



NOTICE OF MEETING

**Notice is hereby given of the Meeting of the
Performance, Policy and Partnerships Committee
to be held in the Council Chamber,
First Floor, Civic Administration Building,
101 Esk Street, Invercargill on
Tuesday 13 April 2021 at 3.00 PM**

Cr D J Ludlow (Chair)
Cr R R Amundsen (Deputy Chair)
Sir T R Shadbolt, KNZM JP
Cr R L Abbott
Cr A J Arnold
Cr W S Clark
Cr A H Crackett
Cr P W Kett
Cr G D Lewis
Cr M Lush
Cr I R Pottinger
Cr N D Skelt
Cr L F Soper

CLARE HADLEY
CHIEF EXECUTIVE

AGENDA

2. **APOLOGIES**

3. **PUBLIC FORUM**

4. **INTEREST REGISTER**

A2279220

5. **REPORT BY THE INVERCARGILL YOUTH COUNCIL**

A3379583

6. **MINUTES OF THE PERFORMANCE, POLICY AND PARTNERSHIPS COMMITTEE MEETING HELD ON 9 MARCH 2021**

A3356243

To be moved:

That the minutes of the Performance, Policy and Partnerships Committee meeting held on 9 March 2021 be confirmed.

7. **MINUTES OF THE EXTRAORDINARY MEETING OF THE PERFORMANCE, POLICY AND PARTNERSHIPS COMMITTEE HELD ON 29 MARCH 2021**

A3372451

To be moved:

That the minutes of the Extraordinary meeting of the Performance, Policy and Partnerships Committee held on 29 March 2021 be confirmed.

8. **PROPOSED ROAD NAME CHANGE IN RELATION TO THE SUBDIVISION OF 46 SUNRISE DRIVE**

A3344091

9. **INVERCARGILL CITY COUNCIL – ENFORCEMENT POLICY / TE KAUPAPA HERE WHAKAURUHI A TE KAUNIHERA O WAIHOPAI**

A3370987

9.1 **ENFORCEMENT POLICY DRAFT - APPENDIX 1**

A3371379

10. **QUARTERLY FINANCIAL REPORTS**

A3380755

10.1 **QUARTERLY FINANCIAL REPORT - APPENDIX 1**

A3380760

A3372925

11. **ACTIVITY REPORT**
A3376815

12. **BLUFF MOTUPÒHUE TOURISM MASTER PLAN UPDATE**
A3376671
 - 12.1 **DRAFT BLUFF MOTUPÒHUE 2020 TOURISM MASTER PLAN - APPENDIX 1**
A3376731

13. **2021 LOCAL GOVERNMENT NEW ZEALAND ANNUAL GENERAL REMITS**
A3376269
 - 13.1 **REMIT PROCESS MEMO – APPENDIX 1**
A3376283

14. **URGENT BUSINESS**

15. **PUBLIC EXCLUDED SESSION**

Moved, seconded that the public be excluded from the following parts of the proceedings of this meeting; with the exception of the External Appointees, Mr Jeff Grant and Mr Lindsay McKenzie, namely,

- (a) *Minutes of the Public Excluded Session of the Performance, Policy and Partnerships Committee meeting held on 9 March 2021*
- (b) *Governance - Southland Museum and Art Gallery*

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution
(a) Minutes of the Public Excluded Session of the Performance, Policy and Partnerships Committee meeting held on 9 March 2021	Section 7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	Section 48(1)(a) That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7
(b) Governance - Southland Museum and Art Gallery	Section 7(2)(i) Enable any local authority holding the information to carry on,	Section 48(1)(a) That the public conduct of this item would be likely to

without prejudice or result in the disclosure
disadvantage, of information for
negotiations (including which good reason for
commercial and withholding would
industrial negotiations) exist under Section 7

**INVERCARGILL CITY COUNCIL ELECTED MEMBERS
INTEREST REGISTER**

ELECTED MEMBERS			
NAME	ENTITY	INTERESTS	PROPERTY
RONALD LINDSAY ABBOTT	Invercargill City Council Kiwi-Pie Radio 88FM Invercargill	Councillor Director / Broadcaster	
REBECCA RAE AMUNDSEN	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	Councillor Director Director Director Trustee Trustee/Chair Contractor Events Co-ordinator (Volunteer) Council Representative	
ALLAN JAMES ARNOLD	Invercargill City Council Ziff's Café Bar Ltd Buster Crabb Ltd Ziff's HR Ltd Ziff's Trust Southland Aero Club Invercargill Club Invercargill East Rotary	Councillor Executive Director Executive Director Executive Director Trustee Administrator Member Member Member	
WILLIAM STUART CLARK	Invercargill City Council Invercargill Ratepayers Advocacy Group	Councillor Member	

**INVERCARGILL CITY COUNCIL ELECTED MEMBERS
INTEREST REGISTER**

ELECTED MEMBERS			
NAME	ENTITY	INTERESTS	PROPERTY
ALEX HOLLY CRACKETT	Invercargill City Council Sport Southland McIntyre Dick Zone 6 - National LGNZ Young Elected Members Committee	Councillor Trustee Marketing Manager Representative	High Street Invercargill
PETER WARREN KETT	Invercargill City Council Age Concern Southland Kite Investments Limited Invercargill Harness Racing Club Board Member Ascot Consortium	Councillor Board Member Director Vice President and Life Member Member	
GRAHAM DAVID LEWIS	Invercargill City Council Bluff 2024 Rejuvenation Hospice Southland City Centre Heritage Steering Group Southland Regional Heritage Trust Invercargill Public Art Gallery	Councillor Officer Trustee Member Member Member	

**INVERCARGILL CITY COUNCIL ELECTED MEMBERS
INTEREST REGISTER**

ELECTED MEMBERS			
NAME	ENTITY	INTERESTS	PROPERTY
DARREN JAMES LUDLOW	Invercargill City Council Radio Southland Healthy Families Invercargill Murihiku Maori Wardens Southland Community Law Centre Thrive Community Trust Environment Southland	Councillor Manager Board Member Board Member Board Member Trustee Lyndal Ludlow (wife) – Councillor	770 Queens Drive Invercargill
MARCUS LUSH	Invercargill City Council Five Columns Trust T and D's Gorse Farm	Councillor Director Director	
	News Talk (NZME)	Broadcaster	
IAN REAY POTTINGER	Invercargill City Council Southland Electronics Limited Santa Parade Organiser	Councillor Director Alice Pottinger (Wife)	171 Terrace Street Invercargill 9810
TIMOTHY RICHARD SHADBOLT	Invercargill City Council Kiwi Speakers Limited SIT Ambassador	Mayor Director Member	

**INVERCARGILL CITY COUNCIL ELECTED MEMBERS
INTEREST REGISTER**

ELECTED MEMBERS			
NAME	ENTITY	INTERESTS	PROPERTY
NIGEL DEAN SKELT	Invercargill City Council	Councillor	
	Badminton New Zealand	Board Member	
	Badminton Oceania	Vice President	
	Badminton World Federation	Council Member (Chair of Communications and Media)	
	ILT Stadium Southland	General Manager	
	Judicial Control Authority NZ Racing	Member	
LESLEY FRANCES SOPER	Invercargill City Council	Councillor	137 Morton Street
	Breathing Space Southland Trust (Emergency Housing)	Chair	Strathern Invercargill
	Omaui Tracks Trust	Director	24 Margaret Street
	National Council of Women (NCW)	Secretary / Treasurer	Glengarry Invercargill
	Citizens Advice Bureau	Member	
	Southland ACC Advocacy Trust	Board Member	
	Southern District Health Board	Employee	
	Southland Warm Homes Trust	Member	
	Southland Food Rescue Trust	Member	

**INVERCARGILL CITY COUNCIL ELECTED MEMBERS
INTEREST REGISTER**

ELECTED MEMBERS			
NAME	ENTITY	INTERESTS	PROPERTY
JEFF GRANT	Invercargill City Council	Independent Advisor	
	Tower Hill	Director / Shareholder	
	JJ & JL Grant Partnership	Director	
	Lakeland Wanaka Ltd	Director / Shareholder	
	DNG Holdings	Director / Shareholder	
	Great South	Director	
	Thriving Southland	Chairman	
	MLAIT (Massey / Lincoln University)	Trustee	
LINDSAY MCKENZIE	Invercargill City Council	Independent Advisor	
	Taylor's Contracting Limited	Director	
	Network Tasman Limited	Director	
	Nelson Training Centre	Director	
	Christchurch City Council	Committee Advisor	
	YMCA Nelson Inc	President	
	YMCA Nelson Charitable Trust	Trustee	
	Richmond Rotary Club Inc	Director	
	Richmond Rotary Charitable Trust	Trustee	

**INVERCARGILL CITY COUNCIL ELECTED MEMBERS
INTEREST REGISTER**

EXECUTIVE STAFF			
NAME	ENTITY	INTERESTS	PROPERTY
CLARE HADLEY	Invercargill City Council Hadley Family Trust	Chief Executive Trustee	
GARY ANDREWS	Invercargill City Council	Manager – People and Capability	
DARREN EDWARDS	Invercargill City Council	Group Manager – Customer and Environment	
MICHAEL DAY	Invercargill City Council	Group Manager - Finance and Assurance	
STEVE GIBLING	Invercargill City Council	Group Manager – Leisure and Recreation	
ERIN MOOGAN	Invercargill City Council	Group Manager – Infrastructural Services	
JANE PARFITT	Invercargill City Council Dementia Canterbury Charitable Trust	Advisor – Office of the Chief Executive Board Member	
PETER THOMPSON	Invercargill City Council Southland Charitable Broadcasters Community Trust TOA Fighting Systems Southland Incorporated	Executive Manager - Office of the Chief Executive Chairman President	

TO: PERFORMANCE, POLICY AND PARTNERSHIPS COMMITTEE

FROM: OLIVER MORTENSEN AND GEMMA CRAWFORD – YOUTH COUNCIL COORDINATORS

MEETING DATE: TUESDAY 13 APRIL 2021

INVERCARGILL YOUTH COUNCIL

SUMMARY

The Invercargill City Youth Council will have representatives at the meeting. They will give an update on what they have done and plan to do out in the Community.

RECOMMENDATION

That the Performance, Policy and Partnerships Committee receive the report “Invercargill Youth Council”.

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

FINANCIAL IMPLICATIONS

No implications.

YOUTH COUNCIL UPDATE

Youth Council have been enjoying opening their combined meeting with the Council waiata. Pepeha development was also well received at their last meeting on 31 March.

The Invercargill City Youth Council are looking forward to being part of the Long Term Plan Consultation Process and encouraging their peers to submit.

The Youth Council are also scheduled to enjoy a “behind the scenes” tour of the hydroslide construction at Splash Palace on 7 April and will be taking part in the official opening event on Monday 19 April.

Feedback on how the Poppyflight welcome went will be provided at the meeting.

**MINUTES OF A MEETING OF THE PERFORMANCE, POLICY AND PARTNERSHIPS
HELD IN THE COUNCIL CHAMBER, FIRST FLOOR, CIVIC ADMINISTRATION
BUILDING, 101 ESK STREET, INVERCARGILL ON TUESDAY 9 MARCH 2021 AT
3.00 PM**

PRESENT: Cr D J Ludlow (Chair)
Cr R R Amundsen (Deputy Chair)
Sir T R Shadbolt, KNZM JP
Cr A J Arnold
Cr A H Crackett
Cr P W Kett
Cr G D Lewis
Cr M Lush
Cr I R Pottinger
Cr N D Skelt
Cr L F Soper
Mr J Grant – External Appointee
Mr L McKenzie – External Appointee (via zoom)

IN ATTENDANCE: Ms G Henderson – Bluff Community Board Member
Mr N Peterson – Bluff Community Board Member
Mrs C Hadley – Chief Executive
Mr D Edwards – Group Manager – Customer and Environment
Mr M Day – Group Manager - Finance and Assurance
Mr S Gibling – Group Manager - Leisure and Recreation
Mr P Thompson – Executive Manager – Office of the Chief Executive
Mr M Morris – Legal Counsel
Ms R Suter - Manager - Strategy and Policy
Ms J Conway – Manager – Governance and Administration
Ms K Bell – Manager - Processing
Mrs C North – Property Database Officer
Miss G Woodward – Corporate Planner - Strategy and Policy
Miss H McLeod – Communications Advisor
Ms G Crawford – Engagement Partnerships Officer
Oliver Mortensen – Youth Council Facilitator
Miss K Davidson – Digital Content Creator
Mrs T Amarasingha – Governance Advisor
Ms M Sievwright – Governance Officer
Ms M Cassiere – Executive Governance Officer

2. **APOLOGIES**

Cr R L Abbott, Cr W S Clark

Moved Cr Soper, seconded Cr Arnold and **RESOLVED** that the apologies be accepted

3. **PUBLIC FORUM**

Nil

4. **INTEREST REGISTER**

A2279220

Nil

5. **REPORT BY THE YOUTH COUNCIL**

Moved Cr Ludlow, seconded Cr Crackett and **RESOLVED** that the Performance, Policy and Partnerships Committee:

Receive the report "Invercargill Youth Council".

Note: Cr Skelt joined the meeting at 3.02 pm

6. **MINUTES OF THE PERFORMANCE, POLICY AND PARTNERSHIPS COMMITTEE MEETING HELD ON 9 FEBRUARY 2021**

A3339205

Moved Cr Lewis, seconded Cr Soper and **RESOLVED** that the minutes of the Performance, Policy and Partnerships Committee held on 9 February 2021 be confirmed.

7. **MINUTES OF THE EXTRAORDINARY PERFORMANCE, POLICY AND PARTNERSHIPS COMMITTEE MEETING HELD ON 16 FEBRUARY 2021**

A3339046

Moved Cr Amundsen, seconded Cr Pottinger and **RESOLVED** that the minutes of the Extraordinary Performance, Policy and Partnerships Committee held on 16 February 2021 be confirmed.

8. **REPORT ON LONG TERM PLAN 2021 – 2031 – ACTIVITY PLANS**

A3340749

Moved Cr Crackett, seconded Cr Soper and **RESOLVED** that the Performance, Policy, and Partnerships Committee:

1. Receive the report "Long-term Plan 2021 – 2031 – Activity Plans"
2. Confirm the following activity plans as supplementary materials for the Long term plan consultation, noting that they remain draft until the Long-term Plan is adopted in June 2021:
 - a. Draft Corporate Services Activity Plan (A3131651)
 - b. Draft Investments Activity Plan (A3124314)

9. **REPORT ON PROPOSED ROAD NAME CHANGE IN RELATION TO THE SUBDIVISION OF 46 SUNRISE DRIVE**

A3344091

This report will be deferred to the next Performance, Policy and Partnerships Committee meeting in April 2021.

A3356243

10. **REPORT ON PROPOSED ROAD NAME CHANGE IN RELATION TO THE SUBDIVISION OF 360 BAINFIELD ROAD**
A3344092

In response to a question about emergency services being informed prior to change of name, it was noted that as this was a new subdivision, relevant authorities would be informed after the roads were named.

Moved Cr Soper, seconded Cr Crackett and **RESOLVED** that the Performance, Policy, and Partnerships Committee:

1. Receive the report "*Proposed Road Name Change in Relation to the Subdivision of 360 Bainfield Road*"; and

RECOMMEND TO COUNCIL

2. That Council adopt the following proposed road name:

The proposed road Lot 300 be named Highland Rise as it is the developer's preferred name and meets Council's naming convention

11. **REPORT ON LOCAL ELECTORAL (MĀORI WARDS AND MĀORI CONSTITUENCIES) AMENDMENT ACT 2021**
A3350839

In response to a question about the process, it was noted that this process was separate but alongside the Representation Review.

Moved Cr Soper, seconded Cr Amundsen and **RESOLVED** that the Performance, Policy, and Partnerships Committee:

1. Receive the report "Local Electoral (Māori Wards and Māori Constituencies) Amendment ACT 2021"
2. Note that a report will come to the next meeting (11 May) for the Committee to determine whether to create a Māori Ward or not.

12. **ACTIVITY REPORT**
A3346760

Moved Cr Ludlow, seconded Cr Soper and **RESOLVED** that the Performance, Policy, and Partnerships Committee:

Receive the report "Activity Report"; and

That members note the Ombudsman's request that councillors be encouraged to use ICC email addresses, and the intention to focus on using ICC email addresses in all group communications, and encourage councillors not to use private email addresses for all council communications.

13. **PUBLIC EXCLUDED SESSION**

Moved Cr Lewis, seconded Cr Crackett and **RESOLVED** that the public be excluded from the following parts of the proceedings of this meeting, with the exception of the External Appointees, Mr Jeff Grant and Mr Lindsay McKenzie; namely:

- (a) *Confirmation of the Public Excluded Session of the Performance, Policy and Partnerships Committee Meeting held on 9 February 2021*
- (b) *Confirmation of the Public Excluded Session of the Extraordinary Performance, Policy and Partnerships Committee Meeting held on 16 February 2021*
- (c) *Report on Relationships with Invercargill's Sister Cities – Suqian and Kumagaya*

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) Confirmation of the Public Excluded Session of the Performance, Policy and Partnerships Committee Meeting held on 9 February 2021	Section 7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	Section 48(1)(a) That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7
(b) Confirmation of the Public Excluded Session of the Extraordinary Performance, Policy and Partnerships Committee Meeting held on 16 February 2021	Section 7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	Section 48(1)(a) That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7
(c) Report on Relationship with Invercargill's Sister Cities – Suqian and Kumagaya	Section 7(2)(f) Maintain the effective conduct of public affairs through (i) the free and frank expression of opinions by or between or to members or officers or employees of any local authority, or any persons to whom section 2(5) applies, in the course of their duty.	Section 48(1)(a) That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7

There being no further business, the meeting finished at 3.45 pm.

MINUTES OF THE EXTRAORDINARY MEETING OF THE PERFORMANCE, POLICY AND PARTNERSHIPS COMMITTEE HELD IN THE COUNCIL CHAMBER, FIRST FLOOR, CIVIC ADMINISTRATION BUILDING, 101 ESK STREET, INVERCARGILL ON MONDAY 29 MARCH 2021 AT 3.15 PM

PRESENT: Cr D J Ludlow (Chair)
Cr R R Amundsen (Deputy Chair)
Sir T R Shadbolt, KNZM JP
Cr A J Arnold
Cr W S Clark
Cr A H Crackett
Cr P W Kett
Cr G D Lewis
Cr M Lush
Cr I R Pottinger
Cr N D Skelt
Cr L F Soper
Mr J Grant – External Appointee

IN ATTENDANCE: Mr N Peterson – Bluff Community Board Member
Mrs C Hadley – Chief Executive
Mr M Day – Group Manager – Finance and Assurance
Mr D Edwards – Group Manager – Customer and Environment
Mr S Gibling – Group Manager – Leisure and Recreation
Ms E Moogan – Group Manager – Infrastructure
Ms R Suter - Manager – Strategy and Policy
Mr R Pearson – Manager - Roading
Ms G Woodward – Corporate Planner
Ms A Bremer – Policy Advisor – Southland Mayoral Forum/ ICC
Ms A Schubert – Engagement Coordinator
Ms C Montgomery – Graphic Designer
Mr D Tobin – Communications Advisor – Digital Media
Ms K Davidson – Digital Content Creator
Mrs T Amarasingha – Governance Advisor
Ms M Sievwright – Governance Officer
Ms M Cassiere – Executive Governance Officer

2. APOLOGIES

Cr Abbott, Mr McKenzie

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

3. INTEREST REGISTER

A2279220

Nil.

4. FEES AND CHARGES SCHEDULE 2021/22

A3315898

Moved Cr Soper, seconded Cr Amundsen and **RESOLVED** that the Performance, Policy and Partnerships Committee:

1. Receive the report "Fees and Charges Schedule 2021/22"
2. Adopt the Fees and Charges Schedule 2021/22 (A3352247) for consultation

A discussion was held on the fees for animal control. A query was raised whether working dog registration fees have been increased from NZ\$35 to NZ\$150. This item was left on the table while clarification was sought from staff.

A query was raised on the increase from 25% to 50% for late fees. Staff responded that the increase was in line with Southland and Gore Districts.

Mr Andy Burns joined via zoom at 3.24 PM.

5. SUPPLEMENTARY MATERIALS FOR THE 2021 – 2031 LONG-TERM PLAN CONSULTATION

A3359771

Moved Cr Amundsen, seconded Cr Pottinger and **RESOLVED** that the Performance, Policy and Partnerships Committee:

1. Receive the report "*Supplementary Materials for the 2021 – 2031 Long-term Plan Consultation*".
2. Note the following materials already confirmed for consultation by either the Infrastructural Services Committee or the Performance, Policy and Partnerships Committee, noting that minor updates have been made, the final draft versions are provided and that all remain draft until the Long-term plan is adopted;
 - a. Vision, Strategic priorities and Community outcomes (A3062822), confirmed at the Performance, Policy and partnerships Committee meeting on 14 July 2020
 - b. Infrastructure Strategy (A3009110) – confirmed at the Infrastructural Services Committee meeting on 2 December 2020
 - c. Roothing Asset Management Plan (A3025378) – confirmed at the Extraordinary Infrastructural Services Committee meeting on 15 December 2020
 - d. Sewerage Asset Management Plan (A3092907) – confirmed at the Extraordinary Infrastructural Services Committee meeting on 15 December 2020
 - e. Stormwater Asset Management Plan (A3113248) - confirmed at the Extraordinary Infrastructural Services Committee meeting on 15 December 2020
 - f. Water Asset Management Plan (A3035320) – confirmed at the Extraordinary Infrastructural Services Committee meeting on 15 December 2020

A3372451

- g. Property Asset Management Plan (A3013875) – Confirmed at the Extraordinary Infrastructural Services Committee meeting on 29 March 2021
- h. Aquatic Services Activity Management Plan (A3116963) – confirmed at the Extraordinary Infrastructural Services Committee meeting on 15 December 2020
- i. Arts, Culture and Heritage Activity Management Plan (A3265482) – confirmed at the Extraordinary Performance, Policy and Partnerships Committee meeting on 15 December 2020
- j. Corporate Services Activity Management Plan (A3131651) – confirmed at the Performance, Policy and Partnerships Committee on 9 March 2021
- k. Democratic Process Activity Management Plan (A3122358) – confirmed at the Extraordinary Performance, Policy and Partnerships Committee meeting on 15 December 2020
- l. Housing Care Activity Management Plan (A3276802) – confirmed at the Extraordinary Infrastructural Services Committee meeting on 29 March 2021
- m. Investments Activity Management Plan (A3124314) – confirmed at the Extraordinary Infrastructural Services Committee meeting on 9 March 2021
- n. Libraries Activity Management Plan (A3123826) – confirmed at the Extraordinary Performance, Policy and Partnerships Committee meeting on 15 December 2020
- o. Parks and Reserves Activity Management Plan (A3246186) – confirmed at the Extraordinary Infrastructural Services Committee meeting on 15 December 2020
- p. Public Toilets Activity Management Plan (A3130554) – confirmed at the Extraordinary Infrastructural Services Committee meeting on 29 March 2021
- q. Regulatory Services Activity Management Plan (A3127560) – confirmed at the Extraordinary Performance, Policy and Partnerships Committee meeting on 15 December 2020
- r. Solid Waste Activity Management Plan (A3124596) – confirmed at the Extraordinary Infrastructural Services Committee meeting on 15 December 2020
- s. Venues and Events Services Activity Management Plan (A3129085) – confirmed at the Extraordinary Performance, Policy and Partnerships Committee meeting on 15 December 2020
- t. Rating Policy (A3275548) – confirmed at the Performance, Policy and Partnerships Committee meeting on 16 February 2021

- u. Rating of Maori Freehold Land Policy (A2348625) – confirmed at the Performance, Policy and Partnerships Committee meeting on 8 December 2020
 - v. Development Contributions Policy (A3248626) – confirmed at the Performance, Policy and Partnerships Committee meeting on 8 December 2020
 - w. Liability Management Policy (A3314032) – confirmed at the Performance, Policy and Partnerships Committee meeting on 16 February 2021
 - x. Investments Policy (A3324132) – confirmed at the Performance, Policy and Partnerships Committee meeting on 16 February 2021
 - y. Significance and Engagement Policy (A3248628) – confirmed at the Performance, Policy and Partnerships Committee meeting on 8 December 2020
 - z. LTP – Council controlled Organisations (A3361954) – confirmed at the Performance, Policy and Partnerships Committee meeting on 15 December 2020, noting this document has been updated to include Southland Museum and Art Gallery.
3. Note the statements prepared on Climate Change (A3336073) and Three Waters Reform (A3348536)
4. Confirm the following materials for consultation ahead of adoption by Council, noting that all remain draft until the Long-term Plan is adopted:
- a. Financial Strategy (A3352000)
 - b. Key Assumptions (A3248620)
 - c. Revenue and Finance Policy (A3275564)

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

It was noted that dollar figures were not included in the document for consultation, and they were included in previous documents for consultation. Staff would check and include the dollar figures into the document for consultation.

A query was raised about the net debt and investment figure of NZ\$40 million, which was previously stated as NZ\$50 million at the recent Risk and Assurance Committee meeting. It was clarified that the net debt had changed in relation to Invercargill City Holdings, and that the net debt and investment now stood at NZ\$40 million.

6. **FEES AND CHARGES SCHEDULE 2021/22 (continued)**
A3315898

Staff provided clarification that working dog registration fees have not been increased and would remain the same as NZ\$35. The NZ\$150 figure in the report was noted as a typographical error.

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

7. **CONFIRMATION OF LONG-TERM PLAN CONSULTATION DOCUMENT**
A3366370

Mr Andy Burns was in attendance to speak to provide the audit opinion and noted that three key areas of risks were identified, namely the Three Waters reform, the infrastructural changes and the capital programmes.

Mr Burns further commented on the risks that the Three Waters reform would be a challenge for all Councils, that there would be a level of uncertainty with the dependency on external funding for infrastructural changes and on the delivery of capital programmes with a ten year period.

Moved Cr Arnold, seconded Cr Soper and **RESOLVED** that the Performance, Policy and Partnerships Committee:

1. Receive the report "Confirmation of Long-term Plan 2021 – 2031 Consultation Document".
2. Note the Audit opinion.
3. Note the plan for consultation.
4. Confirm the Long-term Plan consultation document (A3371208) for consultation.

A discussion was held around the change of timeline for the redevelopment of the Southland Museum and Arts Gallery to 2026. It was noted that the community expectation for the redevelopment of the museum would have to be balanced against the internal resourcing and capacity challenges to deliver the other projects in the capital works programme.

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

Note: Cr Clark voted against the motion regarding the delay to the redevelopment plan of the Southland Museum and Arts Gallery.

There being no further business, the meeting finished at 4.03 pm.

TO: PERFORMANCE, POLICY AND PARTNERSHIPS COMMITTEE

FROM: CHRISTINE NORTH – PROPERTY DATABASE OFFICER

AUTHORISED BY: MICHAEL DAY – GM FINANCE AND ASSURANCE

MEETING DATE: TUESDAY 13 APRIL 2021

PROPOSED ROAD NAME CHANGE IN RELATION TO THE SUBDIVISION OF 46 SUNRISE DRIVE

RECOMMENDATION

That the Performance, Policy and Partnerships Committee

1. Receive the report “*Proposed Road Name Change in Relation to the Subdivision of 46 Sunrise Drive*”; and
2. Adopt the proposed road Lot 305 be named **Arcadia Place** as it is the developer’s preferred name and meets Council’s naming convention

IMPLICATIONS

1.	<i>Implications in terms of the Long Term Council Community Plan/Annual Plan?</i> N/A.
2.	<i>Is a budget amendment required?</i> N/A.
3.	<i>Is this matter significant in terms of Council’s Policy on Significance?</i> N/A.
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.

REQUEST FOR ROAD NAME

The Invercargill City Council is responsible for the allocation of road names and numbers within the City. This is an important function because it allows residents, visitors and emergency services to locate properties with the minimum of inconvenience. In issuing rural and urban road names and numbers, Council is guided by the Australian/New Zealand Standard (AS/NZS 4819:2011) Rural and Urban Addressing.

Council's operational procedure is to allow road names that are short (25 characters or less), single word names, which are readily pronounced and spelt. Road names that closely resemble other names in either spelling or pronunciation should be avoided, as there is the potential for confusion for emergency services. There is also a desire to avoid the same name for a road and an area.

The different Road Types are set out in AS/NZS 4819:2011 which defines 'Court' as a "Short, enclosed roadway, usually surrounded by buildings".

Under RMA/2018/199/B subdivision, the existing right of way serving 50, 52, 54 and 56 Sunrise Drive and the property under subdivision is to change and be vested as road, requiring naming.

Option 1: Arcadia Place

Option 2: Arcadia Lane

Option 3: Paradise Lane

SUBMITTERS REASON FOR NAMES:

Our little blocks of land are our own "slices of paradise" with peace and quiet due to semi-rural location which was one of the attractions for each of us choosing this area of Ascot Heights. We derive pleasure from our gardens, space and green outlook.

Hence the use of "Arcadia" or "Paradise". Arcadia is a Greek word referring to a "vision of pastoralism and harmony with nature or a poetic shaped space associated with bountiful natural splendour and harmony". Current English use is to "designate a place of rustic innocence and simple, quiet pleasure".

Arcadia seemed slightly more upmarket or utopian than Paradise so that is why it is first on our list.

Arcadia Place is first preference over Arcadia Lane as the two words seem to flow together more easily when spoken.

All residents had Arcadia and / or Paradise in their top three choices voted on from 12 names we submitted and we narrowed it down by consensus to the three submitted.

A diagram below shows the proposed development and the road names.

Invercargill City Council

Proposed Road Name Change

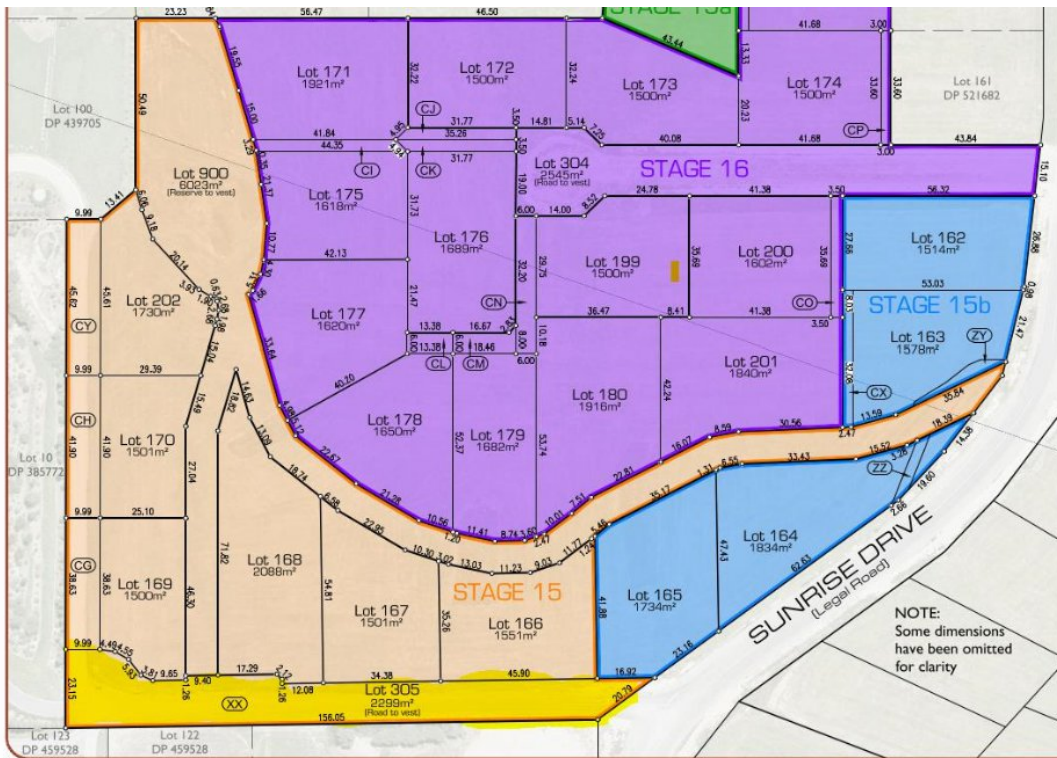
Road to be created by the subdivision of Lot 101 DP 521682 – 46* Sunrise Drive
 RMA/2018/199, 199/B
 Stage 15

Developer: Ascot Projects Limited

Name of Road
 for Lot 305 to vest as road
 Existing right of way to become legal road

Name submitted by the property owners who use the existing ROW that is to become legal road:

- 1. Arcadia Place**
- 2. Arcadia Lane**
- 3. Paradise Lane**



Invercargill City Council



Invercargill City Council
Performance, Policy and Partnerships Committee

Adopted on:

TO: PERFORMANCE, POLICY AND PARTNERSHIPS COMMITTEE

FROM: MICHAEL MORRIS – LEGAL COUNSEL

AUTHORISED BY: DARREN EDWARDS – GROUP MANAGER CUSTOMER AND ENVIRONMENT

MEETING DATE: TUESDAY 13 APRIL 2021

**INVERCARGILL CITY COUNCIL – ENFORCEMENT POLICY / TE KAUPAPA
HERE WHAKAURUHI A TE KAUNIHERA O WAIHOPAI**

SUMMARY

The Invercargill City Council Enforcement Policy is ready to be adopted. This report highlights the Policy's design and the guiding principles as to how Council conducts its compliance, monitoring and enforcement functions.

RECOMMENDATIONS

That Performance, Policy and Partnerships Committee:

1. Receive the report "Invercargill City Council – Enforcement Policy / Te Kaupapa Here Whakauruhi A Te Kaunihera O Waihopai".
2. Adopt the Enforcement Policy as from 1 June 2021.

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 implications – it informs what Council have been doing.
5.	<i>Have the views of affected or interested persons been obtained and is any further public consultation required?</i> No – Te Ao Marama have been consulted.

BACKGROUND

Over the past year we have been developing an Enforcement Policy for the Invercargill City Council to cover the compliance, monitoring and enforcement activities conducted by Council.

These activities include compliance with the Resource Management Act 1991, the Building Act 2004, the Local Government Acts 1974 and 2002, the Health Act 1956, and indeed other general compliance related matters such as noise and litter.

It has generally been considered best practice by the Ministry for the Environment that Councils have a policy in place for dealing with enforcement and compliance within its district.

THE APPROACH

Council, in the development of the Policy, engaged Dr Maree Doyle (formerly of Catalyst Group) who has New Zealand recognised expertise in Local Government compliance to assist us in preparing the draft.

Dr Doyle prepared, after consultation with our compliance staff, the framework for the policy that was then modified as required to fit our local environment.

The outcome is the Enforcement Policy that is attached as **Appendix 1** to this report.

A brief description of the Policy

The Policy is designed to be a high level document setting out the guiding principles as to how Council will conduct its compliance, monitoring and enforcement functions.

The Policy is set out in seven sections, the first being 'Introduction'.

Compliance, Monitoring and Enforcement / Ngā mahi Whakaaetanga, Arotake, Tūranga Whakamana

This section describes Council's roles under the various Acts and what each of the words Compliance, Monitoring and Enforcement (CME) mean within this context.

Principles for decision-making / Ngā Mātāpono mō te whakatau tikanga

The principles are one of the key components to the Policy as they set out Council's approach when looking at compliance and enforcement issues.

The principles stated form what Council already does however, without the written process to explain its meaning we potentially lack transparency around what we do and why.

Policy purpose and strategic intent / Te Pūtake Kaupapa Here me te Mahere Rautaki

This section sets out the purpose of the Policy - to maintain a level playing field within the regulated community to support an approach recognising that compliance is a technical role that can be undertaken without being politicised. It also acknowledges that there is a culture of compliance that is established and maintained within Council as Councils who fail to enforce compliance through legislation can quickly run into trouble.

The Policy also ensures the VADE model as formal policy.

Council previously used the EVADE model however, this has been replaced with the VADE model. VADE standing for Voluntary, Assisted, Directed, Enforced which are the 4 variations of behaviour sets out the various / escalating levels of an enforcement response.

Previously the EVADE model used the same wording however had the 'E' as Education as the first response. This policy continues with an educational focus through the VDAE model as the primary focus of the compliance teams to ensure that people understand what it is that they are required to do.

NEXT STEPS

Enforcement options

It is proposed that the Policy become operative on 1 June 2021 with the next step being the development of a strategy.

Designed to sit underneath this Policy the enforcement strategy will set out Council's priorities and focus on how it goes about its compliance role. This strategy is developed after the Policy is in place to ensure that the Policy can be given effect to.

This sets out Council's enforcement options and indicates where such a response may be appropriate and covers all the Acts that have been discussed and the options outlined for each.

Enforcement decision-making

This sets out the general response and process for decision making and importantly who can make the decisions in conjunction with the Delegations Register.

Finally, there is a provision for the Policy to be monitored and reviewed to ensure that it is effective.

DISCUSSIONS

The Policy has been circulated with Te Ao Marama for their comment. At the time of this report no comment to the contrary had been received. It is important that there will be further engagement with Te Ao Marama, as Mana Whenua when setting the strategic directions to ensure that where possible this is done in partnership and that priorities for Mana Whenua and Maori are given priority when setting the strategic directions for the city.

APPENDIX 1

A3371379



**Enforcement Policy
Invercargill City Council**

**Te Kaupapa here whakauruhi a te
kaunihera o Waihopai**

Enforcement Policy/ Te Kaupapa Here Ūruhitanga

ORGANISATIONAL POLICY

Policy References

• Sponsor:	Group Manager – Customer and Environment
• Effective:	1 June 2021
• Internal review due:	TBA
• Legal compliance:	LGA 2002, RMA 1991, BA 2004, HA 1956, SASA 2012, LA 1979

Purpose

The purpose of this policy is to:

- Set out clearly the principles and decision guidelines for the lawful discharge of functions and duties
- monitor compliance and encourage compliance (i.e. achieving the highest levels of compliance)
- deal with non-compliance (i.e. use of enforcement tools to bring about behaviour change)
- Ensure that enforcement is assessed, authorised and reviewed consistently for all staff and elected members.

Application

This policy applies to all staff, contractors and elected members of the Invercargill City Council.

Contents/ Ngā Ihirangi

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3 PRINCIPLES FOR DECISION-MAKING	3
4 POLICY PURPOSE AND STRATEGIC INTENT	4
5 ENFORCEMENT OPTIONS	6
6 ENFORCEMENT DECISION-MAKING	8
7 MONITORING AND EVALUATION	10

1. INTRODUCTION / HE KUPU WHAKATAKI

The Invercargill City Council Enforcement Policy sets out Councils approach to compliance, monitoring and enforcement and provides clarity to all relevant stakeholders for all Regulatory related areas

This Policy does not relate to Councils regulatory activities in-relation to Dog Control and Noise Control as each of these will have their own Policy.

2. COMPLIANCE / MONITORING / ENFORCEMENT ROLE / NGĀ MAHI WHAKAAETANGA, AROTAKE, TŪRANGA WHAKAMANA

Local Government is responsible for ensuring compliance with a variety of laws and regulations that are aimed at achieving positive community and environmental outcomes. The Resource Management Act 1991(RMA) is a significant component of the overall suite, the purpose of which is to promote the sustainable management of natural and physical resources.¹ The RMA sets out specific duties for councils which apply to CME activities. These include a responsibility to implement the RMA, duty to collect information on implementing the RMA and a duty to observe and enforce their policy statements, plans and national environmental standards.

The Building Act 2004 (BA) is another important part of Councils Regulatory functions. The purpose of the BA² is to ensure that people who use buildings can do so safely and without endangering their health, and to ensure that buildings are designed and built to ensure safety, sustainable and to promote accountability to the building code. There are several duties for a Council to carry out, including monitoring Dangerous, Insanitary and Earthquake Prone buildings, as well as monitoring for unconsented work or work that is not built within the Building Consent. Finally, Council must also monitor Swimming Pools and Spa Pools.

Council also has CME roles under the Local Government Acts (1974 and 2002), to enforce Bylaws, rules around roads, storm water, drains and animals. The Health Act 1956 and Regulations are in place to ensure that public health is maintained, whilst the Sale and Supply of Alcohol Act 2012 ensure licenced premises comply with the Act. There are also licenses and general compliance such as litter under the Litter Act 1979 and the Amusement Device Regulations 1978 to ensure that carnival rides are safe.

Applying a strategic approach to ensuring others are compliant enables councils to focus their compliance related programmes and interventions on the most 'important problems' – based on a range of risk based factors. Compliance monitoring and enforcement refers to the full range of activities related to managing compliance within a regulated community, which can be thought of as a spectrum of approaches as set out in the VADE model (see section 4).

Definitions for the three key aspects of the term are below.

¹ RMA s5

² BA s3 -4

Compliance: adherence to the Acts, Regulations, and rules, including the rules established under regional and district plans and meeting resource consent conditions, and national environmental standards.

Monitoring: the activities carried out by councils to assess compliance with the Acts and regulations. This can be proactive (e.g., resource consent or permitted activity monitoring) or reactive (e.g., investigation of suspected offences).

Enforcement: the actions taken by councils to respond to non-compliance with the Acts and Regulations. Actions can be punitive (for the purpose of deterring or punishing the offender) and/or directive (e.g., directing remediation of the damage or ensuring compliance with the Acts and Regulations).

Source: MfE Best Practice Guidelines for Compliance Monitoring and Enforcement under the Resource Management Act 1991

Territorial local authorities such as Invercargill City have responsibilities set out in section 31 of the RMA. There are three main sources of work for the CME role under the RMA

- Monitoring the conditions of resource consents and related requirements (designations and heritage orders)
- Responding to complaints related to potential unlawful activities
- Proactively monitoring compliance with permitted activity rules in the District Plan

In respect of the above dimensions, councils promote compliance, monitor activities, and undertake enforcement as required.

Council will endeavour to have the costs incurred in undertaking compliance monitoring and enforcement met by the regulated community rather than ratepayers at large. Where possible costs will be charged directly to the property owner and/or consent holder/s. Details on specific fees can be found in Council's Schedule of Fees and Charges (part of the Annual Plan).

3. PRINCIPLES FOR DECISION-MAKING / NGĀ MĀTĀPONO MŌ TE WHAKATAU TIKANGA

Principled decision making is the cornerstone of a good enforcement policy. The principles below act to underpin those process and outcomes. They also reflect what is in the MfE Best Practice Guidance on Compliance, Monitoring and Enforcement.

Responsive and effective

We will consider all alleged non-compliance to determine the necessary interventions and action to minimise impacts on the environment and the community and maximise deterrence. We will respond in an effective and timely manner in accordance with legislative and organisational obligations.

Collaborative

We will work with and, where possible, share information with other regulators and stakeholders to ensure the best compliance outcomes for our regions. We will engage with the community and consider public interest, those we regulate, and government to explain and promote environmental requirements, and achieve better community and environmental outcomes.

Fair, reasonable, and proportional approach

We will apply regulatory interventions and actions appropriate for the situation. We will use our discretion justifiably and ensure our decisions are appropriate to the circumstances and that our interventions and actions will be proportionate to the risks posed to people and the environment, and the seriousness of the non-compliance.

Transparency

We will provide clear information and explanation to the regulated community about the standards and requirements for compliance. We will ensure that the community has access to information about industry environmental performance as well as actions taken by us to address environmental issues and non-compliance.

Consistency of process

Our actions will be consistent with the legislation and within our powers. Compliance and enforcement outcomes will be consistent and predictable for similar circumstances. We will ensure that our staff have the necessary skills and are appropriately trained; and that there are effective systems and policies in place to support them.

Evidence based, informed

We will use an evidence-based approach to our decision-making. Our decisions will be informed by a range of sources, including sound science, information received from other regulators, members of the community, industry and interest groups.

Lawful, ethical, and accountable

We will conduct ourselves lawfully and impartially and in accordance with these principles and relevant policies and guidance. We will document and take responsibility for our regulatory decisions and actions. We will measure and report on our regulatory performance.

Targeted

We will focus on the most important issues and problems to achieve the best environmental outcomes. We will target our regulatory intervention at poor performers and illegal activities that pose the greatest risk to the environment. We will apply the right tool for the right problem at the right time.

DRAFT

4. POLICY PURPOSE AND STRATEGIC INTENT / TE PŪTAKE KAUPAPA HERE ME TE MAHERE RAUTAKI

The purpose of this policy is to ensure that council’s approach to compliance, monitoring and enforcement (CME) is designed to:

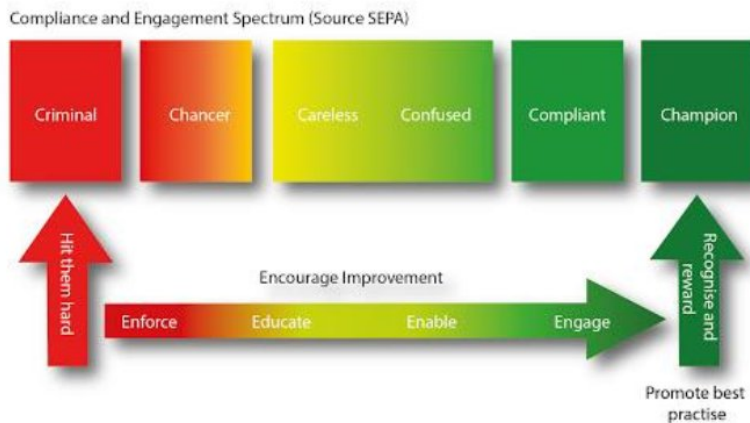
- Maintain a level playing field within the regulated community
- Support an approach recognising that compliance is a technical role that will be undertaken void of politicised decision making
- Recognise that a compliance culture within council is established and maintained

Invercargill City Council had informally used the VADE model. This Policy now formally adopts the 'VADE' model of addressing non-compliance. The VADE model is set out below and details the attitudes of the regulated community and the CME responses most likely to be employed. The spectrum set out below present’s similar information in a different way, acknowledging the presence of different mind sets that Council will support and recognise or manage and deter.

The table below illustrates the VADE model

	Description of compliance behaviour	Example	Likely scenario	Likely compliance / enforcement approach
Voluntary	Persons seek to voluntarily comply and be informed about their legal obligations. The activities that they undertake are compliant and cause no related nuisance. Such people know and are aware of their obligations and make every effort to consciously comply.	Undertake consented activities in a careful and considerate manner taking into account the needs of the local community and environment. Ensures swimming pool fencing meets the requirements of the Act.	Most likely	Praise Education / advice where required
Assisted	People are attempting to comply but are uninformed about their legal obligations or responsibilities. They will alter unintentional non-conforming behaviour when educated.	Unintentionally undertakes an activity that contravenes their consent approvals and/or underlying application Minor potential for environmental or community impact	Most likely	Education / advice both verbal and collateral

Directed	People take advantage of the opportunity not to comply with their legal obligations or responsibilities. They know the rules but will take the opportunity to avoid compliance. Likely to challenge Officer requests. May alter behaviour when educated.	Does not always complete required actions in manner agreed because quicker or less costly alternative. Disregards any potential impact for environmental or community impact. Risks for environmental or community impact are medium to high.	Less likely	Education – verbal and collateral Warnings Infringement notices Enforcement order Abatement notice (where ‘near miss’ for significant environmental breach)
Enforced	People deliberately, and without any regard, undertake non complying activity in breach of known obligations and responsibilities. Recidivist activities. Knows the rules and associated parameters/conditions and has complete disregard for operating within these Very likely to challenge Officer requests.	Deliberately undertakes non-consented activities; Deliberately Disregards impact for local environment and communities. Risks for environmental or community impact are high.	Least Likely	Infringement notice Abatement notice Enforcement order Prosecution (Gross breaches)



5. Enforcement Options / Ngā Ara Whakatikatika

Sets out the range of tools available to Council in respect of RMA enforcement and when appropriate to be used.

Tool	Description	Purpose	Appropriate for....
Excessive noise direction	Formal direction requiring a party to stop contravening noise standards	Issues directions that are legally enforceable. Failure to comply with an abatement notice constitutes an offence under the RMA.	<ul style="list-style-type: none"> - Used specifically for a breach of noise standards
Formal warning	A formal warning is a letter issued that documents a culpable party having received advisement that they have committed an offence.	Non-statutory but provides a record of non-compliance that may be relevant in future instances.	<ul style="list-style-type: none"> - minor breaches (including technical) - minor environmental effects - first time offender - the matter is easily addressed/resolved
Abatement Notice	A formal written direction asking that someone undertake an activity or cease an activity or prohibit them from commencing one. There is a form for an abatement notice that is set in statute.	Issues directions that are legally enforceable. Failure to comply with an abatement notice constitutes an offence under the RMA.	<ul style="list-style-type: none"> - further offences may occur - action is required to remedy or mitigate the effects of non-compliance - can also be issued for excessive noise
Infringement Notice	Written notice requiring that a fine be paid to council of between \$300 and \$1000 depending on the nature of the offence (and this is prescribed in law).	No further action will be taken in respect of that stated breach, but fine provides a record of non-compliance that may be relevant in future instances.	<ul style="list-style-type: none"> - clear evidence of a breach of the law - an isolated instance of non-compliance that is minor and able to be easily addressed - where a fine will influence behaviour to return to compliance
Enforcement order	A formal written direction asking that someone undertake an activity or cease an activity or prohibit them from commencing one. Distinct from an abatement notice because an application must be made to the Environment Court for an enforcement order (may also be issued during a prosecution process).	Issues directions that are legally enforceable. Failure to comply with an abatement notice constitutes an offence under the RMA.	<ul style="list-style-type: none"> - further offences may occur - action is required to remedy or mitigate the effects of non-compliance
Prosecution	A process through the criminal courts (meeting all evidential standards for criminal cases). RMA prosecutions are heard by a District Court Judge holding an RMA warrant.	Prosecutions may result in conviction, a range of possible penalties and a potential award of costs. A prior prosecution provides a record of non-compliance that may be relevant in future instances.	<ul style="list-style-type: none"> - serious enough issues to warrant criminal procedures - evidential and public interest tests satisfied

OPTIONS FOR NON- RMA MATTERS- GENERAL

Tool	Description	Purpose	Appropriate for....
Formal warning	A formal warning is a letter issued that documents a culpable party having received advisement that they have committed an offence.	Non-statutory but provides a record of non-compliance that may be relevant in future instances.	<ul style="list-style-type: none"> - minor breaches (including technical) - first time offender - the matter is easily addressed/resolved
Abatement Notice (Health Act) / Notice to Fix Building Act	A formal written direction asking that someone undertake an activity or cease an activity or prohibit them from commencing one. There is a form for an abatement notice that is set in statute.	Issues directions that are legally enforceable. If an abatement notice is not complied with, that constitutes an offence under the Health Act	<ul style="list-style-type: none"> - further offences may occur - action is required to remedy or mitigate the effects of non-compliance - can also be issued for excessive noise
Infringement Notice	Written notice requiring that a fine be paid to council the amount depending on the nature of the offence (and this is prescribed in law).	No further action will be taken in respect of that stated breach, but fine provides a record of non-compliance that may be relevant in future instances.	<ul style="list-style-type: none"> - clear evidence of a breach of the law - an isolated instance of non-compliance that is minor and able to be easily addressed - where a fine will influence behaviour to return to compliance
Prosecution	A process through the criminal courts (meeting all evidential standards for criminal cases).	Prosecutions may result in convictions, a range of possible penalties and a potential award of costs. A prior prosecution provides a record of non-compliance that may be relevant in future instances.	<ul style="list-style-type: none"> - serious enough issues to warrant criminal procedures - evidential and public interest tests satisfied

SPECIFIC CME TOOLS UNDER OTHER ACTS

Tool	Description	Purpose	Appropriate for....
Closing Order- Health Act	Formal direction requiring a party to take steps to clean property/close the Building for cleaning	Issues directions that are legally enforceable. It is an offence not to comply with and can be escalated.	<ul style="list-style-type: none"> - Used for dirty/contaminated properties.
Dangerous / Insanitary Notice Building Act	A formal Notice advising that the Property is either Dangerous or Insanitary and needs to be repaired or demolished.	Gives notice to owners to take steps to repair or demolish dangerous or Insanitary buildings. An offence to fail to comply and can see Council apply to the Court for permission to complete the work.	<ul style="list-style-type: none"> - Any building that is Dangerous and or Insanitary and the owner has failed to take steps during the earlier stages of the CME.
Compliance Order (Food Act)	A formal written direction requiring a Food provider to take steps to stop serving Food and to take steps to clean/destroy and retrain.	Issues directions that are legally enforceable. If an abatement notice is not complied with, that constitutes an offence under the Food Act	<ul style="list-style-type: none"> - Serious noncompliance with Food Control Plans or programmes and risks to public safety.

6. ENFORCEMENT DECISION-MAKING / NGĀ ARA WHAKATAU

This policy covers three key phases. The immediate response, the investigative tasks and the decision-making processes that follows. These phases are set out below.

1. Immediate and urgent response stage

At the time an offence is detected, immediate responses may be required to protect life and property or to curtail or otherwise remedy or mitigate effects. This may include issuing relevant notices or engaging contractors to do emergency works. The nature of all actions and decisions should be carefully documented.

2. The investigation stage

Concurrent with or following any urgent response is an investigation to establish all the facts that will inform a decision on which action to take (or which actions should follow those already done).

3. Decision-making stage

On completion of the initial investigation, decisions must be made on what action to take. These decisions may be iterative or may be multi-staged depending on the nature of the response.

Delegations and authority to approve actions

The Council maintains a delegation register that contains a principle that 'Council will normally delegate to the lowest competent level'. Experience and understanding of environmental enforcement are the relevant competencies and the Council will need to decide as to where that competency is expected to lie in each instance. To support this process, relevant staff should all receive training and be assessed as competent before undertaking decision making in the compliance area.

Tool	Process	Decision-maker
Excessive noise direction	Investigating officer determines that an excessive noise direction is the most appropriate response and issues in-field advising Team Leader or Compliance officer on return.	Team Leader – Compliance
Formal warning	Investigating officer determines what has occurred needs to be recorded but does not warrant a more formal compliance response, discusses with the Team Leader.	Team Leaders - Compliance, Planning

Invercargill City Council – Enforcement Policy – Ref A3023444

Tool	Process	Decision-maker
Abatement Notice	Investigating officer determines that an abatement notice is the most appropriate response and discusses with Team Leader. Review may also occur at regular CME meeting if required.	Team Leaders - Compliance, Environmental Health and Planning
Infringement Notice	Investigating officer determines that an infringement fine is the most appropriate response and discusses with Team Leader. Review may also occur at regular CME meeting if required.	Team Leaders - Compliance, Environmental Health, Building Regulation Services and Planning
Enforcement order	Enforcement Decision Group meets comprising Officer, Team Leader Compliance, Legal (input from relevant expert as required)	Manager - Building and Planning Services
Prosecution	Enforcement Decision Group meets comprising Officer, Team Leaders, Legal (input from relevant expert as required)	Group Manager – Environmental Services (subject to independent legal review if necessary)
Notice to Fix	Investigating officer determines that a Notice to Fix is the most appropriate response and issues in consultation with team leader	Building Control Officer
Closing Order- Health Act	Investigating officer determines that a closing order is the most appropriate response and discusses with team leader. Review may also occur at regular CME meeting if required.	Team Leader - Environmental Health
Dangerous/ Insanitary Notice Building Act	Investigating officer determines that a dangerous / insanitary notice is the most appropriate response and discusses with team leader. Review may also occur at regular CME meeting if required.	Manager - Building and Planning Services
Compliance Order (Food Act)	Investigating officer determines that a Compliance Order is the most appropriate response and discusses with Team Leader.	Team Leader - Environmental Health

It is possible that what is presently set out in the delegation register may change, and this table will be reviewed accordingly at that time.

7. MONITORING AND EVALUATION / TE AROTURUKI ME TE AROTAKE

Council will monitor the effectiveness and implementation of this policy by:

- Continuing with annual reporting of RMA CME functions through the National Monitoring System to the Ministry for the Environment.
- Incorporating best practice approaches with regards to the principles and approach to CME.
- Sharing advice, guidance, resources and training on compliance, monitoring and enforcement.
- Identifying and addressing emerging issues, risks, limitations and/or barriers.
- Report to Council Committee on a regular basis.

AUTHORISED BY

DATE OF APPROVAL:

TO: PERFORMANCE, POLICY AND PARTNERSHIPS COMMITTEE

FROM: JAIMEE BOTTING, INTERIM TEAM LEADER FINANCE

AUTHORISED BY: MICHAEL DAY, GROUP MANAGER – FINANCE AND ASSURANCE

MEETING DATE: TUESDAY 13 APRIL 2021

QUARTERLY FINANCIAL REPORT - 31 DECEMBER 2020
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SUMMARY

This report is to update the Council on the spending and revenue for the six months ended 31 December 2020 and the forecast Council's financial position as at 30 June 2021.
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RECOMMENDATIONS

That Performance, Policy and Partnerships Committee

1. Receive the report "Quarterly Financial Report – 31 December 2020".
2. Notes for the quarter ending 31 December 2020
 - Council has recorded an operating deficit of \$1.9 million
 - Capital programme is running below forecast
3. Approves the changes to the forecast as outlined in the schedule of forecast changes section of the report.
4. Agree that the March 2021 Quarterly Financial Report be deferred to the Performance Policy and Partnership committee meeting in June 2021.

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> Yes
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 required

A3380755

REPORT

Presented is the Council's quarterly performance report for the 2nd quarter ended 31 December 2020, including a forecast for the year ended 30 June 2021.

The quarter reporting format include the following content:

- Commentary
- Total Council Financial Snapshot
- Performance Summary
 - Key Indicator Graphs
 - Consolidated Financial Performance
 - Net operating surplus by activity group
 - Capital expenditure by activity group
- Treasury Report
- Statement of Comprehensive Revenue & Expenses
- Statement of Cash Flows
- Statement of Financial Position
- Schedule of Forecast Changes
- Detailed Key Performance Indicators
- Bancorp Treasury Report

Our new finance system "Technology One" was launched on the 1st November 2020.

Due to the loss of key finance staff shortly after launch, it was required to reallocate resources away from the finance system and onto other duties, including the Annual Report and Long-term Plan.

This has caused the following to transpire:

- Delays in the input of the revenue data (from pathway system).
- Delays in journaling in significant non accounts payable transactions including wages and depreciation.
- Delays in allocation of significant payments out to cost centres including contract payments and electricity.
- Inability to complete key reconciliations, including bank reconciliations.
- Deferment of designing various reports.

As key tasks are completed, finance team resources have been reallocated back onto the finance system to begin inputting, reviewing and validating the financial data within the system.

As at the time of writing this report, the finance team are comfortable to release the high level financial data however further reviewing and validating at an activity level and detailed capital breakdowns is required. Therefore the following sections have been excluded from this quarterly report

- Detailed performance by activity group
- Key capital projects over \$250,000 summary.
- Funding Impact Statements

We plan to have the full version back for the March 2021 Quarterly report. To be able to achieve this, we will require to defer the March 2021 quarterly report out to the Performance Policy and Partnership committee meeting in June 2021.

QUARTERLY FINANCIAL REPORT FOR THE PERIOD ENDED 31 DECEMBER 2020

At the end of the second financial quarter ending 31 December 2020, the Council has a net operating deficit of \$1.9m. This is better than both the forecast and prior year by \$1.5m and \$2.0m respectively.

Revenue analysis:

Total revenue to the end of quarter two is \$0.3m lower than forecast, with Non-rates revenue earned lower by 1.2m, countered by rate revenue higher by 0.9m.

- \$3.0m three waters stimulus funding grant has been received during the quarter. This has been offset by lower NZTA subsidy revenue received.
- Direct charges revenue is lower by \$0.8m with continuing impacts from COVID-19 being felt at Pools, Libraries and Venues services. Additional contract revenue for solid waste is expected to come in quarter 3.
- Forecast changes includes:
 - \$4.8m increase in Subsidies and grants for Shovel ready and 3 waters projects
 - Reclassification of income between Direct charges revenue and Other revenue
 - \$0.6m third party revenue generated to offset solid waste contracts for recycling

Expenditure analysis:

Total expenditure to the end of the second quarter is \$50.5m, lower than forecast by \$1.8m and higher than the previous year by \$1.5m.

- Employee expenses are low than forecast by \$0.9m but in line with last year which reflects a consistent level of vacancies that are unfilled.

Breakdown of Employee expenses (\$000)	
Staff wages & salaries	11,264
Staff positions filled by contractors	13
Other staff related expenditure	639

- Other expenses are lower than forecast by \$1.0m due to lower use of consultants & contractors during quarter two.
- Forecast changes includes:
 - \$1.0m increase in solid waste contracts for recycling
 - \$1.6m increase in consultancy for various work, including Independent Governance review, recruitment and building consent work for larger projects
 - \$0.4m additional short term repairs to maintain functionality of assets until more permanent capital renewals are completed.

The Statement of Cashflows shows:

Quarter two shows a net cash outflow of \$10.4m.

- Capital expenditure of \$10.6m. This is lower than the forecast of \$20.0m by \$9.4m but is higher than last year's spend by \$2.4m. Quarter 3 & 4 are typically the most productive periods with more settled weather patterns.

The overall programme forecast for the year has increase by \$1.0m with the main adjusted including:

- Bringing forward the Stead Street Stop bank protection project (+\$6.2m)
 - Reduction of core infrastructure capital renewal programme to 70% of planned works (-\$7.0m)
-
- Investments for the year are forecast to decrease by \$14.3m during the year with Invercargill City Holdings Limited intending to repay the \$30.0m advanced to them in 2016. This is offset by funds the Council has contributed to the CBD development investment of \$15.5m.
-
- Borrowings for the year are forecast to decrease by \$21.4m by applying funds available from the \$30m repayment of the Invercargill City Holdings Limited advance and surplus cash from previously deferred capital projects. This has been partly offset by the drawdown of \$15.5m to invest into Invercargill City Holdings Limited to contribute towards the city centre development investment.

INVERCARGILL CITY COUNCIL QUARTERLY REPORT TO 31 DECEMBER 2020
TOTAL COUNCIL FINANCIAL SNAPSHOT

OPERATING SURPLUS / (DEFICIT)

-\$1.9m

\$1.5m favourable YTD

Full year forecast of \$-0.2m

NON-RATES REVENUE (\$Millions)

Fees and charges, grants, interest and dividends.

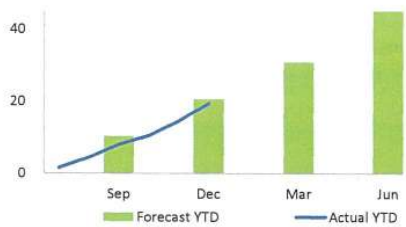
\$19.4m

\$1.2m unfavourable YTD

Full year forecast of \$46.4m

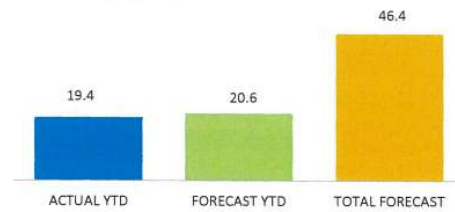
NON-RATES REVENUE (\$Millions)

Fees and charges, grants, interest and dividends.



NON-RATES REVENUE (\$Millions)

Fees and charges, grants, interest and dividends.



OPERATING EXPENDITURE

Cost to deliver existing levels of service.

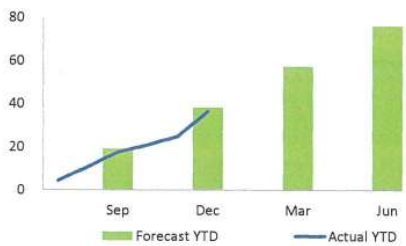
\$36.5m

\$1.8m favourable YTD

Full year forecast of \$76.2m

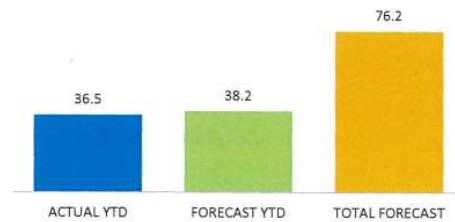
OPERATING EXPENDITURE (\$Millions)

Cost to deliver existing levels of service.



OPERATING EXPENDITURE (\$Millions)

Cost to deliver existing levels of service.



NET DEBT

Total debt less total cash and cash investments.

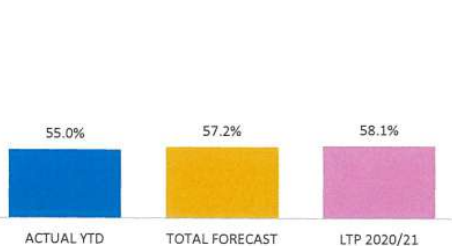
\$26.7m

\$30.5m favourable to LTP year end

LTP year end of \$57.2m

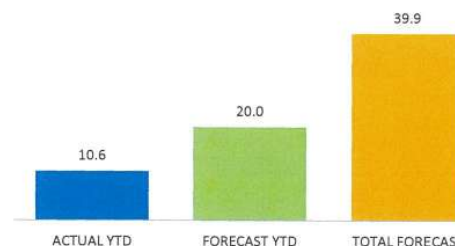
NET DEBT/REVENUE RATIO

Council's Net Debt/Operating Revenue and Rates.



CAPITAL EXPENDITURE (\$Millions)

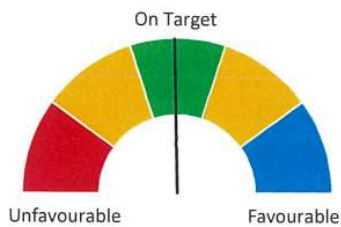
To provide new and replacement assets.



INVERCARGILL CITY COUNCIL QUARTERLY REPORT TO 31 DECEMBER 2020
PERFORMANCE SUMMARY

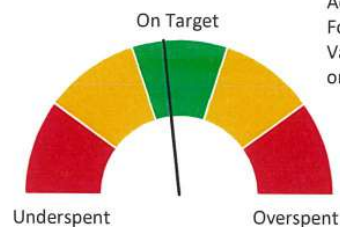
Financial performance YTD (\$'000)

Income



Actual: \$48,628
 Forecast: \$ 48,964
 Variance: \$ 366 or
 1% unfavourable

Expenditure



Actual: \$ 50,516
 Forecast: \$ 52,303
 Variance: \$ 1,787
 or 3% underspent

Net operating surplus



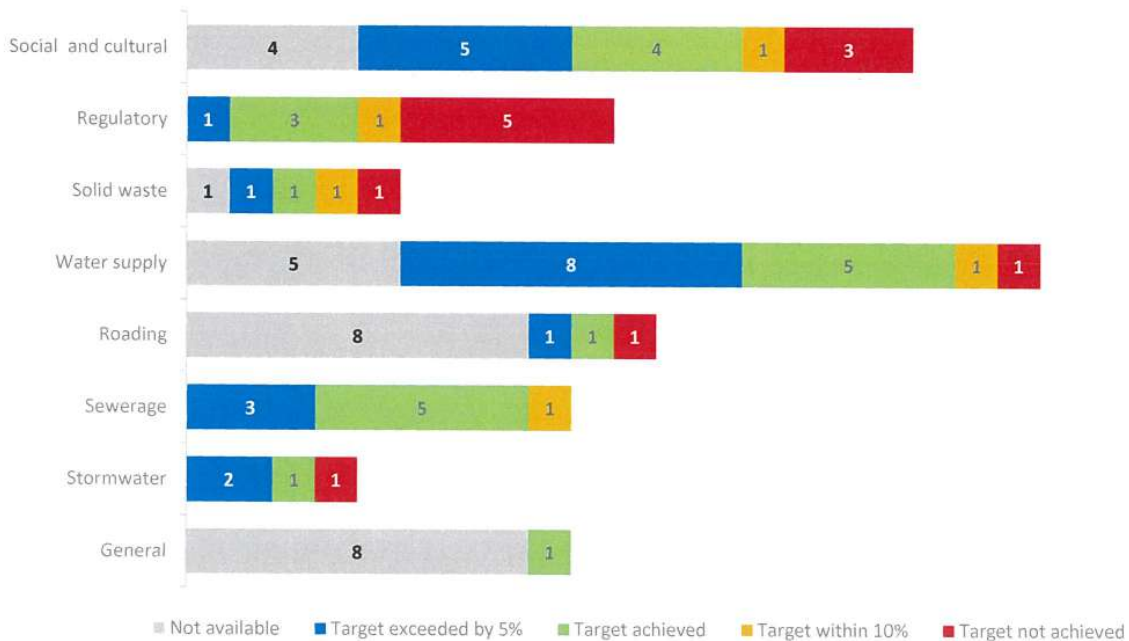
Actual: \$ (1,888)
 Forecast: \$ (3,339)
 Variance: \$ 1,451 or
 43% favourable

Capital expenditure



Actual: \$ 10,530
 Forecast: \$ 19,966
 Variance: \$ 9,436 or
 47% underspent

Non-financial performance



INVERCARGILL CITY COUNCIL QUARTERLY REPORT TO 31 DECEMBER 2020

PERFORMANCE SUMMARY

Consolidated financial performance

	Actual YTD (\$000)	Forecast YTD (\$000)	Variance (\$000)		Full year forecast (\$000)	Annual plan (\$000)
Rates and penalties	29,257	28,394	863		56,767	56,767
Income from activities	17,347	18,276	(929)		36,512	31,453
Rental revenue	1,422	1,753	(331)		3,502	3,013
Investment revenue	602	541	61		6,381	7,202
Total income	48,628	48,964	(336)		103,162	98,435
Employee expenses	11,916	12,783	867		25,521	25,433
Other operating expenses	22,923	23,874	951		47,533	43,448
Finance expenses	1,615	1,567	(48)		3,133	3,140
Depreciation and amortisation	14,062	14,079	17		28,119	28,124
Total expenditure	50,516	52,303	1,787		104,306	100,145
Net operating surplus / (deficit)	(1,888)	(3,339)	2,123		(1,144)	(1,710)

Net operating surplus by activity group

Activity group	Actual YTD (\$000)	Forecast YTD (\$000)	Variance (\$000)		Full year forecast (\$000)	Annual plan (\$000)
Roading	(2,412)	128	(2,540)		281	2,131
Sewerage	473	(241)	714		(471)	(221)
Solid waste	(42)	(134)	92		(261)	343
Stormwater	(522)	2,001	(2,523)		4,009	(833)
Water supply	2,797	589	2,208		1,194	1,399
Regulatory	99	1,575	(1,476)		3,175	2,324
Social and cultural	(1,029)	727	(1,756)		1,500	716
General	(1,252)	(7,984)	6,732		(10,571)	(7,569)
Council	(1,888)	(3,339)	1,451		(1,144)	(1,710)

INVERCARGILL CITY COUNCIL QUARTERLY REPORT TO 31 DECEMBER 2020

PERFORMANCE SUMMARY

Capital expenditure by activity group

Activity group	Actual YTD (\$000)	Forecast YTD (\$000)	Variance (\$000)	Percentage of full year spent		Full year forecast (\$000)	Annual plan (\$000)
Roading	2,922	3,600	678	41%		7,198	10,860
Sewerage	1,864	3,608	1,744	26%		7,215	6,993
Solid waste	3	38	35	4%		76	158
Stormwater	564	4,533	3,969	6%		9,064	3,791
Water supply	1,211	3,697	2,486	16%		7,393	8,434
Regulatory	122	238	116	26%		475	355
Social and cultural	2,246	1,591	(655)	71%		3,179	10,155
General	1,626	2,661	1,035	31%		5,320	8,622
Total Programme	10,558	19,966	9,408	26%		39,920	49,368
Adjustment for expected uncompleted projects							(10,439)
Total completed programme for 2020/21	10,558	19,966	9,408	26%		39,920	38,929

Many areas are classed as "green" due to spending less than YTD forecast. A review of the capital expenditure forecast for the year is to be carried out in April 2021.

INVERCARGILL CITY COUNCIL QUARTERLY REPORT TO 31 DECEMBER 2020

TREASURY REPORT

Debt	Actual YTD 31 Dec 2020 (\$000)	Forecast to 30 Jun 2021 (\$000)
Statement of borrowings		
Borrowings at the start of the year	125,514	125,514
New loans raised	13,186	0
Loan repayments	0	(21,374)
Borrowings at the end of the period	138,700	104,140

Borrowing facility

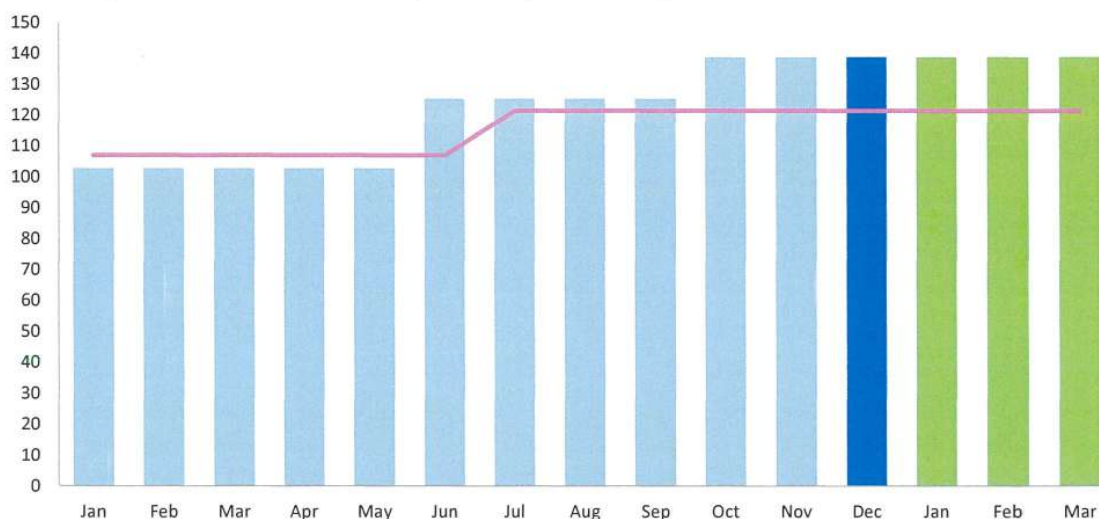
Invercargill City Council funding lines consist of:

Bank of New Zealand*	10,000	10,000
LGFA	50,000	43,440
LGFA - On lent to ICHL	28,500	0
LGFA - CBD development	25,000	40,500
ANZ Issued Bond	20,000	20,000
ANZ Issued Bond - On lent to ICHL	15,000	0
Environmental Southland (Clean air Loan Scheme)	200	200
Total borrowing facility	148,700	114,140
Facility headroom at the end of the period	10,000	10,000

*The BNZ call loan facility was renewed on the 1st February 2021 for a further two years

BORROWINGS (\$Millions)

12 Month trend of external debt levels and 3 month forecast compared to closing LTP



Borrowings were used to advance funds (\$13.5m) and increase shareholding (\$25m) within Invercargill City Holdings Limited so they can invest into the CBD development via Invercargill Central Limited. These were not included in the Long-term Plan 2018-2028.

INVERCARGILL CITY COUNCIL QUARTERLY REPORT TO 31 DECEMBER 2020

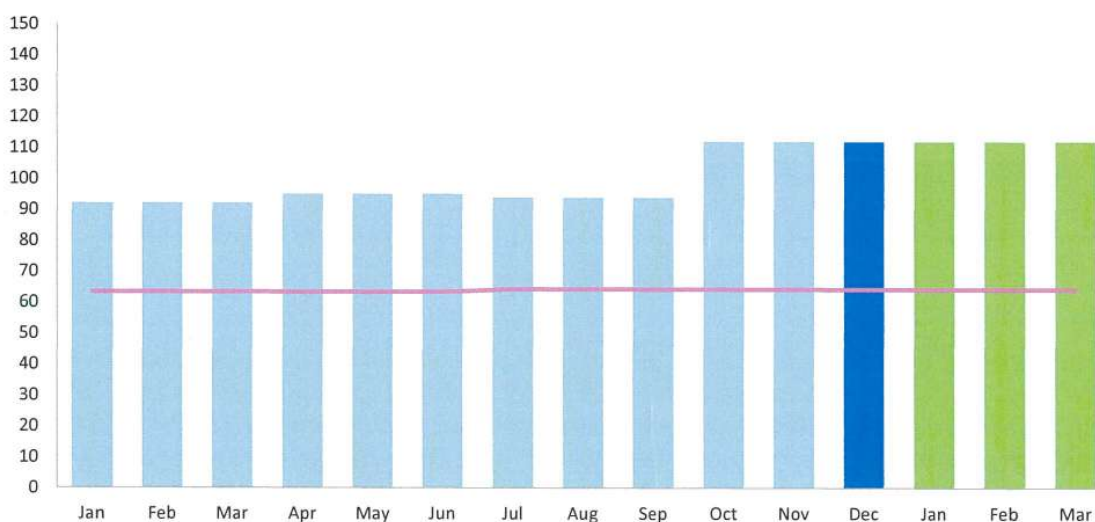
TREASURY REPORT

Cash & Cash Investments

Investment	Amount (\$'000)	Interest Rate	Date Invested	Maturity Date
SBS Term Deposit	4,072	1.00%	30 Nov 2020	28 Jul 2021
SBS Term Deposit	4,067	1.10%	30 Oct 2020	28 Jul 2021
SBS Term Deposit	4,043	1.95%	29 Jun 2020	29 Apr 2021
SBS Term Deposit	6,600	1.79%	08 Jul 2020	29 Apr 2021
BNZ Term Deposit	4,040	1.38%	29 Jul 2020	29 Jan 2021
BNZ Term Deposit	6,600	1.81%	08 Jul 2020	29 Apr 2021
BNZ Term Deposit	4,030	1.27%	28 Aug 2020	28 Jul 2021
BNZ Term Deposit	4,048	0.57%	02 Oct 2020	28 Jul 2021
Westpac	5,000	1.72%	30 Jun 2020	29 Jan 2021
Westpac	7,029	1.72%	30 Jun 2020	29 Jan 2021
SBS - Staff Welfare Fund	119	1.88%	29 Jun 2020	29 Jan 2021
Invercargill City Holdings Limited - Fixed	15,000	3.66%	08 Apr 2016	08 Apr 2021
Invercargill City Holdings Limited - Floating	15,000	0.97%	09 Dec 2020	08 Apr 2021
Invercargill City Holdings Limited - Floating	13,500			
Cash and cash equivalents	16,112			
Shares & Miscellaneous	2,693			
Total	111,954			

CASH & CASH INVESTMENTS (\$Millions)

12 Month trend of cash & cash investments levels and 3 month forecast compared to closing LTP



Cash investments are higher than planned in the Long-term Plan 2018-2028 due to funds being advanced to Invercargill City Holdings Limited to invest into the CBD development (\$13.5m) and additional funds being placed on term deposit from deferred capital projects and cash surpluses. Note this excludes shares in Invercargill City Holdings Limited.

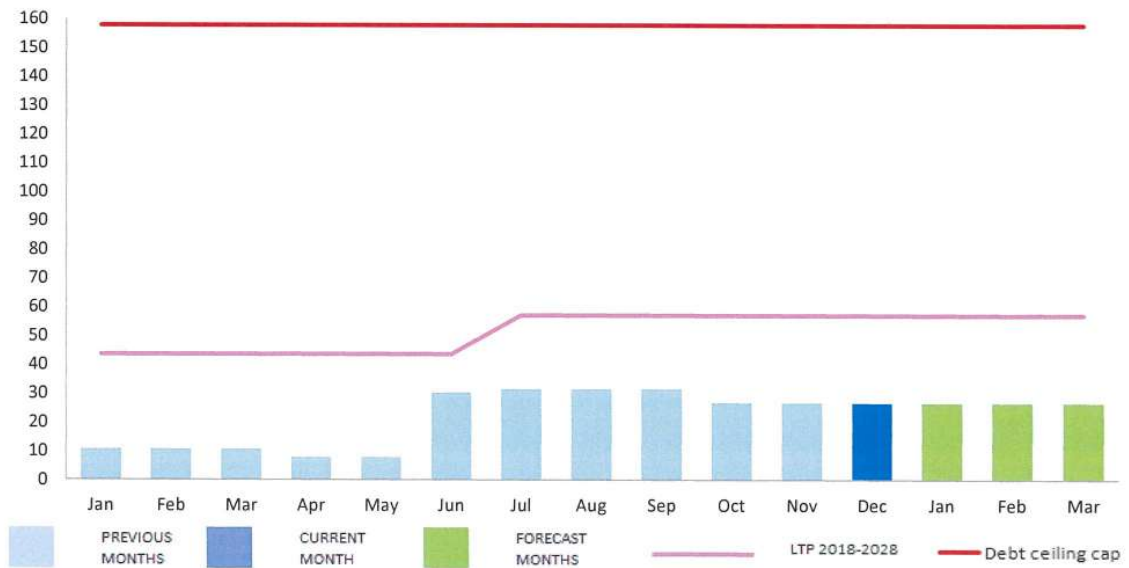
INVERCARGILL CITY COUNCIL QUARTERLY REPORT TO 31 DECEMBER 2020
TREASURY REPORT

Net Debt Balance	Actual YTD 31 Dec 2020 (\$000)	Forecast to 30 Jun 2021 (\$000)
Borrowings	138,700	104,140
Less: Cash & Cash Investments	(111,954)	(45,101)
TOTAL NET DEBT BALANCE	26,746	59,039
Debt ceiling cap	157,905	

Debt ceiling cap is set at 2.5 times total revenue less a provision for uncalled capital of \$100m

NET DEBT BALANCE (\$Millions)

12 Month trend of net debt levels and 3 month forecast compared to closing LTP



The Council's net debt balance is lower than planned in the Long-term Plan 2018-2028. This is due to a higher amount of funds being held on term deposit than anticipated from deferred capital projects and cash surpluses. The increase in June relates to the Council purchasing shares in Invercargill City Holdings Limited.

INVERCARGILL CITY COUNCIL QUARTERLY REPORT TO 31 DECEMBER 2020

STATEMENT OF COMPREHENSIVE REVENUE AND EXPENSE

	YTD Actual Dec 2020 (\$000)	YTD Forecast Dec 2020 (\$000)	Full Year Forecast 2021 (\$000)	Annual Plan 2021 (\$000)
REVENUE				
Rates and penalties	29,257	28,394	56,767	56,767
Fines	28	305	606	502
Subsidies and grants	7,625	7,116	14,220	9,217
Direct charges revenue	8,996	9,837	19,656	21,734
Other revenue	698	1,018	2,030	0
Rental revenue	1,422	1,753	3,502	3,013
Finance revenue	602	541	1,081	1,902
Dividends & subvention revenue	0	0	5,300	5,300
Total revenue	48,628	48,964	103,162	98,435
EXPENSES				
Employee expenses	11,916	12,783	25,521	25,433
Other operating expenses	22,923	23,874	47,533	43,448
Finance expenses	1,615	1,567	3,133	3,140
Depreciation and amortisation	14,062	14,079	28,119	28,124
Total expenses	50,516	52,303	104,306	100,145
Net operating surplus (deficit)	(1,888)	(3,339)	(1,144)	(1,710)
Other gains/(losses)	7	0	964	964
Surplus / (deficit) before tax	(1,881)	(3,339)	(180)	(746)
Income tax expense	0	0	0	0
Surplus (deficit) after tax	(1,881)	(3,339)	(180)	(746)
OTHER COMPREHENSIVE REVENUE AND EXPENSE				
Property, plant and equipment revaluation gain (loss)	0	0	0	0
Carbon credit revaluation gains/(losses)	0	0	0	0
Cash flow hedges	0	0	0	0
Total other comprehensive revenue and expense	0	0	0	0
TOTAL COMPREHENSIVE REVENUE AND EXPENSE	(1,881)	(3,339)	(180)	(746)

INVERCARGILL CITY COUNCIL QUARTERLY REPORT TO 31 DECEMBER 2020

STATEMENT OF CASHFLOWS

	YTD Actual Dec 2020 (\$000)	Full Year Forecast 2021 (\$000)	Annual Plan 2021 (\$000)
CASH FLOWS FROM OPERATING ACTIVITIES			
Net surplus from operations	(1,888)	(1,144)	(1,710)
Reverse depreciation and non cash provisions	14,062	28,119	28,124
Change in current assets	(24,746)	0	0
Change in current liabilities	26,942	0	0
Net cash flows from operating activities	14,370	26,975	26,414
CASH FLOWS FROM INVESTING ACTIVITIES			
Proceeds from sale of property, plant and equipment	8	0	194
Proceeds from sale of investments	0	30,000	12,322
Purchase of property, plant and equipment	(9,562)	(37,858)	(38,748)
Purchase of biological assets	0	0	0
Purchase of intangible assets	(197)	(554)	(78)
Purchase of investment property	(771)	(1,508)	(104)
Purchase of investments	(27,427)	(15,681)	0
Net cash flows from investing activities	(37,949)	(25,601)	(26,414)
CASH FLOWS FROM FINANCING ACTIVITIES			
Proceeds from borrowings	13,186	0	0
Repayment of borrowings	0	(21,374)	0
Net cash flows from financing activities	13,186	(21,374)	0
Net (decrease) increase in cash and cash equivalents	(10,393)	(20,000)	0
Cash and cash equivalents at the beginning of the year	26,505	26,505	14,738
Cash and cash equivalents at the end of the year	16,112	6,505	14,738

INVERCARGILL CITY COUNCIL QUARTERLY REPORT TO 31 DECEMBER 2020

STATEMENT OF FINANCIAL POSITION

	YTD Actual Dec 2020 (\$000)	Full Year Forecast 2021 (\$000)	Annual Report 2020 (\$000)
ASSETS			
Cash and cash equivalents	16,112	6,505	26,505
Trade and other receivables	36,532	11,789	11,789
Inventories	825	825	825
Property, plant and equipment	847,882	862,200	852,382
Intangible assets	1,416	1,694	1,219
Biological assets	3,618	3,701	3,618
Investment property	37,289	38,907	36,518
Investment in CCOs and similar entities	61,069	76,569	61,069
Other financial assets - other investments	95,842	38,596	68,415
TOTAL ASSETS	1,100,585	1,040,786	1,062,340
LIABILITIES			
Trade and other payables	43,757	13,937	13,937
Provisions	928	928	928
Employee benefit liabilities	1,159	4,037	4,037
Borrowings	138,700	104,140	125,514
Derivative financial instruments	3,492	3,493	3,493
Total liabilities	188,036	126,535	147,909
TOTAL EQUITY			
Retained earnings	364,915	366,616	366,796
Restricted reserves	50,177	50,177	50,177
Hedging reserves	(3,492)	(3,493)	(3,493)
Carbon credit revaluation reserves	815	815	815
Asset revaluation reserves	500,136	500,136	500,136
Total equity	912,551	914,251	914,431
TOTAL LIABILITIES AND EQUITY	1,100,587	1,040,786	1,062,340

INVERCARGILL CITY COUNCIL QUARTERLY REPORT TO 31 DECEMBER 2020
TOTAL COUNCIL - SCHEDULE OF FORECAST CHANGES

Item Name	Nature Of Change	Quarter 1 (\$000)	Quarter 2 (\$000)	Quarter 3 (\$000)	Quarter 4 (\$000)	30 Jun 2021 (\$000)
STATEMENT OF COMPREHENSIVE REVENUE AND EXPENSES						
Revenue						
Fines	Re-forecast fines to align with current trends		104			104
Subsidies and grants	Increase funds forecast to be received from the Shovel ready projects and 3 waters allocations		4,830			4,830
Subsidies and grants	Re-forecast NZTA subsidies to align with roading expenditure forecast		173			173
Direct charges revenue	Additional revenue for recycling contract from SDC		576			576
Direct charges revenue	Re-forecast fees revenue to reflect current trends and reclassification with other revenue		(2,654)			(2,654)
Other revenue	Re-forecast other revenue to reflect current trends and reclassification with direct charges revenue		2,030			2,030
Rental revenue	Re-forecast rental revenue to reflect higher rental and occupancy rates		489			489
Finance revenue	Re-forecast of net debt interest revenue based on funds invested and interest rate assumption of 0.5%		(821)			(821)
						-
Total Forecast Adjustments to Revenue		-	4,727	-	-	4,727
Expenses						
Employee expenses	Re-forecast to reflect current staffing levels		88			88
Other operating expenses	Additional consultancy (including Council DIA, independent governance review, processing applications for planning & building, LTP, iwi, Simpli)		1,616			1,616
Other operating expenses	Re-forecast of repairs and maintenance to reflect higher requirement on ageing infrastructure		438			438
Other operating expenses	Additional cost for recycling contract solid waste		950			950
Other operating expenses	Re-forecast of various other operating expenses		1,081			1,081
Finance expenses	Re-forecast of net debt interest expenses based on funds drawdown and interest rate assumption of 2.5%		(7)			(7)
Depreciation and amortisation	Re-forecast of Depreciation expense based on current asset pool		(5)			(5)
						-
						-
						-
						-
Total Forecast Adjustments to Expenses		-	4,161	-	-	4,161
Adjustments to Surplus / (Deficit) After Tax		-	566	-	-	566

INVERCARGILL CITY COUNCIL QUARTERLY REPORT TO 31 DECEMBER 2020
TOTAL COUNCIL - SCHEDULE OF FORECAST CHANGES

Item Name	Nature Of Change	Quarter 1 (\$000)	Quarter 2 (\$000)	Quarter 3 (\$000)	Quarter 4 (\$000)	30 Jun 2021 (\$000)
STATEMENT OF FINANCIAL POSITION						
Assets						
Other financial assets - other investments	Additional investment into the city block	15,500				15,500
Cash and cash equivalents	Re-alignment of opening balances with the Annual report 2019/20		11,767			11,767
Cash and cash equivalents	Re-forecast to reflect additional funds used to repay borrowings		(20,000)			(20,000)
Trade and other receivables	Re-alignment of opening balances with the Annual report 2019/20		2,417			2,417
Inventories	Re-alignment of opening balances with the Annual report 2019/20		(856)			(856)
Property, plant and equipment	Re-alignment of opening balances with the Annual report 2019/20		(9,840)			(9,840)
Property, plant and equipment	Re-forecast capital expenditure profiles to reflect revised programme		9,818			9,818
Intangible assets	Re-alignment of opening balances with the Annual report 2019/20		(450)			(450)
Intangible assets	Re-forecast capital expenditure profiles to reflect revised programme		475			475
Biological assets	Re-alignment of opening balances with the Annual report 2019/20		298			298
Biological assets	Re-forecast capital expenditure profiles to reflect revised programme		83			83
Investment property	Re-alignment of opening balances with the Annual report 2019/20		(2,814)			(2,814)
Investment property	Re-forecast capital expenditure profiles to reflect revised programme		2,389			2,389
Investment in CCOs and similar entities	Re-alignment of opening balances with the Annual report 2019/20		25,000			25,000
Investment in CCOs and similar entities	Conversion of ICHL advance for the city centre development into shares		15,500			15,500
Other financial assets - other investments	Re-alignment of opening balances with the Annual report 2019/20		(15,476)			(15,476)
Other financial assets - other investments	ICHL advance repayment		(30,000)			(30,000)
Other financial assets - other investments	Conversion of ICHL advance for the city centre development into shares		(15,500)			(15,500)
Other financial assets - other investments			181			181
						-
Total Forecast Adjustments to Assets		15,500	(27,008)	-	-	(11,508)
Liabilities						
Borrowings	Funding for additional investment into the city block	15,500				15,500
Trade and other payables	Re-alignment of opening balances with the Annual report 2019/20		1,981			1,981
Employee benefit liabilities	Re-alignment of opening balances with the Annual report 2019/20		785			785
Borrowings	Re-alignment of opening balances with the Annual report 2019/20		10,309			10,309
Borrowings	Repayment of borrowings drawdown from ICHL advance repaid funds		(30,000)			(30,000)
Borrowings	Repayment of borrowings from excess cash and cash equivalents funds		(20,000)			(20,000)
Borrowings	Re-forecast borrowings drawdown to fund revised capital programme		13,126			13,126
Derivative financial instruments	Re-alignment of opening balances with the Annual report 2019/20		1,033			1,033
						-
Total Forecast Adjustments to Liabilities		15,500	(22,766)	-	-	(7,266)

INVERCARGILL CITY COUNCIL QUARTERLY REPORT TO 31 DECEMBER 2020
TOTAL COUNCIL - SCHEDULE OF FORECAST CHANGES

Item Name	Nature Of Change	Quarter 1 (\$000)	Quarter 2 (\$000)	Quarter 3 (\$000)	Quarter 4 (\$000)	30 Jun 2021 (\$000)
Equity						
Retained earnings	Re-alignment of opening balances with the Annual report 2019/20		(1,401)			(1,401)
Retained earnings	Movements in additional operating surplus (deficit) & transfers with Restricted reserves		(11,756)			(11,756)
Restricted reserves	Re-alignment of opening balances with the Annual report 2019/20		(2,662)			(2,662)
Restricted reserves	Movements with Retained earnings		12,322			12,322
Hedging reserves	Re-alignment of opening balances with the Annual report 2019/20		(1,033)			(1,033)
Carbon credit revaluation reserves	Re-alignment of opening balances with the Annual report 2019/20		288			288
						-
Total Forecast Adjustments to Equity		-	(4,242)	-	-	(4,242)

INVERCARGILL CITY COUNCIL QUARTERLY REPORT TO 31 DECEMBER 2020
KEY PERFORMANCE INDICATORS

Social and cultural

Description	YE 2020 Actual	Q 1	Q 2	Q 3	Q 4	YE 2021 Target	Variance
Library items issued	613,139	150,956	303,280	0	0	✓	600,000 1%
Number of library visits	524,292	129,020	224,715	0	0	✗	520,000 (14%)
Number of reference enquiries	90,432	25,704	48,892	0	0	✓	85,000 15%
Library membership as % of total population	72%	72%	72%	0%	0%	✓	> 65% 7%
Number of pool visits per head of Invercargill City population	8	7	7	0	0	✓	> 6.5 12%
Survey of Swim School customers rating good or very good	78%	86%	N/A	0%	0%	☹	85% N/A
Time when a minimum of four 25m public lanes are available for swimming	95%	99%	97%	0%	0%	✓	90% 7%
Housing care rental does not exceed 30% of gross superannuation benefit	23%	22%	22%	0%	0%	✓	< 30% 8%
Passenger transport numbers are increasing	182,627	N/A	87,960	0	0	☹	↑ (4%)
% of passengers satisfied with the level of fares	83%	N/A	N/A	0%	0%	☹	82% N/A
% of passengers satisfied that the fare system is easy to understand	89%	N/A	N/A	0%	0%	☹	82% N/A
Council administers and supports the Total Mobility Scheme	Yes	N/A	N/A	0%	0%	☹	Yes N/A
Queens Park is accredited as a "Garden of National Significance"	Yes	Yes	Yes	0%	0%	✓	Yes 0%
% of requests actioned within 4 working days	N/A	76%	83%	0%	0%	✗	100% (17%)
Number of justified complaints received relating to safety within parks and cemeteries	3	2	4	0	0	✗	0 (400%)
Policies around pest management are included in Reserve Management Plans	Yes	Yes	Yes	0%	0%	✓	Yes 0%
Increasing use of targeted reserves as measured by visitor counters at access points	757,396	225,785	406,702	0	0	✓	↑ 0%

Regulatory

Description	YE 2020 Actual	Q 1	Q 2	Q 3	Q 4	YE 2021 Target	Variance
Building consents are issued within 20 working days	64%	97%	100%	0%	0%	✓	100% 0%
Non-notified resource consents not requiring a hearing are issued within 20 working days	100%	85%	79%	0%	0%	✗	100% (21%)
Food applications are issued within 20 working days	99%	100%	96%	0%	0%	☹	100% (4%)
Alcohol licences not requiring a hearing are issued within 30 working days	88%	100%	100%	0%	0%	✓	100% 0%
% of LIM applications lodged electronically	50%	60%	64%	0%	0%	✗	80% (16%)
% of resource consent applications lodged electronically	12%	33%	26%	0%	0%	✗	80% (54%)
% of dog registrations lodged electronically	20%	22%	14%	0%	0%	✗	80% (66%)
% of blocks in the Priority Buildings Area investigated for potentially earthquake-prone buildings	78%	100%	100%	0%	0%	✓	40% 60%
Earthquake-prone buildings incentives are developed and implemented	No	Yes	Yes	0%	0%	✓	Yes 0%
Plans and bylaws are reviewed in line with the timetable included in the Regulatory Services Activity Management Plan	No	No	No	0%	0%	✗	Yes (100%)

INVERCARGILL CITY COUNCIL QUARTERLY REPORT TO 31 DECEMBER 2020
KEY PERFORMANCE INDICATORS

Solid waste

Description	YE 2020 Actual	Q 1	Q 2	Q 3	Q 4		YE 2021 Target	Variance
Increase in kerbside recycling (tonnes)	3,307	789	1,673	0	0	✓	↑	1%
Decrease in kerbside rubbish collection (tonnes)	10,672	2,660	5,475	0	0	☹️	↓	(3%)
Decrease in solid waste to landfill (tonnes)	19,705	5,262	11,099	0	0	✗	↓	(13%)
Increase in diverted material (tonnes)	9,062	3,472	6,046	0	0	✓	↑	33%
Regional discarded materials rate per person per annum (kgs)	710	n/a	n/a	0	0	☹️	650	N/A

Water supply

Description	YE 2020 Actual	Q 1	Q 2	Q 3	Q 4		YE 2021 Target	Variance
Number of breaches of part 4 of the drinking-water standards	0	0	0	0	0	✓	0	0%
Number of breaches of part 5 of the drinking-water standards	0	0	0	0	0	✓	0	0%
% of real water loss from the networked reticulation system	9.9%	NA	NA	0.0%	0.0%	☹️	< 30%	N/A
Number of complaints received by Council per 1,000 connections about any of the following:								
- Drinking water clarity	0.24	0.15	0.10	0.00	0.00	✓	≤ 0.45 per month	78%
- Drinking water taste	0.05	0.15	0.05	0.00	0.00	✓	≤ 0.45 per month	89%
- Drinking water odour	0.05	0.00	0.00	0.00	0.00	✓	≤ 0.45 per month	100%
- Drinking water pressure of flow	0.05	0.05	0.14	0.00	0.00	✓	≤ 0.45 per month	69%
- Continuity of supply	0.14	0.00	0.14	0.00	0.00	✓	≤ 0.45 per month	69%
- Council's response to any of these issues	0.05	0.00	0.00	0.00	0.00	✓	≤ 0.45 per month	100%
Median time for service personnel to reach site for urgent events	0h 26m	0h 22m	0h 26m	0h 00m	0h 00m	✓	≤ 4 hours	N/A
Median time for the resolution of urgent events	0d 1h 17m	1h 30m	1h 43m	0d 0h 00m	0d 0h 00m	✓	≤ 24 hours	N/A
Median time for service personnel to reach site for non-urgent events	5d 19h 48m	5d 1h 11m	4d 23h 12m	0d 0h 00m	0d 0h 00m	☹️	≤ 5 working days	N/A
Median time for the resolution of non-urgent events	7d 4h 05m	5d 0h 58m	5d 1h 05m	0d 0h 00m	0d 0h 00m	✓	≤ 10 working days	N/A
Average drinking water consumption (litres per resident per day)	462	412	435	0	0	✓	< 700	38%
The Invercargill water supply is safe to drink as measured by the Ministry of Health grades	Aa	Aa	Aa	0	0	✓	Aa	0%
The Bluff water supply is safe to drink as measured by the Ministry of Health grades	Ab	Ab	Ab	0	0	✗	Aa	(100%)
Notification of planned shutdowns is given at least 24 hours beforehand by letter drop	1	1	1	0	0	✓	90%	10%
Duration of planned shutdowns is no more than 8 hours	1	1	1	0	0	✓	100%	0%
% of hydrants tested that exceed a flow rate of 12.5 litres per second	100%	NA	1	0	0	✓	97.5%	3%

INVERCARGILL CITY COUNCIL QUARTERLY REPORT TO 31 DECEMBER 2020
KEY PERFORMANCE INDICATORS
Roading

Description	YE 2020 Actual	Q 1	Q 2	Q 3	Q 4	YE 2021 Target	Variance
Damaged signs are responded to within 48 hours of notification	77%	67%	67%	0%	0%	✘	> 85% (18%)
Traffic signal faults are responded to within 1 hour for emergency work, 4 hours for serious faults and 12 hours for minor faults	100%	100%	100%	0%	0%	✓	> 85% 15%
% of customer service requests responded to within 5 days	76%	80%	82%	0%	0%	✓	82% 0%
Decrease in the annual number of fatalities and serious crashes on the local road network	18	Annual	Annual	0%	0	☹	↓ N/A
Higher than the national average quality of ride on a sealed local network - Urban	89%	Annual	Annual	0%	0%	☹	90% N/A
Higher than the national average quality of ride on a sealed local network - Rural	96%	Annual	Annual	0%	0%	☹	98% N/A
% of the sealed local road network that is resurfaced	6%	Annual	Annual	0%	0%	☹	> 6.25% N/A
% of footpaths in very poor condition	1%	Annual	Annual	0%	0%	☹	< 8% N/A
Street lighting is compliant with AS/NZS 1158 to agreed levels	74%	Annual	Annual	0%	0%	✓	74% N/A
Number of unplanned road closures	N/A	Annual	Annual	0%	0%	☹	< 8 N/A
The overall annual cost per km and vkt of routine maintenance on each road network	N/A	Annual	Annual	0%	0%	☹	< Peer Group Average N/A

Sewerage

Description	YE 2020 Actual	Q 1	Q 2	Q 3	Q 4	YE 2021 Target	Variance
Number of dry weather sewerage overflows per 1,000 properties	0.49	0.22	0.67	0.00	0.00	✓	< 4 67%
Compliance with the Council's resource consents for discharge from its sewerage system, measured by the number of: - Abatement notices - Infringement notices - Enforcement orders - Convictions	0	0	0	0	0	✓	0 0%
Total number of complaints received by Council about sewerage odour	0	2	0	0	0	✓	0 0%
Total number of complaints received by Council about blockages and faults per 1,000 connections	2.50	0.58	1.07	0.00	0.00	✓	< 4 47%
Service personnel reach site within 1 hour for emergency events	91%	97%	94%	0%	0%	✓	90% 4%
Temporary repairs completed within 4 hours for emergency events	95%	97%	92%	0%	0%	☹	95% (3%)
Service disruptions for individual properties are less than 12 hours	100%	100%	100%	0%	0%	✓	100% 0%
Trade waste consent applications are responded to within 10 working days	100%	100%	100%	0%	0%	✓	80% 20%

INVERCARGILL CITY COUNCIL QUARTERLY REPORT TO 31 DECEMBER 2020
KEY PERFORMANCE INDICATORS

Stormwater

Description	YE 2020 Actual	Q 1	Q 2	Q 3	Q 4	YE 2021 Target	Variance
Number of flooding events	0	0	2	0	0	✘	0 (200%)
Compliance with the Council's resource consents for discharge from its sewerage system, measured by the number of: - Abatement notices - Infringement notices - Enforcement orders - Convictions	0	0	0	0	0	✓	0 0%
Number of complaints received by Council about stormwater system performance per 1,000 properties	0.45	0.76	1.52	0.00	0.00	✓	< 4 24%
Service personnel reach site within 1 hour for emergency events	93%	100%	100%	0%	0%	✓	90% 10%

General

Description	YE 2020 Actual	Q 1	Q 2	Q 3	Q 4	YE 2021 Target	Variance
Number of households involved in Neighbourhood Support	1,290	N/A	N/A	0	0	☹	↑ N/A
Number of groups involved in Neighbourhood Support	130	N/A	N/A	0	0	☹	↑ N/A
Number of residents participating in funded programmes	31,160	N/A	N/A	0	0	☹	10,000 N/A
Number of events, agencies and businesses achieving the use of the friendly brand	15	N/A	N/A	0	0	☹	12 N/A
Number of young people participating in initiatives	514	N/A	N/A	0	0	☹	400 N/A
Automated toilets are available 24 hours	98%	97%	96%	0%	0%	✓	95% 1%
% of surveyed residents satisfied or greater with opportunities Council provides for Community involvement in decision-making	28%	N/A	N/A	0%	0%	☹	50% N/A
Number of alternative methods of communicating to and receiving information from the community introduced	1	N/A	N/A	0	0	☹	1 N/A
Investment property's net rate of return ≥ current market interest rate	4%	N/A	N/A	0%	0%	☹	2% N/A

CONFIDENTIAL

TREASURY REPORT

FOR



AS AT 31 DECEMBER 2020



BANCORP

BANCORP TREASURY SERVICES LIMITED

AUCKLAND • CHRISTCHURCH

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1. MARKET ENVIRONMENT

1.1 GLOBAL – OVERVIEW (FOR THE DECEMBER 2020 QUARTER)

Markets have had a lot to digest over the last quarter as COVID-19 second waves struck the Northern Hemisphere, the US election resulted in a change of President and central banks reiterated that they will do as much as they possibly can to engender economic growth. Despite a resurgence of COVID-19 cases in several countries, markets seem to be adopting a forward looking approach to a time when a vaccine(s) will halt the global pandemic. Risk remains the clear victor as US share markets posted record highs weekly, despite the 92 million COVID-19 cases recorded around the world and the never-ending geopolitical tensions, China, Iran, etc.

The global benchmark interest rate, the US 10 year Treasury bond yield, started October at 0.67% and trended higher throughout the quarter, finishing December at 1.10%. This was due to the US Federal Reserve changing its inflation mandate to allow inflation to go beyond 2.0% which resulted in the market betting on the return of inflation in the medium term. This, along with the positive vaccine developments led to a ‘risk on’ market sentiment, resulting in US bond yields climbing.

It was different story for European bond yields as the German 10 year Bund remained relatively flat over the same period. Historically, Treasuries and Bunds have a relatively strong correlation, but over the quarter, the correlation weakened dramatically. This was, once again, due to the ‘average inflation’ policy announced by the Fed, allowing inflation to move above 2.0% in the medium term. Another factor contributing to the deterioration of the correlation was the profit taking on US bonds and the expectation of inflation reaching its central bank target faster in the US than in Europe.

Reserve Bank of Australia (“RBA”) Governor, Phillip Lowe, in November cut the cash rate and the target for the 3-year swap rate to 0.10% as expected, and the RBA confirmed that it would purchase \$100 billion of 5 to 10-year Government and State bonds over the next six months to push longer term rates lower. The RBA again ruled out a negative cash rate, stating it sees little benefit from such a move. It did, however, commit to maintaining the current cash rate of 0.10% well into 2023.

The Chinese economy is recovering quickly with GDP, retail sales and industrial production all up over the September quarter. The IMF is now projecting a 1.9% increase in GDP for China over 2020 and 8.2% over 2021. President Xi Jinping recently outlined his focus for the next five years with his Government earmarking hundreds of billions of dollars for infrastructure spending, a staggering US\$1.4 trillion for technology research, and a ‘dual circulation’ strategy that will

see an increasing focus on domestic consumption, and further opening up of the Chinese economy. This is expected to support average annual GDP growth of around 5.0%.

1.2 NEW ZEALAND – OVERVIEW (FOR THE DECEMBER 2020 QUARTER)

	OCR	90 day	2 years	3 years	5 years	7 years	10 years
30 Sep 2020	0.25%	0.31%	0.05%	0.05%	0.13%	0.28%	0.51%
31 Dec 2020	0.25%	0.27%	0.28%	0.36%	0.54%	0.74%	0.99%
Change	0 bps	-4bps	+23bps	+31bps	+41bps	+46bps	+48bps

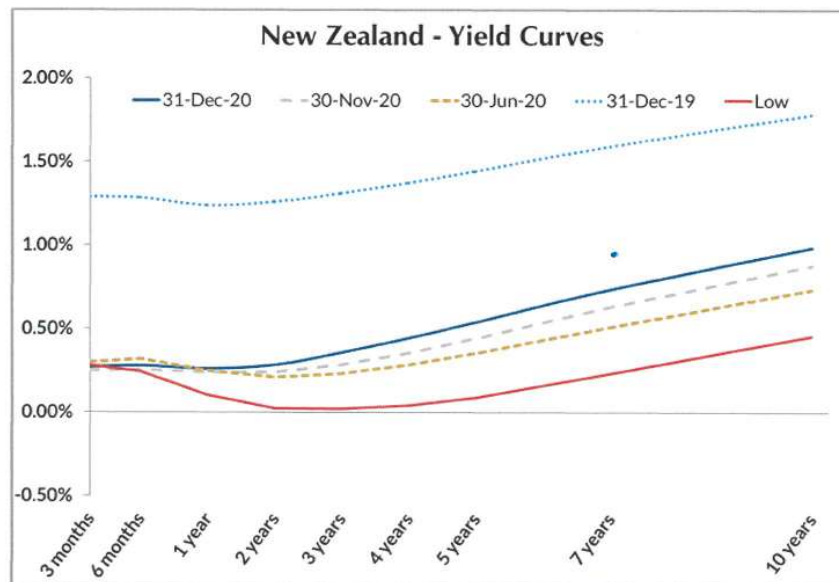
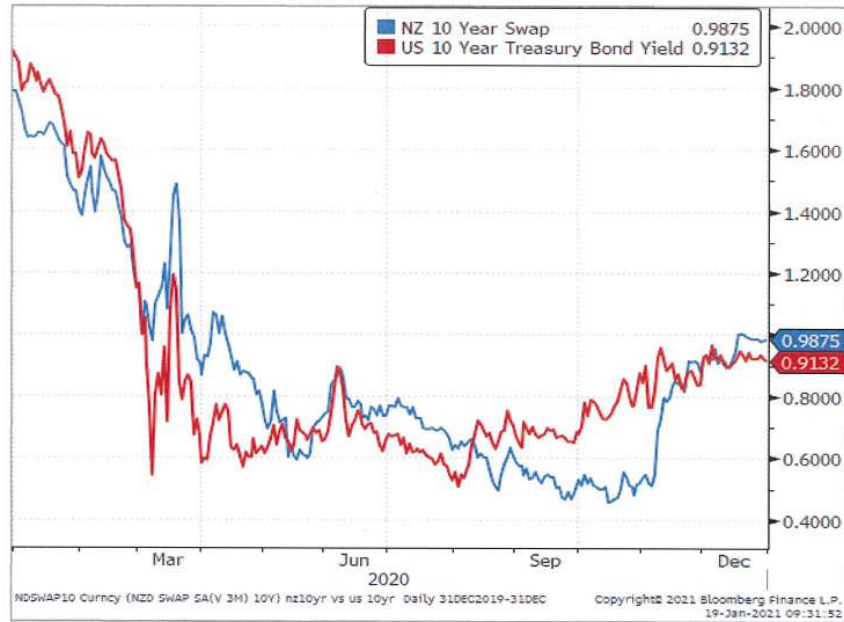
In the November *Monetary Policy Statement* (“MPS”), the Monetary Policy Committee of the Reserve Bank of New Zealand (“RBNZ”) “reached a consensus to hold the OCR at 0.25 percent, in accordance with the guidance issued on 16 March, maintain[ed] the existing Large Scale Asset Purchase (“LSAP”) programme of a maximum of \$100 billion by June 2022; and direct[ed] the Bank to implement a Funding for Lending Programme (“FLP”) in early December 2020.” The FLP involves the RBNZ providing banks with medium-term funding at the level of the OCR, secured against high-quality collateral. The programme aims to promote lending to businesses and households at lower interest rates, increasing investment and consumption.

Market expectations regarding future changes to the OCR changed dramatically after the November MPS, due to the unexpectedly bullish (or less dovish) tone of the statement. Prior to the MPS, markets were assigning a 100% probability of the OCR falling to zero by April 2021 and a 92% probability to it being at minus 0.25% by October 2021. By the end of December, market pricing implied an 8% chance that the OCR would be at zero by April and a 16% chance that it would be at zero by October. Bank economists also pared back expectations for a negative OCR in 2021 as the extent of the economic recovery became apparent.

NZ September quarter GDP skyrocketed 14.0% after contracting a revised 11.0% in June, achieving a so-called V shaped recovery as massive fiscal and monetary stimulus fuelled consumer spending. The economy grew 0.4% for the year, confounding the consensus forecast for a 1.8% decline. Still, the RBNZ and some economists have cautioned the economy may contract in the fourth quarter of 2020 and even face a double-dip recession early in 2021, citing slower global growth and the possibility that the border will remain closed to most visitors until at least the second half of 2021.

Swap rates have recovered aggressively since the October lows, as the 10 year rate bottomed out at 0.45%, finishing the quarter at 0.99% This has been a similar story across the entire yield curve as bets on a negative OCR fall away, inflation expectations increase and the correlation with US interest rates returns.

The first chart below shows the New Zealand 10 year swap (blue line) and the US 10 year Treasury bond (red line). The second chart shows the changes in the shape of the yield curve going back to December 2019, including the low in interest rates which was reached in October 2020.



1.3 LOCAL AUTHORITY FUNDING

Listed on the following page are the credit spreads and applicable interest rates for Commercial Paper ("CP"), Floating Rate Notes ("FRN") and Fixed Rate Bonds ("FRB"), at which Invercargill City Council ("ICC") could source debt from the Local Government Funding Agency ("LGFA").

Maturity	Credit Spread	FRN (or CP) Rate	Fixed Rate Bond
3 month CP	0.20%	0.47%	N/A
6 month CP	0.20%	0.485%	N/A
May 2021	0.26%	0.53%	0.54%
April 2022	0.35%	0.62%	0.60%
April 2023	0.35%	0.62%	0.64%
April 2024	0.37%	0.64%	0.75%
April 2025	0.42%	0.69%	0.88%
April 2026	0.43%	0.70%	1.03%
April 2027	0.49%	0.76%	1.16%
April 2029	0.55%	0.82%	1.49%
April 2033	0.75%	1.02%	1.92%
April 2037	1.87%	1.14%	2.35%

During the quarter, credit spreads for LGFA debt declined in line with an overall fall in spreads for non-sovereign debt in New Zealand. Despite this decrease in credit spreads, there has been a sharp increase in the yields for FRBs due to the rise in underlying swap rates. At the end of September, the April 2025, April 2029 and April 2037 FRBs were trading at 0.54%, 1.02% and 1.70% respectively. As at 13 January, they were at 0.88%, 1.49% and 2.35% respectively.

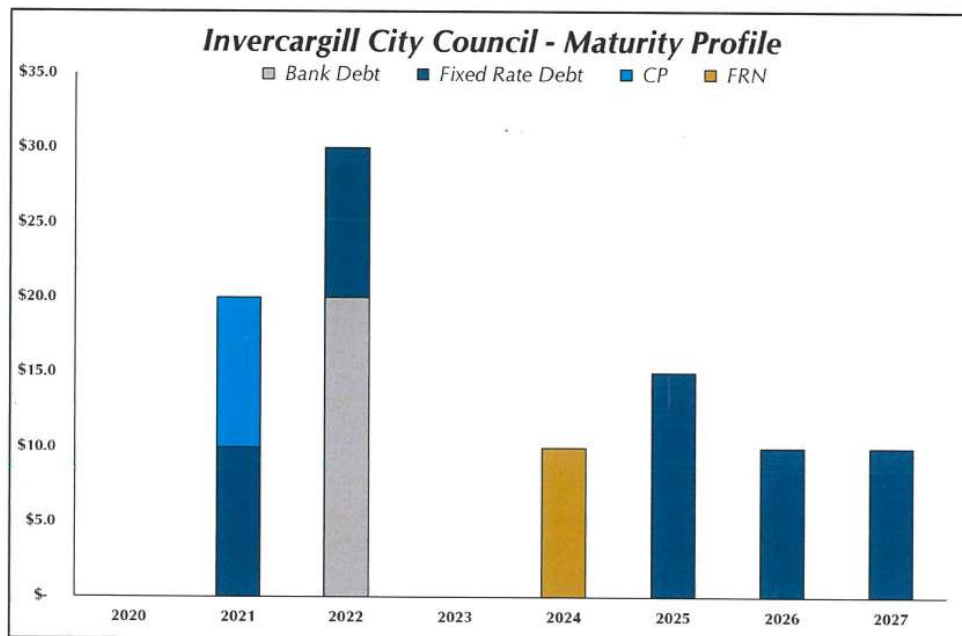
2. CURRENT POSITION

2.1 SUMMARY OF CURRENT POSITION

As at 31 December ICC had \$138,500,000 of debt. Core debt is \$95,000,000 and \$43,500,000 has been on-lent to Invercargill City Holdings. The details for the core debt are highlighted below:

Issuer/Type	Amount	Maturity	Margin	Rate
LGFA CP	\$10,000,000	29-Oct-20	20 bps	0.47%
LGFA FRB	\$10,000,000	29-Apr-21	24 bps	1.86%
LGFA FRB	\$10,000,000	14-Apr-22	55 bps	1.01%
ICC FRN	\$20,000,000	29-Oct-22	60 bps	0.90%
LGFA FRN	\$10,000,000	29-Apr-24	48.75 bps	0.76%
LGFA FRB	\$15,000,000	15-Apr-25	80 bps	1.49%
LGFA FRB	\$10,000,000	15-Apr-26	63 bps	1.09%
LGFA FRB	\$10,000,000	15-Apr-27	70 bps	2.62%
Total	\$95,000,000			

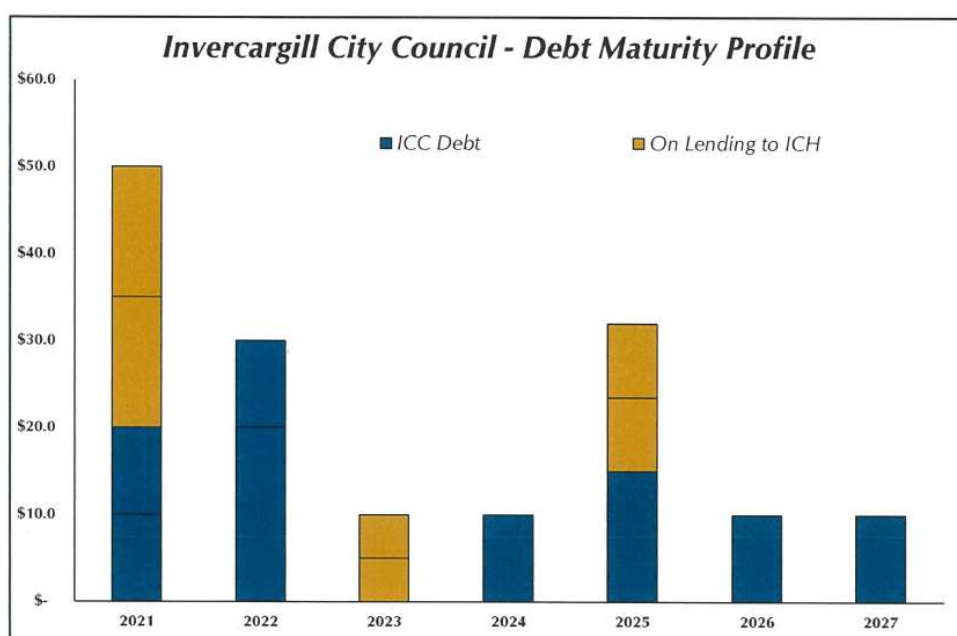
The debt maturity profile incorporating the core debt of \$95,000,000 is depicted in the following chart.



Details of the on-lending to Invercargill City Holdings are as follows:

Issuer/Type	Amount	Maturity	Margin	Rate
LGFA CP	\$15,000,000	09-Dec-20	25 bps	0.51%
ICC FRB	\$15,000,000	08-Apr-21	70 bps	3.16%
ICC FRB	\$5,000,000	15-Oct-23	43 bps	0.44%
ICC FRB	\$8,500,000	15-Oct-25	50 bps	0.59%
Total	\$43,500,000			

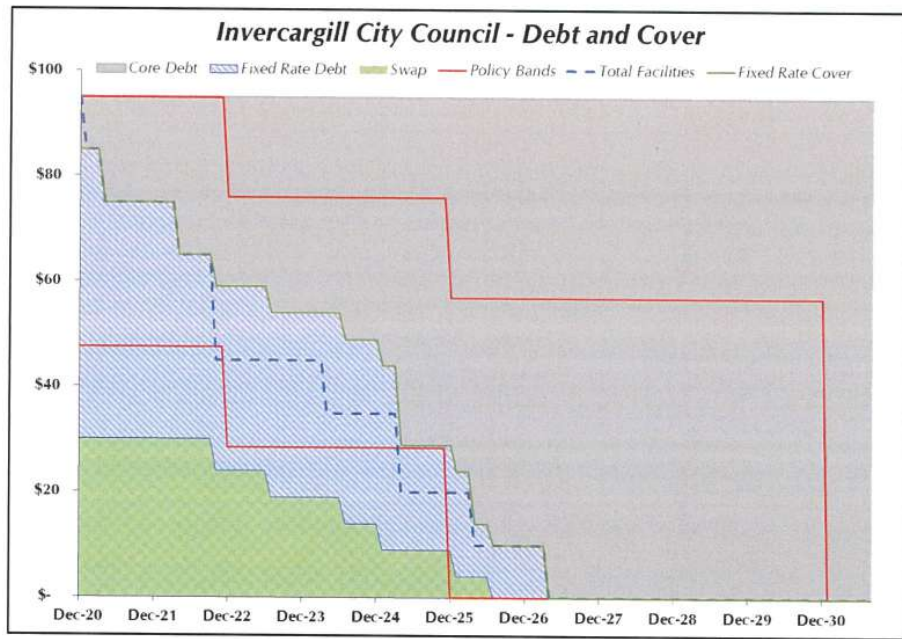
The debt maturity profile incorporating the core debt and the on-lending to ICH is depicted in the following chart.



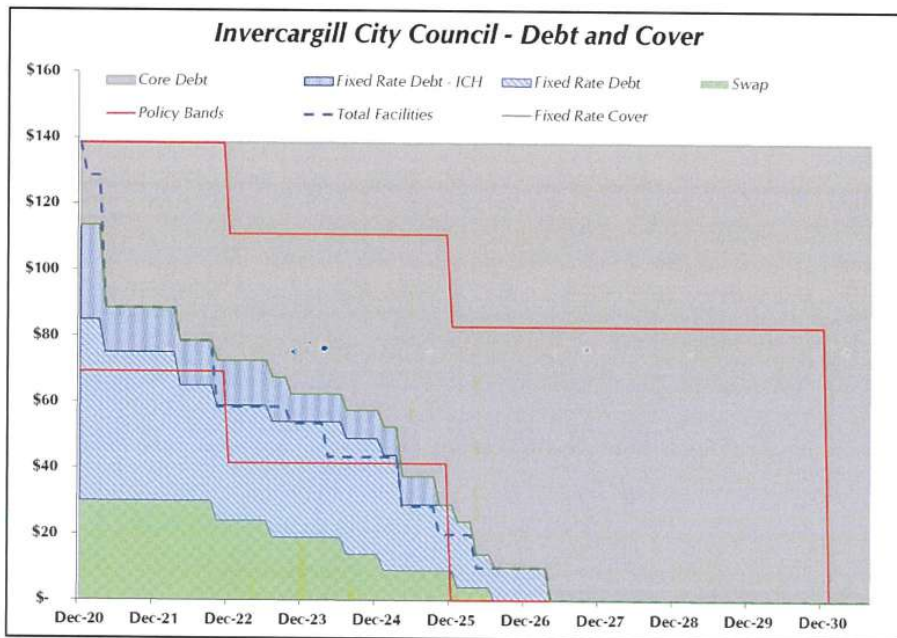
The policy parameters under which ICC manages its interest rate risk on this debt are detailed below.

Fixed Rate Hedging Percentages		
	Minimum Fixed Rate Amount	Maximum Fixed Rate Amount
0 - 2 years	50%	100%
2 - 5 years	30%	80%
5 - 10 years	0%	60%

As at 31 December 2020, the core debt of \$95,000,000 and associated hedging profile using the above policy parameters is depicted in the chart on the following page. The chart shows that as at 31 December ICC was policy compliant.

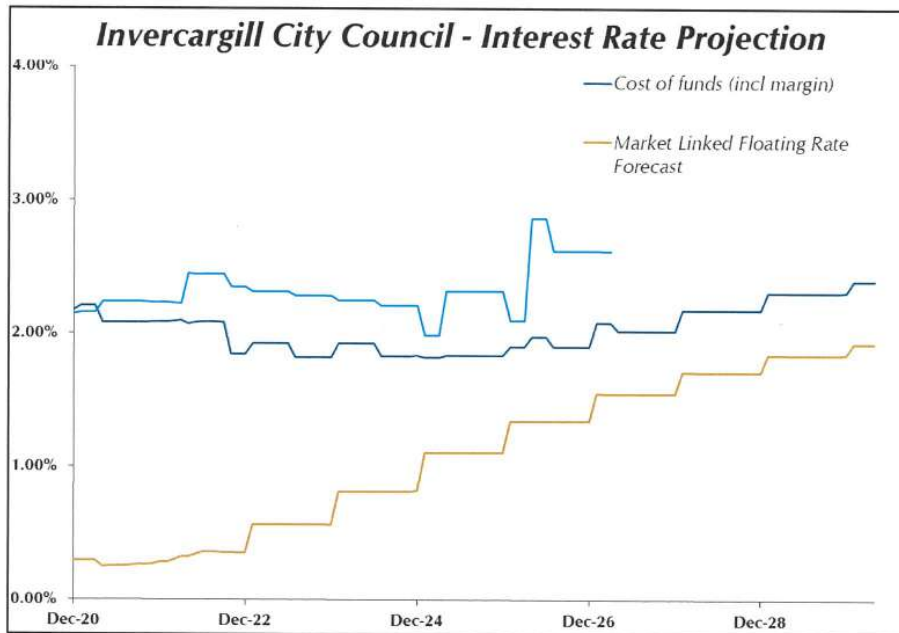


The debt and cover profile using a debt figure of \$138,500,000 which incorporates the on-lending to ICH is depicted in the following chart.



2.2 PROJECTED INTEREST RATES

The following chart shows the interest rate projections including margins for the next five years. This assumes debt remains at \$95.0 million as forecast, that the 90 day rate bank bill rate will move in line with the futures market's prevailing projected track, and that margins remain unchanged on the rolling over of debt facilities. The chart shows that the all-up interest rate will fall from around 2.20% to below 2.00% as fixed rate swaps mature.



3. POLICY COMPLIANCE REPORT

Core debt for ICC as at 31 December 2020: **\$95.0 million**

Total swap cover is detailed in the table below.

Start Date	Maturity Date	Swaps		Market Value
		Rate	Amount	
29-Oct-2020	31-Oct-2022	2.830%	6,000,000	(\$306,558)
29-Jul-2016	31-Jul-2023	2.580%	5,000,000	(\$341,051)
20-Jun-2016	29-Jul-2024	2.650%	5,000,000	(\$451,458)
29-Jan-2019	29-Jan-2025	3.965%	5,000,000	(\$792,884)
30-Oct-2017	29-Jan-2026	3.220%	5,000,000	(\$737,328)
29-Jul-2020	29-Jul-2026	3.200%	4,000,000	(\$625,000)
Total current hedging			30,000,000	
			TOTAL	(\$3,254,279)

Total cover (including fixed rate bonds): **\$85.0 million**

Current fixed rate cover as percentage of core debt: **89.5%**

	POLICY	BREACH
<i>Fixed rate cover bands</i>		
0 - 2 years 50% - 100%	✓	
2 - 5 years 30% - 80%	✓	
5 - 10 years 0% - 60%	✓	
Average rate of fixed rate swaps*		2.14%
Average rate of FRBs (excluding margin)		1.60%
Floating rate at last roll date		0.27%
Weighted average cost of debt		1.55%
Weighted average borrowing margin		0.63%
Weighted average cost of debt including margin and line fee**		2.18%

* Does not include forward starting swaps

**This is the weighted average rate as at 31 December 2020 and does not represent a cumulative average rate for the current financial year.

TO: PERFORMANCE, POLICY AND PARTNERSHIPS COMMITTEE

FROM: GROUP MANAGER, LEISURE AND RECREATION

AUTHORISED BY: CLARE HADLEY – CHIEF EXECUTIVE

MEETING DATE: TUESDAY 13 APRIL 2021

ACTIVITY REPORT

SUMMARY

This report provides an update on a wide range of activities across the Council.
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RECOMMENDATIONS

That the Committee receives the report “Activity Report”.

LEISURE AND RECREATION***Venues and Events Services***

February saw the first real return of major shows to the Civic being Sol3 Mio and The Howard Morrison Jr Quartet supported by the regular Operatunity Daytime concert. The modest number of attendees represented a narrow demographic of the Community being predominantly middle to third age likely due in part to the genre of show selection and the traditional Civic Audience. Attendance demographic support the need to present a diversified product range into the venues.

Venue	No of COVID Days	No of Hire Half days	Participants
Civic Theatre Auditorium	3	5	1,434
Civic Theatre Drawing Room	3	2	75
Civic Theatre Victoria Room	3	2	370
Rugby Park	3	0	0
Scottish Hall Main	3	16	1,040
Scottish Hall Community Room	3	17	800
Totals		42	3,719

A COVID-19 dark day is a hire day where the alert level prevents activities from proceeding. For the venues this is generally level 2 or higher.

Looking Forward

Advance hire bookings are continuing strong return to normal with almost all of the postponed COVID-19 affected tours successfully rebooked. A long term hire has been secured to deliver the COVID-19 Mass Vaccination programme out of the Victoria Rooms. This hire will generate stable increased income as well as delivering venue exposure to non-attendees. The programme may deliver up to 96,000 visits to the venue presenting a significant opportunity to capture new audiences through marketing exposure and delivery tangible reputational benefits to Council. Existing forward bookings in the Victoria rooms such as meetings and banquets are being decanted to the Civic Main Stage or to the Scottish Hall.

Active relationship management will assist our strategic partners such as Rugby Southland, Invercargill Musical Theatre and the Anderson House Trust engage with the Long Term Plan.

Invercargill Library Report

To support our physical Te Reo and Pasifika resources we have now added access to *Lingogo*, an app which offers a fun, interactive way to read short, entertaining Māori and Pacific stories in a unique dual-language format with audio and interactive translations.

Recruitment for the New Zealand Libraries Partnerships (NZLPP) funded Maori Capability Adviser and Oral History roles were progressed. These roles are a significant step towards developing services that are more supportive of tangata whenua and also further developing our local oral history resources.

Looking forwards, on 1 April we launch new digital offerings, including two databases (Consumer Health and Issues & Controversies Online) which help the community understand and navigate today's hot topics with balanced, reputable information. Access Video On Demand is a collection of thousands of high-quality videos for library members to stream for free. These range from Award-winning documentaries to how-to programmes, to a variety of TV shows and movies.

The library has targeted specific sectors of the community to make connections and promote library experiences, specifically to the neurodiversity sector in Invercargill and home school families. A special evening opening was held for neurodiversity families and there have been ongoing sessions provided for home school families during the term.

Southland Museum & Art Gallery and He Waka Tuia

Dawn Raids opened as part of the Auckland International Arts Festival. It is now being proposed to be re-shown in Southland following the significant national and international publicity on the Black Panther movement.

The exhibition schedule has been reviewed and turnover of exhibitions will now happen every four weeks. *Crate Expectations* opened at Level 2 – Covid which restricted a public event. The Friends of the Museum and IPAG took the opportunity to hold an evening visit to the exhibition following the relaxation of Covid levels. Future exhibitions are planned which include:

- Coastal Murihiku (Janet de Wagt);
- Southland Art Foundation Collection; A reformatted Spring Exhibition;
- 100 Women / 100 Words (Otago Museum);
- Owen Allison – photographer;
- 2021 Community Show

Cataloguing and Rehousing, as at 28 February 2021

Project Stage	Outline	Total Recorded
Stage 1	Full documentation	8926
Stage 2	Ready for relocation	14,035
Stage 3	Photography	850

The cataloguing and rehousing project at the Museum has now fully documented 14,035 objects ready for relocation.

Collections

The restoration of Minerva is progressing well with all cosmetic restoration now complete. The final completion of all work is still on target for mid-June. Two members of the Governor Generals entourage, master weaver Ranui Ngarimu and Ngati Awa Chairman Joe Harawira visited He Waka Tuia to inspect a kakahu kiwi (Bates) and a panel from Mataatua which is currently held at the Museum.

CUSTOMER AND ENVIRONMENT***Tiwai Point – Aluminium Smelter***

The CEO of ICC and ES accompanied by staff recently completed a site visit to New Zealand Aluminium Smelter at Tiwai Point and met with Chief Executive Stew Hamilton. The visit provided an opportunity to better understand the scale of operations and observe some of the current monitoring activities.

The visit also allowed for further discussions with ES to understand how we frame a collaborative approach to continued monitoring of the site which will ultimately be led by Environment Southland with Council's full support.

TO: PERFORMANCE, POLICY AND PARTNERSHIPS COMMITTEE

FROM: RHIANNON SUTER, MANAGER – STRATEGY AND POLICY

AUTHORISED BY: PETE THOMPSON, EXECUTIVE OFFICER OF THE CHIEF EXECUTIVE’S OFFICE

MEETING DATE: TUESDAY 13 APRIL 2021

BLUFF MOTUPŌHUE TOURISM MASTERPLAN - UPDATE
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SUMMARY

The Bluff Tourism Masterplan

RECOMMENDATIONS

That the Performance, Policy and Partnerships Committee

1. Receive the report “Bluff Motupōhue Tourism Masterplan”.
2. Note the feedback received by Great South from the community consultation (A337631) and the proposed next steps for finalisation and implementation
3. Provides feedback which Council wishes to have considered as part of finalising the Bluff Tourism Masterplan.

IMPLICATIONS

1.	<i>Has this been provided for in the Long Term Plan/Annual Plan?</i> Bluff Tourism Masterplan projects are included in the draft LTP
2.	<i>Is a budget amendment required?</i> N/A
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> Projects are in the Long-term Plan
5.	<i>Have the views of affected or interested persons been obtained and is any further public consultation required?</i> Yes Great South have undertaken consultation and the report is attached.

FINANCIAL IMPLICATIONS

Council has allocated investment for the Bluff Boat Ramp and the Active Recreation Hub Carpark, both Bluff Motupōhue Tourism Masterplan projects within the Long-term Plan.

BACKGROUND

Great South commenced work on the Bluff Motupōhue Tourism Masterplan in 2019 following completion of the Murihiku Destination Strategy, which identified Bluff as a site of major development potential for tourism. They commissioned the same consultant, Stafford Consulting, which had completed the regional strategy to undertake the work in Bluff. Stafford engaged with a range of stakeholders which are listed below to produce the first draft of a concept plan.

- Te Runaka o Awarua
- Bluff Community Board
- Invercargill City Council
- Great South
- South Port
- Southland Mountain Bike Club
- Bluff Hill Motupōhue Environment Trust
- Department of Conservation
- Ocean Beach (operating company and staff)
- Real Journeys
- Bluff Promotions
- Dog Island Motu Piu Trust
- Ministry of Business Innovation and Enterprise
- Te Araroa Trails Trust

During lockdown there was an opportunity to apply to the Government's Shovel Ready Fund, which the Community Board did with the support of Council. This application drew on some of the concepts in the draft plan and while it was unsuccessful, this has opened up further conversations with the Provincial Growth Fund and the Just Transitions Fund.

Following lockdown, Great South sought further feedback on the first draft of the plan from the stakeholders who had provided input.

Then, with support from Council, the community board and Awarua Runanga, a public hui was organised at Te Rau Aroha Marae on 7 October 2020. This was an opportunity for the public to see the concept plans and share their views. They had the opportunity to speak with Great South staff members, Councillors, Community Board members and Iwi representatives as well as to put up their thoughts on post-it notes.

This feedback, as well as further engagement with Iwi, was utilised to produce the Consultation Draft of the plan.

The plan remains a high level strategic document and there is the opportunity in the future to undertake further work to develop more in-depth implementation plans for priority hubs or precincts.

ABOUT THE PLAN

“Tarere ki whenua uta”
Swing the waka towards the shore

The Draft Bluff Motupōhue Tourism Masterplan provides concepts for the future development of Bluff. The ultimate aim of this Masterplan is to transform and revitalise Bluff to make it a more attractive place to live, work, play, visit and invest in.

Its vision for Bluff is “*A special place that connects the community and visitors with the landscape, our marine environment and our visitor economy, within a culture of respect, safety and care.*”

There are 11 hubs or precincts identified in this Tourism Masterplan:

1. Bluff Gateway Entrance Hub
2. Ocean Beach Aquaculture Precinct
3. Heritage Landscape Precinct
4. Community Recreation Precinct
5. Active Recreation Precinct
6. Bluff Central Tourism Precinct
7. Commercial Precinct
8. Stirling Point Precinct
9. Bluff Hill Motupōhue Look Out Hub
10. South Port Hub
11. Wider Bluff Area

COMMUNITY CONSULTATION

Great South commenced consultation on the Bluff Motupōhue Tourism Masterplan in December. Consultation closed on 29 January 2021. The consultation was promoted via a wide range of social media, email lists and phone calls to key contacts.

The media response to the release of the draft Bluff Motupōhue 2020 Tourism Master Plan was extensive with national coverage, across both print and online, in Otago Daily Times, Southland Express, Stuff (Southland Times), Southland App, Scoop Independent News and Tourism Ticker.

44 submissions were received.

In addition, a workshop was held in March with the Bluff Community Board to consider the feedback and their own recommended priorities.

The Bluff Community Board’s priorities were

- Completion of the projects already committed including Invercargill – **Bluff Cycleway**, **Bluff Boat Ramp** and the **Pouwhenua** project signaled as a priority by Iwi.
- **Bluff Gateway Entrance Hub**
The Community Board acknowledged that the relocation of the ‘Bluff’ entrance sign that was proposed within the Bluff Gateway hub can be excluded from any immediate plans, with further discussion on this specific aspect to be held with the community in the future, but working on landscaping and creating a strong sense of arrival into Bluff in the short term was a priority.

- **Bluff Southern Marine Discovery Centre**
The development of the Bluff Southern Marine Discovery Centre was endorsed as an important long-term vision for Bluff.
- **Expanded visitor parking at Gunpit Road**
- **Active Recreation precinct**
The appended report from Great South outlines the findings of the consultation.

FINALISATION AND IMPLEMENTATION OF THE PLAN

Now that feedback has been received through the community consultation process, combined with the Bluff Community Boards views on the priorities, the next stage of the process is to finalise the plan and then begin developing an approach to support its implementation.

Officers from Great South, with input from the Chair of the Bluff Community Board and Officers from Council and Iwi will consider the feedback and develop a prioritised action plan. Great South will then produce a final version of the Bluff Tourism Masterplan.

It is proposed that this group, perhaps with additional stakeholders, form an advisory or steering group to continue to support coordination of the plan. This would be an informal group in the first instance with the potential to recommend a more formal approach if required in the future.

Great South would provide support and advice to groups or organisations working on particular projects within the plan through their Tourism Destination Development function.

CONCLUSION

An update is provided on progress on the finalisation of the Bluff Tourism Masterplan seeking feedback from Council.

Draft Bluff Motupòhue 2020 Tourism Master Plan

Report on public submissions – March 2021

OVERVIEW

The draft Bluff Motupòhue 2020 Tourism Master plan, facilitated by Great South, was released for public consultation after being ‘received’ at the ICC Council meeting in December 2020. Great South managed the public submission process with submissions closing end January 2021.

The media response to the release of the draft Bluff Motupòhue 2020 Tourism Master Plan was extensive with coverage across both print and online, in Otago Daily Times, Southland Express, Stuff (Southland Times), Southland App, Scoop Independent News and Tourism Ticker.

There have been 44 individual submissions received with a geographically spread of 46% from Invercargill, 39% from Bluff and 16% resided in the wider Southland/Otago region, with two international submissions (these submitters had direct links to Bluff).

PUBLIC SUBMISSION COMMON THEMES

Overall there was positive feedback on the Tourism Master Plan in its entirety, people are delighted to see investment in and recognition of Bluff.

The submission form had a direct question which asked “*what do you see as the three most important projects in the plan?*”

- Overwhelming support in the submissions was for the **Active Recreation Precinct concept** and the **Bluff Motupòhue Lookout Hub concept**.

Active Recreation Precinct - *The vision is to create a precinct where people interested in exploring Bluff’s outdoor environment (with a focus on mountain biking and running/walking) can visit to learn more and enjoy what is on offer. There is a need to carefully develop this precinct in a way that does not impact on the biodiversity enhancement work progressing on Bluff Hill/ Motupòhue and surrounds. The local sports amenities (including the Bluff Pool) complement the offering in this area.*

Bluff Hill/Motupòhue Lookout Hub – *It is proposed to enhance the existing road to the top of Bluff Hill/ Motupòhue with a small attractive cluster of activities potentially including an expanded parking facility, star gazing experience (with a focus on Aurora Australis etc) and a pouhenua or “Taurapa” stern post.*

The strong cultural significance of Bluff Hill/Motupòhue with its Tòpuni status, underpins all suggested concepts. This hub also acknowledges that Bluff is the starting point for any journey north through New Zealand and as such the symbolic positioning of a pouwhena at the summit will strengthen and recognise the important spiritual connection of mana whenua to the land and this will assist travellers on their journey north.

There is a need to carefully develop this hub in a way that does not impact on the biodiversity enhancement work progressing on Bluff Hill/ Motupòhue and surrounds and in particular, the Predator Free Bluff initiative. A number of walking tracks can also be accessed from this hub connecting to other hubs within Bluff.

Other concepts that rated highly were the Bluff Gateway Entrance Hub, Ocean Beach Aquaculture Precinct and Bluff Central Tourism Precinct (page 21 of the Bluff Tourism Master Plan).

Specific projects that were identified as important, and also align with the two concepts above were, *(in no particular order)*

- development of mountain biking opportunities around Bluff Hill
- completion of the Invercargill – Bluff cycleway (project 12)
- upgrade and expand coastal walking tracks (project 1)
- pouwhenua/Predator Free work at Bluff Hill (project 8 & 24)

It was noted on several occasions throughout the public submissions that these projects, concepts and hubs benefited the local community but also provided opportunities to leverage tourism and increase visitation to Bluff.

Other projects and concepts that received consistent mentions were -

- Heritage, specifically in terms of the Heritage Sculpture trail and Silo art in harbour edge precinct (project 12)
- Upgrade of the boat ramp to be progressed (project 17)
- Restoration of old harbour wharf for possible public fishing (project 20) and potential public ocean pool and/or enhanced community swimming pool access (project 18)

Additional commentary made through the public submissions

1. Commentary on “projects being completed in a timely manner” and “thrilled to see investment in Bluff but now want to see action and outcomes” were very strong.
2. General infrastructure comments (footpath status, rubbish bins etc) are mentioned in terms of needing attention, upgraded or current status not fit for purpose. Any specific comments have been sent directly to ICC.
3. With no consistency of theme there were various comments made on overall parking issues in Bluff. With respect of the suggestions in the Tourism Master Plan this was acknowledging a lack of parking, Bus drop-off and pedestrian improvements and park and ride options at Stirling Point.
4. The relocation of the welcome ‘Bluff’ signage had received specific commentary with the majority in opposition/proceed with caution to a possible relocation of this signage.

Overall there was extensive commentary on all of the precinct/concepts and key identified projects (as outlined in page 25 of the Tourism Master Plan), along with additional commentary and acknowledgement of other areas and projects that were not specifically outlined in the Tourism Master Plan.

BLUFF COMMUNITY BOARD WORKSHOP

A workshop was held with the Bluff Community Board on 16 March 2021, facilitated by ICC and Great South, to discuss the themes from the public submissions received on the draft Tourism Master plan.

This workshop was an opportunity for the Community Board to provide what their collective priorities were for the Tourism Master Plan.

The Bluff Community Board's priorities were

- Completion of the projects already committed including Invercargill – **Bluff Cycleway, Bluff Boat Ramp** and the **Pouwhenua** project signaled as a priority by Iwi.

- **Bluff Gateway Entrance Hub**
The Community Board acknowledged that the relocation of the 'Bluff' entrance sign that was proposed within the Bluff Gateway hub can be excluded from any immediate plans, with further discussion on this specific aspect to be held with the community in the future, but working on landscaping and creating a strong sense of arrival into Bluff in the short term was a priority.

- **Bluff Southern Marine Discovery Centre**
The development of the Bluff Southern Marine Discovery Centre was endorsed as an important long-term vision for Bluff.

- **Expanded visitor parking at Gunpit Road**

- **Active Recreation precinct**

Key projects that received high priority through the public submissions process, the completion of the Invercargill to Bluff cycleway/Te Araroa Trail and upgraded boat ramp for improved public access, are both currently underway and have allocated budgets to ensure each projects completion. The Bluff Community Board endorses their value and priority to Bluff, but because of their in-progress status the Community Board has prioritized support to the other projects stated above.

The Community Board also acknowledge support for further development of Bluff Hill and various proposed enhancements to this area, particularly for the pouwhenua project.

TO: PERFORMANCE, POLICY AND PARTNERSHIPS COMMITTEE

FROM: PETER THOMPSON - EXECUTIVE MANAGER OFFICE OF THE CHIEF EXECUTIVE

AUTHORISED BY: CLARE HADLEY – CHIEF EXECUTIVE

MEETING DATE: TUESDAY 13 APRIL 2021

2021 LGNZ ANNUAL GENERAL REMITS
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SUMMARY

Councils are invited to submit proposed remits for consideration at the Local Government New Zealand Annual General Meeting.
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RECOMMENDATIONS

That the Performance, Policy and Partnerships Committee

1. Receive the report “2021 LGNZ Annual General Remits”.
2. That the Committee note the timeframe for submitting remits to the LGNZ AGM.

IMPLICATIONS

1.	<i>Has this been provided for in the Long Term Plan/Annual Plan?</i> N/A
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> LGNZ is consulting with all councils.

BACKGROUND

LGNZ is the advocacy organisation for all local authorities in New Zealand. It holds an annual conference, at which time its Annual General Meeting is held.

An opportunity is provided each year for member authorities to submit remits on matters which they would like LGNZ to advocate.

A memorandum setting out the process for remits is attached. Councillors should note the timeframe and process for any remits Council would like to submit.

MEMORANDUM

**We are.
LGNZ.**

Te Kāhui Kaunihera o Aotearoa.

APPENDIX 1
A3376283

Date: 22 February 2021
To: Mayors, Chairs, Chief Executives, Zone Secretaries and Sector Chairs
From: Susan Freeman-Greene, Chief Executive
Subject: **2021 Annual General Meeting Remit Process**

We invite member authorities wishing to submit proposed remits for consideration at the Local Government New Zealand Annual General Meeting (AGM) to be held on **Saturday 17 July 2021** in Blenheim, to do so no later than **5.00pm, Friday 14 May 2021**. Notice is being provided now to allow members of zones and sectors to gain the required support necessary for their remit (see requirement one below). The supporting councils do not have to come from the proposing council's zone or sector.

Proposed remits should be sent with the attached form. The full remit policy can be downloaded from the [LGNZ website](#).

Remit policy

Proposed remits, other than those relating to the internal governance and constitution of Local Government New Zealand, should address only major strategic "issues of the moment". They should have a national focus articulating a major interest or concern at the national political level. The National Council's Remits Screening Policy is as follows:

Criteria

1. Remits must be relevant to local government as a whole rather than exclusively relevant to a single zone or sector group or an individual council;
2. Remits should be of a major policy nature (constitutional and substantive policy) rather than matters that can be dealt with by administrative action;
3. Remits should not involve matters that can be actioned by equally valid means other than the AGM; and
4. Remits should not deal with issues or matters that are "in-hand" and currently being actioned by LGNZ, unless the issue is approached from a different point of view.

Requirements

1. Remits must have formal support from at least one zone or sector group meeting, or five councils, prior to their remit being submitted, in order for the proposer to assess support and achieve clarity about the ambit of the proposal;
2. Remits defeated at the AGM in two successive years will not be permitted to go forward;

3. Remits must be accompanied by background information and research to show that the matter warrants consideration by delegates. Such background should demonstrate the:
 - Nature of the issue;
 - Background to it being raised;
 - Issue's relationship, if any, to the current Local Government New Zealand Business Plan, key priorities, and its objectives;
 - Level of work, if any, already undertaken on the issue by the proposer, and outcomes to date;
 - Resolution, outcome and comments of any zone or sector meetings which have discussed the issue; and
 - Suggested actions that could be taken by Local Government New Zealand should the remit be adopted.

Remit process

Local Government New Zealand will take the following steps to finalise remits for the 2021 AGM:

- All proposed remits and accompanying information must be forwarded to Local Government New Zealand no later than **5.00pm, Friday 14 May 2021**, to allow time for the remits committee to properly assess remits;
- A remit screening committee (comprising the President, Vice President and Chief Executive) will review and assess proposed remits against the criteria described in the above policy;
- Prior to their assessment meeting, the remit screening committee will receive analysis from the Local Government New Zealand staff on each remit assessing each remit against the criteria outlined in the above policy;
- Proposed remits that fail to meet specified criteria will be informed as soon as practicable of the committee's decision, alternative actions available, and the reasons behind the decision;
- Proposers whose remits meet the criteria will be contacted as soon as practicable to arrange the logistics of presenting the remit to the AGM; and
- All accepted remits will be posted to the Local Government New Zealand website, and members informed, at least one month prior to the AGM in order to allow members sufficient to discuss the remits prior to the AGM.

To ensure quality preparation for members' consideration at the AGM, the committee will not consider or take forward proposed remits that do not meet this policy, or are received after **5.00pm, Friday 14 May 2021**.

General

Remits for AGM consideration also will be included formally in the AGM Business Papers that will be distributed to delegates not later than two weeks before the AGM, as required by the Rules (although as noted above the proposed remits will be available for member consideration before the AGM papers are issued to the membership).

Should you require further clarification of the requirements regarding the remit process please contact Leanne Brockelbank on 04 924 1212 or leanne.brockelbank@lgnz.co.nz



Annual General Meeting 2021

Remit application

Council Proposing Remit:	
Contact Name:	
Phone:	
Email:	
Fax:	
Remit passed by: (zone/sector meeting and/or list 5 councils as per policy)	
Remit:	

Background information and research:

Please attach separately and include:

- Nature of the issue;
- Background to its being raised;
- New or confirming existing policy;
- How the issue relates to objectives in the current Work Programme;
- What work or action on the issue has been done on it, and the outcome;
- Any existing relevant legislation, policy or practice;
- Outcome of any prior discussion at a Zone or Sector meeting;
- Evidence of support from Zone/Sector meeting or five councils; and
- Suggested course of action envisaged.

Please forward to: Local Government New Zealand
 Leanne Brockelbank, Deputy Chief Executive - Operations
 P O Box 1214, Wellington 6140
leanne.brockelbank@lgnz.co.nz

No later than 5.00pm, Friday 14 May 2021.