



NOTICE OF MEETING

**Notice is hereby given of the Meeting of the
Invercargill City Council to be held in the Council
Chamber, First Floor, Civic Administration Building,
101 Esk Street, Invercargill on
Tuesday 27 September 2022 at 4.00 pm**

His Worship the Mayor, Sir T R Shadbolt
Cr R L Abbott
Cr R R Amundsen
Cr A J Arnold
Cr W S Clark
Cr A H Crackett
Cr P W Kett
Cr G D Lewis
Cr D J Ludlow
Cr M Lush
Cr I R Pottinger
Cr N D Skelt
Cr L F Soper

**CLARE HADLEY
CHIEF EXECUTIVE**

A G E N D A

1. **Apologies**

2. **Declaration of Interest**

1. 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.
2. 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**

4. **Major Late Items**

- 4.1. **Minutes of the Performance, Policy and Partnerships Committee Meeting Held on 20 September 2022 (A4050390)**
- 4.2. **Minutes of the Public Excluded Session of the Performance, Policy and Partnerships Committee Held on 20 September 2022 (A4050394)**
- 4.3. **2022 Draft Annual Report - Unaudited (in Public Excluded Session) (A4070302) (To be circulated separately)**

Moved _____, seconded _____ and **RESOLVED** that the Major Late Items '*Minutes of the Performance, Policy and Partnerships Committee meeting held on 20 September 2022*' be accepted in the Public session and the '*Minutes of the Public Excluded Session of the Performance, Policy and Partnerships Committee held on 20 September 2022*' and '*Draft Annual Report*' be accepted in the Public Excluded session.

The reason that the items are not in the agenda	The reason why the discussion of the items cannot be delayed
The documents were not ready at the time of the publication of the agenda	Matters can be progressed in a timely manner

5. **Minutes of the Meeting of Council Held on 23 August 2022 (A3991529)**

To be moved:
That the minutes of Council held on 23 August 2022 be confirmed.

6. **Minutes of the Risk and Assurance Committee Meeting Held on 25 August 2022 (A3991521)**

To be moved:
That the minutes of the Risk and Assurance Committee meeting held on 25 August 2022 be received.

7. **Minutes of the Bluff Community Board Meeting Held on 12 September 2022**
(A4050392)

To be moved:

That the minutes of the Bluff Community Board meeting held on 12 September 2022 be received.

8. **Minutes of the Infrastructural Services Committee Meeting Held on 13 September 2022** (A4030802)

To be moved:

That the minutes of the Infrastructural Services Committee meeting held on 13 September 2022 be received and the recommendations to Council be confirmed.

Recommendations to Council:

6. **Hearings and Deliberations on the Parking Control Bylaw** (A4016336)

6. To adopt the Parking Control Bylaw (A3991773), which incorporates **option two** for metered parking to P120 on the North side on Forth Street.
7. To adopt the Parking Control Bylaw (A3991773), which incorporates **option two** for time-restricted parking on Kew Road and Ness Street, change of status for four parks on Kelvin Street and other minor amendments as detailed in this report.

7. **Deliberations on the Cemeteries and Crematorium Bylaw** (A4014517)

4. To adopt the Cemeteries and Crematorium Bylaw

12. **Road Stopping and Disposal of Stopped Road – Lagan Street** (A4023191)

2. Pursuant to Sections 116 and 117 of the Public Works Act 1981, Council authorises the stopping of the subject portion of the road.
3. That the Chief Executive be given delegated authority to bring the disposal of the land back to the appropriate meeting post-election date.

8.1 **Appendix 1 – Parking Control Bylaw – Draft for Adoption** (A3991773)

8.2 **Appendix 2 – Cemeteries and Crematorium Bylaw 2022 – For Adoption (Post Consultation) – Attachment 1** (A4018776)

8.3 **Appendix 3 – Cemeteries and Crematorium Guidelines 2022 – For Adoption (Post Consultation) – Attachment 2** (A4014817)

9. **Invercargill City Holdings Limited Purchase of Shares in Roaring Forties Electricity Limited Partnership** (A4083621)

To be moved that Council:

1. Receives the report “Invercargill City Holdings Limited Purchase of Shares in Roaring Forties Electricity Limited Partnership”.
2. Resolves that following consultation and the recommendation of the Performance, Policy and Partnerships Committee of 14 June 2022, Council approve the purchase of the Shares and partnership interest of Pylon Limited in Roaring Forties Energy Partnership Limited by Invercargill City Holdings Limited.
3. Resolves that the Mayor be authorised on behalf of Invercargill City Council as shareholder in Invercargill City Holdings Limited to execute a resolution approving the major transaction for Invercargill City Holdings Limited and Pylon Limited.
4. Notes that the purchase of the interest in the Roaring Forties Energy Partnership Limited will result in a reduction in the debt of Electricity Invercargill Limited.

10. **Mayoral Report (A4020599)**

To be moved:

1. That the report 'Mayoral Report' be received.

11. **Minutes of the Performance, Policy and Partnerships Committee Meeting Held on 20 September 2022 (A4050390)**

To be moved:

That the minutes of the Performance, Policy and Partnerships Committee meeting held on 20 September 2022 be received and the recommendation to Council be confirmed.

Recommendation to Council:

7. **Dog and Animal Control Fund Update (A3990570)**

4. As a result of a review it has been necessary to recalculate the Animal Control Fund to correctly reflect the operations of the activity.
5. Authorises Council Officers to make the necessary changes as outlined in A4066458 so that the 2022 Annual Report reflects the correct closing balance of the Animal Control Fund and Corporate net debt account.

12. **Urgent Business**

13. **Public Excluded Session**

Moved _____, seconded _____ and **RESOLVED** 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 Council held on 23 August 2022*
- (b) *Receiving of minutes of the Public Excluded Session of the Risk and Assurance Committee held on 25 August 2022*
- (c) *Receiving of minutes of the Public Excluded Session of Infrastructural Services Committee held on 13 September 2022*
- (d) *Receiving of minutes of the Public Excluded Session of the Performance, Policy and Partnerships Committee held on 20 September 2022*
- (e) *Invercargill Central Holdings Limited – Director Appointments*
- (f) *2022 Draft Annual Report - Unaudited*

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution
(a) Confirmation of minutes of the Public Excluded	Section 7(2)(i) Enable any local authority holding the	Section 48(1)(a) That the public conduct of this item would be likely to

- | | | |
|---|--|--|
| Session of Council held on 23 August 2022 | information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) | result in the disclosure of information for which good reason for withholding would exist under Section 7 |
| (b) Receiving of minutes of the Public Excluded Session of the Risk and Assurance Committee held on 25 August 2022 | Section 7(2)(i)
Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) | Section 48(1)(a)
That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7 |
| (c) Receiving of minutes of the Public Excluded Session of Infrastructural Services Committee held on 13 September 2022 | Section 7(2)(i)
Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) | Section 48(1)(a)
That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7 |
| (d) Receiving of minutes of the Public Excluded Session of the Performance, Policy and Partnerships Committee held on 20 September 2022 | Section 7(2)(i)
Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) | Section 48(1)(a)
That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7 |
| (e) Invercargill Central Holdings Limited – Director Appointments | Section 7(2)(a)
Protect the privacy of natural persons, including that of deceased natural persons | 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 |
| | Section 7(2)(h)
Enable any local authority holding the information to carry on, without prejudice or disadvantage, commercial activities | |
| | Section 7(2)(i)
Enable any local authority holding the information to carry on, | |

without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)

- (f) 2022 Draft Annual Report - Unaudited

Section 7(2)(h)

Enable any local authority holding the information to carry on, without prejudice or disadvantage, commercial activities

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

MINUTES OF THE MEETING OF THE INVERCARGILL CITY COUNCIL HELD IN THE COUNCIL CHAMBER, FIRST FLOOR, CIVIC ADMINISTRATION BUILDING, 101 ESK STREET, INVERCARGILL, ON TUESDAY 23 AUGUST 2022 AT 3.00 PM

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

IN ATTENDANCE: Mr N Peterson – Bluff Community Board Member
Mrs C Hadley – Chief Executive
Ms T Hurst – Group Manager – Customer and Environment
Mr M Day – Group Manager – Finance and Assurance
Mr S Gibling – Group Manager – Infrastructure Operations
Mr R McWha – Assistant Group Manager – Leisure and Recreation
Mrs P Christie – Assistant Group Manager – Finance and Assurance
Ms R Suter – Manager – Strategy and Policy
Ms L Knight – Manager – Strategic Communications
Mr G Caron – Communications Advisor
Ms K Braithwaite – Digital and Visual Communications Advisor
Ms M Cassiere – Executive Governance Officer

1. APOLOGY

Cr Skelt.

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

2. DECLARATION OF INTEREST

Nil.

3. PUBLIC FORUM

Nil.

4. MINUTES OF THE MEETING OF COUNCIL HELD ON 26 JULY 2022

A3965619

Moved Cr Lewis, seconded Cr Crackett and **RESOLVED** that the minutes of the Council Meeting held on 26 July 2022 be confirmed.

5. MINUTES OF THE BLUFF COMMUNITY BOARD MEETING HELD ON 1 AUGUST 2022

A3991495

Moved Cr Arnold, seconded Cr Soper and **RESOLVED** that the minutes of the Bluff Community Board meeting held on 1 August 2022 be received.

Moved Cr Soper, seconded Cr Amundsen and **RESOLVED** that the recommendations to Council be confirmed:

8. Chairperson's Report

Bluff 2024 Boards Funding Request

- 2) That Council approves the spending up to \$15,000 on the completion of the Bluff 2024 information boards.

6. MINUTES OF THE INFRASTRUCTURAL SERVICES COMMITTEE MEETING HELD ON 2 AUGUST 2022

A3991497

Moved Cr Crackett, seconded Cr Amundsen and **RESOLVED** that the minutes of the Infrastructural Services Committee meeting held on 2 August 2022 be received.

7. MINUTES OF THE PERFORMANCE, POLICY AND PARTNERSHIPS COMMITTEE MEETING HELD ON 9 AUGUST 2022

A3991500

Moved Cr Ludlow, seconded Cr Lewis and **RESOLVED** that the minutes of the Performance, Policy and Partnerships Committee meeting held on 9 August 2022 be received.

Moved Cr Ludlow, Cr Soper and **RESOLVED** that the recommendations to Council be confirmed.

8. Hearings and Deliberations on the Dog Control Policy and Dog Control Bylaw

A3997247

6. To adopt the revised Dog Control Policy (A3988107) which incorporates the following changes post-consultation:
 - a. Definitions – updated definition of disability assist dog.
 - b. General Health and Welfare – addition of a note stating “Fixed tethering is currently permitted, however this is not considered best practice. If dogs are tethered, it should not be done for extended periods of time.”

- c. Barking Dogs – additional wording stating that it must be “persistent and loud barking or howling” before it can be considered a nuisance.
 - d. Menacing by breed – rewording from “must require written permission” to “may require written permission from Council”.
 - e. Appendix 2 – addition of text to clarify dog owners’ responsibilities in multi-use parks and reserves areas where off-leash exercise is permitted.
 - f. Dog off leash maps – amendments to the maps in the Policy which have clearer layering and updated leased areas.
7. To adopt the revised Dog Control Bylaw (A4001302) which incorporates the following changes following consultation:
- a. Section 4 - adding references to the Animal Welfare Act 1999, Ministry of Primary Industries Code of Welfare: Dogs and Animal Welfare (care and Procedures Regulations) 2018.
 - b. Section 5 - updated definition of disability assist dog.
 - c. Section 9.1 – adding wording that dog owners are not permitted to leave their dog in a stationary vehicle in a manner that causes shade-seeking behaviour, excessive panting, excessive drooling or hyperventilation.
 - d. Section 15.1 – adding that wording “persistent and loud barking or howling” before it can be considered a nuisance.
 - e. Section 17.7.3 – rewording from “must require written permission” to “may require written permission from Council”.
 - f. Appendix 1 – addition of text in Appendix 2 to clarify dog owners responsibilities in multi-use parks and reserves areas where off-leash exercise is permitted.
 - g. Dog off leash maps – amendments to the maps in the Policy which have clearer layering and updated leased areas.

Moved Cr Ludlow, seconded Cr Soper and **RESOLVED** that the recommendation to Council be confirmed.

9. **Deliberations on the Keeping of Animals, Poultry and Bees Bylaw A3998154**

3. To adopt the Keeping of Animals, Poultry and Bees Bylaw A3991763.

8. **Submission to Environment Southland on the Draft Freshwater Visions A4015834**

Ms Rhiannon Suter spoke to the report.

In response to a query about how many hectares would be required to transform the discharge from water to land, it was noted that initial investigations had taken place and that a report would be brought back to Council.

Moved Cr Soper, seconded Cr Ludlow that Council:

1. Receive the report “Submission to Environment Southland on the Draft Freshwater Visions”.

2. Confirm the submission noting it was submitted to Environment Southland by the closing date of 19 August 2022 (A4008085).

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

9. SUBMISSION ON THE SMOKEFREE ENVIRONMENTS AND REGULATED PRODUCTS (SMOKED TOBACCO) AMENDMENT BILL
A4016465

Ms Rhiannon Suter spoke to the report.

Discussion took place around the submission.

Moved Cr Soper, seconded Cr Amundsen and **RESOLVED** that Council:

1. Receive the report "Submission on the Smokefree Environments and Regulated Products (Smoked Tobacco) Amendment Bill".
2. Confirm the attached draft submission (A4016903)

10. Mayoral Report
A3992717

Moved Cr Abbott, seconded His Worship that Council:

1. That the report 'Mayoral Report' be received.

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

Note: Cr Clark voted against the motion.

11. URGENT BUSINESS

Nil.

12. COUNCIL IN PUBLIC EXCLUDED SESSION

Moved Cr Clark, seconded Cr Kett and **RESOLVED** 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 Council held on 26 July 2022r*
- (b) *Receiving of minutes of the Public Excluded Session of the Infrastructural Services Committee held on 2 August 2022*
- (c) *Receiving of minutes of the Public Excluded Session of Performance, Policy and Partnerships Committee held on 9 August 2022*
- (d) *Chief Executive's KPI's 2022 - 2023*

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution
(a) Confirmation of minutes of the Public Excluded Session of Council held on 26 July 2022	Section 7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	Section 48(1)(a) That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7
(b) Receiving of minutes of the Public Excluded Session of the Infrastructural Services Committee held on 2 August 2022	Section 7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	Section 48(1)(a) That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7
(c) Receiving of minutes of the Public Excluded Session of Performance, Policy and Partnerships Committee held on 9 August 2022	Section 7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	Section 48(1)(a) That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7
(d) Chief Executive's KPI's 2022 - 2023	Section 7(2)(a) Protect privacy of natural persons, including that of deceased natural persons	Section 48(1)(a) That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7

There being no further business, the meeting finished at 4.05 pm.

**MINUTES OF THE MEETING OF THE RISK AND ASSURANCE COMMITTEE HELD IN
THE COUNCIL CHAMBER, FIRST FLOOR, CIVIC ADMINISTRATION BUILDING,
101 ESK STREET, INVERCARGILL ON THURSDAY 25 AUGUST 2022 AT 8.30 AM**

PRESENT: Mr B Robertson (Chair)
Cr R R Amundsen
Cr A J Arnold
Cr W S Clark
Mr R Jackson
Cr D J Ludlow
Cr I R Pottinger

IN ATTENDANCE: Cr G D Lewis
Cr L F Soper
Mr N Peterson – Bluff Community Board Member
Mrs C Hadley – Chief Executive
Mr M Day – Group Manager – Finance and Assurance
Ms T Hurst – Group Manager – Customer and Environment
Mr S Gibling – Group Manager – Leisure and Recreation
Mr R McWha – Assistant Group Manager – Leisure and Recreation
Mrs P Christie – Assistant Group Manager – Finance and Assurance
Mr A Cameron – Strategic Advisor/GM – ICHL
Mr M Morris – Manager – Governance and Legal
Ms R Suter – Manager – Strategy and Policy
Mr P Patton – Manager – Quality Assurance
Ms L Knight – Manager – Strategic Communications
Mr G Caron – Digital and Communications Advisor
Ms K Braithwaite – Digital and Communications Advisor
Ms M Cassiere – Executive Governance Officer

1. **APOLOGIES**

Cr Crackett. Cr Amundsen to leave at 9.30 am.

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

2. **DECLARATION OF INTEREST**

Mr Robertson declared that there might be a risk that he would be perceived to be in a position of bias during the discussion of agenda item 7 in the Public Excluded agenda. He said that he would vacate the chair and withdraw from the room during the discussion of that item.

3. **PUBLIC FORUM**

Nil.

4. **MINUTES OF THE RISK AND ASSURANCE COMMITTEE MEETING HELD ON 14 JUNE 2022**
A3913988

Moved Mr Robertson, seconded Cr Clark and **RESOLVED** that the minutes of the Risk and Assurance Committee held on 14 June 2022 be confirmed.

5. **WORKING ON WORKING TOGETHER: RISK UPDATE REPORT**
A4015976

Mr Michael Morris spoke to the report.

In response to a query whether Council's Code of Conduct was required, it was noted that the Code of Conduct was required and that a new version was being reviewed. It was also noted that it was up to each council on how the Code of Conduct was adopted.

Moved Cr Ludlow, seconded Cr Amundsen and **RESOLVED** that the Risk and Assurance Committee:

1. Receive the report titled 'Working on Working Together: Risk Update Report.

6. **2021/2022 PERFORMANCE REPORT – QUARTER FOUR**
A4009419

Ms Rhiannon Suter spoke to the report and provided a summary on the service performance and financial performance areas of focus.

In response to queries around the Waste Minimisation Management Plan (WMMP) and non-compliance of the WMMP to the Waste Minimisation Act, it was noted that the Waste Advisory Group met in April 2022 and that a report would be brought back at the next Infrastructural Services Committee meeting.

In response to a query on the methodology around satisfaction KPI, it was noted that the methodology was a change from how the surveys were conducted and the frequency of the surveys. It was also noted that the method of survey had moved from primarily telephone surveys to online surveys.

In response to a query whether the underspend in the Three Waters capital renewals programme was a red flag in terms of finishing capital projects, it was noted that staff were working with contractors to ensure there would not be any issues in the supply chain to deliver the capital projects.

In response to a query about what work had been completed and what was pending in Anderson house, it was noted that capital work had been completed and there was minor work to be completed. It was also noted that the House would be open to public after the agreement with the Trust.

Moved Mr Robertson, seconded Cr Amundsen and **RESOLVED** that the Risk and Assurance Committee:

1. Receive the report "2021/2022 Performance Report – Quarter Four".
2. Note the report to the Performance, Policy and Partnership Committee dated 9 August 2022 (A4003123) and the Fourth Quarter Performance Report (A4007209).
3. Note progress on the approach to continuous improvement of performance management and reporting.

7. **CONFIRMATION OF THE INTERNAL AUDIT PLAN**
A3997315

Mr Peter Patton spoke to the report and provided a summary of the ongoing audit work schedule. Mr Michael Day noted the Procurement review was scheduled for 2023 – 2024.

In response to a query about why the procurement review was scheduled for 2023 – 2024 and not brought forward, it was noted that, historically, Council had used Procurement Guidelines and that the new Procurement Policy had been in place for only nine to ten months. It was further noted that staff were still being trained on the new policy and it was a culture shift from an organisation's point of view, and that having a compliance reporting regime in place was important which was difficult to achieve due to resource constraints. At this stage, doing a procurement review without having any compliance reporting in place would not be money well spent.

In response to queries whether Council followed guidelines provided by the Office of Auditor General and New Zealand Government Procurement and found them useful, and whether the 2020 Delegations Register was still in action, it was noted that the Delegations Register was still in place and in practice. It was also noted that the guidelines were previously followed prior to Council's policy being used. It was further added that the council policy was more detailed and comprehensive.

Moved Mr Jackson, seconded Cr Pottinger and **RESOLVED** that the Risk and Assurance Committee:

1. Receive the report "*Confirmation of the Internal Audit Plan*".
2. Receive and endorse the draft ICC Internal Audit Plan 2022 – 2023.
3. Receive and endorse the proposed Deloitte Reviews in table 1.

8. **FINANCIAL RISKS UPDATE**
A4011039

Mrs Patricia Christie spoke to the report and provided a summary of key areas.

In response to a query whether Council's internally placed debt ceiling of \$150 million should be increased to \$200 million, it was noted that the \$150 million was not the debt ceiling but rather the assumption that Council would be at that limit in 2025 – 2026 and that the policy limits were set as a percentage of the expected borrowing going forward. It was also noted that this borrowing assumes the

inclusion of Three Waters and that work would be required to assume what borrowing would look like post Three Waters.

Note: Cr Amundsen left the meeting at 9.30 am.

In response to a query about the timelines to review the numbers which may impact rates and to also review the Long Term Plan (LTP) and Annual Plan, Ms Suter noted that with regard to Annual Plan and LTP assumptions, the volatility of environment in terms of inflation and interest rates had to be considered along with impacts of closed borders on population. She also noted that work around planning for the Annual Plan and LTP and scheduling around discussions of key projects have started taking place.

Mrs Christie noted that budget process was about to start and that going forward the teams would have to budget for three years. She also said that an update could be provided to Council on what the numbers would look like in November.

In response to a query about what would be the trigger point to review LTP, it was noted that the trigger point would be after information was provided to Council.

Moved Mr Robertson, seconded Cr Ludlow and **RESOLVED** that the Risk and Assurance Committee:

1. Receive the report 'Financial Risks Update'.
2. Note that:
 - a. At 30 June 2022, Council had \$100.8 million of debt outstanding and \$57.5 million of cash and cash investments, resulting in a Net Debt balance of \$43.3 million.
 - b. There is a minor breach recorded in the Treasury Report, Appendix 1 (A4014276) in the fixed rate hedging percentage in the 2-4 year category where Council has slightly less than the minimum 25% of fixed rate hedges. This breach is based on the debt level increasing to \$150 million as a result of future capital expenditure. This breach will not occur if the debt level doesn't increase to the forecasted level or the Council mitigate the risk with more fixed cover. It is not recommended to take the forward cover at this stage but to continue to monitor the debt levels.
 - c. The current interest rate assumption for 2022/2023 remains valid. Assumptions for future interest rates will need to be reviewed as part of 2023/2024 Annual Plan process.
 - d. Outstanding debt of all types continues to reduce.

9. **POLICY PROGRAMME UPDATE**
A4011202

Ms Rhiannon Suter spoke to the report and thanked Mr Hayden Powell for his contribution to the completion of the significant work.

Moved Cr Ludlow, seconded Mr Jackson and **RESOLVED** that the Risk and Assurance Committee:

1. Receive the report "Policy Programme Update."

2. Note the Policy Schedule (A4011782).

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

10. **STRATEGIC PROJECTS PROGRAMME UPDATE**
A3998825

Mr Michael Day and Mr Lee Butcher spoke to the report. Mr Day noted that currently there were a number of projects in flight and contracts were out for tendering or were in commitment, and that they would need to be worked through due to commercial commitments.

In response to a query about the housing renovation project, it was noted that the second part of developing new units was now ongoing.

In response to a query about when would be the decision point on whether to go ahead or not with the Civic Administration Building project be reached, it was noted that around April or May 2023, a report on options would be brought back to Council.

In response to a query about the funding received for housing stock and whether \$2 million out of the \$5.7 million was to go to the museum, it was noted that both projects were separate and that the funding received were for improvements of the housing stock.

Moved Mr Robertson, seconded Cr Pottinger and **RESOLVED**:

1. That the Risk and Assurance Committee receives the report "Strategic Projects programme Update".

11. **RISK AND ASSURANCE COMMITTEE WORK PROGRAMME FOR 2023**
A4007275

Mr Michael Day spoke to the report and noted that the forward work programme was in line with ongoing programmes.

Note: Cr Ludlow left the meeting at 9.56 am.

Moved Cr Clark, seconded Cr Pottinger and **RESOLVED** that the Risk and Assurance Committee:

1. Receive the report "Risk and Assurance Committee Work Programme for 2023".
2. Approve the 2023 Risk and Assurance Annual Work Programme.

12. **URGENT BUSINESS**

Nil.

13. **PUBLIC EXCLUDED SESSION**

Moved Mr Robertson, seconded Cr Pottinger and **RESOLVED** that the public be excluded from the following parts of the proceedings of this meeting, with the exception of Mr Dereck Ollson and Ms Jenna Hills of Audit New Zealand, namely:

- a) *Confirmation of Minutes of the Public Excluded Session of the Risk and Assurance Committee held on 14 June 2022*
- b) *Council Litigation Update*
- c) *Annual Report 2022 – Update*
- d) *2022 Annual Report Fraud Questionnaire*
- e) *Financial Risks Update*
- f) *Procurement Risk and Policy Compliance Report*
- g) *Procurement Review*
- h) *ICL Project Update*
- i) *Invercargill Central Limited Loan Update*
- j) *Shadbolt Litigation Update*

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b) Council Litigation Update	Section 6(a) The maintenance of law including the right to a fair trial Section 7(2)(g) Maintain legal professional privilege	Section 48(1)(a) That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7
c) Annual Report 2022 – Update	Section 7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and	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

industrial negotiations)

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| d) | 2022 Annual Report Fraud Questionnaire | <p>Section 7(2)(i)
Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p> | <p>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</p> |
| e) | Financial Risks Update | <p>Section 7(2)(i)
Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p> <p>Section 7(2)(a)
Protect the privacy of natural persons, including that of deceased natural persons</p> | <p>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</p> |
| f) | Procurement Risk and Policy Compliance Report | <p>Section 7(2)(b)(ii)
Would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information;</p> | <p>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</p> |
| g) | Procurement Review | <p>Section 7(2)(g)
Maintain legal professional privilege</p> | <p>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</p> |

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| h) | ICL Project Update | <p>Section 7(2)(i)
Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p> | <p>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</p> |
| i) | Invercargill Central Limited Loan Update | <p>Section 7(2)(b)
Protect information where the making available of the information</p> <p>(i) Would disclose a trade secret</p> <p>(ii) Would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.</p> <p>Section 7(2)(h)
Enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities</p> | <p>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</p> |
| j) | Shadbolt Litigation Update | <p>Section 6(a)
The maintenance of law including the right to a fair trial</p> <p>Section 7(2)(g)
Maintain legal professional privilege</p> | <p>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</p> |

There being no further business, the meeting finished at 1.30 pm.

**MINUTES OF THE MEETING OF THE BLUFF COMMUNITY BOARD HELD IN THE
BLUFF MUNICIPAL CHAMBERS, GORE STREET, BLUFF ON MONDAY 12 SEPTEMBER
2022 AT 7.00 PM**

PRESENT: Mr R Fife (Chair)
Mrs G Henderson (Deputy Chair)
Mr G Laidlaw
Mr N Peterson
Miss T Topi
Cr A J Arnold
Mrs P Coote – Advisory Member

IN ATTENDANCE: Cr L F Soper
Mr S Gibling – Group Manager – Infrastructure Operations
Mr M Morris – Manager – Governance and Legal
Mr P Nolan – Manager – Infrastructure Operations
Mr L Butcher – Programme Director – Project Management Office
Ms C Rain – Manager – Parks and Recreation
Mrs N Allan – Service Centre Manager

The meeting opened with a karakia and a minute's silence to mark the passing of Her Majesty Queen Elizabeth II.

The Chair noted that masks could now be removed in the Chambers as per the directive by Government.

1. **APOLOGIES**

Nil.

2. **DECLARATION OF INTEREST**

Nil.

3. **PUBLIC FORUM**

Nil.

4. **MINUTES OF THE BLUFF COMMUNITY BOARD MEETING HELD ON
1 AUGUST 2022**

A3991495

Moved Mr Peterson, seconded Mrs Henderson and **RESOLVED** that the minutes of the Bluff Community Board held on 1 August 2022 be confirmed.

5. **BLUFF BOAT RAMP FACILITIES UPGRADE - STAGE 1 UPDATE**
A3995845

Mr Lee Butcher spoke to the report.

Moved Mr Peterson, seconded Mr Laidlaw:

1. That the Bluff Community Board receives the quarterly report "Bluff Boat Ramp Facilities Upgrade – Stage 1 Update".

Mr Butcher provided an update and noted that designs for the floating pontoon had been received. Copies of the designs were distributed among the members and Mr Butcher took the meeting through the design options and said that the costs would be within budget.

Mr Butcher noted that he would bring back the costs and preferred design to the next meeting in November 2022.

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

6. **REPORT OF THE BLUFF PUBLICITY / PROMOTIONS OFFICER**
A4059662

The Chair noted that Mr Lindsay Beer would be an apology and provided a brief summary of the report.

Moved Mr Fife, seconded Mrs Henderson:

1. That the Bluff Community Board receive the report "Report of the Bluff Publicity/Promotions Officer".

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

7. **BLUFF ACTION SHEET**
A4020067

Mr Steve Gibling, Mr Peter Nolan and Ms Caroline Rain spoke to the report.

Mr Peter Nolan spoke about the tour of inspection taken around Bluff, and noted that previous action items were being closed off while new action items added.

Discussion took place around the tour of inspection and noted that it was a positive start, and that it would be conducted on a monthly basis.

The Chair noted that any major work conducted around Bluff should be communicated through the Community Board so that the Community Board's social media page could be updated with the information.

It was noted that a ditch had opened on the road to the rowing club and that it may be a hazard. Ms Caroline Rain was invited to respond and she said she would look into it and see whether it was part of ICC or Environment Southland.

Ms Rain said that an onsite workshop was being planned to discuss the issues and potential alternatives around restriction of access to the beach from Stirling Point. She also spoke about the Bluff Foreshore Subdivision and noted that ownerships had been lined up.

It was highlighted that the sign about the closure of Foreshore Road indicated that the Bluff Maritime Museum was also closed and that it was incorrect. The museum was located at the start of Foreshore Road and the sign needed to be corrected.

A query was raised about the work on the Bluff War Memorial and it was noted that it was being looked into and that an update would be provided.

Moved Mr Peterson, seconded Mr Laidlaw that the Bluff Community Board:

1. Receive the report "Bluff Action Sheet".

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

8. **CHAIRPERSON'S REPORT – VERBAL**

Moved Mrs Henderson, seconded Mr Peterson that the Bluff Community Board:

1. Receive the verbal report "Chairperson's Report".

The Chair provided an update around the memorial service for Her Majesty the Queen. He acknowledged the work done by the Bluff Motupōhue Environmental Trust and noted that new inaugural set up would be different this time.

Mr Michael Morris was invited to provide an update on the change to the inaugural set up. Mr Morris said that the new Board would be sworn in at the Civic Theatre, which would be an evening event, and would be done in conjunction with the swearing in of the incoming councillors, representatives of the Rūnanga and the incoming Mayor. Friends and whānau would be invited for the ceremony. He said that a number of training programmes were scheduled which would be applicable for the Bluff Community Board and the inaugural meeting would be followed by a strategy day, which would provide an opportunity for Council staff to spend time with the Community Board and develop the Board's priorities for the upcoming triennium.

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

9. **URGENT BUSINESS**

Nil.

The Bluff Community Board thanked Mrs Gloria Henderson, Mr Graham Laidlaw, and Mr Noel Peterson for their contribution and for their terms in office.

There being no further business, the meeting finished at 7.50 pm.

**MINUTES OF THE INFRASTRUCTURAL SERVICES COMMITTEE MEETING HELD IN
THE COUNCIL CHAMBER, FIRST FLOOR, CIVIC ADMINISTRATION BUILDING,
101 ESK STREET, INVERCARGILL ON TUESDAY 13 SEPTEMBER 2022 AT 3.00 PM**

PRESENT: Cr I R Pottinger (Chair)
Cr A H Crackett (Deputy Chair)
Cr A J Arnold
Cr W S Clark
Cr P W Kett
Cr G D Lewis
Cr D J Ludlow
Cr M Lush
Cr N D Skelt
Cr L F Soper
Ms E Cook – Māngai – Waihōpai

IN ATTENDANCE: Mr N Peterson – Bluff Community Board Member
Mr M Day – Group Manager – Finance and Assurance
Mr S Gibling – Group Manager – Infrastructure Operations
Ms T Hurst – Group Manager – Customer and Environment
Mrs P Christie – Asst. Group Manager – Finance and Assurance
Mr R McWha – Asst. Group Manager – Leisure and Recreation
Mr A Cameron – Strategic Advisor/GM – ICHL
Mr M Morris – Manager – Governance and Legal
Ms R Suter – Manager – Strategy and Policy
Mr R Pearson – Manager – Strategic Asset Planning
Mr P Nolan – Manager – Infrastructure Operations
Ms C Rain – Manager – Parks and Recreation
Mr A Murray – Three Waters Strategic Advisor
Ms L Knight – Manager – Strategic Communications
Ms L McCoy – Asset Manager – Transport/Roading
Ms A Schuberth – Engagement Coordinator
Mr G Caron – Digital and Visual Communications Advisor
Ms M Cassiere – Executive Governance Officer

The meeting opened with a karakia and a minute's silence to mark the passing of Her Majesty Queen Elizabeth II.

1. **APOLOGIES**

His Worship the Mayor, Cr Abbott, Mrs Pania Coote, and Cr Amundsen.

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

2. **DECLARATION OF INTEREST**

Nil.

3. **PUBLIC FORUM**

3.1 **Mr Manfred Herzhoff**

The Chair noted Mr Herzhoff's apology to attend the meeting due to travel disruptions.

3.2 **Tracy Peters**

Ms Peters attended the meeting to speak about Council's Footpath Management Policy. Ms Peters spoke about the challenges in moving around the streets of Invercargill and invited elected members to spend a couple of hours with her in navigating the city streets. She also spoke about the challenges in getting on and off the road to the footpath for people in wheelchairs, that while having outdoor cafés had a lot of potential she queried how such cafés would work with cyclists.

In response to a query whether a major challenge for wheelchair users was getting out from vehicles and into establishments, Ms Peters responded in the affirmative. She said that mobility parking had to be thought out more carefully, and that it was currently not fit for purpose. In order to be able to load and off load wheelchairs, the minimum space requirement would be about seven metres for vehicle with rear loading and three metres for vehicles with side loading.

In response to a query about the various developments taking place around the city and whether Council was doing enough to interact with the disability groups in its consultation process, Ms Peters said that Council was not doing enough and that consideration had not been given when making decisions around the various developments. She said that when contracts were being discussed, the discussions would take place with the supervisors while the crew who actually worked would have a better understanding of requirements. She provided an example of a wooden ramp with a step at Esk Street and said that that she could not use the ramp. When she spoke with Council staff about the issue, she had been told that Council would revert to her in a few months. The contractor at Esk Street asked her opinion with another ramp, and after a conversation around the ramp, the problem had been solved.

In response to a query whether concerns remained with the CBD build and The Langlands Hotel, Ms Peters said that concerns still remained and said that the rain gardens posed a safety issue without any barriers around them.

In response to a query whether there was a group with whom Council could consult, Ms Peters said that CCS Disability Action should be included for consultations.

The Chair thanked Ms Peters for taking the time to attend the meeting.

3.3 **Mary O' Brien**

Ms O' Brien attended the meeting to speak about Council's Footpath Management Policy. She noted that she represented CCS Disability Action and said that 26% of the population in Southland were disabled. She took the meeting through a presentation and said that things may become much more difficult over the years as people grow old. She said that they supported the idea of café licensing with proviso around having a safe and continuous accessible path of travel along building frontage. She further said that CCS would be happy to support Council on working with disabled communities. She spoke about mobility parks and said that about 30 to 50 percent were being misused and asked that street accessibility audits be conducted to prioritise improvements.

In response to queries whether the use of a better range of mobility vehicles and the increased number of mobility vehicles contributed to spaces being insufficient for use, Ms O'Brien responded in the affirmative.

In response to a query whether there were more disabled people who drove instead of traveling as passengers, Ms O'Brien replied in the affirmative.

In response to a query whether there were any parks in Invercargill, which could be used as an example of doing mobility parking right, it was noted that Queens Park was doing it right.

The Chair thanked Ms O' Brien for taking the time to attend the meeting.

Note: Cr Clark left the meeting at 3.28 pm.

3.4 **Carolyn Weston**

Mrs Weston attended the meeting to speak about Council's Footpath Management Policy. She spoke about access along the footpath for blind people and that they used both guide dogs and white canes to move about. She said that people with white canes needed something to help orientate themselves and most people had been taught to use shop fronts to help with orientation. She said that shared footpaths could be dangerous for blind people and provided an example of outside cafés in Canada that had fences around the seating areas. She said that a tactile indicator line in the middle of paths would be helpful for blind people.

In response to a query whether something should be placed in those venues that utilised recessed areas, which were located, back from the natural area of the footpath, Mrs Weston said that the recessed area in the back was all right however, something in the front should be placed as well.

The Chair thanked Mrs Weston for taking the time to attend the meeting.

4. **MINUTES OF THE INFRASTRUCTURAL SERVICES COMMITTEE MEETING HELD ON 2 AUGUST 2022**
A3991497

Moved Cr Skelt, seconded Ms Cook and **RESOLVED** that the minutes of the Infrastructural Services Committee meeting held on 2 August 2022 be confirmed.

5. **PARKING CONTROL BYLAW – HEARINGS**

5.1 **Hearing 001 – Carolyn Weston – Submission 025**

In addition to her written submission, Mrs Weston spoke to the main points in her submission. She said she had spoken with taxi drivers who had expressed concerns about insufficient carparks for mobility vehicle users.

Note: Cr Clark re-joined the meeting at 3.40 pm.

Mrs Weston further said that mobility parks in airports were narrow, that there should be three mobility parking areas in Don and Esk Streets, that people with mobility issues should have easy access to footpaths, and that wheelchair users and white cane users required different types of accessibilities to remain mobile. She said that consultations should also be undertaken with blind citizens.

In response to a query whether having disability areas for drop off and pick up in Esk and Don Streets would be useful, Mrs Weston said that this would be something to be discussed with the disabled community before making a decision.

In response to a query about covered car parking for low vision people, Mrs Weston said that most blind people have a companion who could drive them or use taxis hence covered car parking was not something that was discussed.

The Chair thanked Mrs Weston for taking the time to attend the meeting.

5.2 **Hearing 002 – Carolyn Weston – Blind Citizens NZ –Submission 026**

In addition to the written submission, Mrs Weston spoke to the main points in the submission on behalf of Blind Citizens NZ. She noted that parking was important for blind people and that it was important that there was monitoring of people parking on footpaths. She said that a safe place for blind people to be able to alight from vehicles would be important and to reduce barriers to access spaces for people with different impairments.

In response to a query about what Council should do in terms of lowering barriers for accessibility to spaces around parking, Mr Weston said that parking meters were placed too far apart. He said that proper signage to show the correct location of meters would be helpful. Mrs Weston noted that some people did not know how to use the new meters and suggested that public workshops be arranged.

The Chair thanked Mrs Weston for taking the time to attend the meeting.

5.3 Hearing 003 – Terri Gibson – Submission 010

In addition to her written submission, Ms Gibson spoke to the main points in her submission. She said that she lived in Kew Road and that parking tickets were suddenly being issued. She said that she received a ticket even though she lived there, although she did have it written off. She said that most of the houses were owned by the hospital and asked whether the 90-minute signs were required. She said that nurses used the parking area for safety reasons and it became congested due to the rear doors of the hospital being closed. She suggested that a card be issued to residents who live on Kew Road. She also said that the tickets had not been issued to everyone and that such an exercise should be done fairly.

In response to a query whether the houses owned by the hospital were unoccupied most of the time, Ms Gibson responded in the affirmative.

In response to a query whether the taking away of the 90-minute signs would increase parking by non - residents, Ms Gibson said that it would not be the case.

In response to a query that as visitors to the hospital, hospital staff and residents parked on that road, who should receive priority for parking in Kew Road, Ms Gibson she did not have an issue with the nurses who generally used the parking areas.

The Chair thanked Ms Gibson for taking the time to attend the meeting

6. **HEARINGS AND DELIBERATIONS ON THE PARKING CONTROL BYLAW** A4016336

Mr Hayden Powell and Mr Russell Pearson provided a summary of the report and noted that Forth Street metering and hospital parking had received a lot of feedback.

In response to a query whether residents of Kew Road would receive exemption from parking regulations, it was noted that the Chief Executive had had a meeting with the District Health Board (DHB) to consider what the DHB were doing about it. It was also noted that the proposed option on Kew Road was to have a P180 type zone on the South side, and that North side would have all day parking. It was further noted that parking coupons were possible but would incur administrative overheads.

In response to a query whether the hospital planned to increase parking for their staff, it was noted that the hospital planned to open up the doors, which were closed during the pandemic, checking their lighting and freeing some of their parking for their staff.

In response to a query about the tickets enforced by the parking wardens along Kew Road, it was noted that an enforcement strategy would be developed which would provide guidance. It was also noted that tickets had been refunded along with apologies to the community for the enforcement along Kew Road. A query was raised about concerns on having parking free areas to benefit specific

community members, which however, may be misused by other community members, and whether an alternative method such as a permit or a card could be introduced. In response to the query, it was noted that the purpose of parking was to move cars around the city and to give people access to those businesses. There were also parking areas that allowed all day parking for employees working in the city centre. It was noted that in order to find a balance the best option would be to have time bound parking and free parking areas.

In response to a query whether police vehicles were generally exempt from parking fees, it was noted in the affirmative.

In response to queries whether car parks could be given on lease for community activation purposes and whether the costs would be too prohibitive, it was noted that if Council agreed to lease the car park then it would be possible and the costs would be appropriate.

A query was raised whether a part of parking area along the streets could be used as for outdoor café if the footpath did not provide enough space for use by the disabled community. In response to the query, it was noted that in order to provide the balance between having enough thoroughfare for the disabled community and outdoor café area, Council could consider the benefits and make a decision. This could be determined based on whether it would be for a community benefit or for commercial benefit. If it would be for a commercial benefit then Council could make the decision based on the commercial benefit and if the Bylaw permitted it.

In response to a query about inclusion of e-bike cycle parks in the plan, it was noted that there were two current projects around lock-up e-bike cycle parks. The Invercargill City Limited project for inner city development would provide spaces for lock-up e-bike cycle parks and Council had the opportunity with some eco - funding to build lock-up cycle parks and was in negotiation with H & J Smiths to build it inside their car park.

In response to a query about the choice of P90 instead of P120 as option two at Forth Street, it was noted 90 minutes would a logical timeframe to allow people to walk to the city centre and return.

Moved Cr Pottinger, seconded Cr Skelt and **RESOLVED** that the Infrastructural Services Committee:

1. Receive the report, "Hearings and Deliberations on the Parking Control Bylaw"
2. Receive the submissions made on the consultation (Agenda item 5.2) and note the summary of submissions (A4039618)
3. Agree to receive the late submission from Blair Howden (A4019793)
4. Agree to receive the late submission from Trevor Bungard (A4019795)
5. Note submitters who presented to Council;
 - a. 3.45 – 3.55pm – Carolyn Weston – submission 025
 - b. 3.55 – 4.05pm – Carolyn Weston – Blind Citizens NZ – submission 026
 - c. 4.05 – 4.15pm – Terri Gibson - submission 010

Moved Cr Soper, seconded Ms Cook that the Infrastructural Services Committee:

6. **Recommend to Council** to adopt the Parking Control Bylaw (A3991773), which incorporates **option two** for metered parking to P120 on the North side on Forth Street.

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

Moved Cr Soper, seconded Cr Clark that the Infrastructural Services Committee:

7. **Recommend to Council** to adopt the Parking Control Bylaw (A3991773), which incorporates **option two** for time-restricted parking on Kew Road and Ness Street, change of status for four parks on Kelvin Street and other minor amendments as detailed in this report.

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

Note: Crs Kett and Clark voted against the motion.

7. **DELIBERATIONS ON THE CEMETARIES AND CREMATORIUM BYLAW**
A4014517

Mr Hayden Powell and Ms Caroline Rain spoke to the report.

Moved Cr Ludlow, seconded Cr Pottinger that the Infrastructural Services Committee:

1. Receive the report, "Deliberations on the Cemeteries and Crematorium Bylaw" (A4014517).
2. Receive the submissions made on the consultation and note the summary of submissions (A4018810).
3. Note the Guidelines that are included for full visibility of the structural changes (A4014817).
4. **Recommend to Council** to adopt the Cemeteries and Crematorium Bylaw (A4018776).

In response to a query about whether any type of design for a headstone could be installed, it was noted in the affirmative, as all designs would have to meet the New Zealand standards for headstones.

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

8. **RESHAPING STREETS REGULATORY CHANGES AND TEMPORARY TRAFFIC MANAGEMENT**
A4048729

Mr Russell Pearson and Ms Lesley McCoy spoke to the report. It was noted that the report was an informative paper to highlight changes proposed by Waka Kotahi had proposed some changes. It was noted that the changes would allow for easier process for temporary street closures. It was also noted that the report highlighted the temporary traffic management process which was changing to be closely aligned to the Health and Safety Act and would require people to have a

responsible focus on the activities they do and a much stronger planning requirement to assess and decide how to manage risk.
Discussion took place around training and retaining people in the traffic management area.

Moved Ms Cook, seconded Cr Soper and **RESOLVED** that the Infrastructural Services Committee:

1. That the report "Reshaping Streets Regulatory Changes and Temporary Traffic Management" be received.
2. That the Transport team complete the consultation survey for the Ministry of Transport – Reshaping Street Regulatory Changes and submit this by 19 September 2022.

Note: The meeting adjourned at 5.01 pm.

Note: The meeting was re-convened at 5.20 pm.

9. **ACTIVITIES REPORT**
A4020029

Mr Steve Gibling spoke about the Parks and Recreation aspect and noted that there was positive engagement around the Sandy Point MasterPlan. Mr Richard McWha spoke about the Aquatic Services and noted that the visitor trend in Splash Palace was positive.

Mr John Green, Chair of City Centre Governance Group was invited to provide an update. Mr Green took the meeting through a Powerpoint presentation on Stage One and Stage Two of the City Centre upgrades.

In response to whether ram raids would be an issue and protection measures such as bollards would be required, Mr Green noted that placing bollards in front of stores, as a pre-emptive measure, would not be necessary at this point.

Discussion took place around Stage Two of the city centre development.

In response to a query whether continuity with contractors fell within Council's Procurement Policy, Mr Green replied that continuity of intellectual property embedded in people was important and that Council staff were qualified to ensure that along with ensuring that Council's Procurement Policy was fulfilled, value and competitiveness would also not be compromised.

Moved Cr Skelt, seconded Cr Soper:

1. That the Infrastructural Services Committee receives the report "Activities Report".

In response to a query about installation of speed limit markers with 100 kms signs in areas where such high speeds were not practical, it was noted that speed limit markers were installed with the current speed limits and the signs would show the correct limits when they come into force on 3 October 2022.

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

10. **FOOTPATH MANAGEMENT POLICY AND GUIDELINES**
A4023235

Mr Russell Pearson and Ms Lesley McCoy spoke to the report. It was noted that the policy and guidelines looked to introduce some documentation to give the community a better steer and better guidelines to know that the Bylaw operated. The priority would be on access and, thereafter, the use of the footpath. The plan included meeting with businesses who do not meet the guidelines and work on building a transition plan with them. Council took on an engagement approach and several members of the community had been approached for feedback.

Ms Rhiannon Suter was invited to speak on the engagement aspect and she noted that Council supported the combined disability network, which included organisations such as CCS and a range of individuals. She noted that engagement also took place with other members of the community as well.

In response to a query about the current number of cafés on the street with licenses, it was noted that a number of cafés use the footpath and most do not have current licenses.

In response to a query whether part of the requirement would be to include a barrier between the café space and the public access space for members of the low vision community, it was noted that the ideal thing to do would be to have a conversation with both parties and look at a positive approach for a solution.

In response to a query whether the policy applied just to the footpath that goes around the edge on Dee Street or other side as well, it was noted that Wachner Place was interesting as part of it was Roding and the other part was Reserve, therefore it would have to be looked at through both the policies. It was also noted that the plan for Wachner Place on the Dee Street edge was that there would be a three-metre clearance space for pedestrians while around the building and through Wachner Place the clearance would be 2.5 metres.

Moved Cr Lewis, seconded Cr Ludlow and **RESOLVED** that the Infrastructural Services Committee:

1. Receive the report "Footpath Management Policy and Guidelines".
2. Note that feedback has been received through the pre-engagement.
3. Approve the Footpath Management Policy for adoption from 1 October 2022 in the document attached (A4023449)
4. Note the Policy review date of 31 January 2024 so ongoing feedback can be considered and worked through.
5. Approve the Footpath Management Guidelines for adoption from 1 October 2022 in the document attached (A4023450).
6. Approve that the current Fees and Charges for outdoor café seating be applied to all licences and note that currently no fee is applicable for signage boards. Reviews of any and all fees will be aligned to future annual plans.

11. **UPDATE ON THE SEARCH FOR AN EMERGENCY WATER SUPPLY (AUGUST 2022)**
A4024852

Mr Alistair Murray spoke to the report. He noted that permanent monitoring equipment had been installed and water-bearing strata in which Council was interested in was overlaid by other water-bearing strata. He said that the upper levels had poor quality and there were concerns that there might be leakage from the upper levels. He further said that tests had shown that there was insufficient leakage to undermine water quality, and that some more tests were required but there was no dedicated budget for tests.

In response to queries whether the recent droughts affected the quality of tests and whether increase of water levels could affect testing, it was responded in the negative.

Note: Cr Kett left the meeting at 06.04 pm.

In response to a query whether the alternative water supply would be used as an emergency supply or as a source of ongoing supply, it was noted that further testing would give insight as to whether the source would be capable to produce on an everyday basis.

In response to a query if the source were to become a successful source, whether existing storage would suffice or new infrastructure would be required, it was noted that new infrastructure to convey water and separate pipeline would be required.

In response to a query whether extraction on a long-term basis could collapse the aquifer in a future date, it was noted that extraction would be 220 metres below ground level and while considering long term extraction on a day in day out basis, then the potential for settlement would have to be considered as well.

Note: Cr Kett re-joined the meeting at 6.10 pm.

In response to a query whether the current pipeline had surplus capacity to meet higher demands in Bluff area, it was responded in the negative.

Moved Cr Soper, seconded Ms Cook and **RESOLVED** that the Infrastructural Services Committee:

1. Receives this report "Update on the Search for an Emergency Water Supply (August 2022)".

12. **ROAD STOPPING AND DISPOSAL OF STOPPED ROAD – LAGAN STREET**
A4023191

Mr Russell Pearson spoke to the report.

Cr Clark noted that all councillors had received an email from a member of the public who had raised two issues. The first issue was about the safety of the land as it was over an old Bluff landfill right on the edge of an old quarry, and whether Council would be liable if the land was sold off and there were subsequent issues. The second issue was that at the meeting of 7 December 2020, Council

had passed an undertaking that the parcel of land would go to market, and not be offered to the adjoining property owners.

Mr Pearson noted that Council could stop the road and then decide what to do about it. He noted that there were no issues with the adjacent property sale and that if it was sold to somebody then it would be buyer beware. He further noted that the legislation allowed the stopped road to be sold to the adjacent property owner, and part of that would ensure that the process of disposal met a fair price.

Note: Cr Lush declared a conflict and removed himself from the discussion.

Note: Ms Cook declared that she had not received the information, which councillors had received, and declared her unhappiness about the situation.

Note: Cr Lush left the meeting at 6.15 pm.

Note: The Chair said that he was unsure about the Privacy Act in sharing emails sent by a member of the public.

Note: Cr Lush re-joined the meeting at 6.18 pm.

In response to a query about the importance of resolving the issue today, it was noted that the road could be stopped now and the decision on what to do with it could be taken later.

Discussion took place to stop the road and a report to be brought back to the new Council to decide on the disposal of the land.

Note: Crs Kett and Arnold left the meeting at 6.21 pm.

Moved Cr Soper, seconded Ms Cook and **RESOLVED** that the Infrastructural Services Committee:

1. Receives the report "Road Stopping and Disposal of Stopped Road – Lagan Street".

Recommends to Council that:

2. Pursuant to Sections 116 and 117 of the Public Works Act 1981, Council authorises the stopping of the subject portion of the road.
3. That the Chief Executive be given delegated authority to bring the disposal of the land back to the appropriate meeting post-election date.

13. **STOPPING OF ROAD – BLUFF HIGHWAY, GREENHILLS**
A4023259

Mr Russell Pearson spoke to the report.

In response to a query whether the road was owned by Council, it was noted in the affirmative and that by stopping the road, Council can then decide on what to do next.

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

1. That the Infrastructural Services Committee receive the report “Stopping of Road – Bluff Highway, Greenhills”
2. That the Infrastructural Services Committee notes that the portion of unformed road shown in Appendix 1 is not required for roading activity.
3. That the Infrastructural Services Committee approves the commencement of the consultation to consider the stopping of that portion of unformed legal road at Bluff Highway, Greenhills measuring approximately 830m² pursuant to Section 342 of the Local Government Act 1974.

14. **CITY STREETS CLOSED CIRCUITS TELEVISION PROJECTS – PROGRESS REPORT**
A4052346

Ms Trudie Hurst spoke to the report. She said that Mr Scott Bain of SaferCity has joined as the project manager for this project.

In response to a query whether an increase of police presence was discussed, it was noted in the affirmative however, the police had noted that they had challenges with resources at the right place and at the right time.

In response to a query whether the timeframe could be accelerated, it was noted that the project could be delivered in 11 months.

In response to a query on staging of the implementation could be possible, it was noted that after the next discussion with the project manager, an answer could be provided to the question.

In response to a query about license identification technology and cameras in arterial roads, it was noted that the focus of this project was on the city centre right now and the wider areas would be part of another project after considering the costs and other aspects.

Moved Cr Skelt, seconded Cr Ludlow and **RESOLVED** that the Infrastructural Services Committee:

1. Receives the report “City Streets Closed Circuits Television Project - Progress Report”.

15. **SOLID WASTE UPDATE**
A4049121

Mr Peter Nolan spoke to the report. He noted that he had analysed the trend for the last five years and the data shows that waste had been going up however, the data for this month showed a significant increase in recycling and a reduction in waste. He noted that consultants had been engaged to review the Waste Management and Minimisation Plan (WMMP) with regard to planned progress and the consultants had provided a report. He further noted that by October, the consultants would complete a full review and provide a short-term community engagement plan. He further noted that the Ministry for the Environment (MfE) were satisfied that ICC had fulfilled its obligations for the review.

In response to a query whether Recycle South were relocating to Makarewa, it was noted that they did not want to provide ICC with further information.

In response to a query whether ICC was open to a contract with Bond for checking bins, it was noted that ICC had asked Bond to conduct a safety risk assessment and provide a process of bin inspection which could then be provided to a contractor for a feedback.

In response to queries whether the new waste structure was for the city or for the wider WasteNet group, and with whom would the consultation take place, it was noted that the structure was for both the City and the wider WasteNet group. It was also noted that the consultation would be with the Waste Management Group, who would bring it forward. It was also noted that two other councils have agreed to share costs of the resources.

Discussion took place around whether Recycle South should consult with ICC where they were relocating.

Discussion also took place around reduction of ETS through the type of waste going into landfill.

Moved Cr Soper, seconded Cr Lush and **RESOLVED** that the Infrastructural Services Committee:

1. Receive the report "Solid Waste Update".
2. Note the updated waste to landfill data.
3. Note the advice from the Ministry for the Environment (MfE) that the review and adoption of the current Waste Management and Minimisation Plan 2020-2026 does not require a further review until 2026.
4. Note that staff will assess whether a full review is required of the Waste Management and Minimisation Plan 2020-2026 subject to the Government finalising the National Waste Management Strategy.

16. **URGENT BUSINESS**

Nil.

17. **PUBLIC EXCLUDED SESSION**

Moved Cr Crackett, seconded Ms Cook and **RESOLVED** 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 Infrastructural Services Committee held on 2 August 2022*

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution
(a) Confirmation of Minutes of the Public Excluded Session of Infrastructural Services Committee held on 2 August 2022	Section 7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	Section 48(1)(a) That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7

There being no further business, the meeting finished at 6.50 pm.

Invercargill City Council

Parking Control Bylaw

2022



CONTENTS

SECTION.....	Page
1. SHORT TITLE AND COMMENCEMENT	4
2. OBJECT OF BYLAW	4
3. REPEAL	4
4. DEFINITIONS AND INTERPRETATIONS	4
5. RESOLUTIONS AND RESTRICTIONS	7
6. METERED PARKING AREAS	8
7. MOBILITY PARKING	9
8. PARKING PLACES RESERVED	9
9. BUS STOPS	9
10. METHOD OF PARKING	9
11. PAYMENT OF PARKING FEE.....	10
12. EXEMPT VEHICLES	10
13. PARKING ON PLANTED AREAS, FOOTPATHS, MEDIANS, TRAFFIC ISLANDS SERVICE LANES	11
14. STANDING VEHICLES ON ROADS.....	11
15. HEAVY MOTOR VEHICLE PARKING	11
16. OFFENCES	12
17. PENALTIES.....	12
18. DEFENCES	12
19. EXEMPTIONS	13
20. SCHEDULE ONE	14
Parking Control – Off Street Car parking.....	15

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INVERCARGILL CITY COUNCIL – PARKING CONTROL BYLAW 2022

A Bylaw of the Invercargill City Council made in pursuance of the powers of the Land Transport Act 1998 and the Local Government Act 2002.

1. SHORT TITLE AND COMMENCEMENT

- 1.1. This Bylaw shall be known as “The Invercargill City Council – Parking Control Bylaw 2022” and is made for the effective control and regulation of activities that may have an adverse effect on other users of public places or that might affect the wellbeing or enjoyment of residents.
- 1.2. This Bylaw shall come into force on 1 November 2022.

2. OBJECT OF BYLAW

- 2.1. The Bylaw is made primarily under the authority of Section 22AB of the Land Transport Act 1998 and the provisions of the Local Government Act 2002.
- 2.2. The primary purpose of this Bylaw is to control parking activities and ensure parking is enforced to protect and enhance the safety and enjoyment of the public, while providing a clear understanding of the use of roads and public walkways as well as parking restrictions.
- 2.3. For State Highway areas, this bylaw is made by the Invercargill City Council under section 22AB of the Land Transport Act 1998 pursuant to an Instrument of Delegation made by the Waka Kotahi New Zealand Transport Agency (WK) dated 30 April 2021 in respect of the Waka Kotahi’s power of control of parking and stationary vehicle offences on areas of state highways in Invercargill City district.

3. REPEAL

- 3.1 The Invercargill City Council Parking Control Bylaw 2020, is hereby repealed from the day this Bylaw comes into force.

4. DEFINITIONS AND INTERPRETATIONS

- 4.1 In this Bylaw, unless inconsistent with the context:

Act means the Land Transport Act 1998 the regulations and the rules under that Act.

Authorised Vehicle means vehicles holding an Authorised Vehicle Permit which allows them to park as Authorised Vehicle Parking.

Authorised Vehicle Parking means any road or portion of a road or any area of land or any building owned or controlled by the Council which is authorised by Council and marked to be used as a parking space and at which may include spaces where parking machines are installed and maintained or at which Authorised Vehicle Permits are issued by the Council.

Authorised Vehicle Permit means a permit granted by Council to allow the permit holder to park as an Authorised Vehicle as specified in the permit.

Class of vehicle means groupings of vehicles defined by reference to any common feature and includes -

- a) vehicles by type, description, weight, size or dimension;
- b) vehicles carrying specified classes of load by the mass, size or nature of such loads;
- c) vehicles carrying no fewer or less than a specified number of occupants;
- d) vehicles used for specified purposes;
- e) vehicles driven by specified classes of persons;
- f) carpool and shared vehicle; and
- g) vehicles displaying a permit authorised by the Territorial Authority.

Council means the Invercargill City Council and includes any officer authorised to exercise the authority of the Council.

Cycle Lane means a road laid out and marked for the exclusive use of cyclists.

Driver of a vehicle includes any person in charge of the vehicle.

Footpath means a path or way laid out or existing on any part of a road primarily designed for and used by pedestrians, and includes any part of a vehicle crossing or temporary crossing laid out or constructed over a footpath.

Heavy Motor Vehicle means a vehicle (other than a motor car that is not used, kept or available for the carriage of passengers for hire or reward) having a gross laden weight exceeding 3,500 kg.

Metered Parking Area means any road or portion of a road or any area of land or any building owned or controlled by the Council which is authorised by Council and marked to be used as a parking space and at which parking machines are installed and maintained.

Mobility Parking Area means any marked parking space on a road for the exclusive use of a disabled person who has on display in the vehicle a current approved Mobility Parking Permit that is clearly legible.

Mobility Parking Permit means a current mobility parking permit issued by Invercargill City Council or by an organisation authorised by Council.

Motor Vehicle means a vehicle drawn or propelled by mechanical power, and includes a trailer, but does not include -

- a) a pedestrian-controlled machine;
- b) or a mobility device.

No Stopping Lines means lines marked on the road in yellow dashed (typically one metre long) layout identifying where parking or stopping is prohibited at all times.

Parking means the stopping or standing of a vehicle (other than a vehicle picking up or setting down passengers in a loading zone or reserved parking area, and entitled to do so) on that portion of the road.

Parking App means an internet based application designed for the purpose of controlling and charging for the use of parking spaces in a metered parking area or authorised vehicle parking areas by measuring and showing the period of time paid for or which remains to be used, for the use of the space or for the vehicle (defined by the licence plate number) using that space.

Parking Machine means a parking meter or other device (including any stand to which the parking machine is attached including any underground or over ground monitor) installed under this Bylaw and designed for the purpose of controlling and charging for the use of parking spaces in a metered parking area.

Parking Officer means a person appointed by the Council to be a parking warden under Section 128D of the Land Transport Act 1998 or a Police Officer.

Parking Space means a space (including within a building and any area of land laid out for parking) where vehicles, or any class of vehicles may stop, stand or park.

Parking Zone means a zone within the Metered Parking Area where a payment pricing approach is defined. The Metered Parking Area may have many zones which have different charging rates.

Resolution means a publicly notified resolution of Council. A resolution will be made following consultation with affected parties. Council will determine affected parties on a case by case basis.

Road includes a reference to any part of a road within the Invercargill City Council land area (including State Highways) and includes –

- a) A street, road, or service lane, and
- b) A State Highway (parts of SH 1, 6, 92 & 98), and
- c) A beach, and
- d) A reserve area (under the Reserves Act) constructed for use as a road, and
- e) A place to which the public have access, whether as of right or not, and
- f) All bridges, culverts, ferries, and fords forming part of a road or street or a place referred to in paragraph (c), and
- g) All sites at which vehicles may be weighed for the purposes of the Land Transport Act 1998 or any other enactment or this Bylaw.

Road Margin includes any uncultivated margin of a road adjacent to but not forming part of either the roadway or the footpath (if any).

Shared Footpath / Cycleway means an area of road exclusively laid out and marked for the use of pedestrians and cyclists in a shared manner.

Sign means any name, figure, image, character, outline, spectacle, display, delineation, announcement, poster, handling, advertising device or appliance, or any other thing of a similar advertising nature.

State Highway has the same meaning as in section 5 of the Land Transport Management Act 2003.

Traffic Control Device includes any sign, signal, notice, traffic calming device or marking or road surface treatment used on a road for the purpose of traffic control.

Time Restricted Parking Area means any road or portion of a road or any area of land or any building owned or controlled by the Council which is authorised by Council and marked to be used as a time restricted parking space.

Traffic means road users of any type and includes pedestrians, vehicles and driven or ridden animals.

Territorial Authority means Invercargill City Council.

Waka Kotahi means Waka Kotahi New Zealand Transport Agency.

Urban Road means a road running through or adjacent to an area with speed limits 60 km/h or less, with or without kerb and channel and or footpaths.

Vehicle means a contrivance equipped with wheels, tracks, or revolving runners on which it moves or is moved, and includes a bicycle, motorbike, hovercraft, a skateboard, in-line skates, and roller skates, e-scooter or similar recreational wheeled devices, but does not include:

- a) A perambulator or pushchair,
- b) A shopping or sporting trundler not propelled by mechanical power,
- c) A wheelbarrow or hand-trolley,
- d) A pedestrian-controlled lawnmower,
- e) A pedestrian-controlled agricultural machine not propelled by mechanical power,
- f) An article of furniture,
- g) A wheelchair not propelled by mechanical power,
- h) Any other contrivance specified by the rules not to be a vehicle for the purposes of this definition, or
- i) Any rail vehicle.

4.2 Any undefined words, phrases or expressions used in this bylaw have the same meaning as in the Act unless the context plainly requires a different meaning.

4.3 The Interpretation Act 1999 applies to the interpretation of this bylaw.

5. RESOLUTIONS AND RESTRICTIONS

5.1. The Council by Resolution and subject to the erection of any signs by the provisions of the Land Transport Act 1998 may:

- a) Declare any piece of land, or part of a road or building owned or under control of the Council, to be a metered parking area, a time restricted parking area, a mobility parking area or an authorised vehicle parking area.
- b) Declare the number and situations of parking spaces.
- c) Prohibit a specified class or classes of vehicles from using any of the parking areas in (a) above or any specified parking spaces.
- d) Set the days and hours of operation, the maximum time allowed for parking in any type of parking area or space and restrict the hours of availability for parking in any parking area or space.
- e) Set the fees payable for the parking of vehicles in any metered parking area (or parking zone) specified in (a) above and prescribe the method of payment for

those fees either via a parking machine, parking app or other methods specified by council in its conditions for payment.

- f) regulate, control or prohibit any matter or thing generally, or for any specific classes of case, or in a particular case;
- 5.2. Council may by resolution prohibit or restrict the stopping, standing or parking of vehicles on any roads; or limit the stopping, standing or parking of vehicles on any road and vehicles of any specified class or description.
- 5.3. A person must not stop, stand or park a vehicle on any road in contravention of a prohibition, restriction or limitation made by Council.
- 5.4. No person shall repair, alter or add to a vehicle in the course of trade while the vehicle is on the road, unless necessary to enable the vehicle to be removed from the road.
- 5.5. No person may park or place any machinery, equipment, materials, waste disposal bins or freight containers on any road or public place except with the prior permission of the Council and in accordance with any conditions that may be required. This clause does not apply to containers that are used solely for the purpose of domestic refuse or recycling as authorised by the Council and placed off the roadway.
- 5.6. No person shall park any vehicle in a parking space already occupied by another vehicle except that up to three motorcycles (but no other vehicle) may occupy any parking space at the same time.

6. METERED PARKING AREAS

- 6.1. The Council may from time to time, provide for and regulate the operation, maintenance, control, protection, use or discontinuance of parking spaces, zones and change the parking machines types, functions provided by these machines.
- 6.2. Parking Machines shall be located within the metered parking areas that they are to control. Refer to *Schedule 1* for a list of metered parking areas. Metered parking will be managed via Pay by Plate methods utilising the vehicle number plate as the identifier unless the location specifically displays other instructions.
- 6.3. Payment is to be made in accordance with the instructions on the machine or via an online payment process. Parking machines will not issue a receipt. Receipts are obtainable online.
- 6.4. Where more than one motorcycle occupies a metered space it is not necessary for the payment of more than one parking fee. No such vehicle shall remain parked in the metered space past the expiry time.
- 6.5. Metered parking spaces shall be indicated by white lines painted on the road in accordance with the Land Transport Rule: Traffic Control Devices 2004.
- 6.6. Metered Parking Areas and Parking Zones shall be indicated by signs in accordance with the Land Transport Rule: Traffic Control Devices 2004.
- 6.7. Any resolution may from time to time be amended or rescinded by a further resolution of Council.

7. MOBILITY PARKING

- 7.1. The Council may reserve any part of a road as a Mobility Parking Area for use only by any disabled person as defined in Section 2 of the Disabled Persons Community Welfare Act 1975, whether that person is a passenger in, or the driver of the vehicle. Parks will be signed with the maximum period of time for use which includes any additional allowance.
- 7.2. A mobility parking permit must be prominently displayed at the front of any vehicle parked in a Mobility Parking Area in a manner which will allow the permit to be seen by a Parking Officer from outside the vehicle.
- 7.3. No person may display a Mobility Parking Permit on a vehicle if the vehicle is not being used by the permit holder.

8. PARKING PLACES RESERVED

- 8.1. The Council may reserve any part of a road as a parking space, either generally or at specified times, for use only by members of a specified class of persons (including, but not limited to, the judiciary, diplomatic corps and medical practitioners).
- 8.2. The Council may on application, including any person residing in the vicinity of a parking space, grant an Authorised Vehicle Permit to that person entitling that person the sole right to park a vehicle in that parking space during such period, and on such conditions, as the Council may determine.

9. BUS STOPS

- 9.1 Council authorises Bus Stops throughout the Invercargill District. All Authorised Bus Stops have a white and red sign to identify it is a Bus Stop.
- 9.2 Bus Stops are considered operational at all times (24 hours a day, seven days a week) unless there is specific signage on a Bus Stop stating otherwise.
- 9.3 If there are road markings associated with the Bus Stop, other vehicles are not permitted to park within the marked lines. If there is a Bus Stop sign and no road markings, then parking is not permitted within six metres before or after the sign.

10. METHOD OF PARKING

- 10.1. No person shall park any vehicle in a parking space, except as permitted by the provisions of this Bylaw.
- 10.2. No driver shall park a vehicle in a parking space so that any part of that vehicle extends beyond any line defining that parking space.
- 10.3. No driver shall park a vehicle in a direction other than that directed by signs erected to control the direction of entry to those parking spaces.
- 10.4. No person shall park a vehicle on or overhanging a footpath.

- 10.5. No driver or person in charge of any vehicle shall stop, stand or park a vehicle, outside the extremities of any parking space unless the vehicle by virtue of its size cannot be contained in one space. If that vehicle is parked, the driver or person in charge of that vehicle is liable for a parking fee for each parking space occupied or encroached on by that vehicle.
- 10.6. No person shall allow a vehicle to occupy a parking space for longer than the maximum indicated period allowed for parking in the space occupied. This requirement shall apply equally to metered parking areas, mobility parking areas, time restricted parking areas and authorised vehicle parking.
- 10.7. No driver or person in charge of any vehicle shall drive a vehicle in any parking area contrary to the direction of travel prescribed by the Council and shown by marks on the surface or other indications.
- 10.8. No driver or person in charge of any motorcycle or moped, shall park closer than 1 metre from the front and/or rear of a parking space.

11. PAYMENT OF PARKING FEE

- 11.1. The Council will prescribe a fee to be paid for use of a parking space, the driver or person in charge of the vehicle parking must pay the parking fee as soon as practicable and in the manner prescribed.
- 11.2. No person shall park any vehicle in a parking space within a metered parking area without immediately making payment of the prescribed fee by any of the payment options available to service that parking space.
- 11.3. No person shall cause a vehicle to remain in a parking space for a period longer than the maximum for that parking zone and shall not make further payment to continue to extend the period in excess of the maximum authorised period.
- 11.4. No person shall cause a vehicle to remain in an Authorised Vehicle Park where the Authorised Vehicle Permit has expired.

12. EXEMPT VEHICLES

- 12.1 The driver or person in charge of any of the following vehicles may park free of charge in any parking space:
 - a) A vehicle used as an ambulance and which is at the time being used on urgent ambulance service.
 - b) A vehicle used by the fire service for attendance at fires, and which is at the time attending a fire or responding to a fire alarm.
 - c) A vehicle used by the police service and which is at the time being used for urgent police business.
 - d) A vehicle used by a medical practitioner and at the time being used on urgent medical service.
 - e) An Invercargill City Council vehicle used by any officer engaged in work for the Council.

13. PARKING ON PLANTED AREAS, FOOTPATHS, MEDIANS, TRAFFIC ISLANDS SERVICE LANES

13.1. Subject to Clauses 13.2, no driver shall stop, stand or park a vehicle on that part of the road which is:

- a) A Service Lane or Right of Way (unless a parking space is marked by appropriate signage)
- b) A footpath; or
- c) A grass plot; or
- d) A flower bed; or
- e) Shrubbery; or
- f) In respect of an urban road only, the road margin.

13.2. A person may stop, stand, or park a vehicle in contravention of clause 13.1(b) to (f) if:

- a) The vehicle is stopped or standing on an authorised vehicle crossing and not impeding pedestrians on the footpath and any part of the vehicle does not extend over the kerb ; or
- b) Council has indicated by appropriate signage that vehicles may stop, stand or park in that location; or
- c) That person has obtained the prior written permission of the Council to stop, stand or park a vehicle in that location.
- d) A person may stop, stand or park a cycle, wheelchair, mobility device, or wheeled recreational device on a footpath, grass plot, or road margin if so doing does not endanger or unreasonably obstruct any other user of the footpath.

14. STANDING VEHICLES ON ROADS

14.1. No person is permitted to stop, stand or park a vehicle on a road in such a way that it causes an obstruction or nuisance. An obstruction can include a vehicle parked on a road when Council has advised it will be undertaking planned road maintenance works. A vehicle is deemed to be an obstruction if it is parked on a road and not moved for a period in excess of fourteen (14) continuous days.

14.2. No driver shall, without the prior written permission of the Council, park a vehicle on a road for any period exceeding three days if that vehicle has no effective motive power in or attached to it, or cannot be safely driven. For the purposes of this clause “vehicle” also includes a boat, trailer, caravan, or any other similar thing.

15. HEAVY MOTOR VEHICLE PARKING

15.1. The Council may, by means of public notification following the special consultative process of the Local Government Act 2002, prohibit heavy motor vehicles from parking on any part of a roadway.

15.2. No driver of a heavy motor vehicle shall park on that part of a roadway subject to a resolution under Clause 15.1 unless the prior written permission from Council has been obtained.

16. OFFENCES

- 16.1. Every person commits an offence against this Bylaw who:
- a) Fails to comply with restrictions or directions or requirements indicated by the lines, domes, areas, markings, parking machines, traffic signs, or other signs and notices, laid down, placed, made, or erected, in or on any road, building, or other area controlled by the Council, pursuant to any provision of this Bylaw, or any resolutions made thereunder.
 - b) Does any of the following to a parking machine:
 - i. Misuses, damages, writes on or disfigures it;
 - ii. Interferes, tampers or attempts to disfigure the working operation of it.
 - c) Fails to comply with any resolution made under this Bylaw or fails to comply with any duty, obligation or condition imposed by the Bylaw.
 - d) Parks a vehicle on any area noted in 13.1 including a grassed area or cultivated area under the control of the Council without prior written permission.
 - e) Parks on a road in front of any property in the District, where the size of the vehicle parked, or the continual nature of the parking, unreasonably prevents occupants from parking outside their property, excluding commercial vehicles parked on the road temporarily for business purposes.
 - f) Makes a false application or supplies false details in an application for parking permits.
 - g) Places a permit on a vehicle for which it was not issued.
 - h) Does any of the following in relation to parking:
 - i. Parks in any Metered Parking Area without paying the prescribed fee; or
 - ii. Parks within the Metered Parking Area for longer than the maximum permitted period; or
 - iii. Parks in excess of any other time restriction or contrary to any other parking restriction in place within the Time Restricted Parking area; or
 - iv. Parks an Authorised Vehicle without displaying and holding a current permit; or
 - v. Parks within a Mobility Parking Area without displaying a current permit; or
 - vi. Parks on area marked with "No Stopping" lines; or
 - vii. Parks on a shared footpath/cycleway
- 16.2. The Land Transport (Road User) Rule 2004 creates a number of offences in relation to stopping, standing and parking of vehicles, which for the avoidance of doubt shall apply in respect of this Bylaw in areas where the Council is the road controlling authority.
- 16.3. In addition to the Land Transport (Road User) Rule 2004, a person commits an offence who fails to comply with any Clause within this Bylaw.

17. PENALTIES

- 17.1. Unless expressly stated in other legislation or regulations, the penalty for breaching the clauses of this Bylaw are detailed in Council's Schedule of Fees and Charges.

18. DEFENCES

- 18.1. A person is not in breach of this Bylaw if that person proves that the act or omission complained of:

- a) Took place in compliance with the directions of a police officer, a parking officer or a traffic control device;
- b) Was performed by a parking officer or a parking warden and was necessary in the execution of that person's duty.

19. EXEMPTIONS

- 19.1. No restriction in this Bylaw applies to emergency vehicles being used in an emergency, including medical practitioners such as doctors, district nurses and midwives who are attending an emergency.

20. SCHEDULE ONE

The following pages contain descriptions and plans displaying the No Stopping Lines, Metered Parking Areas, Time Restricted Parking Areas, Parking Zones declared, in accordance with a resolution of the Invercargill City Council, pursuant to Clause 5 of this Bylaw.

Parking Control – Off Street Car parking	Page 15
Parking Control – Index Map	Page 16
Parking Control – No Stopping Lines	Page 17 to Page 20
Parking Control – Parking Spaces	Page 21 to Page 45

Parking Control – Off Street Car parking

Zone L – 11 Leven Street multi-level Car park

- Level 1, 3, 5, 6, 7 – Permit parking only
- Level 2, 4 – Metered parking area
- Level 8 – Time restricted parking area

Zone D – 67 Don Street Car park

- Metered parking area

Zone E – 102 - 108 Esk Street Car park

- Yellow parks – Permit parking area
- White parks - Metered parking area

Zone V – 30 Deveron Street Car park

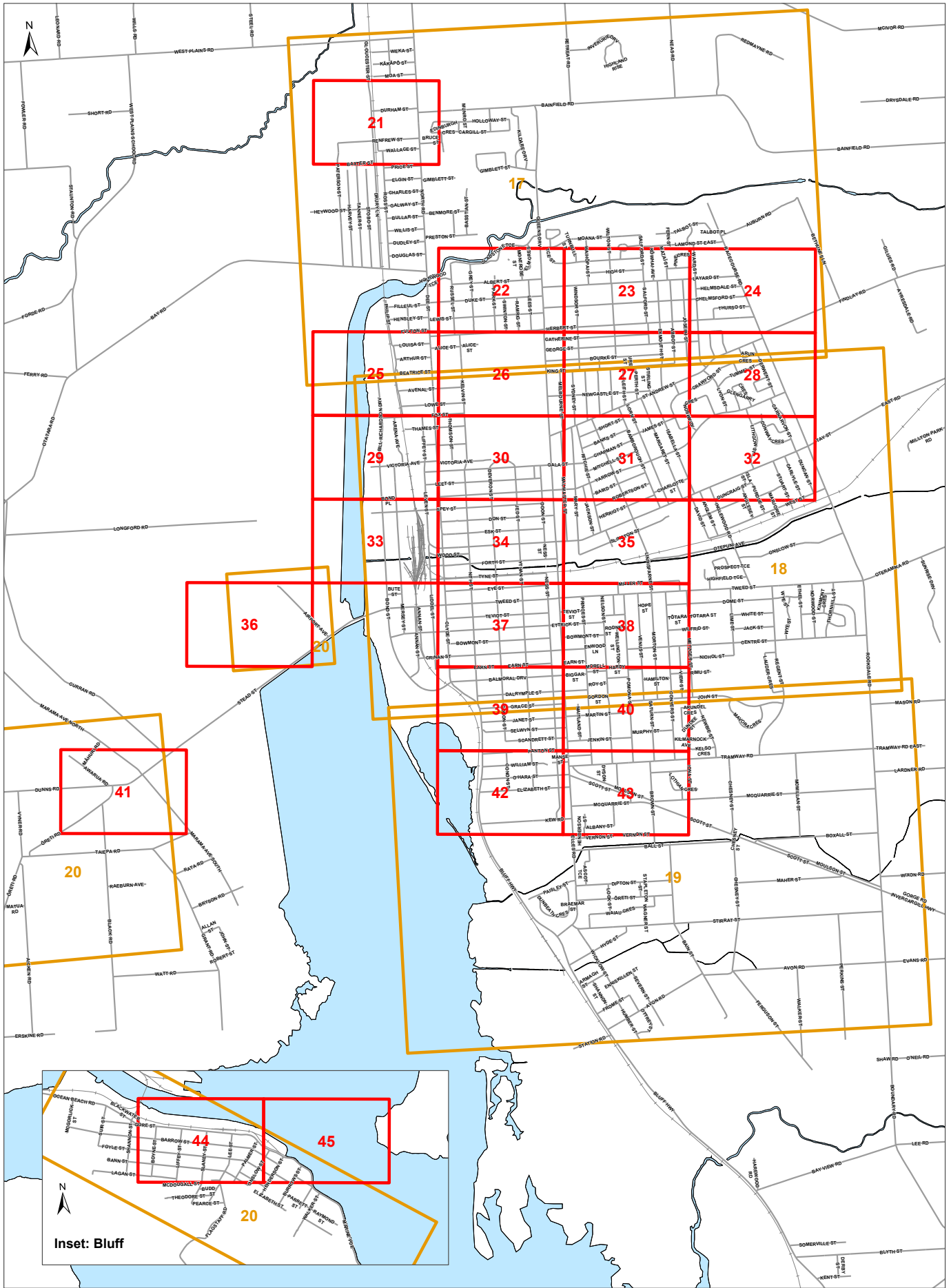
- Permit parking area

Zone G – 131 Esk Street Carpark

- Permit and Metered parking as shown in the Parking spaces map

Zone C – 19 Don Street Car park

- Metered parking area

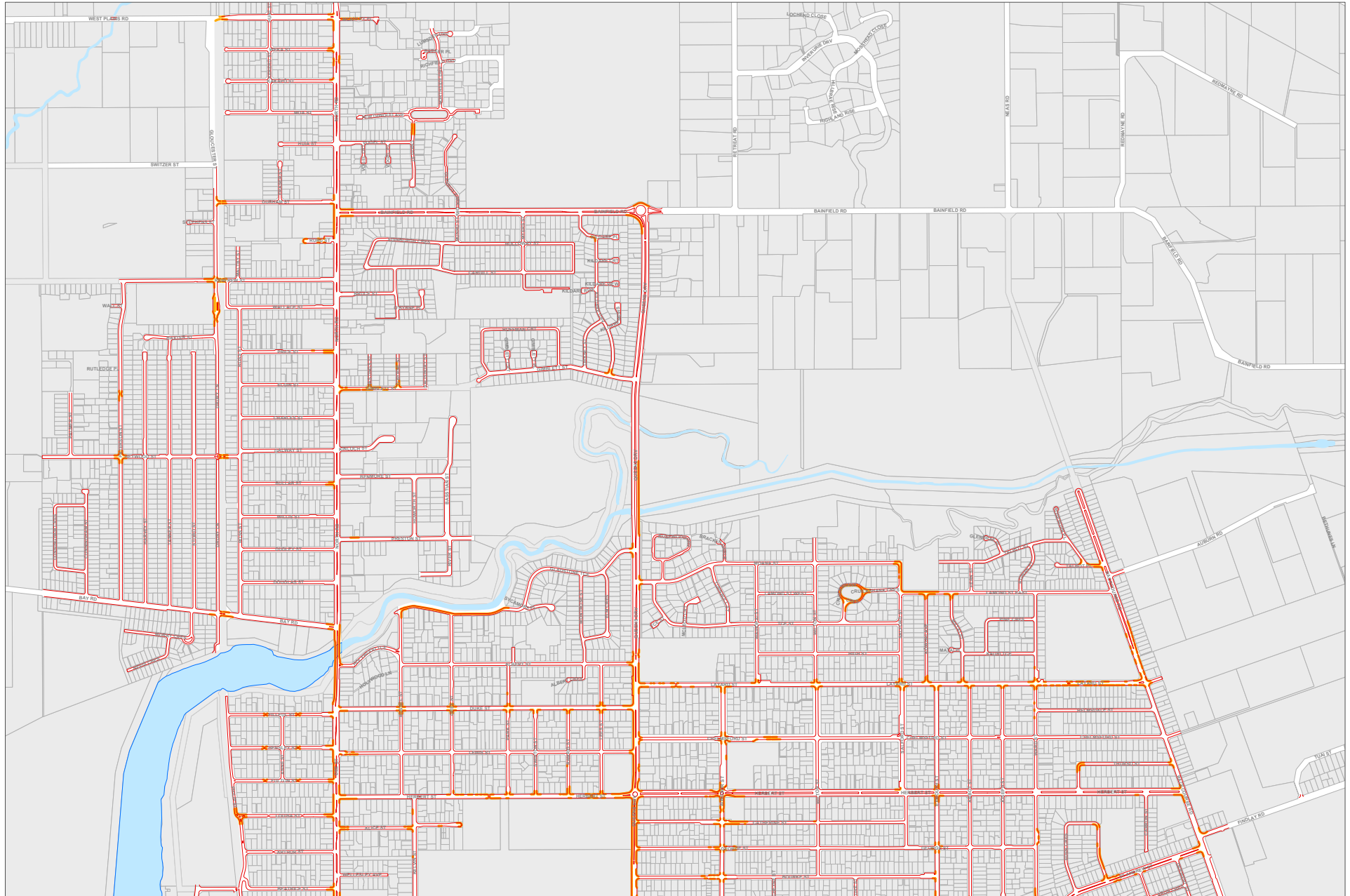


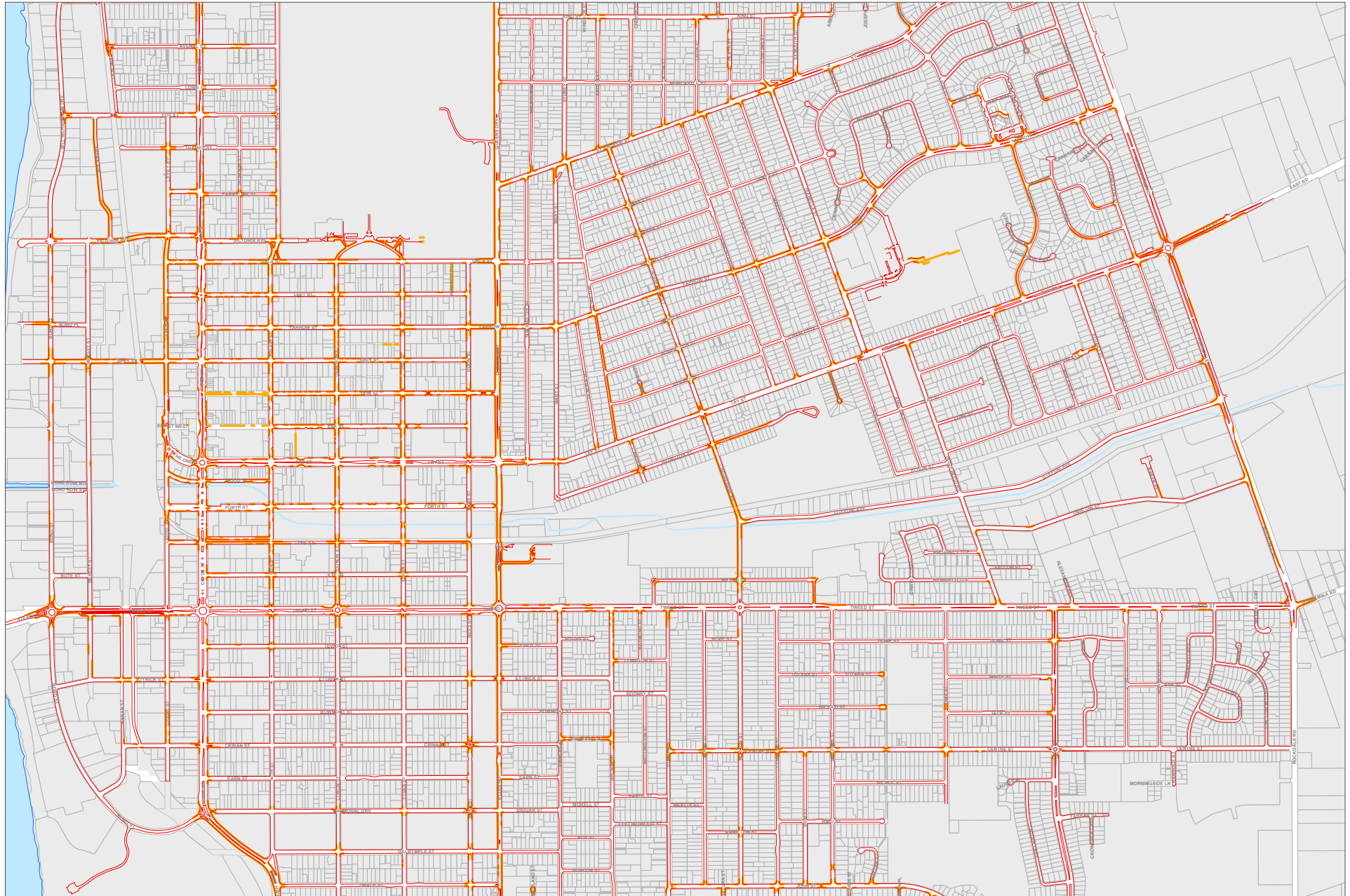
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Produced by ICC GIS: 14 September 2022

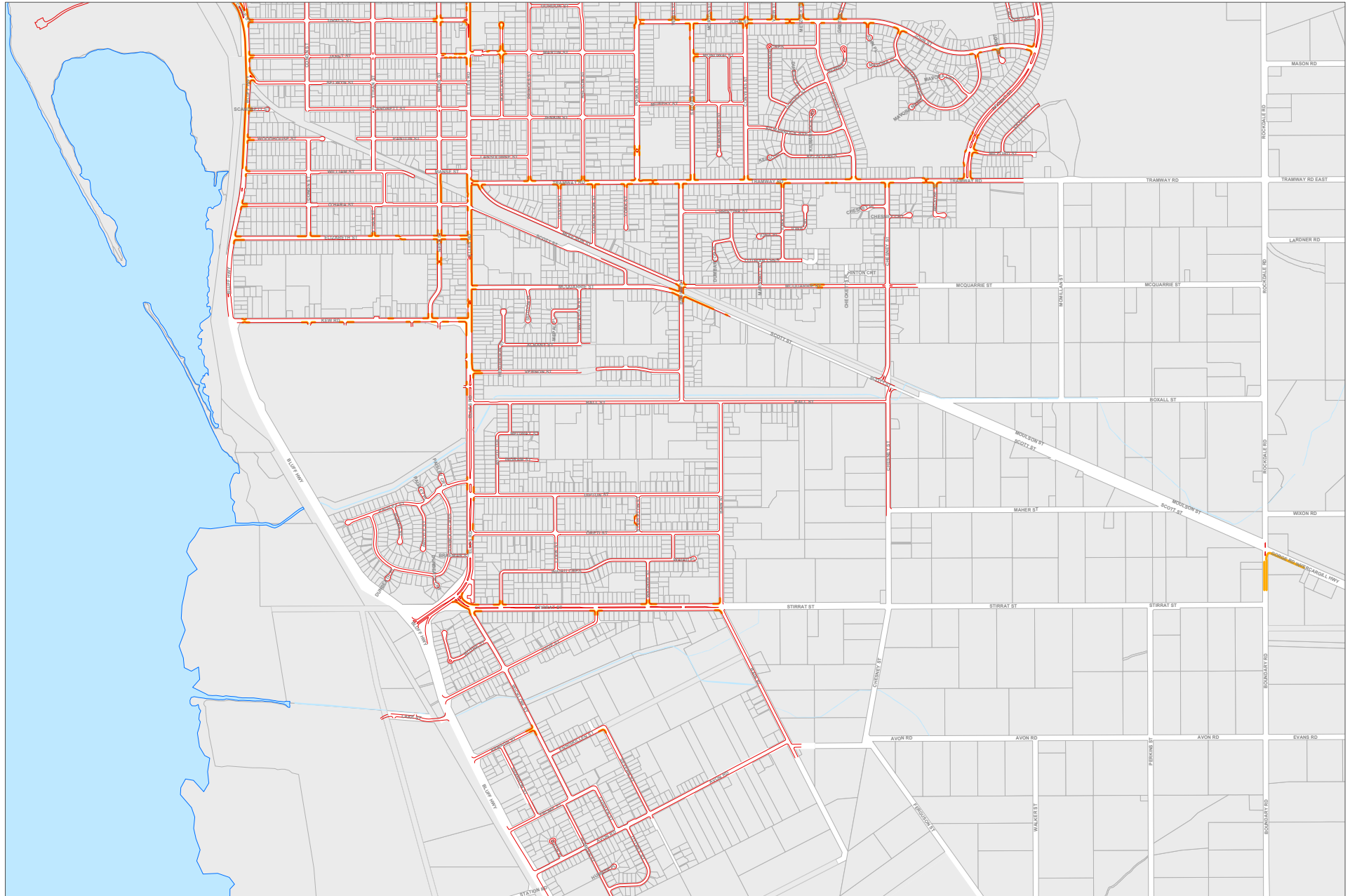
Parking Control Bylaw 2022

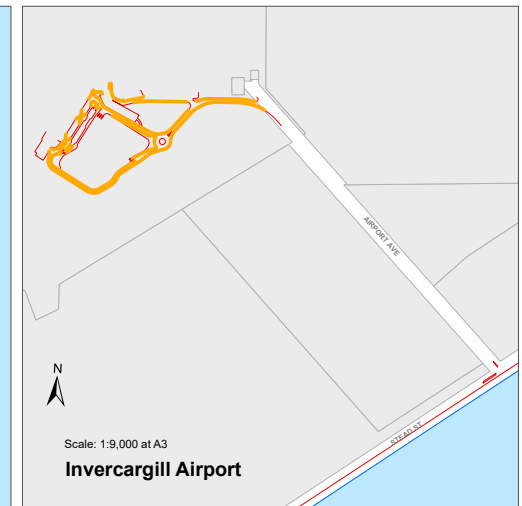
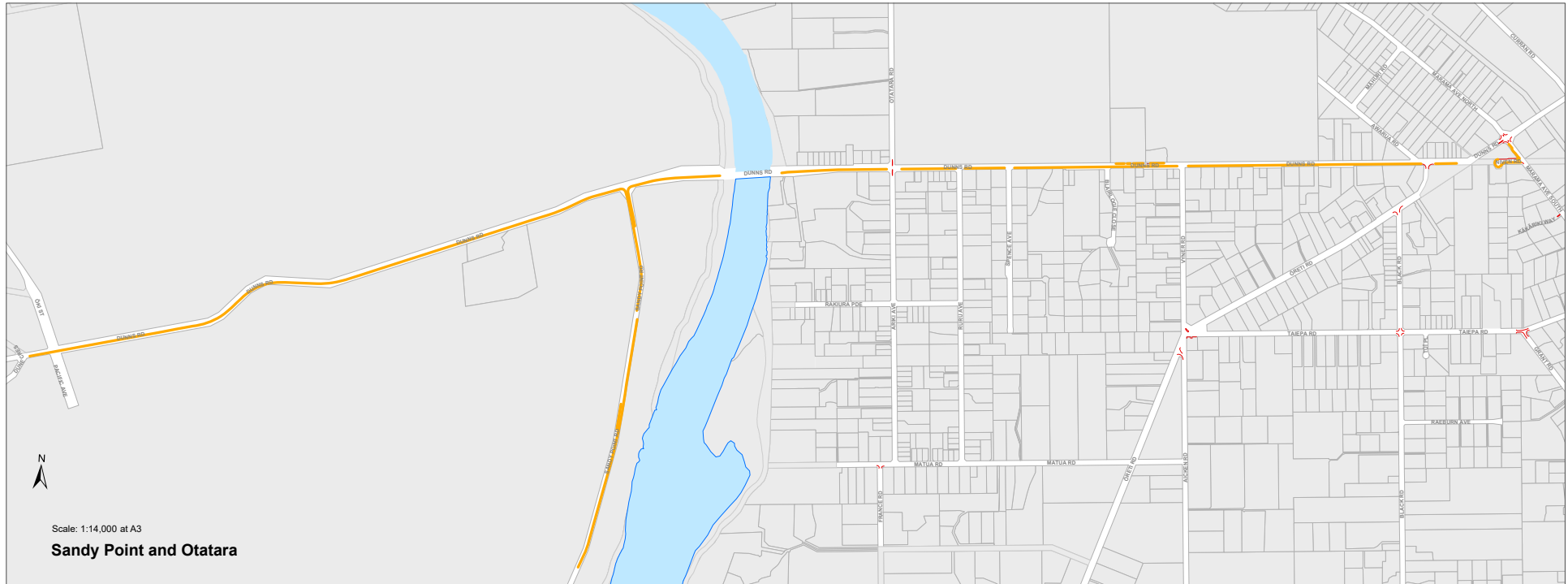
INDEX MAP

- Parking Area Page Reference
- No Stopping Lines Page Reference



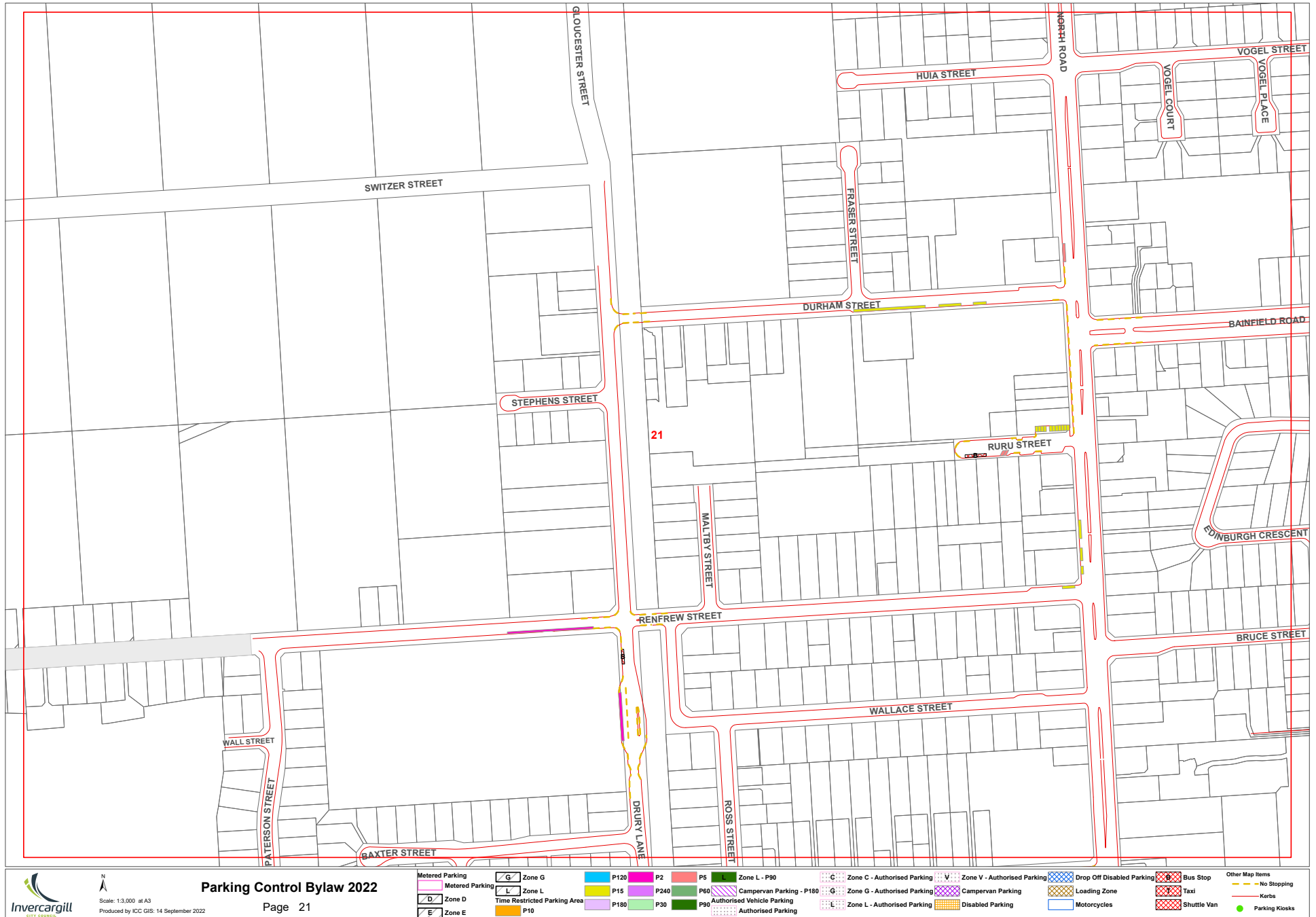


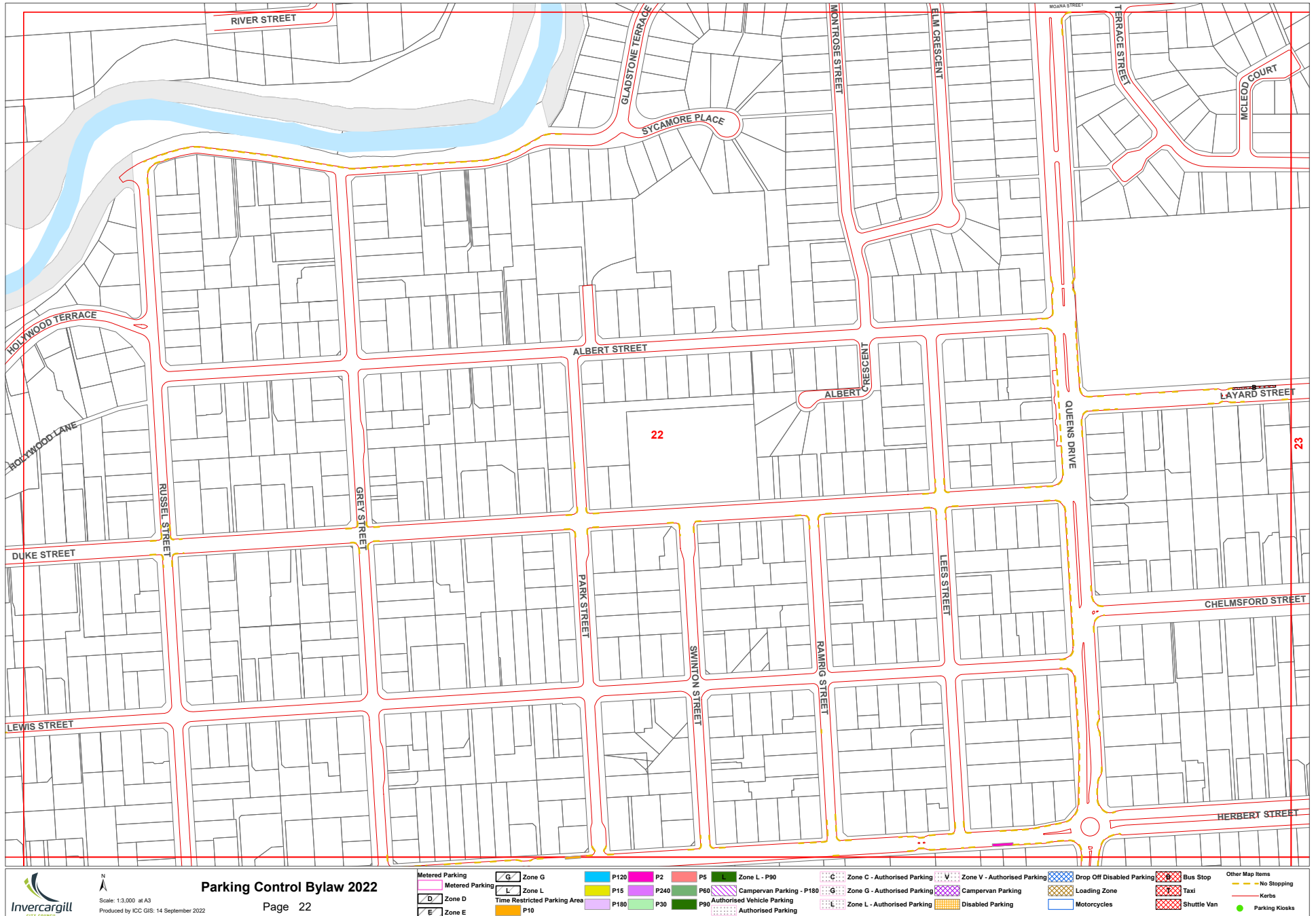




**Parking Control Bylaw July Consultation 2022
 No Stopping Lines**

- Legend**
- Kerbs
 - No Stopping
 - Property Boundary

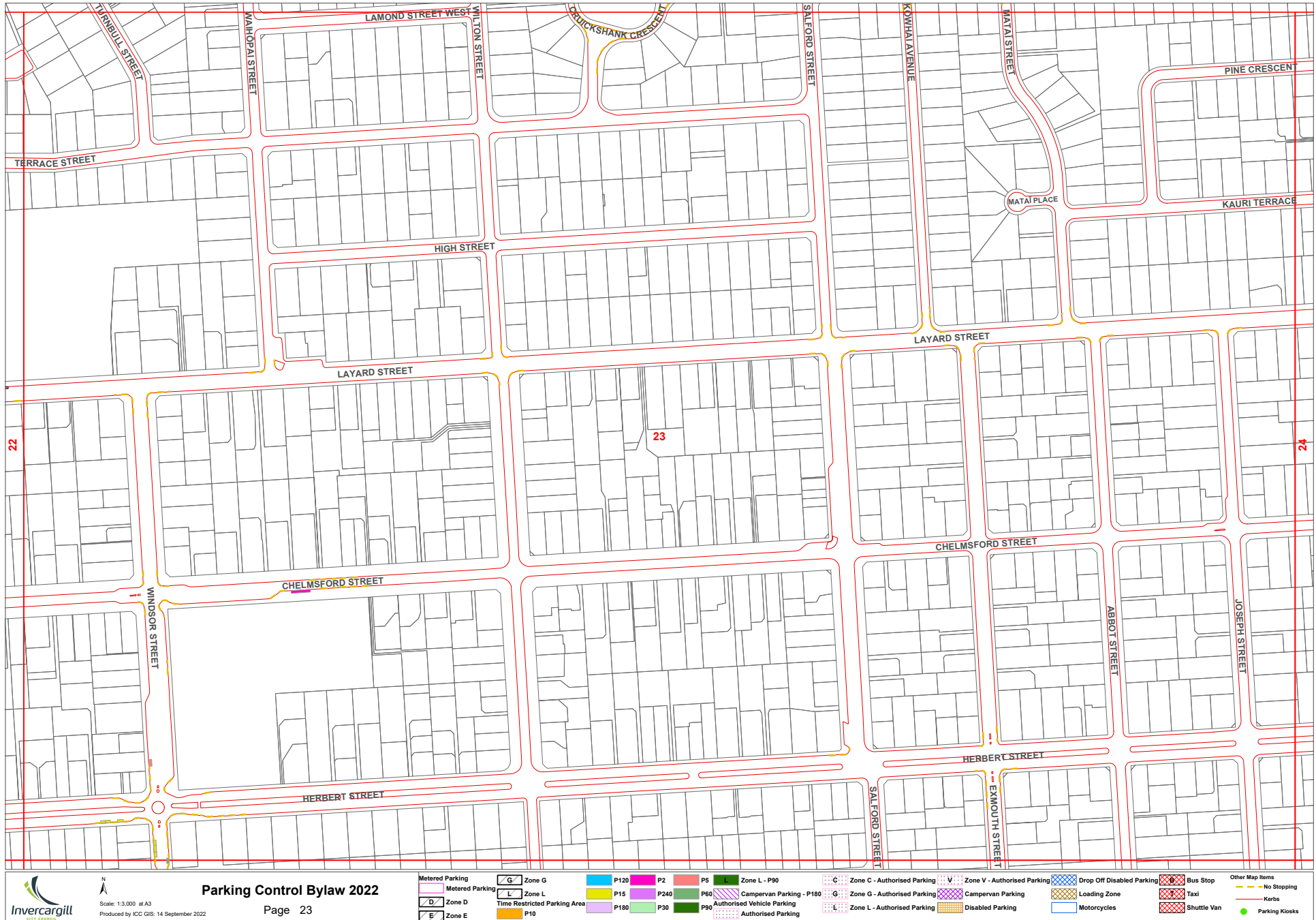


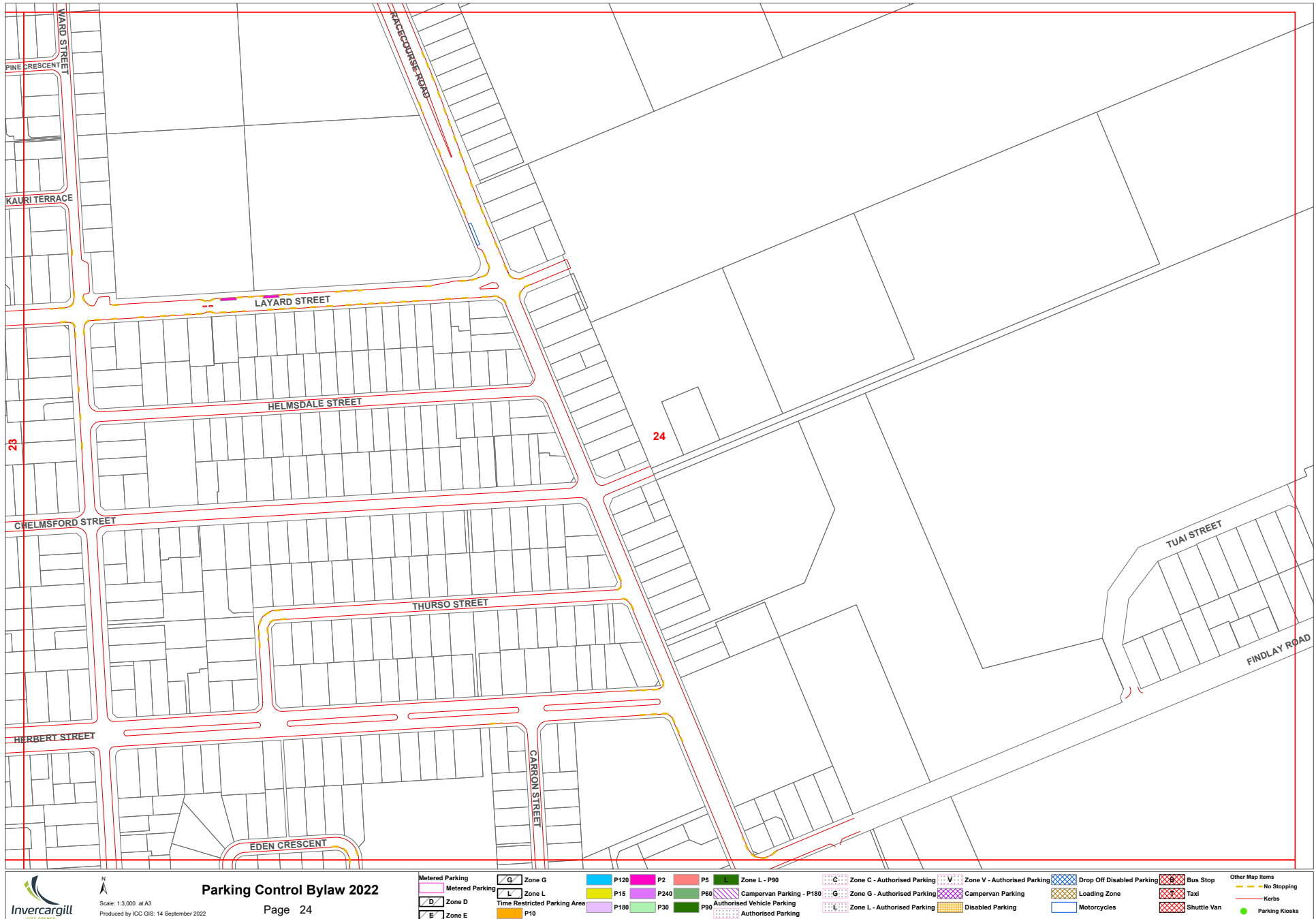


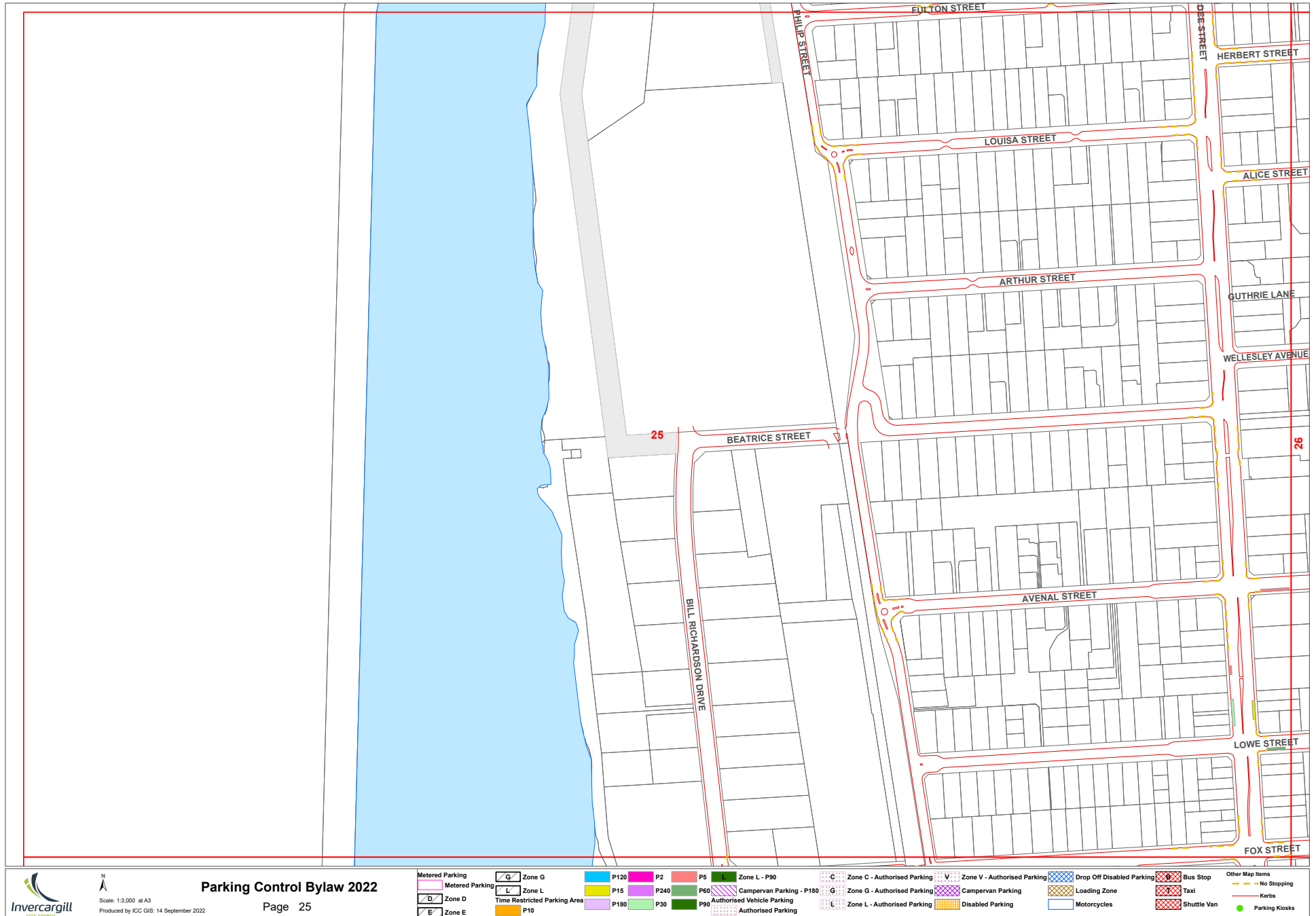
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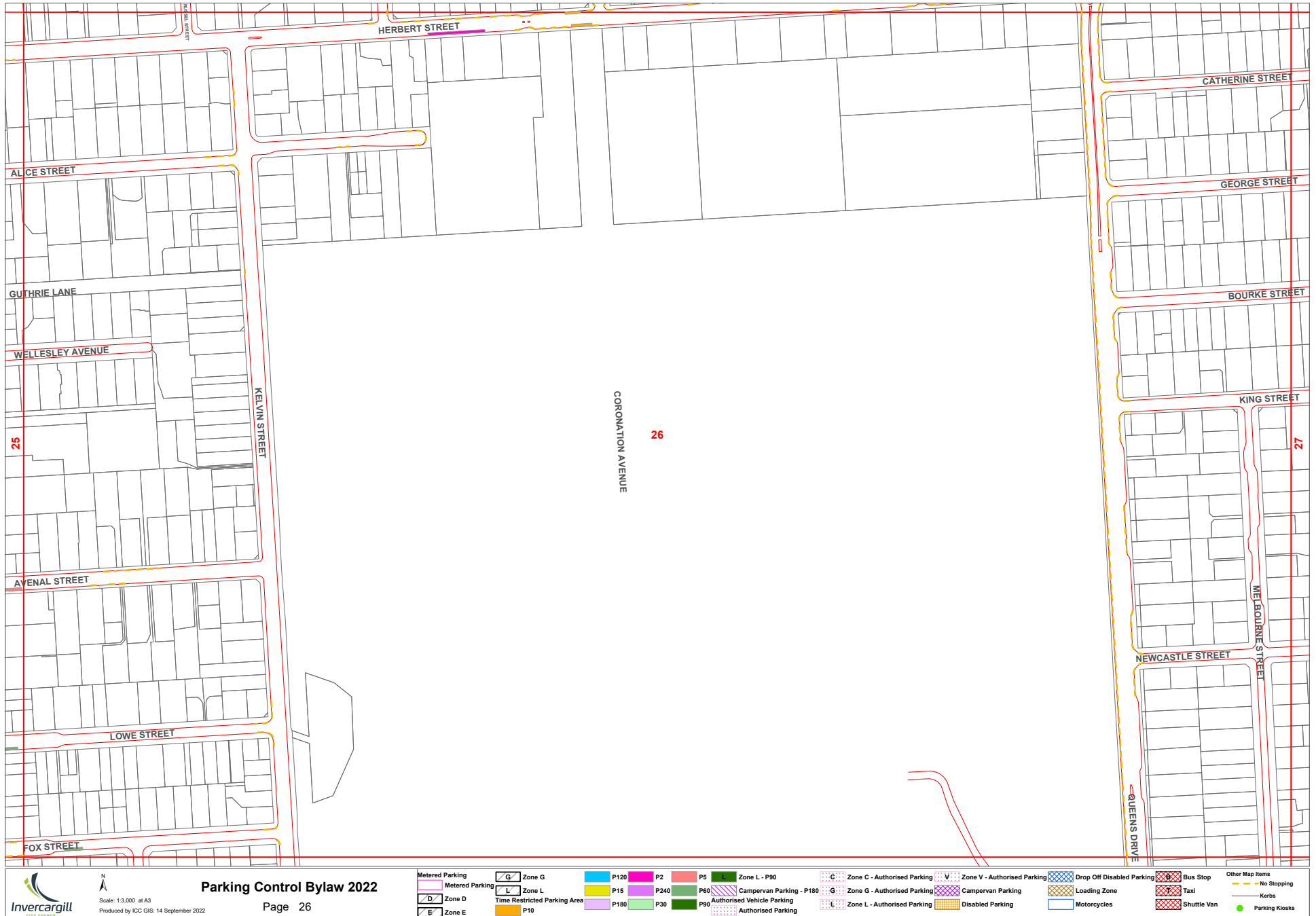
Parking Control Bylaw 2022

Metered Parking	Zone G	P120	P2	P5	Zone L - P90	Zone C - Authorised Parking	Zone V - Authorised Parking	Drop Off Disabled Parking	Bus Stop	Other Map Items
Metered Parking	Zone L	P15	P240	P6	Authorised Vehicle Parking	Zone G - Authorised Parking	Campervan Parking	Loading Zone	Taxi	No Stopping
Zone D	Time Restricted Parking Area	P180	P30	P90	Authorised Parking	Zone L - Authorised Parking	Disabled Parking	Motorcycles	Shuttle Van	Kerbs
Zone E	P10									Parking Kiosks



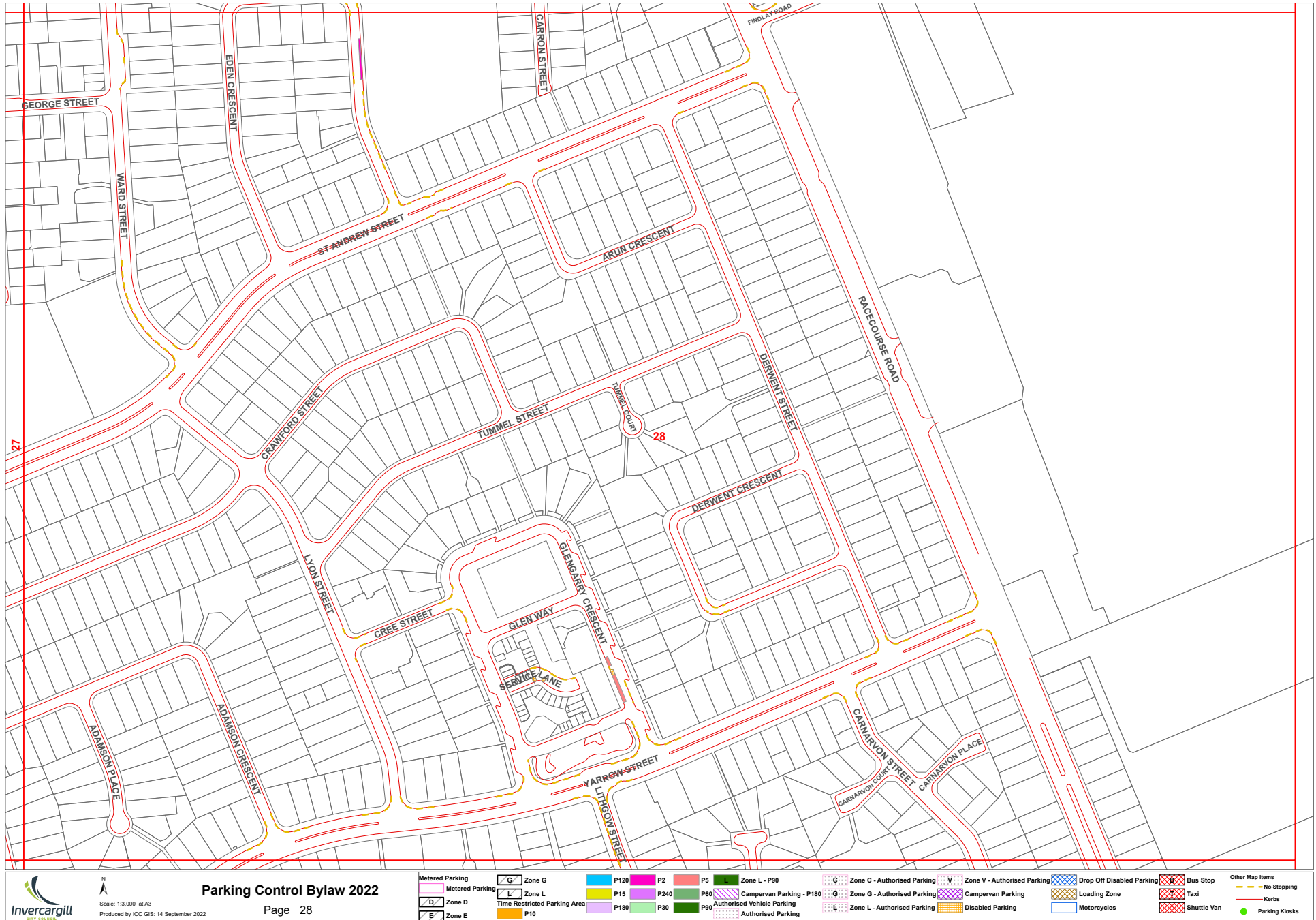


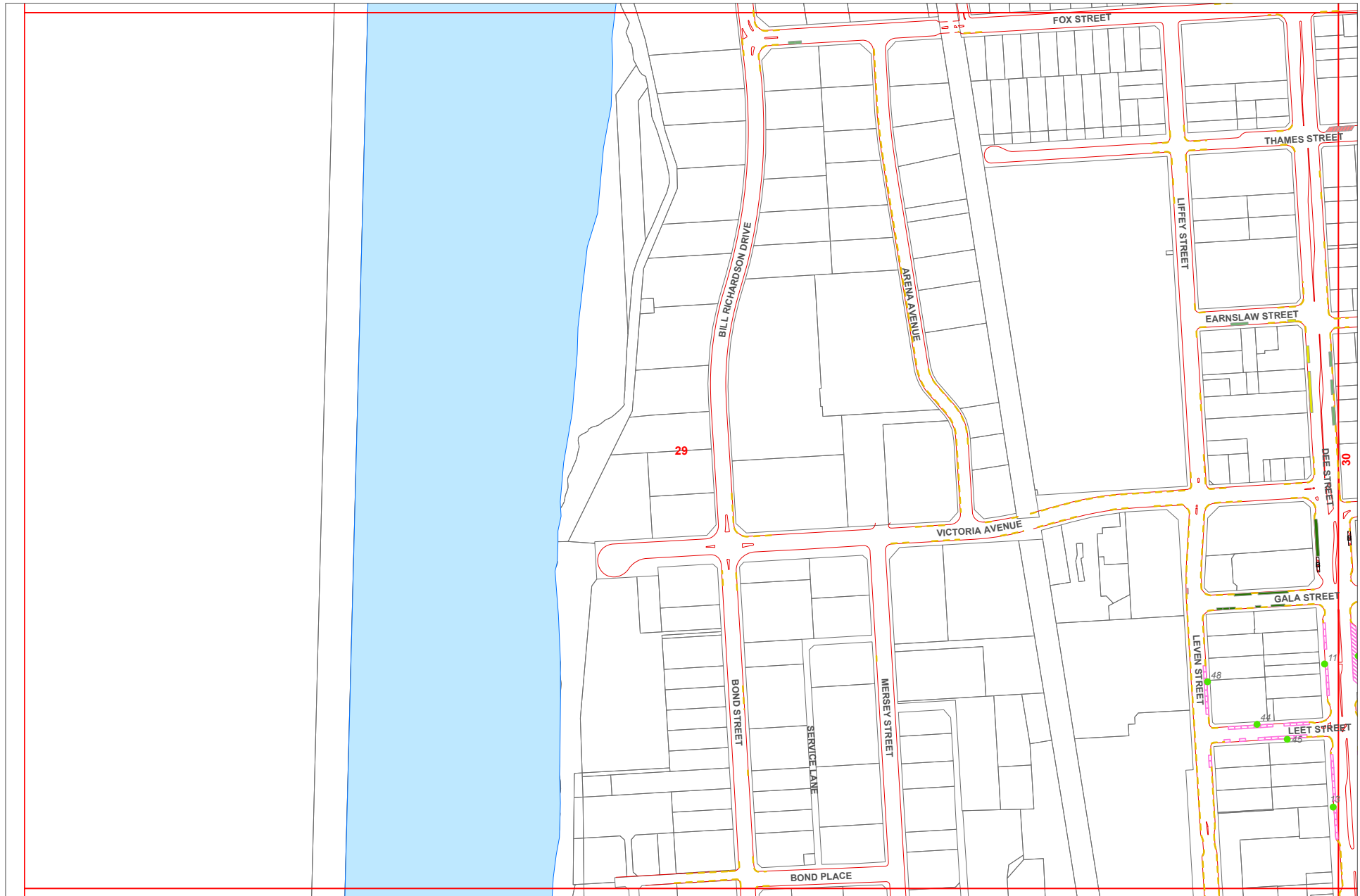




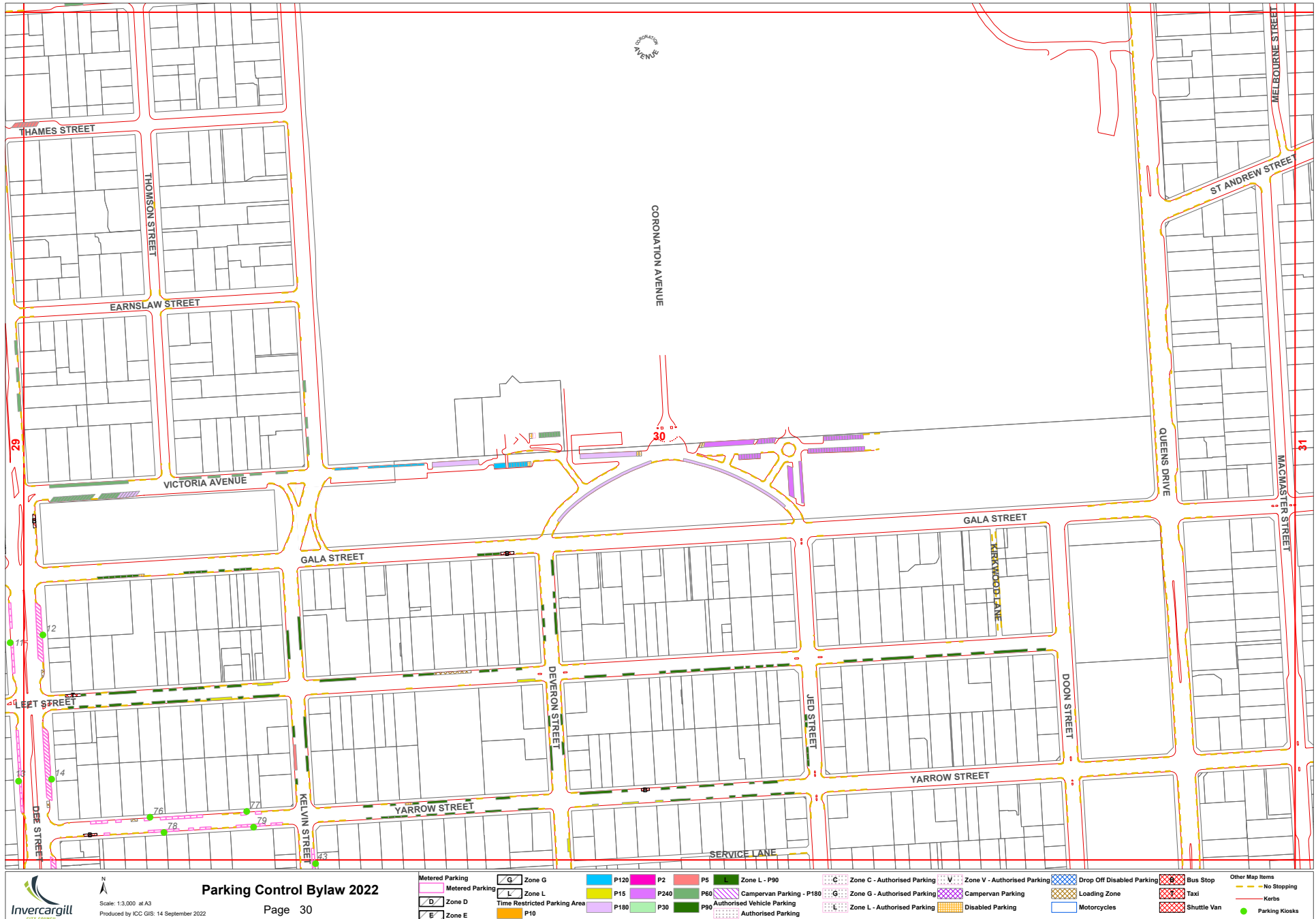


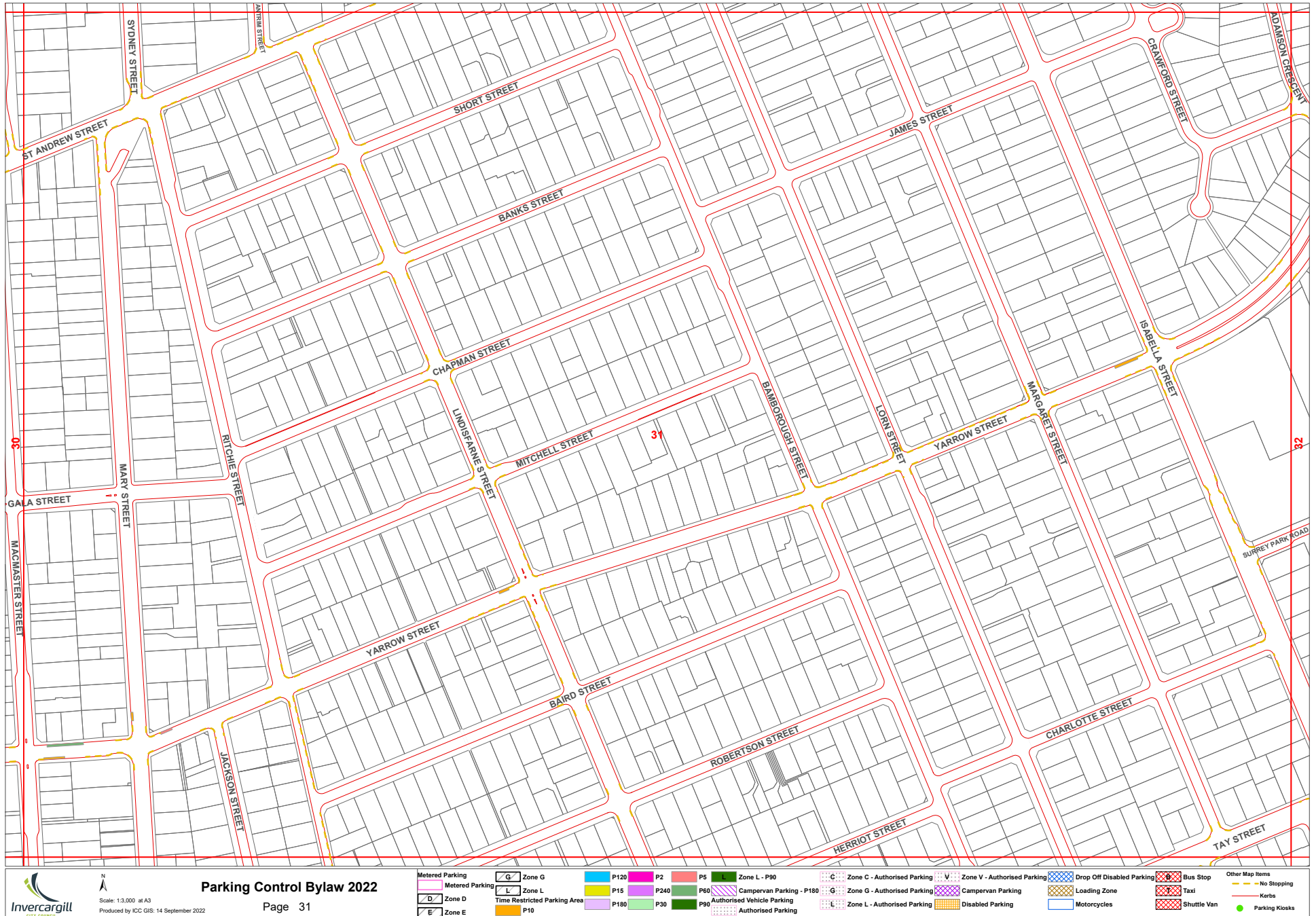
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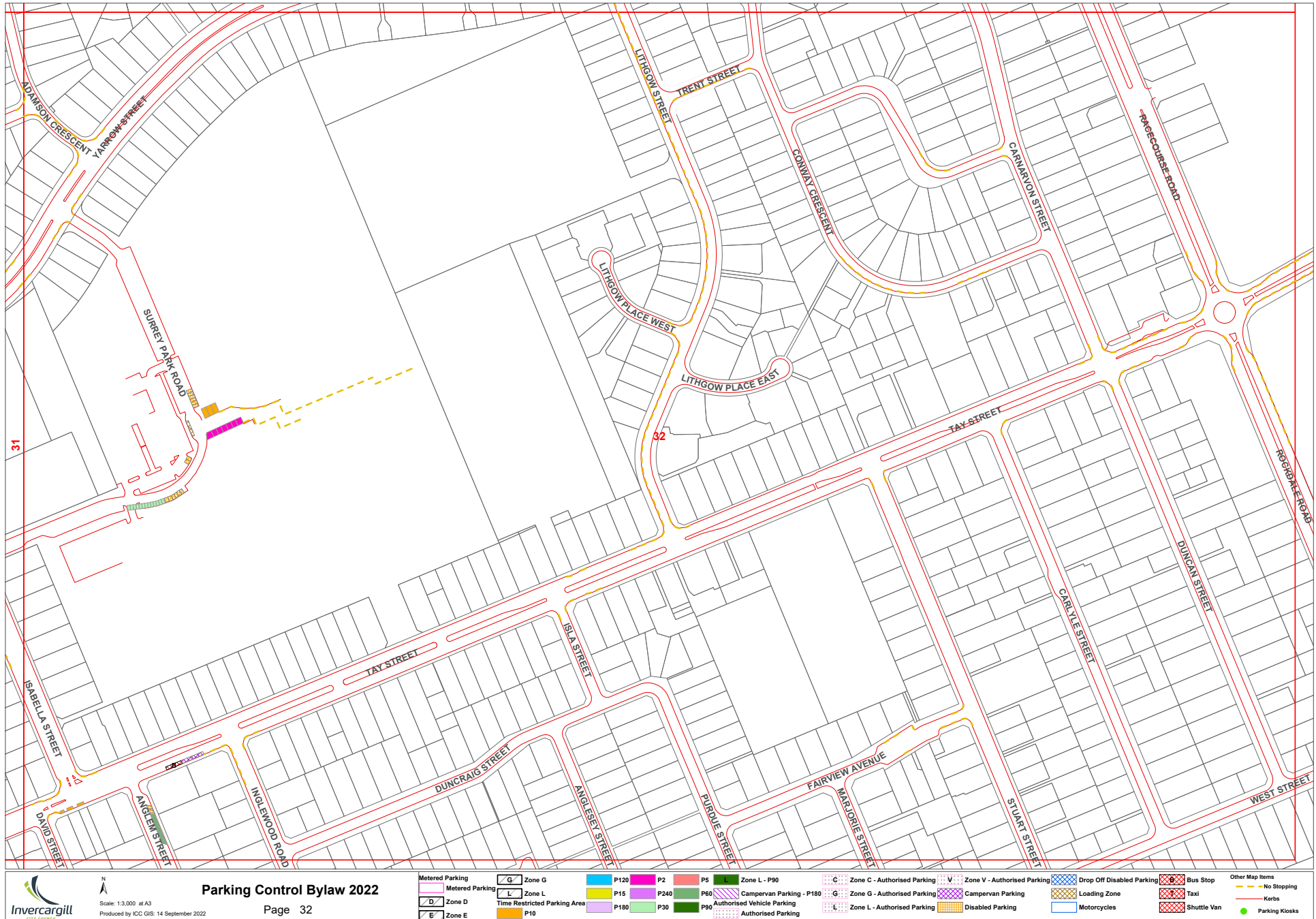


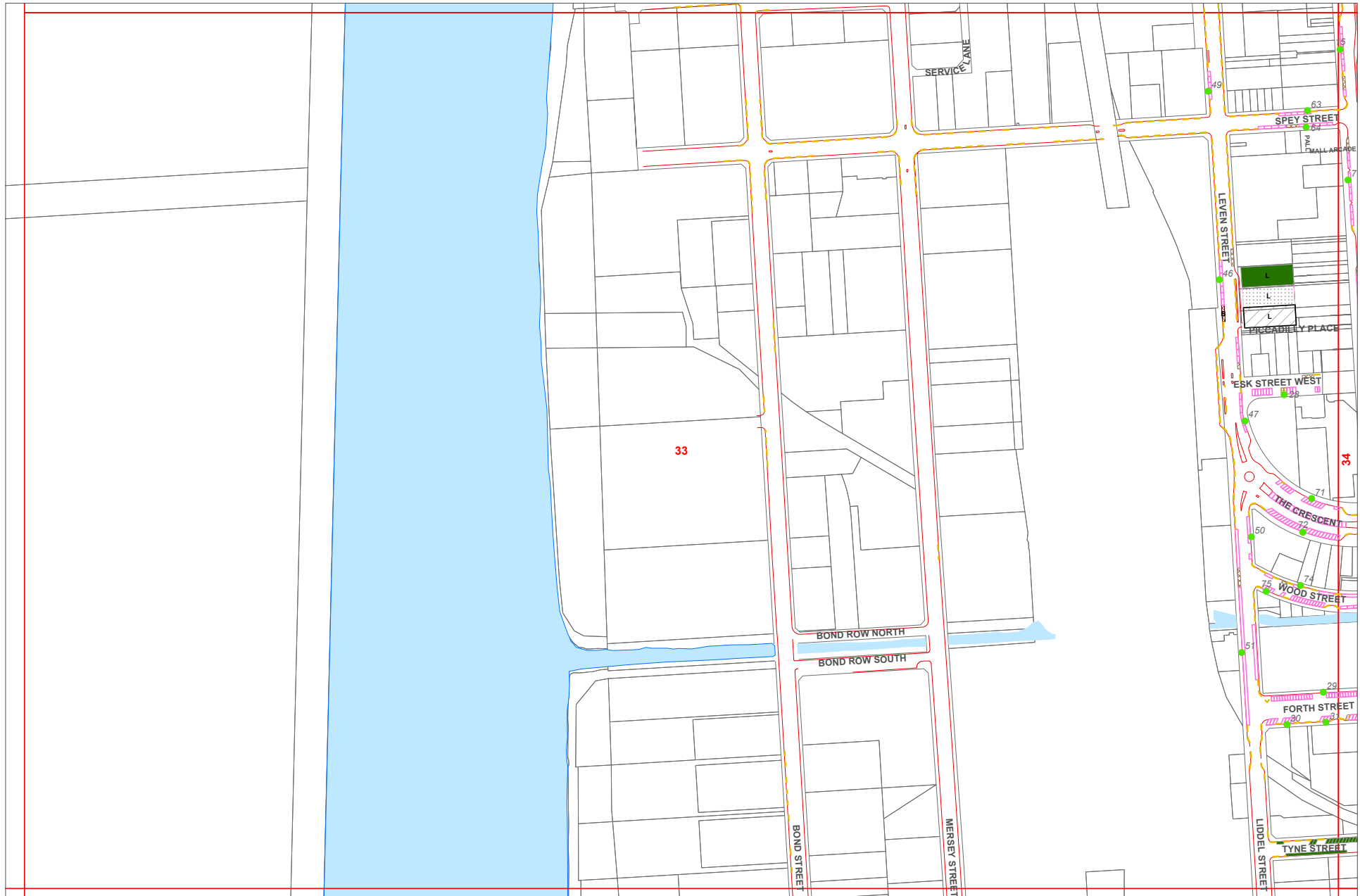


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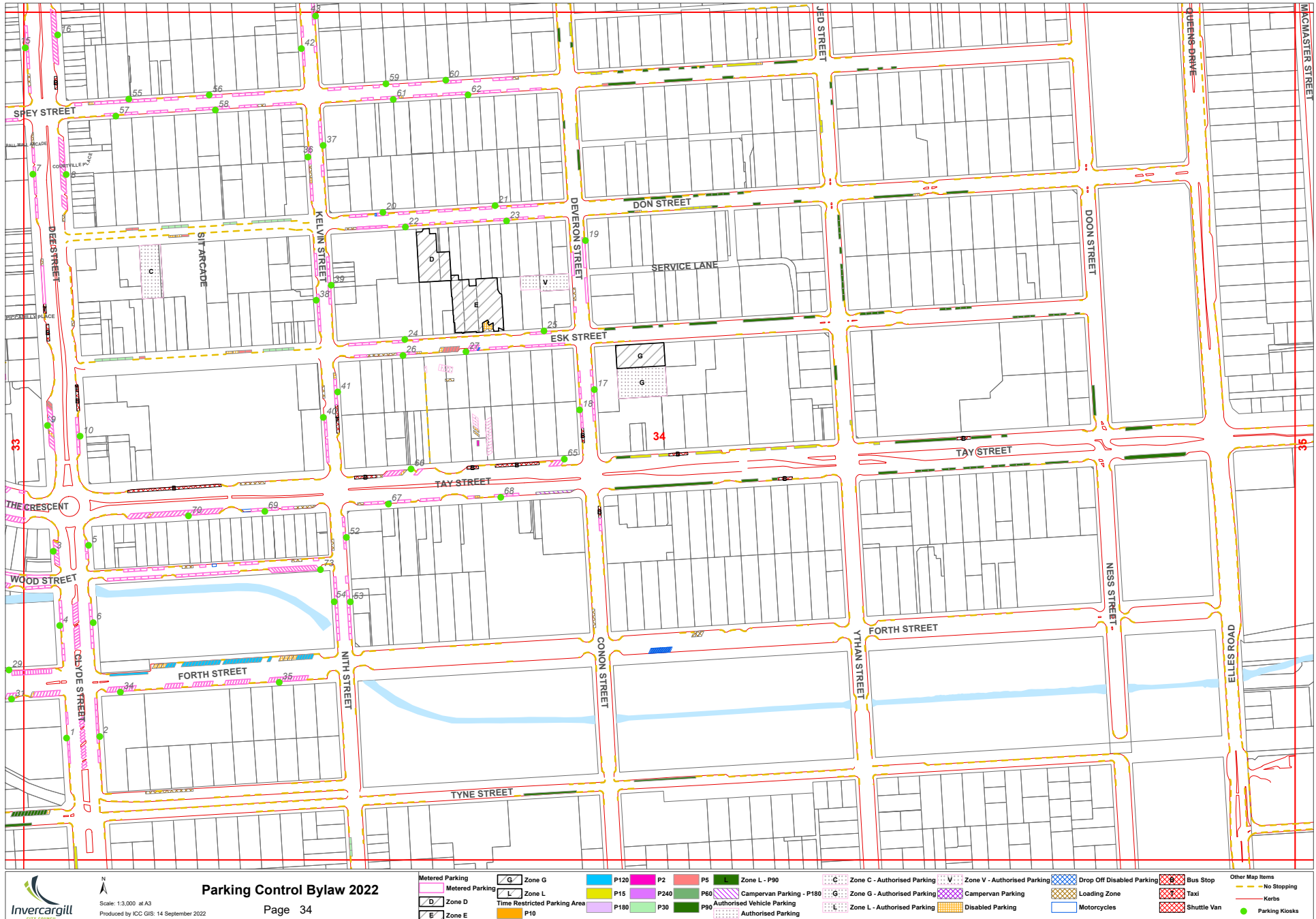


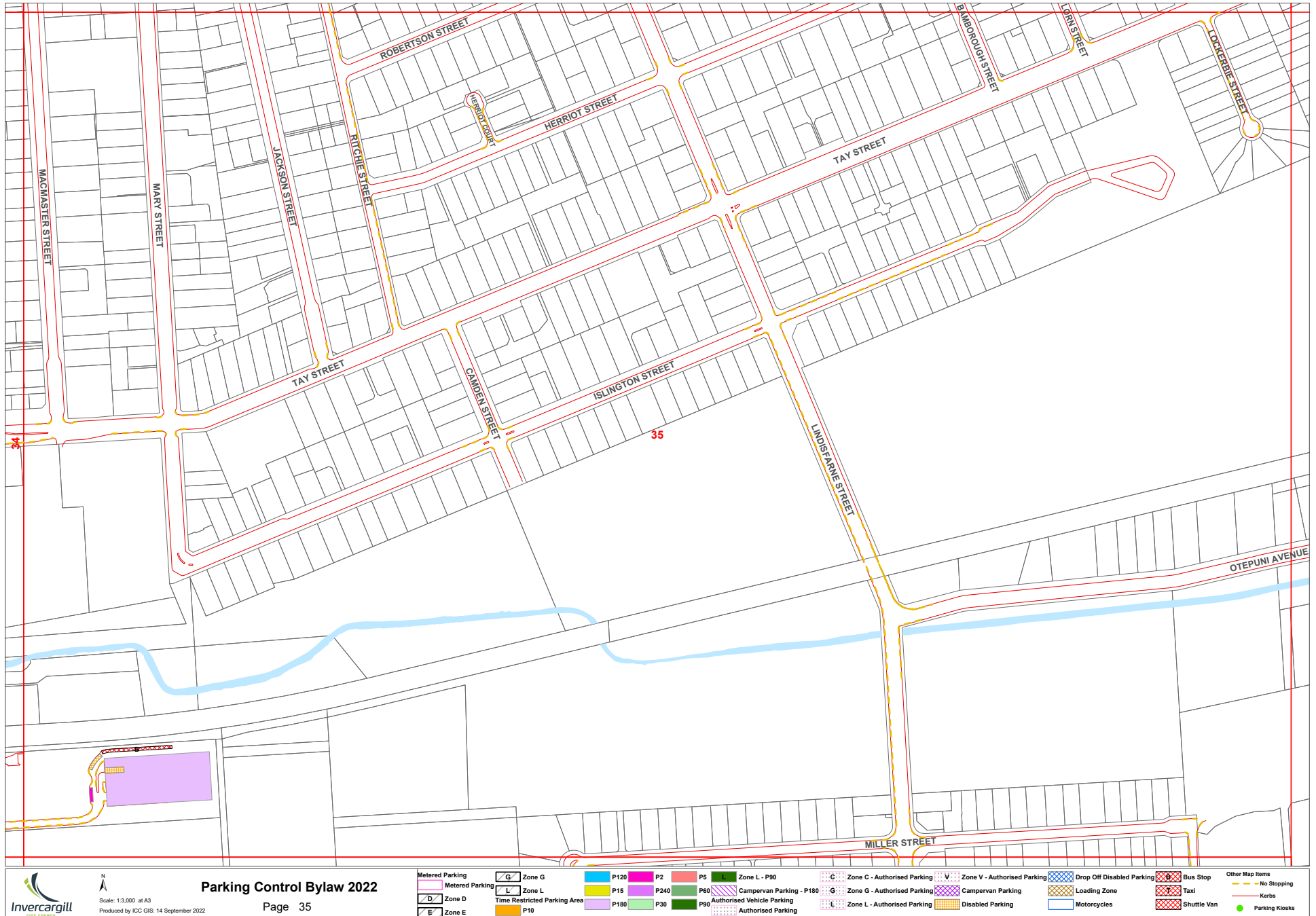




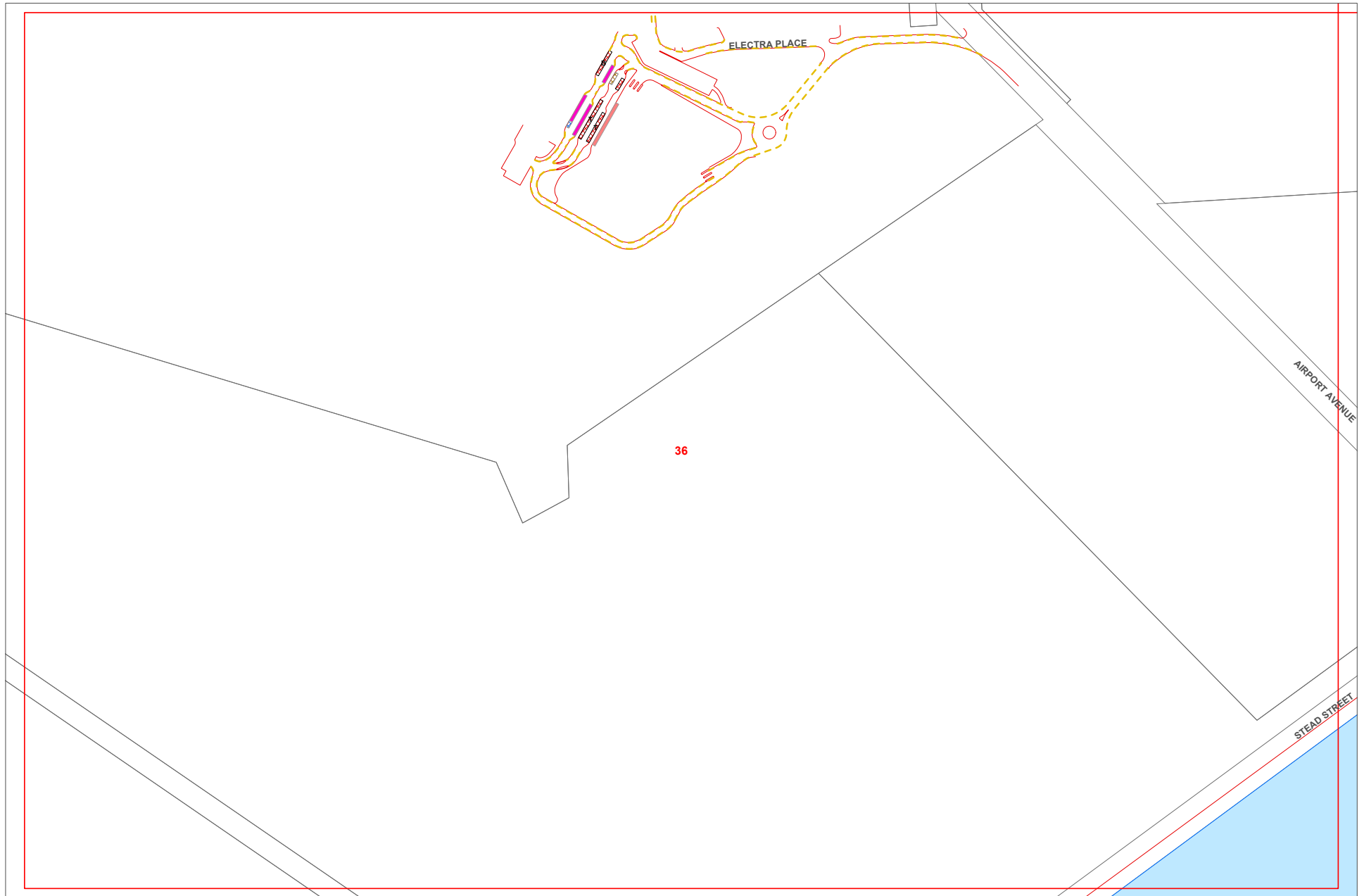


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		<p>Zone C</p> <p>Zone G</p> <p>Zone L</p> <p>Zone V</p> <p>Campervan Parking</p> <p>Disabled Parking</p> <p>Drop Off Disabled Parking</p> <p>Loading Zone</p> <p>Motorcycles</p> <p>Bus Stop</p> <p>Taxi</p> <p>Shuttle Van</p> <p>No Stopping</p> <p>Kerbs</p> <p>Parking Kiosks</p>							





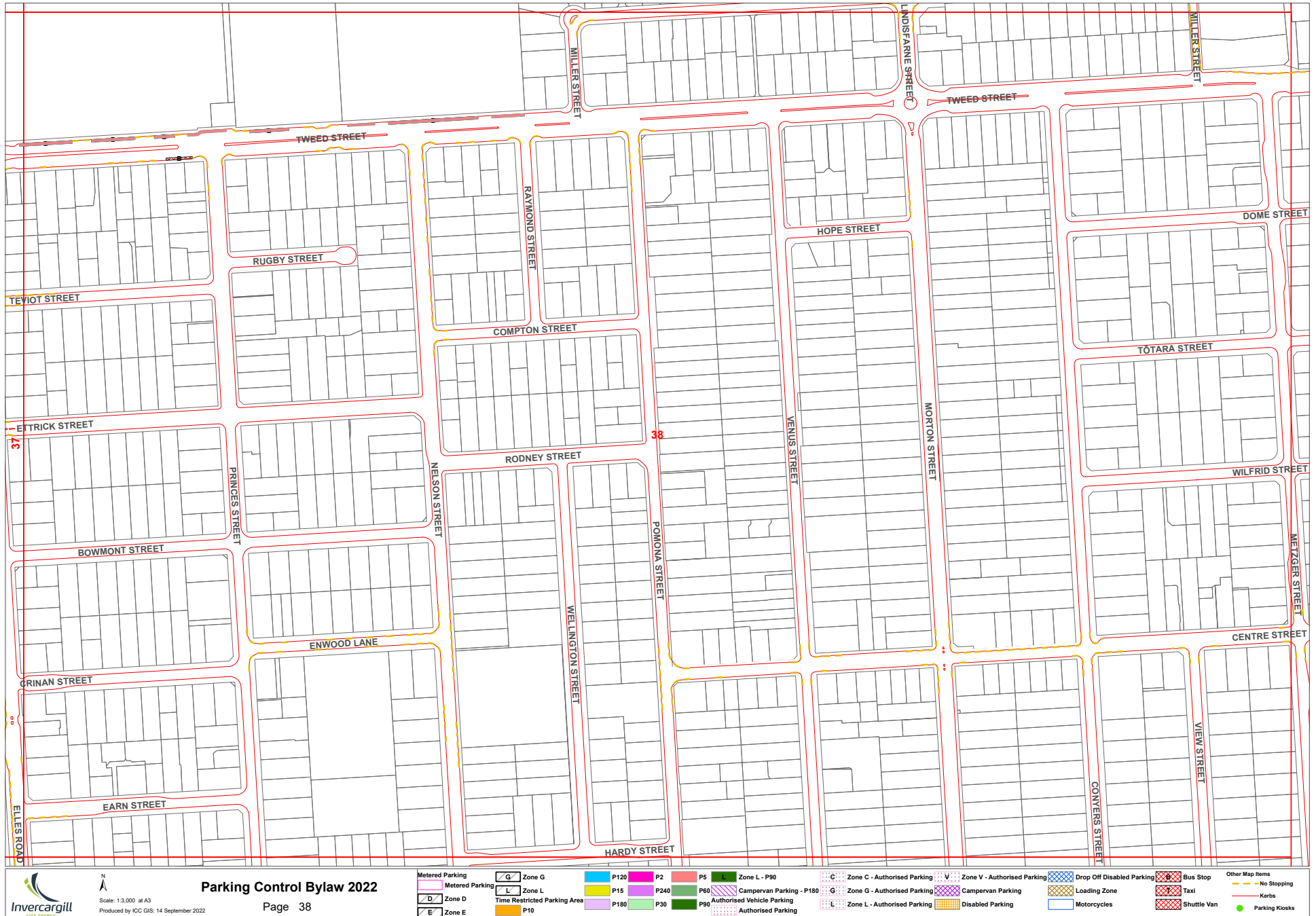
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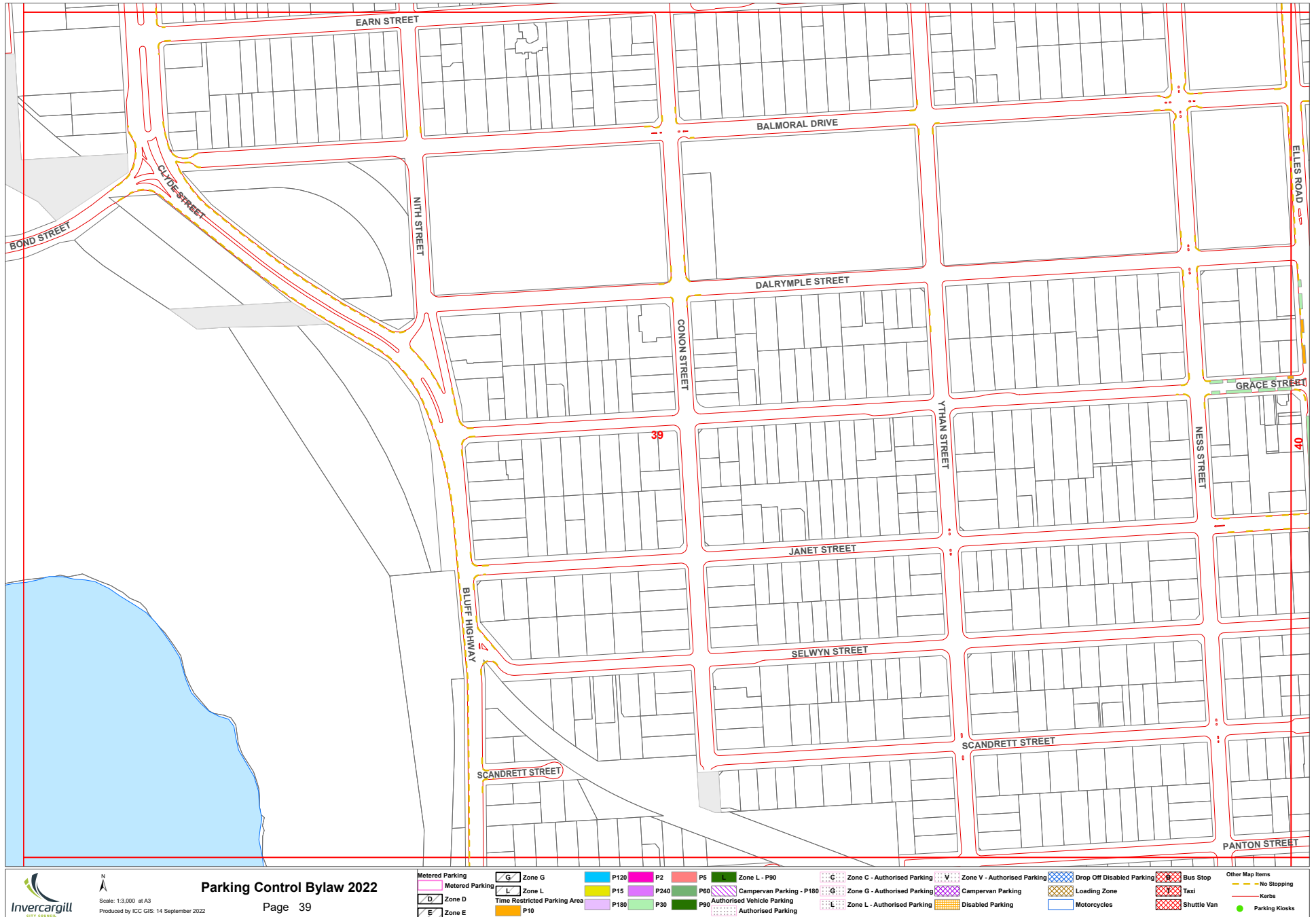


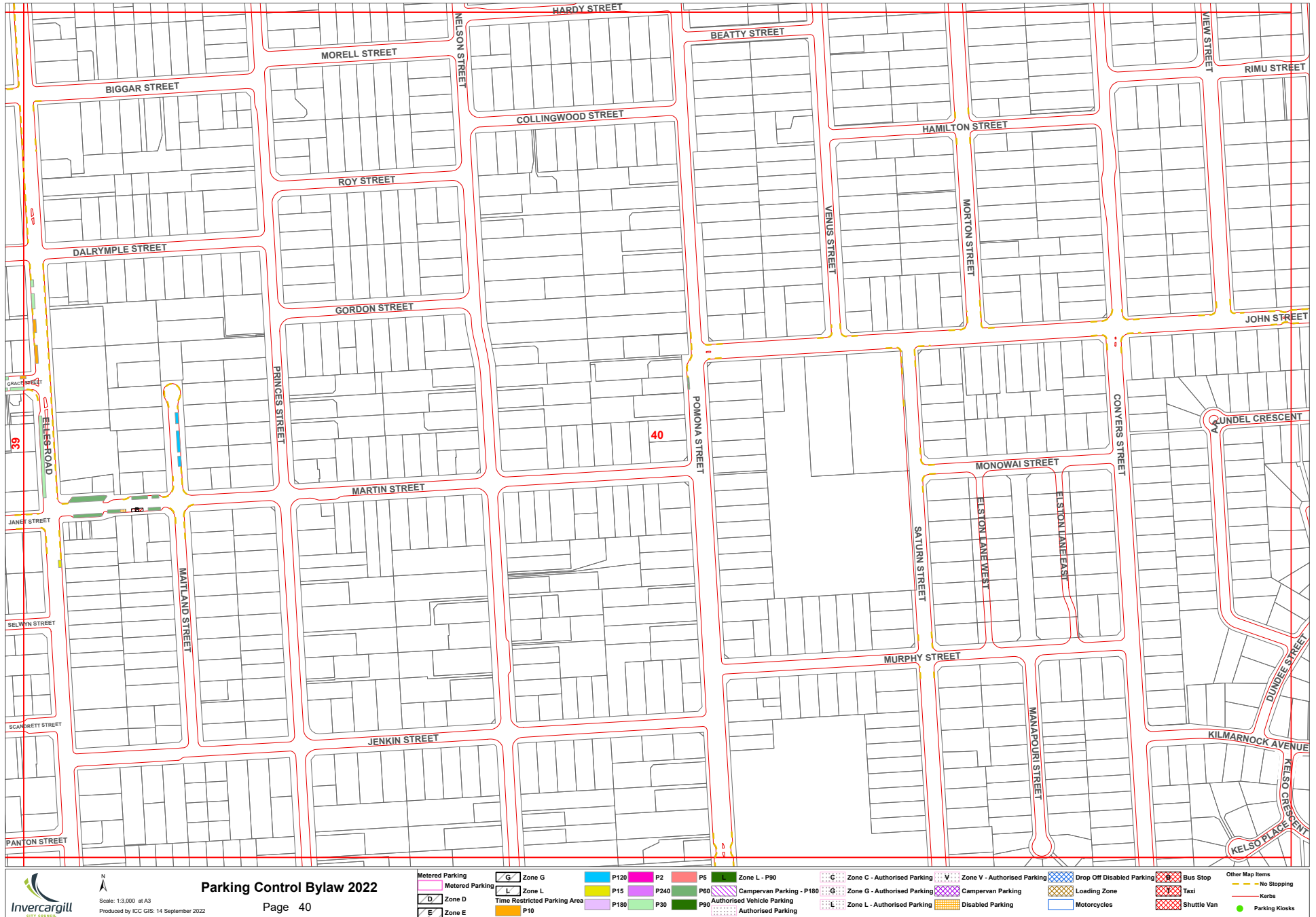
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				<p>Zone D</p> <p>Zone E</p>	<p>Zone G</p> <p>Zone L</p> <p>P10</p>	<p>P120</p> <p>P15</p> <p>P180</p> <p>P2</p> <p>P240</p> <p>P30</p> <p>P90</p> <p>Zone L - P90</p> <p>Authorised Vehicle Parking</p> <p>Authorised Parking</p>	<p>P5</p> <p>P60</p> <p>P90</p> <p>Campervan Parking - P180</p> <p>Authorised Parking</p>	<p>Zone C - Authorised Parking</p> <p>Zone G - Authorised Parking</p> <p>Zone L - Authorised Parking</p> <p>Zone V - Authorised Parking</p> <p>Campervan Parking</p> <p>Disabled Parking</p>	<p>Drop Off Disabled Parking</p> <p>Loading Zone</p> <p>Motorcycles</p>	<p>Bus Stop</p> <p>Taxi</p> <p>Shuttle Van</p>	<p>Other Map Items</p> <p>No Stopping</p> <p>Kerbs</p> <p>Parking Kiosks</p>

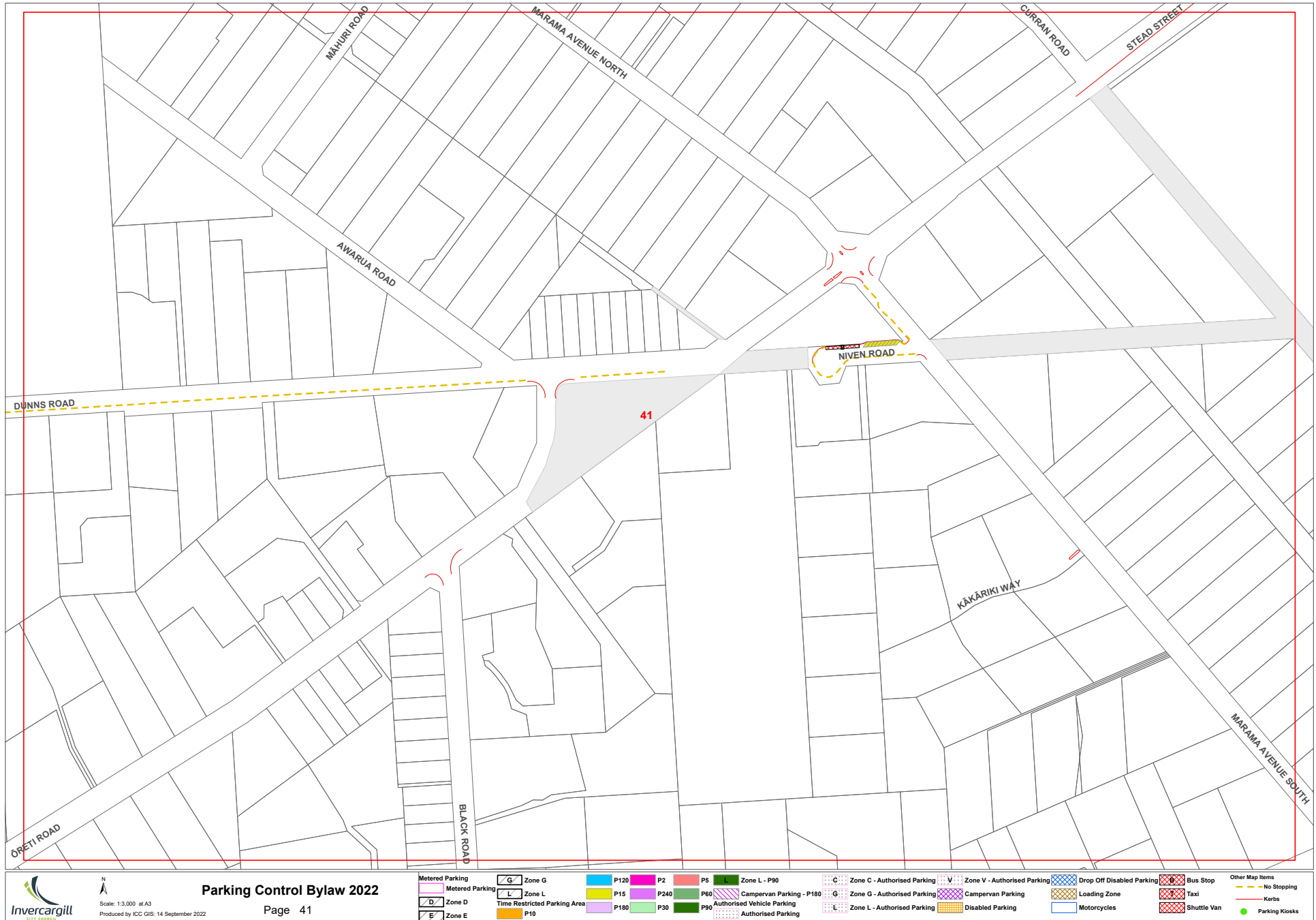


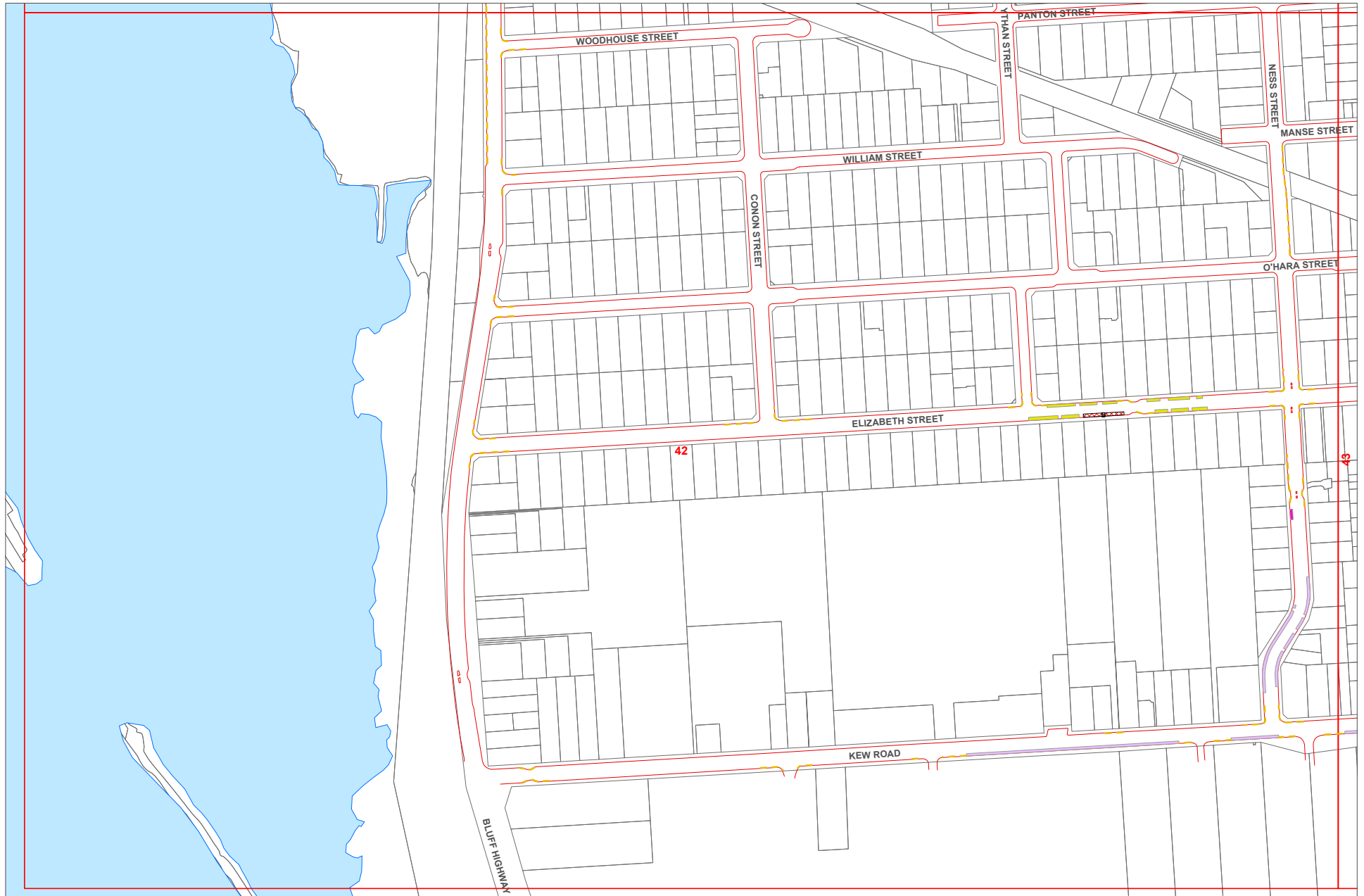
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		<p>Zone D</p> <p>Zone E</p>	<p>Zone G</p> <p>Zone L</p> <p>P10</p>	<p>P120</p> <p>P15</p> <p>P180</p> <p>P2</p> <p>P240</p> <p>P30</p> <p>P90</p>	<p>P5</p> <p>Zone L - P90</p> <p>Authorised Vehicle Parking</p> <p>Authorised Parking</p>	<p>Zone C - Authorised Parking</p> <p>Zone G - Authorised Parking</p> <p>Zone L - Authorised Parking</p> <p>Zone V - Authorised Parking</p> <p>Campervan Parking</p> <p>Disabled Parking</p>	<p>Drop Off Disabled Parking</p> <p>Loading Zone</p> <p>Motorcycles</p>	<p>Bus Stop</p> <p>Taxi</p> <p>Shuttle Van</p>	<p>Other Map Items</p> <p>No Stopping</p> <p>Kerbs</p> <p>Parking Kiosks</p>












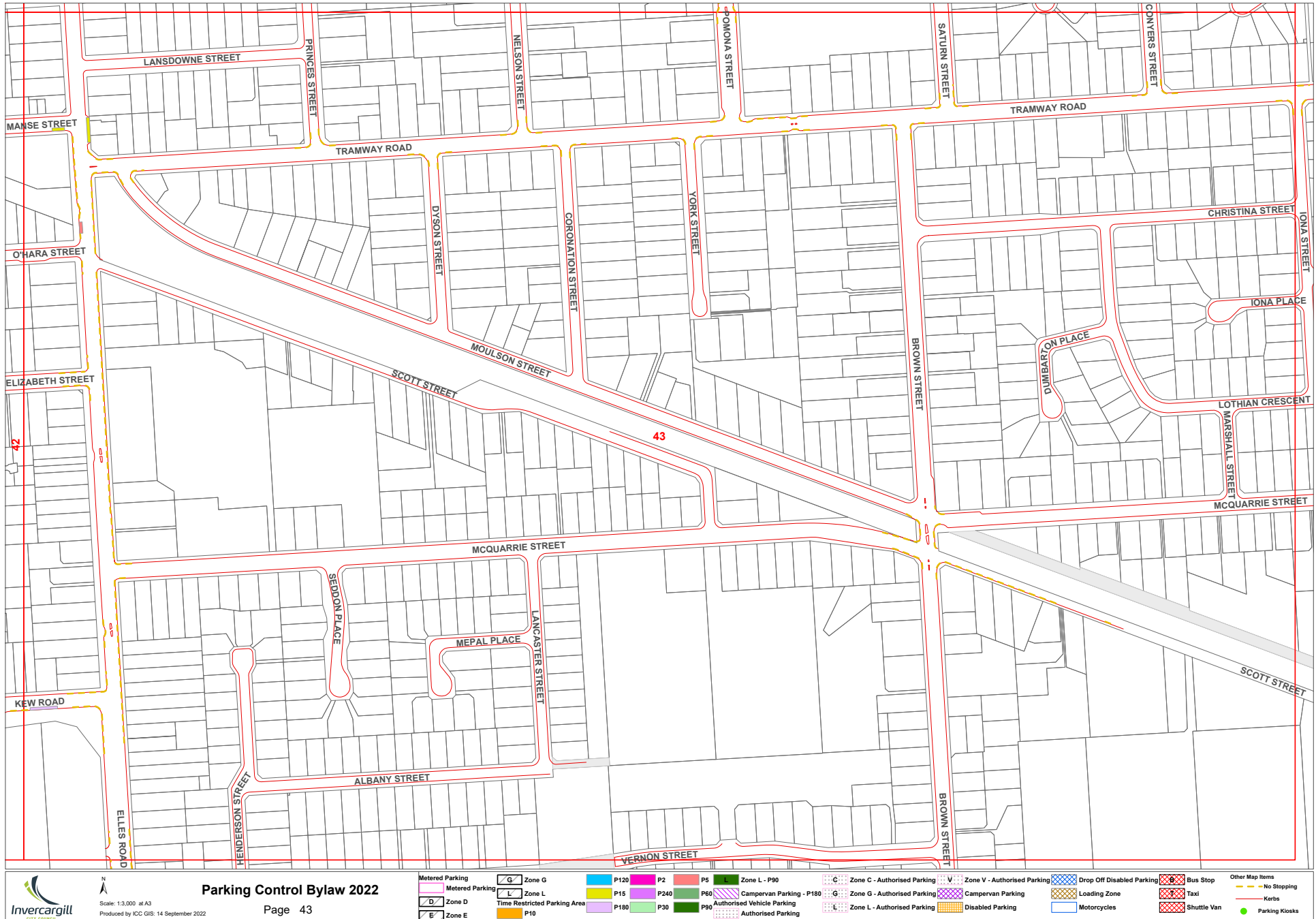


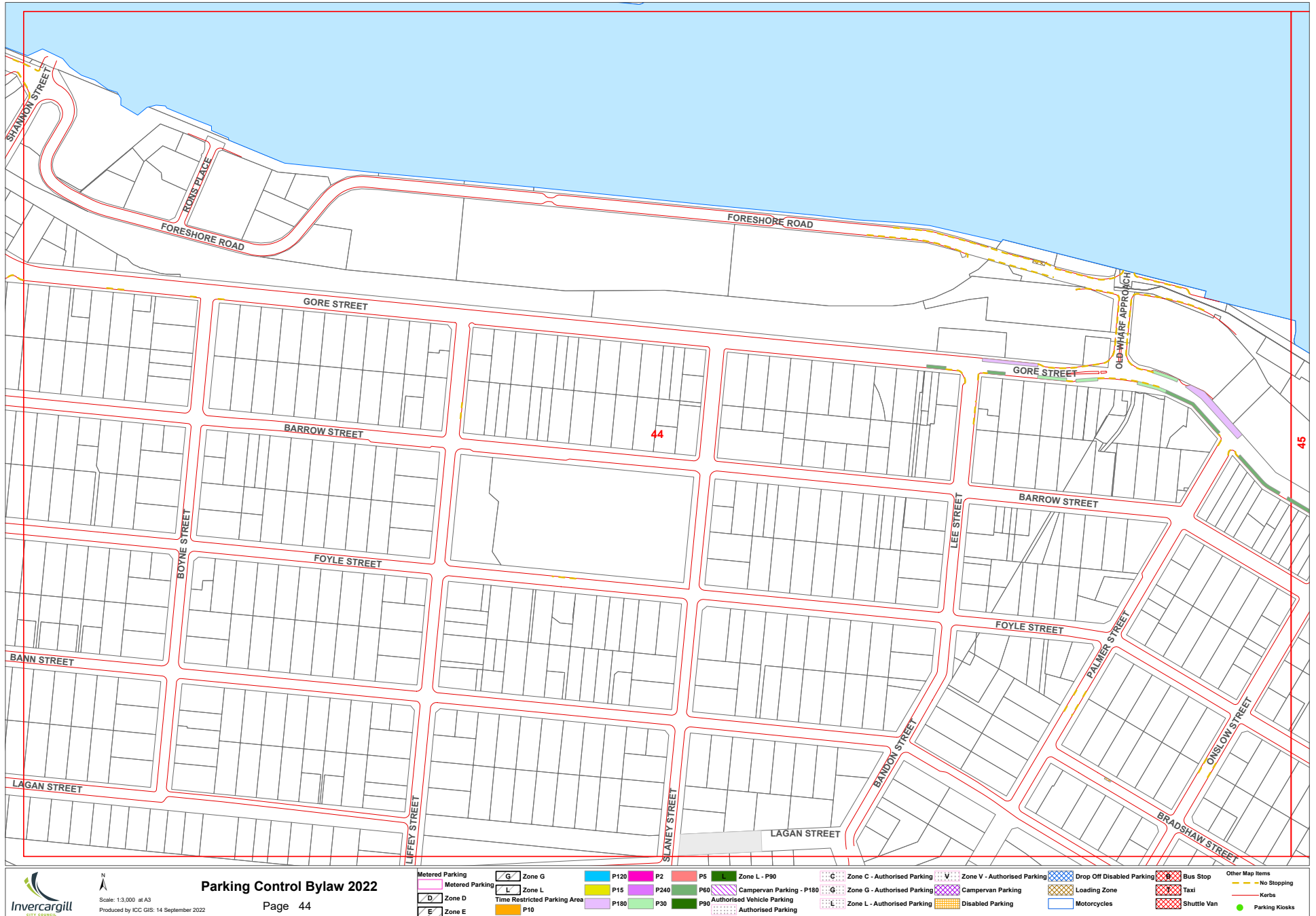
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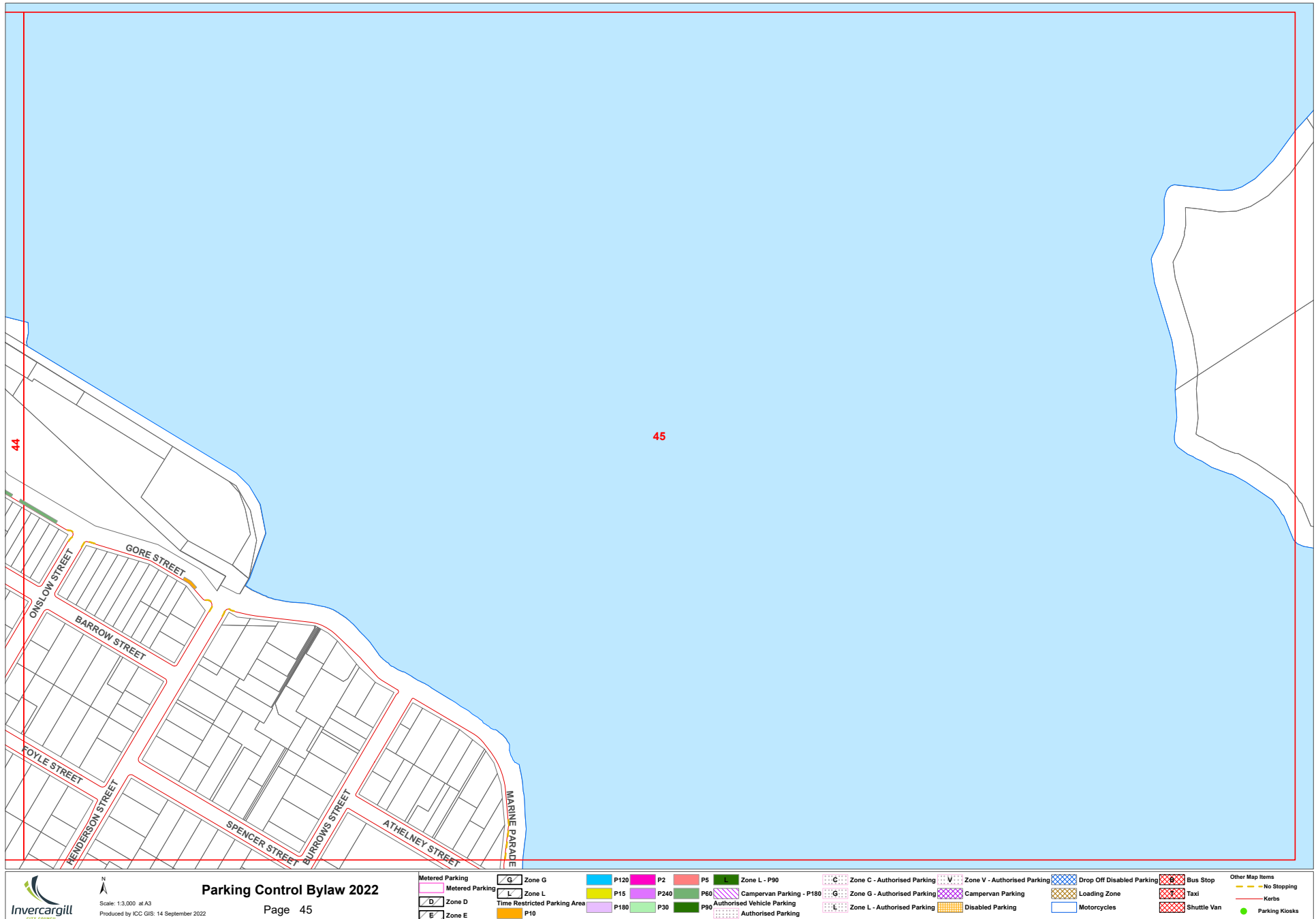
Parking Control Bylaw 2022

Page 42

Metered Parking	Zone G	P120	P2	P5	Zone L - P90	Zone C - Authorised Parking	Zone V - Authorised Parking	Drop Off Disabled Parking	Bus Stop	Other Map Items
Metered Parking	Zone L	P15	P240	P60	Authorised Vehicle Parking	Zone G - Authorised Parking	Campervan Parking	Loading Zone	Taxi	No Stopping
Zone D	Time Restricted Parking Area	P180	P30	P90	Authorised Parking	Zone L - Authorised Parking	Disabled Parking	Motorcycles	Shuttle Van	Kerbs
Zone E										Parking Kiosks







Invercargill City Council

Cemeteries and
Crematorium
Bylaw

2022



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PART 1 - PRELIMINARY

Short Title

The Short Title of this Bylaw shall be the Invercargill City Council Bylaw 2022 – Cemeteries and Crematorium.

Commencement

This Bylaw shall come into force on 1 November 2022.

Repeals

This Bylaw repeals the Invercargill City Council Cemeteries and Crematorium Bylaw 2017/3.

Scope

This Bylaw covers all cemeteries and crematoria under the control of the Invercargill City Council – This includes, but is not restricted to, Southland Crematorium, Eastern Cemetery, Greenpoint Cemetery, Bluff [closed cemetery], St John's [closed cemetery].

Purpose

The purpose of this Bylaw is to:

- a) set standards to maintain and preserve cemeteries.
- b) direct the positions and depths of all graves within a cemetery.
- c) protect buildings, monuments, lawns, shrubberies, plantations, and enclosures in a cemetery from destruction or damage.
- d) prescribe conditions subject to which more than one deceased person, including the cremated remains of more than one deceased person, may be interred in any grave.
- e) control or restrict the times at which or between which cemetery operations may be carried out.
- f) regulate burial in a cemetery of the cremated remains.
- g) subject to section 51 of the Act, regulate and restrict the disinterment and removal of bodies.
- h) regulate the use of, and any activities undertaken at cemeteries, in order to protect land, structures and infrastructure associated with cemeteries from damage, misuse, or loss.
- i) prescribe fees payable in respect of goods or services provided by Council in relation to cemeteries.

Interpretation

For the purposes of this Bylaw, the following definitions shall apply:

Act means the Burial and Cremation Act 1964 or any superseding legislation.

Bylaw means the Invercargill City Council Bylaw 2022 – Cemeteries and Crematorium.

Cemetery or cemeteries means any land owned or operated by the Council as a cemetery but excludes any closed cemetery.

Cemetery Operations means cremations, burials, disinterments, ash interments.

Cemeteries administrator means the person appointed under Part 3 of this Bylaw.

Cemeteries and Crematorium Guidelines means the document governing the operational standards for cemeteries adopted by the Council under Part 2 of this Bylaw.

Closed cemetery means a cemetery that has been closed in accordance with the Act.

Council means the Invercargill City Council.

Disinter or disinterment means the removal of a human body or ash remains from the earth or any vault.

Inter or interment means the placement of a human body or ash remains in a grave or any vault.

Monument includes a headstone, plaque, panel, or other memorial to a deceased person.

Monumental masonry work includes the establishment, repair, or modification of a monument.

Sexton means the person appointed under Part 3 of this Bylaw.

Part 2 - STANDARDS OF CONDUCT AND MAINTENANCE WITHIN CEMETERIES

Activities and Conduct in Cemeteries

The following activities may take place in cemeteries provided the activity is carried out in accordance with the Act, this Bylaw, and the Cemeteries and Crematorium Guidelines:

- a) cremation, interment and disinterment;
- b) the installation and maintenance of memorials, monuments, headstones and plaques; and
- c) maintenance and construction of park features by Council approved contractors.

Every person present in a cemetery must conduct themselves in accordance with the Act, this Bylaw, and any standards for behaviour set out in the Cemeteries and Crematorium Guidelines.

Cemeteries and Crematorium Guidelines

The Council may adopt by resolution, Cemeteries and Crematorium Guidelines that set out rules and conditions relating to activities and behaviour in cemeteries or otherwise relating to cemeteries, which may include, but is not limited to, the following:

- a) the location and availability of burial and cremated remains plots, and the purchase of exclusive rights on burial plots;
- b) the manner of burial, including the depth, preparation and testing of graves, size of caskets;
- c) requirements for notification and application to the Council to carry out cremations, interments, disinterments, re-interments, grave maintenance, monumental masonry work, purchase burial rights, and in relation to any other good or service provided in a cemetery;
- d) hours of access to cemeteries, when funerals can be held, and when maintenance and other work is allowed in cemeteries;
- e) the burial and cremation of poor persons, stillborn children and operational service personnel and their partners;
- f) responsibility for the health and safety of persons visiting and working in cemeteries;
- g) requirements for disinterments;
- h) requirements concerning monuments, fences, signs, trees and shrubs, and other things that may or may not be installed or kept on graves in cemeteries
- i) the type of maintenance and other work that can be carried out in cemeteries, and who is responsible for carrying out maintenance or other work;
- j) standards of behaviour for persons in cemeteries, including whether animals or vehicles may be brought into cemeteries and under what conditions;

- k) special conditions related to particular cemeteries or types of cemeteries; prescribing fees associated with interments, disinterments, re-interments, grave maintenance, monumental masonry work, burial rights, and in relation to any other good or service provided in a cemetery; and
- l) stating the forms that must be used by any person to apply to the Council in relation to services provided at cemeteries.

If a person carries out an activity or any works in a cemetery that does not comply with any clause in the Cemeteries and Crematorium Guidelines, the Council or the Cemeteries Administrator may do any of the following:

- a) direct the person to comply with the relevant clause in the Cemeteries and Crematorium Guidelines;
- b) direct Council employees, the Sexton, or a contractor to carry out work in the cemetery to achieve compliance with the Cemeteries and Crematorium Guidelines; and
- c) recover from the person who breached the Cemeteries and Crematorium Guidelines the costs of any work undertaken to rectify the breach as a debt due to the Council.

Prohibited Activities

No person, other than a Sexton or person(s) authorised by a Sexton, shall in or near any part of a cemetery:

- a) engage in interment or disinterment; and
- b) operate any burial machinery or equipment.

No person shall in or near any part of a cemetery:

- a) prevent, interrupt or delay the decent and solemn burial of any deceased person, or human remains;
- b) cause a nuisance or annoyance to people lawfully within a cemetery, or approaching a cemetery for a lawful purpose; and
- c) cause any damage to land, buildings or chattels located in a cemetery, including but not limited to lawns, shrubberies, plantations, enclosures, monuments, and graves.

No person shall engage in installing or tending a memorial or monument in a cemetery while an interment is happening at an adjoining plot.

Promotional Activities

No person shall within any cemetery promote, advertise or tout any goods or services for sale or supply, without obtaining permission in writing from the Council.

No person, including a person affiliated or contracted with a media organisation, shall attend any funeral held in a cemetery for the purpose of filming, taking photographs, or recording unless either:

- a) it is solely for a private purpose; or

b) permission in writing for the occasion is obtained from the Council.

The Council may grant permission to conduct the activities prohibited in this section after consulting with the Funeral Director managing the interment in question.

Part 3 - CEMETERY ADMINISTRATION

Appointment of Sextons

The Council may appoint a person in the role of Sexton for any cemetery or cemeteries within the District.

Any person appointed by the Council as a Sexton prior to the commencement of this Bylaw through an agreement between the Sexton and the Council, shall be deemed to be validly appointed in accordance with this Bylaw.

The appointment of a Sexton shall continue until the expiry of the agreement between the Sexton and the Council, unless revoked at the discretion of the Council.

The functions of a Sexton shall include the following:

- a) cremations;
- b) the burial of human remains (caskets and ashes) and interment;
- c) disinterment and exhumation of human remains in accordance with section 51 of the Act;
- d) preparing, excavating and filling in graves; and
- e) supplying and safely operating burial equipment and machinery.

The Sexton must not undertake an interment at a cemetery unless requested by the Council or a cemeteries administrator.

The Sexton must act in accordance with all relevant New Zealand standards, the Cemeteries and Crematorium Guidelines, Council Policies and Bylaws, and any other professional and legal requirements applicable to their role.

Cemeteries Administrator

The Council may appoint any person to be a cemeteries administrator, and may revoke that appointment at any time.

The functions of a cemeteries administrator shall include maintaining cemetery records, making requests to the Sexton regarding a new burial of a deceased person or preparation for a new burial.

Permission to Carry out Monumental Masonry Work

No person may carry out any monumental masonry work at a cemetery or crematorium unless in accordance with permission issued by the Council under this section of the Bylaw.

The Council may grant permission to allow a person to carry out monumental masonry work at a cemetery subject to the following conditions:

- a) All work completed must comply with the provisions of NZS 4242:2018 Headstones and Cemetery Monuments and NZS 9201: Part 14: 1999 and any updated provisions. Work must be signed off by a member of the New Zealand Master Monumental Masons Association or a mason that holds a New Zealand Certificate in Stonemasonry (Level 4).
- b) the monumental masonry work is authorised by the owner of the plot or next of kin; and
- c) the monumental masonry work satisfies all applicable requirements in the Cemeteries and Crematorium Guidelines.

The Council may require any person who has undertaken unapproved monumental masonry to remove or carry out repairs on the monumental masonry work to meet requirements of the Cemeteries and Crematorium Guidelines.

If a person fails without reasonable excuse to comply with a direction from the Council to remove or carry out repairs within 30 days, the Council may remove the monumental masonry work or carry out the repairs, and any costs incurred by the Council shall be a debt payable by that person to the Council.

PART 4 - ENFORCEMENT

Offence

Every person who breaches this Bylaw commits an offence and is liable on summary conviction to a fine not exceeding \$20,000, pursuant to Section 242(4) of the Local Government Act 2002.

Savings

Any exclusive right of burial, permit, certificate, licence, warrant, or other form of approval made under the Cemeteries and Crematorium Bylaw 2017/3 continues in force as if the former Bylaw had not been revoked, and expires on the date specified (if any).

Any application for a permit, certificate, licence, warrant, or other form of approval made under the Cemeteries and Crematorium Bylaw 2017/3 that was filed before the day on which this Bylaw commences must be dealt with by the Council as if it had been made under this Bylaw.

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Cemeteries and Crematorium Guidelines

1 November 2022

Introduction

The Invercargill City Council (Council) manages multiple cemeteries and one crematorium, including Southland Crematorium, Eastern Cemetery, Greenpoint Cemetery, Bluff Cemetery, and St John's Cemetery.

These are looked after by our Parks and Recreation Department who consist of Parks and Recreation Business Support Officers who undertake the administration function of the business and our Parks Operations Staff who administer the day to day functions on site of our Cemeteries and Crematorium.

The primary point of contact is a Parks and Recreation Business Support Officer (03) 217 8362 or email cemeteries@icc.govt.nz

Parks and Recreation Business Support Officers are available Monday to Friday from 9.00 am to 4.30 pm.

Legislation – Act and Bylaw

The Burial and Cremations Act's primary purpose is to ensure provision is made for the burial of the dead in a controlled and respectful manner that meets public expectations. The Act also contains the legal provisions governing death certification.¹ A bylaw is a law made by a local authority and applies only to that area.² The Council Bylaw 2022 – Cemeteries and Crematorium works with the New Zealand Burial and Cremations Act 1964. The Council bylaw came in to effect on 1 November 2022. The bylaw covers all Council cemeteries and the crematoria, including Southland Crematorium, Eastern Cemetery, Greenpoint Cemetery, Bluff Cemetery and St John's Cemetery. The role of the bylaw is to provide regulations not covered in the Burials and Cremation Act. The bylaw provides more specific procedures for Council to operate within. The bylaw is a reference tool for Council Cemeteries and Crematoria staff, stakeholders and members of the public.

Where cemeteries and crematorium activities fit (policy and legislation alignment)

Council's Cemeteries and Crematoria are guided by legislation and informed by other policy work of Council.

¹ <https://www.lawcom.govt.nz/our-projects/burial-and-cremation-law>

² www.oxfordlearnersdictionaries.com

Legislation:

Burial and Cremations Act 1964

How it fits:

Provides the legal framework for how burials and cremations happen nationally.

Local Government Act 2002

Requires Council to manage its finances prudently and in a manner which promotes the current and future needs of the community.

Resource Management Act 1991

Guides the sustainable management of natural and physical resources.

Reserves Act 1977

The cemeteries in this plan are classified as Local Purpose Reserve (Cemetery) pursuant to section 23 of the Reserves Act 1977.

Policy and Plans:

Parks and Cemeteries Activity Management Plan

Focuses on the management of the crematorium as a critical asset and the wider cemetery portfolio as important to the effective functioning of the City.

Plans ahead to ensure sufficient land available for future burials (currently 100 years of availability).

Tree Plan 2020

Trees across the cemeteries network will be guided by the Tree Plan.

Bylaws and Policies:

- Dog Control Bylaw
- Cemeteries and Crematorium Bylaw
- Roading and Traffic Bylaw
- Environmental Health Bylaw
- Parking Control Bylaw
- Smoke free Areas Policy
- Noise Control Policy

Activities within the cemeteries network will be guided by Council Bylaws.

Donations Guidelines

This policy provides guidance on Council decisions for public requests to donate assets.

NZCCC and Recreation Aotearoa

Guidelines and standards from NZ Cemeteries and Crematoria Collective (NZCCC) and Recreation Aotearoa will assist Council on national and international trends and opportunities to utilise their resources to help guide the direction of activities within the cemeteries network.

Cemetery Records

Council maintains a detailed database of burial and Cremation records. Some of this information is available for the public to search for information on family and loved ones, including detail of the location, block and plot numbers to visit. Council reserves the right to charge for inspections of the Cemetery and reviewing records for members of the public. Fees and charges for Cemeteries and Crematorium are set annually following consultation and can be found at <https://icc.govt.nz/public-documents/fees-charges/>

Council has an online database of plots and headstones which is available for the public to view. <https://icc.govt.nz/cemeteries/cemetery-search/>

Booking Interments and Cremations

Our crematorium facilities include the options of deliveries, committals and full services hiring our Chapel. If you would like to hire the chapel please refer to fees and charges for associated costs <https://icc.govt.nz/fees-finder/>.

Council have an online booking system for interments and cremations. With cremations, you have an ability to book either a delivery only or a full service. Interment (burials) bookings can be done by an individual through the Parks and Recreation Business Support Officers or through a Funeral Director. The online booking system allows for a date and time to be selected from available options and a form can be electronically completed and submitted. An acknowledgement of the booking request will be returned. Once processed a Warrant of Interment will be provided along with a confirmed assigned plot as confirmation of the interment. Cremation requested times will be acknowledged when confirmed.

Deliveries are able to be booked every 10 minutes. Available booking hours are between 9am to 4pm Monday to Friday and 9am to 12.30pm Saturdays. Bookings can be made through Council's booking website; <https://delivery-cremation.youcanbook.me/index.jsp>

Committals are able to be booked for one hour periods using the chapel. Available booking hours are between 9am to 4pm Monday to Friday and 9am to 12.30pm Saturdays. Bookings can be made through Council's booking website; [Southland Cremation Services \(youcanbook.me\)](https://cremation.youcanbook.me/index.jsp) (<https://cremation.youcanbook.me/index.jsp>)

Full Services are able to be booked for three hour periods using the chapel. Available booking hours are between 9am to 4pm Monday to Friday and 9am to 12.30pm Saturdays. Bookings can be made through Council's booking website; [Southland Cremation Services \(youcanbook.me\)](https://cremation.youcanbook.me/index.jsp) (<https://cremation.youcanbook.me/index.jsp>)

Interments are able to be booked between 11am and 4pm Mondays, 10am and 4pm Tuesdays to Fridays and 10am and 12.30pm Saturdays. Bookings can be made through Council's booking website [Invercargill Cemeteries \(youcanbook.me\)](https://burial.youcanbook.me/index.jsp) (<https://burial.youcanbook.me/index.jsp>)

If you would like to make bookings outside of these hours please refer to fees and charges for associated hours and costs <https://icc.govt.nz/fees-finder/>.

Urns

Ashes will be placed in paper bags inside wooden urns supplied by Council. There may be charges if additional urns are requested for ashes to be split into.

Council are unable to reuse wooden urns if ashes are transferred to other urns.

Caskets

There are multiple options one can have for a casket. There are maximum size and weight restrictions on caskets for Council's cremator and charging bier. The charging bier has a maximum weight capacity of 250kg. The cremator door allows for a casket with a maximum width of 800mm. Please talk with your funeral director or make contact with a Parks and Recreation Business Support Officer if you wish to enquire further.

Purchasing of Plots and Transferring of Burial Rights

All plots must be purchased through Council. Any unused plots that a burial right holder wishes to relinquish must be sold back to Council for its original value, transferred upon approval from Council.

To transfer burial rights the holder of the burial rights may transfer their interest in the plot to another party. The current burial right holder and purchaser must email the change of ownership details to the Council.

Pre-Purchase of Burial Rights

Council does not allow for the pre-purchasing of burial rights, however the family has the rights to purchase the adjacent plot following an interment. The following conditions must be satisfied:

- Council must be advised at the time of the burial or ash interment.
- An 'Adjacent plot purchase' application form must be received within 10 working days from the interment.
- The purchaser is a relative of a deceased person who is being interred at a Council cemetery and wishes to purchase a burial right to an adjacent plot.
- The adjacent plot is vacant and not subjected to another burial right.

Unless the above conditions are satisfied, there is no ability to pre-purchase a burial right.

Duration of Burial Rights

Sometimes burial rights are never used, and thus take up valuable space in cemeteries. If no interment occurs within 60 years of the burial rights being purchased, then the Council will attempt to locate the purchaser or next of kin to confirm if the plot is still required. If the purchaser and next of kin are unable to be located, then the plot ownership reverts back to the Council in accordance with section 10 of the Burial and Cremation Act 1964.

Any pre-purchased allocated plots booked prior to 31 October 2022 were issued in perpetuity according to the 2017 version of the bylaw.

Interments (Burial and Ash)

All interments must have approval through Council's online booking system before they take place. An invoice will be sent from Council to the Funeral Director/Member of Public once the interment is completed. The interment may be organised by a funeral director or a member of the public/customer once the booking time is confirmed by the Parks and Recreation Business Support Officers. Only Council staff or permitted personnel have authority to undertake processes associated with interments within the Council cemetery boundaries.

If there is a cultural requirement to an interment, please discuss with a Parks and Recreation Business Support Officer for guidance.

As the above may change slightly under a pandemic situation, please make contact with the Parks and Recreation Business Support Officers if you are unsure.

Burial Areas

We have a number of different areas within our Cemeteries. These are in alphabetical order below:

- Chinese Burial Area
- Cremation Beam (ashes)
- Free Ground Burial Area (poor persons)
- Free Ground Memorial (poor persons)
- General Burial Area
- Infants Burial Area
- Jewish Burial Area
- Lost at Sea Memorial
- Memorial Beam
- Memorial Grove
- Muslim Burial Area
- Natural Burial Area
- Roman Catholic Burial Area
- Soldiers Avenue (RSA)
- Wee Care Memorial Court
- White Russians Burial Area

Crematorium Areas

We have a number of different areas within our Crematorium. These are in alphabetical order below:

- Avenue of Tranquility
- Children's Garden
- Eternity Beam (J Fraser & Sons) (Fraser's accept payment for places on this beam)
- Garden of Memories (disc on wall)
- Garden of Rest
- Kerb Plots
- Rose Garden

For more information please refer to the Special Conditions area of these guidelines or contact a Parks and Recreation Business Support Officer.

Memorial Installation and Maintenance

A Monumental Permit must be approved by a Parks and Recreation Business Support Officer prior to any Monumental Mason, Contractor or Volunteer commencing work at a Council managed Cemetery or Crematorium. Monumental Permits are issued to the installer before commencing work. The invoice will be provided to the applicant of the monumental permit once the service is complete.

All work completed must comply with the provisions of NZS 4242:2018 Headstones and Cemetery Monuments and NZS 9201: Part 14: 1999 and any updated provisions. Work must be signed off by a member of the New Zealand Master Monumental Masons Association or a mason that holds a New Zealand Certificate in Stonemasonry (Level 4).

Headstone and Plaque Requirements

Cemetery Areas		
Chinese Area	Burial	Headstone or plaque - standard plot. Concrete or granite based memorials – base no higher than 150mm above the highest point of the concrete berm/ground and a depth (front to back) of 544mm. No wider than 1 meter. No higher than 1.5 meters tall.
Cremation Beam	Ashes or Memorial	Headstone or plaque. 650mm wide, 350mm deep and no higher than 750mm tall.
Free Ground	Burial	No headstone or plaque.
Free Ground Memorial	Burial	Kerb plot plaque - 200mm wide x 150mm high.
General Area - Standard Plot	Burial, Ashes or Memorial	Headstone or plaque - standard plot. Concrete or granite based memorials – base no higher than 150mm above the highest point of the concrete berm/ground and a depth (front to back) of 544mm. No wider than 1 meter. No higher than 1.5 meters tall.
General Area - Double Width Plot	Burial, Ashes or Memorial	Headstone or plaque - double width plot. Concrete or granite based memorials – base no higher than 150mm above the highest point of the concrete berm/ground and a depth (front to back) of 544mm. No wider than 2 meters. No higher than 1.5 meters tall.
Infants Area	Burial or Ashes	Headstone or plaque. 650mm wide, 350mm deep and no higher than 1 meter tall.
Jewish Area	Burial, Ashes or Memorial	Headstone or plaque - standard plot. Concrete or granite based memorials – base no higher than 150mm above the highest point of the concrete berm/ground and a depth (front to back) of 544mm. No wider than 1 meter. No higher than 1.5 meters tall.
Lost at Sea Memorial (Greenpoint)	Memorial	Garden of rest plaque - 230 mm wide by 200 mm deep.
Memorial Beam	Memorial	Kerb plot plaque - 200mm wide x 150mm high.
Memorial Grove	Ashes or Memorial	Plaque - 800mm high, 600mm wide and 400mm deep. No garden bed to be

Cemetery Areas		
		installed.
Muslim Area	Burial, Ashes or Memorial	Headstone or plaque - standard plot. Concrete or granite based memorials – base no higher than 150mm above the highest point of the concrete berm/ground and a depth (front to back) of 544mm. No wider than 1 meter. No higher than 1.5 meters tall.
Natural Burial	Burial	No headstone.
Roman Catholic	Burial, Ashes or Memorial	Headstone or plaque - standard plot. Concrete or granite based memorials - no higher than 150mm above the highest point of the concrete berm/ground and a depth (front to back) of 544mm. No wider than 1 meter. No higher than 1.5 meters tall.
Soldiers Avenue (RSA)	Burial, Ashes or Memorial	Veterans Affairs Bronze Plaque.
Wee Care Memorial Court	Memorial	Kerb plot plaque - 200mm wide x 150mm deep.
White Russians Area	Burial, Ashes or Memorial	Russian Orthodox Cross.
Crematorium Areas		
Avenue of Tranquillity	Ashes or Memorial	Granite base with plaque size of 230mm x 200mm high. As per example in this area.
Children's Garden	Ashes or Memorial	Kerb plot plaque - 200mm wide x 150mm deep.
Garden of Memories	Memorial	Disc on the wall.
Garden of Rest	Ashes or Memorial	230mm wide x 200mm deep.
Garden of Roses	Ashes or Memorial	Granite or concrete base. 400mm wide x 250mm deep x 180mm high. Plaque – to fit on the base. Roses are not allocated to an individual plot and replacement roses will not necessarily be the same as was originally planted.
Eternity Beam (J Fraser & Sons)	Ashes	Plaque - 230mm wide x 200mm deep.
Kerb Plots	Ashes or Memorial	Kerb plot plaque - 200mm wide x 150mm deep.

Plot numbers must not be obstructed on the beam.

Memorials are the responsibility of the purchaser/owner to ensure that the memorial is stable and safe.

There must be no more than one plaque or headstone per plot unless a double plot has been purchased. These requirements were introduced with effect 1 November 2022.

There is to be no garden bed around the base of a memorial tree. A plaque at the base is permitted. These requirements were introduced with effect 1 November 2022.

Special Conditions

RSA, Veterans and Services Burials

A person may be able to be buried in the Services section of the cemetery if they, their spouse or partner are classed as having completed Operational Service under the Burial and Cremation Act.

Please refer to Veteran's Affairs New Zealand website for information regarding eligibility WWW.veteransaffairs.mil.nz Freephone (NZ) 0800 483 8372 (0800 4 VETERAN).

Poor Persons Burial

Council may provide a fee waiver on the burial and cremation of poor persons, stillborn children and operational service personnel and their partners upon application approval. Council's preferred method for a poor person application will be a cremation. Applicants may apply on behalf of the deceased person to request a fee waiver with a signed certificate that the deceased do not have the means to pay the fees for a cremation or burial. A Justice of the Peace must sign the application.

Approval for poor person Interments will be considered based on cultural reasons and individual circumstances.

Contact can be made with the Parks and Recreation Business Support Officers if you require more information.

Baby Burials / Cremations

If the baby is stillborn or miscarried up to the twentieth week of pregnancy and weighs less than 400 grams, it is not subject to the legal requirements of a death. A baby is not required to be buried in a cemetery or be cremated (however, the baby can be buried in a cemetery if the parents choose to do so).

If the baby is twenty weeks' gestation and over or weighs more than 400 grams, the death must be handled in accordance with the standard burial or cremation provisions. The death must be registered and all crematorium/cemetery paperwork must be completed. The baby can then be buried or cremation in accordance with the families wishes.

Cremation of Body Tissue

Council permits the cremation of body tissue under certain circumstances. To discuss further, please make contact with a Parks and Recreation Business Support Officer.

Cemetery and Crematorium Fees and Operating Hours

Cemetery and Crematorium fees and operating hours are published in the Parks and Recreation section of Council's [Fees and Charges](#) document. Council set a schedule of fees for all services offered. These are subject to review in the Annual Plan each financial year.

The operating hours may be subject to change due, for example, but not limited to Public holidays or programmed maintenance.

Cemetery and Crematorium Site Regulations

Please abide by the regulation signage that is present at Cemeteries and the Crematorium. Cemeteries are working spaces.

Nuisances

Certain activities on reserves including vegetation, loud noise or extreme glare have the potential to disturb other reserve users, reserve neighbours or cause damage to indigenous species and wildlife habitats.

Activities on reserves that cause ongoing and extreme annoyance to other reserve users, neighbouring properties, or which are likely to cause damage to indigenous species and wildlife habitats are not permitted.

Alcohol Ban Area

Rules relating to alcohol use at Council Cemeteries and Southland Crematorium are covered by the Environmental Health Bylaw. Any signage will indicate this where required.

Signs

All signage will need to be approved by Council prior to installation. Types of signs may include: wayfinding, naming and directional. The Signage Manual (under development) will guide Council decision making when requests are made.

Photography or Filming

No commercial photography, filming or recording is permitted in a Council cemetery unless it is solely for a private purpose, or approval has been obtained from Council in accordance with the Cemeteries and Crematorium Bylaw.

Council Forms

To access any of the below forms, please contact a Parks and Recreation Business Support Officer for assistance.

- Application for Interment
- Form A – Application for Cremation
- Form B – Medical Practitioner Certificate for Cremation
- Form AB – Certificate in Relation to Pacemakers and other Biomedical Aids
- Form F – Medical Referee Permission to Cremate
- Form H – The Cremation Regulations 1973
- Application for Poor Persons Burial
- Application for Monumental Permit
- Adjacent Plot Purchase Application Form
- Application for Disinterment Licence

Revision History:	Nil
Effective Date:	01 November 2022
Review Period:	These Guidelines will be reviewed every three (3) years, unless earlier review is required due to legislative change, or is warranted by another reason.
New Review Date:	01 November 2025
Associated Documents / References:	Cemetery and Crematorium Bylaw 2022
Supersedes:	N/A
Reference Number:	A4014817
Policy Owner:	Manager – Parks and Recreation

INVERCARGILL CITY HOLDINGS LIMITED PURCHASE OF SHARES IN ROARING FORTIES ENERGY LIMITED PARTNERSHIP

To: Council

Meeting Date: Tuesday 27 September 2022

From: Andrew Cameron – General Manager Invercargill City Holdings Limited

Approved: Clare Hadley - Chief Executive

Approved Date: Wednesday 21 September 2022

Open Agenda: Yes

Public Excluded Agenda: No

Purpose and Summary

On 5 May 2022 the Performance Policy and Partnership Committee (PPP) considered the request by Invercargill City Holdings Limited (ICHL) to purchase the shares in Roaring Forties Energy GP Limited and partnership interest of Pylon Limited in the Roaring Forties Energy Limited Partnership (RFELP). PPP resolved to consult on that transaction for a number of reasons, including that it may result in RFELP becoming a council controlled organisation.

On 14 June PPP considered submissions and recommended to Council that Pylon Limited shares in Roaring Forties Energy Limited Partnership are purchased and held by ICHL on behalf of Council, along with the associated debt.

On 28 June Council considered the minutes from PPP but did not formally adopt the recommendation. Council is requested to now do so.

The transaction will also be a "Major Transaction" for ICHL as defined in its constitution. As a major transaction it requires approval of the shareholder Invercargill City Council and approval is sought at this time.

Recommendations

That the Council:

1. Receive the report "Invercargill City Holdings Limited Purchase of Shares in Roaring Forties Electricity Limited Partnership".

2. Resolve that following consultation and the recommendation of the Performance, Policy and Partnerships Committee of 14 June 2022, Council approve the purchase of the Shares and partnership interest of Pylon Limited in Roaring Forties Energy Partnership Limited by Invercargill City Holdings Limited.
3. Resolve that the Mayor be authorised on behalf of Invercargill City Council as shareholder in Invercargill City Holdings Limited to execute a resolution approving the major transaction for Invercargill City Holdings Limited and Pylon Limited.
4. Note that the purchase of the interest in the Roaring Forties Energy Partnership Limited will result in a reduction in the debt of Electricity Invercargill Limited.

Implications and Risks

Strategic Consistency

This decision supports the strategic direction for ICHL and the ICHL group as agreed with ICC.

It does not result in any change to the ICC investment in the ICHL group.

It will remove significant debt from Electricity Invercargill Limited (EIL). The reduction in debt will improve the resilience of EIL and its capacity to provide the strategic services required of it. ICHL and EIL have then agreed that any further debt will only be used for EIL's core strategic business.

Financial Implications

There will be some costs involved in this transaction. Consultant costs to date are less than \$100,000.

As there will be no change in ownership at the group level there will be no change in group revenue. It is possible that there may be some reduction in administrative costs within the group however these are likely to be minor.

Legal Implications

On 2 September 2022 following completion of consultation ICC received advice from Audit New Zealand that following completion of the purchase they consider that RFELP will become a council controlled trading organisation. ICC does not propose to contest this view.

The chance that RFELP would become a council controlled organisation was canvassed as part of the consultation process. In particular the consultation document stated:

Council is seeking advice as part of this consultation as to whether the change will result in a new Council controlled organisation (CCO).

What does the creation of a new CCO mean for Council?

The creation of a CCO will not have an impact on the operations of the Holding Company. However it will change the governance and reporting requirements.

One of the submitters addressed the question of whether ICC should create a CCO with associated costs, however it was noted that the administration costs identified already exist within RFELP.

ICC did not consult specifically on the creation of a CCO. There is a risk that a strict interpretation of s56 of the Local Government Act requires ICC to have stated as part of the consultation document that RFELP would become a CCO. ICC has determined that this is a minor risk and that it has complied with the intent of the requirements of the Local Government Act by undertaking consultation on the purchase while highlighting the possibility that it will also create a CCO.

Risk

The inherent risk in the investment in RFELP is not changed by the proposed transfer to ICHL.

Background

ICC is the only shareholder in ICHL.

The ICHL constitution requires that shareholder approval be granted for any major transactions. The purchase of the shares and partnership interest from Pylon Limited by ICHL will or may be a major transaction for ICHL. The sale by Pylon Limited is also a major transaction requiring the approval of Electricity Invercargill Limited as shareholder and ICHL as the shareholder in Electricity Invercargill Limited.

The background to the transaction has been canvased in the prior reports referred to in the purpose.

Issues and Options

ICC has previously consulted on the transaction. Shareholder approval is part of completing that process.

Options

List preferred option here:

ICC can confirm the prior recommendation from PPP and the major transaction. This is the preferred option.

ICC could determine that it has to consult again now that it knows that RFELP will become a CCO. This is not recommended for the reasons identified above.

MAYORAL REPORT

To: Council

Meeting Date: Tuesday 27 September 2022

From: His Worship the Mayor, Sir Tim Shadbolt

Approved: Clare Hadley - Chief Executive

Approved Date:

Open Agenda: Yes

Public Excluded Agenda: No

Reason(s) for the Public Excluded (choose – can be more than one)

Purpose and Summary

List of engagements and current issues.

Recommendations

1. That the report 'Mayoral Report' be received.

List of Mayoral Engagements

23 August 2022 – 27 September 2022

Attend NZ Symphony Orchestra Concert 23/8/22
Attend Police Operations Dean's Award Ceremony 26/8/22
Media Interview 31/8/22
Attend send-off NZ Hot Rod Association 60th Anniversary, Bluff 1/9/22
Guest Judge for PACT bake off competition 2/9/22
Meet with senior citizens walk group 6/9/22
Tour of Langlands Hotel 6/9/22
Meet with Chinese Consul, Madame He and delegates 8/9/22
Acknowledge the passing of Her Majesty Queen Elizabeth II, sign condolence book and lay flowers 9/9/22
Attend Mihi Whakatau for the Dominican Republic of Congo Community Leaders 15/9/22
Attend New Citizens Planting Day 17/9/22
Attend opening Te Tapu O Tāne – Whakatūwheratanga 21/9/22
Attend State commemorations for Her Majesty Queen Elizabeth II – Wellington 22/9/22

List of Council Commitments

23 August 2022 – 27 September 2022

Chair's Meeting 23/8/22
Council Meeting 23/8/22

Strong Communities Murihiku Hui 24/8/22
Risk and Assurance Committee 25/8/22
Unpacking Resource Management Reform Meeting 29/8/22
Chairs Meeting 30/8/22
Reforms update 1/9/22
Chair's Meeting 6/9/22
Attend Presentation by Dr Rod Carr- Environment Southland 6/9/22
Workshop RE: Coopers Creek Progress Update 13/9/22
Infrastructural Services Committee Meeting 13/9/22
Te Unua Storage Project Workshop 13/9/22
Performance, Policy and Partnership Committee Meeting 13/9/22
Attend Te Wiki o Te Reo Māori: Aotearoa Reorua-Bilingual Towns and Cities Workshop 14/9/22
Reforms Update 15/9/22
Southland Mayoral Forum 16/9/22
Workshop on Transport issues 23/9/22
Chair's Meeting 20/9/22
Performance, Policy and Partnership Committee Meeting 20/9/22

Conclusion

It is my role to thank all Councillors' for their service over the past three years.

It is always a challenging task balancing our responsibilities to the voting electorate and discharging our elected position. This term has been no exception. I would like to believe that we have each learnt the importance of the basic pillars of our elected roles – respect, understanding, support and trust.

After more than 30 years as a Mayor of two cities, I have learnt that any Council that wishes to fully serve its community needs to honour these qualities.

I wish to thank all the families of Councillors for their support over the past three years. The role is often fraught, divisive, and it can bring about extreme criticism. This is where each elected member relies on the championing and reassurance of the partners/children/extended whanau to help carry the load.

Let us recognise this vital aspect of the support needed to undertake our roles. This election and looking forward to the future period, the next term is likely to bring significant change to local government and the completion of the current Council.

LEGACY

Mayoral Robes

I have had the honour of wearing the Mayoral Robes for 26.5 years. They are woven with tradition and honour. Their importance serves to connect us to history and also give dignity, solemnity, and authority to the official occasions, when the Mayor chooses to wear them.

The current robes are thread bare in places and starting to deteriorate. They are 45 years old, originally donated by the Lions Club of Invercargill. They cannot be dry cleaned, the Ermine would not survive. Should we have a new Mayor in two weeks. I think it is unlikely they would

want to wear an attire I have worn for decades. The incoming Mayor and Council will need to consider this.

Summary

Invercargill is a special and amazing place to live, I have been honoured to serve almost 30 years.

If I am unsuccessful in my re-election, I wish it to be known that I feel I have committed many hours of everyday, not to promote myself, as some would scorn. But to make New Zealand and the world know that this is a city where anything is possible and dreams can come true!

**MINUTES OF THE PERFORMANCE, POLICY AND PARTNERSHIPS MEETING HELD IN
THE COUNCIL CHAMBER, FIRST FLOOR, CIVIC ADMINISTRATION BUILDING,
101 ESK STREET, INVERCARGILL ON TUESDAY 20 SEPTEMBER 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 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
Ms E Cook – Māngai – Waihōpai
Mrs P Coote – Kaikaunihera Māori – Awarua (via zoom)

IN ATTENDANCE: Mr N Peterson – Bluff Community Board Member
Mrs C Hadley – Chief Executive
Mr M Day – Group Manager – Finance and Assurance
Mr S Gibling – Group Manager – Leisure and Recreation
Mrs E Moogan – Group Manager – Infrastructure
Ms T Hurst – Group Manager – Customer and Environment
Mrs P Christie – Asst. Group Manager – Finance and Assurance
Mr R McWha – Manager – Business Transition
Mr A Cameron – Strategic Advisor/GM – ICHL
Mr M Morris – Manager – Governance and Legal
Ms L Knight – Manager – Strategic Communications
Ms G Cavanagh – Manager – Environmental Services
Ms G Crawford – Engagement and Partnerships Officer
Ms K Braithwaite – Digital and Visual Communications Advisor
Ms C Montgomery – Digital and Visual Communications Advisor
Ms M Cassiere – Executive Governance Officer

1. **APOLOGY**

Cr Arnold.

Moved Cr Pottinger, seconded Cr Skelt and **RESOLVED** that the apology be accepted.

Note: Mr Richard McWha was invited to provide information about the memorial service on Monday 26 September 2022 to mark the passing of Her Majesty Queen Elizabeth II. Mr McWha said that Council would observe Queen Elizabeth II Memorial Day by screening the State Memorial Service at the Civic Theatre. He said it would be a broadcast of another service coming from Wellington Service, and that the doors will open at 1.30 pm. There would not be any charges to attend the service and registrations were not required.

2. **DECLARATION OF INTEREST**

Nil.

3. **PUBLIC FORUM**

Nil.

4. **REPORT FROM INVERCARGILL YOUTH COUNCIL**

A4069305

Katie Dennis and Kayla Barker were in attendance to speak to the report. They took the meeting through a PowerPoint presentation and spoke about their trip to the Festival of the Future in Wellington. They said that having such events in the region and increasing the frequency of meetings would benefit the youth in Invercargill.

In response to a query about challenges with time commitment and enough agenda topics to have an increased frequency of meetings, Katie and Kayla noted that it wasn't so much about the risk of time commitment or agenda topics but about getting out in the community and for the Youth Council to be seen. It would be about involving the community further with the Youth Council.

Katie said that she was involved with the Election Candidates Forum and invited queries around it.

In response to a query about the demographics of the audience and the small number of youth present at the Forum, it was noted that the Youth Council did try to encourage many people and youth to attend the Forum, and that they would have to look at better ways of encouraging more people to participate.

In response to a query whether the Youth Council had considered inviting speakers from outside to generate more interest in the Youth Council activities, it was noted that the idea sounded interesting and that they would consider it along with the other members of the Youth Council.

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

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

5. **MINUTES OF THE PERFORMANCE, POLICY AND PARTNERSHIPS COMMITTEE MEETING HELD ON 9 AUGUST 2022**

A3991500

Moved Cr Skelt, seconded Ms Cook and **RESOLVED** that the minutes of the Performance, Policy and Partnerships Committee meeting held on 9 August 2022 be confirmed.

6. **MINUTES OF THE COMMUNITY WELLBEING FUND COMMITTEE MEETING HELD ON 11 AUGUST 2022**
A4010505

Moved Cr Lewis, seconded Cr Abbott and **RESOLVED** that the minutes of the Community Wellbeing Fund Committee held on 11 August 2022 be received.

Note: Cr Lewis thanked the staff for their hard work.

7. **DOG AND ANIMAL CONTROL FUND UPDATE**
A3990570

Mrs Patricia Christie and Ms Gillian Cavanagh spoke to the report. Mrs Christie provided a summary of the report and noted that a review of the fund had been completed and the scope of the review was for the past five years. She said that the transactions to the fund had been recalculated and it was noted that not all transactions that went through the fund were correct. She said that they proposed a number of changes to make sure there was proper allocation of costs.

In response to queries whether the process had now been corrected and whether the auditors agreed with the process, it was noted that the process had been corrected and that it would be checked with the auditors when they were next at Council. However, it was also stated that the process would not be in the auditors' purview.

In response to a query as to how this was not captured during the audit in 2017, it was noted that staff were unsure how this might have been missed at that time.

In response to a query whether the fees had been written-off as discussed during the Annual Plan time in June 2022, it was noted that the fees to be written off had been included although they had not yet been written off.

In response to queries whether operations would now cost more and would they be reflected in the registration fees, it was noted that staff were unsure at this time and would have to check.

In response to a query whether the \$250,000 of capital expenditure which had been apportioned somewhere else in the past and was now apportioned to the readjusted fund, should now have some relief, it was noted in the affirmative and that the balance was coming through the general net debt account.

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

1. Receive the report "Dog and Animal Control Fund Update".
2. Note that as a result of a review by Officers it has been concluded that historically the Animal Control Fund has not reflected the full cash impact of the activity.
3. As a result of the review the Animal Control Fund should be recalculated in line with Attachment 2 (A4066458) which the Committee should recommend to Council be approved.

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

That the Committee recommend to Council that:

4. As a result of a review it has been necessary to recalculate the Animal Control Fund to correctly reflect the operations of the activity.
5. Authorises Council Officers to make the necessary changes as outlined in A4066458 so that the 2022 Annual Report reflects the correct closing balance of the Animal Control Fund and Corporate net debt account.

8. **APPOINTMENT OF DISTRICT LICENSING COMMITTEE COMMISSIONER**
A4068439

Ms Trudie Hurst was present to speak to the report.

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

1. Receives the report "Appointment of District Licensing Committee Commissioner".
2. Recommends the Chief Executive appoint Cr Amundsen as a Commissioner to the District Licensing Committee in accordance with Section 193 of the Sale and Supply of Alcohol Act 2012 from 8 October 2022 until such a time as the Council appoints the DLC.
3. Approves the Commissioner to receive the same payment as the DLC Chairperson of \$624 per day or \$78 per hour for part days.

In response to a query whether Commissioners needed training, it was noted that certain standards were expected of a Commissioner and that in this instance, Cr Amundsen already had the relevant training as she was the current Chair of the District Licensing Committee (DLC).

In response to queries about whether the pay per day was quite high and whether the rate would remain static, it was noted that this pay was already being paid and was in-line with other councils. It was also noted that the rate had remained static.

Note: Cr Amundsen declared a conflict of interest and abstained from voting.

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

9. **ACTIVITIES REPORT**
A4020040

Ms Trudie Hurst was present to speak to the report.

In response to a query whether the pool and library would remain open on Monday for the Queen's Memorial Day, it was noted that the library would be

closed and the pool would operate on restricted hours as any other public holiday.

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

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

Note: The Chair thanked the Committee for their commitment and perseverance.

Note: Cr Lewis thanked the Chair and members of the Community Wellbeing Fund Committee.

10. **URGENT BUSINESS**

Nil.

11. **PUBLIC EXCLUDED SESSION**

Moved Cr Ludlow, seconded Cr Kett and **RESOLVED** 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 Performance, Policy and Partnerships Committee Held on 9 August 2022*
- (b) *Receiving of Minutes of the Public Excluded Session of the Community Wellbeing Fund Committee Held on 11 August 2022*
- (c) *TechnologyOne Contract Variation*

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution
a) Confirmation of Minutes of the Public Excluded Session of the Performance, Policy and Partnerships Committee Held on 9 August 2022	Section 7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	Section 48(1)(a) That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7
b) Receiving of Minutes of the Public Excluded Session of the	Section 7(2)(i) Enable any local authority holding the information to carry	Section 48(1)(a) That the public conduct of this item would be likely to

Community Wellbeing Fund Committee Held on 11 August 2022	on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	result in the disclosure of information for which good reason for withholding would exist under Section 7
c) TechnologyOne Contract Variation	Section 7(2)(b)(ii) Protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	Section 48(1)(a) That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7

There being no further business, the meeting finished at 4.10 pm.