018.

Dear Sir/Madam,

① I think lifting the ban on central Inv, is a mistake, there will be so much barking also confrontational behavior also dotted fences here and there.

② the park at Ness/Elles Rd, is not the greatest, people do not adhere to the large and small dog areas, consequently I have not been able to use the same.

③ No comment on this issue, remember the woman in Riverton?

Yours sincerely  
Gwen Wilson

007

SCANNED

25 MAY 2018

86 Melbourne Street  
Windsor  
Invercargill 9810  
[Krtturner72@yahoo.co.nz](mailto:Krtturner72@yahoo.co.nz)

25/5/2018

To whom it may concern

I wish to submit my written submission about the Invercargill City Council Policy 2018/2-Dog Control Statement of Proposal but do not want to make an oral submission

Dogs should not be allowed in the inner city. I want to be able to take my young daughter and mother shopping without fear that dogs will try to jump up on us, barking, fighting with other dogs. My daughter is afraid of them and my mother was viciously attacked by two dogs in the street while walking leaving her with a permanent injury and fear of another attack. One of those dogs was registered and one was not. They had been wandering the streets not for the first time and the premises were not securely fenced, which was a failure of your existing rules.

Who would want to walk in the inner city with dog poo and urine all over the streets, shop fronts and amenities? It is not a good look for tourists and locals. The dogs are not allowed in shops so they are going to be tied up outside, but tied up to what – parking meters, rubbish bins, outside seating? This will mean they will be in the way of shop entrances and who is going to try to walk into a shop if a dog is outside barking and getting in the way?

This idea would put me off shopping in the inner city which you are desperate to get people back into. How many businesses may lose customers if people cannot walk around the inner city without being bothered by dogs?

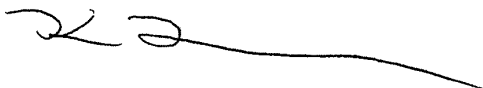
Invercargill already has a big problem with wandering dogs in the streets. Fining the owners only \$40.00 is not the answer. As a ratepayer I am not interested in subsidizing a dog owner who cannot fence their property and tie their dog up and instead let it roam the streets biting and frightening innocent people. The dog should continue to be impounded to show the Council are tough on dog control. The people of Invercargill deserve to feel safe in their community.

Dogs have dog parks to be exercised in which is where they should stay or walked on a short lead by their owner in the streets. I cannot even feel safe from dogs on my own property as the neighbour's dog has constantly wandered over shitting on the lawn and garden, digging holes and barking aggressively at me when I tell it to go home. Attempts to discuss with the neighbour have been met with a door slammed in my face.

Dogs should be also banned from Queens Park. There are too many dogs in the kids playground tied up to the seats, to the play equipment and by the paddling pool and. There has even been a woman pushing her child on the swing with her dog on a lead in her other hand. She would have walked right past the signs which clearly say no dogs allowed. This happens constantly in the weekends and during school holidays. I have never seen a Parks Ranger or Dog Control Officer monitoring this. It is time the ban was enforced and instant fines handed out for dog owners to get the message and get them to put the kids first. The dog owners flouting of the signs is a clear indication they do not care about the health and safety of the kids. At least get bigger signs or fence the playground off with big signs next to a gate.

In summary I do not support your idea of letting dogs into the inner city or dog owners let off for the first offence and then with a small fine for a wandering dog.

Yours faithfully  
Kirsten Turner





Blind Citizens NZ  
Southland

70 Tanner Street  
Invercargill 9810  
andycoute@gmail.com  
25<sup>th</sup> May 2018

Ms Pamela Gare  
Director Environment and Planning Services  
Invercargill City Council  
Esk St  
Invercargill

Dear Pamela,

Thank you for the opportunity to voice our concerns over the proposed Dog Control Policy and Bylaw.

As some of us are guide dog handlers our main concerns are:

- Dogs in the CBD. As stated in your proposed policy and bylaw, dogs “must be on a lead at all times” however, there is a risk that dogs could be left unattended and tied up outside shops. Some guide dog handlers have experienced problems outside supermarkets and dairies where unattended dogs have caused problems for us as some have annoyed our working dog. These unattended dogs can misbehave by barking, lunging, jumping or growling which may cause our guide dog to become anxious and certainly distracts most guide dogs from guiding their handler safely. This can be a hazard for other people passing by, such as the elderly and young children.  
We are also concerned about dogs defecating on the street and their owners not picking up after their dogs. Will Council provide doggy bags and rubbish containers in the CBD for disposal?  
If the policy and bylaw are approved by Council, we believe that you should provide well positioned signage stating the rules regarding dogs in the CBD. This ensures that all dog owners are aware of the bylaw and their responsibilities.
- We believe Queens Park should also have specific mention in the Dog control Policy and Bylaw as we note other parks and reserves are mentioned but no comments are made on Queens Park and dogs on leads. Even if there are no changes made within the new policy and bylaw it is important that existing rules around all dogs being on a lead is pointed out in the proposed policy and bylaw. We note that when walking our guide dogs and pet dogs in

Charity No. CC41040 Association of Blind Citizens of New Zealand Inc.

Secretary: Mrs Carolyn Weston | 20 Ingram Street | Kingswell | Invercargill 9812  
Phone: 03-216-4616 | Email: cgweston@clear.net.nz



Queens Park we have encountered some free running dogs. We know this is not permitted in Queens Park. Previously, when questioning about policing free dogs in Queens Park we are advised that there are signs about this around the park. However as we can't see the sign we only have your word on this. What other method do you use to police free dogs, do your animal Control Officers ever check Queens Park out for this? Are your signs large enough for dog owners to take notice of?

- As Queens Park is so close to the Blind Foundation's building, a Guide Dog Instructor may use Queens Park for training purposes. This includes teaching a dog in training how to behave and work as a guide dog or instruct a new guide dog handler and dog to work as a team. Guide Dog Instructors are now conscious of our new Health and Safety Legislation and whilst they want to come across some challenges to the blind person and guide dog team in training, they are mindful of everyone being safe.

We feel these concerns should have specific clauses in the Dog Control Policy and Bylaw thus creating no confusion on responsibilities all dog owners have when walking their dog in public.

Yours sincerely,  
Andrea Courtney (Ms)  
Branch Chair

20 Ingram St,  
Kingswell  
Invercargill 9812

25<sup>th</sup> May 2018

Pamela Gare

Director Environmental and Planning Services

Invercargill City Council

Esk St

Invercargill

Dear Pamela,

Many thanks for alerting me to the proposed Dog Control Policy and By-law. In this submission I wish to focus on allowing dogs on leads in the CBD.

Tane is my retired guide dog and I am sure he will be excited to be allowed to walk on the streets of the CBD once again. People still stop me and ask where my guide dog is. It will be a lot easier explaining that he is now retired. Of course he won't be able to go into shops or other buildings but I will be able to walk him around one of our old walks, the Esk, Dee, Tay and Kelvin Streets block.

I'm concerned that some dog owners will tie their dog to a lamp-post or rubbish tin so they can go into a shop to purchase something. Some supermarkets in Invercargill, allow unattended dogs to be tied outside, near the door whilst the dog owner goes inside to shop.

Unattended dogs can be hazardous to many citizens, especially young children, elderly and disabled people and others who are frightened of dogs. Many dog owners think their dog is always well behaved (even while tied up and unattended) but I have seen a number of unattended dogs bark, lunge, jump up or growl. There needs to be strict rules within the bylaw about unattended dogs. It should be quite clear that only dogs on leads attached to a human being are permitted to the CBD streets. I have seen dogs on leads in the Frankton Mall and we saw a couple of unattended dogs tied to a fixture. One of these dogs was quite excited and barked a lot.

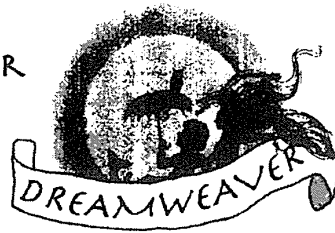
My little two year old grand-daughter loves animal and she would go up to any dog to pat them. It would be terrible if she went to pat an unattended dog in town and (because it wasn't used to children) turned around and bit her.

Policies and bylaws aren't worth the paper they are written on unless Council is prepared to put resources into practising these. Please don't expect the public to police these dogs in the CBD or parks. Experience proves that if you tell people about a bylaw they just tell you to F off or that the Council hasn't told them that. Before the new Bylaw is put into practise, Council needs to erect prominent signs around the CBD, informing dog owners that they should always have their dog on a lead and it should never be left unattended.

Thanks again for allowing me this opportunity to have my say. I sincerely hope Councillors will take note of my concerns as they relate to health and safety and I would think that if an unattended dog tied to a fixture attacked a pedestrian in town, then both the dog owner and Council would be responsible under our Health and Safety legislation, the owner's responsibility by leaving the dog unattended and the Council's responsibility by not policing or notifying dog owners adequately.

SCANNED  
28 MAY 2018

ELIZABETH MILLER  
M.B.E. A.N.Z.I.A.  
STORYTELLER



191 PRINCES ST INVERCARGILL  
PHONE 03 2167290  
[lizm@outlook.co.nz](mailto:lizm@outlook.co.nz)

24<sup>th</sup> May 2018

SUBMISSION – Invercargill City Council Dog Control By-law and policy.

I do wish to be heard by Council in support of my submission and I will present a written copy.

I take this opportunity to speak for the lifestyle of our dogs, again, and I would like to emphasise that I have found all of the staff in the council offices and dog control area very understanding and supportive.

- It has been exceptionally good to read that our council plans to allow responsible owners to have their dogs on lead through the CBD and other streets and pathways as this allows dogs to be less territorial and allow resident dogs to release tension, make friendships, relax people. As I submit this support I would also like to submit that I believe there should be a price for fouling without responsible removing. Mind you, it can be hard to find somewhere to dispose of the bags. 13.1
- I support the submission to first return a wandering dog to its home if it is chipped but would suggest that it should be recognised that the person may be out looking for their family member.
- My main issue now is with the matter of off-leash areas.
  - a) 5 of the 6 areas designated on the maps are not suitable for those of us who don't "exercise" their dogs but like to have a really friendly wandering space to enjoy nature together, stop and picnic or just look at the world with their canine mates – especially families and elderly etc.
  - b) Sandy Point has some good walks but even then, many are fairly open and hard to get to for some people.
  - c) It can also be very difficult to manage the dog prohibited areas – sports grounds should be the marked grounds and not the access roads, children's playgrounds etc are obvious but it can be hard for dogs to figure 10 metres and same with some ponds and lagoons.

So, I would like to submit that Council and the Dog Control people consider some more areas where responsible people could wander with their dogs free but under control. Bearing in mind that often open and unsheltered places are totally unsuitable.

There are some issues I would like to raise in my oral submission but they are mainly clarifications of some dog laws.

Thank you,  
Yours sincerely,  
Elizabeth C Miller and Candy and Bonnie



SUBMISSION: INVERCARGILL CITY COUNCIL DOG  
CONTROL LAW & POLICY

As a local Delivery Agent, I & my co-workers have a work-day that requires us to enter onto properties multiple times to knock & leave items at the householders door.

While we use commonsense to check out the section for signs of dogs & rattle gates & have some personal knowledge of what properties to never enter, there is no foolproof methodology.

Delivery Agents have been charged, bailed up & bitten.

The I.C.C. will never know the number of occasions when a close call occurs & a charging dog has a gate slammed shut in its face.

We are often in housing areas we are not familiar with & where the dogs are is an unknown. Trepidation is a constant when there is a gate to open. Fear is not far away.

Imagine yourself in this position. You are not a Dog Control Officer. You are not armed with pepper spray or a baton. You walk up the driveway & are about to knock on the sidedoor when you see a Rottweiler asleep on the back lawn. It is not on a chain. Heart in mouth you retreat & the gate is shut before the dogs first bark. You lucked out this time around. Same as I did.

We should not be relying on good luck. There should ideally be safe access to a door of every dog owning household. There are many dogs that have free range of the property that exhibit menacing & dangerous behaviour.

Please take a moment to put yourself in our shoes & make it mandatory for all dogowners that allow their dogs free access of their property to have a 'Dog on Property' sign on their entryways.

As it stands a closed gate can mean simply keeping the world at bay, a child in or an aggressive dog.

Please give us that heads-up. Forewarned is to an extent for us for armed.

Thank you.

NIKKI BROAD  
759 SANDY POINT ROAD  
OTATARA, INVERCARGILL  
(P.O. BOX 607)  
03 299 7414

**Courtney Keen**

---

**From:** Leeanne van Malland on behalf of Customer Services  
**Sent:** Monday, 28 May 2018 8:52 a.m.  
**To:** Mailroom  
**Subject:** FW: Submission- Invercargill City Council Dog Control Bylaw and Policy

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**From:** Raewyn Stewart Design [<mailto:raewyns@icloud.com>]  
**Sent:** Saturday, 26 May 2018 11:46 a.m.  
**To:** Customer Services  
**Subject:** Submission- Invercargill City Council Dog Control Bylaw and Policy

Invercargill City Council  
Attn: C Hadley  
Chief Executive Officer  
101 Esk Street  
Private Bag 90104  
Invercargill

Submitted by:  
Raewyn Stewart  
115 Duke Street  
Gladstone  
Invercargill  
[raewyns@icloud.com](mailto:raewyns@icloud.com)  
03 2188479 / 027 8299866

SUMMISSION – INVERCARGILL CITY COUNCIL DOG CONTROL  
BYLAW AND POLICY

I am writing to support the removal of the Central Business District (“CBD”), Invercargill from the dog prohibited areas. My reasons are as follows:

- Animals but more specifically dogs play a key role in our society as a stress reliever. Hospitals and rest homes regularly allow dogs to visit residents.

It’s easy to forget how important this is, especially in a busy city.

- The Food Act 2014 allows pets in food premises, as long as they do not affect the safety of food. If pets, in this case dogs, are allowed in food premises they should also be allowed to be in the CBD of Invercargill.

- Other busy retail areas such as South City, Windsor and Waikiwi allow dogs without concern.
- There is no risk posed by a sufficiently controlled dog. An uncontrolled and uncontained dog is just as dangerous wherever it is.
- By far the majority of responsible dog owners clean up after their dogs, although there will always be a fraction that don't.

I don't believe it is fair to penalise the majority over the actions of a few. There are plenty bins available for properly enclosed faeces.

- Many people are not aware that there is a dog ban in the CBD and have been unknowingly breaking this bylaw for years.

- Allowing dogs in the CBD gives business owners the option of making their workplace "pet-friendly". Restricting dogs to certain areas of the workplace should be the responsibility of the business owner and so take into account the needs of the non dog lover.

Thank you for taking the time to read my submission.

Yours sincerely  
Raewyn Stewart

Many thanks  
Raewyn Stewart  
Mobile 027 8299 866

25<sup>th</sup> May 2018

Submitter: - Wendy Jay Baker

Ag 1  
of 18

Email: - heart-soul-achiever@hotmail.co.uk

Phone 0204 0890 222  
3 Lyne Street Nightcups.

To :- C Hadley  
Chief Executive Officer  
Invercargill City Council

SUBMISSION :- Invercargill City Council  
Bylaw 2018/2 - Dog Control  
(I would like to present submission by teleconference)

- ① Please keep the No Dogs rule in the CBD. There are many food places throughout this area and it would be a health & safety issue if dogs were allowed in this area I feel. The CBD area is a high traffic pedestrian area especially when events such as Burt Munro are on. It is therefore important for Council to be responsible about safety and keep the No Dogs rule and also put up relevant signage please.
- ② Please keep the Dogs on leash rules in areas of walkways/cycleways @ Sandy Point and all other reserves. People who don't have dogs will still want to use these walkways and may not want to put up with dogs off leash which may make people feel unsafe and their enjoyment of the areas may be reduced. Council needs to consider others - not just dog owners.
- ③ Please can there be more dog control signage in areas near the ILT Sports Stadium and running track. There is no signage. Please can there be more No Dogs signage in Playgrounds (some do not have any)
- ④ I include Ministers letters and other information with submission  
Kind Regards Wendy Jay Baker.



2

## Hon Meka Whaitiri

MP for Ikaroa-Rāwhiti  
Minister of Customs

Associate Minister of Agriculture  
Associate Minister for Crown & Māori Relations,  
Associate Minister of Local Government



14 FEB 2018

Wendy Joy Baker  
wendyjoybaker-poet@hotmail.com

Tēnā koe Ms Baker

Thank you for your emails about matters to do with dog control. I read the materials you provided with great interest, and note that you have suffered from the effects of a dog attack. I hope you have made a full recovery. Also, congratulations on your success at the World Masters Games 2017.

Dog control is a complex issue, which requires balancing the rights and responsibilities of dog owners with the public's right to safety. Councils already have a wide range of powers to respond to complaints and enforce dog owner responsibilities: owners can be fined or prosecuted if their dogs are not adequately controlled or if their dog attacks a person, animal or protected wildlife.

In my view, good law is only one of several things needed to improve safety around dogs. Other vital aspects are consistent enforcement of the law, good public understanding of the issues and responsible dog ownership. I am currently looking into ways to improve public safety around dogs and intend to pursue a strategy for dog control that will emphasise responsible dog ownership and the sharing of best practices between local authorities.



Thank you again for writing.

Heoi anō

Hon Meka Whaitiri  
Associate Minister of Local Government



## Office of Hon Jacqui Dean

Minister of Commerce and Consumer Affairs  
Minister for Small Business

Associate Minister for ACC  
Associate Minister of Local Government

15 SEP 2017

Wendy Baker  
heart-soul-achiever@hotmail.co.nz

Dear Wendy



Thank you for your email of 10 August 2017 about dogs in public places. I appreciate your concern for people who are injured or threatened by dogs not being under adequate control.

I have read the supporting material you provided, including the good examples of dog control signage, information about others' experiences, and your submission on the Alex McKenzie Memorial Arboretum.

The Government intends to work with local government to review and improve guidance for councils on good practice in dog control. I expect the improved guidance will include up-to-date information for councils and animal control officers about the use of the enforcement tools councils have available to them to enhance public safety around dogs.

Thank you again for writing.

Kind regards



Hon Jacqui Dean  
Associate Minister of Local Government



PARLIAMENTARY  
COUNSEL OFFICE  
TE TARI TOHUTOHU  
PĀREMATA

## New Zealand Legislation

# Dog Control Act 1996

### 5 Obligations of dog owners

- (1) The obligations imposed on dog owners by this Act require every owner of a dog—
- (a) to ensure that the dog is registered in accordance with this Act, and that all relevant territorial authorities are promptly notified of any change of address or ownership of the dog;
  - (b) to ensure that the dog is kept under control at all times;
  - (c) to ensure that the dog receives proper care and attention and is supplied with proper and sufficient food, water and shelter;
  - (d) to ensure that the dog receives adequate exercise;
  - (e) to take all reasonable steps to ensure that the dog does not cause a nuisance to any other person, whether by persistent and loud barking or howling or by any other means;
  - \* (f) to take all reasonable steps to ensure that the dog does not injure, endanger, intimidate, or otherwise cause distress to any person;
  - (g) to take all reasonable steps to ensure that the dog does not injure, endanger, or cause distress to any stock, poultry, domestic animal, or protected wildlife;
  - (h) to take all reasonable steps to ensure that the dog does not damage or endanger any property belonging to any other person;
  - (i) to comply with the requirements of this Act and of all regulations and bylaws made under this Act.
- (2) Nothing in this Act limits the obligations of any owner of a dog to comply with the requirements of any other Act or of any regulations or bylaws regulating the control, keeping, and treatment of dogs.

5

**Table 1: Count of claims relating to dog bites broken down by injury scene from 1 January 2013 to 31 December 2017.**

Scene	Count of claims				
	2013	2014	2015	2016	2017
Commercial / Service Location	487	506	511	538	576
Farm	228	218	212	198	186
Home	7,980	7,933	8,266	8,644	9,208
Industrial Place	102	86	94	114	113
Not Obtainable	33	41	36	37	70
Other	1,778	1,671	1,834	1,888	1,861
Place of Medical Treatment	19	14	21	19	20
Place of Recreation or Sports	856	831	939	950	1,010
Road or Street	1,424	1,453	1,416	1,526	1,626
School	38	41	48	35	49
<b>Grand total</b>	<b>12,925</b>	<b>12,794</b>	<b>13,377</b>	<b>13,949</b>	<b>14,719</b>

#### Notes

The data have been extracted based on the following criteria:

The claim date is between 1 January 2013 and 31 December 2017.

The claim cover decision is equal to 'Accepted', 'Interim Accept', 'Pending Accept'.

The dog bite indicator is equal to 'Yes'.

A calendar year is 1 January to 31 December.

Data were extracted on the 19 March 2018 and may differ if a re-run at a later date.



# Waihi Leader

Your community newspaper for over 76 years

Delivered free every Thursday to 8,684\* urban and rural homes in Waihi, Waihi Beach, Athetree, Kaitiaki, Waikato and Patua.

**CIRCULATION: 8,684\***

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Waihi Office

**Melanie Camoin**

07 863 8887 | 021 820 942

news@waihileader.co.nz

melanie.camoin@waihileader.co.nz

314 VOR 888 | www.waihileader.co.nz

**Courtenay O'Donnell & Wendy Drake**

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info@waihileader.co.nz

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**Sam Bakker**

07 863 8887

advertising@waihileader.co.nz

POSTAL ADDRESS:

47 Seddon Street, Waihi



\*Circulation Source: Audited Bureau of Circulation Y/E Dec 2016

Waihi Leader is a New Zealand's leading community newspaper. It is published every Thursday. The paper is available in print and online. It has a long history of providing news and information to the community. It is a member of the New Zealand Media and Entertainment (NZME) group. It is a member of the New Zealand Press Council. It is a member of the New Zealand Society of Editors. It is a member of the New Zealand Society of Journalists. It is a member of the New Zealand Society of Photographers. It is a member of the New Zealand Society of Writers. It is a member of the New Zealand Society of Cartoonists. It is a member of the New Zealand Society of Illustrators. It is a member of the New Zealand Society of Designers. It is a member of the New Zealand Society of Printers. It is a member of the New Zealand Society of Publishers. It is a member of the New Zealand Society of Distributors. It is a member of the New Zealand Society of Retailers. It is a member of the New Zealand Society of Customers. It is a member of the New Zealand Society of Readers. It is a member of the New Zealand Society of Subscribers. It is a member of the New Zealand Society of Donors. It is a member of the New Zealand Society of Volunteers. It is a member of the New Zealand Society of Supporters. It is a member of the New Zealand Society of Friends. It is a member of the New Zealand Society of Fans. It is a member of the New Zealand Society of Admirers. It is a member of the New Zealand Society of Believers. It is a member of the New Zealand Society of Followers. It is a member of the New Zealand Society of Supporters. It is a member of the New Zealand Society of Fans. It is a member of the New Zealand Society of Admirers. It is a member of the New Zealand Society of Believers. It is a member of the New Zealand Society of Followers.

Your Community Voice

## Waihi Beach MEDICAL CENTRE

'Quality Care within Reach'

Whether you are a Resident or a visitor to the Beach, we are here to help with all your medical needs

OUR HOURS ARE:

Weekdays: Mon/Tue/Fri 8am-5pm,

Weds 8am-6pm, Thurs 5am-5pm

WE ARE OPEN THIS WEEKEND

SAT 12TH

FROM 9AM - 11AM

If you require medical advice please phone:

07 863 5757 to speak with a nurse.

Ph: 07 863 5757

47 Wilson Road



# Plea to respect dog rules

By MELANIE CAMOIN  
news@waihileader.co.nz

Waihi Beach residents are delivering the message to dog owners: Control your pet in public places.

Dogs are prohibited in the scenic reserve of Orokaia and Homunga Bay, a DOC sign at the north end of the beach says.

The sign was installed last September but locals say many disregard it. Waihi Beach resident Ian Robinson says seeing dogs in the scenic reserve is no surprise to him.

"In the [Orokaia] Reserve they are in there all the time. I have not been there very often lately but I remember that it is not unusual to see a dog around the corner, 20m ahead of the owners.

"It is a walkway for the public, not for dogs. Why do I have to put up with dogs?" he says.

The DOC sign was installed after former resident Wendy Baker pointed out the issue to the Department of Conservation.

"Orokaia Reserve is a no-dog zone by law," she says.

There were 8720 dogs registered in the whole Western Bay district between June 30 2016-17, and 170 classified as menacing — breeds and behaviours.

Twenty-two attacks on people were reported districtwide in 2016-17.

Wendy, who is a keen runner, was attacked by a loose dog while exercising in a reserve a few years back.

She has started a battle to educate dog owners.

"I encourage owners to be more responsible and considerate by running their dogs in the allocated areas and keeping them under control, on the leash."

In 10 years, the number of ACC claims on dog-related injuries in recreational and sports places has nearly doubled nationwide, from 533 in 2007 to 949 in 2016.

But most injuries are "minor requiring only a visit to the GP," an ACC spokesperson says.

"The most common injuries are lacerations and soft tissue injuries." Wendy feels the Western Bay of Plenty District Council is too complacent with the four-legged friends.

"I feel they favour dog owners but dogs are not humans. The council needs to be more proactive on this, especially in Waihi Beach when you have 10,000 people and children coming for the summer."



Wendy Baker is leading a battle on dog control. She pushed to have this sign installed at Waihi's Gilmour Lake reserve.

she says. The council reviewed its 2011 Dog Control Bylaw and Policy tightening the rules for dog owners, two years ago.

Dogs must be kept on leash in the Waihi Beach village (Wilson Rd) and in the Island View reserve between October and March due to birds nesting.

They are prohibited along the whole beach in summer between 8am to 7pm, from the third Wednesday of December to February 7 included.

Dogs are also banned from all the scenic reserves and playgrounds.

Council has allocated a year-round dog

exercise area in town, between Albatross Ave and Pion Rd (stretch of beach between Waihi Beach and Rowentown).

Ian knows dog control is an emotional topic to owners but asks them to respect the rules.

"Nearly every morning I see dogs on the loose... It does not matter where you go at Waihi Beach. I see them running around, popping here or there and they [owners] take no notice."

Fines up to \$20,000 and infringement notices of \$300 can be issued for breaching the bylaw and policy in Western Bay.



The DOC sign at Orokaia scenic reserve prohibiting dogs from the walkway. PHOTOS SUPPLIED.

Free Helplines	For Emergencies Dial 111
It's Not OK Family Violence Info Line	0800 456 453
Victim Support	0800 842 846
Tu Whakaraua Whakawhiri O Hauaki - Women's Refuge	97 868 5132
Shoals Ethnic Women's Support Group	0800 742 584
Bay of Plenty Sexual Assault Support Group	0800 227 233
Victims Info Line/Geart Services	0800 842 846
Lifeline	0800 543 354
Sanctus Parent Helpline	0800 4727 266
Neuline	0800 378 633
Child Youth & Family	0800 325 453

# \$129

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www.dogsafety.govt.nz

All about safety with dogs.



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- [Safety Around People](#)
- [Legal Responsibilities](#)
- [Dog Care Checklist](#)
- [Dog Training](#)
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## Legal Responsibilities

Your main legal responsibilities as a dog owner are set down in

- the [Dog Control Act 1996](#) and its amendments
- city and district council dog control policy and bylaws.



### The Dog Control Act 1996

As a dog owner you have to

- register your dog with your local council before it is three months old (or when you get it)
- renew the registration for your dog each year before 1 July
- notify the council if you change your address, your dog dies or has a new owner
- microchip your dog when it is registered for the first time or if it has been classified as dangerous or menacing
- make sure your dog does not scare or injure any one or any other animal and is kept under control at all times
- care for your dog – exercise it and provide sufficient food, water and shelter

You must also take all reasonable steps to ensure that your dog does not

- cause any nuisance to any other person for example by constantly barking, howling or roaming
- injure, endanger, or cause distress to any stock, poultry, domestic animal or protected wildlife
- damage or endanger any property belonging to any other person.

The Dog Control Act prohibits the importation into New Zealand of American Pit Bull Terrier type dogs, and Dogo Argentino, Brazilian Fila, Japanese Tosa breeds.

The Act also lays out the powers and responsibilities of city and district councils.

### City and district council policy and bylaws

Councils can make policy and bylaws which could include

- setting registration fees and requirements
- prohibiting dogs from specified public places
- requiring dogs to be leashed in specified public places
- designating areas where dogs can be exercised off a leash but must be under voice or hand control
- limiting the number of dogs that may be kept on any land or premises.

### Menacing dogs

Councils can classify a dog as menacing if it considers that it poses a threat to any person, stock, poultry, domestic animal, or protected wildlife because of

4/5/2018

New Zealand Dog Safety - Dog Owners: Legal Responsibilities: Index

8

- any observed or reported behaviour of the dog; or
- any characteristics typically associated with the dog's breed or type.

Councils **must** classify a dog as menacing if it belongs wholly or predominately to the type or breed of dog banned from importation into New Zealand - American Pit Bull Terrier, Dogo Argentino, Brazilian Fila, Japanese Tosa.

Menacing dogs must be muzzled when in public places and may be required by the council to be neutered.

### Dangerous dogs

Councils **can** classify a dog as dangerous if

- the owner is convicted of an offence where their dog has rushed at someone and caused harm or damage
- on the basis of sworn evidence, the dog is believed to be a threat to public safety
- the owner has admitted in writing that the dog is a threat to public safety.

Councils **must** classify a dog as dangerous if the owner has been convicted of an offence relating to harm or damage and no destruction order has been made.

Dangerous dogs are required to be kept within a fully fenced area, neutered and muzzled and kept on a leash in public places.

### Classifying Owners

Councils can disqualify someone from owning a dog or declare them to be a probationary owner if they incur more than three infringement offences within two years or are convicted of an offence under the Dog Control Act, Parts 1 and 2 of the Animal Welfare Act 1999, section 26ZZP of the Conservation Act 1987, or section 56I of the National Parks Act 1980.

As well as having a policy and making local bylaws, your local council provides or arranges local dog control services including dog registration, dog complaint handling, education and information about dog control and safety around dogs, pick up, impounding, rehoming or destruction of stray or seized dogs.

For more detailed information about your responsibilities and rights as a dog owner in your area, you should check your local council's bylaws and dog control information. See [your Council](#).

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Te Tari Taiwhenua  
Internal Affairs

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4/5/2018

New Zealand Dog Safety - Dog Owners: Legal Responsibilities: Index

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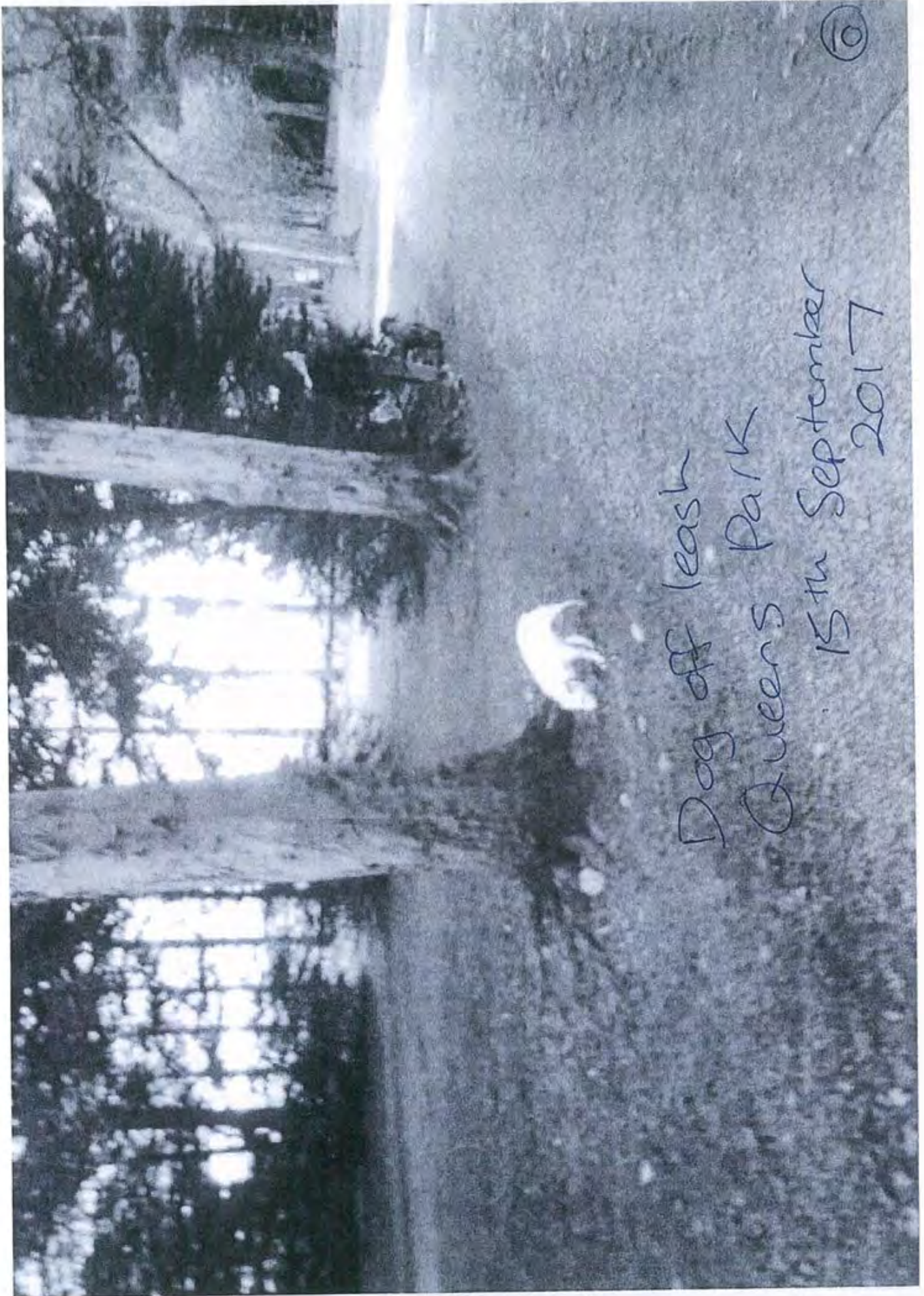
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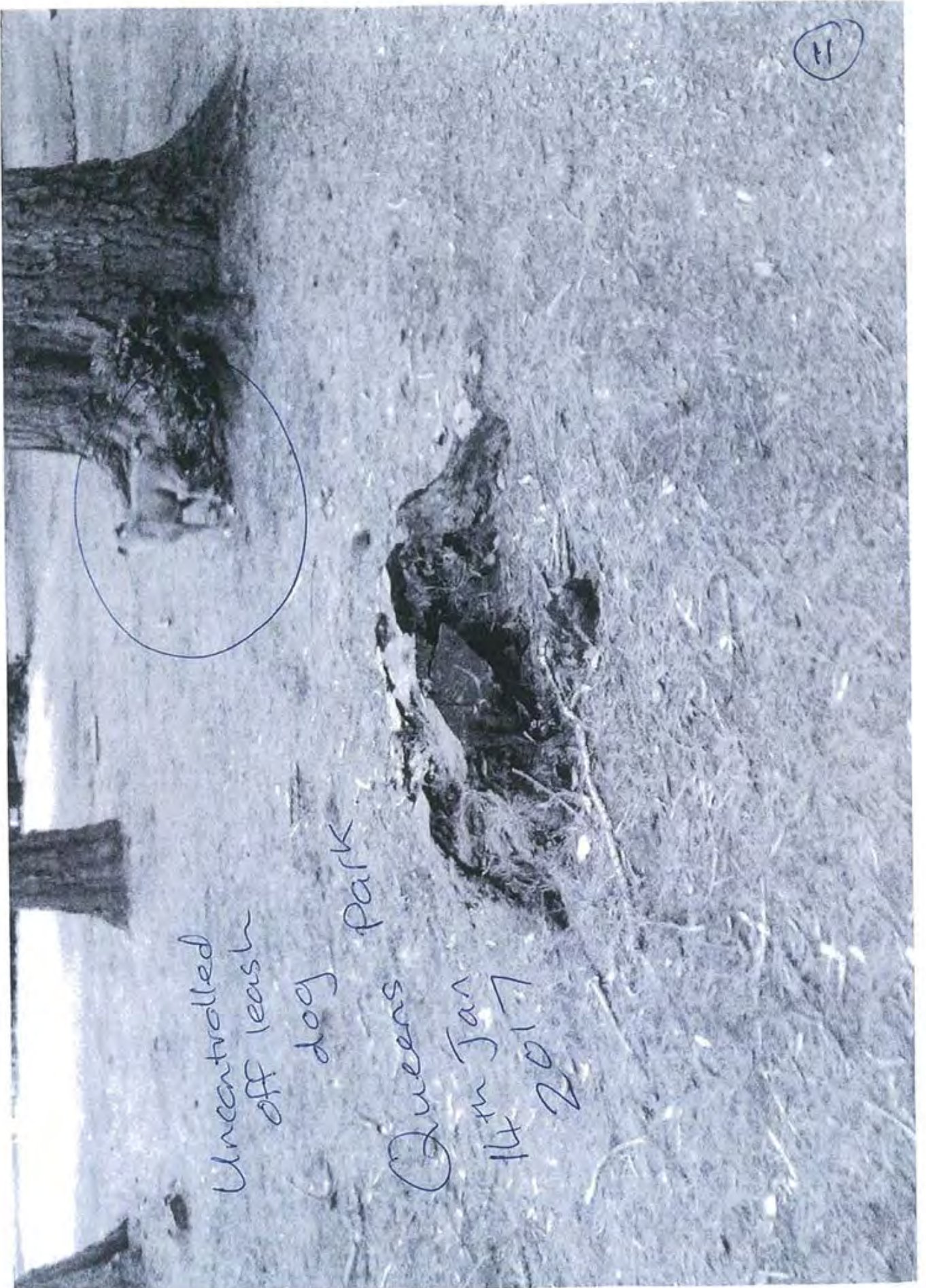
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Te Tari Taiwhenua  
Internal Affairs





23<sup>rd</sup> February 2017

12

CBD  
Invercraig

Dog left  
Tied  
up

outside  
food / bar area & near library.

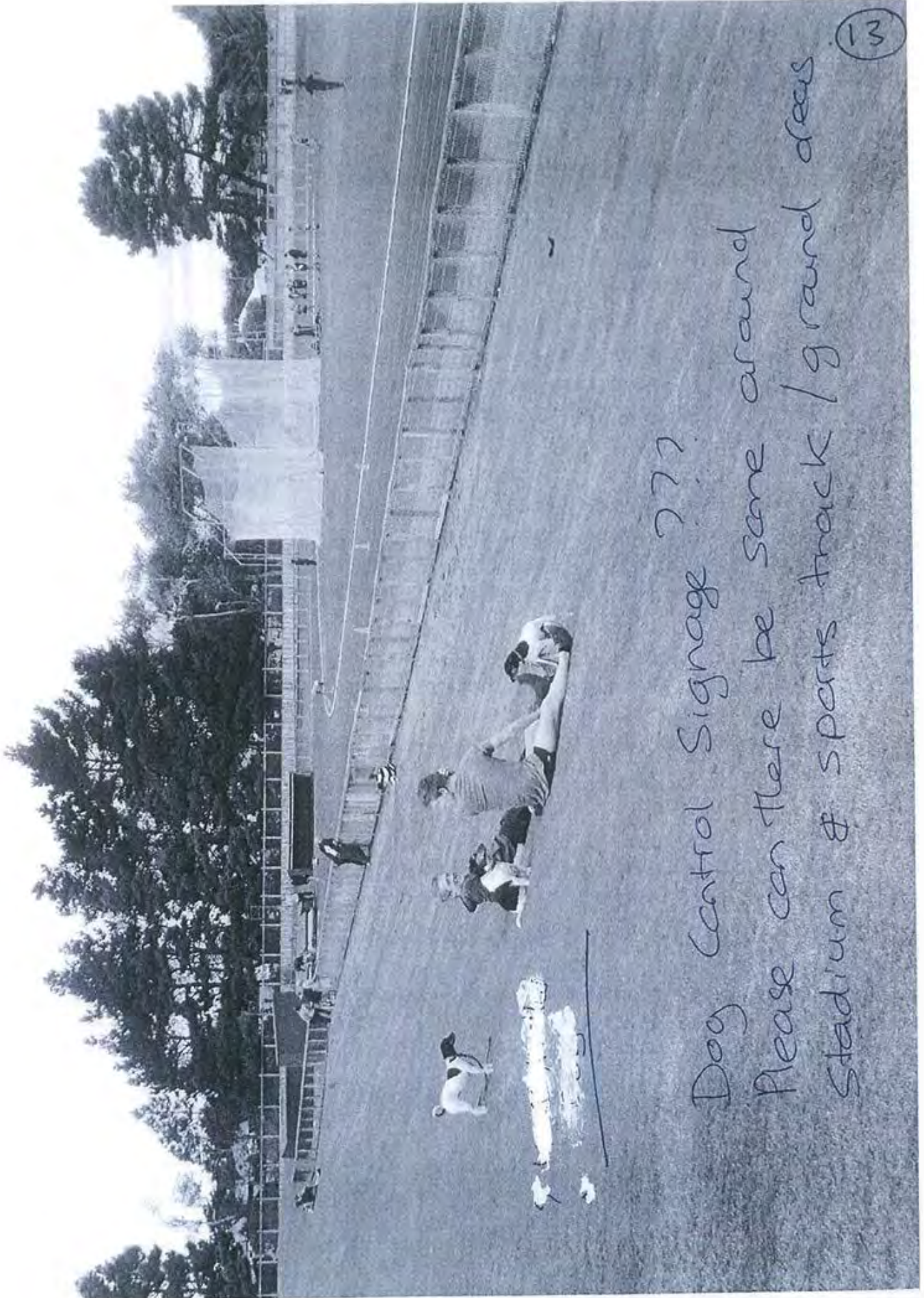


Queens  
Park

Dog in  
Play  
ground  
area

which  
is  
No  
Dogs





Dog Control Signage ???

Please can there be some around  
Stadium & sports track / ground areas

13



15

## Your Responsibility ...

As an owner of a dog you are responsible for ensuring your dog is kept healthy and that it receives regular exercise.

The city's parks and open spaces provide the perfect setting for exercising your dog, and the city welcomes you and your dog into its public spaces.

The Invercargill City Council aims to give dogs reasonable access to public spaces while ensuring that all members of the public are kept safe.

Council has established some simple requirements for dog owners to be aware of when bringing their dogs into public spaces. This leaflet identifies those areas where dogs are **prohibited** and where dogs can be **exercised off the lead**. In all other areas dogs must be controlled on a lead.

For more information on Dog Control please contact the Invercargill City Council Animal Control Department:

### Dog Fouling

Dog faeces can carry diseases which can affect both humans and other dogs. When a dog fouls in public the person controlling the dog is responsible for the immediate removal of the faeces.

It is advisable to carry a plastic bag with you at all times while walking your dog. 'Scoop the Poop' Bags are available free from the Parks Division Queens Park Office and the City Council Help Desk during office hours.

Enjoy your dog but make sure it does not infringe on the freedom of other people.  
Remember that while you may love your dog, others may not.



### For more information contact:

**Invercargill City Council**

Private Bag 90104 | Invercargill 9840  
EVAL: [service@cc.govt.nz](mailto:service@cc.govt.nz) | WEBSITE: [www.icc.govt.nz](http://www.icc.govt.nz)

**Animal Control Department**

PHONE: 03 211 1777

**Parks Division**

PHONE: 03 219 9070 | EVAL: [parks@cc.govt.nz](mailto:parks@cc.govt.nz)

**Environment Southland**

Private Bag 90116 | Invercargill 9840 | PHONE: 03 211 5115  
EVAL: [service@es.govt.nz](mailto:service@es.govt.nz) | WEBSITE: [www.es.govt.nz](http://www.es.govt.nz)

## Walking your dog in Invercargill.



YOUR GUIDE TO DOGS ON...  
STREETS AND ROADS  
FOOTPATHS AND WALKING TRACKS  
PARKS AND RESERVES  
CEMETERIES  
IN THE INVERCARGILL DISTRICT



## Leash Control Areas.

**Dogs must be on a lead and under control at all times while in Leash Control Areas.**

**A Leash Control Area includes all:**

- Streets and roads
- Footpaths and walkways \*
- Parks and reserves Queens Park \*
- Cemeteries and the crematorium
- Formed walking tracks on reserves \*

**The following exceptions apply:**

- 'No Dog Areas' where dogs are prohibited
- 'Dog Exercise Areas' where dogs can be exercised off the lead

Dog owners must ensure that their dog is kept under control at all times, and when in public places, dogs must be on a lead and held by a person who is capable of controlling the dog.

Leash Control and No Dog Areas do not apply to guide dogs for the blind, hearing ear dogs, police dogs, dogs being used by security guards or dogs confined within a vehicle

The Waihopai Walkway is managed by Environment Southland. All dogs must be kept on a lead and under control at all times while on or within five metres of the walking track.

## No Dog Areas.

Dogs are prohibited from areas where there is a risk of danger or nuisance to other users, possible health or hygiene issues or the potential to disturb wildlife or wildlife habitats.

The owner or person in charge of any dog shall prevent that dog from entering or remaining within any part of the prohibited area.



**Dogs are prohibited from the following areas:**

**Central Business District** - the area contained within and including Tay to Yarrow Streets; Dee (including Wachner Place) to Deveron Streets, Invercargill.

**Events** that are organised by Council unless otherwise publicised.

**Children's playgrounds** - within ten metres of children's play equipment, skateboard ramps and paddling pools.

**Sports fields** - the designated playing areas of all marked sports fields.

**Ponds and lagoons on reserves** - including the areas around Sandy Point and Donovan Park ponds and lagoons.

## Dog Exercise Areas.

Designated dog exercise areas are areas of public land where dogs can be exercised off the lead while under continuous surveillance and 'effective control'.

Effective control means the person exercising the dog must be able to stop or retrieve the dog immediately with a whistle, call or hand signal.

**Areas where dogs can be exercised off the lead are:**

**Elles Road Dog Park** - dog park features plantings, a high fence for safety precautions, a doggy doo depot and bags so people can clean up after their pets and facilities so people can water their dogs.

**Sandy Point Domain** - excluding playgrounds, marked sports fields and the ponds and lagoons. Dogs must be on a lead while on all formed walking tracks.

**Donovan Park** - excluding marked sports fields and the pond area.

**Elizabeth Park** - excluding playgrounds. Dogs must be on a lead while on all formed walking tracks.

**Turnbull Thomson Park** - excluding playgrounds and marked sports fields. Dogs must be on a lead while on all formed walking tracks.

**Waihopai Walkway** - the river margins along the entire walkway upstream of Stead Street, excluding areas where stock are being grazed. Dogs must be on a lead while on or within five metres of the walking track.

5/24/2018

WIN a Lead for your lovely dog Invercargill, Southland

16

LOCATION: Southland

♥ WIN a Lead for your lovely dog

REPORT AD !



12611  
View seller's list  
Invercargill - Map  
Phone: Please email



Hi

It is great to have your dog under control and on a lead for safety reasons. There are bylaws which require you to have your dog on a lead and signage (see examples) throughout NZ.

With this in mind I am giving away my 6th lead. The last lead went to a SPCA who were grateful for it. The main photo features me with the dog who received the donated lead.

I have also included other information including a letter from the Minister of Local Government and some petitions with regard to creating a safer New Zealand and better dog control.

There are also ACC dog bite injury statistics. In 2017 there were 14,719 dog bite injury claims made Nationally.

If you would like to be in to win a lead for your dog please email me why, through the below link, by 30th November 2018.

Regards

Wendy Joy Baker - Caring advocate for safer dog control in NZ

AD #	20073	SELLER	12611
POSTED	May 14, 2018	PHONE	Please email
EXPIRY	October 31, 2018		
STATUS	NOT ENDED		
DETAILS	New, Free		
CATEGORY	Events & Garage Sales > Contests		
EDIT	My ad		
		THAT'S USEFUL	
		LAST HOUR	LAST 24 HOURS
		VIEWS	ALL
		1	2
		4	31
		BROWSED	607
			30

[https://southland.postanote.co.nz/classified-ad/WIN-a-Lead-for-your-lovely-dog\\_20073?preview=edit&new=true&posted](https://southland.postanote.co.nz/classified-ad/WIN-a-Lead-for-your-lovely-dog_20073?preview=edit&new=true&posted)

Educational  
Poem

17

Awareness  
& Caring

" ~~~~~ " ~~~~~ " ~~~~~ "  
There are some people who  
are allergic to dogs. so  
... please accept  
that not everyone is going  
to like your poochy pet.

There are some elderly people,  
who are frail... so  
... please care  
because they may not want  
your energetic dog near

There are some people who  
... enjoy NZ wildlife... like Kiwi  
so please understand  
that your dog may not be  
allowed on some Conservation land

There are some people who  
train for sports events. so  
please reflect  
on the fact... that they don't want a dog in their  
personal space.  
therefore respect

There are All people who  
have the right to feel  
safe in a community  
So Care  
and control your dog  
on a lead. Please  
be more responsible and  
aware

Thank You.

© 2017  
Poem by Wendy-Jay Baker  
Advocate for Better Dog Control in NZ



Email sent to All ICC Council  
24<sup>th</sup> May 2018

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Good Afternoon

Just to let you all know that I am still concerned about dog control in New Zealand and that includes Southland.

Attached are the ACC Dog Bite injury statistics which have increased to 14,719 (nationally) in 2017. Attached are letters from Ministers also FYI.

There are also some photos FYI.

Regarding your ICC Dog Control Bylaw review I will be making a submission regarding keeping the NO DOGS rule in the CBD. There are many food places throughout this area and it would be a health and safety issue if dogs were allowed in this area I feel. There are already dog owners who disobey the rules and take their dogs into the CBD. This area is high traffic area especially at events like Burt Munro. Council needs to be responsible and keep the NO DOGS rule and also put up decent signage please.

I am also concerned about the lack of dog control signage in areas near the ILT Sports Stadium and running track. There is No signage. There also needs to be No Dogs signage near Playgrounds - some haven't got any.

Also walkways/cycleways in areas at Sandy Point (and all other reserves) need to be kept as Dogs on Leash. In the Dog Control Policy this says dogs off leash in some instances. People, who don't have dogs will still want to use these areas and may not want to put up with Dogs not being on leads. There is plenty of space for dogs to be off leash in areas around walkways especially at Sandy Point. Council needs to be considerate of others please.

I also attach a recording FYI. (MP Sarah Dowie comments at end).

(Darren - could you please forward this email and attachments to ICC Animal Control team)

Thank You for your time.

Regards  
Wendy

014

Bonnie Mager  
309 Nelson Street  
Strathern  
Invercargill

Clare Hadley  
Chief Executive Officer  
Invercargill City Council  
101 Esk Street  
Private Bag 90104  
Invercargill

Subject: Invercargill City Council Policy 2018/2 – Dog Control.

Kia Ora Clare

I would like to submit this letter in support of the changes to the dog control bylaw and policy. My submission is specific to the allowance of dogs in the CBD, in which they are currently not allowed access. Specifically, I believe that dogs should be allowed on business properties, should a business owner want an “office dog.”

A growing trend worldwide, office dogs can have a raft of positive impacts for employees. Studies have shown that office dogs can reduce Stress (Randolph et al 2012; Wells & Perrine 2001), improve productivity (Fitzgerald and Danner 2012) increase staff and customer moods and even improve job satisfaction.

While I understand (though do not agree with) the cause for concerns with regard to allowing dogs in the CBD, I feel that these issues are not applicable to the instance of dogs contained within an office environment. Therefore I would also like to suggest, that should the CBD remain dog-free after the consultation period has finished, an exception is made for dogs within a business property.

Let us be a forward thinking, progressive and people-centric council.

Nga Mihi

Bonnie Mager  
022 264 7272  
[Bonnie@ilibrary.co.nz](mailto:Bonnie@ilibrary.co.nz)

Barker, Randolph T., Knisely, Janet S., Barker, Sandra B., Cobb, Rachel K, Schubert, Christine M. (2012) "Preliminary investigation of employee's dog presence on stress and organizational perceptions", *International Journal of Workplace Health Management*, Vol. 5 Issue: 1, pp.15-30

Fitzgerald, Carey & M Danner, Kimberly. (2012). Evolution in the Office: How Evolutionary Psychology Can Increase Employee Health, Happiness, and Productivity. *Evolutionary psychology : an international journal of evolutionary approaches to psychology and behavior*. 10. 770-81

Rose M. Perrine & Meredith Wells (2015) Labradors to Persians: Perceptions of pets in the workplace, *Anthrozoös*, 19:1, 65-78

Wells, Meredith & Perrine, Rose. (2001). Critters in the cube farm: Perceived psychological and organizational effects of pets in the workplace.. *Journal of occupational health psychology*.

C HADLEY  
CHIEF EXECUTIVE OFFICER  
INVERCARGILL CITY COUNCIL  
101 ESK STREET, PRIVATE BAG 90104, INVERCARGILL

Submission – Invercargill City Council Policy 2018/2 – Dog Control.

– Invercargill City Council Bylaw 2018/2 – Dog Control.

My submission on the above mentioned proposed policy and bylaw is as follows.

Policy;

Fees; Within the policy there is commentary that the ACT provides that different fees may apply for different classes of dogs or owners, this statement is a factually incorrect generalization of the ACT.

SEC37 of the ACT states how fees may be set, it then provides for lower fees for certain classes of dogs and owners, however the intent of that ACT is that Base fees are set with lower fees then set according to 37(2) of the ACT.

The ACT does not provide for council to charge more than the base/Standard fee for any dog, it does provide however, within Sec32 that an owner of a Dog Classified as dangerous must be liable for fees at 150% of the level that would apply if the dog had not been classified.

ICC's proposed fees and charges have a single rate of \$150 for Dangerous dogs, this extends beyond the Effects as per the ACT, as ICC have a Desexed Std fee of \$85 the fee for a Dangerous Dog that is desexed should only be 150% of that fee.

ICC have also proposed higher than std fees for Menacing Dogs, the ACT does not have an effect on a Menacing Dog owner being liable for higher than the fee payable had the dog not been classified, and therefore the ICC are proposing to go beyond the effect of menacing classification by imposing higher fees that are not provided for in the ACT. Any menacing dog owner should only be liable for the Standard fees as ICC should not be imposing effects not provided for in the ACT.

Wandering Dogs;

I would like to see the word will in the final sentence be changed from "will" to "may", this then gives discretion of whether the first instance is charged or not.

Prosecution;

I believe this section should define what council deem as significant, given the ACT does not deal with significance in terms of damage.

Bylaw;

7.3, I believe this section should be removed, Sec20 (2) of the ACT prohibits the making any bylaw conferring a power of entry without the consent of the occupier. The ACT has specific Power of entry provisions.

7.5, The word Muzzled should also be included within this point.

8.4/8.5, ICC have not set any fees for multiple dog ownership, therefore the reference to fees should be removed, 8.5 in its entirety.



18.1.2, The bylaw exceeds the Effects of classification under the ACT, the ACT is the statute which gives the effects and as such any effects should be those imposed by statute, Council should not be attempting to impose greater effects that what the law imposes. This section is also different to the proposed policy so they are in effect inconsistent with each other.

I wish to be heard in respect of my submission

Rodney Tribe

Address (on File)

Phone (on File)

Email (on File)

## Courtney Keen

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**From:** Leeanne van Malland on behalf of Customer Services  
**Sent:** Monday, 7 May 2018 8:42 a.m.  
**To:** Mailroom  
**Subject:** FW: Inquiry (via ICC website C Hadley dog control policy. submission.

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**From:** Alison Patrick [<mailto:alisons.quandary@outlook.com>]  
**Sent:** Sunday, 6 May 2018 9:41 p.m.  
**To:** Customer Services  
**Subject:** Inquiry (via ICC website C Hadley dog control policy. submission.

To whom it may concern.

I would like to comment on the dog control policy under review.

I would like to see the proposed areas to be considered in Bluff. As at the moment there is no where for dogs to run off the lead.

IS the area at ocean beach going to be fenced in as per the dog park in Invercargill?

As I have taken my dog there and was alone at the beginning but when another dog came in, I left, as that dog was not a friendly dog and had a menacing bark.

But it is my dog who is classed as menacing as she is a pitbull cross. As she cannot defend herself muzzled from other so called non menacing dogs.

Could this park be defined better than the Invercargill one. As people get confused as to whether or not there dog is small ,medium or large. I class mine as medium and could go in either side.

Just going in and out of the closed off areas to the designated gates can be a bit of a nightmare for some dogs and their owners.

The other area on McGorlick st is where softball is played.

There are a number of dogs who are escape artists and take off on a semi regular basis, some take themselves for a walk and go home without any issues.\ But we have a few who's dogs are always roaming the streets.

It is like any other area where a few ruin it for everyone else.

I was fined \$300.for running my dog beside my car something that she has done since a puppy, now 9.

As there was a complaint from a guy with a german shepherd dog, who couldn't control his as mine run past.

Mine didn't stop running as she wasn't interested in that dog, but his was interested in mine.

Have not done it since and now she is punished from running and has to go on a slow walk as I cannot walk fast enough for her. So fenced off area will be wonderful for dogs like mine who love to run.

Signed by Alison Patrick,

Sent from [Mail](#) for Windows 10

**STAFF RESPONSE TO SUBMISSIONS ON THE 2018 DOG CONTROL POLICY AND BYLAW**

No.	Name	Submission	Recommended Response
001	Webber	Submitter recommends a dog off lead area in Bluff.	Dog off leash area in Bluff proposed as part of Bylaw and Policy.
002	Anne Gorman	<p>Submitter is concerned that purpose 'to minimise the fear of dogs attacking and intimidating people' has been removed.</p> <p>Concerned that there are dogs off lead in on lead areas that have attacked their dog.</p> <p>Laws are not enforced and Council takes a softly softly approach to dogs off lead.</p> <p>Concern that people do not know of the law relating to exercise of dogs off lead and that signage is needed at Queens Park to confirm that it is a dog on lead area.</p> <p>Would like fines for dogs that attack other dogs in on lead areas.</p>	<p>Fines are set by legislation and outlined in the Dog Control Act 1996.</p> <p>Signage is a matter for the Manager Parks but acknowledge the service has received a number of comments concerning the size of the signs- Small and not visible.</p> <p>The service does Patrol Parks on a regular basis but we take an educational first approach rather than issuing infringements.</p>
003	Des Collins	<p>Submitter supports changes to allow dogs on leash in town.</p> <p>Would like all of Oki/Foveaux Street be excluded from the Sandy Point recreation area as residential area and some of the marked area does not belong to Council.</p>	All streets and roads are designated as leash control areas. Leased areas within Sandy Point are excluded from the dog off leash area.
004	Ken Hadley	<p>Submitter supports balance between protection and safety of the public and the advantages to individuals and communities of dog ownership.</p> <p>Supports proposal to allow dogs into the CBD.</p> <p>Would like more relaxed approach to keeping dogs on leash with more prescriptive rules as necessary.</p>	Submission acknowledged

Council Agenda - DOG CONTROL ADDITIONAL REPORT

<b>005</b>	ICC Community Development Team	Reporting support for proposal to return wandering dogs directly to their owners.	Submission acknowledged.
<b>006</b>	Gwenyth Wilson	Submitter does not support allowing dogs in the city centre. Would like enforcement of large and small dog areas in dog park at Elles Rd.	No Staff comment concerning the City Centre. It is the responsibility of dog owners to ensure their dog is under control while at the Dog Park. Parks should be approached to consider better signage. Animal services will regularly patrol the Park
<b>007</b>	Kirsten Turner	Submitter does not support dogs in the inner city. Concern about dog poo and having them tied up outside shops and the impact that this would have on people wanting to shop in the city. Does not support \$40 return to home fee and wants wandering dogs impounded. Dogs should be banned from Queens Park and improved monitoring of existing rules relating to dogs in the playground area.	Submission acknowledged
<b>008</b>	Andrea Courtney – Blind Citizens NZ	Submitter raises concerns about dogs in the inner city being tied up outside shops and causing a problem with working guide dogs. Suggests doggy bags and rubbish containers in CBD and greater signage setting out rules. Suggests better signage at Queens Park and specific mention in the Policy and Bylaw that it is a dog on lead area and enforcement of this rule.	Submission acknowledged  Signage is a matter for the Manager Parks but acknowledge the service has received a number of comments concerning the size of the signs- Small and not visible.
<b>009</b>	C G Weston	Submitter supports dogs in the CBD. Suggests that in the CBD dogs must be on leads attached to a human being and not tied up on posts etc. Would like better signage around the CBD to	Submission acknowledged

Council Agenda - DOG CONTROL ADDITIONAL REPORT

		enforce the change in the policy.	
<b>010</b>	Elizabeth Miller	Submitter is supportive of dogs on lead in the CBD. Agrees with returning chipped wandering dogs home. Would like more areas where dogs could wander free but under control. Not all dog exercise areas suitable.	Submission acknowledged
<b>011</b>	Nikki Broad – NZ Post	Submitter requests a requirement for safe access to a door of every household to enable deliveries. Would like an obligation to have dog on property sign if this is not the case.	We do have a requirement for access to a door of a dwelling under the Bylaw but this only applies to dogs classified as menacing or dangerous and does not apply to other dogs. Staff support the current Bylaw and a sign could be given to those owners of classified dogs at the time of Registration but if this requirement was to be extended to all dogs enforcement would be difficult.
<b>012</b>	Raewyn Stewart	Submitter supports allowing dogs in the CBD.	Submission acknowledged.
<b>013</b>	Wendy Joy Baker	Submitter does not support dogs in the CBD. Would like dogs kept on leash on walkways at Sandy Point and other reserves. Would like more signage near ILT Stadium and around playgrounds.	Submission acknowledged
<b>014</b>	Bonnie Mager	Submitter supports allowing dogs in the CBD.	Submission acknowledged.
<b>015</b>	Alison Patrick	Submitter supports dog areas in Bluff. Would like consideration to be given to having the area fenced and designated areas for small, medium and large dogs.	Submission acknowledged. Dog off leash area in Bluff proposed as part of Bylaw and Policy
<b>016</b>	Rodney Tribe	Submitter does not agree that Council may charge different fees for different classes of dogs.	Council officers do not agree with the submitter's interpretation of the Law. Section 37 is permissive in setting fees. The Section does not fetter the power of

		<p>Generally does not agree with power of Council to set fees as set out.</p> <p>Would like further detail in fees for wandering dogs and what is deemed significant.</p> <p>Considers section 7.3, 8.5/8.5 and 17.1.2 of the Bylaw to be beyond Council's power.</p>	<p>Council- it does set out the occasions where Council may set a lower fee but this does not prevent other fees being imposed.</p> <p>The Bylaw at section 8.5 sets out a fee shall be payable for a licence to have more than three dogs. Section 20(1)(l) of the Act sets out that the Council may make a Bylaw to include things that are “:necessary or desirable to further the control of dogs”. Both Section 20 and 37 therefore enable Council to require this licence and set the fee as it helps to further dog control.</p> <p>Section 20 of the Act also enables the Bylaw to make provisions for Inspection and an offence as well as additional controls for Menacing Dogs so long as they are considered “necessary and desirable to further the control of dogs”.</p> <p>Breaches of the Bylaw are an Infringement Offence pursuant to Section 65 of the Act. The Fee is prescribed in Schedule one. It is noted that this is an oddity as the Local Government Act 2002 does not yet have an Infringement regime set up yet the Dog Control Act provides for the Infringements process. Dog Control officers have the Power of Entry at Section 14 of the Act and can enter where they have reasonable clause to suspect an offence against the Bylaw. It is acknowledged that the wording of 7.3 should be changed to better reflect this reality.</p> <p>Proposed new wording:</p> <p><i>Officers have the right to enter any property where the Officer has good cause to suspect an offence against the Bylaw has been committed. Where an offence is established Council may either prosecute in the District Court and issue and Infringement Offence.</i></p>
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Ref: A2272007

**TO: PAMELA GARE (DIRECTOR ENVIRONMENTAL PLANNING)  
JOHN YOUNGSON (MANAGER - ENVIRONMENTAL HEALTH AND  
COMPLIANCE)  
ANDREW CAMERON (POLICY ANALYST)**

**RE: DOG CONTROL BY-LAW.  
RODNEY TRIBE SUBMISSION.  
EFFECTS OF CLASSIFICATION AS MENACING DOGS.**

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At the recent hearing for the Dog Control By-Law, Mr Tribe, in his oral submission to the Councillors, advised the committee that he believed Council was unable to charge a separate registration fee for a menacing dog because that went beyond the powers of Council as the effects of classification of a menacing dog are set out by the Act and can only be those effects.

This memorandum is in response to that submission.

The effects of classification are set out in Section 33E of the Dog Control Act 1996 (the Act). This Section sets out a number of requirements of an owner if a dog has been classified as menacing either by its actions or by its breed.

For the sake of completeness Section 33E is set out here

**33E Effect of classification as menacing dog**

(1) If a dog is classified as a menacing dog under Section 33A or Section 33C, the owner of the dog—

(a) must not allow the dog to be at large or in any public place or in any private way, except when confined completely within a vehicle or cage, without being muzzled in such a manner as to prevent the dog from biting but to allow it to breathe and drink without obstruction; and



(b) must, if required by the Territorial Authority, within 1 month after receipt of notice of the classification, produce to the Territorial Authority a certificate issued by a veterinarian certifying—

(i) that the dog is or has been neutered; or

(ii) that for reasons that are specified in the certificate, the dog will not be in a fit condition to be neutered before a date specified in the certificate; and

(c) must, if a certificate under paragraph (b)(ii) is produced to the Territorial Authority, produce to the Territorial Authority, within 1 month after the date specified in that certificate, a further certificate under paragraph (b)(i).

(2) [Repealed]

(3) [Repealed]

(4) [Repealed]

(5) SubSection (1)(a) does not apply in respect of any dog or class of dog that the Territorial Authority considers need not be muzzled in any specified circumstances (for example, at a dog show).

As can be seen from this Section there is nothing in it that states these are the only effects that are the consequence of classification of a dog. Rather these set out the minimum but mandatory obligations of an owner where a dog is classified as can be seen this includes keeping the dog muzzled and being neutered if so required.

There is nothing in this Section that says a Territorial Authority is unable to impose other implications because of the classification.

## **FEES**

Section 37 of the Act is the empowering Section that enables a Territorial Authority to set fees.

Section 37 is set out in full in Appendix 2 of this memorandum.

As can be seen from it, Section 37(1) sets out that dog control fees payable to the Territorial Authority shall be those reasonable fees prescribed by resolution of that Territorial Authority for the registration and control of dogs under this Act.

The Section then sets out a series of optional fees that the Council may set which are generally lower fees for neutered dogs, working dogs, dogs under a specified age or good owners but also a penalty regime and fees for the replacement of the labels disc.

There is nothing in Section 37 that sets out that it is an exclusive list and that these are the only matters that may be the subject of fees by the Territorial Authority. Indeed Section 37(1) sets out that as long as the fees are for the registration and control of dogs under this

Act then as long as those fees are reasonable, the fees are perfectly valid for the Territorial Authority to set.

It is important to reiterate this is not an exclusive or exhaustive list as there is nothing in the language or construction of Section 37 that sets out limits on the Territorial Authority and its setting of fees.

Dangerous dogs is an obvious exception to this as it is set out specifically in the Dangerous Dog Sections. The classification of the dog as dangerous is an immediate uplift to 150% of the level that would apply if the dog were not classified as a dangerous dog.

That is a very specific direction from Parliament that it intends dangerous dogs to have a significant fee. That does not mean that only dangerous dogs may have an increased fee, rather it is a clear direction from Parliament to ensure that dangerous dogs are monitored in such a manner as an increase in registration is appropriate but it is also in part to deter owners from retaining dogs that are classified as dangerous.

#### **DISCUSSION**

As can be seen from both Section 33E and Section 37 of the Act neither limits the ability of the Territorial Authority to impose fees. The only restriction on a Territorial Authority for imposition of fees is that those fees must be reasonable and that they must be for registration and control of dogs under the Act.

A fee for the registration for a menacing dog being at a higher rate than a non-menacing dog is for the control of dogs under the Act. While on a level this is potentially seen as an effect of classification there is nothing in the construction of Section 33E that says they are the only effects that can be imposed. There is nothing there that says that a Territorial Authority cannot impose its own controls and requirements upon classification. Indeed the provisions relating to the dog control policy and dog control by-law are very permissive in what is allowed to a Territorial Authority to impose for the control of dogs. Succinctly said as long as the matter is reasonable and is for the control of dogs, pursuant to the Act, then a Territorial Authority is entitled to impose it.

As way of contrast where there is a very different intent by Parliament is Section 77 of the Sale and Supply of Alcohol Act 2012..

Section 77 sets out what the contents are to be of a local alcohol policy when adopted by a Territorial Authority.

Section 77(1) states:

*"a local alcohol policy may include policies on any or all of the following matters relating to licencing (and no others)..."* then lists all the matters that must be in a local alcohol policy.

Section 77(3) states a local alcohol policy must not include policies on any matter not relating to licencing.

This is a very clear direction from Parliament that in terms in of a local alcohol policy only the matters set out in Section 77(1) (a) to (g) are to be those considered in local alcohol policy. If Parliament had intended to restrict the Territorial Authority's discretion it would have used much less permissive wording in the Act. It could use such wording as for example 'the effects of classification of a dog as menacing shall be limited to' or 'must be and only be the following' and you would also expect in the fees setting regime again if Parliament wished for only those matters listed in the Act, to be the only matters that fees could be set for, then Parliament would have said so.

#### **CONCLUSION**

As can be seen from the above neither Section 33E nor Section 37 set any limits on the ability to set a different registration fee for a menacing dog as to a standard classification dog. This is because Section 33E does not limit the effects to those listed and Section 37 is not a code as to what must be a fee. The Territorial Authority has wide grounds to create a fee this is by way of the fact that it must be reasonable and that it must be for registration and for dog control purposes. In the event that all three of these are met then the fee is perfect reasonable it is able to be charged and is appropriate in the circumstances.

Mr Tribe's reading of the interpretation is very narrow and restricted. The Dog Control Act and its intent must be seen from the stated purpose and the wider Act, not merely digging down deep into each of the individual Sections.



Michael Morris  
**LEGAL ADVISOR**

**Rodney Tribe**

Submissions Appendix C p36-36

Policy

**Q. Fees; Within the policy there is commentary that the ACT provides that different fees may apply for different classes of dogs or owners, this statement is a factually incorrect generalization of the ACT. And following**

A. This question is dealt with in the response set out in Appendix D

**Q. Wandering Dogs; I would like to see the word will in the final sentence be changed from “will” to “may”, this then gives discretion of whether the first instance is charged or not.**

A. Council Staff have determined to retain the will as this related to the seizure of the dog. The discretion to charge the fee is established in the Council process.

**Q. Prosecution; I believe this section should define what council deem as significant, given the ACT does not deal with significance in terms of damage.**

A. Definitions are always problematical. Council staff have determined that it is appropriate to retain wording that is consistent with the *Dog Control Act 1996* and to have the question of definition resolved by the Courts if necessary.

Bylaw

**Q. 7.3, I believe this section should be removed, Sec20 (2) of the ACT prohibits the making any bylaw conferring a power of entry without the consent of the occupier. The ACT has specific Power of entry provisions.**

A. The Dog Control Act s20(4) provides that bylaws made under this section “shall be deemed to have been made under the” Local Government Act. The *Local Government Act 2002* section 171 provides a general power of entry to enforce bylaws.

**Q. 7.5, The word Muzzled should also be included within this point.**

A. The policy uses the word muzzled, this is a reasonable interpretation of continuous and effective control for a dog that is known to rush at or attach any person. The policy is consistent with the Bylaw.

**Q. 8.4/8.5, ICC have not set any fees for multiple dog ownership, therefore the reference to fees should be removed, 8.5 in its entirety.**

A. At this stage Council has not set a fee for multiple dog ownership. Council is able to review this position at any time. To remove this section would require that the Council undertake consultation, to amend the policy, before it would be in a position to again set this fee. Council Staff has determined that it is appropriate to leave this clause in the policy.

**Q. 17.1.2, The bylaw exceeds the Effects of classification under the ACT, the ACT is the statute which gives the effects and as such any effects should be those imposed by statute, Council should not be attempting to impose greater effects that what the law imposes. This section is also different to the proposed policy so they are in effect inconsistent with each other.**

A. The *Dog Control Act 1996* does not prohibit Council from imposing conditions on menacing dogs, in addition to those set out in the Act. To take this submission to its

logical conclusion Council would not be able, for example, to prohibit menacing dogs from play areas as this is not imposed by s33E of the *Dog Control Act 1996*. Council Staff are satisfied that the provision is consistent with the legislative powers granted to Council.

**TO: COUNCIL**  
**FROM: MICHAEL MORRIS – LEGAL ADVISOR**  
**MEETING DATE: TUESDAY 28 AUGUST 2018**

<b>DELEGATIONS TO INDEPENDENT COMMISSIONER/S (HEARINGS PANEL)                  RESOURCE CONSENT HEARINGS</b>
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**SUMMARY**

The Council must, by Resolution, delegate to the Commissioner/s of the Hearings Panel all powers necessary to hear and determine Resource Consent Application before them.
--

**RECOMMENDATION**

**It is recommended that:**

Council delegate all powers that are necessary to the Panel of Independent Commissioner/s from the Resource Management Act 1991 as follows:

- Section 34A - The Power to Hear and Determine the Application Delegated to Commissioner/s.
- Section 41 - Provisions Relating to Hearings.
- Section 41A - Control of Hearings.
- Section 41B - Directions to Provide Evidence.
- Section 41C - Directions / Requests before Hearing.
- Section 41D - Strike Out of Submissions; and
- Section 42 - Protection of Sensitive Information.

**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> None.
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> N/A

**FINANCIAL IMPLICATIONS**

No financial implications arise from this report as the power to create the Panel has already been delegated.

**DELEGATION OF HEARINGS POWERS**

By way of Resolution dated 27 February 2018, Council delegated to the Director of Environmental and Planning Services and the Chair of the Hearings Panel the power to appoint a Panel of Independent Commissioner/s (the Panel) to hear Resource Consent Applications where the Commissioner/s of the Hearings Panel are in a conflict situation or specific expertise is needed.

In order for the Panel to be able to organise, run, hear and determine the Hearing and Application the appropriate powers need to be delegated to it.

There is some ambiguity in the delegations to the Panel.

For this reason it is prudent to formally issue these delegations to the Panel as it prevents any decisions being overturned in Court due to procedural issues.

Accordingly the Council needs to delegate in accordance with Section 34A of the Resource Management Act 1991 the following powers:

**The Powers**

- Section 34A - The Power to Hear and Determine the Application Delegated to Commissioner/s.
- Section 41 - Provisions Relating to Hearings.
- Section 41A - Control of Hearings.
- Section 41B - Directions to Provide Evidence.
- Section 41C - Directions / Requests before Hearing.
- Section 41D - Strike Out of Submissions; and
- Section 42 - Protection of Sensitive Information.

These powers are those prescribed by the Act and cover the Hearing process. It includes the power to manage the Hearing, issue directions for how the Hearing will run (evidence timetable and the filing of evidence) as well as the power to keep matters confidential.

Section 34A sets out the power for Council to delegate to Commissioner/s the ability to hear and determine Resource Consent Applications.

**CONCLUSION**

These powers are the powers the Panel need to hear and determine the Application.

In order to protect the Panel's decision for procedural challenge the powers need to be delegated to the Panel enabling it to determine the Application.

**\*\*\*\*\***

**TO: COUNCIL**

**FROM: DEAN JOHNSTON – DIRECTOR OF FINANCE AND CORPORATE SERVICES**

**MEETING DATE: TUESDAY 28 AUGUST 2018**

<b>INVERCARGILL CITY HOLDINGS LIMITED – STATEMENT OF INTENT</b>
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**SUMMARY**

The final Statement of Intent for Invercargill City Holdings Limited for the 2018/19, 2019/20 and 2020/21 years have been provided.
---

**RECOMMENDATIONS**

**That the Invercargill City Holdings Limited Statement of Intent 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> No.

**FINANCIAL IMPLICATIONS**

Nil.

**REPORT**

The Directors of Invercargill City Holdings Limited have received the recommendation from Council that the Nature and Scope of Activities be amended from the draft Statement of Intent provided.



The clause relating to providing loans to community groups has been removed from the final Statement of Intent that is presented.

The dividend is set to be \$5,850,000 in the 2018/19 year and then \$6,000,000 in 2019/20 and 2020/21 years.

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# **INVERCARGILL CITY HOLDINGS LIMITED**

## **STATEMENT OF INTENT FOR THE FINANCIAL YEAR ENDING 2019**

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## PREAMBLE

As required by Section 64 of the Local Government Act 2002 the Directors have prepared this Statement of Intent.

## OBJECTIVES

The objectives are those as provided in Section 59 of the Local Government Act 2002 including the following specific objectives:

- To provide steadily increasing revenues across the group
- To provide reasonable returns to its shareholder Invercargill City Council that are consistent and steadily increasing
- To keep the Invercargill City Council informed of matters of substance affecting the group.
- To ensure that regular reporting of results occurs to Invercargill City Holdings Limited from subsidiaries.
- To monitor the performance of each subsidiary against their stated performance objectives and ensure they have proper governance procedures in place.
- To promote rigorous health and safety management and reporting within the group.
- To ensure that regular reporting of results occurs to Invercargill City Council.
- To act generally as a responsible corporate citizen.

## NATURE AND SCOPE OF ACTIVITIES

The nature of the Invercargill City Holdings Limited activities will be that of normal policy decisions of a Holding Company together with:

- (a) Providing input into the Statement of Intent of each of its subsidiaries to ensure that they reflect the objectives and policies of Invercargill City Council in such manner and to such extent as Invercargill City Holdings Limited is lawfully entitled to do so; and,
- (b) Monitoring the performance of the individual subsidiary companies.
- (c) In relation to Invercargill City Property Limited, no sales will be to an entity that may bring the City into disrepute and all sales will reflect Council's vision of economic and population growth.
- (d) Providing funding and treasury services to the subsidiary companies.

ICHL exercises its monitoring role through a variety of means, including reviewing Statements of Intent provided by subsidiary companies, reviewing periodic financial, strategic and health and safety reporting by the subsidiaries, monitoring business developments, liaising with subsidiary boards as necessary, making director appointments and dealing with other issues as they arise.

The undertaking by Invercargill City Holdings Limited of any activity of a nature or scope not provided for would be subject to the prior approval of the Invercargill City Holdings Limited shareholders.

In particular the prior approval of the shareholder would be required to the company forming, acquiring or divesting an interest in any subsidiary company and in the case of each subsidiary the Directors of Invercargill City Holdings Limited shall not, without the prior approval of the shareholder approve any investment which is contrary to that subsidiary's Constitution.

Activities of the subsidiary companies are as follows:

### **ELECTRICITY INVERCARGILL LIMITED (EIL)**

EIL owns and operates the electricity network in Invercargill which includes 665km of predominantly underground cables. This is one of the best performing networks in New Zealand in terms of reliability and efficiency and has more than 17,000 connections. Electricity retailers pay EIL for this network delivery service and in turn charge homes and businesses for it.

EIL also has partial ownership of PowerNet, the network management company and other energy related entities including OtagoNet, an electricity distribution entity in Otago and Central Otago, and Roaring Forties which owns generation assets including wind and hydro.

EIL continues to make a commitment to reduce the overall age of the network and continuously improve the assets to ensure safety, capacity and reliability.

### **INVERCARGILL AIRPORT LIMITED (IAL)**

IAL provides all airport related services for Invercargill and is the gateway to the city and the wider Southland region, hosting over 294,000 passengers in the 2017 year.

IAL is 97.2% owned by Invercargill City Holdings Limited and the other 2.8% shareholders are the four local Runanga.

The airport provides an important gateway to the City and region.

The focus for the airport is on infrastructure requirements and developing appropriate asset management processes to ensure that the airport remains operational as a key gateway to the city.

### **INVERCARGILL CITY FORESTS LTD (ICFL)**

ICFL own, maintain, manage and harvest forestry assets.

ICFL maintain a harvest strategy to ensure that the dividend flow back to the shareholder is consistent and maintainable.

ICFL owns Forest Growth Holdings Limited, who aggregates forestry assets into economic units.

### **INVERCARGILL CITY PROPERTY LTD (ICPL)**

ICPL activities are that of a property ownership and management company.

<b>PERFORMANCE TARGETS</b>
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The following targets relate to the group of companies consisting of Invercargill City Holdings Limited, Electricity Invercargill Limited, Invercargill City Forests Limited, Invercargill Airport Limited and Invercargill City Property Limited.

### Financial

That the following rates of return on equity funds are attained:

	<i>% Before Tax</i>	<i>% After Tax</i>
2018/19	9.78%	7.04%
2019/20	10.26%	7.39%
2020/21	10.16%	7.32%

### Other performance measures

In addition to the above financial performance measures, the Invercargill City Holdings Limited board will use the following measures to assess its performance:

All statutory requirements for reporting under the Companies Act 1993 and the Local Government Act 2002 are achieved.

Half yearly financial reports are provided to the shareholder within two months of the end of the period and that the annual statements and report are provided within three months after the end of the financial year.

A draft Statement of Intent will be submitted for approval to Invercargill City Council by 1 March each year.

Invercargill City Holdings Limited will keep Invercargill City Council informed of all significant matters relating to Invercargill City Holdings Limited and its subsidiaries, within the constraints of commercial sensitivity. Invercargill City Holdings Limited will run at least one workshop with Councillors per financial year.

Invercargill City Holdings Limited will maintain contact with subsidiary company boards, and remain aware of their strategic business issues. Invercargill City Holdings will meet subsidiary company boards or their representatives at least once per financial year.

## FINANCIAL FORECASTS

These consolidated financial forecasts are based on information provided by the subsidiary companies and Invercargill City Holdings Limited own forecasts:

	<i>Year Ending</i> <i>30 June 2019</i> <i>(\$'000)</i>	<i>Year Ending</i> <i>30 June 2020</i> <i>(\$'000)</i>	<i>Year Ending</i> <i>30 June 2021</i> <i>(\$'000)</i>
Gross Revenue	24,706	24,499	23,454
Expenditure	<u>15,238</u>	<u>14,377</u>	<u>13,228</u>
Net Profit (Loss)	9,468	10,122	10,226
Tax	<u>2,651</u>	<u>2,834</u>	<u>2,863</u>
Group Net Profit/(Loss) after tax	6,817	7,288	7,363
Dividend – Invercargill City Council	<u>5,850</u>	<u>6,000</u>	<u>6,000</u>
	967	1,288	1,363

The projected equity of the consolidated company at 30 June is estimated to be as follows:

	<i>Year Ending</i> <i>30 June 2019</i> <i>(\$'000)</i>	<i>Year Ending</i> <i>30 June 2020</i> <i>(\$'000)</i>	<i>Year Ending</i> <i>30 June 2021</i> <i>(\$'000)</i>
Equity	96,781	98,669	100,631

## RATIO OF CONSOLIDATED SHAREHOLDER FUNDS TO TOTAL ASSETS

The forecasted ratio of shareholder funds as a percentage of total assets as at 30 June are as follows:

<i>Year</i>	<i>%</i>
2019	31%
2020	30%
2021	30%

For the purpose of this ratio shareholder funds are defined as the paid-up capital plus any retained tax paid profits. They include undistributed profits which have been accumulated in accounts known as either "Revenue Reserves" or "Capital Reserves" and shareholder advances. It is anticipated that the Invercargill City Council shareholder advance (if any) will be subordinated, that is, subject to certain restrictions by the lender.

Total assets are defined as the sum of all current, fixed and investment assets of the group.

## COMMERCIAL VALUE OF THE SHAREHOLDER'S INVESTMENT

The commercial value of the Shareholder's investment in the Company is considered by the Directors to be not less than the Shareholder's funds as disclosed in the Statement of Financial Position published in the last Annual Report.

## REPORTING TO THE SHAREHOLDER

The following information will be available to the shareholder based on an annual balance date of 30 June.

### DRAFT STATEMENT OF INTENT

On or before 1 March each year, the Directors will deliver to the shareholder a Draft Statement of Intent that fulfils the requirements of Section 64 of the Local Government Act 2002.

### COMPLETED STATEMENT OF INTENT

On or before 30 June each year the Directors shall deliver to the shareholder a completed Statement of Intent which fulfils the requirements of Section 64 of the Local Government Act 2002.

### HALF YEARLY REPORT

Within two months after the end of the first half of each financial year, the Directors shall deliver to the shareholder an unaudited report containing the following information as a minimum in respect of the half-year under review:

- A revenue statement disclosing actual revenue and expenditure, with comparative figures from the previous half yearly report.
- A statement of financial position at the end of the half year.
- A statement of cash flows.
- A commentary on the results for the first six months together with a report on the outlook for the second six months with reference to any significant factors that are likely to have an effect on Invercargill City Holdings Limited's performance, including an estimate of the financial result for the year based on that outlook.

### ANNUAL REPORT

Within three months after the end of each financial year, the Directors shall deliver to the shareholder an annual report and audited financial statements in respect of that financial year, containing the following information as a minimum:

- (a) A Director report including a summary of the financial results, a review of operations, a comparison of performance in relation to objectives and any recommendation as to dividend.
- (b) A revenue statement disclosing actual revenue and expenditure, and comparative figures.
- (c) A statement of financial position at the end of the year.
- (d) A statement of cash flows.
- (e) An Auditor's report on the above statements and on the measurement of performance in relation to objectives.



## **DIVIDEND POLICY**

The Directors have agreed that it is prudent to retain a portion of the Company's earnings as a hedge against movements in interest rates and/or income stream. It is anticipated a dividend will be paid by Invercargill City Holdings Limited to the Invercargill City Council of \$5,850,000 in 2018/2019, \$6,000,000 in 2019/2020 and \$6,000,000 in 2020/2021. Any surplus from the Group operation will be used to repay the Invercargill City Holdings Limited debt.

## **PROCEDURES FOR ACQUISITION OF OTHER INTERESTS**

The Company will only invest in the shares of another company or organisation in accordance with the Constitution of the company.

## **COMPENSATION FROM LOCAL AUTHORITIES**

The Directors do not envisage any circumstances arising that would give rise to any claim from any Local Authority during the year.

## **OTHER MATTERS AGREED AS BETWEEN THE DIRECTORATE AND ITS SHAREHOLDER**

The Company has entered into Deeds of Understanding with its subsidiaries imposing upon the companies certain restrictions, requirements and obligations as set out in the Deed.

Invercargill City Holdings Limited has a written agreement with all subsidiaries to fund each company's operating costs, by way of interest bearing loan, on a monthly basis, subject to the provision of annual budgets.

## **GOVERNANCE**

- The Directors of Invercargill City Holdings Limited are appointed by Invercargill City Council to oversee the governance of the company and its subsidiaries and will act in accordance with the guidelines set by the Shareholder.
- The Directors acknowledge their fiduciary responsibilities however the day to day management of the company is delegated to the management team and the external Treasury Manager.
- The Directors hold regular board meetings at which management reports are received and discussed.
- The Board monitors the performance of the subsidiary companies to ensure performance and capability and to identify any areas for improvement.

## **ACCOUNTING POLICIES**

Invercargill City Holdings Limited's accounting policies are consistent with the accounting policies recognised by the External Reporting Board ('XRB').

The accounting policies which materially affect the measurement and reporting of financial performance and financial position have been applied on a basis consistent with those used in previous years.

The accounting policies are listed in full in in our most recent annual report.



Ref: A2332230

23 August 2018

Clare Hadley  
Chief Executive  
Invercargill City Council  
Private Bag 90104  
INVERCARGILL 9840

Dear Clare

We wish to comment on an issue raised at the last Council meeting concerning our final Statement of Intent.

Specifically this relates to the other matters section where it states

*Invercargill City Holdings Limited has a written agreement with all subsidiaries to fund each company's operating costs, by way of interest bearing loan, on a monthly basis, subject to the provision of annual budgets.*

This is exactly the same wording as was provided to Council at the Finance and Policy Committee Meeting on 17 April 2018 in the draft Statement of Intent.

This differed from the 2017 Statement of Intent which only referred to an agreement with Invercargill City Forests Limited as Invercargill City Holdings Limited now has formal written agreements with all subsidiary companies to fund operational costs via a loan.

Yours faithfully

Cam McCulloch  
**CHAIR – INVERCARGILL CITY HOLDINGS LIMITED**

**TO: COUNCIL**  
**FROM: CLARE HADLEY - CHIEF EXECUTIVE**  
**MEETING DATE: TUESDAY, 28 AUGUST 2018**

<b>SOUTHLAND REGIONAL DEVELOPMENT AGENCY – PROGRESS REPORT</b>
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**SUMMARY**

<p>This report provides a summary of progress with the transition programme towards the new Southland Regional Development Agency. It outlines the key actions that need to be undertaken by Shareholders, of which the Invercargill City Council is one, to enable the transition programme to continue.</p>
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**RECOMMENDATIONS**

**That Council:**

**Appoint a person to be their representative to the Joint Shareholders Committee; and**

**Note that the Shareholders Agreement will soon be coming for consideration and ratification; and**

**Note that the process for the appointment of the new Board will commence in about three weeks (but will not be in advance of the Shareholders' Agreement); and**

**Note that discussions are commencing with each shareholder on the outcomes and services that the new SRDA will be asked to deliver.**

**IMPLICATIONS**

1.	<p><i>Has this been provided for in the Long Term Plan/Annual Plan?</i></p> <p>Yes</p>
2.	<p><i>Is a budget amendment required?</i></p> <p>No</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>Further progresses the development of the foundation documents for the new Southland Regional Development Agency.</p>
5.	<p><i>Have the views of affected or interested persons been obtained and is any further public consultation required?</i></p> <p>Yes – consultation was undertaken at the initial proposal stage. Further consultation is occurring with all shareholder groups.</p>
6.	<p><i>Has the Child, Youth and Family Friendly Policy been considered?</i></p> <p>N/A</p>

## **FINANCIAL IMPLICATIONS**

No financial implications arise from this report.

## **BACKGROUND**

At its meeting on 24 April 2018 Council discussed the formation of the Southland Regional Development Agency (SRDA). After considering the process Council, among other things, determined to delegate authority to the Chief Executive to progress, in conjunction with the other Southland councils, development of the constitutional documents and other work needed to form the Southland Regional Development Agency, in accordance with the propositions detailed in the Joint Committee report.

This work has been ongoing and an update on progress is included in this report.

## **SHAREHOLDERS**

The shareholders in the new SRDA entity are proposed to be:

- Councils – ICC, SDC, GDC and ES
- Community – Chamber of Commerce, Southern Institute of Technology, Invercargill Licencing Trust, Maitauru Licencing Trust, Community Trust of Southland.

Key actions to date in relation to the shareholders and the development of a Shareholders' Agreement include:

- Individual discussions about the transition process have been held with each of the shareholders and all have agreed to proceed. The community shareholders have generally indicated that they have discussed the matter with their boards.
- A meeting of representatives of each of the shareholders was held on 16 August where the detail of the transition process and the role and responsibilities of the shareholders was discussed.
- A draft of the proposed content of the Shareholders' Agreement has been circulated and agreed in broad principle. It is now being referred for legal drafting. Legal advice to assist has been appointed.
- Shareholders are to appoint a Joint Shareholders' Committee to oversee shareholder interests including the appointment of the Directors. That Committee will be ongoing.
- Ngai Tahu has taken the decision not to be a shareholder although they have been actively involved so they are aware of what is happening. Ngai Tahu is to enter into a Memorandum of Understanding with the four Southland councils. This is close to being finalised.

The next steps include:

- Shareholders' Agreement to be legally drafted and return to shareholders (including councils) for review and ratification.
- Each shareholder needs to appoint an individual who will be their representative on the Joint Shareholders' Committee. The Joint Shareholders' Committee appoints the board of the SRDA.
- The Ngai Tahu Memorandum of Understanding to be finalised and submitted to each of the Councils for formal endorsement.

## **FORMATION OF THE SRDA ENTITY**

This workstream involves the formation and registration of the SRDA as a company under the Companies Act 1993.

This step cannot be completed until the legal drafting of the Shareholders' Agreement has been completed and it has formally endorsed by all of the shareholders including the four councils.

### **APPOINTMENT OF THE BOARD**

It is proposed to proceed with the process of advertising for expressions of interest for potential directors ahead of the legal process of forming the SRDA entity being completed. This will, however, need to be completed before the appointments can be confirmed.

Key points to note about the process proposed include:

- Contact has been made with Sheffield to act as a "post box" for applications and they have agreed.
- Nominations are to be called for publicly and the appointment process will be public.
- The nominations will go before a panel. The panel is likely to be three persons nominated by the Joint Shareholders' Committee.
- The board will be appointed using the skills register outlined in the propositions paper attached (**Appendix 1**).
- In inviting prospective board members an outline of board responsibilities will be provided.

### **SRDA WORK PROGRAMME**

This work stream covers the development of the letter of expectation, purchase agreements and business plan for the SRDA.

Key points to note about the progress to date include:

- Active work is being done to assess what outcomes and services the shareholders wish to purchase from the new entity.
- A process has been developed for each of the shareholders, particularly the councils, to establish a split between core funding and contract funding.
- The outline of what the shareholders would like to purchase will then be presented to the new board for them to consider.
- The management of Venture Southland is also participating in this exercise so that there is a Venture voice being heard.

The next steps include:

- Individual meetings will be held with each of the shareholders in whatever format suits them.
- A workshop of representatives from all shareholders will then work together to rationalise the procurement preferences of the shareholders and prepare a single document.
- It should be noted that procurement preferences will be at a higher level of generality, not item by item. It needs to be recognised that the incoming board will have its own views too.

### **CONCLUSION**

The Chief Executive has been working in conjunction with the other Southland councils to manage the transition process and establish the Southland Regional Development Agency prior to 30 January 2019. Council is now required to take some key actions to enable this progress to continue.

\*\*\*\*\*

## Draft Proposals

**Client:** Southland Shared Services  
**Subject:** Draft Proposals arising from the Public Consultation and Panel Process on the institutional arrangements for regional development in Southland  
**Version date:** 19 March 2018

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### Recommendations

Having undertaken a review of the public submissions to the Southland Regional Development Agency proposal, the Southland Regional Development Agency Consultation Joint Committee appointed by the councils to lead the community consultation process in relation to the proposal to form the SRDA has concluded its work. It has two recommendations for the consideration of the parent councils.

The panel recommends to Environment Southland, Invercargill City Council, Southland District Council and Gore District Council that:

*They proceed with the formation, in accordance with the provisions of the Companies Act 1993 and Local Government Act 2002, of the Southland Regional Development Agency as a limited liability company and council-controlled organisation.*

- *“The four Councils agree to development of the SRDA being advanced in general accord with each of the 38 propositions detailed below but in doing so note that there will need to be changes made as the establishment of the new Agency progresses.”*

The Chief Executives group of the Southland local authorities recommends that:

- *“The four councils note the overview transition schedule detailed below and give authority for the process to commence in accordance with that timetable.”*
- *That the Chief Executives group, facilitated by the Chief Executive of Environment Southland, be given authority to proceed with the development of the constitutional documents and other work needed to proceed with the formation of the SRDA in accordance with the 38 propositions attached.*

### This Paper

Contained in this paper is the following:

- The recommendations (above) from the Southland Regional Development Agency Consultation Joint Committee
- Thirty eight propositions and brief descriptions supporting them
- An overview transition schedule through to implementation



## Introduction

This paper sets out, in a series of propositions, the findings of the Joint Committee in relation to the proposal to form, as a limited liability company under the Companies Act 1993 a Southland Regional Development Agency (SRDA) which will also be a Council Controlled Organisation (CCO). These findings are referred respectfully to the four councils of Southland for their consideration as they make decisions in relation to the formation of the SRDA.

The panel has met three times and has worked through the propositions in detail. It has limited its focus to the brief which is structural arrangements for regional development rather than the actions and policies of the delivery of regional development services.

## Key Principles

- Proposition 1: **“That the following guiding principles are adopted and used to guide development and operation of the SRDA.”**
  - **Reach** - whole-of-region
  - **Funding** - broad as possible funding base
  - **Integrated** - councils, business, community
  - **Regional development** - economic and community
  - **Arms-length** - greater freedom to act
  - **Iwi** - close relationship with iwi
  - **Ambition** - addressing challenging goals
  - **Council facilitation** - councils are the backbone

## Funding

- Proposition 2: **“That the four councils of Southland provide core funding to the SRDA.”**
  - The councils are referred to as Type A shareholders (definition provided further through this document) and as such are responsible for covering the core overheads of the SRDA on a population basis.
  - That a clear definition of these core costs is developed and include management support overheads and overhead salaries which totalled approximately \$1.6m in the 2017/18 Venture budget.
- Proposition 3: **“That the SRDA is focused on increasing non-council funding.”**
  - A key driver for the SRDA proposal is to increase and diversify the funding sources for regional development.
  - While the councils would provide core or foundation funding, contributions are expected from central government, business and the community sectors.
  - An objective is to gradually increase the proportion of non-council funding into regional development.
- Proposition 4: **“That all funding over and above core funding operates on a contract funding model.”**
  - This includes all operational funding.
  - The nature of “contracts” may vary and could be SLAs, MOUs, or whatever suits the particular situation.
- Proposition 5: **“That the sources of contract funding will be diverse.”**





- They could include: additional council funding, and also central government, industry, trusts and earned revenue.
- Contracts would commonly be negotiated on a minimum of three-year cycle to ensure certainty and continuity.

## Proposal

- Proposition 6: **“That a Southland Regional Development Agency (SRDA) is formed”.**
- Proposition 7: **“That the SRDA incorporates the current Venture Southland.”**
  - This involves the transfer of staff along with the assets and liabilities of Venture Southland to the SRDA.
  - A number of these are currently owned by either Invercargill City Council, Southland District Council or the Venture Southland Trust and subsidiary companies.
- Proposition 8: **“That the SRDA adopts the name of Venture Southland”.**
  - This assumes there are no legal impediments with doing so.
  - Any change of name, if contemplated, would be a matter for the new board and shareholders.
- Proposition 9: **“That the SRDA is established as a CCO as specified under the Local Government Act 2002 and registered as a limited liability company, under the Companies Act 1993.”**
  - It may be that the current Trust structure of Venture can be continued as a conduit for donor funding that will not fund a limited liability company.
- Proposition 10: **“That the SRDA is majority owned by the four councils of Southland.”**
  - The councils would be known as Type A shareholders.
- Proposition 11: **“That the SRDA has “community” (non-council) shareholders who are minority shareholders.”**
  - These shareholders will be known as Type B shareholders.
- Proposition 12: **“That the Chair of the Mayoral Forum advance discussions with Ngai Tahu to determine how they might best be involved. ”**
  - An approach should be made to Ngai Tahu by the Mayoral Forum to determine how it can best be involved.
  - The exact form of that association has yet to emerge and is expected to do so during the establishment phase of the SRDA.
- Proposition 13: **“That as a company the SRDA has the power to establish subsidiaries and undertake relevant commercial activity.”**
  - This power will be subject to any relevant legislative and/or constitutional requirements.
  - It is expected that the limited liability nature of the entity would protect the shareholder organisations from financial risk.



## Shareholding

- Proposition 14: **“That the capital structure of the SRDA is \$12,000.”**
  - 75% - the four councils (Type A)
  - 25% - community organisations (Type B)
  - This means that the four councils would have equal shares of 19% (18.75% to be exact)
  
- Proposition 15: **“That the community organisations who have indicated their interest should become Type B shareholders.”**
  - These include - SIT, CTOS, ILT, MLT, Chamber of Commerce
  - That the level of interest and proposed shareholding arrangement be discussed and formally agreed with the proposed community shareholders.
  
- Proposition 16: **“That a shareholders’ agreement is drafted and agreed by all shareholders (Types A & B) as a method of confirming the shareholder status of all parties.”**
  
- Proposition 17: **“That all shareholders enter the SRDA on the understanding that they will actively facilitate, as best they can, the increased resourcing of the SRDA.”**
  - This would mean that they assist with seeking funding contributions from other sources
  
- Proposition 18: **“That the shareholders, once properly constituted, form a Joint Shareholder Committee (JSC) to oversee appointment of the board and approval of a Statement of Intent.”**
  - The members of the JSC are each appointed by their respective shareholders.
  - The delegation arrangement between each shareholder and its JSC member is a matter for each shareholder.
  - The total membership of the JSC is determined by the shareholders, but for the purposes of negotiating the shareholders agreement each would select one representative.
  - It is envisaged that these would be senior office-holders given the gravity of the role.
  - If a vote was held on the JSC then it would be on the basis of shareholding.

## Associates

- Proposition 19: **“That a category of partnership with the SRDA is created – called Associates – to recognise commercial entities that might be involved in contract funding associated with the SRDA.”**
  - These organisations would be termed associates.
  - These organisations could be involved as co-funders or could be involved in subsidiaries.
  - Contracted suppliers or deliverers would not normally be regarded as associates.



## Governance

- Proposition 20: **“That a skill-based board of seven members from public nomination would be the directors of the SRDA.”**
- Proposition 21: **“That the board is appointed by the shareholders.”**
- Proposition 22: **“That the process of appointment could be undertaken by an appointments panel, itself appointed by the Joint Committee of Shareholders.”**
- Proposition 23: **“That the final decision on the make-up of the board membership would be decided by the Joint Committee of Shareholders.”**
- Proposition 24: **“That a skills register is used for appointment.”** The skills register would be as follows:
  - Private sector governance experience
  - Local government sector governance experience
  - Experience with economic development agencies or organisations
  - Knowledge of contemporary technology industries and practice
  - Experience of organisation development and design
  - Knowledge of tourism development and destination management
  - Connection with iwi
  - Community development experience
- Proposition 25: **“That Central Government could appoint a non-voting observer.”** Central Government could nominate an observer. Such a nomination would require confirmation by the shareholders.
- Proposition 26: **“That the decisions of the board would generally be by consensus but if a vote was required, a simple majority would carry the decision.”**

## Statement of Intent

- Proposition 27: **“That a “Letter of Expectation” is sent from the Mayoral Forum on behalf of the councils of Southland to the JSC and board of the SRDA.”**
  - This is the first step in the preparation or refresh of the Statement of Intent.
  - It is intended as a leadership statement on behalf of the region.
- Proposition 28: **“That the Board, together with the CEO and Joint Shareholders Committee, takes the initiative in the preparation of the SOI.”**
  - The respective roles of the JSC, the Board and the CEO in the preparation of the SOI is expected to evolve with experience. A close collaborative relationship between these three parties is regarded as the most productive approach.
  - The SOI would receive a major review every three years along the lines of the SoRDS strategy exercise done in the last two years. The timing of this review should also link with the three yearly review of Council Long Term Plans. In the intervening years it will be refreshed and updated as required.
  - At all times the SOI will have at least a three-year horizon, or longer.



## Conflict of Interest

- Proposition 29: **“That a Conflicts of Interest Policy be created for shareholders.”**

## Staff

- Proposition 30: **“That the current council employers of Venture Southland staff (ICC and SDC) will manage the proposed transition of staff to the new entity in accordance with legal requirements including their employment agreements.”**
- Proposition 31: **“That, in principle, this transition involves staff retaining their current terms and conditions.”**

## Operations

- Proposition 32: **“That the operational areas of regional economic development, business sector support and incentives, community development and regional events are all part of the SRDA’s brief.”**
  - This work will fall into the “contract” portion of the work of the SRDA
  - Generally, the SRDA will be responsible for regional-level activities, but from time to time councils may delegate local functions to the SRDA. Such arrangements would be made between the SRDA board and the particular council.
- Proposition 33: **“That these areas include the following activities.”**
  - **Regional economic development**
    - Skills and training – pre-skill; re-skill; on-the-job
    - Business enhancement and efficiency – Lean; Better by Design
    - Shared spaces, incubators
    - Investment – angels, venture capital
    - Enterprise development and extension – SME development
    - Innovation
  - **Business sector support and incentives**
    - Support to particular sectors such as tourism, food, agriculture and aquaculture
    - Development of regional facilities such as space science
  - **Community development**
    - Support for key regional initiatives and programmes such as regional warm houses and welcoming communities
    - Support for arts, culture and heritage ventures in association with existing governance arrangements in these areas
  - **Regional events**
    - Regional scale events and promotions



## Industry focus

- Proposition 34: **“That the management of tourism in the region is considered by the incoming board as a matter of priority.”**

Consideration should be given to:

- The individuality of the tourism sub-regions meaning that their integrity needs to be preserved. Even if they become part of the SRDA, their integrity should be preserved.
- The priorities as reflected in the SORDS Action Plan and Letter of Expectation as provided by the Mayoral Forum.

- Proposition 35: **“That the economic development operation of the SRDA is considered by the incoming board as a matter of priority.”**

Consideration to be given to:

- A more strongly business-based economic development approach.
- Measures to involve local business in leadership of economic development, not just as advisors.
- The priorities as reflected in the SORDS Action Plan and Letter of Expectation provided by the Mayoral Forum.

## Transition

- Proposition 36: **“That a number of target dates are established for the transition to the SRDA as targets to expedite progress and the completion of the transition.”**

By 1 July 2018 the following completions would be achieved:

- The relationship with Ngai Tahu would be finalised.
- The Joint Shareholders Committee is established.
- The Shareholders Agreement is completed.
- The Board appointment process is well advanced.
- The Letter of Expectation is completed for 2018/19.

By 1 November 2018 the following additional completions would be achieved:

- The Board would be appointed and in place.
- The legal entity of the SRDA would be completed and registered.
- The Statement of Intent would be in place.

By 1 February 2019 the following additional completions would be achieved:

- The formal transition would be completed.
- The Board would take over full operation of the organisation.
- All staff would be transitioned.
- All the legal and financial considerations associated with transition would have been resolved.

- Proposition 37: **That immediately following the completion of the transition, the Board would focus on tourism and economic development arrangements.”**

- Resolution of tourism arrangements – as outlined in this document above
- Resolution of economic development arrangements – as outlined in this document above.



- Proposition 38: **“That once the councils have agreed the approach outlined in these propositions and the transition timetable is confirmed, they also need to agree on a process for exiting the current Venture Southland Agreement and transferring the current Venture Southland assets, liabilities and commitments to the SRDA.”**
  - SDC and GDC have already given notice under this Agreement with the 18-month period expiring on 1 February 2019. As a result, there is an alignment between the proposed timetable for formation of the SRDA and exit from the existing Agreement.
  - There will be a need for a due diligence process to identify the existing assets, liabilities and contractual commitments that Venture Southland has and determine how these might be transferred into the SRDA. This process will require agreement between SDC, GDC, ICC the Venture Southland Trust and existing subsidiary companies.

## Transition Detail

This section takes the high-level transition outline in Proposition 36 and adds a greater level of detail to help the councils and ultimately all shareholders to assess what might be involved in the transition and at what stage.

### By 1 May 2018:

- **Negotiation of association with Ngai Tahu**
  - Discussions would be undertaken with Ngai Tahu in a similar manner to those with the shareholders.
  - A formula for the arrangement would be developed and incorporated into the model of the company.

### By 1 July 2018:

- **Notification**
  - ICC would give formal notice of its intent to exit the current Venture Southland Agreement and enter discussions with GDC, ES and SDC about the creation of the SRDA.
  - Ideally these would focus on 1 February 2019.
- **Appointment of shareholders**
  - Discussions are held with each prospective shareholder to ascertain their interest and expectations, especially the community shareholders who have not been as closely involved in the background work as the councils.
- **Informal establishment of the Joint Shareholders Committee**
  - The primary task of this informal committee is to facilitate the preparation of the Shareholders’ Agreement.
  - The Shareholders’ Agreement would then be drafted and taken to each of the shareholders for consideration and ratification.



- A legal peer review process would be required.
- Any difficulties in the Shareholders' Agreement would be ironed out.
- It is envisaged the council CEOs would assist the JSC with this development work. This CEO group would include the CEO of Venture.
  
- **Establishment of the board**
  - The Board appointment process would be set in motion.
  - Public advertising for board positions would be undertaken.
  - A board appointment sub-committee would be appointed.
  - It is not expected that all appointments would be completed by 1 July 2018, but soon after.
  
- **Letter of Expectation**
  - The process through which a Letter of Expectation is decided by the shareholders.
  - It is expected that it would emerge from a joint discussion between the council shareholders (and non-council shareholders) and would be delivered by the Mayoral Forum on behalf of the region.
  
- **Organisation transition**
  - The Joint Shareholders Committee would have interim authority from its parent organisations to proceed with the transition until the shareholders' Agreement is in place.
  - An organisation transition plan would be developed under the supervision of the Joint Shareholder Committee as an interim measure.
  - The draft plan would be forwarded to the incoming board to oversee its implementation through the chief Executive. Implementation would take place in the next transition period.
  - The transition plan would cover off:
    - Staff transition
    - Transition of funding arrangements – decisions about core and contracted funding
    - Contracts developed as required, with funding commitments for current projects
    - Transition of financial management including banking arrangements
    - Entity transition such as trust arrangements
    - Transition of legal agreements and arrangements.

### By 1 November 2018

- **Legal entity**
  - The legal entity of the SRDA would be completed and registered.
  - The entity would be in a position to gradually begin operating as per the transition plan.
  
- **Board**
  - The Board would be appointed and in place.
  - Orientation would be undertaken.
  - The board would take over operation of both the new entity and the old entity and a phase-out arrangement would be made with the current Venture Board.



- **Organisation Transition**
  - The board would review the transition plan and endorse it to proceed having made any changes it sees fit and squared these off with the JSC.
  - In particular, it would review responsibilities and delegations, banking arrangements and relevant matters.
  
- **Statement of Intent**
  - The first Statement of Intent would be drafted under the supervision of the SRDA Board in association with the JSC.
  - The SOI would be completed by 1 February 2019.

By 1 February 2019

- **Completions:**
  - The formal transition would be completed.
  - The Board would take over full operation of the organisation.
  - All staff would be transitioned.
  - All the legal and financial considerations associated with transition would have been resolved.



**TO: COUNCIL**

**FROM: MELISSA BROOK – MANAGER, STRATEGY AND POLICY**

**MEETING DATE: TUESDAY, 28 AUGUST 2018**

<b>APPOINTMENT AND REMUNERATION OF DIRECTORS POLICY</b>
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**SUMMARY**

<p>Council received an independent report, including recommendations, on its Appointment and Remuneration of Directors Policy in 2017. In December 2017 Council resolved to implement a number of the recommendations. This report provides an amended policy for Council's consideration based on the decision to strengthen Council control over Council Controlled Organisations.</p>
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<p>The Policy provides a means of further strengthening Council control over all Council Controlled Organisations, including the subsidiary companies of Invercargill City Holdings Limited.</p>
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**RECOMMENDATIONS**

**That Council adopt the Appointment and Remuneration of Directors Policy that provides for further strengthening of the Council's control of all Council Controlled Organisations as attached in Appendix 1;**

**And**

**That Council adopt the amended Appointment Committee clause for inclusion in the Governance Statement that outlines the role of the Directors Appointments Committee.**

**IMPLICATIONS**

1.	<p><i>Has this been provided for in the Long Term Plan/Annual Plan?</i></p> <p>Yes</p>
2.	<p><i>Is a budget amendment required?</i></p> <p>No</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>It is recommended that the Invercargill City Council Policy on Appointment and Remuneration of Directors be amended. These amendments will have corresponding amendments within Council's 2016 – 2019 Governance Statement. The Delegations Register will also be amended to align with the decisions made by Council.</p>

5.	<p><i>Have the views of affected or interested persons been obtained and is any further public consultation required?</i></p> <p>The December 2017 report, attachments and minutes were provided to the independent directors of ICHL in July 2018.</p>
6.	<p><i>Has the Child, Youth and Family Friendly Policy been considered?</i></p> <p>Yes</p>

### **FINANCIAL IMPLICATIONS**

No financial implications arise from this report.

### **BACKGROUND**

Council received a report through its Finance and Policy Committee Meeting on 5 December 2017, from Structured Conversations Limited, outlining a review of and recommendations for improvements to its Invercargill City Council Policy on Appointment and Remuneration of Directors (Policy). At its meeting on 12 December 2017 Council resolved to amend its Policy to provide for the following:

- Strengthen alternative channels of Council influence over Council Organisations.
- Develop in collaboration with Invercargill City Holdings Limited (ICHL), an induction process for independent directors unfamiliar with local government.
- Confirm and detail a step by step appointments process in the Policy.
- Include guidelines that detail how potential candidates will be sought and approved.
- Appointment of independent directors to ICHL should be made in the same way as Councillor directors. An ICHL representative should form part of the Appointments Committee.
- Appointment of the ICHL Board Chair will be made by ICHL and drawn from independent members.
- Outline the process for appointment of a Council appointee to Council Organisations in which Council has a non-controlling interest. This needed more development and to be more clearly defined that it related to trading organisations.
- Include more detail about how required skills are identified in the ICHL appointments process. This should include the use of a skills gap analysis and / or competency matrix to ensure diversity (It is understood that ICHL is currently reviewing the skill matrix for the current directors).
- Include a list of core director competencies for ICHL appointments in the Policy.
- Specify the tenure of Council directors to ICHL in the Policy.
- Include details of how reappointments to the ICHL Board are managed and considered.
- Develop and implement a process for declaring conflicts of interest as part of the director appointment process and include details in the Policy.

Council's current policy has Council appoint the Council appointees to ICHL, but has the appointment of Independent ICHL Directors and Directors of other Council Controlled Trading Organisations (CCTOs) decided by ICHL.

The December resolutions of Council have made it clear that Council wishes to appoint the Independent Directors to ICHL and that this process will be the same as it is for Council appointees.

Addressing the recommendation of Council to strengthen alternative channels of Council influence over Council Controlled Organisations (CCOs) Council Officers have prepared an amended policy for Council's consideration (**Appendix 1**). The Policy not only reflects the amendments to the process for appointing directors to ICHL, it also strengthens Council's influence over Council Organisations by extending the Appointment Committee's duties to include recommending to the Council appointments to other CCOs, which is currently undertaken by ICHL.

The Council resolutions from the December 2017 meeting as well as the subsequent amendments to the Policy mean that the Appointments Committee clause of the Governance Statement (**Appendix 2**) must also be updated to reflect these changes.

## **ISSUES**

Council has identified a need to strengthen its control over its CCOs. The current Policy significantly limits the opportunity for Council to exert influence in this process at both the ICHL independent directors and at the subsidiary director appointment level. The Office of the Auditor General, in its "Governance and accountability of council controlled organisations" publication states on page 31 that:

*"Appointing directors is an important role, because it is one of the local authority's principal means for influencing the performance of a CCO. In large part, good governance depends on the performance of the directors."*

The independent review received by Council in 2017 highlighted areas whereby the Invercargill City Council could strengthen its Policy to provide a more transparent process. This includes detailing a step by step appointments process in the Policy, including guidelines that detail how potential candidates will be sought and approved and including within the Policy a list of core director competencies for ICHL appointments.

The review also recommended that the reappointment process be detailed.

In its report the Office of the Auditor General also identified the approval of statement of intent as another core part of a council's control of CCOs. Currently all the subsidiaries of ICHL have their statements of intent approved by ICHL. Council could also elect to have the statements of intent provided to them, following review by ICHL. This would further enhance Council control of the CCOs.

## **FACTORS TO CONSIDER**

### **Legal Requirements**

Section 57 of the Local Government Act 2002 establishes the requirement on Council to establish a policy that sets out an objective and transparent process for:

- the identification and consideration of the skills, knowledge, and experience required of directors of a council organisation; and
- the appointment of directors to a council organisation; and
- the remuneration of directors of a council organisation.

It further outlines that appointing directors to council organisations is the responsibility of the local authority and that it should only do so if it is satisfied that the person has the skills, knowledge or experience to:

- guide the organisation, given the nature and scope of its activities; and
- contribute to the achievement of the objectives of the organisation.

The amended policy contains clear direction on the appointment, review and re-appointment of directors to council organisations and will assist the Invercargill City Council in better meeting the obligations set out in the first part of section 57 above.

The amended policy is the most effective and clear method of encompassing the duty of Council outlined in the second part of section 57. Should Council determine to adopt a different policy that only addresses appointment of directors to ICHL, Council Officers recommend that an explicit delegation of the responsibility to ICHL to appoint the directors to other CCOs be included within the Policy and the delegation register. This delegation should include any conditions that the Council deems necessary so that it can be assured that Council is meeting the duty required in the second part of section 57. Such conditions may include the use of the same appointment process and skill gap analysis. For the avoidance of doubt, Clause 32(7) of Schedule 7 of the Local Government Act provides that no delegation relieves the local authority of the liability or legal responsibility to perform or ensure performance of any function or duty.

## ANALYSIS

### Options Considered

The options considered are to either amend the Policy to solely address ICHL (Option 1) or to amend the Policy to extend the Appointments Committee's duties to include recommending to the Council appointments to other CCOs and strengthening Council's control over its CCOs (Option 2).

Under Option 1 Council strengthens its control, particularly over the ICHL appointments process. Under Option 2 Council strengthens its control over the appointment process for all CCOs.

### Analysis of Options

#### Option 1 – ICHL focus

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> <li>• Establishes within the Policy a step by step appointments process.</li> <li>• Establishes within the Policy guidelines that detail how potential candidates will be sought and approved.</li> <li>• Establishes within the Policy that appointments of independent directors to ICHL will be made in the same way as Elected Member appointments.</li> <li>• Establishes within the Policy a list of core director competencies for ICHL appointments.</li> <li>• Specifies the tenure of directors to ICHL within the Policy.</li> <li>• Establishes within the Policy a reappointments process.</li> </ul>	<ul style="list-style-type: none"> <li>• Does not include appointment of independent directors to the subsidiary CCOs of ICHL.</li> <li>• Creates need for detailed delegations to ensure that Council is fulfilling its duties under section 57(2) of the Local Government Act 2002.</li> </ul>

**Option 2 – Wider CCO focus**

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> <li>• All advantages of Option 1.</li> <li>• Achieves stronger Council influence over all Council Controlled Organisations as is desired.</li> <li>• Best practice as in accordance with the Office of the Auditor General.</li> </ul>	<ul style="list-style-type: none"> <li>• None identified.</li> </ul>

**Alternative**

Council could limit the changes to improvement in the appointment process for ICHL only. This option is not recommended as although it may result in a better process, it does not result in an increase in Council control over the Council Controlled Organisation.

**Recommended Option**

Option 2 – Amend the Policy to extend the Appointments Committee’s duties to include recommending to the Council appointments to other CCOs.

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**INVERCARGILL CITY COUNCIL POLICY ON  
APPOINTMENT AND REMUNERATION OF  
DIRECTORS**

**AUGUST 2018**

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## SECTION 1: BACKGROUND AND DEFINITIONS

### Background

The Local Government Act 2002 (the Act) requires Council to adopt a policy for the appointment of Directors to a Council organisation and their remuneration.

Sections 14(f) and 59(1)(d) of the Act require Council and its "council-controlled trading organisations" ("CCTO") to undertake commercial transactions in accordance with sound business practice, which in Council's view supports maintaining appropriate corporate governance structures and procedures designed to ensure that appropriate persons are appointed as a Director.

Council must be satisfied that the governance requirements relating to its council organisations are consistent with legislative requirements and, for CCTO's, sound business practice, and should review its policy at appropriate intervals.

### Purpose

Section 57(1) of the Act, provides authority that **Council must adopt a policy** that sets out an **objective and transparent process** for:

- (a) the identification and consideration of the skills, knowledge, and experience required of Directors of a Council organisation; and
- (b) the appointment of Directors to a Council organisation; and
- (c) the remuneration of Directors of a Council organisation.

Section 57(2) of the Act provides authority that the Council may appoint a person to be a Director of a council organisation **only if** the person has, in Council's opinion, the skills, knowledge, or experience to:

- (a) guide the organisation, given the nature and scope of its activities; and
- (b) contribute to the achievement of the objectives of the organisation.

The purpose of this policy is to:

- (a) Comply with the requirements of section 57 of the Act;
- (b) Ensure that Council complies with all relevant legal requirements relating to appointment of Directors; and
- (c) Promote the overall aims and outcomes of Council by facilitating best practice corporate governance in respect of Council organisations.

The following principles apply to this policy:

- (a) Appointments will be made on the basis of merit, having regard to the skills, knowledge and experience appropriate to the entity.
- (b) The Council will follow corporate governance best practice, including any relevant guidelines provided by the Institute of Directors.
- (c) Directors of Council-controlled trading organisations will be appointed on the basis of the contribution they can make to the organisation.
- (d) All Council appointed Directors to Council-controlled trading organisations must comply with the Institute of Directors Code of Conduct for Directors.



- (e) Where organisations are subsidiaries of Invercargill City Holdings Ltd (ICHL) or companies directly owned by ICC, then ICHL will act as the interface and monitoring body between the Council and those subsidiaries.

## **Application of Policy**

This policy applies to all 'Council Organisations', as required by the Act, and to certain other organisations that, due to their significance, Council determines should be covered by this policy.

The policy is primarily designed for Director appointments to 'Council-controlled trading organisations' which carry out trading activities for a profit. To support good governance and consistent policy, this policy also applies to other analogous entities, such as Energy Companies, and to the extent such is within Council's control, trading entities in which Council does not hold a controlling interest.

The Act defines "Council organisation" as being an organisation where the Council has the right to have a vote in the organisation's affairs, or has the right to appoint one or more Directors, Trustees or Managers of that organisation however described. This definition includes many community groups where the Council appoints a Councillor, Community Board member or officer as a member of the governance body of that organisation. This policy applies to such non trading activities, with any necessary modifications to reflect the non trading nature of such entities.

The policy does not apply to Joint Committees of Council (such as WasteNet Southland). Joint Committees act under delegated authority from Council and the other Councils that are members of the joint committee. Joint Committees are excluded from the definition of "Council Organisation" in the Act. Membership of a joint committee is made up from representatives of the Councils and other appointees, in accordance with a specific governance procedure agreed with the other Councils. However, Council will have regard to this policy when determining, negotiating and reviewing the Governance Mechanisms for Joint Committees

## **Definitions**

The term "Council organisation" ("CO") is as defined Section 6 of the Act.

Section 6 of the Act creates two sub-categories of COs – "Council-controlled organisations" ("CCOs") and "Council-controlled trading organisations" ("CCTOs").

The Council has interests that fall in each of these 2 sub-categories.

The following statements used in this Policy are provided for guidance purposes only. Fuller definitions are provided in Section 6 of the Act.

### **Meaning of "Council Organisation"**

In broad terms, a CO is an organisation in which the Council has a voting interest or the right to appoint a Director, Trustee or Manager (however described).

### **Meaning of “Council-Controlled Organisation”**

A CCO is a CO in which one or more local authorities control, directly or indirectly, 50% or more of the votes or have the right, directly or indirectly, to appoint 50% or more of the Directors, Trustees or Managers (however described).

### **Meaning of “Council-Controlled Trading Organisation”**

A CCTO is a CCO that operates a trading undertaking for the purpose of making a profit.

For the purpose of this document only:

- (a) Invercargill City Holdings Limited (ICHL) is excluded from the definition of a CCTO (there is a separate section in this Policy for the appointment and remuneration of Directors to ICHL).
- (b) Any Joint Committee is excluded from this Policy (there is a separate appointment process for members of a Joint Committee).
- (c) Energy companies are considered for the purpose of this Policy only to be CCTOs, notwithstanding specific exemptions for energy and other companies under Section 6 of the Act.
- (d) Trading entities that do not constitute a CCTO due to Council not controlling the entity are considered for the purpose of this Policy only to be CCTOs.

### **Meaning of “Director”**

“Director” means a Director, Trustee or analogous governance appointee.

All Council Organisations, including CCOs and CCTOs (unless exempted under this Policy) will be subject to this Policy in relation to any future appointments.

### **Meaning of “Director Appointments Committee”**

The “Director Appointments Committee” means the Committee established by Council to recommend to Council the appointment of Directors of ICHL (see Section 2). The Committee also recommends the appointment of Directors of CCTOs to Council. .

### **Review**

This policy replaces the Invercargill City Council Policy on Appointment and Remuneration of Directors adopted January 2014 and shall be reviewed by Council at least every three (3) years.

## **SECTION 2: DIRECTOR APPOINTMENTS COMMITTEE**

The Council will establish a committee to be known as the "Director Appointments Committee" and it shall continue until Council resolves otherwise and it will after the triennial Council election and in the event of a vacancy of a Director on ICHL recommend to Council the appointment of:

- (a) Members of Council as Directors of ICHL (subject to Section 3) –
- (b) Independent Directors of ICHL (subject to Section 3); and
- (c) Directors of CCTOs.

The Director Appointments Committee will be comprised of four members who are not seeking appointment to the ICHL Board or any of its subsidiaries.

Where possible the committee members shall include the current chair of ICHL or his/her nominee, a member of the Institute of Chartered Accountants, an employment specialist who is a member of the Institute of Directors and a further member of the Institute of Directors.

The Director Appointments Committee will determine the required skills, knowledge and experience which are necessary for an effective Board. The Committee shall consider the criteria outlined in Schedule 1 of this Policy and any criteria previously used by ICHL in its assessment of candidates for other CCTOs. Where necessary the Committee may take into account the candidate's potential to acquire further business and financial skills, in addition to his or her existing skills and experience. The candidate's skills must be relevant to the requirements of ICHL in terms of its governance and objectives.

The Council and Council Appointments Committee must ensure that all appointments proposed by them comply with this policy and with the requirements of the Act.

## **SECTION 3: INVERCARGILL CITY HOLDINGS LIMITED**

### **Board Composition**

ICHL is 100% owned by Council, and is the Holding Company for Council's trading entities. It monitors the performance of all CCTOs.

The ICHL constitution provides for a minimum of 4 and a maximum of 8 Directors, of whom at least two must be neither Council members nor employees.

It is intended that a majority of ICHL Directors be Councillor Directors, subject to sufficient suitable candidates being identified.

It is critical to the success of the ICHL Board that it has a composition which is capable of maintaining the confidence of the Council and the subsidiary companies.

### **Appointments Committee to Recommend Directors**

The Director Appointments Committee will recommend to Council the appointment of Directors of ICHL (see Section 2).

The ICHL constitution provides that at least two Directors must be persons who are neither members of or employed by any local authority that is a shareholder ("Independent Directors").

Directors of ICHL shall be recommended to Council by the Committee applying criteria to potential candidates as outlined in Schedule 1 to this Policy.

Independent Directors shall be appointed for terms that expire in years other than any calendar year in which the triennial Council election is scheduled to occur.

In making appointments every endeavour will be made to ensure that a range of good governance skills will be available to the ICHL Board as a whole.

### **Appointments Process**

The Director Appointments Committee will assess the skills, knowledge and experience required for appointment as a director of the ICHL board (both independent and Council directors), taking into account such other factors as:

- Encouraging diversity
- Council's objectives for ICHL ( as described in the Statement of Intent)
- ICHL's relationship with the Council, as ICHL's sole shareholder
- Succession planning.

In addition the core competencies as outlined in Schedule 1 are expected of all appointees.

The Committee will prepare a list of possible candidates to be interviewed. In preparing the list, the Committee will use a number of resources including, but not exclusively, public advertising, a database of potential candidates maintained by

ICHL, personal recommendations and self-referrals, identifying individuals with the required skills and competencies, and specialist consultants.

Where a candidate is being re-appointed or has previously been a director on the Board of another Council-controlled Organisation, the Committee may choose not to interview that person, but will first discuss the matter with the relevant board Chairperson. The process for considering re-appointment is set out below.

The Committee will report to the Council on the outcome of the appointments process and the Committee's recommendations. The Council will be the final decision-maker.

The step by step appointments process is included in Schedule 2.

### **Conflict of Interest**

All applicants for a director position shall formally declare any potential conflicts of interest, and the Appointments Committee and Council shall have regard to existing directorships and any other sources of potential conflicts. In considering appointment where a potential conflict of interest has been identified, the Appointments Committee should be confident that:

- The candidate will be able to make an effective contribution, even if their interest means that they cannot participate in discussions or votes relating to one or more activities of the organisation, and
- Measures can be put in place to effectively manage the conflict.

### **Consideration by Council and Appointment**

Any recommendations of the Director Appointments Committee shall be made in a report to the Council and considered in the "public excluded" agenda of Council in order to protect the privacy of the individuals concerned. The Council will consider the report and make its decision.

Public announcement of the appointments will be made as soon as practicable after the Council has made its decision.

### **Governance Training**

It is expected that all appointees to the ICHL Board will maintain or enhance their skills by undertaking corporate governance training. ICHL will generally pay for at least part of any such training.

### **Length of Tenure**

Elected Member Directors are appointed for a three year term. They may offer themselves for re-election to the Board and shall hold office until Council has determined a recommendation from the Director Appointments Committee.

Independent Directors shall be appointed for a three year term, generally with a maximum tenure of three terms of three years.

## Chairperson

The ICHL Board shall nominate who will be the chair of the ICHL Board and take account of the experience and appropriate skills of the existing Board, and the following principles relating to succession planning.

### Rationale for a Succession Plan:

To provide for:

- Smooth transition through a planned approach.
- Knowledgeable leadership of the Board in the event of planned or unexpected retirement of the incumbent Chairperson.
- Recognition that the term of any chairperson in that role is limited.
- A Chairperson's desire to step down at any time, knowing that there is a person who is prepared to take over the role.
- Appointment of a new Chairperson who should generally have knowledge of the Company.
- Council should generally consider the need for a potential successor as it makes each Director appointment.

### Succession Planning Process:

The ICHL Board will work through succession planning for the Chair of ICHL using the following process:

- Ensure that planning starts at least one year before planned retirement.
- Discuss with current Chairperson their views on the date of their retirement and who would be a good successor.
- Compose a list of required skill sets for the position following discussion (as appropriate) with the Chairperson and individual Board members and ascertain whether there is any obvious leader amongst the existing Board.
- Agree a timeframe of the new appointment allowing a bedding-in time of at least one year if the newly proposed Chairperson is new to the Board.
- Interview / discussions with the preferred candidate to ascertain their availability for the Chairperson role.
- Preliminary discussions will not guarantee appointment but give an indication that all things being equal, they will be the next Chair.

### General Skill Sets Required:

- Able to maintain the trust of the Council.
- Able to maintain close, but independent, working relationship with CEO.
- Ability to harness the collective skills of the Board and executive team to achieve the business objectives and maintain the confidence of the shareholders.
- Ability to encourage all Directors to have full participation in Board deliberations.
- Ability to lead Board evaluation process.
- Ability to demonstrate leadership and good interpersonal skills.
- Ability to efficiently conduct Board meetings.
- Ensure timeliness and relevance of information to the Board.
- Ability to be the spokesperson for the company.
- Integrity and credibility within the business community.
- Ability to retain the confidence of the 'city' and able to build relationships within the city's networks.

## **Re-appointment Process**

When approaching the retirement of a director, the Director Appointments Committee will discuss reappointment of the director. The discussion will include, without limitation, whether the skills of the incumbent add value to the work of ICHL or other skills are needed, whether any aspects of Board performance need to be assessed, whether the process offers an opportunity to increase the diversity of the Board, the director's length of tenure, and / or succession planning.

The outcome of the discussion will form the basis of a report to Council on whether or not to recommend re-appointment.

Board members should not be given any expectation that they will be automatically offered a subsequent term of office automatically.

The final decision on reappointment will be made by Council.

## **Remuneration of ICHL Directors and CCTOs**

Every two years but more frequently if considered appropriate by Council in the case of ICHL or ICHL if CCTOs, ICHL will independently review the level of remuneration being paid to the Boards of the CCTOs.

This review will consist of an external remuneration firm, ie Strategic Pay, reviewing the CCTO's and recommending an annual market remuneration. There will be a 20% public good discount applied against the market rates to represent community ownership of the CCTO. In the intervening years, the Directors' fees will be increased by the June annual CPI (All Groups) to maintain market relativity.

The fees for ICHL Directors will be assessed with no distinction made between Non-Council and Council Directors.

ICHL will then report to the Council with a recommendation with regard to the level of fees for the ICHL Board.

When the Council considers this issue, those Councillors who are Directors of ICHL or any other CCTO may not take part in discussions or vote on the issue.

ICHL will arrange and pay for Directors' liability insurance, and indemnify each of the Directors.

## **Removal of a Director**

The ICHL Constitution provides that any Director of ICHL may be removed from office at any time by notice in writing from the majority shareholder (Council).

Without limiting the rights of Council in the constitution, the likely reasons which would justify removal of a Director would be where a Director:

- (a) No longer has the confidence of the Board or the Council
- (b) Has breached ethical standards and this reflects badly on the Board and/or Council
- (c) Does not act in the best interests of the company

- (d) Breaches the confidence of the Board in any way including speaking publicly on Board issues without the authority of the Board
- (e) Does not act in accordance with the principles of collective responsibility.

Where the ICHL Board has concerns regarding the behaviour of one of its Directors it shall be considered first by the Board and where necessary the Board may recommend the removal of the Director to the Council.

ICHL may recommend to Council the removal of a Director from any of its subsidiaries for similar reasons as set out above.

### **Common Directorships**

ICHL provides an important governance and monitoring role in respect of other CCTOs.

As a general approach, the Directors of ICHL should not hold directorships on other CCTO's or subsidiaries. However, where it is proposed that an ICHL Director has skills and experience that would, having considered this policy, be beneficial to the operation of any other CCTO or subsidiary, or other good grounds exist for the appointment which gives rise to a common directorship, then such appointment may be made by Council.



## **SECTION 4: COUNCIL-CONTROLLED TRADING ORGANISATIONS**

### **Introduction**

The Council has significant shareholdings, via ICHL, in a variety of CCTOs. These all operate at arm's length from the Council on a commercial basis.

The Council may establish further CCTO'S during the life of the Policy.

ICHL has been charged by the Council with monitoring the CCTO's in which ICHL directly or indirectly holds shares. For CCTO's (if any) where the shares are held directly by Council, ICHL will be responsible to monitor the CCTO.

CCTOs in which ICHL hold shares must not appoint Directors to their own subsidiaries or associates without the approval of Council.

No Directors will be appointed to CCTO Boards other than through the process described in this policy.

### **Skills, Knowledge and Experience**

The required skills, knowledge and experience for Director appointments to a CCTO Board are assessed by the Director Appointments Committee, in consultation with the Chairperson of the relevant CCTO. Reference is made to current governance best practice in this area, as provided in the Institute of Directors' guidelines and other relevant material. External assistance may be used by the Committee when required.

The mix of skills and experience on the CCTO Board will be taken into account, and consideration given to complementing and reinforcing existing skills and objectives of that Board as set out in the Statement of Intent.

In general terms, the following qualities are sought in Directors of CCTOs:

- (a) Intellectual ability.
- (b) Commercial experience.
- (c) Understanding of governance issues.
- (d) Sound judgement.
- (e) High standard of personal integrity.
- (f) Commitment to the principles of good corporate citizenship.
- (g) Understanding of the wider interests of the publicly-accountable shareholder.

As a general principle, Council would seek to appoint a person who, while meeting all of the above criteria, has particular strengths in terms of attribute (g).

It is expected that all appointees to CCTO Boards will maintain or enhance their skills by undertaking corporate governance training.

As a general approach, Councillors or council staff would not normally be appointed as Directors of CCTO's other than ICHL. However, where it is proposed that such a person has skills and experience that would, having considered this policy, be

beneficial to the operation of any other CCTO or subsidiary, or other good grounds exist for the appointment, then such appointment may be made by Council.

The Energy Companies Act provides that not more than 2 members of the directorate of any energy company may be persons who are members or employees of any local authority that holds voting equity securities in that company.

## **Appointment Process**

When a vacancy arises in any CCTO, the Director Appointments Committee, having identified the skills, knowledge and experience required for the position (in consultation with the CCTO Chairperson), will then follow the process set out below.

The Director Appointments Committee will conduct the search process and make recommendations to the Council, however, the appointment decision will be made by the Council.

Search:

- (a) ICHL will maintain a database of potential candidates for appointment to CCTO Boards. This will be updated on a regular basis, utilising contacts with the business community and other relevant sources. The database and its detail will be confidential to the Board of ICHL.
- (b) The database will be the first point of reference in the search process. However, in most cases, a specialist consultant will also be contracted to assist with the provision of names of possible candidates and the initial evaluation. In most cases, the vacant CCTO Board position will not be advertised, as this would not normally be expected to add any significant value to the process.
- (c) In some circumstances, ICHL may wish to appoint one of its own Directors for a particular purpose, but in such case the policy on common directorships set out in this policy shall apply and the Council will have the final decision.

Interview:

- (a) Following the search process the Director Appointments Committee will draw up a short list of candidates.
  - (b) Where appropriate the Committee will co-operate with minority shareholders in the selection process.
  - (c) Each candidate will be interviewed by the Committee. The Committee will then decide its preferred candidate, check all references and report back to the Council for decision.
- 
- (b) Public announcement of the appointment will be made as soon as practicable after Council has made its decision.
  - (c)

The step by step appointments process is included in Schedule 2.

## **Reappointment**

Where a Director's term of appointment has expired and he or she is offering him/herself for reappointment, a representative of the ICHL Board (normally the Chairperson) will consult on a confidential basis with the Chairperson of the CCTO.

The consultation will include, without limitation, whether the skills of the incumbent add value to the work of the CCTO or other skills are needed, whether any aspects of Board performance need to be assessed, whether the process offers an opportunity to increase the diversity of the Board, the director's length of tenure, and / or succession planning

The Director Appointments Committee will consider the information obtained and, taking into account the Director's length of tenure (see below), form a view on the appropriateness of reappointment or making a replacement appointment. This will form the basis of a report to Council on whether or not to recommend re-appointment.

Board members should not be given any expectation that they will be automatically offered a subsequent term of office automatically.

The final decision on reappointment will be made by Council.

## **Length of Tenure**

The Council recognises the additional value that experience brings to its CCO's, and the potentially limited pool of suitable candidates available in the region, and accordingly there is no limit on the maximum tenure of a Director. However, Council also recognises the importance of fresh ideas and perspectives to a Board, and the need to reassess composition regularly.

CCTO Directors will normally be appointed initially for periods of up to three years. Subject to a review of the Director's performance after each three year period, a Director may be reappointed for subsequent periods.

Directors will be appointed for terms of 1, 2, 3 or 4 years so as to avoid all the Board positions becoming vacant at the same time.

## **Chairpersons of CCTOs**

It is the responsibility of the Board of each CCTO to appoint its own Chairperson subject to the CCTO Board consulting with ICHL on the person to be so appointed, and where ICHL considers it appropriate, it will give its view on who it considers to be the appropriate person to fill the Chairperson's position but the decision of the CCTO Board shall be final.

## **Remuneration of CCTO Directors**

ICHL has been charged with monitoring and, where appropriate, approving changes in remuneration levels for the Boards of CCTOs.

Periodically ICHL will review the level of remuneration made available to the Boards of the CCTOs in accordance with this Policy.

The fees will be reviewed on an overall basis for each CCTO, leaving the Board of that CCTO to apportion the fee between Board members as it sees fit. Under exceptional circumstances, ICHL may approve an application from a CCTO for additional fees, for a special project.

In performing its review of remuneration, ICHL will take account of the following additional factors:

- (a) The need to attract and retain appropriately qualified Directors .
- (b) The levels of remuneration paid to comparable companies in New Zealand.
- (c) The performance of the CCTO and any changes in the nature of its business.
- (d) Any other relevant factors.

In general, it is intended that Boards of CCTOs will receive a level of remuneration that is competitive with the general market, while recognising that there will be differences from time to time, particularly in the period between reviews. Professional advice will be sought where necessary.

Council Directors will be entitled to receive normal Directors' fees (unless otherwise stated) due to this policy being based on all appointments being based on merit and Directors being appointed to act in the interests of the company and not as representatives. It is considered that all Directors on any Board should be treated equally in recognition of the responsibility taken on by all Directors to act in the interest of the company they serve. However, in the event of an ICHL staff member being appointed to a CCTO Board, the fees for that appointee shall either not be paid or be paid to the Council or ICHL, unless there are special circumstances. This reflects the employee being appointed as part of their existing position.

The Council also supports the payment by CCTOs of Directors' liability insurance and the indemnification of all Directors.

## **SECTION 5: COUNCIL-CONTROLLED ORGANISATIONS**

### **Introduction**

The Council has an interest in CCOs which are not trading organisations. These are not-for-profit bodies and, in contrast with the section that deals with CCTOs, ICHL has no involvement in monitoring or the Director/Trustee appointment process.

Appointments to a CCO are generally for a three year term, and are made after the triennial Council elections.

### **Identification of Required Skills, Knowledge and Experience of CCO Directors, and Appointment**

The Council will determine the required skills, knowledge and experience for each appointment to these Council-controlled organisations and make its appointments accordingly.

In general, the attributes required for Directors of CCTOs, as outlined in Schedule 1, will be applicable, but the weightings given to each attribute may vary according to the nature of the appointment.

In most cases, Councillors will be the appointees, but there may be instances where it is appropriate to appoint external Directors or Council staff.

### **Remuneration of CCO Directors**

After each triennial Council election, the Council will determine whether there are any CCOs that may more properly be classified as CCTOs for the purposes of determining an appropriate level of remuneration. If any CCOs are so classified, the remuneration of their Boards will be determined by ICHL in accordance with the policy for CCTOs set out above.

In all other cases, CCO Directors appointed by the Council will receive the remuneration (if any) offered by that body. Council staff members appointed to such bodies will not accept any remuneration.

## **SECTION 6: COUNCIL ORGANISATIONS**

### **Introduction**

The Council has non-controlling interests in numerous COs. These are not-for-profit bodies and, in contrast with CCTOs, ICHL has no involvement in monitoring or the Director/Trustee appointment process.

Appointments to COs are made for a number of reasons. These include:

- (a) To provide a means of monitoring where the Council has made a grant to that body.
- (b) To enable Council involvement where the CO's activity is relevant to the Council.
- (c) To satisfy a request from the CO that the Council appoint a representative.
- (d) Statutory requirements.

Appointments to a CO are generally for a three year term, and are made after the triennial Council elections.

The Council will endeavour to minimise the number of appointments where the benefit to the Council of such an appointment is minimal.

### **Skills, Knowledge and Experience**

The range of reasons for the appointment of Council representatives to COs results in a wider range of desired attributes for appointees to these bodies.

The Council will determine the required skills, knowledge and experience for each appointment. Candidates are not restricted to Councils – in some cases, it may be more appropriate to appoint Council staff or external people with affiliations to the Council.

### **Remuneration of CO Directors**

CO Directors appointed by the Council (or Community Boards) will receive the remuneration (if any) offered by that body. Council staff members appointed to such bodies will not accept any remuneration.

## Schedule 1

<b>Core Competencies</b>
All directors should demonstrate and continue to develop the following attributes: <ul style="list-style-type: none"><li>• Sound judgement and decision-making</li><li>• Commercial acumen</li><li>• Public service ethos</li><li>• High personal integrity</li><li>• Clear communication</li><li>• Effective teamwork and collaboration</li><li>• Strategic thinking</li><li>• Risk management understanding</li><li>• Corporate citizenship</li><li>• Understanding the wider interests of the publicly accountable shareholder.</li></ul>
<b>Board Competencies</b>
Collectively the Board should demonstrate and continue to develop the following skills: <ul style="list-style-type: none"><li>• Accounting / Finance</li><li>• Law</li><li>• Risk Management</li><li>• Marketing and Communications</li><li>• Information Technology</li><li>• Senior Management Experience</li><li>• Industry knowledge</li><li>• Sector knowledge</li></ul>

## Schedule 2

<p><b>Step 1 – Identify Potential Candidates</b></p> <ul style="list-style-type: none"> <li>• Appointments Committee to convene</li> <li>• Develop competency matrix</li> <li>• Confirm position descriptions</li> <li>• Decide how applicants will be identified (in accordance with this Policy)</li> </ul>
<p><b>Step 2 – Seek Applications</b></p> <ul style="list-style-type: none"> <li>• Liaise with potential applicants</li> <li>• Provide position descriptions and competency matrix</li> </ul>
<p><b>Step 3 – Review Applications</b></p> <ul style="list-style-type: none"> <li>• Screen CVs</li> <li>• Prepare a complete list of long-list applicants</li> </ul>
<p><b>Step 4 – Identify shortlist</b></p> <ul style="list-style-type: none"> <li>• Appointments Committee to create a short list from applicants</li> <li>• Shortlisted candidates to declare potential conflicts of interest</li> <li>• Unsuccessful applicants advised</li> </ul>
<p><b>Step 5 – Interview Process</b></p> <ul style="list-style-type: none"> <li>• Appointments Committee undertake interviews with shortlisted candidates</li> <li>• Appointments Committee selects preferred candidate/s</li> </ul>
<p><b>Step 6 – Council Consideration</b></p> <ul style="list-style-type: none"> <li>• Council to consider in a public excluded session of Council recommended appointees</li> <li>• Council to decide on preferred candidate</li> </ul>
<p><b>Step 7 – Offer of Appointment</b></p> <ul style="list-style-type: none"> <li>• Preferred candidate to sign letter of appointment</li> <li>• Unsuccessful candidates advised</li> <li>• Council and Council Organisation to jointly announce appointment.</li> </ul>



**Director Appointment Committee**

The Director Appointment Committee is responsible for recommending to Council both the elected officials and the independent members to be appointed to the ICHL Board and the subsidiary companies of ICHL.

Chair:	To be determined by the Committee
Members:	Chairman – ICHL, Mr C McCulloch Member Institute of Chartered Accountants, Mr G Dick Employment Specialist/Institute of Directors, Mr M Stenhouse Institute of Directors Member - vacant
Delegations:	Nil
Frequency of meetings:	As required.