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## **NOTICE OF MEETING**

**Notice is hereby given of the Performance, Policy and Partnerships Committee Meeting to be held in the Council Chamber, First Floor, Civic Administration Building, 101 Esk Street, Invercargill on Tuesday 12 April 2022 at 3.00 pm**

Cr D J Ludlow (Chair)  
Cr R R Amundsen (Deputy Chair)  
His Worship the Mayor, Sir T R Shadbolt  
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  
Ms E Cook – Māngai – Waihōpai  
Mrs P Coote – Kaikaunihera Māori – Awarua

CLARE HADLEY  
CHIEF EXECUTIVE

# Performance, Policy and Partnerships Agenda - Public

12 April 2022 03:00 PM

<b>Agenda Topic</b>	<b>Page</b>
1. Apologies	
2. Declaration of Interest	
a. Members are reminded of the need to stand aside from decision-making when a conflict arises between their role as an elected representative and any private or other external interest they might have.	
b. Elected members are reminded to update their register of interests as soon as practicable, including amending the register at this meeting if necessary.	
3. Public Forum	
3.1 Ms Andrea McWilliam - Northwood Avenue Richfield Drive Renaming Consultation	
4. <a href="#">Youth Council Report (A3866431)</a>	5
5. <a href="#">Minutes of the Community Wellbeing Fund Committee Meeting Held on 17 February 2022 (A3811305)</a>	8
6. <a href="#">Minutes of the Performance, Policy and Partnerships Committee Meeting Held on 8 March 2022 (A3803810)</a>	15
7. <a href="#">Minutes of the Extraordinary Meeting of the Performance, Policy and Partnerships Committee Held on 22 March 2022 (A3803813)</a>	23
8. <a href="#">Covid - 19 Pandemic Response Update (A3862605)</a>	26
9. <a href="#">Northwood Avenue and Richfield Drive Consultation Report (A3856497)</a>	29
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10. <a href="#">Proposed Road Naming Policy for Adoption (A3856034)</a>	42
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11. <a href="#">2022 LGNZ Annual General Meeting Remits (A3862861)</a>	61
11.1 <a href="#">Appendix 1- LGNZ 2022 Annual General Meeting and Remit Process (A3866600)</a>	62
12. <a href="#">Local Government New Zealand Conference 2022 Attendance (A3867265)</a>	66

13. [Activities Report \(A3834377\)](#) 69
14. Urgent Business
15. Public Excluded Session

## 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,

1. *Receiving of Minutes of the Public Excluded Session of the Community Wellbeing Fund Committee Held on 17 February 2022*
2. *Confirmation of Minutes of the Public Excluded Session of the Performance, Policy and Partnerships Committee Held on 08 March 2022*
3. *Update on Approach to LGNZ Credit Contracts Act*

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
1. Receiving of Minutes of the Public Excluded Session of the Community Wellbeing Fund Committee Held on 17 February 2022	<b>Section 7(2)(i)</b> Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	<b>Section 48(1)(a)</b> 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
2. Confirmation of Minutes of the Public Excluded Session of the Performance, Policy and Partnerships Committee Held on 08 March 2022	<b>Section 7(2)(i)</b> Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	<b>Section 48(1)(a)</b> 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
3. Update on Approach to LGNZ Credit Contracts Act	<b>Section 7(2)(i)</b> Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	<b>Section 48(1)(a)</b> 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

## REPORT FROM THE INVERCARGILL YOUTH COUNCIL

<b>To:</b>	Performance, Policy and Partnerships Committee
<b>Meeting Date:</b>	Tuesday 12 April 2022
<b>From:</b>	Oliver Mortensen – Youth Council Coordinator
<b>Approved:</b>	Michael Day - Group Manager - Finance and Assurance
<b>Approved Date:</b>	Tuesday 5 April 2022
<b>Open Agenda:</b>	Yes
<b>Public Excluded Agenda:</b>	No

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### Purpose and Summary

The 2022 Invercargill City Youth Council has had its second meeting for the year and the newly appointed Chairs will be present to speak about that meeting and the submission that was made to the Speed Review Consultation.

### Recommendations

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

### Background

The Invercargill City Youth Council consists of twenty five rangatahi from wider Waihopai, including two representatives from each of the five high schools. Full Youth Council meetings are held every four weeks, at 4.00 pm on a Wednesday, with project and committee meetings occurring fortnightly.

### Youth Council Update

The second Youth Council meeting for 2022 was held on 16 March. Attendance was lower than the first meeting due to some members isolating at home. Some members attended in person and a number participated via Audio Visual Link. This went relatively smoothly.

Youth Council appreciated the attendance and participation of Cr Graham Lewis (in person) and Cr Alex Crackett (via AVL).

The meeting was a particularly busy meeting with three guest speakers and a number of key topics and administration tasks to complete. This meant that some agenda items needed to be deferred to the next meeting. A summary of the key points of the meeting and subsequent activities arising are provided.

### **Youth MP**

Miss Alice McIntosh, Youth MP for local Labour MP Dr Liz Craig attended the meeting and informed members on the role of a Youth MP, how parliament and the electoral system works. Alice requested insight and collaboration from Youth Council members on how to improve civic education and information for Invercargill youth. A working group was created of eight members to liaise directly with Alice to further progress this collaboration.

### **Active Southland**

Mr Steve Gear from Active Southland joined the meeting via AVL and spoke about Rangatahi Leadership in the active play space. An example was given about how Youth Council had previously engaged within this space in relation to disc golf. Steve requested that Youth Council members further engage with Active Southland on how to engage with other youth in Invercargill. A Working Group of eight members was set up to liaise directly with Active Southland to create pilot programmes, spaces and initiatives that focused on youth.

### **UN Youth**

Mr Will Dalzell from UN Youth Aotearoa joined the meeting via AVL and spoke about UN Youth and what youth events they facilitate. An Invercargill UN Youth hui was held in 2021 which was supported by the 2021 Youth Council. Will requested the Youth Council's assistance in facilitating a similar event in 2022. A vote from members was held with the majority of members agreeing that they would support this event again.

### **Badge Presentation**

Newly designed badges were presented to members who attended the meeting in person. The badges are well revered and worn with pride by Youth Council members.

### **Terms of Reference Review**

A review of the Terms of Reference was discussed. Of particular note a discussion was held about whether Youth Councillors wish to have an Unders' and Overs' format as in previous years or have one meeting with combined ages. A vote was held with a majority of members voting to keep youth council meetings as one combined meeting for the 2022 term. Furthermore, it was agreed that an amendment be made to the Terms of Reference that at the start of each Youth Council year that the new Youth Council would determine the structure of their meetings for the coming year.

### **Chairpersons Elections**

Nominations were taken for those interested in being Chairpersons for 2022. A Single Transferrable Vote system was employed by the Youth Council Coordinators. This system was effective in finding two chairs; Ryan Frost and Lydia Blomfield, and two deputy chairs;

Katiana Simpson and Nazia Amaliya. The chairs and deputies met on 30 March for training with the Youth Council Coordinators and Cr Darren Ludlow.

### **Committee Selection**

Following a Facebook Poll of all members, the Youth Council members decided on the following committees for 2022; Mental Wellbeing, Charity Fundraising, United Nations Sustainable Development Goals, and Youth Week

### **Speed Review Committee**

Outside of the meeting a specific Youth Council committee met to discuss the Speed Review and develop a submission. The Youth Council presented their submission to the Speed Review hearings on 22 March.

**MINUTES OF THE MEETING OF THE COMMUNITY WELLBEING FUND COMMITTEE  
HELD IN THE COUNCIL CHAMBER, FIRST FLOOR, CIVIC ADMINISTRATION  
BUILDING, 101 ESK STREET, INVERCARGILL, ON THURSDAY 17 FEBRUARY 2022 AT  
1.30 PM**

**PRESENT:** Cr G D Lewis (Chair)  
Cr R R Amundsen  
Cr L Soper  
Cr L Abbott (via Zoom)  
Mr N Burdon  
Miss M Bartlett-McBride

**IN ATTENDANCE:** Ms G Crawford – Engagement and Partnerships Officer  
Mrs T Amarasingha – Governance Support Advisor

**1. APOLOGIES**

Cr Crackett  
Cr Kett  
Mrs Blair

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

**2. INTEREST REGISTER  
A3309901**

Mr Burdon declared a conflict of Interest regarding Hearing 1 - Application 2 - Active Southland - ICC Surf to City and also informed that his team members (Healthy Families Team) were involved for the development of the app for Farmers Market.

**3. MINUTES OF THE MEETING HELD ON 16 DECEMBER 2021  
A3658521**

Moved Cr Amundsen, seconded Cr Soper and **RESOLVED** that the minutes of the meeting held on 16 December 2021 be confirmed.

**4. FINANCIAL REPORT  
A3803268**

Ms Crawford spoke to the report and noted an amendment to the recommendation to replace the word “next” with the word “past”.

Moved Cr Amundsen, seconded Miss Bartlett-McBride and **RESOLVED** that the financial report for the past two months ended 31st January 2022 be received.

**5. MAJOR LATE ITEMS**

**3.6 Correspondence 6 - 2022 02 13 - Foveaux Pearls - National Leisure Marching Event Cancellation**

**6.3 Update from Active Southland regarding Application 2 - ICC Surf to City**

**9.2 Appendix 2 - Update to Grants Applied For Table**

Name of the Major Late Item -In Public Excluded Session	The reason that the item is not in the Agenda	The reason why the discussion of the item cannot be delayed
Correspondence 6 - 2022 02 13 - Foveaux Pearls - National Leisure Marching Event Cancellation	The item came to hand after the agenda was published.	Matters could be progressed in a timely manner.
Update from Active Southland regarding Application 2 - ICC Surf to City	The item came to hand after the agenda was published.	Matters could be progressed in a timely manner.
Late Item - Appendix 2 - Update to Grants Applied For Table	The item came to hand after the agenda was published.	Matters could be progressed in a timely manner.
<p><b>Reason for Exclusion</b>                      Local Government Information and Meetings Act 1987 –                      (7) Other reasons for withholding official information:                      (2) (i) To enable any local organisation holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).</p>		

Moved Cr Lewis, seconded Cr Amundsen and **RESOLVED** that the Major Late Items, ‘3.6 Correspondence 6 - 2022 02 13 - Foveaux Pearls - National Leisure Marching Event Cancellation, ‘6.3 Update from Active Southland regarding Application 2 - ICC Surf to City’ and ‘9.2 Appendix 2 - Update to Grants Applied For Table’ be received in Public Excluded Session.

**6. PUBLIC EXCLUDED SESSION**

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

- (a) Confirmation of Minutes of the Public Excluded Session of the Community Wellbeing Fund Committee Meeting held on 16 December 2021
- (b) Accountability Report 1 - Royal NZ Plunket Trust - Invercargill Parent Education
- (c) Accountability Report 2 - Southland Chevrolet Club - Southern Grilles and Gasoline Car and Bike Show 2021
- (d) Accountability Report 3 - Great South - ILT Kidzone Festival 2021
- (e) Accountability Report 4 - Art Attic Gallery - A Slice of Southland Creativity (Winter Exhibition)
- (f) Accountability Report 5 - Southern Adventurers Guild - Dungeons and

Dragons

- (g) Correspondence
- (h) Summary of Incoming Applications
- (i) Scoring of Applications
- (j) Hearing Timetable
- (k) Funding Application 2 - Active Southland - ICC Surf to City
- (l) Funding Application 4 - Vintage Car Club of New Zealand Southland Branch Incorporated - Vintage Car Club of New Zealand 2023 National Motorcycle Rally
- (m) Funding Application 6 - South Invercargill Urban Rejuvenation Charitable Trust - South Alive Operating and Project Costs
- (n) Funding Application 7 - GymSports New Zealand Incorporated - New Zealand Gymnastics Championships
- (o) Funding Application 8 - NZ Council of Victim Support Groups - Invercargill's Volunteer Programme
- (p) Funding Application 9 - Southern Farmers Market
- (q) Funding Application 1 - Southland Deaf Community - Sign Language Classes
- (r) Funding Application 3 - The CanInspire Charitable Trust - Invercargill CanBead Workshops
- (s) Round 3 - Application 13 - The Order of St John Invercargill Area Committee - New Health Shuttle
- (t) Deliberations and Resolutions

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:

<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under Section 48(1) for the passing of this resolution</b>
(a) Confirmation of Minutes of the Public Excluded Session of the Community Wellbeing Fund Committee Meeting held on 16 December 2021	<b>Section 7(2)(i)</b> To enable any local organisation holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).	<b>Section 48(1)(a)</b> 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) Accountability Report 1 - Royal NZ Plunket Trust - Invercargill Parent Education	<b>Section 7(2)(i)</b> To enable any local organisation holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).	<b>Section 48(1)(a)</b> 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) Accountability Report 2 - Southland Chevrolet Club -	<b>Section 7(2)(i)</b> To enable any local organisation holding the	<b>Section 48(1)(a)</b> That the public conduct of this item would be likely to result

A3811305

Southern Grilles and Gasoline Car and Bike Show 2021	information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).	in the disclosure of information for which good reason for withholding would exist under Section 7.
(d) Accountability Report 3 - Great South - ILT Kidzone Festival 2021	<b>Section 7(2)(i)</b> To enable any local organisation holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).	<b>Section 48(1)(a)</b> 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.
(e) Accountability Report 4 - Art Attic Gallery - A Slice of Southland Creativity (Winter Exhibition)	<b>Section 7(2)(i)</b> To enable any local organisation holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).	<b>Section 48(1)(a)</b> 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.
(f) Accountability Report 5 - Southern Adventurers Guild - Dungeons and Dragons	<b>Section 7(2)(i)</b> To enable any local organisation holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).	<b>Section 48(1)(a)</b> 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.
(g) Correspondence	<b>Section 7(2)(i)</b> To enable any local organisation holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).	<b>Section 48(1)(a)</b> 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.
(h) Summary of Incoming Applications	<b>Section 7(2)(i)</b> To enable any local organisation holding the information to carry on, without prejudice or disadvantage, negotiations (including	<b>Section 48(1)(a)</b> 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.

	commercial and industrial negotiations).	
(i) Scoring of Applications	<p><b>Section 7(2)(i)</b> To enable any local organisation holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).</p>	<p><b>Section 48(1)(a)</b> 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.</p>
(j) Hearing Timetable	<p><b>Section 7(2)(i)</b> To enable any local organisation holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).</p>	<p><b>Section 48(1)(a)</b> 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.</p>
(k) Funding Application 2 - Active Southland - ICC Surf to City	<p><b>Section 7(2)(i)</b> To enable any local organisation holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).</p>	<p><b>Section 48(1)(a)</b> 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.</p>
(l) Funding Application 4 - Vintage Car Club of New Zealand Southland Branch Incorporated - Vintage Car Club of New Zealand 2023 National Motorcycle Rally	<p><b>Section 7(2)(i)</b> To enable any local organisation holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).</p>	<p><b>Section 48(1)(a)</b> 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.</p>
(m) Funding Application 6 - South Invercargill Urban Rejuvenation Charitable Trust - South Alive Operating and Project Costs	<p><b>Section 7(2)(i)</b> To enable any local organisation holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).</p>	<p><b>Section 48(1)(a)</b> 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.</p>
(n) Funding Application 7 - GymSports New Zealand Incorporated	<p><b>Section 7(2)(i)</b> To enable any local organisation holding the</p>	<p><b>Section 48(1)(a)</b> That the public conduct of this item would be likely to result</p>

- New Zealand Gymnastics Championships	information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).	in the disclosure of information for which good reason for withholding would exist under Section 7.
(o) Funding Application 8 - NZ Council of Victim Support Groups - Invercargill's Volunteer Programme	<b>Section 7(2)(i)</b> To enable any local organisation holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).	<b>Section 48(1)(a)</b> 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.
(p) Funding Application 9 - Southern Farmers Market	<b>Section 7(2)(i)</b> To enable any local organisation holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).	<b>Section 48(1)(a)</b> 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.
(q) Funding Application 1 - Southland Deaf Community - Sign Language Classes	<b>Section 7(2)(i)</b> To enable any local organisation holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).	<b>Section 48(1)(a)</b> 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.
(r) Funding Application 3 - The CanInspire Charitable Trust - Invercargill CanBead Workshops	<b>Section 7(2)(i)</b> To enable any local organisation holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).	<b>Section 48(1)(a)</b> 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.
(s) Round 3 - Application 13 - The Order of St John Invercargill Area Committee - New Health Shuttle	<b>Section 7(2)(i)</b> To enable any local organisation holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).	<b>Section 48(1)(a)</b> 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.

(t) Deliberations and Resolutions

**Section 7(2)(i)**

To enable any local organisation 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.

The meeting was moved back into public at 3.32 pm.

There being no further business the meeting closed at 3.32 pm.

**MINUTES OF THE PERFORMANCE, POLICY AND PARTNERSHIPS COMMITTEE  
MEETING HELD IN THE COUNCIL CHAMBER, FIRST FLOOR, CIVIC ADMINISTRATION  
BUILDING, 101 ESK STREET, INVERCARGILL ON TUESDAY 8 MARCH 2022  
AT 3.00 PM**

**PRESENT:** Cr D J Ludlow (Chair)  
Cr R R Amundsen (Deputy Chair)  
His Worship the Mayor, Sir T R Shadbolt  
Cr R L Abbott (via zoom)  
Cr A J Arnold  
Cr W S Clark  
Cr A H Crackett (via zoom)  
Cr P W Kett  
Cr G D Lewis  
Cr M Lush  
Cr I R Pottinger  
Cr N D Skelt  
Cr L F Soper (via zoom)  
Ms E Cook – Mangai – Waihōpai  
Mrs P Coote – Kaikaunihera Māori – Awarua (via zoom)  
Mr J Grant – External Appointee

**IN ATTENDANCE:** Ms T Hurst – Group Manager – Customer and Environment  
Mr M Day – Group Manager – Finance and Assurance  
Ms E Moogan – Group Manager – Infrastructure  
Mr S Gibling – Group Manager – Leisure and Recreation  
Mr A Cameron – Strategic Advisor/GM – ICHL  
Mr M Morris – Manager – Governance and Legal  
Ms P Christie – Manager – Financial Services  
Mr A Eng – Digital and Communications Advisor  
Ms M Cassiere – Executive Governance Officer

1. **APOLOGIES**

Nil.

2. **DECLARATION OF INTEREST**

Nil.

3. **PUBLIC FORUM**

Nil.

4. **MAJOR LATE ITEM**

4.1 **Minutes of the Extraordinary Meeting of the Performance, Policy and Partnerships Committee Held on 1 March 2022**

Moved Cr Ludlow, seconded Cr Lewis and **RESOLVED** that the Major Late Item '*Minutes of the Performance, Policy and Partnerships Committee meeting held on 1 March 2022*' be accepted.

5. **MINOR LATE ITEM**

5.1 **Education Outside the Classroom (EOTC) – Verbal Update**

Moved Cr Ludlow, seconded Cr Lewis and **RESOLVED** that the Minor Late Item '*Education Outside the Classroom (EOTC) – Verbal Update*' be accepted.

6. **YOUTH COUNCIL REPORT**

A3814953

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

1. That the Performance, Policy and Partnerships Committee receive the report "Youth Council Report".

7. **MINUTES OF THE PERFORMANCE, POLICY AND PARTNERSHIPS COMMITTEE MEETING HELD ON 8 FEBRUARY 2022**

A3685000

Moved Cr Amundsen, seconded Cr Pottinger and **RESOLVED** that the minutes of the Performance, Policy and Partnerships Committee meeting held on 8 February 2022 be confirmed.

8. **MINUTES OF THE EXTRAORDINARY MEETING OF THE PERFORMANCE, POLICY AND PARTNERSHIPS COMMITTEE HELD ON 17 FEBRUARY 2022**

A3694547

Moved Cr Skelt, seconded Cr Pottinger and **RESOLVED** that the minutes of the Extraordinary Meeting of the Performance, Policy and Partnerships Committee held on 17 February 2022 be confirmed.

9. **MINUTES OF THE EXTRAORDINARY MEETING OF THE PERFORMANCE, POLICY AND PARTNERSHIPS COMMITTEE HELD ON 22 FEBRUARY 2022**

A3811424

Moved Cr Skelt, seconded Cr Lewis and **RESOLVED** that the minutes of the Extraordinary Meeting of the Performance, Policy and Partnerships Committee held on 22 February 2022 be confirmed.

10. **APPLICATION FOR GRANT FUNDING TOWARDS 2022 ILT LEARN TO SWIM PROGRAMME**  
A3690444

Mr Stephen Cook was in attendance to speak to the report.

In response to a query whether there had been issues with funding, it was noted that there had been none.

Moved Cr Abbott, seconded Ms Cook and **RESOLVED** that the Performance, Policy and Partnerships Committee:

1. Receive the report "Application for Grant Funding Towards 2022 Invercargill Licensing Trust Learn to Swim Programme" at Splash Palace.
2. Resolve that the Aquatic Services Manager is delegated authority to apply to the Invercargill Licensing Trust and ILT Foundation for grant funding of \$161,018 for the 2022 ILT Learn to Swim programme at Splash Palace.

11. **INVERCARGILL CITY DISTRICT PLAN MONITORING AND EFFECTIVENESS REPORT 2021**  
A3810762

Mr Grant Fisher and Mr Jonathan Shaw spoke to the report. Mr Fisher summarised the main points of the report and noted that endorsement from the Committee was sought on the recommended directions for the future of the District Plan. It was noted that key points discussed in the report included a housing capacity assessment report, natural hazards and continued ongoing monitoring of provisions within the District Plan.

In response to a query about the current impact on traffic coming down Vogel Street and whether it was under control, it was noted that amount of subdivision could not be increased until there was progress on another egress of traffic.

In response to a query whether productive capability of land was still maintained, it was noted in the affirmative.

In response to a query whether Council would take action with regard to types of trees planted in personal properties, it was noted that the District Plan did not provide prescription around the types of trees planted in personal properties however that could potentially be considered through this process.

In response to queries on the timeframe with regard to housing capacity assessment and whether the focus of the assessment could be broader, it was noted that it would be a broad assessment and would also delve some of the provisions in the District Plan as well. With regard to the timeframe, it was noted that there was a possibility for engagement with expert input towards the economic side, and could be between six to twelve months.

In response to a query whether high density housing had been considered, it was noted that this would be addressed through the housing capacity assessment and that the current District Plan had provisions only for medium density housing.

Moved Cr Amundsen, seconded Cr Ludlow that the Performance, Policy and Partnerships Committee:

1. Receives the report titled "Invercargill City District Plan Effectiveness Report 2021".
2. Endorses the recommendations outlined in Part 4 of the Invercargill City District Plan Effectiveness Report 2021 (Appendix 1 – A3816842).

In response to a query about whether there were provisions in the District Plan for people to retain water on site, it was noted that the District Plan did not have provision for it. However, it could be addressed through building consents as well as any amendments or provisions within the District Plan.

The motion, now put, was **RESOLVED**.

12. **AMENDMENT TO MEMBERSHIP OF THE COMMUNITY WELLBEING FUND**  
A3823446

Mr Michael Morris spoke to the report. It was noted that Cr Crackett had decided to step back from the Fund and Cr Soper had indicated her willingness to step in.

Moved Cr Abbott, seconded Cr Lewis:

1. That the Performance, Policy and Partnerships Committee receives the report "Amendment to Membership of the Community Wellbeing Fund."
2. **Recommend to Council**

That the Governance Statement be amended at page 26 to replace Cr Crackett with Cr Soper (or such other person as Council appoints) under the Heading of "Community Wellbeing Fund Committee."

**Note:** Cr Lewis thanked Cr Crackett for her input over the years and thanked Cr Soper for stepping in.

The motion, now put, was **RESOLVED**.

13. **PROPOSED ROAD NAME - RAKAU PLACE**  
A3817675

Mr Michael Day spoke to the report. He noted that there may be concerns around the industrial area itself but that the subdivision was an approved subdivision. This was the naming within the subdivision in relation to the road and that it had been through Mana Whenua Representation review and Rūnaka.

Moved Ms Cook, seconded Cr Kett and **RESOLVED** that the Performance, Policy and Partnerships Committee:

1. That the proposed Road be named **Rakau Place** as it is the developer's preferred name and meets Council's naming convention.

**Note:** Cr Soper left the meeting at 3.22 pm.

14. **ACTIVITIES REPORT**  
A3805443

Ms Trudie Hurst spoke to the report. She noted improved performance around non-notified resource consents and that the team continued to remain highly focused to meet the required timeframes. She also noted that great experience was being delivered around building consents in terms of the turnaround time, and that while the number of customers had dropped back, during rates time there was still a peak, to pay over the counter.

**Note:** Cr Ludlow thanked Ms Hurst for the quick turnaround in change in reporting.

Mr Steve Gibling spoke to the Leisure and Recreation aspect of the report and noted that as part of the ongoing reporting on the collections at the Southland Museum and Art Gallery, the team were packed and ready with 76% of the items in the collection and that further progress had been made with the balance items and that a report would be brought back to the Committee.

Mr Michael Day spoke to the financial aspect of the report and noted that bylaws would be coming up for consultations very soon and that hearings that been set for this month.

In response to a query about progress on Anderson House, it was noted that the construction programme was to time, that Council's venue and Events Manager, Mr Richard McWha was working with Anderson House Trust around the proposal for future operation and that a report would be brought to Council within the next two months.

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

1. That the Performance, Policy and Partnerships Committee receives the report "Activities Report".
2. That the Committee notes the improved performance for Resource Planning of Non-notified Consents.

15. **MINUTES OF THE EXTRAORDINARY MEETING OF THE PERFORMANCE, POLICY AND PARTNERSHIPS COMMITTEE HELD ON 1 MARCH 2022**  
A3823227

Moved Cr Lewis, seconded Cr Skelt and **RESOLVED** that the minutes of the Extraordinary Meeting of the Performance, Policy and Partnerships Committee held on 1 March 2022 be amended to reflect Cr Soper was present at the meeting, and with this amendment, they be confirmed.

16. **URGENT BUSINESS**

Nil.

**17. EDUCATION OUTSIDE THE CLASSROOM (EOTC) – VERBAL UPDATE**

Mr Steve Gibling provided a verbal update and noted that at this Committee's meeting on Tuesday 1 March 2022, a briefing had been provided on the potential changes related to Education Outside the Classroom (EOTC) and some of the issues that, at that time, would have made it impossible for Council to accommodate those programmes within its facilities, mainly the ability to meet the defined spaces criteria. It had also been noted that a number of these issues stemmed from Council's decision to implement the mandatory Vaccine Pass (MVP) requirement.

However, on Wednesday 8 March 2022, officers received an email from SportNZ with advice that had also gone separately to the Chief Executives network from the Department of Internal Affairs, which indicated further changes to guidance for EOTC providing venues.

1. The Minister of Education signalled further changes to the Covid-19 Protection Framework for curricular and extracurricular school activities, including EOTC.
2. This change would take place no later than 15 March 2022.
3. These changes would apply to council venues that are used for these activities and require a Vaccine Pass.
4. The new change meant that for these venues the vaccine pass requirements would no longer apply for those participating in school-related activities (curricular or extracurricular).
5. These kids would, in practice, be 'exempt' from vaccine pass requirements and there would be no requirement for facilities to partition off space for these groups.
6. This meant that children and young people who were in a school-organised team, group or individual activity could be asked for a vaccine pass and must be treated by the activity organiser or venue operator as if they were vaccinated.

Mr Gibling further noted that Public Health were supportive of removing the requirement for MVPs for school sport noting the high levels of vaccination coverage in 12-17 year olds, New Zealand's changing strategic approach to the Omicron outbreak, the importance of school sport on student wellbeing, consistency with activities allowed during school time, and lower transmission risks in this setting compared to other settings.

It was further noted that once the legislation is passed Council will have to amend the use of vaccine mandates at these venues to comply with the law. This would be likely to occur on or around the 15th March 2022. Officers had advised this Committee at last week's meeting that Central Government had indicated that it did not intend for vaccine mandates to be applied to school activities and was looking into the EOTC and MVP relationship. Council was asked whether it wished to review the current mandate policy in light of those statements. Council determined that it would review its policy generally in April.

In response to a query whether the legislation applied only for school activities, it was replied in the affirmative.

In response to a query whether parents who accompanied the students would be exempted, it was replied in the negative. Parents who accompanied the students for EOTC related activities at Council facilities would not be exempted.

In response to a query whether things would go back to normal if school events were held for over 100 people, it was replied in the negative and that this was related only for vaccine passes.

It was noted that would apply to EOTC activities at He Waka Tuia, Splash Palace and the public library.

Moved Cr Ludlow, seconded Cr Amundsen:

1. That the Performance, Policy and Partnerships Committee receive 'Education Outside the Classroom (EOTC) – Verbal Update'.

It was noted that if the law changed, then Council would have to follow it.

The motion, now put, was **RESOLVED**.

#### 18. PUBLIC EXCLUDED SESSION

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

- (a) *Confirmation of Minutes of the Public Excluded Session of the Performance, Policy and Partnerships Committee Held on 8 February 2022*
- (b) *Confirmation of Minutes of the Public Excluded Session of the Extraordinary Meeting of the Performance, Policy and Partnerships Committee Held on 22 February 2022*
- (c) *Property Investments Update Report*

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:

<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under Section 48(1) for the passing of this resolution</b>
(a) Confirmation of Minutes of the Public Excluded Session of the Performance, Policy and Partnerships Committee Held on 08 February 2022	<b>Section 7(2)(i)</b> Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	<b>Section 48(1)(a)</b> 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 Minutes of the Public Excluded Session of the Extraordinary Meeting of the Performance, Policy and Partnerships Committee Held on 22 February 2022 | <b>Section 7(2)(i)</b><br>Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) | <b>Section 48(1)(a)</b><br>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) Property Investments Update Report   | <b>Section 7(2)(b)(ii)</b><br>Would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information                          | <b>Section 48(1)(a)</b><br>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 4.30 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 TUESDAY 22 MARCH 2022 AT 2.30 PM**

**PRESENT:** Cr D J Ludlow (Chair)  
Cr R R Amundsen (Deputy Chair)  
His Worship the Mayor, Sir T R Shadbolt  
Cr A J Arnold  
Cr W S Clark (via zoom)  
Cr A H Crackett  
Cr G D Lewis  
Cr I R Pottinger  
Cr N D Skelt  
Cr L F Soper  
Ms E Cook – Mangai – Waihōpai  
Mrs P Coote – Kaikaunihera Māori – Awarua  
Mr J Grant – External Appointee

**IN ATTENDANCE:** Mrs C Hadley – Chief Executive  
Mr M Day – Group Manager – Finance and Assurance  
Ms T Hurst – Group Manager – Customer and Environment  
Ms E Moogan – Group Manager – Infrastructure  
Mr S Gibling – Group Manager – Leisure and Recreation  
Mr M Morris – Manager – Governance and Legal  
Ms P Christie – Manager – Financial Services  
Mr A Eng – Digital and Communications Advisor  
Ms M Cassiere – Executive Governance Officer

1. **APOLOGIES**

Cr Abbott, Cr Lush.

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

2. **DECLARATION OF INTEREST**

Nil.

3. **MAJOR LATE ITEM**

3.1 **Aligning local Pandemic Response Measures to National Guidance**  
A3846565

Moved Cr Ludlow, seconded Cr Soper and **RESOLVED** that the Major Late Item, “*Aligning local Pandemic Response Measures to National Guidance*”, be accepted.

The reason that the item was not in the agenda	The reason why the discussion of the item could not be delayed
The report was not ready at the time of the publication of the agenda.	Matters could be progressed in a timely manner.

**Note:** Mrs Pania Coote joined the meeting at 2.35 pm.

4. **ALIGNING LOCAL PANDEMIC RESPONSE MEASURES TO NATIONAL GUIDANCE**

A3846565

Mr Steve Gibling and Mr Richard McWha spoke to the report. They noted the imminent announcement by the Government on changes to the pandemic response measures and the recommendation to delegate authority to the Chief Executive to enable timely responses to Government announcements.

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

1. Receive the report "Aligning local Pandemic Response Measures to National Guidance".
2. Delegate to the Chief Executive the authority to decide to remove or alter local response measures including the use of *My Vaccine Pass* based on consideration of risk and national guidance.

The motion, now put, was **RESOLVED**.

5. **MAJOR LATE ITEM**

5.1 **Annual Plan Consultation Document**

A3850247

Moved Cr Ludlow, seconded Cr Amundsen and **RESOLVED** that the Major Late Item, "*Annual Plan Consultation Document*", be accepted.

The reason that the item was not in the agenda	The reason why the discussion of the item could not be delayed
The report was not ready at the time of the publication of the agenda.	Matters could be progressed in a timely manner.

6. **ADOPTION OF THE ANNUAL PLAN CONSULTATION DOCUMENT**

A3816562

Ms Rhiannon Suter and Ms Patricia Christie spoke to the report. Ms Suter noted that the consultation document had minor changes and the updated version would be the correct document for adoption.

Ms Christie spoke to the financial aspect of the report and noted that year two of the Long Term Plan had been taken as the base and that a number of assumptions had been changed to reflect the changes in the environment.

**Note:** The meeting was adjourned at 2.58 pm.

**Note:** The meeting was reconvened at 3.19 pm.

In response to a query about an alternative plan should the majority of submissions reject the options provided in the consultation, it was noted that after the consultation, a report would be brought to Council with the views of the submitters. Council could then make a determination based on information and views of the submitters. Council could also determine to reduce a percentage of the expenditure however factors such as changes in levels of service, and possible change in operating hours would have to be taken into consideration and a consultation would be necessary, if a significant change in level of service impacted the community.

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

1. Receive the report "Adoption of the Annual Plan Consultation Document".
2. Note the plan for consultation.
3. Adopt the Annual Plan Consultation Document for consultation (A3850247).
4. Adopt the supporting information for consultation: Draft Annual Plan Financial Statements (A3846987).

7. **ADOPTION OF 2022/2023 FEES AND CHARGES SCHEDULE**  
A3819507

Ms Rhiannon Suter spoke to the report.

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

1. Receive the report "Adoption of 2022/2023 Fees and Charges Schedule for Consultation".
2. Note the letter sent to Local Government New Zealand regarding infringement fees set by Central Government (A3829141).
3. Adopt the 2022/2023 Fees and Charges Schedule for consultation alongside the Annual Plan (A3847134).

There being no further business, the meeting finished at 3.35 pm.

## COVID-19 PANDEMIC RESPONSE UPDATE

<b>To:</b>	Performance, Policy and Partnerships Committee
<b>Meeting Date:</b>	Tuesday 12 April 2022
<b>From:</b>	Executive Leadership Team
<b>Approved:</b>	Clare Hadley - Chief Executive
<b>Approved Date:</b>	Tuesday 5 April 2022
<b>Open Agenda:</b>	Yes

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### Purpose and Summary

At the Extraordinary Performance Policy and Partnerships (EOPPP) Committee meeting held on 22 March 2022, staff committed to providing a report to inform elected members of any decisions made under delegation in response to Government directives. This report provides an update of Council's local responses and signals the likely next steps as Council looks to encourage community back to our facilities and events.

### Recommendations

1. That the Committee receives the report "COVID-19 Pandemic Response Update".
2. That the Committee notes the removal of the requirement for scanning-in using the Government's QR code for contact tracing purposes from 25 March 2022.
3. That the Committee notes the removal of the use of vaccine passes to access Council services and facilities from Sunday night 11.59pm on 3 April 2022.
4. That the Committee notes that staff will implement promotional initiatives to help reconnect the community to public spaces, the city centre and Council facilities and services.
5. That the Committee thanks the people of Invercargill, the business community and the health sector for their resilience, understanding and community spirit. Thanks also to the staff who have worked to continue to provide service to our community during difficult times.

### Background

Council's current COVID-19 response measures follow health guidelines. Council has also deployed the discretionary use of local response measures such as the My Vaccine Pass (MVP) to access some Council sites and services.

The decision to use MVPs was made to address the Delta strain and reflect Southland's vaccination rates at the time. To date response measures and additional costs associated with

MVPs have been endeavoured to be absorbed through reprioritising existing operational budgets. This approach may not be viable for the future use of MVP's however the costs associated with implementation are now better understood. The total cost to 14 March 2022 for the additional resourcing is \$99,633.

## **Update on Local Pandemic Response Measures**

At the Extraordinary PPP Committee held on 22 March 2022, Council delegated authority to remove or alter local pandemic response measures to the Chief Executive based on consideration of risk and national guidance. The delegation was a pragmatic approach to allow for a timely response to Government announcements.

Following the Government announcements on 23 March, the following local decisions were made under delegation.

### **From Friday night 11.59pm, 25 March 2022**

- Scanning-in using QR code for contact tracing purposes will no longer be a requirement to access ICC services and facilities,
- Mask use will continue to be promoted and a requirement at all of our sites and facilities as appropriate.

### **From Sunday night 11.59pm, 3 April 2022**

- All requirements for the use of vaccine passes to access Council services and facilities will be removed,
- Closed or reduced entrance points will be reopened and the use of security guards will be removed,
- Mask use will continue to be promoted and a requirement at all of our sites and facilities as appropriate.

Council will continue to be guided by national advice and will continue to:

- Promote appropriate mask use indoors.
- Make hand sanitiser widely available at Council sites.
- Provide appropriate stocks of personal Protection Equipment (PPE).
- Continue appropriate enhanced cleaning regimes.
- Support national pandemic messaging through the network of Council's digital platforms.
- Maintain screening and a high threshold for staff returning to work after sickness.
- Support the use and value of vaccination as a key defence against the severity of the virus.
- Use physical distancing where appropriate and possible.

The following response tools will be kept in a state of readiness for deployment should risk assessment or national protocols necessitate their reintroduction, including;

- QR codes and pandemic advisory signage.
- Protocols for the use and implementation of MVPs including security and technology.

- Plans for how to scale down operations for temporary restricted use or closure.

The current delegation to the Chief Executive for local response measures remains fit for purpose as restrictions ease and the pandemic becomes under control. However, should decisions be required that increase restrictions to Council services or necessitate the consideration of redeploying MVPs the issue will be brought back to Council. If decisions are required during the Election period normal delegation rules will apply.

## **Organisational Workforce Response**

ICC will continue to monitor employee risk factors and settings including updating health and safety role risk assessments and vaccination policy in light of updated health advice. The People and Capability team are currently reviewing advice from the Ministry of Health/Work Safe and responses will be implemented as required.

## **Reconnecting the Community to Council Facilities and Services**

As the country moves towards removing restrictions and the end of the current wave of the pandemic, Council's response should be one focussed on reconnecting the community to Council facilities and services.

The pandemic has affected how people engage with Council services, visit public spaces and shop. Some have voluntarily reduced their engagement with crowds, facilities, events and services out of an abundance of caution whilst others have been excluded due to mandates or imposed restrictions on services.

Staff will investigate ways to develop a programme of initiatives, incentives and promotions to re-engage the community. Staff will leverage existing promotions and work alongside the business community, Council partners and agencies to help promote the return of the community to our public spaces, facilities and city centre.

As Council considers future budgets and investment proposals a recovery lens may need to be applied to ensure the city's recovery is considered and supported at key decision points.

## **Conclusion**

The pandemic has had an impact on Council, its staff and the people that we collectively serve. In every part of our community there has been inconvenience. At times there has been heightened emotions, uncomfortable debate and division but also healthy feedback and democratic process. The collective Invercargill response has positioned the city and its people well to cope with the remainder of the pandemic and begin reconnecting the community with each other as well as Council services and facilities.

# NORTHWOOD AVENUE AND RICHFIELD DRIVE CONSULTATION REPORT

**To:** Performance, Policy and Partnerships Committee

**Meeting Date:** Tuesday 12 April 2022

**From:** Rhiannon Suter – Manager Strategy and Policy  
Hayden Powell – Policy Advisor  
Christine North – Property Database Officer

**Approved:** Michael Day - Group Manager - Finance and Assurance

**Approved Date:** Tuesday 5 April 2022

**Open Agenda:** Yes

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## Purpose and Summary

This report is to provide Council the results and recommendations on a targeted consultation undertaken with homeowners on Northwood Avenue / Richfield Drive regarding proposed address changes for which there are ten affected properties.

## Recommendations

That the Performance, Policy and Partnerships Committee:

1. Receive the report "Northwood Avenue and Richfield Drive Consultation Report".
2. Receive the submissions (A3859573) and note the request from residents to be heard on this matter in public forum.
3. Approve retaining the status Quo of the road names on Northwood Ave and Richfield Drive (Option 2).

## Background

A new subdivision in the Northwood Avenue / Richfield Drive area was begun in 2010 and is coming to completion now. At the time of the original plans, it was intended that Richfield Drive would be a cul-de-sac. Since then, plans have changed and this road now continues from Northside Drive and connects with Northwood Avenue. As a result the addressing and numbering of an area of Northwood Avenue is no longer logical.

Council has powers to change road names and numbering under Section 319 of the Local Government Act 1974. Council completed a targeted consultation the residents that would be directly impacted to ensure it is able to take into account householder views when making the decision.

Council proposed renaming a section of Northwood Avenue to become part of Richfield Drive (see preferred option below). This option would correct the current situation where Northwood Avenue currently stops at a point part way along a section of road with no natural break or corner which then becomes Richfield Drive. This would make the street more in line with the Australia Standard / New Zealand Standard (AS/NZS) 4819:2011 Rural and Urban Addressing which Council uses as the framework to recommend and approve road names.

The Infrastructure and Services Committee adopted the report for consultation on 01 March 2022 and residents were sent letters and/or emails detailing the consultation and how they could submit. The consultation was open from 23 February – 11 March 2022

There are ten impacted properties:

- 43, 44, 45, 46, 49, 51, 52 Northwood Avenue
- 81, 85, 89 Richfield Drive (Developer owned)
- 90 Richfield Drive

Map 1: Showing Where Northwood Avenue Currently Stops



## The Consultation

### Option 1 (Preferred option)

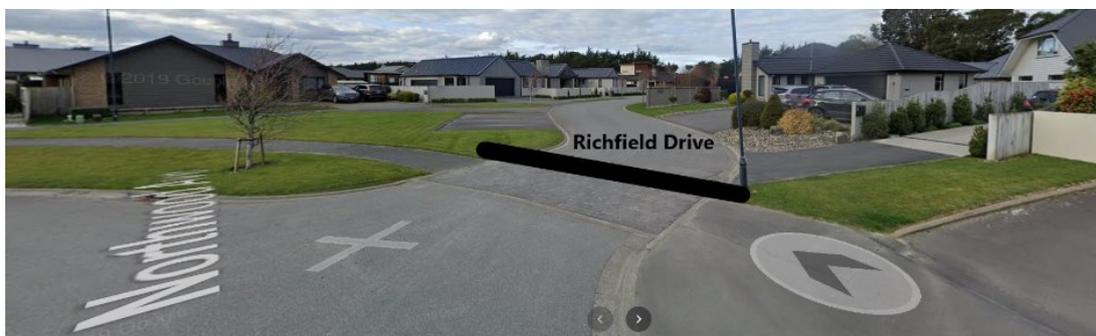
Richfield Drive would be extended to the location marked on the map which forms a natural break in the road alignment. The properties listed above currently addressed as Northwood Avenue would be allocated new numbers on Richfield Drive.

If this option was approved by Council, residents would be advised and supported to complete the process of alerting suppliers about their change of address. They will be provided information about this process at the time of consultation.

Map 2: Northwood Avenue and Richfield Drive showing preferred location of new road naming alignment



Image 1: Site of proposed new divide between Northwood Avenue and Richfield Drive



### **Option 2 (Status Quo)**

The other option is to retain the status quo of Northwood Avenue continuing to its current conclusion, ending before the corner marked on the map. This option was not the preferred option as it results in an illogical road naming and numbering in an area which already has a complex street layout, making it harder for people visiting to find the correct address.

Both options will require some changes to road signs and changes for house numbering which will be undertaken from the existing roading budget.

### **Submissions**

At the request of the residents of Northwood Avenue, several Council Officers attended a meeting onsite to discuss the concerns the residents had with the proposed change to the road name. The residents expressed a number of concerns which were not directly related to the consultation, including the change made to the road layout and the increased traffic volumes and their resulting concerns about safety.

There were eight submissions received by Council. All of the Northwood Avenue residents who submitted were strong in their opposition to the preferred option and wish to retain their Northwood Avenue address. There was one submission received from one of the Richfield Drive addresses that was supportive of the Council's preferred option.

Whilst option two does not follow the conventions of AS/NZS 4819:2011 in the way option one does, it does not cause any major causes for concern or other issues which means it is not an unreasonable option. Due to the strong feedback received for this consultation, it is recommended Council approves option two, maintaining the status quo, which is in line with the wishes of the majority of the community. If at some point in the future there is a desire from Council or the residents review the road name once again, it can be revisited in the future.

One resident raised concerns that the road was incorrectly referred to as Northwood Drive rather than Northwood Avenue in a part of the consultation letter. Council acknowledges the error of using Drive versus Avenue in an area of the letter and apologies for this. They also said two addresses did not receive a letter from Council or an email. Council made every effort to contact the affected parties. An email was sent to those who Council had email addresses for advising about the road name being an agenda item at the PPP meeting. Once adopted for consultation, letters were hand delivered immediately following the meeting to all addresses except two who have PO boxes as their official default rating mailing addresses so the letters were dispatched to them via NZ Post instead.

### **Next Steps**

Should Council approve option two, no further action will be required. Council Officers' will inform the residents of this decision.

### **Attachments**

1. Northwood Avenue Consultation Letter (A3819322)
2. Submissions (A3859573)



22 February 2022

«Owner\_as\_at\_922022\_»  
«Mailing\_address1»  
«Mailng\_address2»

Dear Sir/Madam

**Re: Proposal to Amend a Portion of Northwood Avenue to Align With the New Zealand Road Naming Standard**

The Invercargill City Council is proposing to amend some addresses for Northwood Avenue and Richfield Drive and we are seeking your feedback as an impacted property owner<sup>1</sup>. There are two options for you to consider.

**Background**

At the time of the original plans of the subdivision, it was intended that Richfield Drive would be a cul-de-sac. Since then, the plans have changed and this road now continues from Northside Drive and connects with Northwood Avenue. As a result the addressing and numbering of an area of Northwood Avenue is no longer logical. Please refer to the below map to show where the roads now intersect.

*Map Showing Where Northwood Avenue Currently Stops*



<sup>1</sup> Councils' are assigned powers to assign and amend road names under Section 319 of the Local Government Act 1974 A3819322

**Option One (Preferred option)**

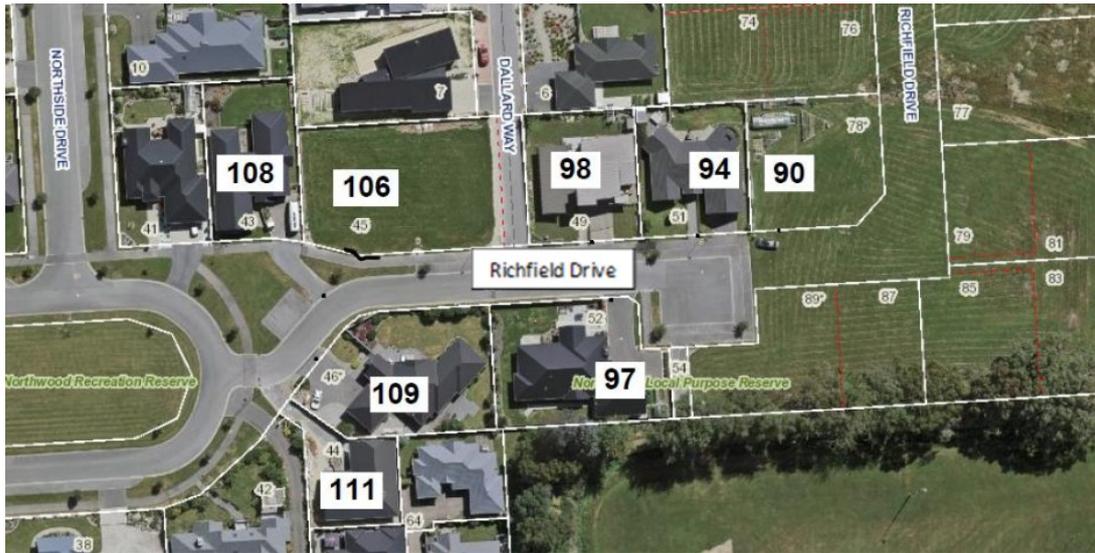
Richfield Drive would be extended to the location marked on the map which forms a natural break in the road alignment (refer to the maps below). The seven affected properties that currently have Northwood Avenue addresses along this stretch of road would be changed to Richfield Drive and allocated new numbers.

*Maps Showing Option One Proposal for Road Name Realignment*



**Affected Properties and Their Proposed new Address Details**

EXISTING ADDRESS	PROPOSED ADDRESSES
1. 43 Northwood Drive	108 Richfield Drive
2. 44 Northwood Drive	111 Richfield Drive
3. 45 Northwood Drive	106 Richfield Drive
4. 46 Northwood Drive	109 Richfield Drive
5. 49 Northwood Drive	98 Richfield Drive
6. 51 Northwood Drive	94 Richfield Drive
7. 52 Northwood Drive	97 Richfield Drive



**Why is this the preferred option?**

This is the preferred option because it is more compliant meets the New Zealand Road Naming Standard (AS/NZS 4819:2011). The proposed changes will present the road layout in a logical way and reduce confusion for all people when trying to find addresses. In Invercargill, there are no known roads where the name changes without logical break points such as intersections.

**What would this option mean for homeowners?**

The street name and number for your property would change in accordance with the table above. Council appreciates there would be a cost involved in changing address numbers on mailboxes and some residents may have other identifying features on their house / fence. Council will look to assist with costs incurred in changing a property from one address to another. Council would be able to provide a laminated plaque to attach to your mailbox to assist with the changeover, for example “formally 298 Northwood Drive”.

If this option is approved by the Councillors, Council will support residents with the process of changing the addresses from the current address to the new one. Council has well established processes when advising of new addresses and would inform the following entities:

- Chorus
- Invercargill Elections
- Land Information New Zealand Addressing
- Environment Southland
- NZ Post Delivery and Addressing<sup>2</sup>
- PowerNet
- Terralink

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<sup>2</sup> NZ Post advises that once they have been made aware of the address change, there should be no impact to your delivery service and you will not be required to advise NZ Post of the change of address. It is still advisable to inform all senders of mail to your address of the updated address information to assist with timely and accurate mail delivery.

### Option Two – Status Quo

The other option is to retain the status quo of Northwood Avenue continuing to where it currently concludes and Richfield Drive takes over.

*Map Showing Where Northwood Avenue Currently Stops*



#### **Why is this not the preferred option?**

This option is not ideal as it presents an illogical break point between two different roads in an area which already has a complex street layout. This makes it harder for people visiting to find the correct address.

#### **What does this option mean for homeowners?**

There will be no effect of change to current properties, retaining their current road name and number. It would however leave residents living on a street that has a peculiar or unusual road break in an illogical place.

#### **Consultation Process**

Council is consulting only with directly impacted property owners and some immediate neighbouring properties on Richfield Drive. Council will take these views into account when making its decision on this matter at the 12 April Performance, Policy and Partnerships Committee meeting.

The easiest way to submit your views is to send an email to [policy@icc.govt.nz](mailto:policy@icc.govt.nz). Alternatively you can post or drop your submission to Council. Should there be a number of residents that would like to discuss this consultation with Council officers before making a submission, Council can schedule an event (likely on line due to current traffic light settings). Please let me know if this is of interest.

**Please provide your feedback, including whether you support the Council's preferred option, to Council by 5pm 11 March 2022.**

In the meantime if you have any questions or wish to discuss this further please do get in touch.

Yours faithfully

Rhiannon Suter  
**Manager – Strategy and Policy**

## Submissions – Northwood Avenue and Richfield Drive Consultation

### Submission One

Name: Anthony Topping

As resident of Northwood Ave I would register my objection to the proposed change to my address. When I built this house I anticipated the present situation would remain. Safety is also a consideration as discussed with your delegation Mon 7/03. I would also add there are far more important issues on which to focus attention on, should your vision be diverted to the traffic situation on this subdivision which will only deteriorate should you proceed with this proposition.

### Submission Two

Names: Lindsay and Jude Coutts

I would like to thank the ICC staff who took time to meet with the affected property owners of Northwood Avenue today the 7<sup>th</sup> day of March 20022. I would like to think we collectively made our point very clear that we don't wish to change our street name or street numbers. We purchased on Northwood Avenue in 2015 as we liked the fact it was a cul-de-sac with very little traffic. It felt safe and a great place for a family home, with kids / grandkids in mind.

Now I realize we have no control over what happens in a developing subdivision, with roading but I would like to say a few things about that. Firstly, it would have been nice to know that Richfield Drive was no longer going to be a cul-de-sac and join to what I believe is nothing more than an access road to the Northwood Avenue cul-de-sac. As it was pointed out today with the ICC staff the road will become very dangerous in the future, as there is now approximately 32 new homes being built in Richfield Drive and the shortest route to Vogel Street for many would be on this section of road. The corners of the large reserve in the middle of Northwood Avenue don't have enough room for two vehicles to enter and exit at the same time on the road from the Northwood cul-de-sac affected by the Richfield Drive extension. Number 46 Northwood Avenue as no footpath and no line of sight in the direction of Richfield Drive when backing a vehicle out of the driveway which is extremely dangerous, given the now new high traffic flow on a very narrow road. Now I don't know if I had my question really answered today when I asked about the second access road for this subdivision. Had trouble finding information online about this subject however it would appear that there was to be another access road put in before stage five was to commence. It would appear the proposed access road at 469 North Road was unable to get consent. So, with the stage five subdivision even larger than first planned all the traffic must channel through Vogel Street which is completely congested already. It would be nice if someone from ICC could clarify this for all the residents of Northwood Estate.

In conclusion I would like the numbers and street name to remain as they are and would hope our council members accept this. I feel the developer should take some responsibility for changing Richfield Drive to a through road and somehow making it our problem.

### Submission Three

Name: Heather and Ray Nunns

We support option one – the preferred option

### Submission Four

Name: Jimmy and Kristina Cowan

I am writing in regarding to the proposal to amend a portion of our street that we live on Northwood Avenue, Waikiwi. We built our home in 2008 at 46 Northwood Avenue with the plan of our Street being a cul-de-sac. As our Street is not designed for a lot of traffic and we are having a lot of issues.

We also DO NOT believe we should change our address, this is not our issue that your plans have changed in this area. Jimmy and Myself would be very disappointed if our address was to be changed as we were one of first homes in this part of Northwood Ave, we believe our Street should have stayed as a cul-de-sac and made the same on the other side.

Thanks for taking the time to read our letter. But we are not in support of the name change of our Street.

#### Submission Five

Name: Noeline Carter

I am writing this letter to voice my opinion re the proposed name change of Northwood Avenue to Richfield Drive. I built my house 12 years ago with yhe understanding that there was to be a Cul De Sac at the end of my nice quiet road. As time has gone by and the developers have re-established these areas, which I cannot understand why the road cannot just carry on and be incorporated into or just given its own name.

If the only issue the council has is with numbering and people finding the road or house number, I am sure for the same effort that is put into renaming out existing street, the new street can be well sign written so people can see it clearly!!

Another idea to note is that most people use Google Maps these days or have street navigation on their cars, so it would identify the street correctly that way. As a long term resident of Northwood Avenue I am not happy at all about the proposed name change and strongly object to it.

#### Submission Six

Name: Paul and Judy Wheeler

We live on Northwood Avenue Waikiwi Invercargill and have been informed that the Council want to change our section of the street to Richfield Drive. **We do not support this change.**

We have lived at this address for several years consequently our mail and contacts know our address as XX Northwood Avenue and to change would require us having to notify all the people and businesses concerned that our address has changed. This makes for a lot of unnecessary work which will cause stress for some residences, and we feel that there is no need to put people through this.

This change would not benefit us or other people in this section of the street and cannot see any reason to disrupt the residence concerned. The Richfield Drive section can stop or start from the point where the original cul-de-sac was, rather than intruding into our area. We were here first why should we be the ones to change. The other end of our street is also a cul-de-sac called Northwood Avenue and doesn't cause any problems for the postie or anyone else so we don't see any reason why we should change.

The new part of this Sub-division that has been opened up shouldn't impact us more than it already has with safety issues regarding traffic etc. This would have been known for a very long time that this new area would be developed so why now should we suddenly be asked to change everything when we are more than happy the way it is as far as street name goes.

People visiting, deliveries or posties have had no problems finding our house the way it is right from the day we moved in so to say it's an illogical situation for us is incorrect and we are sure there will be no problems for the people who come to live in Richfield Drive as it will just flow on from our street as is the situation in many areas of Invercargill.

So again, **we do not support** a change of name to our section of Northwood Avenue.

#### Submission Seven

Name: Liana Brocks and Cruze Dickens

We Liana Brocks and Cruze Dickens residents on Northwood Avenue, Waikiwi are strongly opposed to the proposed name change to Richfield Drive.

The argument to make it easier for residents to visit is insignificant as in 2022 house locations are easily found in the likes of google maps and car navigation. As residents of Northwood Estate for over 10 years in three different premises we have never had to explain where we live and have found there to be no confusion in particular the last 6+ months with the opening of Stage 5, this includes delivery drivers and an ambulance which was able to get to our property within minutes.

We also disagree that the current breakpoint is not logical as it is positioned at the east end of the car park, a more than suitable option for Richfield Drive to end. As owners of multiple businesses we would be put in an unnecessary position to change the addresses on multiple platforms including legal documents, not to mention explaining to family and friends that we have not moved houses but in fact had our street address name and number changed which will be an ongoing conversation to have for many years to come.

In this current climate with multiple stressors upon us, we don't feel it is necessary to put us in this position to spend hours on changing our details on various platforms as this will cause us inessential stress and frustration not only at the commencement of the name change but for months even years later when the address is not recognised on numerous databases including google maps.

As discussed in the meeting on 7/3/22 this proposed change does not legally have to go ahead.

The only option we would be happy with is - Option Two.

Leaving Northwood Avenue as it stands and placing a signpost at the east of the roundabout to clearly state that Northwood Avenue continues numbers 43-52. The same as what is currently at the west end of the roundabout.

#### Submission Eight

Name: Andrea and Ray McWilliam

In response to your letter dated 22 February 2022, **we strongly oppose the Council's preferred Option One and we wish to remain with the status quo (Option Two)** of Northwood Avenue continuing to where it currently concludes.

The issue, quote "this makes it harder for people visiting to find the correct address" does not stack up. Most people in this day and age use google maps or similar when unsure of their destination - so there is no need to go to the extreme of changing a street name on residents which have lived in the area for a number of years.

Suggestions to make it "easier" for people to find the correct address include making sure signage is adequate. At the entrance to Northwood Avenue "oval" (what the residents call the loop/green space) there is a clear sign pointing to the adjacent western leg from the oval saying numbers 1-29. The other sign just points east saying 30+. I suggest at the eastern end of the oval another sign is placed which says 43-52 - pointing to the adjacent eastern leg. This would easily solve all issues.

Clearly though, you are not concerned with the existing residents, but those who have recently purchased property in Richfield Drive, and 'their' visitors. If those property owners were at all concerned by the current naming/cut-off situation, then they surely would have looked elsewhere for a section.

An additional sign at the oval could be added which has an arrow pointing east saying "to Richfield Drive" if deemed necessary. Although, this is definitely not our ideal solution for two reasons:

- 1) Technically Richfield Drive comes off Northside Drive (not Northwood Avenue) as the numbering system starts from 1 at that end, and just like anybody else visiting any other street anywhere, signage to Richfield Drive from Northwood Avenue oval should not be necessary.
- 2) The first entrance people would see when visiting Richfield Drive would be from the Northwood Avenue southern entrance, when the majority of the houses will reside in the northern half of the "Drive". This is an issue for safety reasons as outlined below.

As discussed with the Council delegation that met with affected residents on 7 March 2022, the residents of 43-52 Northwood Avenue have grave concerns regarding the increased traffic flow and speed on the small strip of roading outside our residences which was never designed to be a thoroughfare. When we all purchased our sections, this area of Northwood Avenue ceased with a cul de sac - and the reason most of us chose to purchase where we did. The roading was also designed for a cul de sac and little traffic flow, with a curved narrow chicane access from the oval part of Northwood Avenue and no footpaths on the southern side (which results in a lot of people/dogs walking on the road because the access track to Donovan Park and the walkway to the rugby fields is on the southern side!).

As one of the three residents on the southern side of this leg-in, since our cul de sac was opened up to Richfield Drive two years ago, it is now very unsafe to exit our driveway as we have no footpath and with our existing fencing it is impossible to see the traffic coming from one direction, which has increased significantly in volume and is now travelling at significantly greater speeds than before (previously vehicles used to be at a snail's pace due to the cul de sac termination). Our small stretch of avenue is now a thoroughfare for all of the tradies visiting the area every day, and only three households are currently living in Richfield Drive so far, so it is pretty scary to think what it will be like once all the housing is completed. Our neighbours are even more greatly affected by this with access to their properties on a bend, with no footpath, and also immediately after the silly chicane access, which has drivers cutting corners. We had no issues until the last two years but since the opening of Richfield Drive there have been some very close 'near misses' and it is only a matter of time before an accident occurs. Residents are very very cautious because of this, which has meant accidents have been avoided, but the same cannot be said for those driving from Richfield Drive.

As there is still the 'square' remaining of the cul de sac with the parking area "square", we believe that the Northwood Avenue/Richfield Drive road break would not be "peculiar/unusual/illogical". All that is needed is a simple normal road sign at the 'square'/cutoff area saying "Richfield Drive". **SIMPLE.**

In addition, changing the name will be very disruptive for ourselves and other residents who have all lived in the Avenue for many years.

Changing of contact details is not as simple as your letter suggests. Even though you advise 8 databases, each affected residence will have several if not hundreds of places that need to be advised over time of an address change. This will all take valuable time and effort by the residents, which is the last thing we all want to be doing since we have not even moved!!! We all know that this can take several years to get sorted with organisations not updating details when first advised. We can all see that even though our address "may" get changed with the appropriate databases such as Land Information - it could take several years for this to trickle down to private databases, with us residents in the meantime being told that our 'new' address does not exist. All a big unnecessary **HASSLE THAT IS NOT NEEDED** by anyone.

In summary, we reiterate that we are **vehemently against the proposed street name change** that affects the residents of 43-52 Northwood Avenue. We strongly suggest the Councillors reject this proposal and stick with Option Two (Status Quo).

We wish to speak to our submission at the Performance, Policy and Partnerships Committee meeting to be held on 12 April 2022.

"PS - we wish to point out that the ICC could not even get the affected residents addresses in your letter of 22 February 2022 correct. We all live in Northwood Avenue, not Northwood Drive!.

- we would also like it to be on record that two residents, namely 44 & 46 Northwood Avenue, did not receive any correspondence regarding this prior to the council delegation being informed on 7 March 2022. Also, we were rung by the council for our email address in the week prior to receiving the letter, but nothing was ever received via email."

## PROPOSED ROAD NAMING POLICY FOR ADOPTION

<b>To:</b>	Performance, Policy and Partnerships Committee
<b>Meeting Date:</b>	Tuesday 12 April 2022
<b>From:</b>	Rhiannon Suter – Manager Strategy and Policy Hayden Powell – Policy Advisor
<b>Approved:</b>	Michael Day - Group Manager - Finance and Assurance
<b>Approved Date:</b>	Tuesday 5 April 2022
<b>Open Agenda:</b>	Yes

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### Purpose and Summary

This report provides a Road Naming Policy for the Invercargill District for adoption. This policy formalises and provides greater clarity on Council's approach which is line with Australia Standard / New Zealand Standard (AS/NZS) 4819:2011 - Rural and Urban Addressing.

### Recommendations

That the Performance, Policy and Partnership's Committee:

1. Receive the report "Proposed Road Naming Policy for Adoption".
2. Adopt the Draft Road Naming Policy (A3579347).

### Implications and Risks

#### Strategic Consistency

This policy is consistent with the Council strategic framework. Specifically, the 2021 – 2031 Long Term Plan Road Map to Renewal refers to enhancing our city and preserving its character and notes that Maori culture will gain greater visibility over the time of the plan.

#### Financial Implications

This policy does not have any additional financial implications. This policy creates a more robust framework for the naming of roads. The additional layers of administration are expected to be minimal. All infrastructure costs (e.g. road signs) already exist and are not expected to change as a result of this policy being introduced.

## **Legal Implications**

There is no perceived legal implications with the introduction of this policy. The Local Government Act grants Council the legal authority to approve road names. This policy provides a framework for how to apply for road names and conditions proposed road names will need to meet.

## **Risk**

This policy formalises and provides greater clarity on the Council's approach to road naming which is in line with Australia Standard / New Zealand Standard (AS/NZS) 4819:2011 - Rural and Urban Addressing. This should reduce the risk of developers or members of the community not understanding the process and suggesting non-compliant road names. There may be some developers who may want to name a road after a living relative or similar which this policy does not allow for. Council will continue to work with applicants to ensure they understand the policy and can select appropriate names.

## **Background**

At the Performance, Policy and Partnerships meeting on 9 November 2021, a Councillor noted there were not many cultural, historical or geographical names, including Māori names, coming through and asked if this could be looked in to. This proposed policy is the result of that request.

## **Issues and Options**

### **Analysis**

Council has utilised the Australia Standard / New Zealand Standard (AS/NZS) 4819:2011 Rural and Urban Addressing as the framework to recommend and approve road names. This is a high-level standard that provides sound technical guidelines for numbering of properties and selection of a name suffix etc. It does not provide any guidance on how actual names should be recommended, considered for appropriateness and approved. The names proposed by some developers, while not offensive or incorrect, had not given consideration to other factors. There is now the opportunity for Council to support its community outcomes, including preserving the character of the city, through this policy.

### **Significance**

This policy does not require consultation under the Council's Significance and Engagement Policy. The policy relates to an administration process and is not a required regulatory policy. It formalises the existing process and provides greater clarity and as such consultation is not required.

## **Options**

### **Option One: Keep Status Quo**

Council could choose to keep the status quo and not introduce a Road Naming Policy. If this was decided by Council, then a far broader range of road names could be proposed to Council for consideration. Whilst Council has the power to veto or approve road names, without a framework within a policy to refer to, there has been a reluctance to veto names to date.

### **Option Two: Non-binding Road Name Guidance**

Council could produce a non-binding guidance document, which would help provide context on the kind of road names Council would like to see in the city. This option is less prescriptive and would allow more flexibility for those wishing to propose a road name. This may go some way in addressing the perceived issue with some of the names that have come through recently. However without an approved framework, Council would find itself in a similar position where names could come through and otherwise be compliant with the standard for Urban and Rural Addressing and Council feels reluctant to decline the proposal.

### **Option Three: Introduce a Road Naming Policy – the recommended option**

The introduction of a Road Naming Policy will require proposed road names to meet a certain criteria. This policy will then provide clear guidance to all developers and persons requesting to introduce or change a road name on the Council's expectations. The policy would enable Council Officers to review all road name applications and if they are not compliant with the policy, reject the application and go back to the applicant with guidance on what they need to do going forward. The end result will be more names of geographical, cultural or historical significance being provided to the Performance, Policy and Partnerships Committee for approval.

## **Community Views**

This policy is not considered to be of a significant enough nature to go out and consult with the community. It is considered that the community will be supportive of this policy and it aims to preserve the cultural and historical significance of Invercargill.

## **Next Steps**

Should this policy be approved by the Performance, Policy and Partnerships Committee, the policy will come in to force on 1 June 2021. This will allow sufficient time for the policy to be communicated to the public.

## **Attachments**

1. Road Naming Policy (A3579347)



# ROAD NAMING POLICY

Effective from XX XXXX 2022

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This policy provides a framework for the naming of new roads and altering of naming of existing roads within the Invercargill City Council catchment.

## Purpose

The aim of the Invercargill City Council Road Naming Policy is to ensure the timely and consistent selection of road names that reflect the identity of the local community, including through enabling Māori culture to be more visible in the city. To support this, Council is working with Mana Whenua to produce a list of appropriate Te Reo names which can be used by the community. At the time this list is available it is the intention of Council to update this policy.

In addition, this policy specifies the Council's requirements for correct addressing used by emergency services, making our community safer.

## Scope

This policy applies to the naming and renaming of roads, both public and private and other accesses that are being created either through subdivision development, gazette notice or the formation of existing unformed legal road. It is to apply from the date the policy is adopted by the Council and does not apply to road naming completed prior to that date.

## Governing legislation, Authorities and Standards

Section 319 of the Local Government Act 1974 assigns to the Council general powers in respect of roads. Specifically section 319 (j) empowers the Council, "To name and to alter the name of any road and to place on any building or erection on or abutting on any road a plate bearing the name of the road." The decision of the Council is final.

The Invercargill City Council abides by the Australia Standard / New Zealand Standard (AS/NZS) 4819:2011 Rural and Urban Addressing.

## Definitions

This policy applies to roads as defined by the Local Government Act 1974 (the Act).

Terms used in this policy:

Access Lot	Private Way, being a parcel of land with shared ownership used for the purposes of access to the respective properties of the owners.
Access Way	Legal Road established for the purposes of providing pedestrian access usually between roads and/or public land.
Legal Road	any road legally established as a public road (section 315 (a)-(f) of the Act).
Private Roads	as defined by the Act being roads on private land, but intended for the use of the public generally.
Private Ways	as defined by the Act being roads on private land with restricted access (e.g. rights of way).
Right of Way	Private Way, being an easement granted to one or more parties over land for the purposes of access.
Road	land defined as road by section 315 of the Act, which includes land intended for use by the public generally. This includes access ways and service lanes, but excludes motorways.
Service Lane	Legal Road established for the purpose of providing alternative service vehicle access to property or similar purpose.

## Invercargill City Council Road Naming Policy

### Roads that require a name

To ensure uniformity and effective addressing to allow location finding, the following roads and other access ways will be named under this policy.

- New legal road, including service lanes and access ways.
- Existing unnamed legal roads to be formed for vehicular traffic or public walkway.
- New private roads and private ways (including rights of way, access lots) where there are more than five allotments to use this road for their primary access and addressing.
- Any other road where there are clear benefits to the community in establishing a formal name.
- Existing named roads where alteration of the name is proposed.

- Where the access way forms an extension to, or is a continuation of, an existing named access way, then the current access way name will automatically apply.

### Names for roads created by private subdivision

- The developer of a private subdivision is required to submit at least three proposed road names (noting which their preferred option is) for each new road created to Council. The developer should use the criteria within the Procedure for Naming a Road to select appropriate names.
- *Note: It is intended that at the next revision of this policy, one of the three proposed names be in Te Reo and a list of appropriate names will be provided for this purpose.*

### Road names that can be used for the allocation of addresses

- All road names approved under this policy can be used in the allocation of property numbers and addresses, except for new Service Lanes and Access Ways.

### Selection of a road name

- New road names shall not be the same as, or similar to, existing road names within the City.
- Roads are to have only one name.
- Roads names must be spelled correctly, interpreted correctly, and not be offensive.
- New roads name applications must be accompanied by the reason for the each name, including any meaning, origins, historical background, and relationship with a theme and/or linkages with the area. Names must reflect historical, geographical or cultural significance associated with the area, a common or established theme in the area or the name of a noteworthy person.
- Roads should not be named after any commercial organisation or any living or recently deceased person.
- Road names must not be anagrams, amalgamations or derivatives of people's names.
- Names should be 15 characters or less including spaces but excluding suffix. Under special circumstances this could be extended slightly, however factors such as ease of emergency services and others to find / say the road name need to be considered.
- Short names should be proposed for short streets for mapping purposes.
- Names in Te reo or having reference to Māori persons or culture, must be accompanied by feedback from the relevant Runaka noting the name is appropriate.
- Further detail can be found on page 8 of this policy.

### Altering a name of an existing road

- Altering the name of an existing named road will only be undertaken if the Council considers that the change will result in a clear benefit to the community.
- Benefits of changing road names may include:
  - To correct the spelling or punctuation.
  - To eliminate duplication in spelling or sound.

- To prevent confusion arising from major changes to road layout.
- To make geographical corrections.
- To assign different names to separate ends of a road with a permanently impassable section somewhere along the length.
- When a private road or access way is requested to be renamed a minimum of 80% of the property owners/residents must approve of the proposed change. There is no guarantee that a request will be approved.
- Where the name causes offence.

### Punctuation

- Macrons can be used in the spelling of Te Reo road names.
- Macrons are to be considered only for new names or where other changes to the spelling of a road name are proposed or where the use of macrons is of demonstrable importance to Mana Whenua.

### Consultation

- Proposals for the naming of roads shall be consulted with anyone directly affected.
- Mana Whenua, through the appropriate Runaka, are to be consulted for all proposals involving Te Reo names. This is to ensure Te Reo road names are relevant, appropriate and grammatically correct. In addition, there are two mana whenua representatives on the Performance, Policy and Partnership Committee. Via this committee, mana whenua have visibility and representation for all newly proposed road names, not just Te Reo names.
- Proposals to alter a road name shall be consulted by the applicant with the general public. Council can provide guidance on how this could be conducted.
- Evidence of consultation must be submitted to the Council.

### Signage

- The Council will erect all signage at the cost of the applicant.

## PROCEDURE FOR NAMING A ROAD

### Step 1 - A proposal is submitted

In the case of a road resulting from a subdivision, new road names should be applied as early as possible. This is due to the time it can take to complete consultation, if the proposed road names require it. Council recommends proposed road names are submitted at the time an application for subdivision resource consent is submitted. If it is not done at this time, it should be done no later than the time of the issue of the RMA section 223 certificate or equivalent stage.

In the case of an existing unnamed road the application can be made at any time.

Proposals to alter a road name can be made at any time.

In all other cases the application can be made just prior to formation or legalisation of the road.

The applicant is to submit to the Council a documented request for the formal approval of a road name.

Each application shall be accompanied by:-

- Proposed new road name, including suffix
- For a new road created by subdivision provide:
  - The preferred name plus at least two alternatives listed in order of preference.
  - The legal description of the road and a copy of the subdivision plan legalising, or proposing to legalise, the road.
- A location map highlighting the road.
- A background to the names, and how they comply with the selection of a road name criteria noted on page three of this Road Naming Policy.
- If proposing to alter an existing road name, include a justification showing clear benefits to the community for the change in accordance with the policy and guidelines.
- Evidence of what consultation has taken place for the three names being submitted for consideration and approval, including where relevant, evidence of consultation with Mana whenua.
- The applicant's contact details.

Where a proposal involves the naming of multiple roads, one application may be submitted for all names.

### Step 2 – Staff assessment for compliance

Council staff receive the application and check the preferred and alternative names for compliance with the Road Naming Policy and Procedure.

- Proposals not complying with the policy are rejected and the applicant advised immediately.

- Where the proposal does not fully comply with the Road Naming Policy and Procedure, the applicant is advised of this. The applicant is given the opportunity to amend the proposal or request that it proceed as originally proposed.

### Step 3 - Consultation

The developer or person requesting the road name must consult with and request comment from affected parties. Usually, this involves the property owners, but may also include anyone directly associated with the road or the proposed name(s), e.g. relatives of named people, Mana Whenua or associated organisations. Generally, there is no requirement to complete broader public consultation.

Below are the contact details for the two Papatipu Rūnaka in Invercargill District:

Waihōpai Rūnaka  
Postal Address: PO Box 7017, South City, Invercargill  
Phone: (03) 216 9074  
Email: [info@waihopai.org.nz](mailto:info@waihopai.org.nz)

Awaura Rūnaka  
Postal Address: 12 Bradshaw Street, PO Box 19, Bluff 9814  
Phone: (03) 212 8652  
Email: [office@awaruarunaka.iwi.nz](mailto:office@awaruarunaka.iwi.nz)

### Step 4 – Formal consideration

The Council approves, amends or declines the name proposed for the road by way of a formal resolution of the Performance, Policy and Partnership Committee. Where the Performance, Policy and Partnership Committee wishes to amend the proposed name, the resolution of the matter shall be left on the table to enable the amendment to be checked for compliance with this policy and to obtain the agreement of the proposer of the name.

The Council formally advises the applicant of the Council's decision.

### Step 5 – Implementation

Where the road is part of a subdivision or road legalisation, the road name is not official until it is vested as a road on deposit of the District Plan. In other cases the road name is official immediately, or from a date specified in the Committee resolution. In all cases, the road signage needs to be erected as soon as is practicable after it has been approved by the Council. This is to provide addresses to allow for the delivery of construction supplies etc.

Immediately following Council approval of the name of any road, Council will advise Land Information NZ, and other relevant agencies and organisations.

Council will arrange for the erection of street signs showing the name of the road. All costs associated with the creation and erection of such signs are borne by the applicant. The signs shall be erected as soon as practicable after the date of the Council's resolution and/or close to the date decreed by the Performance, Policy and Partnership Committee (as appropriate). The sign must conform to the Council's street sign specification.

## SELECTION OF A ROAD NAME

### Similarity

There must not be another road name the same or similar within the Invercargill City Council territory.

Identical names or homophones will not be accepted. If the road name consists of more than one word (excluding the suffix) then the significant part of the word should not be the same as the significant part of any other road name.

### Alternative Names

Roads are to have only one name (refer to page three of this policy). It not acceptable to have a road which can be known by two names.

Where a name change is being considered, the new name must completely replace the use of the existing name and not offered as an alternative.

### Appropriateness

The name should have significant local content or meaning, with the meaning readily available to reference and verify.

The name must reflect one of the following:

- **A common or established theme** - Where more than one road is being created in a subdivision, a common theme is recommended for the names. If a naming theme is already established in a suburb or subdivision, the names for that suburb or subdivision should remain consistent with the theme.
- **An historical person** - The name of a notable person from early history. This person should ideally have a local association with the immediate location or the wider Invercargill area.
- **An historical event** - The name of a notable event from early history, which should ideally have a local association with the immediate location or the wider Invercargill area.
- **A significant feature of social, cultural or physical importance** - It is appropriate to name a road after a significant feature in the area (for example, geographical feature, landscape, flora, or fauna). Naming after features which do not exist in the area should be avoided (for example, naming after native trees or plants that are not evident in the area, or views that cannot be identified).
- **A traditional or appropriate Māori name** - If the name is Māori, the name must be checked by the applicant with local Mana Whenua to ensure that it is acceptable to Mana Whenua, and has been spelled and interpreted correctly.
- **A personal name for special service** – This can be for conservation, sport, arts, research, community service or some other sphere of activity with a local or national association. Naming after persons living or recently deceased should be avoided.

Note - The criteria mentioned above have less weight in the consideration of naming Private Ways and Private Roads. However all other criteria still applies.

**Alphabet and diacritics** – Only the English and Māori alphabets should be used. This means special characters and diacritical marks should not be used, except for the use of macrons in the spelling of Māori names.

**Amalgamation or Derivative Names** – Names that have been created by combining parts of two (or more) words or names into a single new word is to be avoided, as it may be difficult to identify the constituent parts of the name or how the name meets the appropriateness criteria above.

**Marketing Names** – The council may not necessarily accept the marketing name for a development as a road name for any road within a development.

**Naming Access Ways** – Access Ways are to follow one of the following conventions:

- a new unique name ending with either “Path”, “Walk” or “Way”, e.g. Tutukiwi Walk.

**Naming Service Lanes** – Service lanes should end in either “Lane” or “Service Lane”.

**Spelling and length** – Names are preferably short, simple to spell and easy to recall. Overly long names are difficult to fit on mail, maps and street signs. Names over 15 characters (including the space between the names but not including the suffix) will not normally be approved.

**Taste** - The name should not be considered to be in poor taste or otherwise likely to cause offence.

**Using names of people and organisations** - Full names should only be used where the name is of a reasonable length and the first name needs to be used to correctly identify the individual being commemorated. Full names that are longer than 15 characters will not normally be approved (refer spelling and length above). Consultation, approval and evidence of these are required in accordance with step 3 on page six of this policy.

**Use of apostrophes, possessive ‘s’ and hyphens** – The possessive ‘s’ is not permitted except to avoid harsh euphony. Where used it should be without an apostrophe. Apostrophes and hyphens are discouraged, except where required to correctly spell a name (e.g. O’Conner Road, or naming a road after someone who has a hyphenated last name).

**Use of destination names** – There are some historical examples of destination names that use hyphens, for example Lorneville-Dacre Highway. The intent is to keep these historical names for now, however not approve any new roads in this way going forward.

**Use of a directional suffix** – North, South, East, West and Central have been used previously to names roads within the Invercargill region. An example being Marama Ave North. The intent is to keep existing road names using directional suffix, however not approve the use of these any further.

**Naming of Public Walkways** – Walkways in Invercargill have been allocated Māori bird names to date. The intent is for this to continue where practical.

**Road Name Suffix** – The road name suffix for the road should be the one that most accurately reflects the type of roadway that it is. A list of suggested suffixes and their meanings is included in the table below.

<b>Suffix</b>	<b>Standard Abbrev</b>	<b>Definition</b>
Alley	Aly	Usually narrow roadway in a city or town.
Ara	Ara	Roadway
Arcade	Arc	Covered walkway with shops along the sides.
Avenue	Ave	A generally broad straight roadway with trees or other objects at regular intervals
Boulevard	Blvd	A broad main street often planted with trees and grass plots
Circle	Cir	Roadway that generally forms a circle; or a short enclosed roadway bounded by a circle.
Close	Cl	A short enclosed roadway.
Court	Crt	A short enclosed roadway; usually surrounded by buildings.
Crescent	Cres	A crescent shaped roadway, especially where both ends join the same thoroughfare.
Drive	Dr	An especially scenic road or street. A main connecting route in a subdivision or suburb.
Esplanade	Espl	Level piece of ground especially one used for public promenade
Glade	Gld	A roadway usually in a valley of trees.
Green	Grn	Roadway often leading to a grassed public recreation area.
Grove	Grv	A road that often features a group of trees standing together.
Lane	Lane	A narrow roadway between walls, buildings or a narrow country roadway.
Loop	Loop	Roadway that diverges from and re-joins the main thoroughfare.
Mews	Mews	Roadway in a group of houses.
Parade	Prde	A public promenade or roadway with good pedestrian facilities along the side.
Place	Pl	A short sometimes narrow enclosed roadway.
Quay	Qy	A roadway along or projecting into water.
Rise	Rise	A roadway going to a higher place or position.
Road	Rd	Open roadway primarily for vehicles.
Square	Sq	Roadway which forms a square shape, or an area of roadway bounded by four sides.
Steps	Stps	A set of steps for pedestrian access only.
Street	St	Public roadway in an urban area, especially where paved and with footpaths and buildings along one or both sides.
Te Ara	Te Ara	Roadway.
Terrace	Tce	A roadway on a hilly area that is mainly flat.
Track	Trck	A narrow country road that may end in pedestrian access.
Walk	Walk	Thoroughfare for pedestrians.
Way	Way	Short enclosed roadway.
Wharf	Whrf	A Roadway on a wharf or pier.
View	View	A roadway commanding a wide panoramic view across the surrounding areas – Kildare View

## ALTERING A ROAD NAME

A reason for altering the name of a road may include:

- To correct the spelling
- To eliminate duplication in spelling or sound
- To prevent confusion arising from major changes to road layout
- To make geographical corrections (e.g. for consistency with NZ Geographic Board decisions)
- To assign different names to separate ends of a road with a permanently impassable section somewhere along the length
- Where the name causes offence

## NAMING UNNAMED LEGAL ROADS

It is not practical to name all of these roads especially where most of them may never be formed. Names should only be considered where these roads are to be formed for vehicular traffic, established as a public walkway or used for addressing.

## ROAD NAME REGISTER

**(Road names pre-approved by the Performance, Policy and Partnership Committee)**

Names can be suggested for inclusion on to the Road Name Register by members of the public, Councillors or staff.

Suggested names must meet the provisions of the Road Naming Policy noted on page three.

**Selection criteria.** Suggested names for the approved list should include any locality constraints (e.g. some names may only be suitable for the locality in which they are known for).

**Consultation.** Mana Whenua will be consulted for any Māori names proposed. Suggested person names will require consultation with appropriate family members if possible. Similarly names of organisations or groups or closely associated with an organisation or group will require consultation with that group. Evidence of this will need to be provided when the suggested name is submitted to the Council for consideration at the Performance, Policy and Partnership Committee.

**Approval.** Names approved by the Performance, Policy and Partnership Committee will be listed on the Council website in the meeting minutes. If objections are received they will be considered at the following Committee meeting.

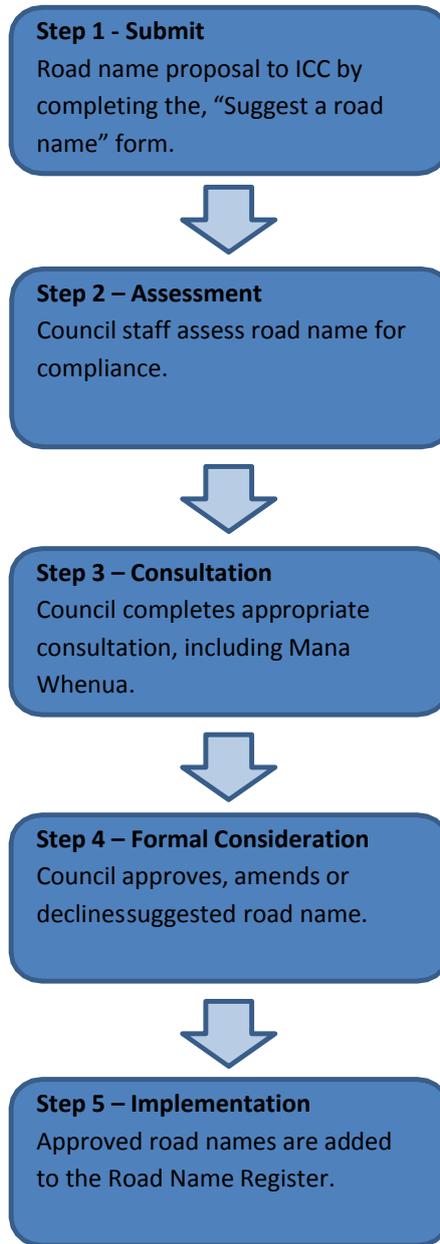
**Use of the Road Name Register.** Developers may use names from the list (following any limitations which may be attached to the road name). Proposals will otherwise follow the same approval process as other proposals. The Performance, Policy and Partnership

Committee may use the Road Name Register for road names not involving private subdivision, or where no acceptable name has been provided by a developer.

Diagram 1: Procedure for Creating or Amending a Road Name



**Diagram 2: Procedure for suggesting a name for inclusion on the Road Name Register**



<b>Revision History:</b>	NIL
<b>Effective Date:</b>	01 June 2022
<b>Review Period:</b>	This policy will be reviewed after one year, unless earlier review is required due to legislative change, or is warranted by another reason.
<b>New Review Date:</b>	01 June 2023
<b>Associated Documents / References:</b>	Local Government Act 1974 Section 319. AS/NZS 4819:2011 Rural and Urban Addressing (Not open source – hard copy kept with the Property Records Officer at Council)
<b>Supersedes:</b>	N/A
<b>Reference Number:</b>	A3579347
<b>Policy Owner:</b>	Invercargill City Council/ Manager – Financial Services

## 2022 LGNZ ANNUAL GENERAL MEETING REMITS

<b>To:</b>	Performance, Policy and Partnerships Committee
<b>Meeting Date:</b>	Tuesday 12 April 2022
<b>From:</b>	Michael Morris – Manager - Governance and Legal
<b>Approved:</b>	Trudie Hurst – Group Manager - Customer and Environment
<b>Approved Date:</b>	Tuesday 5 April 2022
<b>Open Agenda:</b>	Yes
<b>Public Excluded Agenda:</b>	<b>No</b>

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### Purpose and Summary

Local Government New Zealand (LGNZ) will hold its Annual General Meeting on 28 July 2022 as an online Zoom meeting.

At the meeting all delegates will consider remits from the members on matters that they would like to see LGNZ advance for the coming year.

### Recommendations

1. That the Committee receives the report titled “2022 LGNZ Annual General Meeting Remits”.
2. That the Committee notes that the timeframe for lodging a remit is 5pm 20 May 2022.
3. That the Committee note the process for lodging a remit as set out in the LGNZ Memorandum attached to this Report as Appendix 1.

### Issues

LGNZ is the advocacy organisation for local authorities in New Zealand. It holds an annual conference, at which time its Annual General Meeting is held, this year via zoom on 28 July 2022.

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.

All remits must be lodged by 5pm on 20 May 2022.

### Attachments

Appendix 1- LGNZ 2022 Annual General Meeting and Remit Process

**MEMORANDUM**


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**Date:** 16 March 2022  
**To:** Mayors, Chairs, Chief Executives, Zone Secretaries and Sector Chairs  
**From:** Susan Freeman-Greene, Chief Executive  
**Subject:** **2022 Annual General Meeting and Remit Process**

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35th Annual General Meeting of Local Government New Zealand

Date: 28 July 2022, 9:00am to 11:00am

Venue: Zoom meeting (online)

**AGM Representation**

Members of Local Government New Zealand are entitled to representation at the 2022 Local Government New Zealand Annual General Meeting (AGM). In mid-April we will invite fully financial members to register their delegates to attend the AGM.

Please note that the AGM will be held on **28 July 2022**, online via Zoom, commencing 9:00am. Details of the procedures will be provided closer to the time and on confirmation of your delegation.

**Remit Process 2022**

We invite member authorities wishing to submit proposed remits for consideration at AGM to do so no later than **5.00pm, Friday 20 May 2022**. We are providing notice now to allow members of zones and sectors to gain the required support for their remit (see requirement one below).

Proposed remits should be sent with the attached form. The full remit policy can be found on 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 (including through work programmes addressing the critical issues set out in LGNZ’s strategy, being three waters reform, resource management reform, the

Future for Local Government Review, transport, climate change and housing), unless the issue is not currently being addressed.

### Requirements

1. Councils 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. Councils supporting remits do not have to come from the proposing council's zone or sector;
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 LGNZ strategy, including work programmes addressing the critical issues identified above;
  - Level of work, if any, already undertaken on the issue by the proposer (and/or others), 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 LGNZ should the remit be adopted.

### Remit process

LGNZ will take the following steps to finalise remits for the 2022 AGM:

- All proposed remits and accompanying information must be forwarded to LGNZ no later than **5.00pm, Friday 20 May 2022**, to allow time for the remits committee to properly assess remits;
- A remit screening committee (comprising the President, Vice President, Chief Executive and lead of policy team) 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 LGNZ 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 LGNZ website, and members informed, at least one month prior to the AGM in order to allow members sufficient time 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 20 May 2022**.

### **General**

Remits for AGM consideration will also 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 [Scott Necklen](#)



## Annual General Meeting 2022

### Remit application

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

### 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 the LGNZ strategy and work programmes on critical issues;
- What work or action on the issue has been done, 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  
 Scott Necklen, Deputy Chief Executive  
 PO Box 1214, Wellington 6140  
[Scott.necklen@lgnz.co.nz](mailto:Scott.necklen@lgnz.co.nz)

**No later than 5.00pm, Friday 20 May 2022.**

## LOCAL GOVERNMENT NEW ZEALAND CONFERENCE 2022 ATTENDANCE

<b>To:</b>	Performance, Policy and Partnerships Committee
<b>Meeting Date:</b>	Tuesday 12 April 2022
<b>From:</b>	Michael Morris – Manager Governance and Legal
<b>Approved:</b>	Clare Hadley - Chief Executive
<b>Approved Date:</b>	Thursday 7 April 2022
<b>Open Agenda:</b>	Yes
<b>Public Excluded Agenda:</b>	No

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### Purpose and Summary

Each triennium Council allocates an individual discretionary budget for Elected Members' travel and training. This budget is to enable Councillors to attend training opportunities and conferences such as the Local Government New Zealand (LGNZ) Conference.

This year's LGNZ Conference is being held in Palmerston North from 20 to 22 July 2022 (inclusive).

### Recommendations

1. That the Committee receives the report titled "Local Government New Zealand Conference 2022 Attendance".
2. That the Committee approves the attendance of Crs Amundsen, Crackett, Ludlow and Pottinger who have already indicated a desire to attend.
3. That the Committee approves the attendance of Councillors ( ) and ( ) if their interest is advised at the meeting.
4. That the Committee endorse that arrangements for attendees should be in place by 30 April 2022 to ensure least cost.

### Implications and Risks

#### Strategic Consistency

- Not applicable.

### **Financial Implications**

- This could be unbudgeted expenditure in that some councillors have spent their allocation. However this needs to be balanced against the value in having Councillors attend the Conference at this time with the Future of Local Government to be discussed.

### **Legal Implications**

- Not applicable.

### **Risk**

- No risks identified.

### **Background**

The allocated budget from October 2019 to October 2022 triennium for Elected Members' travel and training covers travel, accommodation, incidental expenses and registration costs for Council related attendance at governance training and sector meetings, conferences and events. It also includes induction expenses after the election.

The funds are located in the travel and conference area of the Councillors' budget to cover the cost of Councillors only. Resource Management Act training for Councillors is currently paid for by the Planning budget.

The Mayor's travel and training budget costs are paid for from the Mayoral Budget and the Bluff Community Board pays for the costs of travel and training for Community Board Elected Members.

When selecting training, meeting or events, individual members are responsible for ensuring and demonstrating that their selected options align with these criteria:

Councillors must be able to demonstrate that:

1. The event is held in New Zealand.
2. The event is relevant to local government.
3. The event is preferably, but not exclusively, supported by Local Government New Zealand or aligned organisations.
4. The event supports the elected members in contributing effectively and appropriately, in their governance role, to the present and future needs and vision of Invercargill City Council.
5. The event is the most cost-effective option to achieve the identified outcomes and if not, why it is preferred over more cost-effective options.
6. The event is within their allocated individual budget.
7. Their travel and training meet the criteria outlined in 1-6, in response to any public or media inquiries about their travel and training, which will be directed to the individual member.

## **Issues and Options**

### **Analysis**

In the current environment it is felt that Councillors that wish to attend should be given support to do so.

At the time of writing Councillors Amundsen, Crackett, Ludlow and Pottinger have indicated a wish to attend. There is indication that His Worship will also be attending and interest.

Any Councillors who wish to attend this Conference should indicate their wish to do so now, as arrangements should be finalised by 30 April in order to minimise cost.

### **Community Views**

- No community views have been sought.

### **Next Steps**

Once the Committee have approved attendance staff will make the necessary arrangements and register attendees.

### **Attachments**

There are no attachments to this report.

## ACTIVITIES REPORT

**To:** Performance, Policy and Partnerships Committee

**Meeting Date:** Tuesday 12 April 2022

**From:** Group Managers

**Approved:** Clare Hadley - Chief Executive

**Approved Date:** Tuesday 5 April 2022

**Open Agenda:** Yes

**Public Excluded Agenda:** No

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### Purpose and Summary

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

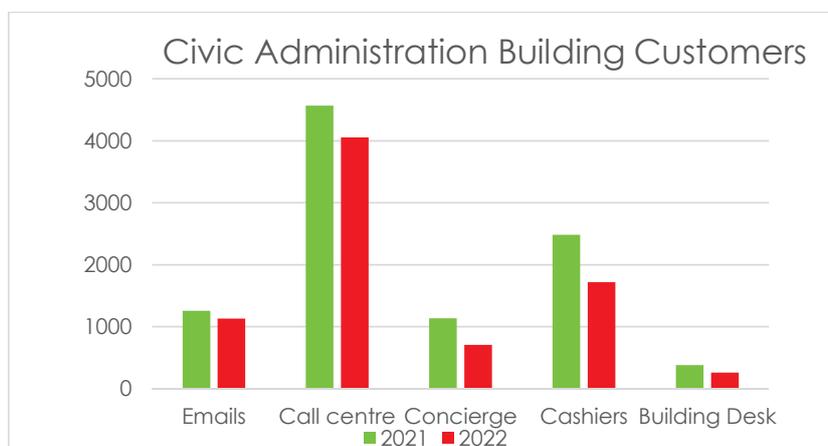
### Recommendations

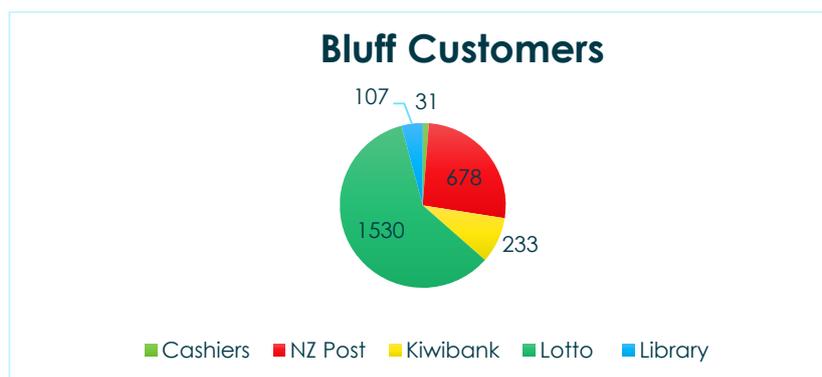
That the Performance, Policy and Partnerships Committee receives the report "Activities Report".

### Customer and Environment

#### Customer Services

Reporting Period 19 February to 18 March 2022





Walk-ins to the CAB are down 30% on last year as some people are choosing to interact with Council remotely rather than face to face during this period. We have continued to see a shift to online payments and have added the option of card payments over the phone for customer convenience.

Building inspections are high with 638 booked in this period, the average wait time is 1-2 days and inspections are available remotely and on site.

Administration issued 131 Building Consents and 103 Code Compliance Certificates.

### Compliance

	February to 15 March 2021	February to 15 March 2022
Noise	148	143
Litter	8	6
Overgrown-Untidy sections	30	14
Animal-Poultry	7	10
Parking RFS	86	77

### Environmental Health

	February 2021	February 2022	March 2021	March 2022
Verifications Completed	32	25	31	39
New Food applications	4	2	7	0
Health Licences	0	0	1	0
Alcohol Licences issued	9	21	33	21

- Alcohol Licences and Food licences continue to be issued within 30 days and 20 days meeting our KPIs.

### Animal Control

	1 Feb – 28 Feb 22	2021 (February)	1 Mar – 15 March 22	2021 (March)
Registrations	103	224	92	218
RFS received	75	102	82	92
Infringements	9	60	3	61
Prosecution	0	0	0	0
Impounded	21	32	8	39
Rehomed	2	1	2	7
Dogs Returned	19	30	5	29

- We are seeing an increase in dogs being surrendered and owners not willing to pick up dogs after they are impounded for wandering.

### Planning and Building

Activity across both sectors shows no signs of slowing. We continue to receive a high volumes of resource consent applications which is an indication of growth (the majority are for residential subdivisions). There is likely to be a corresponding increase in building consent applications as these sub-divisions are realised.

Whilst Compliance for Resource Consents is tracking upwards the lift has not been as high as we would like and we are identifying additional resources to help meet the increased number of applications. Over the last year demand for qualified planners and contractors has increased around New Zealand and the market place is now fiercely competitive which makes it very challenging for Councils.

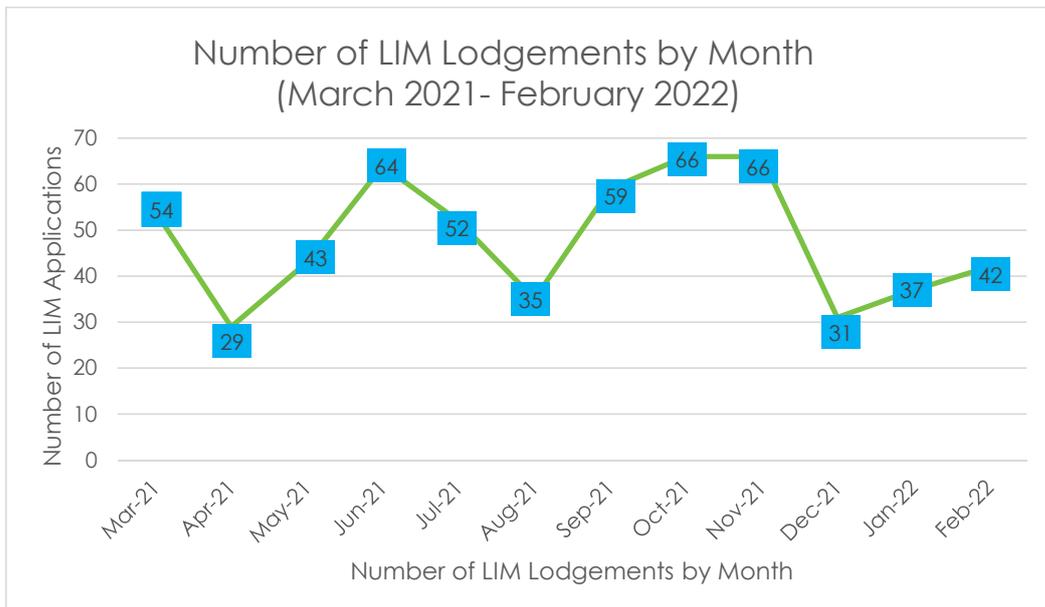
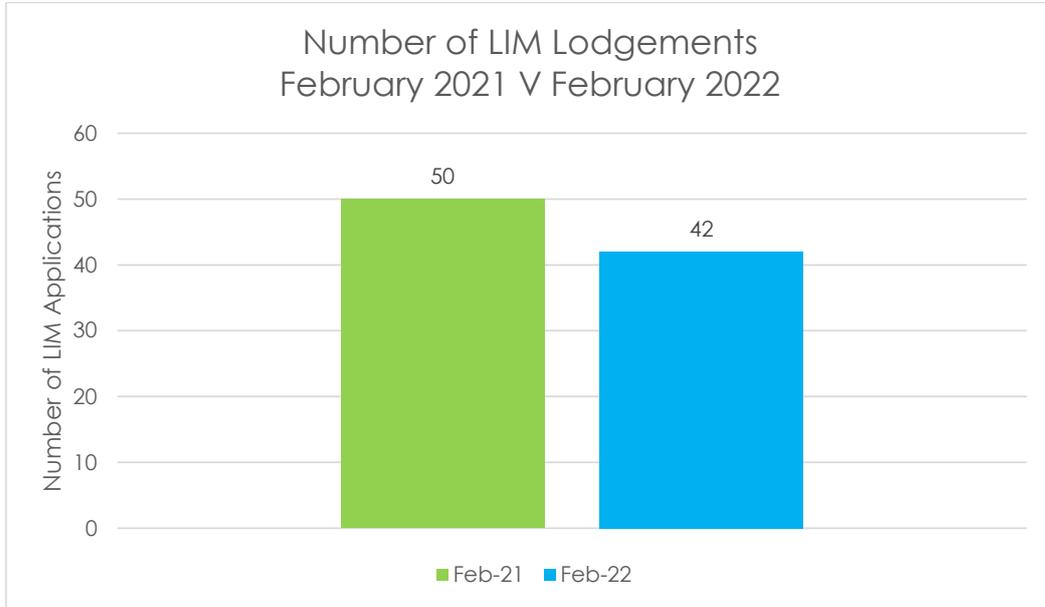
It is pleasing that building Consents have achieved 100% compliance which is a rare feat for any BCA of this size.

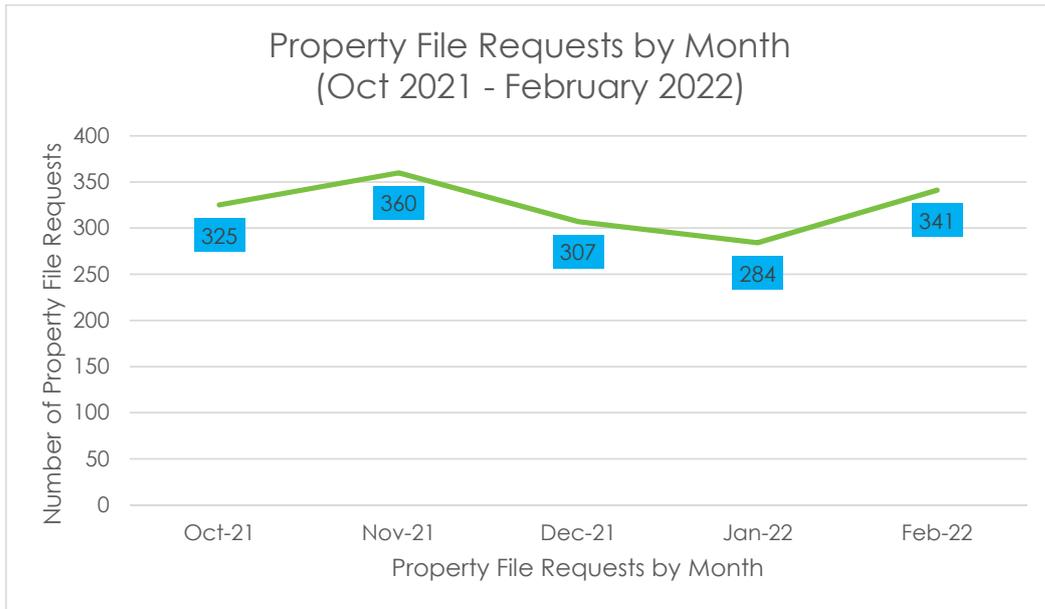
There are a number of large scale commercial projects due to complete in the coming months and the Planning and Building team are hard at work with the various construction teams to ensure smooth completion and opening.

Function	Feb 2022	Feb 2021	Mar 2022	Mar 2021
Building Consents issued within 20 business days	98%	100%	100%	98%
Code Compliance Certificates issued within 20 business days	98%	100%	98%	94%
Non-notified Resource Consents issued within 20 business days	80%	88%	82%	92%

**Property Records**

Details for the Property Records Team – February 2022





Details for February 2022

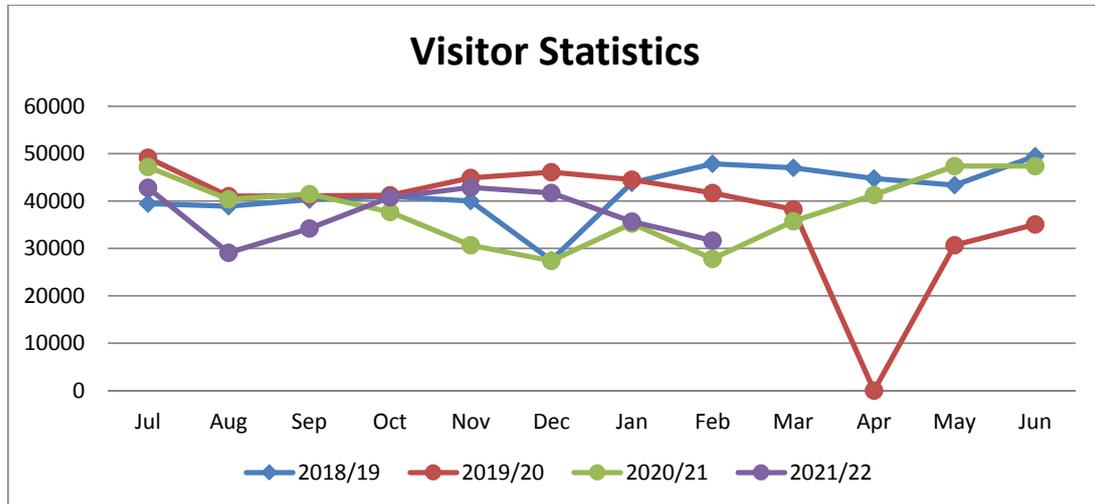
LIM Lodgements	42
LIMs Lodged Electronically	71%
Average Days to Issue a LIM	4.06 Days
LIMs processed within Statutory Time Frames	100%
Property File Requests	341

## Leisure and Recreation

### Libraries

#### Library Visitors

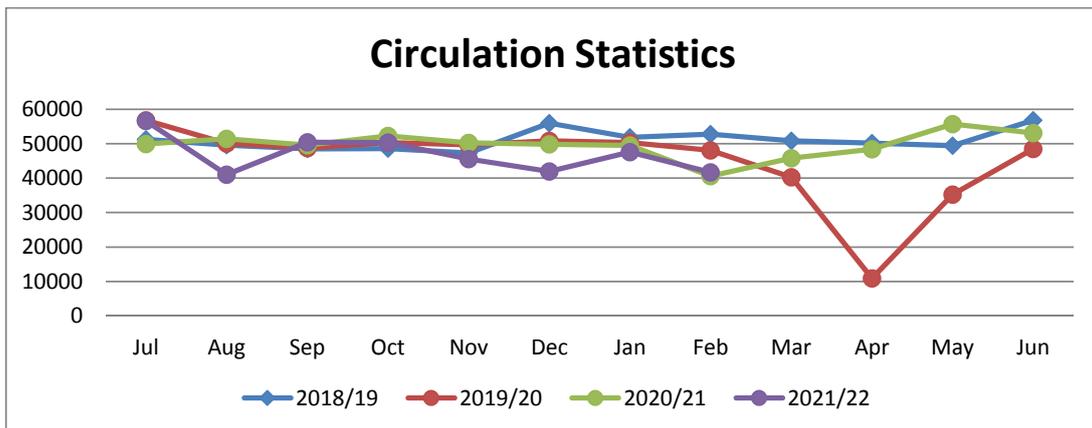
Visitor numbers of 31,631 for February 2022 have continued a downward trend from December 2021 although this matches the general trend shown in 2019/2020 however there has been a 13% increase compared to the figure of 27,665 for February 2021.



In order to address this pattern of participation, the Library is concentrating on alternative methods of connecting with the community. These include Zoom story-times, podcasts and a YouTube channel. Attendance at Zoom story-times have reached up to 200 students a session from schools or those home-schooling. Use of the "My Book Bag" service has also increased. It is expected that numbers will remain static while Covid restrictions are in place.

The current visitor statistics only include physical visits to the library facility. The Library is now working to provide a more accurate participation statistic which will include digital and online engagement which will provide a clearer picture on the level of engagement with the Library services.

**Library Circulation**



Library circulation has followed the trend for the previous years with 41,667 in February 2022 being 2% increase over 40,601 for February 2021.

**Collections**

Cataloguing staff have begun working on adding to the collections material which was a bequest from the estate of Elizabeth Miller. This will be known as the Liz Miller Collection and will highlight her love of storytelling, puppetry and children's fiction. Liz Miller (1936-2020) was the Children's Librarian at Invercargill Public Library from 1962-1990 and was awarded an MBE in 1987 in the New Year's Honours List for services to children and the community. A donation of \$2000 has also been made to provide shelving for this collection and also for the purchase of additional material.

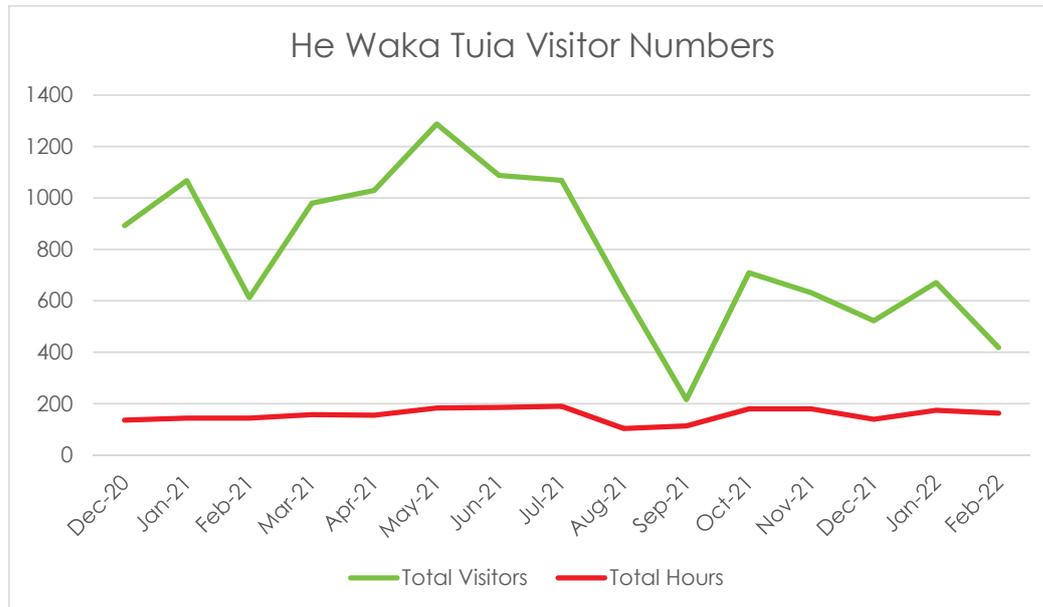
**Programmes/Events**

To fulfil the goal of creating readers and helping our citizens, especially children to increase and improve their literacy a number of activities were undertaken - several after school clubs for craft and Minecraft have been running giving children the opportunities to explore their creativity and improve their digital literacy at the same time.

In addition to this the library is trialling a YouTube channel for children and teachers. It is called Finn & friends. It is provided as a fun way of highlighting the services and collections the Library provides <https://www.youtube.com/channel/UC4fkf0nkeXqytBR7qW7xKaw>.

All of these activities and programmes aim to enhance literacy for all and engage with our communities. Our services to those who are housebound have now reached capacity of 110 people who all receive monthly loans delivered mostly by volunteer couriers.

## He Waka Tuia



### Exhibitions at He Waka Tuia

A decline in numbers highlight the challenges faced in responding to the impact of Omicron. Digitisation of the collection has been prioritised by both SMAG and IPAG for online access.

### Local Knowledge: Collaborative Paintings by Euan Macleod and Gregory O'Brien (Eastern Southland Gallery)

This exhibition was extended until 20 March 2022 to provide time for interest to be generated in Nohi.

### Nohi (25 March – 1 May 2022)

Based on the slang – a *Jack Nohi* – the exhibition has invited a number of local community members to submit items from their homes for exhibition. Providing an insight into the different types of art and artefact that we collect this was a way for people to have a look inside a home, without having to visit.

The planned exhibition opening was cancelled due to the Red Light settings, however this is now being reviewed and some public talks by the collectors has been initiated. This will happen in early April.

### Invercargill's Temple of Art and Science

A partnership exhibition with the Hanan Gallery - *Invercargill's Temple of Art and Science* has been postponed after it was discovered that a number of proposed items were borer infested. These items have now been treated and an initial conversation treatment is being undertaken. James Hanan's *Invercargill's Temple of Art and Science*, along with McKenzie's Scotch Pie Shop and the Athenaeum were the first public arts, culture and science facilities in the founding years of the Invercargill settlement.

### ***Mirror Mirror: Adrienne Martyn at Art Attic (May/June 2022)***

He Waka Tuia and SMAG are partnering with Art Attic (Tay Street) to showcase the photographic history of the studio space (formerly Campbell's Studio) with photographer Adrienne Martyn. Adrienne's professional introduction to photography was as an apprentice at Campbell's Studio in the 1970's. After 50 years she has returned to re-capture the gallery interior and her response.

### ***Collections Rehousing***

Work continues on the packing of the Southland Museum and Art Gallery collection for relocation to Tisbury Reserve. As part of the packing process a collection rationalisation is being undertaken. This provides the opportunity for staff to review collection items against the collection policy, and if required to take the opportunity to relocate that item to another location or collection, which includes a return to the donor or their family.

Considerable work has been undertaken on the Natural History rare and extinct collection, which includes checking for pests and mites as well as the condition of the item. Concurrently the Textile Collection is being repackaged, with a number of items proposed for collection rationalisation.

The archaeological collections (over 1m items) are being relocated from the top store to the ground level. The required work on this collection will be completed in April.

The Glass Plate Negative Collection (excluding the Campbell Collection) are in the process of being digitised. Over 1,000 glass plate negatives have already been completed with the balance of the collection to be completed by May. These images will form part of an on-line digital portal which will be accessible by the community.

With the team actively progressing Stages 1 and 2 jointly, they have also began to review items for Collection Rationalisation. The focus is now primarily on the Natural, Art and Cultural – Taoka Maori and Pasifika collections because of the unique elements of the objects that will require preparation time for rehousing.

We have estimated that we now close to 88% of the total collection packed to a form that it can be safely relocated from SMAG to the new facility. The remaining balance of the collection is on track to be completed by the end of September 2023 and will be ready for relocation.

Work is continuing on accessing and researching items for deaccessioning as part of the Collection Rationalisation.

The Collection Policy, which was last formally reviewed and approved by the Board in May 2004 is currently being rewritten in plain English, and in a simplified format.

### ***Venues and Events Services***

The Civic theatre was used over a weekend in February as a film location for a music video. The Queenstown based director choose the location in part due to recent improvements in the foyer spaces giving the space a more heritage feel.

The impact of the pandemic has been evident over Feb and likely to remain over the next few months as both promoters and the community are reluctant to stage events or hire spaces. The Civic will begin to be publically active (for entertainment) at the Orange setting. The Scottish Hall will likely have a quicker recovery due to the shorter lead in time for community events.

The sheer size of the Civic Auditorium and its associated operational requirements present a considerable cost barrier to hirers and conversations are underway with some regular hirers about staging their product in the Scottish Hall. There is a need for a smaller venue to better service market swings and demands. The Scottish Hall or Victoria Rooms could potentially be able to respond to this need. The lack of suitable wheelchair and limited mobility access at this site is something that the team is currently trying to address.

In the down time the Civic rehearsal room has had improvements to make it available as a meeting and training space currently taking pressure off meeting spaces in the CAB building for council use but may be extended to become a publically hireable space when demand returns. Improvements have also been made to increase the appeal and functionality of the Supper Room at the Scottish Hall.

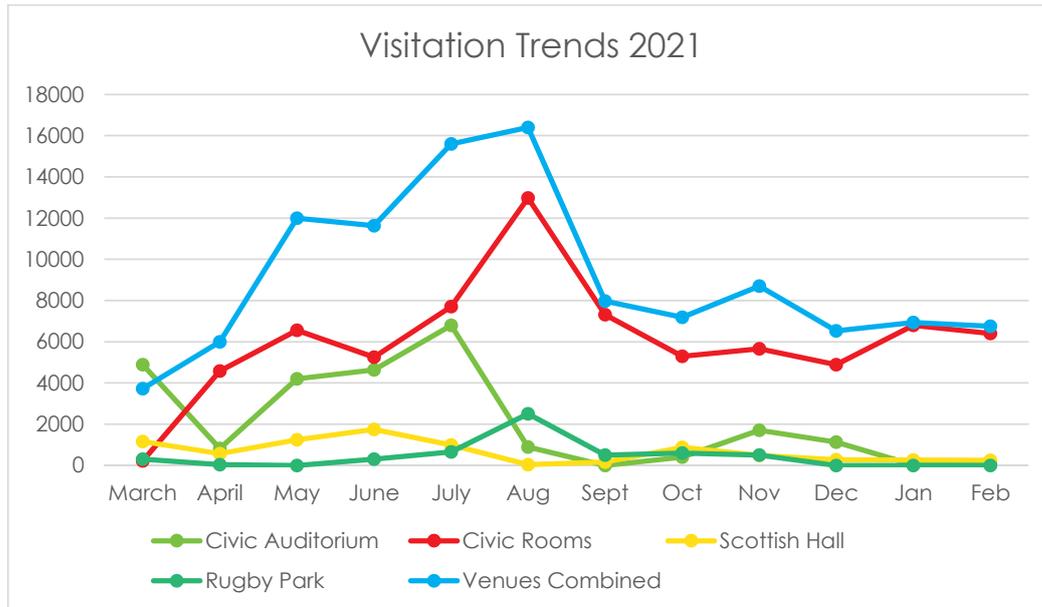
The Vaccination clinic combined with regular visitation for events, games and hires has enabled the Venues and Events unit to be on track to deliver a community service and benefit through approximately 100,000 visits to our venues over the last 12 months.

#### **Participation and Visitation Stats**

Venue	No of Hire Half days	Participants
Civic Theatre Auditorium (Maintenance shutdown)	4	100
Civic Theatre Drawing Room	40	0*
Civic Theatre Victoria Rooms**	40	6400
Rugby Park	0	0
Scottish Hall Main	4	100
Scottish Hall Community Room	7	145
<b>Totals</b>	<b>96</b>	<b>6745</b>

\* To avoid double counting of participants the vaccination clients are captured in the Victoria Rooms Calculation and excluded from the drawing room data.

\*\* The numbers associated with the Victoria Rooms (COVID-19 Vaccination Clinic) are unusual for the nature of the facility and are for a limited timeframe, this data may be excluded from year on year target calculations so as not to skew reporting in future years.



### Looking Forward

New collateral will be developed to market the venues, build brand and drive forward business. The first step will be establishing an image bank reflecting improvements to the venues and developing content for social platforms.

### Anderson House Future Occupancy

Staff have been working with the Anderson Park Trust through regular meetings and workshops to review information to date to develop a business plan and viable operational model that best fits the current funding opportunities, operational environment, capacity of the Trust and the demand for service.

The Trust has submitted a proposal to the Venues and Event Services Unit that will be presented to Council to formally request occupancy of Anderson House. The request will be accompanied by an executive summary of their business plan and revised business concept. An officer report and assessment addressing the viability, demand and likely ongoing resource and service level impact to Council will accompany the request from the Trust to inform decision making.

The assessment criteria is as follows:

- **Sustainability** of operation (financial, resources, environmental)
- **Affordability** of operation (financial assessment, funding plan and Council impact)
- **Predictability** of (ongoing operational and investment costs to Council)
- **Accountability** (performance measures, targets)
- **Public Access and Inclusivity**
- **Public Demand** for service
- **Governance** and management capability
- **Community Outcomes** of proposed activities
- **Risk Assessment and Mitigation** approach
- **Leasing Type** (including balance of responsibilities between Trust and Council)

If successful, the Trust is aiming to open Anderson House for weekend activity in the spring/summer of 2022.

## **Finance and Assurance**

### **Strategy and Policy**

#### ***Annual Plan Consultation***

Consultation on options for the Museum, the reserve status of Tisbury Reserve, the 2022/2023 Fees and Charges Schedule and the Annual Plan commenced on 24 March and will close on 29 April.

#### ***Just Transitions – Community Capacity Building Workstream***

Council is working with MBIE and other Southland organisations to undertake a piece of community planning to support the development of a community vision and framework for Southland which will help support the community through the possible closure of Tiwai Point. The project commenced in March and will finish in August 2022.

#### ***Residents Survey***

The Annual residents survey is taking place in March and April 2022. The results will inform Council's reporting on key performance indicators and Long-term planning.