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## NOTICE OF MEETING

**Notice is hereby given of the Meeting of the  
Invercargill City Council  
to be held in the Council Chamber,  
First Floor, Civic Administration Building,  
101 Esk Street, Invercargill on  
Tuesday 28 March 2023 at 3.00 pm**

Mayor W S Clark  
Cr A J Arnold  
Cr R I D Bond  
Cr P M Boyle  
Cr T Campbell  
Cr A H Crackett  
Cr G M Dermody  
Cr P W Kett  
Cr D J Ludlow  
Cr I R Pottinger  
Cr N D Skelt  
Cr L F Soper  
Cr B R Stewart

MICHAEL DAY  
CHIEF EXECUTIVE

# A G E N D A

1. **Apologies**
2. **Declarations 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 Risk and Assurance Committee Meeting Held on 21 March 2023**

<b>The reason that the item is not in the agenda</b> The item were not ready to be included at the time of the publication of the agenda	<b>The reason why the discussion of the item cannot be delayed</b> Matters can be progressed in a timely manner
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5. **Minutes of the Meeting of Council Held on 28 February 2023** (A4411569)  
To be moved:  
That the minutes of the meeting of Council held on 28 February 2023 be confirmed.
6. **Minutes of the Extraordinary Meeting of the Risk and Assurance Committee Held on 7 March 2023** (A4423395)  
To be moved:  
That the minutes of the Extraordinary meeting of the Risk and Assurance Committee held on 7 March 2023 be received.
7. **Minutes of the Extraordinary Meeting of Council Held on 7 March 2023** (A4423400)  
To be moved:  
That the minutes of the Extraordinary meeting of Council held on 7 March 2023 be confirmed.
8. **Minutes of the Infrastructure Committee Meeting Held on 7 March 2023** (A4423399)  
To be moved:  
That the minutes of the Infrastructure Committee meeting held on 7 March 2023 be received, and the recommendation to Council be confirmed.  
  
**Recommendation to Council:**
9. **Parking Control Bylaw 2022 - Amendment**
  2. Resolves in accordance with Clause 5.1 and 6.1 of the Parking Control Bylaw 2022 that the Parking Drawings Pages 25, 30, 34, 37 and 38 as per Appendix 1 (A4417156) attached, be adopted and replaces those specific plans in the Bylaw.

9. **Minutes of the Community Wellbeing Committee Meeting Held on 14 March 2023** (A4434476)  
To be moved:  
That the minutes of the Community Wellbeing Committee meeting held on 14 March 2023 be received.
10. **Minutes of the Bluff Community Board Meeting Held on 20 March 2023** (A4434481)  
To be moved:  
That the minutes of the Bluff Community Board meeting held on 20 March 2023 be received.
11. **Minutes of the Extraordinary Finance and Projects Committee Meeting Held on 21 March 2023** (A4441749)  
To be moved:  
That the minutes of the Extraordinary meeting of the Finance and Projects Committee held on 21 March 2023 be received.
12. **Long Term Plan – Community Wellbeing** (A4440765)
13. **2023/2024 Annual Plan Update** (A4417078)
14. **Climate Change Update** (A4429307)
  - 14.1 **Appendix 1 - Corporate GHG Emission FY21 Report 2019/2020, CarbonEES** (A4146040)
  - 14.2 **Appendix 2 - Climate Change Gap Analysis & Coastal Inundation Levels, Tonkin & Taylor Ltd.** (A4345214)
15. **Electoral Matters Update** (A4444441)
16. **Amendments to Delegations Register – Council and Finance March 2023** (A4440072)
  - 16.1 **Appendix 1 - Delegations Register - Council and Finance - 2023 Version 2** (A4439030)
  - 16.2 **Appendix 2 - Summary of Changes to the Register** (A4440077)
17. **Minutes of the Risk and Assurance Committee Meeting Held on 21 March 2023** (A4434487)  
To be moved:  
That the minutes of the Risk and Assurance Committee meeting held on 21 March 2023 be received.
18. **Public Excluded Session**  
  
Moved, seconded that the public be excluded from the following parts of the proceedings of this meeting; namely,
  - (a) *Receiving of minutes of the Public Excluded Session of Risk and Assurance Committee held on 20 December 2022.*
  - (b) *Confirmation of minutes of the Public Excluded Session of Council held on 28 February 2023.*
  - (c) *Receiving of minutes of the Public Excluded Session of Infrastructure Committee held on 7 March 2023.*

- (d) Receiving of minutes of the Public Excluded Session of Community Wellbeing Committee held on 14 March 2023.
- (e) Receiving of minutes of the Public Excluded Session of Bluff Community Board held on 20 March 2023.
- (f) Receiving of minutes of the Public Excluded Session of Risk and Assurance Committee held on 21 March 2023.
- (g) Receiving of minutes of the Public Excluded Session of the Extraordinary Finance and Projects Committee held on 21 March 2023.
- (h) Project 1225 Preferred Supplier Report

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

<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under Section 48(1) for the passing of this resolution</b>
(a) Receiving of minutes of the Public Excluded Session of Risk and Assurance Committee held on 20 December 2022	<b>Section 7(2)(i)</b> Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	<b>Section 48(1)(a)</b> That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7
(b) Confirmation of minutes of the Public Excluded Session of Council held on 28 February 2023	<b>Section 7(2)(i)</b> Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	<b>Section 48(1)(a)</b> That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7
(c) Receiving of minutes of the Public Excluded Session of Infrastructure Committee held on 7 March 2023	<b>Section 7(2)(i)</b> Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	<b>Section 48(1)(a)</b> That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7
(d) Receiving of minutes of the	<b>Section 7(2)(i)</b>	<b>Section 48(1)(a)</b>

<p>Public Excluded Session of Community Wellbeing Committee held on 14 March 2023</p>	<p>Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	<p>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>
<p>(e) Receiving of minutes of the Public Excluded Session of Bluff Community Board held on 20 March 2023</p>	<p><b>Section 7(2)(i)</b> Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	<p><b>Section 48(1)(a)</b> That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7</p>
<p>(f) Receiving of minutes of the Public Excluded Session of Risk and Assurance Committee held on 21 March 2023</p>	<p><b>Section 7(2)(i)</b> Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	<p><b>Section 48(1)(a)</b> That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7</p>
<p>(g) Receiving of minutes of the Public Excluded Session of the Extraordinary Finance and Projects Committee held on 21 March 2023.</p>	<p><b>Section 7(2)(i)</b> Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	<p><b>Section 48(1)(a)</b> That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7</p>
<p>(h) Project 1225 Preferred Supplier Report</p>	<p><b>Section 7(2)(i)</b> Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	<p><b>Section 48(1)(a)</b> That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7</p>

**MINUTES OF COUNCIL, HELD IN THE COUNCIL CHAMBERS, FIRST FLOOR, CIVIC  
ADMINISTRATION BUILDING, 101 ESK STREET, INVERCARGILL ON  
TUESDAY 28 FEBRUARY 2023 AT 3.00 PM**

**Present:**

Mayor W S Clark  
Cr A J Arnold  
Cr R I D Bond  
Cr P M Boyle  
Cr T Campbell  
Cr A H Crackett  
Cr G M Dermody  
Cr P W Kett  
Cr D J Ludlow  
Cr I R Pottinger  
Cr N D Skelt  
Cr L F Soper  
Cr B R Stewart

**In Attendance:**

Rev E Cook – Māngai – Waihopai  
Mrs P Coote – Kaikaunihera Māori – Awarua  
Mr M Day – Acting Chief Executive  
Ms T Hurst – Group Manager – Customer and Environment  
Ms E Moogan – Group Manager – Infrastructure Services  
Mr S Gibling – Group Manager – Leisure and Recreation  
Mrs P Christie – Chief Financial Officer  
Ms J Hutton – Manager – Customer Services  
Mr J Shaw – Manager – Building and Planning  
Mr A Cameron – Chief Risk Officer  
Mr M Morris – Manager – Governance and Legal  
Ms R Suter – Manager – Strategy and Policy  
Ms L Knight – Manager – Strategic Communications  
Ms G Cavanagh – Manager – Environmental Services  
Ms H Guise – Property Portfolio Manager  
Mr G Caron – Digital and Communications Advisor  
Ms G Davis – Digital and Communications Advisor  
Ms M Cassiere – Executive Governance Officer

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## 1. Apology

Cr Dermody for lateness.

Moved Cr Boyle, seconded Cr Stewart and **RESOLVED** that the apology be accepted.

## 2. Declaration of Interest

Nil.

### 3. Public Forum

#### 3.1 Environment Southland – Update on Stead Street Pump Station and Waihopai Stopbank Works

Note: Cr Skelt joined the meeting at 3.04 pm.

Mr Nicol Horrell and Mr Paul Hulse of Environment Southland were in attendance to speak about climate resilience projects. Mr Hulse took the meeting through a powerpoint presentation about the work around the Invercargill City stopbank upgrade. He noted that the focus was on the true left hand side of the Waihopai and that the work underway was to protect and further stabilise the stopbank. He said that they were looking to widen the base and slightly increase the level, in case the height was to be increased in the future. He noted that it would also give a hundred year level of service protection which would be good in the context of climate change challenges. He also spoke about the Pacific Oscillation Phenomenon and said that longer lasting flood events may occur in the next twenty years.

Mr Hulse continued speaking about the Waihopai stopbank and said that the true right hand side of the bank also had a one hundred year level of service. This would allow them to develop the data, through their Master Plan approach, which will be developed over the next few months and years. He said that this would allow them to determine what extra work could be done in the whole catchment and based on government funding or through Long Term Plan, that work could also take place. He said that however, the main focus was on the protection of the left hand side which was really important.

Mr Hulse spoke about the Stead Street pump station replacement project and noted that the new structure was a marked improvement from the previous one which was built somewhere in the 1950s. He said that the pump station would protect other important assets as well as farmland, and that the cost was \$11 million.

Note: Cr Dermody joined the meeting at 3.14 pm.

Mr Hulse said that the new pump station would be able to operate at higher flood levels, and be operationally much cheaper to maintain and manage. The new pump station would service the city and community for many years. He also spoke about flood defence maintenance projects, their future plans and that once they had the hydrological or bathymetric data, which would inform them about the next lot of investments in Invercargill, they would share that data with Council.

In response to a query whether the wellbeing of the estuary on the other side of the stopbank should be managed by Environment Southland or Council or collectively, Mr Horrell said that there was an old historic dumpsite which was causing legacy issues which they would be happy to work with Council on going forward.

In response to a query whether there was a future for the regional authority to be not only environmental but also climate change, Mr Horrell said that the Mayoral

Forum had asked Environment Southland to lead climate change with everybody working together.

In response to a query whether there were obvious targets that Council should be doing, Mr Hulse said that data would be key to determine the targets and that once they had the hydrological data, they would share it with Council.

In response to a query whether the new pump station would have backup generators for electricity, My Hulse said that the two pumps would backup themselves and that they worked off sensors hence they were shut down when not needed.

In response to a query whether Environment Southland had models to overlay on the recent events that took place in the North Island, and see where the water would go, Mr Hulse said that they were waiting on the information from LIDAR to work on those components.

Mayor Clark thanked Mr Horrell and Mr Hulse for taking the time to attend the meeting.

#### 4. Major Late Item in Public Excluded Session

##### 4.1 LTP – Our City with Heart City Centre Land Holdings

Moved Cr Soper, seconded Cr Ludlow and **RESOLVED** that the Major Late Item “LTP – Our City with Heart City Centre Land Holdings” be accepted and received in public excluded session.

##### Reasons for Public Exclusion:

<b>Section 2(b)(ii)</b>	Protect information where the making available of the information would be likely to unreasonably prejudice the commercial position of the person who supplied or is the subject of the information
<b>Section 2(i)</b>	Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)

##### Reason for Public Exclusion:

<b>The reason that the item is not in the Agenda</b>	The item came to hand after the publication of the agenda
<b>The reason why the discussion of the item cannot be delayed</b>	Matters can be progressed in a timely manner

#### 5. Minutes of the Meeting of Southland Regional Heritage Committee held on Friday 23 September 2022

A4392997

Moved Cr Ludlow, seconded Cr Soper and **RESOLVED** that the minutes of the Southland Regional Heritage Committee held on Thursday 22 September 2022 be received.



**6. Minutes of the Extraordinary Meeting of the Community Wellbeing Committee held on Tuesday 31 January 2023**

A4263361

Moved Cr Ludlow, seconded Cr Dermody and **RESOLVED** that the minutes of the Extraordinary Meeting of the Community Wellbeing Committee held on Tuesday 31 January 2023 be received.

**7. Minutes of the Meeting of Council held on Tuesday 31 January 2023**

A4261582

Moved Cr Soper, seconded Cr Stewart and **RESOLVED** that the minutes of the Council held on Tuesday 31 January 2023 be confirmed.

Cr Dermody noted that his full name was not noted as the seconder for moving to public excluded session.

**8. Minutes of the Meeting of Infrastructure Committee held on Tuesday 7 February 2023**

A4308321

Moved Cr Pottinger, seconded Cr Dermody and **RESOLVED** that the minutes of the Infrastructure Committee held on Tuesday 7 February 2023 be received.

**9. Minutes of the Meeting of Bluff Community Board held on Monday 13 February 2023**

A4339502

Moved Cr Soper, seconded Cr Ludlow and **RESOLVED** that the minutes of the Bluff Community Board held on Monday 13 February 2023 be received.

**10. Minutes of the Meeting of Community Wellbeing Committee held on Tuesday 14 February 2023**

A4342114

Moved Cr Ludlow, seconded Cr Boyle and **RESOLVED** that the minutes of the Community Wellbeing Committee held on Tuesday 14 February 2023 be received.

**11. Minutes of the Extraordinary Meeting of Infrastructure Committee held on Tuesday 14 February 2023**

A4342122

Moved Cr Pottinger, seconded Cr Crackett and **RESOLVED** that the minutes of the Extraordinary Meeting of the Infrastructure Committee held on Tuesday 14 February 2023 be received.

**12. Minutes of the Extraordinary Meeting of Council held on Monday 20 February 2023**

A4392714

Moved Cr Stewart, seconded Cr Pottinger and **RESOLVED** that the minutes of the Extraordinary Meeting of Council held on Monday 20 February 2023 be confirmed.

**13. Minutes of the Meeting of Finance and Projects Committee held on Tuesday 21 February 2023**

A4367715

Moved Cr Dermody, seconded Cr Soper and **RESOLVED** that the minutes of the Finance and Projects Committee held on Tuesday 21 February 2023 be confirmed.

**14. Attendance Register – Elected and Appointed Members – November 2022 to January 2023**

A4345169

Mr Michael Morris spoke to the report. He noted this information was requested quite often through LGOIMA and that it would be brought to Council every quarter. He also noted that a summary of the information would also be published on Council's website.

Discussion took place around the requirement of an attendance register, whether it should be published on Council's website, the difference between full attendance versus quality of attendance, and around the correctness of information.

It was noted that the attendance register was only one measure of public accountability and that it could be refined to provide quality information. It was also noted that the information would not be published on Council's website.

Discussion also took place around councillors not being included in every Committee and therefore not required to attend workshops related to the relevant Committee.

It was noted that the information could be circulated among the councillors for correctness before it was included in the Council agenda.

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

1. Receive the report 'Attendance Register – Elected and Appointed Members – November 2022 to January 2023'.
2. Note the inclusion of the attendance register to the Council agenda on a quarterly basis.

## 15. Amendments to Delegations Register – Council and Finance February 2023

A4368270

Mr Michael Morris spoke to the report and noted that there were two key changes to the Delegations Register. The two key changes were the creation of the role of Chief Financial Officer that would require financial delegations and the addition to the delegations of the Finance and Projects Committee to enable that Committee to review non-financial performance indicators.

Mr Morris said that work with Bluff Community Board was also being undertaken as the community board was unhappy with their delegations and that they would like to review them. He further noted that a workshop would be held with the community board to discuss options for them to consider. A report would then be brought back to Council for approval of any changes.

It was noted that in the introduction page of the Delegations Register, Mana Whenua be listed in a separate line under Elected Members as they were two different designations.

A query was raised whether Council was an employer of the Chief Executive or the entire staff. Mayor Clark provided a response and stated that while employees sign an employment contract with the Chief Executive, the tail end of the contract says specifically on behalf of the Invercargill City Council as the corporate body. Therefore Council did have some obligations such as to ensure that wellbeing was provided to staff.

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

1. Receives the report titled "Amendments to Delegations Register – Council and Finance February 2023".
2. Revokes the Delegations Register – Council and Finance 2022 - Version 2
3. Adopts Delegations Register – Council and Finance 2023 Version 1 as set out in Appendix 1
4. Notes the work being done with the Bluff Community Board.

## 16. Our City With Heart – City Centre Focus for the 2024 – 2034 Long – Term Plan

A4385515

Ms Rhiannon Suter spoke to the report. She noted that this paper would provide councillors the opportunity to consider the elements to confirm for the Long – Term Plan which is to start 1 July 2024. She said that this was a procedural report to allow officers to continue work on all the elements towards the plan. She noted that the City Centre workshop conducted the previous week was livestreamed and the public would have seen the conversations included in this paper.

Moved Cr Ludlow, seconded Cr Soper that Council:

1. Receive the report "Our City with Heart – City Centre Focus for the 2024 – 2034 Long-term Plan".
2. Note that options for Wachner Place and Esk Street will be brought to the Finance and Projects Committee in April and request the following factors to be considered as part of this process:
  - a. Provision of a gathering space for the city, which may include a temporary meeting space
  - b. Flow between the west and south of the city, including new commercial developments to the city centre
  - c. Meeting the needs of all the city's residents and supporting new development.
3. Confirm Council's priorities for city centre beautification, noting the actions Council is already taking in this area:
  - a. Maintenance of Council assets
  - b. Improving the appearance of neglected buildings
  - c. Considering ways to add interest and colour
4. Request options for additional street cleaning to be provided for Council consideration as part of the Solid Waste and Roading activity and asset planning.
5. Request options for development of an initiative to promote improved appearance of non-heritage buildings in the city centre to be prepared for consideration as part of the Regulatory activity planning.
6. Request a paper on options for lighting/ digital lighting for Matariki, noting that development timing means this would be available for consideration for Matariki 2024.
7. Note the delay in discussion of a possible Otepunu walkway and sculpture garden to be discussed at the first strategic projects LTP workshop in April.
8. Request review of the regulations and process around allowing food trucks within the city centre to identify appropriate locations and times for them to operate within the district to take place in the 2023/2024 financial year.
9. Confirm Council's priority to apply consistent prioritisation and assessment approach for options to support vibrancy and request an update to the 2021 – 2031 strategic decision making framework to include vibrancy evaluation factors.

In response to a query whether the paper was about what can be done for Wachner Place or where could there be a public place which would fit into 'our city with heart' around the CBD, it was noted that a paper specific to options for Wachner Place would be brought to Council in April. Ms Suter noted that this paper was to ask the team to consider Council's priority that it would want to have a meeting place. She explained that the paper in April will explain the implications and provide some alternatives however, those alternatives may need to be further scoped.

A query was raised whether Wachner Place would be the only location being considered as a play area and whether consideration would be given to what other areas in the city could also be developed to achieve similar to Wachner Place. It was noted that as part of Council's Urban Play the team would review broader locations and how play might be dispersed throughout the CBD, as such, other places apart from Wachner Place would also be reviewed.

It was noted that options about whether traffic would be opened up around Wachner Place would be considered and explored.

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

## 17. Adoption of 2023/2024 Fees and Charges for Consultation

A4385515

Ms Rhiannon Suter spoke to the report. She noted that this paper was asking Council's approval to adopt for consultation which will then be taken out to the community for their feedback. Groups which may be affected will be contacted and they had been highlighted in the paper.

Ms Heather Guise was invited to provide information around the increase in housing fees. Ms Guise said that the majority of Council's tenants were on a benefit which would increase from 1 April 2023. Potentially, the level of compliance for accommodation would also be increased, and as such the increase by Council would have very little change to the actual final circumstances.

Discussion around the increase in housing fee took place. It was noted that Council housing stock was also improved to meet healthy home standards. It was also suggested that previous year's papers around the proposal for new housing be shared among the new councillors for reference.

It was noted that the minimum fees at the waste transfer station could double and that some of the increases were in line with the Emission Trading Scheme to cover increased costs. It was further noted that almost all other regions had applied higher costs and that the new figures would still not cover Council's costs.

Discussion around the increase in water charges took place and it was noted that this would affect those who were large volume consumers who collected water from the system. They would be primarily businesses and organisations rather than residential. Currently, the charge was significantly less than the actual cost of delivering the service. As such, the cost of depreciation had not been included in the fee which meant that a higher proportion of costs were being met through rates instead of fees. It was stated that rates for commercial and large-volume users would significantly increase under the new three waters entity.

It was noted that information around what impacts the increase of housing fee would generally have on people will be shared with councillors.

Moved Cr Boyle, seconded Cr Ludlow and **RESOLVED** that Council:

1. Receive the report "Adoption of 2023/2024 Fees and Charges for Consultation"
2. Note the estimated impact on rates of proposed changes in fees and charges
3. Adopt the Fees and Charges Schedule for consultation (A4410390).
4. Delegate to the Chief Financial Officer and/or the Acting Group Manager Finance and Assurance any non-significant changes before consultation.

## 18. Public Excluded Session

Moved Cr Soper, seconded Cr Ludlow 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 31 January 2023*
- b) *Receiving of Minutes of the Public Excluded Session of the Infrastructure Committee Meeting Held on 7 February 2023*
- c) *Receiving of Minutes of the Public Excluded Session of the Community Wellbeing Committee Meeting Held on 14 February 2023*
- d) *Confirmation of Minutes of the Public Excluded Session of the Extraordinary Meeting of Council Held on 20 February 2023*
- e) *Receiving of Minutes of the Public Excluded Session of the Finance and Projects Committee Meeting Held on 21 February 2023*
- f) *City Centre Coordination and Activation Development for the 2024 – 2034 Long-Term Plan*

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

<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under Section 48(1) for the passing of this resolution</b>
(a) Confirmation of Minutes of the Public Excluded Session of Council Held on 31 January 2023	<b>Section 7(2)(i)</b> Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	<b>Section 48(1)(a)</b> That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7
(b) Receiving of Minutes of the Public Excluded Session of the Infrastructure Committee Meeting Held on 7 February 2023	<b>Section 7(2)(i)</b> Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	<b>Section 48(1)(a)</b> That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7
(c) Receiving of Minutes of the Public Excluded Session of the Community Wellbeing Committee Meeting Held on 14 February 2023	<b>Section 7(2)(i)</b> Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including	<b>Section 48(1)(a)</b> That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7

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|  | commercial and industrial negotiations)   |  |
| (d) Confirmation of Minutes of the Public Excluded Session of the Extraordinary Meeting of Council Held on 20 February 2023    | <b>Section 7(2)(i)</b> Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)   | <b>Section 48(1)(a)</b><br>That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7 |
| (e) Receiving of Minutes of the Public Excluded Session of the Finance and Projects Committee Meeting Held on 21 February 2023 | <b>Section 7(2)(i)</b> Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)   | <b>Section 48(1)(a)</b><br>That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7 |
| (f) City Centre Coordination and Activation Development for the 2024 – 2034 Long-Term Plan                                     | <b>Section 7(2)(b)(ii)</b><br>Protect information where the making available of the information would be likely to unreasonably prejudice the commercial position of the who supplied or is the subject of the information<br><br><b>Section 7(2)(i)</b> Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) | <b>Section 48(1)(a)</b><br>That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7 |

There being no further business, the meeting finished at 5.45 pm.

**MINUTES OF EXTRAORDINARY RISK AND ASSURANCE COMMITTEE, HELD IN THE  
COUNCIL CHAMBERS, FIRST FLOOR, CIVIC ADMINISTRATION BUILDING, 101 ESK STREET,  
INVERCARGILL ON TUESDAY 7 MARCH 2023 AT 8.30 AM**

**Present:** Mr B Robertson (Chair)  
Mayor W S Clark  
Cr R I D Bond  
Cr T Campbell  
Cr G M Dermody  
Mr R Jackson  
Cr D J Ludlow  
Cr I R Pottinger  
Cr L F Soper

**In Attendance:** Rev E Cook – Māngai – Waihopai  
Mr M Day – Acting Chief Executive  
Ms E Moogan – Group Manager – Infrastructure Services  
Mrs P Christie – Acting Group Manager – Finance and Assurance  
Ms J Hutton – Interim GM – Customer, Communications and People  
Mr J Shaw – Interim GM – Consents and Compliance  
Mr A Cameron – Chief Risk Officer  
Mr M Morris – Manager – Governance and Legal  
Ms L Knight – Manager – Strategic Communications  
Mr G Caron – Digital and Communications Advisor  
Mr S Walker – Executive Director – Audit New Zealand  
Mr D Ollsson – Audit Director – Audit New Zealand  
Ms M Cassiere – Executive Governance Officer

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## 1. Apology

Cr Soper for early departure.

Moved Cr Campbell, seconded Cr Ludlow and **RESOLVED** that the apology be accepted.

## 2. Declaration of Interest

Nil.

## 3. Annual Report 2021/22 Adoption

A4385722

Mrs Patricia Christie spoke to the report and provided the background for the delay in adoption of the 2021/22 Annual Report, along with an overview of the financial results in the Annual Report. She noted that the audit opinion will contain a qualification with regard to the 2021 comparative numbers from the valuation of property, plant and equipment.



Mr Dereck Ollsson was invited to speak to the Letter of Opinion from Audit New Zealand (AuditNZ). He noted the points raised by Mrs Christie in her summary and spoke about the qualification around the comparative numbers from the valuation of property, plant and equipment.

In relation to the 2022 audit Mr Ollsson said that Council's revaluation process of its infrastructure assets resulted in an uplift of \$250 million which was quite substantial. He noted that Council's investment property showed \$26 million on the balance sheet. He noted that management controls were something that were classified as a huge risk however, after thorough checks, AuditNZ was satisfied that Council's internal controls were robust.

Mr Ollsson further spoke about Invercargill City Properties Limited loan which had been restated and said that it had been determined that the loan needed to be reclassified from being carried at amortised cost to being carried at fair value through profit and loss, based on the terms and conditions of the loan.

In response to a query about the reason for Audit New Zealand's qualified opinion of the previous year, Mr Ollsson said that accounting standards require that Council, on an annual basis, determine whether there would be material movement in the carrying value of its assets and the fair value of its assets. Therefore, the value carried in the books compared to the value received on an open market if Council were to sell the assets. When looking at the fair value assessment performed by Council, Audit New Zealand considered that there were indicators that there could be a material movement. If there was going to be a material movement, the standards required Council to undertake a full valuation. Council chose not to undertake a full revaluation and as a result of the limitation of scope placed on Audit New Zealand, determination of an actual value was not possible. Audit New Zealand had qualified an issue and accepted the opinion based on the value for that financial year. For the current year, the opening balance has uncertainties around it and the movement this year was uncertain. Hence, the qualification from last year would still be carried over to this year.

In response to a query about how replacement value of an asset could be placed when the asset would not be replaced for several years, it was noted that this was done through optimised depreciated replacement cost valuation method. This valuation would be performed every three years to determine the revised value of the asset discounted by the usage value of the asset at the point of time of the valuation.

Moved Mr Jackson, seconded Cr Soper that the Risk and Assurance Committee recommends to Council that it:

1. Note that the Risk and Assurance Committee has:
  - a. Reviewed the draft Annual Report, draft Summary Annual Report and recommends them both for adoption.
  - b. Reviewed Audit New Zealand's opinion.
  - c. Reviewed the letter of representation and back to back letter of representation from management and recommends the letter of representation to Audit New Zealand for signing.
2. Notes that the draft of Audit New Zealand's opinion in Attachment 3 (A4421321) has a limited scope in relation to the 2021 comparative numbers for the valuation of Council's infrastructure and operational assets. The limitation of scope is based

on the conclusion that based on the increases in economic indicators available to Council from March to June 2021 that there were indicators that suggested a revaluation of the infrastructure and operational assets was required at 30 June 2021.

3. Adopts the 2021/22 Annual Report for the Invercargill City Council Group Attachment 1 (A4421172).
4. Authorises the Mayor and Chief Executive to sign the Audit New Zealand Letter of Representation for the 2022 Annual Report in the form attached in Attachment 2 (A4419063).
5. Authorises the Mayor and Chief Executive to sign the Statement of Compliance on page 30 of the 2022 Annual Report.
6. Authorises the Acting Group Manager Finance and Assurance to make minor changes to the 2021/22 Annual Report prior to publication (if necessary).
7. Adopts the draft 2021/22 Summary Annual Report document Attachment 4 (A4421147) subject to receiving the audit opinion from Audit New Zealand.
  - a. Authorises the Chair of the Risk and Assurance Committee, Chief Executive and Acting Group Manager Finance and Assurance to release the document for signing on receipt of the audit report from Audit New Zealand.
  - b. Authorises the Mayor, Chief Executive and Acting Group Manager Finance and Assurance to sign the Compliance Statement.
  - c. Authorises the Mayor and Chief Executive to sign the Audit New Zealand Letter of Representation for the Summary Annual Report when received from Audit New Zealand.
  - d. Authorises the Acting Group Manager Finance and Assurance to make changes necessary to the Summary Annual Report document for publication.

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

Note: The Chair thanked Mrs Christie and her team for their hard work on the Annual Report.

There being no further business, the meeting finished at 9.13 am.

**MINUTES OF EXTRAORDINARY COUNCIL, HELD IN THE COUNCIL CHAMBERS,  
FIRST FLOOR, CIVIC ADMINISTRATION BUILDING, 101 ESK STREET, INVERCARGILL ON  
TUESDAY 7 MARCH 2023 AT 4.05 PM**

**Present:** Mayor W S Clark  
Cr A J Arnold  
Cr R I D Bond  
Cr P M Boyle  
Cr T Campbell  
Cr A H Crackett  
Cr G M Dermody  
Cr P W Kett  
Cr D J Ludlow  
Cr I R Pottinger  
Cr N D Skelt  
Cr L F Soper  
Cr B R Stewart

**In Attendance:** Rev E Cook – Māngai – Waihopai  
Mrs P Coote – Kaikaunihera Māori – Awarua (via zoom)  
Mr M Day – Acting Chief Executive  
Ms T Hurst – Group Manager – Customer and Environment  
Ms E Moogan – Group Manager – Infrastructure Services  
Mrs P Christie – Acting Group Manager – Finance and Assurance  
Mr J Shaw – Interim GM – Consents and Compliance  
Mr A Cameron – Chief Risk Officer  
Mr M Morris – Manager – Governance and Legal  
Ms L Knight – Manager – Strategic Communications  
Mr G Caron – Digital and Communications Advisor  
Ms M Cassiere – Executive Governance Officer

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**1. Apologies**

Nil.

**2. Declaration of Interest**

Nil.

**3. Major Late Item**

3.1 Recommendations to Council from the Finance and Projects Committee Meeting Held on 21 February 2023

Moved Cr Ludlow, seconded Cr Dermody and **RESOLVED** that the Major Late Item 'Recommendations to Council from the Finance and Projects Committee Meeting Held on 21 February 2023', be accepted.

The reason that the item was not in the agenda	The reason why the discussion of the item cannot be delayed
Due to administrative error, the item was not discovered until after the publication of the agenda	To progress matters in a timely manner

#### 4. Annual Report 2021/22 Adoption

A4385722

Mayor Clark spoke about the issues with Audit New Zealand and noted that the Letter of Representation would be signed.

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

1. Note that the Risk and Assurance Committee has:
  - a. Reviewed the draft Annual Report, draft Summary Annual Report and recommends them both for adoption.
  - b. Reviewed Audit New Zealand's opinion.
  - c. Reviewed the Letter of Representation and back to back Letter of Representation from management and recommends the Letter of Representation to Audit New Zealand for signing.
2. Notes that the draft of Audit New Zealand's opinion in Attachment 3 (A4421321) has a limited scope in relation to the 2021 comparative numbers for the valuation of Council's infrastructure and operational assets. The limitation of scope is based on the conclusion that based on the increases in economic indicators available to Council from March to June 2021 that there were indicators that suggested a revaluation of the infrastructure and operational assets was required at 30 June 2021.
3. Adopts the 2021/22 Annual Report for the Invercargill City Council Group Attachment 1 (A4421172).
4. Authorises the Mayor and Chief Executive to sign the Audit New Zealand Letter of Representation for the 2022 Annual Report in the form attached in Attachment 2 (A4419063).
5. Authorises the Mayor and Chief Executive to sign the Statement of Compliance on page 30 of the 2022 Annual Report.
6. Authorises the Acting Group Manager Finance and Assurance to make minor changes to the 2021/22 Annual Report prior to publication (if necessary).
7. Adopts the draft 2021/22 Summary Annual Report document Attachment 4 (A4421147) subject to receiving the audit opinion from Audit New Zealand.
  - a. Authorises the Chair of the Risk and Assurance Committee, Chief Executive and Acting Group Manager Finance and Assurance to release the document for signing on receipt of the audit report from Audit New Zealand.
  - b. Authorises the Mayor, Chief Executive and Acting Group Manager Finance and Assurance to sign the Compliance Statement.

- c. Authorises the Mayor and Chief Executive to sign the Audit New Zealand Letter of Representation for the Summary Annual Report when received from Audit New Zealand.
- d. Authorises the Acting Group Manager Finance and Assurance to make changes necessary to the Summary Annual Report document for publication.

## **5. Recommendations to Council from the Finance and Projects Committee Meeting Held on 21 February 2023**

Moved Cr Ludlow, seconded Cr Dermody and **RESOLVED** that Council:

- 1. Receive the report 'Recommendations to Council from the Finance and Projects Committee meeting Held on 21 February 2023'.

From the meeting held on 21 February 2023, the Finance and Projects Committee recommends to Council:

- 2. **2022/2023 Quarter Two Performance (A4299893)**
  - 2. To approve the forecast changes outlined Schedule of Forecast Changes in the Quarter Two Performance Report (A4362526).
- 3. **Financial Update – December 2022**
  - 3. That it notes the sensitive expenditure for the period 10 September – 31 December 2022 (A4344882).

There being no further business, the meeting finished at 4.15 pm.

**MINUTES OF INFRASTRUCTURE COMMITTEE, HELD IN THE COUNCIL CHAMBERS, FIRST FLOOR, CIVIC ADMINISTRATION BUILDING, 101 ESK STREET, INVERCARGILL ON TUESDAY 7 MARCH 2023 AT 3.00 PM**

**Present:** Cr I R Pottinger (Chair)  
Mayor W S Clark  
Cr A J Arnold  
Cr R I D Bond  
Cr P M Boyle  
Cr T Campbell  
Cr A H Crackett  
Cr G M Dermody  
Cr P W Kett  
Cr D J Ludlow  
Cr N D Skelt  
Cr L F Soper  
Rev E Cook – Māngai – Waihopai  
Mrs P Coote – Kaikaunihera Māori – Awarua (via zoom)

**In Attendance:** Mr M Day – Acting Chief Executive  
Ms T Hurst – Group Manager – Customer and Environment  
Ms E Moogan – Group Manager – Infrastructure Services  
Mrs P Christie – Acting Group Manager – Finance and Assurance  
Ms J Hutton – Interim GM – Customer, Communications and People  
Mr M Morris – Manager – Governance and Legal  
Mr R Pearson – Manager – Strategic Asset Planning  
Ms L Knight – Manager – Strategic Communications  
Ms L McCoy – Asset Manager – Transport  
Ms H Guise – Property Portfolio Manager  
Mr G Caron – Digital and Communications Advisor  
Ms M Cassiere – Executive Governance Officer

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**1. Apologies**

Nil

**2. Declaration of Interest**

Nil.

**3. Public Forum**

Nil.

**4. Minutes of the Meeting of Infrastructure Committee held on Tuesday 7 February 2023**

A4308321

Moved Cr Boyle, seconded Cr Skelt and **RESOLVED** that the minutes of the Infrastructure Committee held Tuesday 7 February 2023 be confirmed.

**5. Minutes of the Extraordinary Meeting of Infrastructure Committee held on Tuesday 14 February 2023**

A4342122

Moved Cr Ludlow, seconded Rev Cook and **RESOLVED** that the minutes of the Extraordinary Meeting of the Infrastructure Committee held on Tuesday 14 February 2023 be confirmed.

**6. Encroachment and Potential Disposal of Land – Part 383 Bond Street, Invercargill**

A4353196

Ms Heather Guise spoke to the report. She noted that the report contained information around two parcels of land. Identified as Lot 3, one parcel of land that was adjacent to and part of the wider landfill site at Bond Street had been encroached by neighbouring business owners and was currently being occupied. Upon enquiries, the business owners had expressed a desire to purchase the land.

Ms Guise noted that another parcel of the land, identified as Lot 2, was leased to the New Zealand Motor Caravan Association. She said that the land was held as endowment for municipal purposes with various encumbrances registered against the title.

Ms Guise stated that in order to dispose of the land and meet the requirements of the Resource Management Act 1991, the individual parcels of land could only be disposed of by way of an amalgamation to adjacent land upon issue of separate title.

Discussion took place on whether Lot 2 could go into open market for sale. It was noted that the words for the preferred option for Lot 2 be amended to allow for inclusion of sale to either the current lessee or adjoining property owners.

Moved Cr Soper, seconded Rev Cook and **RESOLVED** that the Infrastructure Committee:

1. Receive the report "Encroachment and Potential Disposal of Land – Part 383 Bond Street, Invercargill".

Moved Cr Soper, seconded Rev Cook and **RESOLVED** that the Infrastructure Committee:

2. Determine that the land is not required for the purposes of landfill.

Moved Cr Boyle, seconded Cr Bond that the Infrastructure Committee:

3. Approve the method of disposal of the land which has been encroached upon.
  - a. Subject to the terms of the current lease, investigate the benefits of either sale to the current lessee or to adjoining property owners subject to the existing lease or amalgamation of Lot 2 into the adjacent Stead Street Reserve and designating the land as recreation reserve (**Preferred option for Lot 2**)

Note: Cr Arnold voted against the motion.

Moved Cr Soper, seconded Rev Cook and **RESOLVED** that the Infrastructure Committee:

- b. Negotiate offers from adjacent business owners at an agreed value following market valuations received on behalf of both the proposed Purchaser(s) and Council (**Preferred option for Lot 3**)

In response to a query whether land could be sold to someone else apart from the current lessee or to the adjoining property owners, it was noted that it could only be sold to the adjoining property owners or an existing leaseholder if tenants has easement access available to them through the Resource Management Act 1991.

It was noted that a report be brought back to this Committee with further information around potential sales.

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

Note: Mrs Coote had technical issues with zoom and went off – camera.

## **7. National Speed Limit Register - Amendment**

A4384068

Mr Russell Pearson spoke to the report. He noted that the paper would be withdrawn at this stage and would be brought back in April or May 2023 once some minor issues were sorted out.

This report was withdrawn.

## **8. Audible Announcements on Public Transport**

A4367186

Mr Russell Pearson spoke to the report. It was noted that the current contract was due to be renewed in thirteen months. Mr Pearson said audible announcements on public transport would be one of the considerations when negotiating a new contract.

Mr Pearson said that these features would be quite important for users and that the bus drivers would also be happy to help by conversing with users and providing the relevant information, in the interim period. He further said that they were looking at a system which would be independent of the buses, so that when buses were changed the system would not have to be changed as well.



In response to a query about why drivers could not provide this service, it was noted that drivers should concentrate only on their driving and not have to announce stops as well.

In response to a query whether a Google maps type device that could announce the locations and stops was being looked at, it was noted in the affirmative and that it was those types of solutions which could be accessible to all and not only confined to buses were being investigated.

It was noted that the Blind Foundation be officially informed that they could ask the drivers to announce the stop for them.

A query was raised whether during the process of finding technological solutions and drivers helping the users, a review be done to ensure that the solutions would still be necessary if the help from the drivers was sufficient. It was noted that a review could be done however, the technological solutions being sought were to help the blind sector in being independent in a wider context and not confined to buses alone.

Moved Cr Bond, seconded Cr Cook and **RESOLVED** that the Infrastructure Committee:

1. Receive the report "Audible Announcements on Public Transport".
2. Endorse that this issue will look to be resolved as part of the new contract or when new digital solutions become available.

## 9. Parking Control Bylaw 2022 - Amendment

A4367775

Mr Russell Pearson spoke to the report. He noted that Parking Control Bylaw had some minor changes to be made to the regularity maps. There were nine minor changes and Council's approval was sought to correct those minor changes.

Moved Cr Boyle, seconded Cr Soper and **RESOLVED** that the Infrastructure Committee:

1. Receive the report 'Parking Control Bylaw 2022 - Amendment'

### **Recommends that Council**

2. Resolves in accordance with Clause 5.1 and 6.1 of the Parking Control Bylaw 2022 that the Parking Drawings Pages 25, 30, 34, 37 and 38 as per Appendix 1 (A4417156) attached, be adopted and replaces those specific plans in the Bylaw.

Note: Cr Stewart joined the meeting at 3.54 pm.

## 10. Activities Report

A4336513

Ms Erin Moogan spoke to the report. She noted that the work at the Clifton plant with regard to the removal of biosolids from the site was ongoing. She also noted that the flow level in the Oreti River was low and that further water restrictions may be necessary, if the level continued to drop.

Queries were raised whether any information could be received about the accident at Bluff Hill during an event and whether safety structure for next year's event would be improved. It was noted that the accident had been part of an event and that clarification along with their direction for safety measures for future events, could be sought from the event organisers.

It was noted that Great South had published a report on the event and the accident had not been mentioned. It was noted that this feedback would be provided to Great South.

In response to a query about the type of feedback being received on the speed limits, it was noted that there had been a number of enquires however, there was no huge opposition as such.

In response to a query whether movable electronic speed indicators could be moved to more problematic stretches of road, it was noted that the signs could be moved to other locations that were deemed problematic.

In response to a query whether people's habits had changed because of the change in speed limits, it was noted that due to the change in speed limits, an unintended consequence was that, people were now finding and using alternate roads to travel. This would be an issue for Council as those roads were not part of the network.

Moved Cr Campbell, seconded Cr Bond and **RESOLVED** that the Infrastructure Committee:

1. Receive the report "Activities Report".
2. Notes the following key points of the report:
  - a. That works are underway to remove biosolids from the Clifton Treatment Plant.
  - b. That the seasons reseals programme is approximately 95% complete.
  - c. The roll out of new variable speed intelligent signage at Invercargill Schools.

## 11. Public Excluded Session

Moved Cr Dermody, seconded Cr Campbell 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 Infrastructure Committee held on 7 February 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:

<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under Section 48(1) for the passing of this resolution</b>
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- a. Confirmation of Minutes of the Public Excluded Session of the Infrastructure Committee held on 7 February 2023

**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

Note: the meeting was adjourned at 4.02 pm.

There being no further business, the meeting finished at 4.20 pm.

**MINUTES OF COMMUNITY WELLBEING COMMITTEE, HELD IN THE COUNCIL CHAMBERS,  
FIRST FLOOR, CIVIC ADMINISTRATION BUILDING, 101 ESK STREET, INVERCARGILL ON  
TUESDAY 14 MARCH 2023 AT 3.00 PM**

**Present:** Cr D J Ludlow (Chair)  
Mayor W S Clark  
Cr R I D Bond  
Cr P M Boyle  
Cr T Campbell  
Cr A H Crackett  
Cr G M Dermody  
Cr P W Kett  
Cr I R Pottinger  
Cr L F Soper  
Cr B R Stewart  
Rev E Cook – Māngai – Waihopai  
Mrs P Coote – Kaikaunihera Māori – Awarua

**In Attendance:** Cr A J Arnold  
Cr N D Skelt  
Ms T Hurst – Group Manager – Customer and Environment  
Mr J Shaw – Interim GM – Consents and Compliance  
Mr M Morris – Manager – Governance and Legal  
Ms L Knight – Manager – Strategic Communications  
Mr B Carpenter – Service Management Analyst  
Ms G Davis – Digital and Communications Advisor  
Mrs T Amarasingha – Governance Advisor  
Ms M Cassiere – Executive Governance Officer

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**1. Apologies**

Nil.

**2. Declaration of Interest**

Nil.

**3. Public Forum**

**3.1. Update from South Alive – Courtney Ellison and Beryl Wilcox**

Ms Beryl Wilcox and Ms Courtney Ellison were in attendance to speak to the Committee. They took the meeting through a PowerPoint presentation, which included background on South Alive and updates of their activities. They spoke about their community hub called The Pod and The Pantry, and provided further background on the community

hub. They said that the majority of their work was centred on the 9812 post code area and they acknowledged the volunteers who worked with South Alive.

They spoke about their annual survey and that the latest results showed that 91% of people were proud to work, live and play in South Invercargill. They provided an update on the various community events which they organise and said that they hoped to spread them wider around the South Invercargill area. They spoke about the initiatives for the rangatahi including showcasing of talents, improving access, technology skill development and connecting to job opportunities.

They highlighted their work around food security and resilience and noted that their areas of focus included cooking classes, providing food parcels, veggie gardening, and other activities. They also gave an update on the activities planned for Neighbours Aotearoa month in March.

In response to a query about what extent of engagement had taken place with the South Eastern community, they noted that most of the activities were spread around the whole South Invercargill area. They also said that they had strong relationships with the schools in South Invercargill. They noted that there were places which were run by people who would be happy to allow events to take place there but were not technology savvy to go online and share the information.

In response to a query whether a pump track for young children would be good for South Invercargill, Ms Wilcox said they would have to gather information from the community around it.

In response to a query about the capacity for a regular pop-up type youth gaming space in South Invercargill, Ms Ellison said they were working with Mr James Wards, founder of Your Corps Multiplayer Video Game to run a few youth gaming spaces

In response to queries about what obstacles South Alive face which, if removed, could lead to further success and how could Council facilitate further success, Ms Ellison said funding would be one of the obstacles. She explained that they had a funding partnership with the Department of Internal Affairs (DIA) which would soon come to an end. She said that they received funding of \$200,000 from the DIA and that they also received other types of funding from organisations such as Vodafone Foundation. Ms Wilcox said that the focus was to build a sustainability programme however, while people seemed keen on supporting projects, they were not so keen on the operational and maintenance of those projects which could be an obstacle.

In response to a query whether supply chain issues were affecting viability of The Pantry, Ms Wilcox said that it was an issue and that The Pantry had not been as successful as envisioned. She also said that The Pantry had become a community hub which had not been the original intent and hence they planned on reviewing and refreshing it.

The Chair thanked Ms Ellison and Ms Wilcox for taking the time to attend the meeting.

**4. Minutes of the Meeting of Community Wellbeing Committee held on Tuesday 14 February 2023**

A4342114

Moved Cr Crackett, seconded Cr Dermody and **RESOLVED** that the minutes of the Community Wellbeing Committee held on Tuesday 14 February 2023 be confirmed.

**5. Minutes of the Extraordinary Meeting of the Community Wellbeing Fund Subcommittee held on Tuesday 14 February 2023**

A4537213

Moved Cr Boyle, seconded Cr Kett and **RESOLVED** that the minutes of the Extraordinary Meeting of the Community Wellbeing Fund Subcommittee held on Tuesday 14 February 2023 be received.

**6. Minutes of the Meeting of District Licensing Committee – January and February Meetings 2023.**

A4411569

Moved Rev Cook, seconded Cr Bond and **RESOLVED** that the minutes of the District Licensing Committee – January and February Meetings 2023.

**7. Active Communities Fund**

A4353753

Moved Cr Boyle, seconded Cr Soper that the Community Wellbeing Committee:

1. Receive the report "Active Communities Fund Update."

In response to a query about the basis on which Council moved this activity to Active Southland, it was noted that it was through a Council resolution. It was noted that the funding was through the now defunct Hillary Commission and not funded by ratepayers.

In response to a query whether the funding was only for Invercargill City, it was noted in the affirmative and that the use of the funding had been ring-fenced for Invercargill City only.

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

Note: Cr Crackett declared her interest in Active Southland.

## 8. Activities Report

A4357558

Ms Trudie Hurst spoke to the report. She noted that there was an increase in parking disputes and that this could be due to lack of engagement with public. She said that officers were putting together a campaign to help regular users of city street parking. She also acknowledged that the leisure and recreation team had provided an overview in the report.

The Chair asked the committee members if the Activities Report contained relevant and enough content, or whether it could be improved.

Discussion took place around the Chair's query about the Activities Report. Queries were raised around the lag time of information in the report, usefulness of the information, and general queries around animal control complaints, the difference in the data for vehicle compliance, and timeframe for compliance of non-consenting or non-conforming activities.

With regard to the lag time in reporting of data, it was noted that the process involved in bringing the report together and being reviewed by the Executive Leadership Team meant there was a cut-off time for the data, therefore there would be a lag in the data presented in the report. With regard to animal control complaints and the process around it, it was noted that a Request for Service (RFS) would be lodged and it would remain open until it was resolved. There was no timeframe around the process as there could be a variety of complaints around different types of animals.

With regard to vehicle compliance data, it was noted that in 2023, complaints about abandoned vehicles had been reclassified. The classification of abandoned vehicles had been changed as it was found that most of the vehicles were actually not abandoned but mistakenly thought to be abandoned. With regard to the timeframe for compliance of non-consenting or non-conforming activities, it was noted that work was being done to resolve it as soon as possible. Data around it could be shared, if required.

Different viewpoints around whether the content was enough or not was shared by the committee members. Whether the type of content being included brought to the committee could be divided between quarterly and half-yearly was discussed. The usefulness of the content along with the time taken to prepare the report was also discussed. It was noted that that content could show how the deliverables met obligations against the Long Term Plan as well as legislation.

Note: Cr Boyle noted the good job being done on Facebook.

Moved Cr Soper, seconded Cr Bond and **RESOLVED** that the Community Wellbeing Committee:

1. Receive the report "Activities Report".

Note: The Chair thanked Ms Hurst for her hard work and wished her well for her next steps in the future.

## 9. Public Excluded Session

Moved Cr Ludlow, seconded Cr Dermody 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 Community Wellbeing Committee Held on 14 February 2023*
- b. *Receiving of Minutes of the Extraordinary Public Excluded Session of the Community Wellbeing Fund Subcommittee Held on 14 February 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:

<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under Section 48(1) for the passing of this resolution</b>
a. Confirmation of Minutes of the Public Excluded Session of the Community Wellbeing Committee Held on 14 February 2023	<b>Section 7(2)(i)</b> Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	<b>Section 48(1)(a)</b> That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7
b. Receiving of Minutes of the Extraordinary Public Excluded Session of the Community Wellbeing Fund Subcommittee Held on 14 February 2023	<b>Section 7(2)(i)</b> Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	<b>Section 48(1)(a)</b> That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7

There being no further business, the meeting finished at 3.51 pm.



**MINUTES OF BLUFF COMMUNITY BOARD, HELD IN THE BLUFF MUNICIPAL CHAMBERS,  
GORE STREET, BLUFF ON MONDAY 20 MARCH 2023 AT 7.00 PM**

**Present:** Mr R Fife (Chair)  
Mr S Graham  
Ms T Stockwell  
Mr J Sutherland  
Ms T Topi  
Cr G M Dermody  
Mrs P Coote – Advisory Member

**In Attendance:** Cr L F Soper  
Mr M Day – Chief Executive  
Mrs P Christie – Acting Group Manager – Finance and Assurance  
Mr M Morris – Manager – Governance and Legal  
Mr P Nolan – Manager – Infrastructure Operations  
Ms C Rain – Manager – Parks and Recreation  
Ms R Suter – Manager – Strategy and Policy  
Ms H Guise – Property Portfolio Manager  
Ms N Allan – Manager – Bluff Service Centre  
Mr L Beer – Publicity/Promotions Officer  
Ms G Weaver – Senior Communications Advisor  
Ms M Cassiere – Executive Governance Officer

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**1. Apologies**

Nil.

**2. Declaration of Interest**

Nil.

**3. Public Forum**

**3.1 Jo–Anne Grimwood and Bridget Forsyth – National Public Health and Cancer Society**

Ms Jo–Anne Grimwood from the National Public Health Service and Ms Bridget Forsyth from the Cancer Society were in attendance to speak about smoke free environment for Bluff. Ms Grimwood said that further information would be shared with the community board members. She spoke about cigarettes, the harmful effects of smoking, and highlighted the negative effects of smoking around children, and around their health in particular. She noted that their mahi was around ensuring people who wished to stop smoking had the required support, to encourage others to stop smoking, and give stronger protection to children from exposure to tobacco and the promotion of tobacco.

Ms Forsyth said that the majority of people in New Zealand did not smoke anymore and that according to work by New Zealand Health Survey (NZHS), an estimated 92% of the population in New Zealand were non-smokers. She said that the NZHS data also found that 8% of adults in New Zealand still smoked on a daily basis. When the 8% was viewed according to ethnicity, the data indicated the Māori population was at 19.9%, Pasifika population was at 18.2%, and European and other population was at 7.2%.

Ms Forsyth noted that according to the Census data of 2018, the population of Bluff was at 1797 with the Māori population at 834. The data also revealed the regular prevalence of smokers in New Zealand at 13.2%, while the same in Bluff was 27.4%. She also said that by breaking the data down by ethnicity, Māori smoking rates in New Zealand was at 28.2% of which 34.3% was in Bluff. Therefore, it clearly underlined what worked for some demographics did not work well for others.

Ms Forsyth said that socio-economic factors were part of the issue. She said that Bluff had a higher level of underserved people and that the New Zealand Index of Deprivation (NZDep) was 8 for Bluff with the highest NZDep being 10. She said that it clearly showed that this was a community that had been underserved by the government and over served by other negative aspects. She noted that with the New Zealand Smokefree 2025 movement, there would be a reduction of tobacco sales outlets from the current 5,000 to 8,000 outlets to 600 outlets. The movement would also include rules around who could sell tobacco, reduction of nicotine content to a very low level, and that tobacco could not be legally sold to anyone born after 1 January 2009.

Ms Grimwood and Ms Forsyth further spoke about councils and community boards endorsing and adopting smoke free community areas. They said that positive messaging around not smoking, having clear signage, making it clear that it was about education and not punitive, working with the people, providing opportunities for questions to be asked, and becoming a smoke free role model for tamariki. They noted that it would be about positive outcomes – support people who stop smoking, support those who wish to stop smoking, and de-normalising smoking especially around tamariki.

In response to queries around vaping, they noted that vaping was something else which they were starting to look into as well. While vaping had been brought in as a tool to stop smoking tobacco, it was starting to become a problem since non – smokers were now vaping, although they noted that there was no definitive health data around vaping.

Discussion took place around the cost of tobacco and the socio-economic impact to whānau and community.

In response to a query about what was proposed for Bluff, it was noted that activities for Bluff would have to be driven through strength based mahi going forward, through introduction of smoke free environments, and supporting people who wished to stop smoking. However it was also noted that the query was very broad and may have to be discussed at a different forum, although a discussion at the community board was a good start.

The Chair thanked Ms Grimwood and Ms Forsyth for taking the time to attend the meeting.

#### 4. Major Late Item – in Public Excluded Session

##### 4.1 Investment Property Peppercorn Rental

Moved Cr Dermody, seconded Mrs Coote and **RESOLVED** that the Major Late Item 'Investment Property Peppercorn Rental' be accepted and discussed in public excluded session.

**The reason that the item was not in the agenda:** The item was not ready at the time of the publication of the agenda.

**The reason why the discussion of the item could not be delayed:** Matters could be progressed in a timely manner.

**Reason for Exclusion being:**

**Local Government Information and Meetings Act 1987 –**

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

Ground(s) under Section 48(2) (a)(ii) for the passing of this resolution

The local authority is required, by any enactment, to make a recommendation in respect of the matter that is the subject of those proceedings.

#### 5. Minutes of the Meeting of Bluff Community Board held on Monday 13 February 2023

A4339502

Moved Mr Graham, seconded Ms Topi that the minutes of the Bluff Community Board held Monday 13 February 2023 be confirmed.

It was noted that the address on page four should be Bluff and not Invercargill.

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

#### 6. Report of the Bluff Publicity/Promotions Officer

A4440006

Moved Mr Sutherland, seconded Mr Graham:

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

Mr Lindsay Beer spoke to the report. He spoke about the vandalism at Stirling Point and said that the installation of a webcam at Stirling Point could be extremely valuable as both a tourism and security asset. He said that he was currently researching the topic and would present a report at the next Bluff Promotions meeting.

Mr Beer noted that there may be a possibility of Mr William Waiirua, TV3's The AM Show visiting Bluff in mid-April to film a segment about the Bluff Oyster season with an industry

identity. He also spoke about a potential new event to be held in Bluff in the near future and said that he would provide additional details after further discussions with the interested party.

In response to a query about the number of times that the Bluff Promotions Group meet, Mr Beer said that they met once a month.

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

## **7. Bluff Motupōhue Tourism Masterplan Implementation Update**

A4432406

Moved Mrs Coote, seconded Cr Dermody that the Bluff Community Board:

1. Receive the report "Bluff Motupōhue Tourism Masterplan Implementation Update".

Ms Rhiannon Suter spoke to the report and noted that the report provided an update from Great South on the implementation of the Bluff Motupōhue Tourism Masterplan, including options to support continued implementation beyond June 2023.

Note: Ms Topi declared a conflict of pecuniary interest and abstained from taking part in the discussion and from voting.

Discussion took place about Great South providing the same level of support without the role of the coordinator and about the role being funded by Great South.

Moved Mr Fife, seconded Mr Sutherland and **RESOLVED** that the Bluff Community Board:

2. Note the report from Great South on implementation progress (A4432400).
3. Agree that the Board supports coordination to support implementation to continue beyond June 2023.

Discussion took place around the options provided as sources of funding. It was noted that Great South would continue providing support however, the level of support may not be at the same level without the coordinator.

Queries were raised about the value brought by the role to the implementation of the masterplan. It was noted that the role connected the network and stakeholders, and maintained the connection for the continuation of the work. The role also provided value by being able to prioritise the work from the vast list of activities proposed in the masterplan and by getting everyone to work cohesively without duplication of work and costs.

It was noted that if the fund was placed elsewhere, Bluff may lose out as the masterplan was about the region and not exclusively for Bluff. The role had helped with providing support in the implementation of the masterplan however, the step to take it further was the key point where the role of the coordinator would be required.

It was noted that Great South was not aware of any other tourism funding which could fund this role and that while Great South would continue to provide support, it would not be to the extent as that which a coordinator could provide, since they would not have an active role.

Moved Mr Graham, seconded Mr Sutherland that the Bluff Community Board:

4. Considers the work of the coordinator role as very important and wishes it to continue.
5. That Great South be invited to provide a further update at the April Bluff Community Board meeting in relation to funding options and overall tourism strategy for Southland and Bluff's place in it.

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

Moved Ms Stockwell, seconded Mr Graham and **RESOLVED** that the Bluff Community Board leave the remaining options on the table.

6. Note Great South is not aware of other available sources of funding for coordination.
7. Note that subject to recommendation 3:
  - i. **Recommend that Council** allocate \$25,000 from Bluff Development reserves to enable implementation to continue for 2023/2024  
**OR**
  - ii. **Recommend that Council** increase the General rates by 0.04% to fund the \$25,000 to enable implementation to continue for 2023/2024  
**OR**
  - iii. **The Bluff Community Board** request the coordinator to apply to the Community Wellbeing Fund and other sources of funding for support for the role to continue for 2023/2024.
8. Request a regular schedule of reporting from Great South on implementation.

## 8. Bluff Action Sheet

A4422405

Moved Mr Graham, seconded Mrs Coote that the Bluff Community Board:

1. That the Report Bluff Action Sheet be received.

Mr Peter Nolan and Ms Caroline Rain were in attendance to speak to the report. Mr Nolan said that the action sheet had been updated last week and new updates were in red font. He said that many of the actions were on hold for either the asset planning side or the action had been intentionally closed or the operational side had been completed.

In response to a query about when work around the visibility of the intersection at Raymond/Walker Streets would begin, it was noted that the subcontractor had said that it may begin in March, as he had been unable to make it during January and February.

It was noted that two additional actions be included to add a mirror to the intersection of Raymond and Walker Streets and another to the stretch of road to the lighthouse which had a blind corner.

It was noted that the exact places which require placement of mirrors be shown to Council staff during the tour of inspection.

In response to a query whether speed in that area could be reduced, it was noted that it was part of State Highway 1 and that Waka Kotahi had currently paused their work around speed reductions around New Zealand.

In response to a query about the footpath on the rugby field side of Foyle Street where the bank was starting to give way and undermine the footpath, Mr Nolan said that he would check on the status of work and revert.

In response to a query about the access restriction to beach, it was noted that a workshop had to be planned around it.

In response to a query about the update on Maritime Museum intersection footpath, it Mr Nolan said he would check on it and revert.

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

## 9. Chairperson's Report – Verbal Update

The Chair provided a verbal update and spoke about the visit to Tiwai by the community board. He noted that the focus had been on environmental issues around air and water quality. He said that Tiwai would have to apply for a new resource consent for beyond 2024 and that the new consent would require consultation and feedback. He said that Tiwai had indicated that if the community was not supportive of the smelter, then they would not wish to stay open. He also said that their carbon emissions were the best among smelters and that this should be relayed back to the community.

Discussion took place around the cleaning and discharge around the site which may take years to fix what was done even if the smelter closed down.

The Chair spoke about the visit to whitebait aquaculture centre with Ms Topi. He said that there was scope for industry as the centre could supplement whitebait all year round. A lot of the whitebait would go back to rivers as well and this would help the increase of the whitebait population. The centre would also provide jobs for people and that approximately five or six people from Bluff had already been employed by the centre.

The Chair also touched upon the Long Term Plan workshops and that consultation with the community was important.

The Chair said he would arrange for the tour of inspection as it was important for people to see the places for themselves.

Moved Mr Fife, seconded Mr Graham and **RESOLVED** that the Bluff Community Board:

1. Receive the Chairperson's Report – Verbal Update.

## 10. Minor Late Item

### 10.1 Update on response by Rūnanga to Bluff 2024

Mrs Coote provided an update on the response from Rūnanga. She said that at the Bluff Community Board meeting held on 13 February 2023, the Bluff Promotions Officer and the Bluff Community Board Chair spoke about holding a potential celebration for Bluff settlement in 2024. The Chair had spoken about the update by Dr Michael Stevens in 2022, on the possibility of 2024 being the 200 year anniversary of Bluff's settlement. However, Dr Stevens had not corroborated the assumption that Bluff was settled in 1824.

Discussion and queries took place whether the celebrations would take place and as the Rūnanga representative and advisory member of the Bluff Community Board, Mrs Coote had been requested to discuss the matter further with Te Awarua o Rūnanga Trustees. At the meeting, an in-depth discussion took place, which was led by Dr Michael Stevens, a Ngāi Tahu historian who had studied the Bluff rohe. The position of the Rūnanga was that the European settlement was questionable and that the presence of Māori people in Bluff prior to 1824 had to be acknowledged. There was evidence to support that prior to 1824 and thereafter, Maori people stayed within the Bluff rohe prior to travelling onto Ruapuke and surrounding islands.

Discussion took place around having the right reason for holding a celebration if there was to be one.

It was noted that a meeting between the Bluff Community Board and Te Awarua o Rūnanga Trustees would take place around the history of Bluff and how the story was to be told.

## 11. Public Excluded Session

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

- a) *Screen for the Bluff Chamber*
- b) *Investment Property Peppercorn Rental*

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

<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under Section 48(1) for the passing of this resolution</b>
a. Screen for the Bluff Chamber	<b>Section 7(2)(i)</b> Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	<b>Section 48(1)(a)</b> That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7

- b. Investment Property  
Peppercorn Rental

**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 9.00 pm.



**MINUTES OF THE EXTRAORDINARY MEETING OF THE FINANCE AND PROJECTS COMMITTEE, HELD IN THE COUNCIL CHAMBERS, FIRST FLOOR, CIVIC ADMINISTRATION BUILDING, 101 ESK STREET, INVERCARGILL ON TUESDAY 21 MARCH 2023 AT 12.00 PM**

**Present:** Cr G M Dermody (Chair)  
Mayor W S Clark  
Cr T Campbell  
Cr D J Ludlow  
Cr I R Pottinger  
Cr L F Soper  
Cr B R Stewart

**In Attendance:** Cr R I D Bond  
Cr P M Boyle  
Cr P W Kett  
Cr N D Skelt  
Rev E Cook – Māngai – Waihopai  
Mrs P Coote – Kaikaunihera Māori – Awarua  
Mr M Day – Chief Executive  
Ms E Moogan – Group Manager – Infrastructure Services  
Mr S Gibling – Group Manager – Leisure and Recreation  
Mrs P Christie – Acting Group Manager – Finance and Assurance  
Mr A Cameron – Chief Risk Officer  
Mr M Morris – Manager – Governance and Legal  
Mr L Butcher – Programme Director – Project Management Office  
Ms K Braithwaite – Digital and Communications Advisor  
Ms M Cassiere – Executive Governance Officer

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### 1. Apologies

Nil.

### 2. Declaration of Interest

Nil.

### 3. Public Excluded Session

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

a. *Project 1225 Preferred Supplier Report*

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

<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under Section 48(1) for the passing of this resolution</b>
a. Project 1225 Preferred Supplier Report	<b>Section 7(2)(i)</b> Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	<b>Section 48(1)(a)</b> That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7

There being no further business, the meeting finished at 12.45 pm.

## LONG TERM PLAN – COMMUNITY WELLBEING

<b>To:</b>	Council
<b>Meeting Date:</b>	Tuesday 28 March 2023
<b>From:</b>	Rhiannon Suter, Manager – Strategy and Policy
<b>Approved:</b>	Michael Day – Chief Executive
<b>Approved Date:</b>	Tuesday 21 March 2023
<b>Open Agenda:</b>	Yes

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### Purpose and Summary

This report provides Council with the opportunity to confirm direction for the Long Term Plan (LTP) on community wellbeing initiatives.

### Recommendations

That Council:

1. Receive the report "Long Term Plan – Community Wellbeing".
2. Request preparation of options for glass recycling as part of the solid waste activity, to include kerbside collection and central collection points, and to include information on the implications of each option for the amelioration of glass-contamination of recycling.
3. Confirm Council **does not** wish to consider extending kerbside collection services to suburbs and areas which are currently unserved, including Otatara.
4. Confirm that Council does wish to scope options for consideration for road sealing for the Long Term Plan for high priority and Omaui Road unsealed roads
5. Note development contributions is scheduled for discussion as part of the Revenue Strategy workshop on 19 May 2023.
6. Request preparation of options for a bus or other public transport system for Bluff, including analysis of reasons for failure of previous iterations of the service, as part of the passenger transport activity.
7. Confirm Council wishes its community development activities to primarily support its social wellbeing community outcome, with secondary support for economic, environmental and cultural wellbeing outcomes.

8. Confirm the importance Council places on playing a connector role in order to best support community leaders and projects which achieve community wellbeing.
9. Confirm Council wishes to include wellbeing indicators within the story-telling of the Long Term Plan and confirm refinement of the key performance indicators rather than a focus on inclusion of social indicators.
10. Note the update on Long Term Plan delivery, including risk management.

## **Background**

Council is required to provide for the four wellbeings of the community under the Local Government Act.

Council has confirmed the following community outcomes for the 2024 – 2034 Long-term plan:

- Social wellbeing – One Community – Our Youth, older people, different neighbourhood and communities' basic needs are met, and people feel valued and proud to live here.
- Cultural wellbeing – A vibrant, safe city centre which meets our people's diverse cultural needs.
- Economic wellbeing - A future focused economy delivered through innovation and partnership and supported by appropriate infrastructure
- Environmental wellbeing – A healthy, resilient environment where the city is well positioned to navigate climate change.

## **Issues**

There are a number of areas of the city and/or district which do not currently receive all services.

### ***Glass Recycling***

There is potential for improved environmental outcomes and service delivery improvements from introducing glass recycling options in the city.

There are significant negative impacts from the existing approach to kerbside recycling where mixed materials can be contaminated by broken glass, requiring the entire contents of the bin to be sent to landfill.

It is proposed to prepare options for consultation on glass recycling services, to include kerbside recycling and improved glass collection points.

### ***Kerbside Collection***

There are 3815 households in the District which do not receive kerbside collection services for waste and recycling. These include primarily rural/ lifestyle properties, including 1444 properties in Otatara.

It is an option to consider extending services to these households. If this is not a priority now, it can be considered again for a future Long-term plan.

### **Road Sealing**

Approximately 17% of the Invercargill road network is unsealed. Communities which use unsealed roads report negative impacts include dust, vehicle wear, safety risks caused by users travelling at inappropriate speeds and concerns about the maintenance level of service. At the time of consultation on the 2021 – 2031 Long-term plan, the Omaui community requested sealing of their local road.

Waka Kotahi co-funding is limited and funding decisions are based on national cost/ benefit analysis.

ICC has the following criteria assessment and ratings.

ICC Criteria Assessment (and their weightings)

Physical Characteristics	(100%)
Traffic volume	(23%)
Dwellings/km	(23%)
Dust Impact (Amenities)	(9%)
Gradient	(11%)
Incidents	(11%)
Heavy commercial vehicles volume	(23%)
Regional and Local Priority Score	
High	(+30%)
Medium	(+15%)
Low	

It is proposed to prepare options for sealing of high priority and Omaui roads.

### **Passenger Transport**

Bluff has a significantly higher deprivation score for access to services than Invercargill (9 compared to 4).<sup>1</sup>

Bluff currently does not have a public transport link to Invercargill. There are declining user numbers for the bus service in the city. Results have just been received from the residents' survey focused on this question and it is proposed to bring this topic for discussion to the 28 March Region and Environment workshop.

### **Community Development**

In addition to its role as a service provider, Council has a role as an enabler, advocate, and supporter of community wellbeing.

Recent community engagement undertaken at the regional level (including Invercargill and Bluff hui) as part of the Just Transitions initiative identified priority areas for improving community resilience. These inform the following priority areas:

- Iwi engagement and integration of Te Ao Māori
- Better understanding community need
- Celebrating stories and success
- Support for community led action and collaboration

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<sup>1</sup> University of Auckland multiple deprivation index, reported in Infometrics Invercargill community baseline report, February 2023.

- Building connections and relationships – Connector roles
- Resources and training to develop and grow community leaders
- Community “map” – understanding of relationships, roles and responsibilities – esp. in case of emergency response

The importance of focusing on the needs of people experiencing exclusion and of connector roles in order to build, particularly social wellbeing, with a related impact on economic wellbeing has been identified by Council.

### **Social Outcome Indicators**

There is the option for Council to include high level social outcome indicators as key performance indicators for the Long-term plan.

The benefit of higher level indicators is that they can be more aspirational and more closely connected to the community outcomes which the Council is working to achieve. On the other hand, high level social indicator data can be available less frequently, outcomes can be more difficult to measure and there is a less direct relationship between the services Council offers and high level outcomes, which makes performance harder to identify.

It is proposed to include social indicators in scene setting for the Long-term plan rather than as key performance indicators.

### **Long-term Plan Delivery**

The most significant risk to the Long-term plan remains a significant change in policy direction on three waters. This risk is being monitored by the Chief Executive and the GM of Infrastructure with an update on strategic approach planned for April. At present NTU asset plans only are being prepared, with contingency that these plans will be taken forward into the LTP. Under such circumstances, it is likely that an amended LTP would be required within the first year.

The second primary risk is that presented by continued economic volatility. Even small changes in inflation and interest rates assumptions will cause significant issues for budgeting, which may require adjustment to Council priorities and delivery schedules later in the process.

Delivery of the Long-term plan is currently on schedule.

The strategic workflow is progressing well, with the initial outputs – vision, strategic challenges and outcomes which are needed by other workflows, delivered. At the time of this Council meeting, four LTP workshops will have been held, with two more on housing and strategic projects to be held in April.

Asset and activity planning is on schedule although limited availability of specialist asset management consultants as a result of three waters reform has been flagged as a delivery risk to the infrastructure workflow which is being monitored.

This is the first LTP which will be prepared within the new financial system in Tech One. At present no risks are being flagged from within the financial workflow.

The most significant internal risk to LTP delivery are limitations of staff resourcing. The current programme can be delivered, however there is very limited capacity to cope with additional work or staff unavailability through sickness,

### **Next Steps**

Council's priorities for service extension and for community development will be included in the relevant activity and asset plans for discussion in July 2023, ahead of finalisation for consultation.

### **Attachments**

None.

## 2023/2024 ANNUAL PLAN UPDATE

<b>To:</b>	Council
<b>Meeting Date:</b>	Tuesday 28 March 2023
<b>From:</b>	Rhiannon Suter, Manager – Strategy and Policy
<b>Approved:</b>	Patricia Christie, Acting GM – Finance and Assurance
<b>Approved Date:</b>	Thursday 23 March 2023
<b>Open Agenda:</b>	Yes

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### Purpose and Summary

This report provides Council with an update on delivery of the 2023/2024 Annual Plan, including an update for Council on the aspects of variations with the Long Term Plan (LTP) which are expected for Council consideration, the commensurate impact on the forecast, rates increase and advice on requirement to consult.

### Recommendations

That Council:

1. Receive the report "2023/2024 Annual Plan Update".
2. Note the issues and forecast financial implications which will be reflected in the draft Annual Plan, which is being prepared for adoption in June 2023.
3. Note the areas of identified variation to Year 3 of the 2021 – 2031 Long Term Plan.
4. Note the process to deliver the Annual Plan for adoption in June 2023.
5. Note that consultation is not required on the 2023/2024 Annual Plan.

### Background

2023/2024 is Year 3 of the 2021 – 2031 Long-term plan. Consultation was completed on the 2022/2023 Annual Plan, which included reflecting the latest plans for Project 1225 and City streets Stage 2. Other changes included wider changes to the capital programme delivery, changes to operational activities, changes to costs of goods and services as a result of inflation and interest rates changes, changes in the labour market and changes to income. The changes to the 2022/2023 Annual Plan agreed following consultation have been incorporated as relevant to the starting position for the 2023/2024 Annual Plan.

This paper outlines the expected changes to the Annual Plan, which is due for adoption in June 2023.



## Issues

### Changes to Roadmap to Renewal Projects and other Strategic Projects

The 2023/2024 Draft Annual Plan incorporates the changes agreed in the 2022/2023 Annual Plan, notably the new plans for the museum – Project 1225. In addition the following decisions made by Council are reflected in the plan:

- Rugby Park project is paused with existing 2023/2024 budget moved to 2024/2025 ahead of LTP decision making (0.34% rates increase change would be deferred from 2023/2024 to 2024/2025\*).
- Surrey Park Grandstand project is paused with existing 2023/2024 budget moved to 2024/2025 ahead of LTP decision making (0.16% rates increase change would be deferred from 2023/2024 to 2024/2025\*).
- Civic Administration Building – Redevelopment project is removed with maintenance budget to be confirmed following reporting process outlined above (0.58% rates increase change would be saved in 2023/2024. Additional rates may be required to fund the maintenance).
- City Streets Stage Two is paused with existing 2023/2024 budget moved to 2024/2025 ahead of LTP decision making. (0.50% rates increase change would be deferred from 2023/2024 to a further year\*) It should be noted that if Council determines work related to Wachner Place/ Lower Esk St is required in 2023/2024 this will be additional.
- The carry-over of \$3.0 million for the Branxholme Pipeline upgrade from 2022/2023 (total project remains \$25.5 million).
- Bringing forward plans for construction of New Housing complex from future years.

\* Higher rates may be required if capital is deferred into future years due to inflation and interest rate changes.

### Capital programme delivery

75% of the capital renewal programme was expected to be delivered in Year 3 of the LTP. After a 5% reduction to 70% in the 2022/2023 Annual Plan, improved performance is expected in 2023/2034 and the forecast 75% for Year 3 is unchanged.

There are a number of changes within the capital programme which are forecast to result in a decreased capital budget of \$1.7 million. Changes in capital programme includes:

- \$0.3 million carried across from 2022/2023 for re-sealing of car park at Splash Palace.
- \$1.6 million carried across from 2022/2023 for Bluff Hill -Active Recreation Hub Carpark Redevelopment project.
- \$3.7 million of 3 waters projects deferred to future years. This aligns the capital expenditure back to year 3 of the Long-term Plan 2021-2031 of \$8.8 million.

Combining the Roadmap to Renewal Projects, other Strategic Projects and capital programme, the total planned capital expenditure for 2023/2024 is \$51.4 million.

The final draft of the Annual Plan will include a full list of capital projects.

### **Three Waters**

Under the existing plans of the Government, responsibility for delivery of three waters services is expected to transition to the new entity in July 2024 and as a result the 2023/2024 Annual Plan needs to reflect the appropriate funding for the last year of Council delivery of three waters and the costs and revenue associated with supporting the transition through 2023/2024.

The team will deliver \$8.8 million renewals in line with Year 3 of the LTP.

Three waters asset renewals for 2023/2024 will be rates funded to \$8.8 million. Typically Council has rates funded the depreciation cost of these assets. This approach is appropriate for 2023/2024 given the unique situation created by the transition of three waters to the new entity. This approach will not impact levels of service – critical work needed to maintain the network will still proceed.

It is the advice of officers that this position still supports appropriate delivery of activity to maintain three water assets critical to the life and wellbeing of the community. Any risk presented by taking on more debt is believed to be manageable, although Council should note that there remains a risk for all Council's three water related debt, including any debt linked to 2023/2024 activity, that the entity may take a lower proportion of debt than Council believes is appropriate.

### **Depreciation**

Council owned assets have been revalued in the 2022/2023 financial year. This revaluation shows a significant increase in the value of Council's assets which requires an increase in provision for depreciation.

The combined value of Council assets has increased from \$835 million to \$1,050 million, an increase of 26%. This increase along with the capitalisation of the Stead Street Stopbank and City Centre stage 1 projects has projected depreciation in 2023/2024 of \$42.9 million, compared to a forecast of \$30.2 million in Year 3 of the Long-term Plan, equating to an increase cost of \$12.7 million.

Fully funding depreciation for all assets would have required additional funding of \$10.9 million, equating to a 16.4% increase in rates. The change in approach necessitated as a result of the three waters transition means that \$30.3 million depreciation is required to funded, compared to a forecast \$30.2 million in Year 3.

### **Operational changes**

Changes are proposed in the library, parks and toilets activities which will result in combined savings of \$465,000, equivalent to 0.7% in rates.

Further management efficiencies of \$500,000 have been found, further reducing the need to increase rates.

However, savings are offset by the increase in the below costs:

The renewal of electricity contracts has increased costs by \$764,000 (\$335,000 more than plan in 2022/2023 + \$429,000 in 2023/2024). This relates partly to increased line charges.

The alignment of the roading and passenger transport operating programme to Waka Kotahi agreed forecast (\$1.0 million combined increase above plan in 2022/23 and 2023/24). These increases are partially offset by subsidy revenue received.

\$300,000 software licensing cost increase (including Technology One). Note there will be savings in licensing in future years as the Business Enhancement Programme projects are completed.

\$200,000 and \$300,000 increases in Water and Sewerage operating costs respectively, including sludge removal costs.

### **Fees and charges**

Council is currently consulting on range of proposed changes to fees and charges which will increase the proportion of revenue for some activities that will come from user fees rather than general rates. Combined these proposed changes will offset a forecast 1% saving in rates.

### **Inflation and interest rates**

Inflation is significantly impacting the community affecting the cost of living. It is also impacting Council, although because Council purchases a different range of services than the typical household, this impact is seen in different ways.

Inflation will be set at 4.2% for operational costs and 4.5% for capital costs in line with the BERL Local Government Cost Index. This is higher than the 2.5% forecast for Year 3 in the Long-term plan which significantly impacts the cost of Council's programme. More has to be spent to stand still in maintaining the level of service the community expects. Inflation is responsible for an additional \$2.4 million in operational costs.

At the same time, the cost of borrowing is increasing. Council forecast 2.5% interest on borrowing for 2023/2024 in the Long Term Plan. Recent information on interest rates means that the assumption for the Annual Plan needs to increase to 5.5%. The higher interest rate along with a higher borrowing balance of \$163 million has increased finance expense to \$7.5 million, compared to a forecast of \$3.5 million in Year 3 of the Long-term Plan, equating to an increase cost of \$4.0 million.

Council will, in areas where it has cash and commercial loans investments in the market, primarily to ICL, benefit from increased interest revenue, however this will not offset the increased cost of borrowing. Finance revenue has increased to \$3.0 million, compared to a forecast of \$0.2 million in Year 3 of the Long-term Plan, equating to an increase revenue of \$2.8 million.

### **Staff cost changes**

Inflation and minimum wage increases are impacting staff salaries. In order to retain and recruit the workforce needed to deliver services, Council must maintain a level of parity with the market. Council uses the Labour Cost Index and local market knowledge in determining the appropriate level of inflation.

The Governments recent minimum wage increases will result in an additional 0.5% on rates.

### **Changes to income**

There remains a significant amount of subsidy income in 2023/2024 which is covering capital expenditure, particularly in the three waters transition and better off funding for projects. This level of subsidy is temporarily having a balancing effect and does not affect the underlying revenue.

### **Plan to return to balanced budget**

As a result of depreciation funding changes and other operating changes there is a forecast shortfall of \$15.5 million, which will result in an unbalanced budget. Council will be required to show its plan to return to a balanced budget.

The increasing capital programme through to 2026/2027, particularly linked to delivery of the Museum, is putting significant pressure on our debt position and dependent on the interest rates, on our ability to maintain appropriate revenue ratios to service debt. Management and smoothing of the capital programme will be an important part of LTP planning.

Higher than planned rates increases over the early years of the 2024 – 2034 Long-term plan will be needed to bring us back into balance.

Other options to return to balance include Council giving consideration to areas where they may wish to consult on reduced levels of service in order to manage costs.

Consideration should also be given to the financial strategy and whether it is appropriate to shift from a depreciation funding strategy to funding of renewals, noting the risk highlighted by Audit in previous years of underfunding assets. Such an approach would require enhanced investment in building more complete asset condition data.

### **Cost of living**

Recognising the challenging economic environment, Council's focus is on minimising rates increases as far as possible. The forecast rates increase of 5.5% will be applied equally across all ratepayers. The average current rates bill for a residential ratepayer is \$2,637 a year (\$53.51 a week). The 5.5% increase would equate to an additional \$145 a year, or \$2.78 a week.

Communications will highlight the availability of the Government rates rebate scheme for low income earners as well as Council's rates remission and postponement policy.

### **Significance**

The proposed changes to the 2023/2024 Annual Plan do not meet the standards of significance or variance and as a result, consultation is not required.

## Community Views

The community was consulted on the Long Term Plan in 2021, which included the forecast rates increase for 2023/2024 and again on changes and specific projects including the Museum which impacted on proposed rates as part of the 2022/2023 Annual Plan. Community feedback supported the Council's plans at that time.

While consultation on the Annual Plan is not required, the community will be encouraged to share their feedback on the proposed position for the Annual Plan with Council.

## Implications and Risks

### Strategic Consistency

This Annual Plan is consistent with the strategic direction set by the 2021 – 2031 LongTerm Plan. There are a number of projects which are currently paused for consideration as part of the long term planning process, however the variances to the capital and operational plans do not meet the threshold for significance.

There is a divergence from the financial strategy in the matter of treatment of depreciation for three water assets as a result of the unique situation caused by the transition of three waters to the new entity. This divergence is temporary and will not have a substantive impact on Council's delivery of three water services. It will be a required focus of the preparation of the next Long Term Plan to return to alignment or review of the strategy in light of changed asset portfolio and changed economic environment.

### Financial Implications

The financial implications for this Annual Plan are:

- A change in the forecast rates increase from the 4% outlined in the LTP for 2023/2024 and the adjusted figure agreed in 2022 of 5.05% to 5.5%.
- Delivered Capital expenditure is forecast to change from \$68.3 million to \$51.4 million.
- Operational expenditure excluding depreciation is forecast to change from \$83.0 million in the LTP for 2023/2024 to \$96.7 million.
- The rates affordability limits of 7.5% would be met with the forecast rates increase of 5.5%
- The rates affordability – income benchmark would be met which is at 57.6%, under the 60% benchmark.
- The rates affordability – Increase benchmark would be met. The planned increase in rates revenue is 6.3% compared to the benchmark of 7.3% (Local government cost index supplied by BERL of 4.3% +3.0%).
- The debt affordability benchmark would be met, which is at 12.0%, below the 15% benchmark.
- The debt servicing benchmark would be met, which is at 6.1%, below the 10% benchmark.
- The essential services benchmark would not be met, which is at 62.5%, below the required 100% benchmark. This is due to 3 Waters capital renewals being held at year 3 of the LTP levels and Roading capital renewals being below the revaluation adjusted depreciation, particularly within Footpaths.
- Due to the funding of depreciation changes above, the 2023/2024 Annual Plan will be 88.9% of the balanced budget benchmark target of 100% and, as a result, there will be an unbalanced budget.

These are subject to change over the next three months as new information becomes available, ahead of the final plan being presented to Council for adoption in June.

Adding new projects would have a financial implication on the Annual Plan.

### Legal Implications

At the time of this update, the 2023/2024 Annual Plan will meet the requirements of Section 95 of the Local Government Act which sets out the requirements for an Annual Plan.

Section 97 requires Council to provide for significant level of service changes only as part of the long term plan. This Annual plan does not propose significant level of service changes.

### Climate Change

Climate change implications where known have been considered by managers in developing draft budgets for the 2023/2024 Annual Plan.

### Risk

Risk	Mitigation
The Annual Plan will result in an unbalanced budget which will need to be addressed as part of the LTP	Council will need to consider options to return to a balanced budget as part of the LTP in order to improve Council's ability to cover debt. This will be required by Audit and as part of managing Council's credit rating.
Increasing debt funding for three water assets increases the risk presented to Council through the transition process that the new entity may dispute three water related debt.	Council is engaging regularly with the NTU to support a positive outcome on debt negotiations. The NTU has been appraised of Council's approach for the Annual Plan.
Interest rates increase further.	Council has utilised a range of inputs to determine interest rates assumptions. Quarterly reforecasting will factor in interest rate changes and Council will be regularly updated on any changes.
Inflation increases further impacting the cost of maintaining levels of service.	Council is monitoring market information on a continual basis and this risk is managed through the Risk and Assurance Committee. There is no known reason at this point in preparing the plan to divert from the BERL LGCI.
Pausing and delay of Roadmap projects will require further escalation at inflation rates which are unknown at this time.	Council will receive updated information to inform decision making as part of the Long-term plan process.
Further financial information becomes known through fourth quarter re-forecasting which requires a substantive change to the plan.	The first stages of forecasting have occurred prior to submission of this report and no major issues are known at this time. Council will receive updates on further information if and when it becomes available.
Addition of further projects to be included into the Annual Plan, such as CCTV, where Council are yet to make a decision that will increase the required forecast rates increase.	Council decisions on new projects should be made with awareness of implications for the Annual plan and the required rates increase.

## Next Steps

The Financial Impact Statements and Annual Plan summary will be prepared for adoption by Council in June 2023, ahead of the setting of rates for 2023/2024 to apply from 1 July 2024.

## Attachments

Draft financial statements (updated 23 March 2023)

<b>PROSPECTIVE STATEMENT OF COMPREHENSIVE REVENUE &amp; EXPENSE</b>		
	<b>Annual Plan</b>	<b>Annual Plan</b>
<b>Financial year ending 30 June</b>	<b>2022/23</b>	<b>2023/24</b>
	<b>(\$000)</b>	<b>(\$000)</b>
<b>REVENUE</b>		
Rates revenue	65,777	70,679
Fines	605	475
Subsidies and grants	13,549	13,130
Direct charges revenue	24,350	26,383
Rental revenue	3,370	3,653
Finance revenue	692	3,042
Dividends	5,089	5,303
<b>Total revenue (excluding gains)</b>	<b>113,432</b>	<b>122,665</b>
<b>EXPENSES</b>		
Employee expenses	30,602	33,826
Depreciation and amortisation	32,023	42,940
General expenses	51,377	55,372
Finance expenses	2,325	7,527
<b>Total expenditure</b>	<b>116,327</b>	<b>139,665</b>
<b>OTHER GAINS/(LOSSES)</b>		
Investment property revaluations - gain / (loss)	637	1,279
Forestry assets revaluations - gain / (loss)	105	184
other	0	0
<b>Total other gains/(losses)</b>	<b>742</b>	<b>1,463</b>
<b>Surplus / (deficit) before tax</b>	<b>(2,153)</b>	<b>(15,537)</b>

<b>PROSPECTIVE STATEMENT OF FINANCIAL POSITION</b>		
	<b>Annual Plan</b>	<b>Annual Plan</b>
<b>Financial year ending 30 June</b>	<b>2022/23</b>	<b>2023/24</b>
	<b>(\$000)</b>	<b>(\$000)</b>
<b>ASSETS</b>		
<b>Current assets</b>		
Cash and cash equivalents	12,663	11,096
Receivables	11,649	13,901
Prepayments	1,089	1,333
Inventories	751	500
Assets held for sale	0	0
Other financial assets	18,302	18,717
<b>Total current assets</b>	<b>44,454</b>	<b>45,547</b>
<b>Non-current assets</b>		
Property, plant and equipment	1,070,534	1,094,602
Intangible assets	5,776	8,220
Biological assets	4,246	4,271
Investment property	27,566	29,699
Investment in CCOs and similar entities	84,069	76,569
Derivative financial instruments	0	481
Other financial assets	24,962	33,927
<b>Total non-current assets</b>	<b>1,217,153</b>	<b>1,247,769</b>
<b>TOTAL ASSETS</b>	<b>1,261,607</b>	<b>1,293,316</b>
<b>LIABILITIES</b>		
<b>Current liabilities</b>		
Trade and other payables	20,260	15,943
Provisions	112	112
Employee benefit liabilities	2,663	3,866
Borrowings	59,391	32,012
Derivative financial instruments	0	0
<b>Total current liabilities</b>	<b>82,426</b>	<b>51,933</b>
<b>Non-current liabilities</b>		
Provisions	816	816
Employee benefit liabilities	872	26
Borrowings	89,086	123,718
Derivative financial instruments	1,904	0
<b>Total non-current liabilities</b>	<b>92,678</b>	<b>124,560</b>
<b>TOTAL LIABILITIES</b>	<b>175,104</b>	<b>176,493</b>
<b>EQUITY</b>		
Retained earnings	385,802	369,022
Restricted reserves	40,220	29,778
Hedging reserves	(1,904)	481
Carbon credit revaluation reserves	1,182	2,229
Asset revaluation reserves	661,203	715,313
<b>TOTAL EQUITY</b>	<b>1,086,503</b>	<b>1,116,823</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>1,261,607</b>	<b>1,293,316</b>



## CLIMATE CHANGE UPDATE

<b>To:</b>	Council
<b>Meeting Date:</b>	Tuesday 28 March 2023
<b>From:</b>	Rhiannon Suter, Manager – Strategy and Policy
<b>Approved:</b>	Patricia Christie – Acting GM Finance and Assurance
<b>Approved Date:</b>	Wednesday 22 March 2023
<b>Open Agenda:</b>	Yes

---

### Purpose and Summary

This report provides Council with an update on climate change as part of the preparation for the 2024 – 2034 Long-term plan.

### Recommendations

That Council:

1. Receive the report "Climate Change Update".
2. Note the first regional climate change working group led by Environment Southland and Te Ao Marama took place on 24 February 2023
3. Note the completion of the first carbon baseline for Invercargill City Council (A4146040)
4. Note the report from Tonkin & Taylor outlining the current understanding of climate change risk within the region, and further data and modelling required to develop a fuller understanding of the likely risks presented to the city by climate change and forecast when these risks may eventuate (A4345214).
5. Note progress in delivering to the priority areas of focus outlined in the 2021 - 2031 Long-term plan and note that further recommendations for addressing climate change as part of the 2024 – 2034 Long-term plan will be brought to the Council meeting in April 2023.

### Background

In 2018, Environment Southland in collaboration with Invercargill City Council, Southland District Council, and Gore District Council commissioned NIWA to produce a regional assessment of the impacts of climate change for Southland. The NIWA study shows that by the end of the century much of the region is likely to experience 5 main climate outcomes: a) increased annual rainfall and increased occurrence of heavy rainfall, b) increased number of dry and hot days, increased heat waves, c) sea level to increase to varying degrees, high tides exceeding the current design for coastal infrastructure, d) intensity and lengths of droughts to increase, and e) flooding events are to become larger. As the result, the region would be at greater risk of flooding, droughts, and coastal inundation. At the same time, some climate

outcomes may provide the region with opportunities, especially in terms of development of new products and services, and access to new markets.

The Council used the NIWA study to inform its 2021 – 2031 Long-term plan, incorporating the mid-probability climate forecasts into its key assumptions, and from there into infrastructure planning, for example in increasing specifications for stormwater pipe design to deal with higher frequency heavy rain events. The likelihood of increased drought conditions has been an impetus for the alternative water supply project, which aims to provide resilience to the city which currently relies solely on the flow of the Ōreti to provide water. The Stead St Stopbank project was intended to secure the airport and other key assets in the city from future storm surge risk increased by rising sea levels. One of the key focuses of the Sandy Point Masterplan project has been to identify the risk to this popular reserve presented by rising sea levels and increased river flow.

In 2019 Council again joined with the rest of the region to invest in LIDAR data for the region to develop an improved digital elevation model which is a required first step towards more accurate river flood and coastal inundation modelling. This work has been delayed but packages of information are now expected to become available through 2023 and 2024. Environment Southland are in the process of developing a plan to identify the further modelling required to identify risk within the region and a pathway to deliver this work.

In adopting the 2021 – 2031 Long-term plan Council identified the importance of taking a staged approach to addressing climate change which would enable the city to effectively plan for the future and meet requirements placed on it by Government policy development, including through Long-term plan audit processes, under the RMA and through the recently released Emissions Reduction Plan and National Adaptation Plan. A staff working group was established with the focus on taking action while Environment Southland determined the best approach for regional action.

There are a number of other strategic documents which are relevant to the development of a regional approach, including the Ngai Tahu Climate Strategy<sup>1</sup> and the Great South commissioned Ernst and Young report on a Southland baseline and emissions reduction strategy.<sup>2</sup>

Council has worked to develop and participate in regional submissions on the Emissions Reduction Plan and National Adaptation Plan in 2021 and 2022.

For Council, the approach agreed at the time of adoption of the 2021 – 2031 Long-term plan was to:

- Align to the regional approach led by Environment Southland
- Better understand and address the impact of Council's activities on climate change – emissions reduction.
- Better understand and address the risk presented to Council's infrastructure, with a focus first on core assets essential to life (three waters and roading), and secondly on other parks and property assets - adaptation
- Aligned with the rest of the region, engage with the community to develop a regional strategy and plans for the city.

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<sup>1</sup> [Climate Change Strategy, Ngai Tahu](#)

<sup>2</sup> [Net Zero Southland: Economic Mitigation Pathways Analysis to Net Zero Emissions for Southland, Ernest & Young, Great South](#)

The ICC climate change working group begun work in 2021 and has completed the following work against the areas of focus above:

- Supported Environment Southland and Te Ao Marama to shape and commence the regional working group on climate change which held its first meeting on 24 February 2023
- Completed a carbon baseline for 2019/2020 which shows the impact of Council's activities on greenhouse gas emissions.
- Completed a scan of Council's activities to reduce emissions and produced an online resource detailing Council projects to reduce emissions.
- Commissioned a report from an expert consultancy seeking to better understand the risk presented by the key climate changes identified in the NIWA study to our key assets
- Included initial questions about community perceptions and priorities in the area of climate change as part of the residents' survey.

This foundational work has been prepared in order to place Council in the best position possible to support regional work and to enable informed decision making as part of the 2024 – 2034 Long-term plan and in general Council and Committee business.

## Issues

### Government policy

There is increasing international consensus on the science and implications of climate change, although there remains inherent uncertainty in some of the more complex climate modelling.<sup>3</sup>

The New Zealand Government has been increasingly focused on the importance of addressing climate change – both in terms of emissions reduction and climate adaptation. Both the Emissions Reduction Strategy and the National Adaptation Plan identify a role for Local Government in supporting delivery of these policies, noting Local Government is at the frontline of climate change. However, at this time there is very little specific guidance as to what form this support should take or where funding should appropriately come from.

At present there are a number of requirements on Local Government. Under the Resource Management Act, Council is required to give consideration to the effects of climate change. Climate change is one of the factors considered in the District Plan hazard maps, although there are known limitations in the accuracy in these maps, as a result of data limitations.

The Office of the Auditor General required that Councils give consideration to this issue as part of the 2021 – 2031 Long-term plan development and this was an issue assessed as part of the audit process. Guidance for the 2024 – 2034 Long-term plan has not yet been released but this is expected to be a continued area of focus.

### Regional action

Environment Southland and Te Ao Marama have brought together a regional working group on climate change which includes the three territorial local authorities. The governance level group is not a formal joint committee and does not have formal delegations. It is supported by a staff working group.

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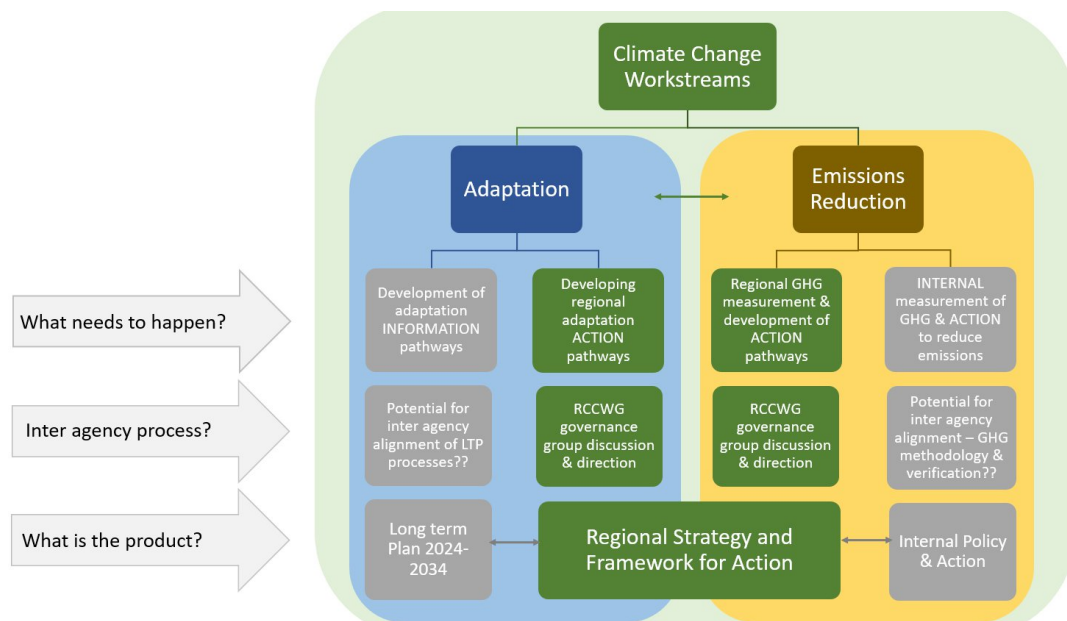
<sup>3</sup> [Climate Change 2021: The Physical Science Basis](#), 2021, *Intergovernmental Panel on Climate Change*

Phil Morrison of Environment Southland and Dean Whaanga of Te Ao Marama are the co-chairs. The group reports into the Environment Southland Strategy and Policy Committee and the Te Ao Marama board.

Invercargill City Council is represented by Deputy Mayor Tom Campbell, with Cllr Lesley Soper as an alternate. Rhiannon Suter is the staff level representative, supported by Leo Milani, Senior Policy Advisor.

At the first meeting of the group the members introduced themselves, high level discussions on priorities, challenges and outcomes were held and draft terms of reference for the group were discussed.

The diagram below is a starting point for discussion on the work of the group, showing the proposed structure of focus on both adaptation and emissions reduction with the role of the group vis-à-vis individual responsibilities for the member organisations outlined.



The next meeting will be held on 30 March 2023 and will discuss timelines, update on data projects and proposed outputs for the working group, with alignment to the 2024 – 2034 Long-term plan and the following long-term plan cycle.

**Emissions Reduction**

The first strand of climate change policy at an international and national level is emissions reduction. The Emissions Reduction Strategy outlines national targets and provides guidance that Local Government should play a supporting role.

Council has undertaken a range of projects which have had an impact in reducing emissions:

- Introduction of a wood chip boiler to provide heating at Splash Palace
- Introduction of hybrid vehicles into the Council fleet
- Transition to electric powered equipment for parks maintenance
- Digitisation of property files
- Increased use of collaboration software for reducing need for travel

In addition, the parks team has a tree planting programme, to plant a tree for every person in the city, which will offset emissions.

Full information on emissions reduction initiatives is available at: <https://icc.govt.nz/climate-resilience/>

In order to increase understanding of emissions, improve understanding of where most impact can be made and support business case-centred decision-making in the future, Council has worked to complete a baseline emissions assessment. Introducing carbon accounting is a complex process which requires intensive initial work to capture data, changes to data collection systems, use of modelling to enable appropriate assumptions to be made where there are data gaps and determinations to be made on scope.

Council has determined to focus first on the actions within its direct locus of control. The intention is to demonstrate action before engaging the community on broader targets for the community.

The attached Emissions baseline is a first effort and has limitations which the team will work to improve over time.

The reports estimates the total corporate emission from all council activities to be 15,590 tonnes of greenhouse gas in the financial year 2020/2021. The breakdown of emission sources identifies top three sources of emission to be, in order of prominence, the operation of wastewater treatment plants (at 39% of the overall emission profile), followed by emission via procurement (at 30.79%) and emission via purchase of electricity (at 12.46%). In calculating the total emission output, the report has included emissions from four emission categories. Category 1 registers greenhouse gas directly emitted by council's activities. Category 2 registers Council's indirect emission generated via imported energy. Category 3 is indirect emission from transportation, and Category 4 is emission from products used by the council.

In response to the learnings from the first iteration of the process, an additional optional question has been added to Council's procurement process to encourage contractors to share data where it is available. There is the option to extend this in the future.

Council is working with the other Southland authorities to support development of aligned emissions profiling work which will enable comparison across organisations and support effective target setting. Contracting to produce ongoing data in alignment with the LTP is underway.

There is the option in the future to widen the scope to assess emissions and set targets for city-wide activities. In the meantime, the work undertaken by Great South provides useful regional context on macro-emissions.

### **Adaptation and Resilience**

Adaptation to the effects of climate change, either through investment in appropriate infrastructure or ultimately through managed retreat is the second strand of climate change policy. The National Adaptation Plan provides a high level framework but at present there is little specific guidance or funding pathways.

As a first step towards future robust adaptation and resilience plans Council has taken the following steps:

- Worked to embed appropriate engineering standards to respond to the mid-range scenario outlined in the NIWA report, particularly in stormwater and floodbank design
- Commissioned a report to assess risk to Council-owned infrastructure. Following commencement, on the advice of the contractor, this shifted primarily to a gap analysis outlining the further data and modelling requirements necessary to complete this work.
- Engaged with Environment Southland to request development of a data and modelling development pathway in order to provide the necessary data to underpin Council decision making.

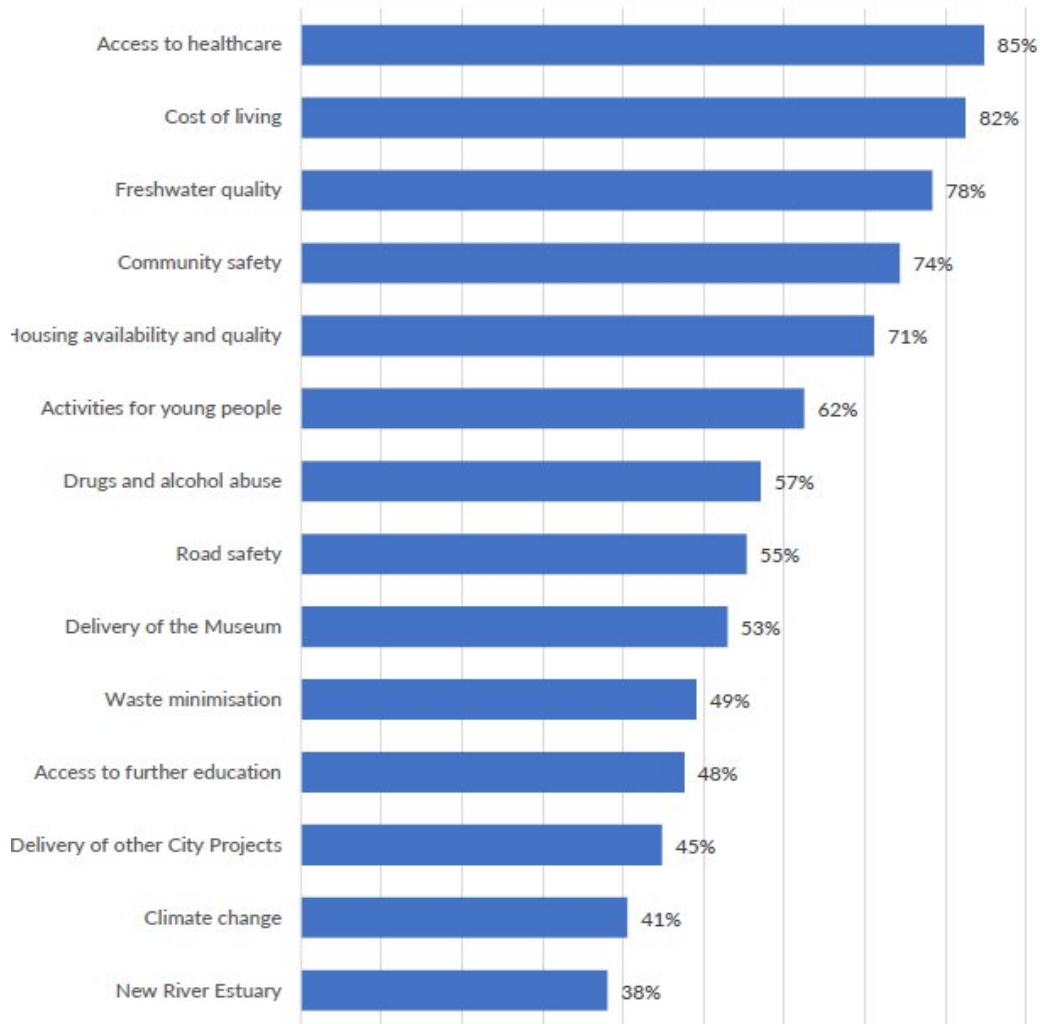
### **Community Engagement**

Climate change can be a politically polarising conversation with strong views on all sides. One area of focus for the Regional working group will be development of a regional approach to community engagement.

Council included questions in the 2022/2023 Quarter Two Residents Survey to find out more about community perceptions and priorities in the area of climate change.

Respondents were asked to rate the importance of various issues to the region and then rank those issues.

Climate change received the lowest rating (24% of men and 37% of women believed it was a highly rated issues) and the second lowest ranking in order of importance. The chart below shows the ranking of issues by the community.



This survey gives Council a snapshot in time of community perception on this issue.

### Next Steps

The next meeting of the Regional Working Group is on 30 March 2023.

Council is discussing regional and environmental issues, including climate change at an LTP workshop held immediately prior to this Council meeting. Direction on climate change for the LTP will be included for Council decision at the April Council meeting.

### Attachments

1. Corporate GHG Emission FY21 Report 2019/2020, *CarbonEES* (A4146040)
2. Climate Change Gap Analysis & Coastal Inundation Levels, *Tonkin & Taylor Ltd.* (A4345214)

# Corporate GHG Emissions Report

FY 2021



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## Executive Summary:

Invercargill City Council (ICC) commissioned CarbonEES® to calculate its organisational greenhouse gas (GHG) inventory for its financial year 2020-2021.

This inventory is a calculated estimate of all GHGs emitted because of activities under the control of ICC between 1st July 2020 and 30th June 2021.

This report serves to:

- Enable ICC to measure, monitor, and manage its GHG emissions,
- Highlight key emission sources for future management,
- Establish a baseline year for the inventory, and
- Provide recommendations on carbon-reducing opportunities.

Organisational GHG emissions for ICC for the 2020/21 reporting period are estimated to be **15,590 tonnes of carbon dioxide equivalent (tCO<sub>2</sub>e), which equates to 287.7 kgCO<sub>2</sub>e per capita.**

### Intended Uses and Users:

To understand the overall purpose of this report, we must understand what its intended uses are and who its intended users are.

The intended uses are what have been identified as the main purposes, as determined by ICC. These are:

- To understand ICC's emissions profile and track the progress of the impact of future actions to reduce ICC's organisational carbon footprint.
- To communicate accordingly with staff, the public, and other stakeholders, and
- To prepare for the likely future introduction of mandatory reporting.

The intended users of the report are individuals or organisations identified by ICC as those reliant on or interested in the information contained within the report, and whose needs are consistent with the intended uses of the report. These include, but are not limited to:

- ICC officers and executive leadership,
- ICC elected members and mana whenua representatives,
- The general public, and
- Auditors.

### Methodology:

ICC’s Corporate GHG Emissions Report was developed following the “Greenhouse Gas Protocol: A Corporate Accounting and Reporting Standard” (2004) and “ISO 14064-1 Greenhouse gases – Part 1” (2018). The emissions calculations for Scope 3 emission sources were informed by the “Corporate Value Chain (Scope 3) Accounting and Reporting Standard” (2011).

### Statistical Variance:

As there is variance between the quality of the different activity data sources, the statistical variance of the calculated emissions will contain variance also. We have conducted a qualitative assessment of the data and each of the activity data sources are assessed in Table 4. Descriptions of data quality labels are found in Appendix A.

### Boundary:

The geographic boundary of the Invercargill City Council is defined by the location of Invercargill City Council’s facilities. The organisational boundary follows an operational control approach. For the purposes of this report, operational control is defined as an organisation’s authority to introduce and implement operating policies. As such, this emissions inventory includes all sources associated with activities Invercargill City Council had operational control over in the period of 1st July 2020 to 30th June 2021. In some cases, this includes operations carried out by contractors at the instruct of ICC, on behalf of ratepayers.

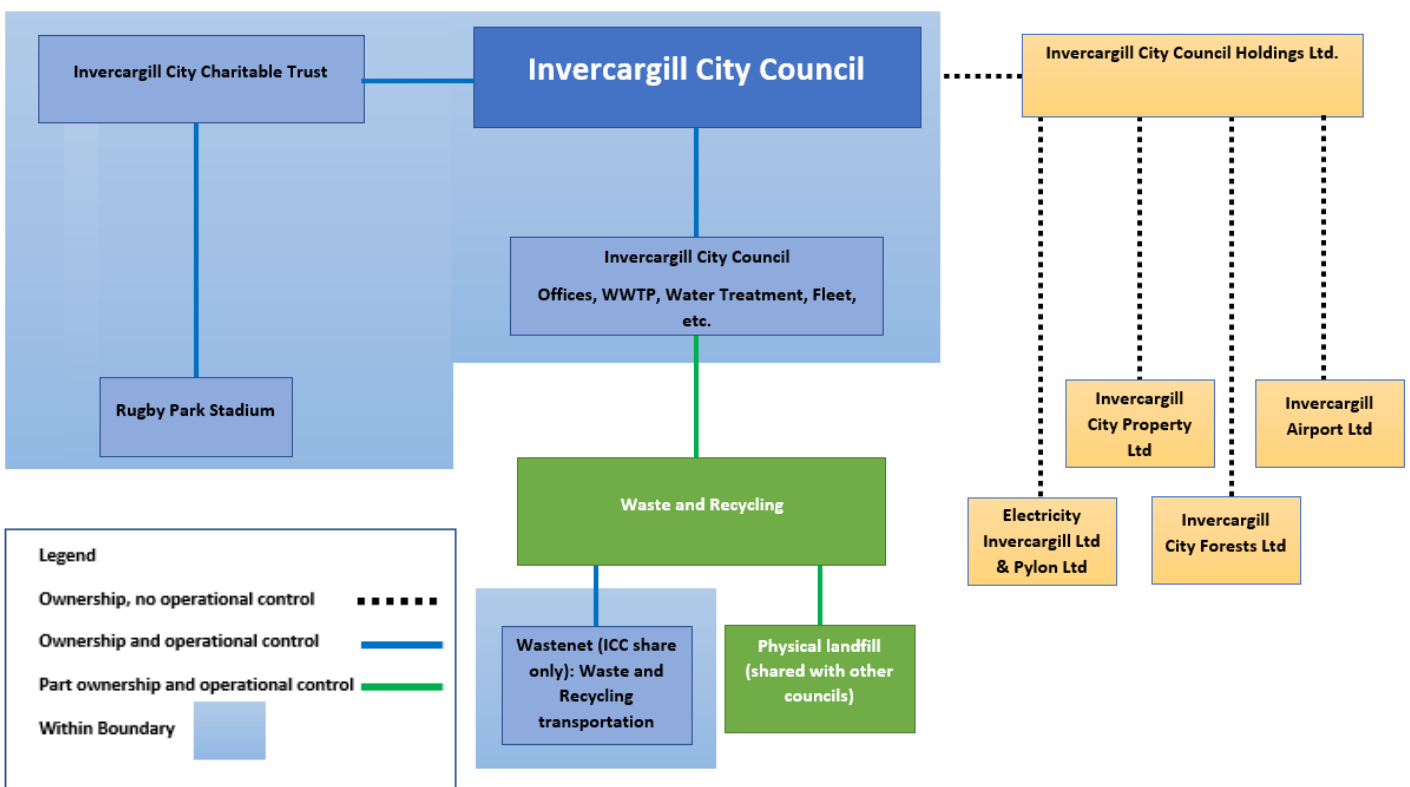


Figure 1 - Invercargill City Council Organisational Boundary

## Results:

Overall, it was calculated that total corporate emissions from ICC were **15,590 tonnes of CO<sub>2</sub>e** from FY 2021, **which equates to 287.7 kgCO<sub>2</sub>e per capita**.

Most of the emissions are from the wastewater treatment plants (39.02%), purchased goods and services (30.79%) and purchased electricity (12.46%). A high-level breakdown of the emission sources and their related emissions is provided below.

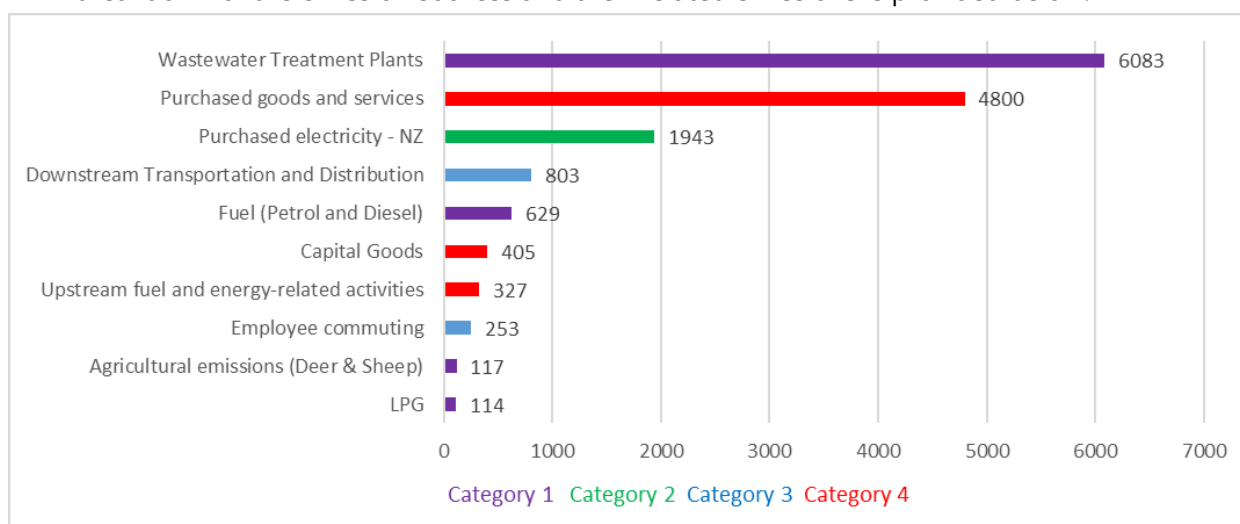


Figure 2 - Top 10 emissions sources and their related emissions (tCO<sub>2</sub>e).

ISO 16064 -1 Category	tCO <sub>2</sub> e	% of total
Category 1 - Direct GHG Emissions	7003.18	44.92%
Category 2 - Indirect GHG Emissions from Imported Energy	1942.72	12.46%
Category 3 - Indirect Emissions from Transportation	1104.35	7.08%
Category 4 - Indirect Emissions from Products Used by ICC	5539.56	35.53%
<b>Total</b>	<b>15,589.81</b>	<b>tCO<sub>2</sub>e</b>

Table 1 - Emissions by Category and their proportions

## Opportunities and Recommendations

We see opportunities to reduce organisational emissions around purchased goods and services, electricity consumption, and downstream transportation and distribution.

Additionally, the emissions associated with wastewater treatment plants are the most significant emissions source for the ICC, comprising 39.02% of the overall organisational footprint. Although making significant reductions in these emissions may be difficult, we recommend conducting further analysis on wastewater treatment systems to comprehensively examine potential emissions saving opportunities. As this is a developing body of knowledge, research will likely have to be ongoing.

For more detail see Section 4.0.

## 1.0 Introduction

ICC commissioned CarbonEES® in February 2022 to calculate its organisational greenhouse gas (GHG) inventory for the financial year 2020/2021. This report contains the results and discussion around that assessment and provides recommendations on possible GHG emission reduction measures.

This GHG inventory is a calculated estimate of all GHGs emitted as a result of activities under the operational control of ICC between 1st July 2020 and 30th June 2021.

The objectives of this foot-printing project are to:

- Provide information to the ICC on their overall organisational GHG emissions for Category 1, 2, 3, & 4 emission sources (alternatively known as Scope 1, 2, & 3).
- Highlight key emission sources for future management.
- Recommend high-level actions that would enable the ICC to reduce its emissions.
- Provide a GHG emissions baseline to measure future performance against and to provide the context to set an organisational emissions target.

## 2.0 Methodology

This assessment follows the guidelines in the *Greenhouse Gas Protocol: A Corporate Accounting and Reporting Standard*, published by the World Business Council for Sustainable Development and the World Resources Institute, 2004 and the guidelines in ISO 14064-1:2018 Greenhouse gases — Part 1: Specification with guidance at the organization level for quantification and reporting of greenhouse gas emissions and removals, published by The International Organization for Standardization. Data in the inventory itself has been presented against both GHG Scopes and ISO Categories. This section covers the following areas: boundary definition and exclusions, emission factors, activity data, assumptions, and limitations.

## 2.1 Organisational Boundary:

When undertaking an emissions inventory study, it is essential to first establish the organisational boundary for the inventory. In this study, ICC’s organisational boundary is determined by using the operational control approach (i.e., an organisation’s authority to introduce and implement operating policies).

As such, this emissions inventory includes all sources and sinks associated with activities where ICC has control and the full authority to introduce and implement its operating policies. Due to ICC’s responsibility to obtain and spend rate payer funds to provide essential civil services, these activities are also included, despite often being carried out by contractors. This is consistent with the operational control approach, as ICC has the ability to implement procurement and spending policies that will inform the operational emissions from these activities. This is not to be confused with a financial control approach – where an entity’s organisational boundary is defined by percentage of ownership by the parent organisation.

Figure 3 illustrates the organisational boundary as defined in this report. Below this, the inclusions and exclusions for the boundary are detailed.

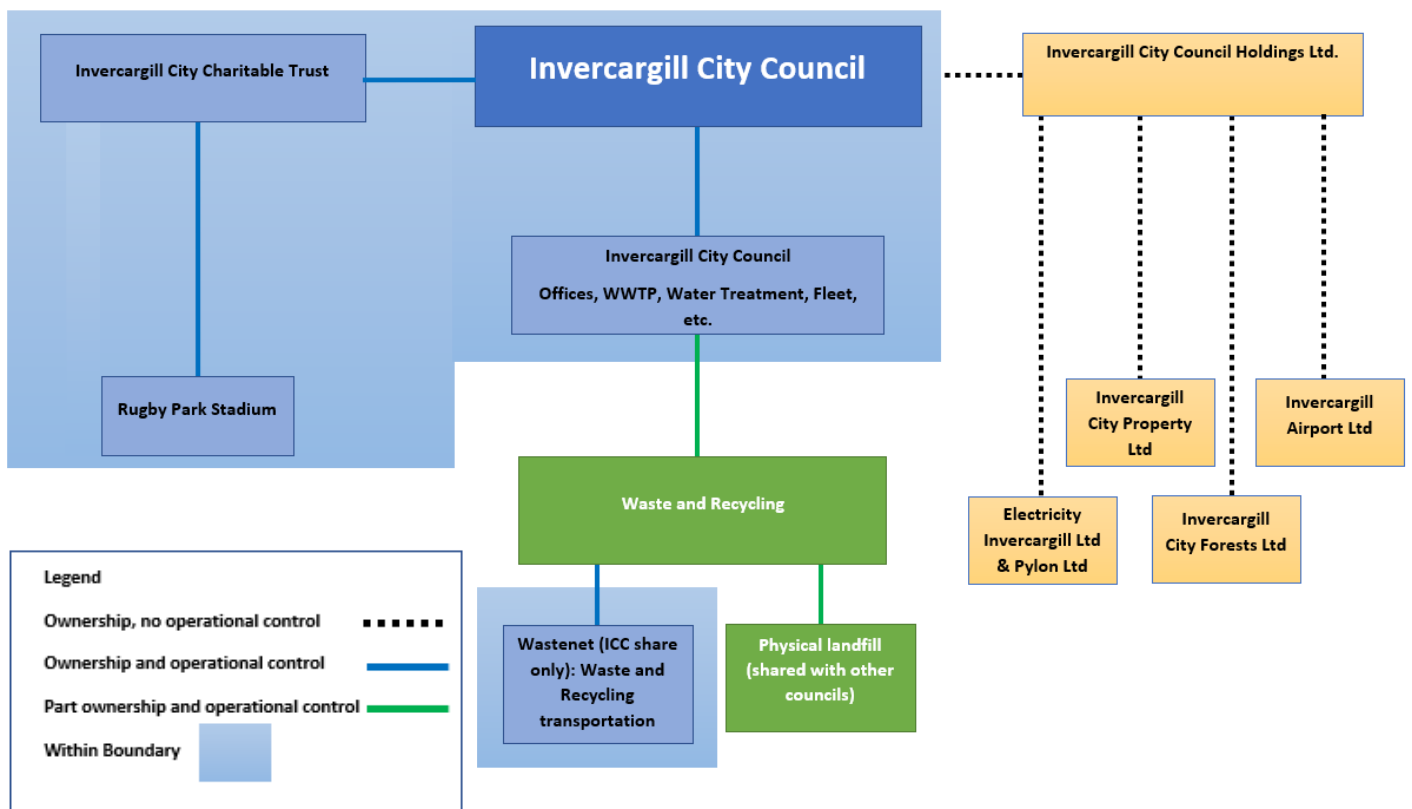


Figure 3 - ICC activities and other groups defined within the organisational boundary



### 2.1.1 Inclusions of the Organisational Boundary:

The following have been included within ICC's organisational boundary:

- **Directly operated Council sites:** These are sites such as Council offices, libraries, rec centres/pools, water treatment, and wastewater treatment.
- **Invercargill Charitable Trust:** The main purpose for the Trust is the ownership and maintenance of Rugby Park Stadium. Operation of Rugby Park Stadium is contracted to Invercargill City Council.
- **Wastenet:** Council has a solid waste partnership with Wastenet who act as contractors for waste/recycling transportation. As Council pays for collection of community waste as an essential service, this activity falls within its boundary as defined in section 2.1.

### 2.1.2 Exclusions of the Organisational Boundary:

The following have been excluded from ICC's organisational boundary:

- **Invercargill City Holdings Limited:** This is an investment arm for ICC. ICC does not provide any long-term direction to these entities regarding GHG emissions, and as such is not exercising any control of their operations.
- **Landfill - Southland Utilities:** A regional landfill shared with other local authorities (Gore and Southland District Councils) that is operated by a private entity. As Council has no operational control over the landfill, it won't be included in the inventory. However, Council's waste generated in operations, will be included.

### 2.1.3 Emission Source Exclusions

The following emissions have been excluded from the organisational carbon footprint.

Potential emission source	Reason for Exclusion
Fugitive emissions from vehicles.	Not applicable.
Refrigerant usage.	Not believed to be applicable – no spend for refrigerants found.
Upstream leased assets (i.e., assets leased by third parties).	No operational control.
Upstream transportation and distribution.	Assumed that all applicable data is covered under “downstream transportation and distribution” (i.e. post is bi-directional). Any remainder is considered <i>de minimis</i> (<1%).
Processing of sold products.	Not applicable.
Use of sold products.	Not applicable.
End-of-life treatment of sold products.	Not applicable.
Downstream leased assets (i.e., assets leased to third parties).	Not applicable.
Franchises.	Not applicable.
Waste generated in operations – wastewater treatment plant to landfill.	Unable to obtain this data.
Business travel in personal vehicles.	Unable to obtain this data. (<1%)

**Table 2 - Emission sources excluded from ICC footprint**

## 2.2 Operational Boundary

Within the organisational boundary, an operational boundary of emission sources or activities is then defined. Using the operational control approach, all direct emission sources within the organisational boundary defined above are reported as Category 1, with all remaining emissions reported as either Category 2, 3, or 4. There are two further categories: Category 5 which covers emissions from products created by an organisation and Category 6 which covers anything not categorised under a previous category. Neither Category 5 nor 6 apply to ICC. The table below provides more explanation of the concept of Category (previously known as "Scope", where Scope 1 = Category 1, Scope 2 = Category 2, and Scope 3 = Categories 3 - 6, used when applicable).

	Definition	Example
<b>Category 1: Direct emissions</b>	Direct emissions that occur from sources owned or controlled by ICC.	The combustion of fuels in the vehicle fleet.
<b>Category 2: Imported energy indirect emissions</b>	Emissions associated with the generation of electricity that is purchased by ICC.	Electricity consumed in ICC buildings.
<b>Category 3: Indirect emissions from transportation</b>	Emissions that are a consequence of ICC's activities that result in transportation being utilised.	Air travel for business and transportation of goods by postal services.
<b>Category 4: Indirect emissions from products used by an organisation</b>	Emissions related to ICC purchasing goods and services from third parties, for use in their operations.	Emissions from waste generated in operations and services such as legal services purchased by ICC.

Table 3 - Categories as defined by ISO 16064-1:2018

## 2.3 Emission Factors and Activity Data

This section describes the details of the activities covered within each Category. It discusses the primary source from which the activity data was collected. The table also mentions the data quality based on a qualitative data quality assessment (see Appendix A for details) and where the emission factors were sourced from. Emission factors all include the 7 greenhouse gases (CO<sub>2</sub>, CH<sub>4</sub>, N<sub>2</sub>O, HFCs, PFCs, SF<sub>6</sub> and NF<sub>3</sub>) as per requirements under the standards. Emission factors are derived from a range of sources, principally from MFE (2022) with missing factors acquired from sources such as DEFRA (2021), Motu (2014), and Water NZ (2021). The individual sources are provided in the accompanying Excel spreadsheet.

	Items	Emission Factors	Data Quality	Data provided by
Category 1 - Direct Emissions	Wastewater Treatment Plants	Water NZ (2021)	High Quality (M1)	ICC
	Mobile Fuel Combustion (Fleet)	MfE (2022)	High Quality (M1)	Z (e-Bench®*)
	Stationary Fuel Combustion (Generators etc.)	MfE (2022)	Satisfactory Quality (M2)	Allied/GoFuel/RD Petroleum
	LPG	MfE (2022)	High Quality (M1)	Rockgas
	Woodchips	MfE (2022)	High Quality (M1)	Parklands Invoices (e-Bench®)
	Agriculture (Sheep and Deer)	MfE (2022)	High Quality (M1)	ICC
Category 2 - Indirect Emissions from Imported Energy	Purchased Electricity	MfE (2022).	High Quality (M1)	Mercury/Meridian(e-Bench®)
Category 3 - Indirect Emissions from Transportation	Freight	MfE (2022)	High Quality (D1)	NZ Post
	Transportation of Community Waste/Recycling	Motu (2014)	Satisfactory Quality (D2)	ICC
	Business Travel and Accommodation	MfE (2022)	High Quality (M1/D1)	Air NZ/ICC
	Employee Commuting	MfE (2022)	High Level Estimate (E3)	ICC
Category 4 - Indirect Emissions from Products Used by ICC	Purchased Goods and Services	Motu(2014)	Satisfactory Quality (D2)	ICC
	Paper	DEFRA (2021)	High Quality (M1)	OfficeMax
	Capital Goods	Motu(2014)	Satisfactory Quality (D2)	ICC
	Waste Generated in Operations	Motu(2014)	Satisfactory Quality (D2)	Southern Transport/Northern Southland

Table 4 - Analysis of data sources and quality

\* e-Bench® is a energy/carbon management tool created by CarbonEES®

## 3.0 Results

This section presents the results of this GHG Emissions Inventory. It offers a broad overview covering all the activities or groups combined and a detailed review of each activity or group. It concludes with a focus on each of the key emission sources.

### 3.1 All Activities and Categories

Source	t CO <sub>2</sub> e	% of total
Category 1		
Wastewater Treatment Plants	6083	39.02%
Fuel Combustion	629	4.04%
LPG	114	0.73%
Woodchips (CH <sub>4</sub> and N <sub>2</sub> O only)	59	0.38%
Agriculture (sheep and deer)	117	0.75%
Category 2		
Purchased Electricity	1943	12.46%
Category 3		
Downstream Transportation and Distribution	803	5.15%
Business Travel	49	0.32%
Employee Commuting	253	1.62%
Category 4		
Purchased Goods and Services	4800	30.79%
Capital Goods	405	2.60%
Upstream Fuel and Energy Related Activities	327	2.10%
Waste Generated in Operations	7	0.05%
<b>Total</b>	<b>15,590</b>	<b>t CO<sub>2</sub>e</b>

Table 5 - Emissions sources and their related emission

### 3.2 Corporate Emissions

The majority of ICC corporate emissions are Category 1 (44.92%), followed by Category 4 emissions (35.53%), Category 2 emissions (12.46%), and Category 3 (7.08%). As shown in the breakdowns below, Wastewater Treatment Plants are the largest emissions source followed by Purchased Goods and Services.

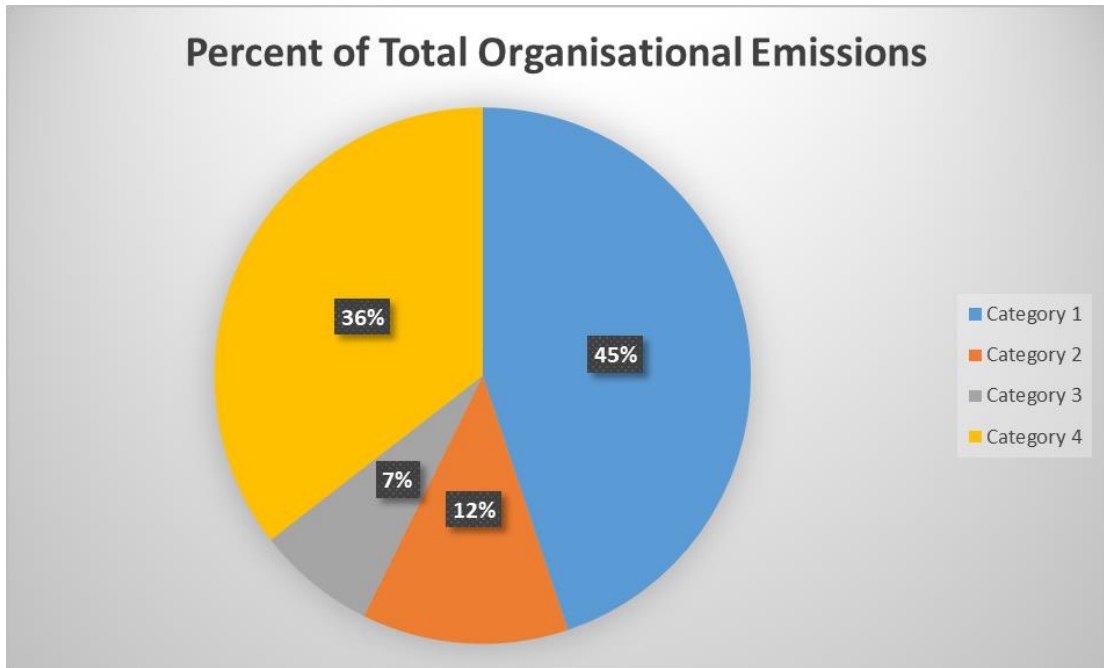
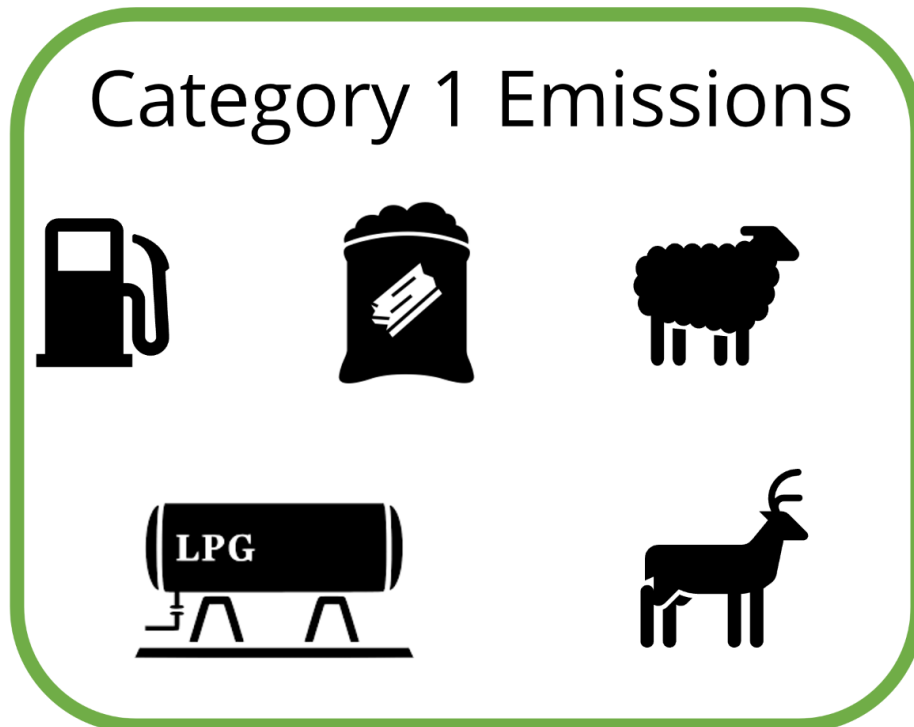


Figure 4 - Organisational Emissions by Category

### 3.2.1 Category 1 Emissions



The Category 1 activities captured in the report were emissions from wastewater treatment plants, fuel (both stationary and mobile combustion), LPG, woodchips, and emissions from agriculture. These represent 7003.18 tCO<sub>2</sub>e of the overall inventory.

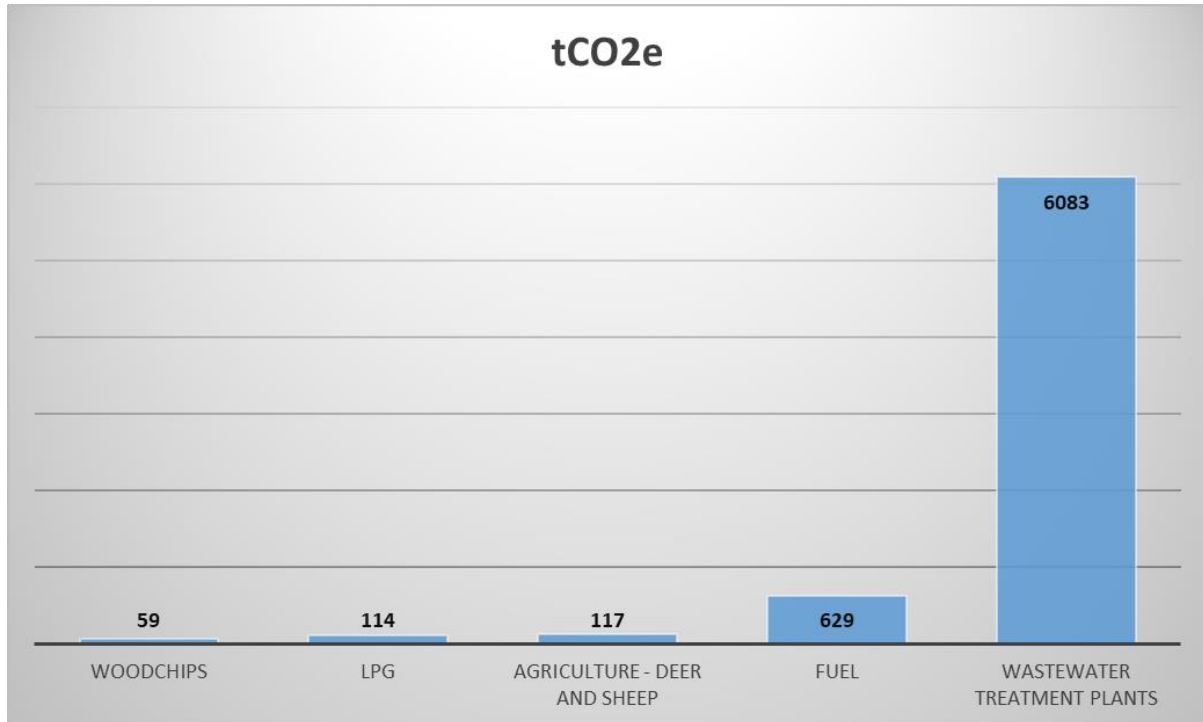


Figure 5 - Category 1 Emissions by Source (total 7,003 tCO<sub>2</sub>e)

**Wastewater Treatment:**

ICC is responsible for treating community wastewater for residents within the city boundary. The treatment occurs at three plants, with the vast majority of emissions coming from the Clifton plant (6012 tCO<sub>2</sub>e). GHG emissions were calculated by utilising the Water NZ (2021) guidelines, which require breaking down the process into its requisite steps and calculating emissions from each step using data measured onsite.

**Fuel Combustion:**

ICC uses fuel (diesel and petrol) in its vehicle fleet, generators, and parks equipment. All the fleet data is primary data in litres from Z energy, but there are gaps with data for generators and parks equipment. The gaps have been filled by averaging available data and overall, the fuel data is considered to be of a high quality – although better record keeping for all fuel consumption is recommended in future to avoid gaps.

**LPG:**

ICC uses LPG across several facilities and data was obtained directly from the supplier – Rockgas.

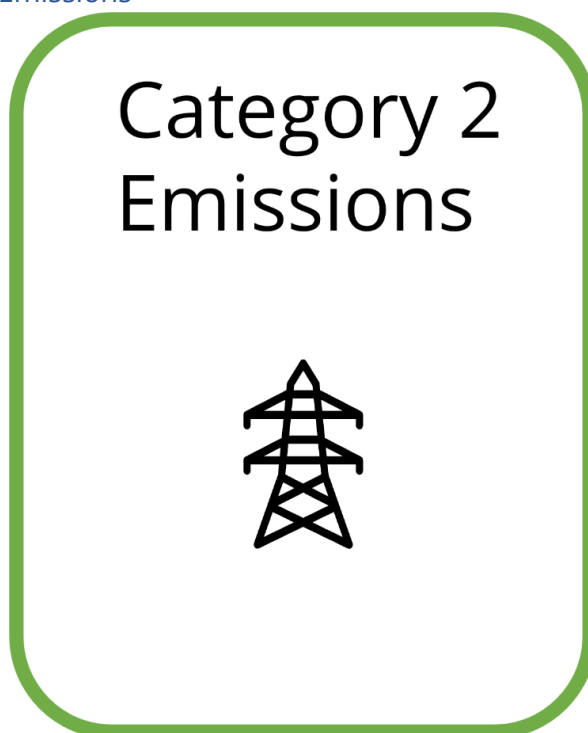
**Woodchips:**

ICC uses woodchips in some of its boilers and data has been provided from the supplier, by ICC staff. For inventory reporting, only CH<sub>4</sub> and N<sub>2</sub>O are reported within the boundary. Emissions from CO<sub>2</sub> are reported within the inventory, outside of the boundary, as they are considered biogenic, meaning it equates to the carbon dioxide absorbed by the feedstock during its lifespan. This means we treat the carbon dioxide portion of the combustion emissions of biofuels as carbon neutral. See MfE (2022) page 27 for more information.

**Agriculture:**

ICC own some sheep and deer within its parks. Emissions from the enteric fermentation, manure management, and agricultural soil are measured on a per-head-of-animal basis.

### 3.2.2 Category 2 Emissions



The Category 2 activities captured in the report were electricity usage. These represent 1942.72 tCO<sub>2</sub>e of the overall inventory.



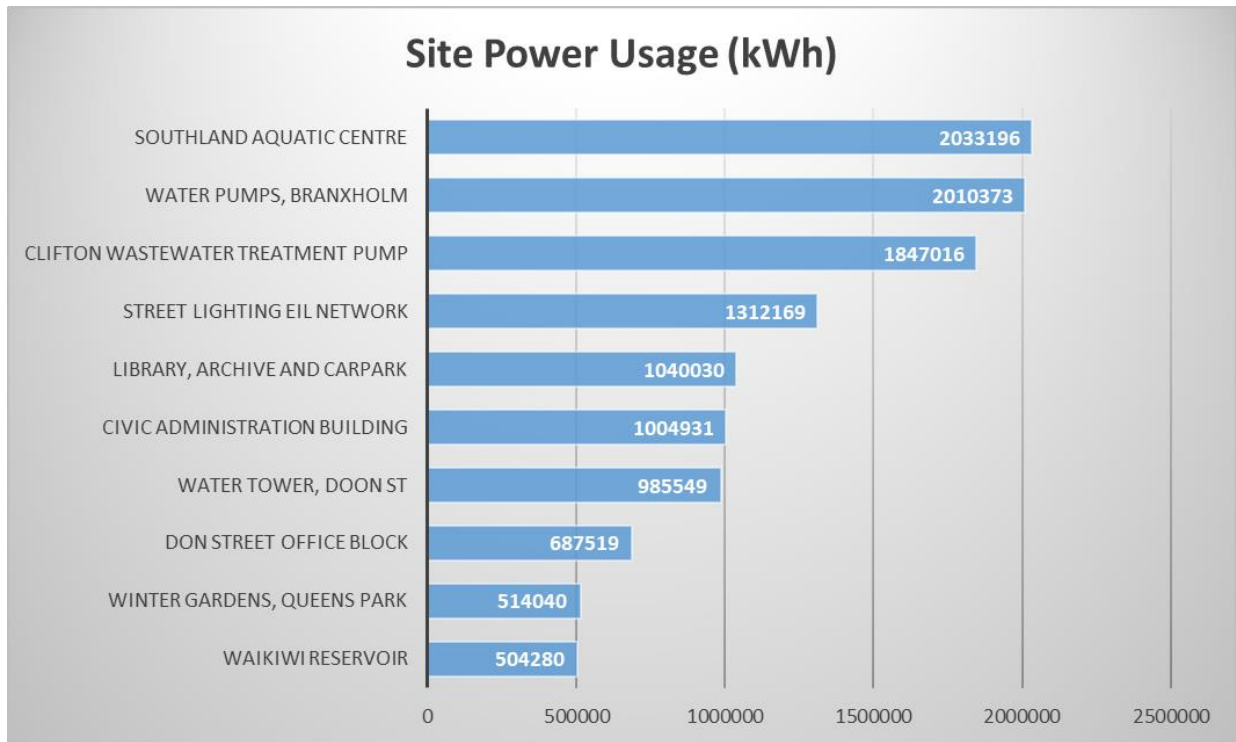
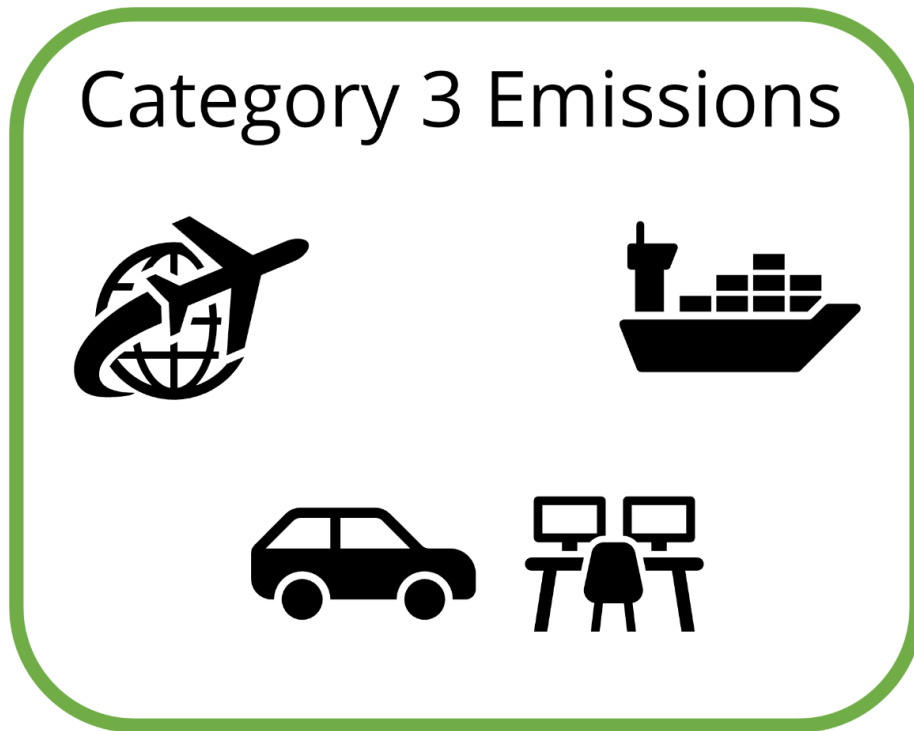


Figure 6 - Electricity usage by site (Top 10 sites)

**Electricity:**

Electricity is used at all sites, for ICC offices, libraries, water pumps, wastewater treatment facilities, street lights, and other ICC run sites. Data was provided direct from the suppliers, Mercury and Meridian. The top 10 electricity usage sites account for 73.7% of all usage, while the remaining 145 sites use 26.3%.

### 3.2.3 Category 3 Emissions



Category 3 emissions are indirect emissions from transportation. These are activities such as business travel, employee commuting, and downstream transportation and distribution. These represent 1,104.35\* tCO<sub>2</sub>e of the overall inventory.

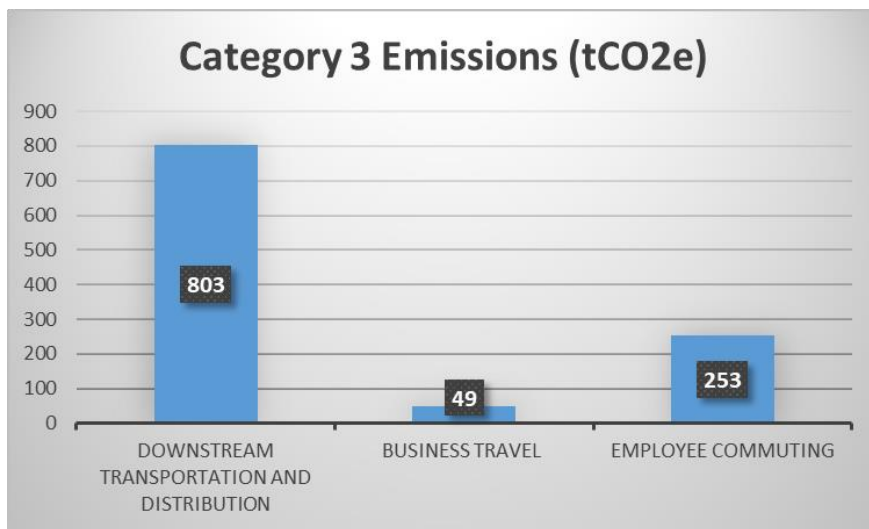


Figure 7 - Category 3 Emissions by sub-category (total 1,104.35 tCO<sub>2</sub>e)

\*Figures above add to 1,105 as they are each individually rounded to the nearest tonne. The total is taken from the raw data - a sum of the non-rounded figures, and then rounded to the nearest tonne for this report, thus there is a small discrepancy.

Downstream transportation and distribution represent the largest Category 3 emission source (73%) at 803 tCO<sub>2</sub>e. This is primarily due to the transportation of community waste to landfill and recycling to the recycling centre. The next largest category is employee commuting (23%) at 253 tCO<sub>2</sub>e, followed by business travel (4%) at 49 tCO<sub>2</sub>e.

**Downstream Transportation and Distribution:**

ICC pays for postage of goods to and from various sites and data for this activity was provided by NZ Post. This activity is minimal, accounting for only 0.83 tCO<sub>2</sub>e. Most of the emissions from this sub-category arise from the transportation of community waste to landfill and recycling to the recycling centre. While the waste itself is outside of ICC's boundary, the transportation of the waste falls within the boundary, as this is a service paid for and contracted by ICC. Primary data (i.e., fuel use of rubbish trucks) was unavailable, so an estimate was derived based on a dollar-spend amount.

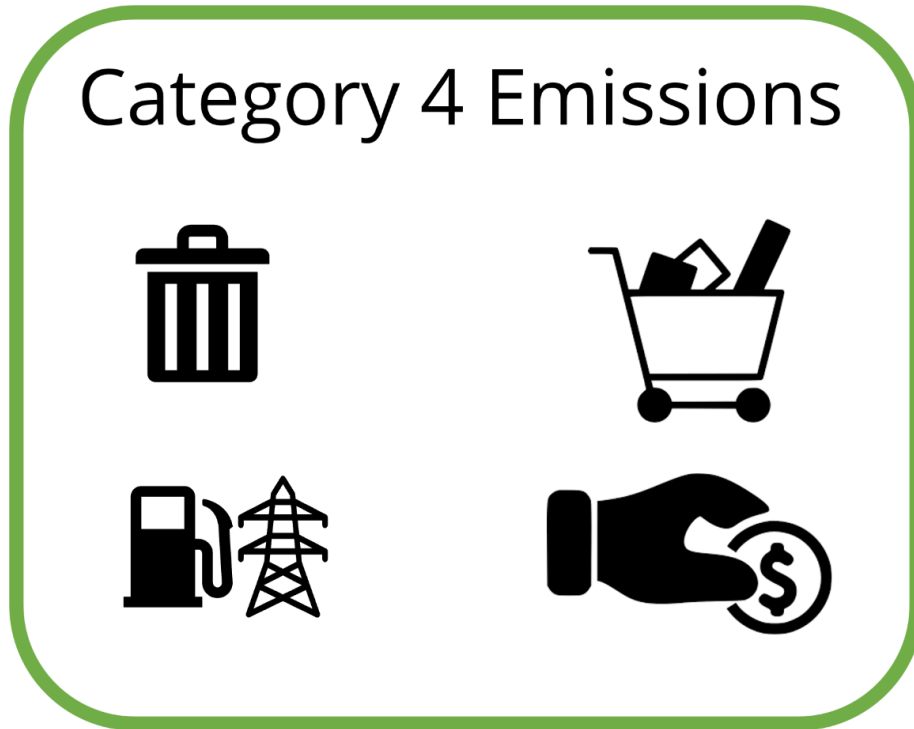
**Business Travel:**

ICC staff sometimes need to travel for business and all activities related to travel, such as flights, rental cars, accommodation, and taxis, are captured within the inventory. This sub-category accounts for 49 tCO<sub>2</sub>e. Primary data for flights was provided by Air NZ, other data was derived from a dollar-spend amount.

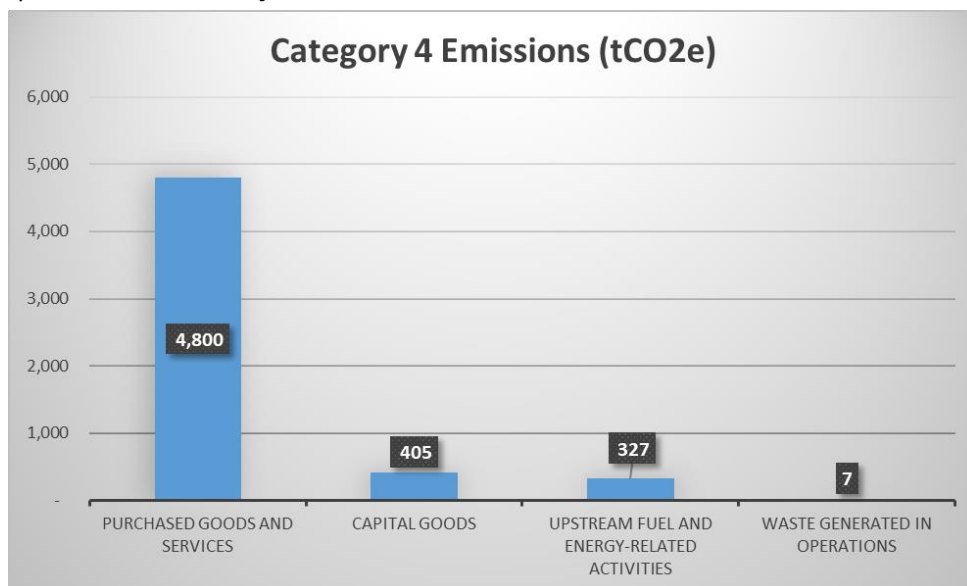
**Employee Commuting:**

ICC staff commute to and from ICC sites, and also work from home. All of these emissions are captured within the inventory. No primary data was available, as this would require conducting a survey of staff commuting habits, which may be a project for future inventories. Data was estimated at a high level by ICC staff and account for 253 tCO<sub>2</sub>e. The estimate was based on travel of 10km per day, 4 days a week, 48 weeks a year, per employee, arriving at a figure of 892,800km.

### 3.2.4 Category 4 Emissions



Category 4 emissions are indirect emissions from products used by an organisation. These include services that an organisation pays for, through the course of undertaking its own activities. This category also includes waste generated by the organisation and upstream fuel and energy related activities (i.e., transmission and distribution losses from purchased electricity). These account for 5,539.56 tCO<sub>2</sub>e of ICC’s overall inventory.



**Figure 8 - Category 4 Emissions by sub-category (total 5,539.56 tCO<sub>2</sub>e)**  
 \* Total add to 5539 - see Figure 7 for details as to why.

**Purchased Goods and Services:**

ICC purchased goods and services throughout its operations, often in order to provide services to rate payers. These activities are the second largest emission source of ICC's overall footprint, accounting for 4,800 tCO<sub>2</sub>e. Emissions were primarily derived from dollar-spend reports provided by ICC. This included all goods and services purchased by ICC; from medical expenses, to legal and accounting services, to the largest emission source within the sub-category: contractors. Contractors included services such as roading and construction, which are typically emissions intensive processes.

**Capital Goods:**

Similar to purchased goods and services, ICC also performs additions to, or maintenance of, capital goods. Emissions were derived from dollar-spend reports provided by ICC, and account for 405 tCO<sub>2</sub>e of the overall inventory.

**Upstream Fuel and Energy-Related Activities:**

Alongside direct emissions from fuel combustion and emissions from purchased electricity, ICC also must account for upstream emissions from these activities. For fuel, this is production emissions and for purchased electricity, these are transmission and distribution losses. All data is the same as that used for Category 1 and Category 2 emissions, which is primary data. Overall this sub-category accounted for 327 tCO<sub>2</sub>e.

**Waste Generated in Operations:**

ICC generates waste through its operations, at various sites. Primary data was unavailable, so emissions were derived from a dollar-spend report provided by ICC. This is the smallest emission source, at 7 tCO<sub>2</sub>e.

## 4.0 GHG Emissions Reduction Opportunities

This section describes a range of high-level GHG emission reduction opportunities that ICC might consider implementing. In many cases, there will be financial savings or other economic benefits associated with implementing these recommendations. This is not a detailed or exhaustive list – further, deeper analysis, and potentially hiring additional experts would be required to come up with a comprehensive carbon reduction plan. This document serves as the first step in that process, by measuring ICC's GHG inventory. As such these recommendations are not to be taken as complete or comprehensive advice.

### 4.1 Wastewater Treatment Analysis

Most of ICC's emissions (39.02%) are a result of its operations in wastewater treatment. As part of this inventory, a "Level 2" analysis has been conducted, as per the Water NZ (2021) guidelines. The analysis involves obtaining measurements of Biochemical Oxygen Demand (BOD), Sludge, and Nitrogen, from various parts of the wastewater treatment process. Emissions are then inferred for each step, based on factors provided in the guideline.

Whilst the above is a very detailed analysis and far beyond a simple population-based approach, the next step for ICC would be to implement direct monitoring technologies to better quantify emissions. This information can then be used to make alterations to treatment systems, optimising them to mitigate emissions. This can be done with existing systems and would meet the requirements for a "Level 3" analysis under the Water NZ (2021) guidelines (i.e., directly measuring emissions). ICC could then look to implement new technological options within their wastewater treatment systems, to further reduce emissions.

### 4.2 Further Analyse Project Work and Implement Sustainable Procurement Policies

30.79% of ICC's GHG emissions are generated from services and goods it purchases. However, due to primary data being unavailable, emissions have to be derived from dollar-spend figures. This may over-estimate or under-estimate actual emissions. If ICC was able to build into its procurement policies, a requirement for suppliers to measure and report on either their own emissions, or record values for their major emission sources (e.g., litres of fuel used, concrete used, steel used, etc.), it would better be able to look for opportunities to reduce emissions in this area.

Additionally, ICC may wish to build into its supply chain a series of requirements for preference being given to verified, more sustainably produced goods, within its supply chain. Whilst these may be more costly, verified lower-carbon products are a good way to lower emissions for an organisation, with a relatively easy, swap-in solution.

### 4.3 Reduce Electricity Usage

The third largest source of ICC's corporate emissions (12.46%) are from purchased electricity. ICC could go about reducing its electricity usage in a variety of ways. It could look to undertake an energy audit in buildings with a large electricity usage profile, such as the Aquatic Centre. This would enable the identification of any site-specific opportunities for energy reduction. Additionally, ICC could look to install renewable energy, such as solar panels, at suitable sites – thus lowering ICC's grid-demand. Finally, ICC could look to purchased Renewable Energy Certificates, which allow ICC to ensure some, or all, of its electricity usage is carbon-free. Renewable Energy Certificates are issued by electricity suppliers to verify a quantity of purchased electricity is confirmed to be renewable. They are limited by the amount of renewable energy generation that retailer has access to.

### 4.4 Better Data Capture

ICC is early in its carbon reduction journey and as such, like many organisations, will not have data at the quantity or granularity that would be desirable for the most accurate tracking of its emissions profile. As ICC continues its carbon reduction journey, it should look to improve data capture across its entire inventory. Wherever primary data is currently unavailable, it should look to source it. Conversations with suppliers should include such requirements and when such data is obtained, it should be stored in an easily accessible, logical manner. Emissions reports are data driven and the better the quantity and quality of the data, the higher the degree of confidence ICC can have that any changes it may implement to reduce its footprint, will track in the real world and be easily measurable.

## 5.0 Discussion

### 5.1 Emission reduction targets

Now that ICC has completed their first GHG Inventory and has a baseline of their corporate emissions, the next step for ICC is to set a corporate GHG emissions reduction target.

As New Zealand has a nationwide target of net zero GHG emissions by 2050 and is bound by target specified in the Paris Agreement - to limit the temperature increase to 1.5 °C above pre-industrial levels, we suggest that ICC set a target that is consistent with both of these aims.

There are protocols such as the Science Based Targets initiative that guide organisations such as ICC through the process of setting a corporate GHG emissions target.

### 5.2 Benchmarking against other, similar organisations.

ICC would like to know how its carbon footprint compares to other, similar organisations. An apples-to-apples comparison is hard to do within the context of a carbon footprint, especially between Councils, as the organisational boundary of Councils may vary greatly, and there may not be alignment in what was included within the carbon footprint. Nonetheless, we have here done a comparison between ICC and both Dunedin City Council (geographically close) and Palmerston North City Council (similar population to Invercargill). Both DCC and PNCC only had FY2020 available publicly for comparison.

NOTE: DCC and PNCC only include staff travel, staff commuting, and waste generated in operations for Category 3 and Category 4 emissions (known by alternative name of "Scope 3"), and as such we have only included those emissions for ICC's inventory for the purposes of this comparison. Additionally, both DCC and PNCC operate landfills that fall within their boundary and as such, Category 1 emissions from waste have been excluded by us from their inventories for the purpose of comparison. Furthermore, different methodologies were used to calculate emissions from wastewater treatment, as the DCC and PNCC inventories pre-date the Water NZ (2021) standard. This may skew the results and as such the numbers below are a rough-guide only and not to be taken as definitive. It is difficult to conduct an apples-to-apples comparison between councils due to the above factors, so it is not unexpected to see substantial differences, as is seen below.



<b>Total Comparative Emissions**</b>			
	tCO <sub>2</sub> e	tCO <sub>2</sub> /\$M*	tCO <sub>2</sub> /capita
ICC	9,255	81	0.17
DCC	17,049	61	0.14
PNCC	5,482	166	0.06

**Table 6 – Total Emissions from Councils**

\*per million in revenue, rounded to nearest tonne

\*\*Emissions are not total from the respective footprints, but total emissions chosen for the purposes of creating as close to an apples-for-apples comparison as possible.

<b>Category/Scope 1 &amp; 2</b>			
	tCO <sub>2</sub> e	tCO <sub>2</sub> /\$M	tCO <sub>2</sub> /capita
ICC	8,946	78	0.17
DCC	16,621	60	0.13
PNCC	4,653	141	0.05

**Table 7 – Scope 1 & 2 from Councils**

<b>Travel &amp; Commuting</b>			
	tCO <sub>2</sub> e	tCO <sub>2</sub> /\$M	kgCO <sub>2</sub> /capita
ICC	302	2.8	5.95
DCC	428	1.5	3.39
PNCC	597	18	7.05

**Table 8 – Business Travel and Staff Commuting emissions from Councils**

### 5.3 Emission Offsets

If ICC is to meet its emission reduction targets, it will need to make substantial reductions to its emissions profile. However, it is widely accepted that hard to eliminate emissions will remain after an organisation has endeavoured to reduce emissions as far as it can. ICC may wish to offset some or all its remaining emissions at some point in the future. It currently has 32,210 NZUs attributed via its forestry projects which may be used at some point in the future as offsets. However, these are currently ringfenced as they sit on reserve land, so may be unavailable for wider ICC use.

Alternatively, if ICC wanted to participate in tree planting activities without having it certified they could disclose an estimate of the emissions offset the planted trees would create, as long as they specify that the estimate has not been certified. This estimate could be included as an appendix to future GHG emissions inventories, but non-certified emission offsets should not be included in net emissions calculations.

## 6.0 References

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- Dunedin City Council financial report taken from: [https://www.dunedin.govt.nz/data/assets/pdf\\_file/0010/801676/Annual-Report-2019-20-22-12.pdf](https://www.dunedin.govt.nz/data/assets/pdf_file/0010/801676/Annual-Report-2019-20-22-12.pdf)
- Palmerston North City Council emissions report taken from: <https://www.pncc.govt.nz/files/assets/public/documents/Council/research/community-carbon-footprint/Council-carbon-inventories/greenhouse-gas-emissions-inventory-2019-20.pdf>
- Palmerston North City Council financial report taken from: <https://www.pncc.govt.nz/files/assets/public/documents/Council/annual-reports/annual-report-2019-20.pdf>

## 7.0 Glossary

- **Carbon Dioxide Equivalent (CO<sub>2</sub>e)** - A standard unit for measuring carbon footprints. The impact of each different GHG is expressed in terms of the global warming potential (GWP) of one unit of CO<sub>2</sub>. Standard ratios are used to convert gases into equivalent amounts of CO<sub>2</sub>; these are based on each gas's GWP over a 100-year timeframe.
- **Carbon Footprint** - A measure of the amount of GHGs emitted by an organisation. Typically expressed in terms of CO<sub>2</sub>e, and for a 12-month reporting period.
- **Emission Factor** - A metric that converts a specific emission source - such as a litre of diesel - into terms of CO<sub>2</sub> or CO<sub>2</sub>e.
- **Global Warming Potential** - A measure of a gas's ability to cause radiative forcing in the atmosphere (or global warming) relative to the ability of CO<sub>2</sub>. For example, sulphur hexafluoride has 23,900 times the GWP of CO<sub>2</sub>, thus is 23,900 times more potent at contributing to global warming than CO<sub>2</sub> over a 100-year timeframe.
- **Greenhouse Gas (GHG)** - Greenhouse gases are gases that influence the way in which the Earth's atmosphere traps heat. Increasing levels of GHGs in the atmosphere are causing the phenomenon of climate change.

## Appendix A: Data quality

### Data Quality

The table below describes the data quality indicators used in the above sections. These are taken to be a Qualitative Data Quality Assessment. Explanations of these terms are provided below.

Data management	Data collection		
	Measured	Derived	Estimated
Robust	M1	D1	E1
Satisfactory	M2	D2	E2
Questionable	M3	D3	E3

**Measured** = Data directly provided by a service provider, contractor or directly obtained from a monitoring device. For example, electricity invoices, contractor receipts, emissions monitoring equipment, incident reports, consultant reports etc. Margin of errors can be obtained direct from the emission factor sources.

**Derived** = Data obtained from calculations, mass balances, use of physical/chemical properties, use of coefficients and emission factors etc., for example converting cubic meters of waste into tonnes or deriving emissions from dollar spend.

**Estimated** = Usually, where there is no other available method for obtaining the data. Such data could be prorated on previous results, use of precedents or historical data, or even a calculated guess.

**Robust** = Evidence of sound, mature and correct reporting system, where room for error is negligible.

Examples would include use of spreadsheets, databases and on-line reporting.

**Satisfactory** = Examples would include manual, but structured keeping of records, files and results. Robust data sets can become Satisfactory if the line between the activity and the available data has to be heavily inferred.

Some potential for error or loss of data.

**Questionable** = No logical or structured approach to data or record keeping. High potential for error &/or loss of data. Data may appear to differ from those initially reported.

**REPORT**



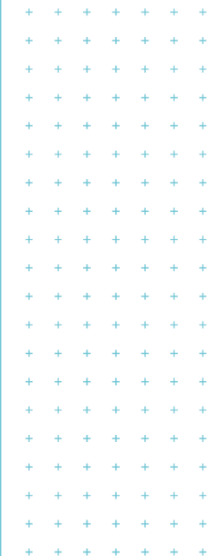

**ICC Climate Change - Gap Analysis and Coastal Inundation Levels**

**Prepared for**  
Invercargill City Council

**Prepared by**  
Tonkin & Taylor Ltd

**Date**  
December 2022

**Job Number**  
1021004.0000 v1.0



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**Document control**

<b>Title: ICC Climate Change - Gap Analysis and Coastal Inundation Levels</b>					
<b>Date</b>	<b>Version</b>	<b>Description</b>	<b>Prepared by:</b>	<b>Reviewed by:</b>	<b>Authorised by:</b>
19/10/2022	0.1	Draft summary report for client feedback	RHAU & QUHO	PPK & JICR	PRC
2/12/2022	1.0	Final summary report incorporating client feedback	JICR	PRC	PRC

**Distribution:**

Invercargill City Council  
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## 1 Introduction

Invercargill City Council (ICC) is seeking to understand physical climate change related risks for its critical infrastructure and water assets. This is both as part of a broader climate risk disclosure and as part of informing ICC of the necessary planning needed for prioritising their response.

To support this Tonkin + Taylor (T+T) was engaged to undertake a gap assessment of climate change hazard and relevant ICC asset data to start to build ICC's understanding of the potential impacts of climate change on its infrastructure.

Following the completion of the gap assessment, T+T was engaged by ICC to undertake an assessment of the latest sea level rise (SLR) projections and future potential coastal inundation water levels relevant for Invercargill. The areas of interest include New River Estuary, Bluff Harbour and Awarua Bay (Figure 1.1). The open coast shoreline is excluded.

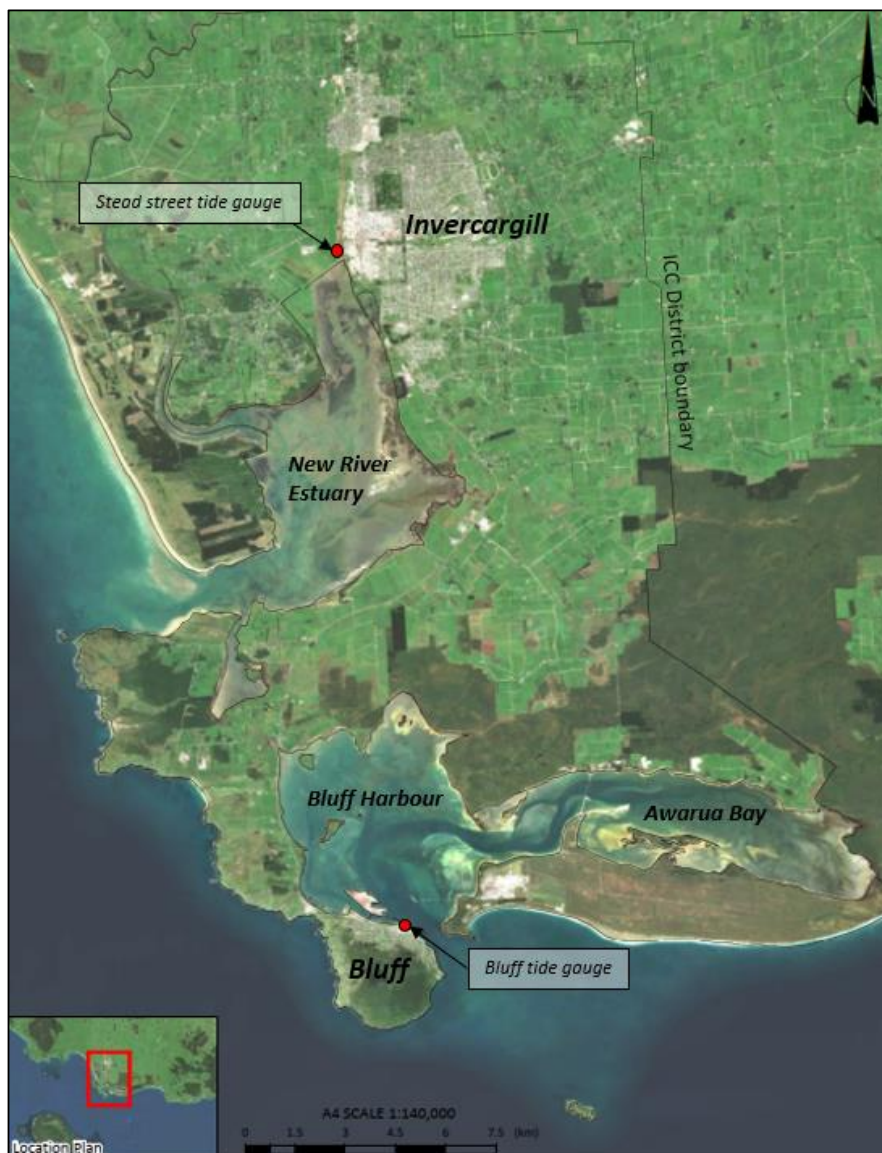


Figure 1.1: Overview map



## 1.1 Study scope

This report summarises the following scope of works:

- Compile and review relevant available information and data held by ICC and T+T, focusing on report(s) compiled by NIWA, asset spreadsheets and other third-party reports (if applicable). Undertake a gap analysis to identify information and data gaps that may prove useful for further analysis (refer Section 2).
- Review and summarise key aspects of the latest projections for SLR for Invercargill including discussion about the differences between Representative Concentration Pathways (RCPs) and Shared Socio-economic Pathways (SSPs) as described by the Intergovernmental Panel on Climate Change (IPCC), and the “likelihood” of these emissions scenarios as discussed in relevant literature (refer Section 3).
- Estimate 1% Annual Exceedance Probability (AEP) coastal inundation levels for up to three climate change scenarios for up to three time horizons (short, medium, and long term) for the New River Estuary, Bluff Harbour and Awarua Bay (refer Section 4).

The key deliverables are a summary report (this report). This will summarise the findings of the scope outlined above.

## 1.2 Datums

The Southland region has several vertical datums, including Bluff Vertical Datum – 1955 (BVD55) and Port of Bluff Chart Datum (CD). In 2016 the New Zealand Vertical Datum – 2016 (NZVD2016) became the official national vertical datum for New Zealand. Most of the previous SLR studies for ICC and Southland have reported in BVD55.

All values in this report are in NZVD2016 unless otherwise stated. This conforms to national recommendations but more importantly will be compatible with DEMs and other topographic survey collected in the future. Based on the datum offsets provided by LINZ, an offset of -0.32 m has been applied to convert between BVD55 and NZVD2016.

## 2 Gap analysis

A memo summarising T+T's review of available data and gaps identified is included in Appendix A. The key conclusions and recommendations are provided as follows:

- The available information is sufficient to support a qualitative assessment of asset exposure/risk across all climate hazards. This could build on the regional qualitative summary produced by NIWA.
- There are significant gaps and limitations with the currently available hazard data, and we do not recommend using most of them for an exposure assessment. The main limitation being that current inundation datasets have been derived from the national DEM which only has 3-4 m vertical accuracy in flat coastal areas. Higher resolution LiDAR data that is available does not cover the full study area. Bluff Harbour appears to be excluded from the coastal erosion study.
- In addition to these spatial limitations, most datasets do not include projections for future climate change. This means we cannot compare the future impact of climate change to hazards as they are today. Likelihood or return-interval information is also missing.
- The asset data provided is generally suitable for an exposure assessment. Valuation data needs to be spatially joined before it can be included. Confirming the invert information for piped assets would enable a depth-based exposure assessment that is not dependant on the current hazard datasets.
- NIWA have published a large amount of work, particularly related to coastal inundation and sea level rise. This information, along with NZ SeaRise data, could be used to define coastal inundation hazards more accurately than they currently are. A risk-exposure assessment has already been done in areas where LiDAR is available, this data may be accessible from NIWA. Comparing the results for the updated study suggest that using the less accurate national DEM had underestimated risk-exposure by 50%.
- We recommend that ICC work to improve the quality of the hazard information for coastal inundation, coastal erosion, and river flooding. This is dependent on having access to a higher resolution LiDAR derived DEM (which T+T understands is in development) and will likely involve working with Environment Southland. New hazard data should be produced with reference to set of timeframes (present-day and future) and annual return intervals.

### 3 SLR projections for Invercargill

Previous SLR assessments for Invercargill have included the 2018 Southland Climate Change Impact Assessment (Zammit et al., 2018). SLR projections included in Zammit et al. (2018) were based on the 2017 Ministry for Environment Guidance (MfE, 2017) which recommends a range of Representative Concentration Pathways (RCPs) as outlined in the Intergovernmental Panel on Climate Change (IPCC) Fifth Assessment Report (AR5) (IPCC, 2015). The RCP pathways (2.5, 4.5, 6.0 and 8.5) were introduced in 2014 to represent a broad range of possible future greenhouse gas levels that could be reached in 2100.

New projections and guidance on future SLR values have recently been released and are discussed below.

#### 3.1 IPCC Sixth Assessment Report (AR6)

In 2021 IPCC released their Sixth Assessment Report (AR6) (IPCC, 2021). The AR6 report outlines Shared Socio-economic Pathway (SSPs) which are intended to replace the previous RCPs. SSPs, which complement the RCPs, are models of future pathways that consider how greenhouse gas emissions are influenced by socio-economic factors like population, education, and urbanisation. There are five SSP pathways which consider different attitudes to mitigate and adapt to climate change:

- SSP1 (Sustainability)
- SSP2 (Middle of the road)
- SSP3 (Regional Rivalry)
- SSP4 (Inequality)
- SSP5 (Fossil-fuelled development)

Five combinations of SSPs and RCPs were adopted by IPCC (2021) to develop global SLR projections. Table 3.1 outlines five SSP projections and the equivalent RCP projections recommended for use by MfE (2022).

**Table 3.1: Comparison of SSP and RCP SLR projections (MfE 2022)**

SSP projection (2021 recommendation)	Equivalent RCP projection (2017 recommendation)
SSP1-2.6 M*	RCP2.6 M*
SSP2-4.5 M*	RCP4.5 M*
SSP3-7.0 M*	
SSP5-8.5 M*	RCP8.5 M*
SSP5-8.5 H+**	RCP8.5 H+**

\*M = median or 50<sup>th</sup> percentile projection

\*\*H+ = higher projection based on the 83<sup>rd</sup> percentile projection

### 3.2 Certainty of global SLR scenarios

The IPCC uses two metrics for communicating the degree of certainty in key findings (IPCC 2010):

- **Confidence** in the validity of a finding, based on the type, amount, quality, and consistency of evidence and the degree of agreement. Confidence is expressed qualitatively.
- Quantified measures of **likelihood** in a finding expressed probabilistically.

These two metrics are discussed in turn in the following text.

Each key finding is grounded in an evaluation of underlying evidence and agreement to assess the degree of **confidence**. A level of confidence is expressed using five qualifiers: *very low*, *low*, *medium*, *high*, and *very high*. Figure 3.1 depicts summary statements for evidence and agreement and their relationship to confidence. There is flexibility in this relationship; for a given evidence and agreement statement, different confidence levels could be assigned, but increasing levels of evidence and degrees of agreement are correlated with increasing confidence.

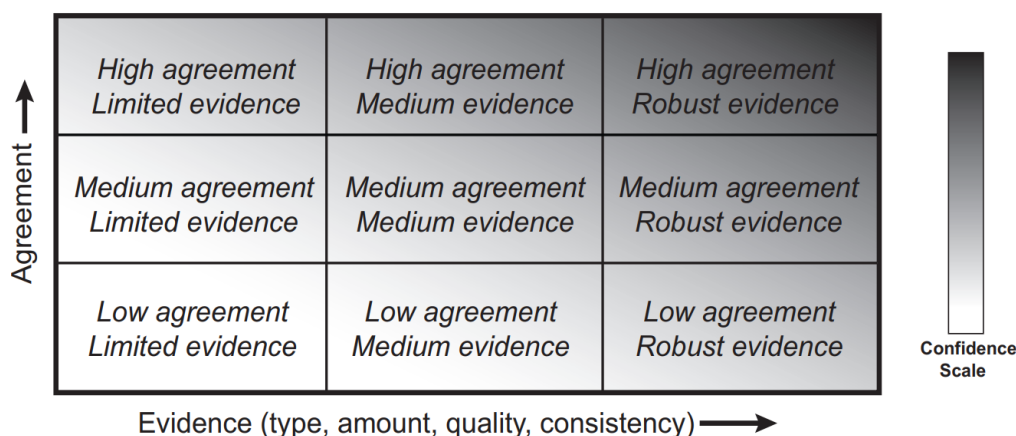


Figure 3.1: Depiction of evidence and agreement statements and their relationship to confidence. Confidence increases towards the top-right corner as suggested by the increasing strength of shading. Reproduced from IPCC (2010)

Quantitative measures of **likelihood** of an outcome or result are expressed using the following terms: *virtually certain*, *very likely*, *likely*, *about as likely as not*, *unlikely*, *very unlikely*, and *exceptionally unlikely*. Table 3.2 defines these terms with reference to the likelihood of the outcome expressed as a percent probability. Likelihood may be assessed based on statistical analysis of observations or model results, or expert judgment.

**Table 3.2: Likelihood scale used by the IPCC (IPCC, 2010)**

Term	Likelihood of the Outcome
Virtually certain	99-100% probability
Very likely	90-100% probability
Likely	66-100% probability
About as likely as not	33-66% probability
Unlikely	0-33% probability
Very unlikely	0-10% probability
Exceptionally unlikely	0-1% probability

Using these metrics, IPCC (2021) has provided the following key findings with respect to global SLR:

- Global mean sea level has risen faster since 1900 than over any preceding century in at least the last 3000 years (*high confidence*).
- Global sea level has increased by 0.20 (0.15 to 0.25) m between 1901 and 2018. Human influence was *very likely* the main driver of these increases since at least 1971.
- It is *virtually certain* that global mean sea level will continue to rise over the 21st century.
- Projections out to 2150 are *medium confidence* and from 2150 to 2300 projections are considered *low confidence*.
- Global mean SLR approaching 2 m by 2100 and 5 m by 2150 under a very high GHG emissions scenario (SSP5-8.5) (*low confidence*) – cannot be ruled out due to deep uncertainty in ice-sheet processes (Figure 2.2).
- In the longer term, sea level is committed to rise for centuries to millennia due to continuing deep-ocean warming and icesheet melt and will remain elevated for thousands of years (*high confidence*).

Figure 3.2 shows global mean sea level change in metres, relative to 1900. *Likely* ranges are shown for SSP1-1.9 to SSP5-8.5. The dashed curve shows a *low-likelihood, high-impact* impact projection that cannot be ruled out. Relative to this low-likelihood, high impact projection, in the short to medium term (2020 to 2060) there are relatively small differences between the *likely* projections. In the longer term (2100) the *likely* projections become more divergent.

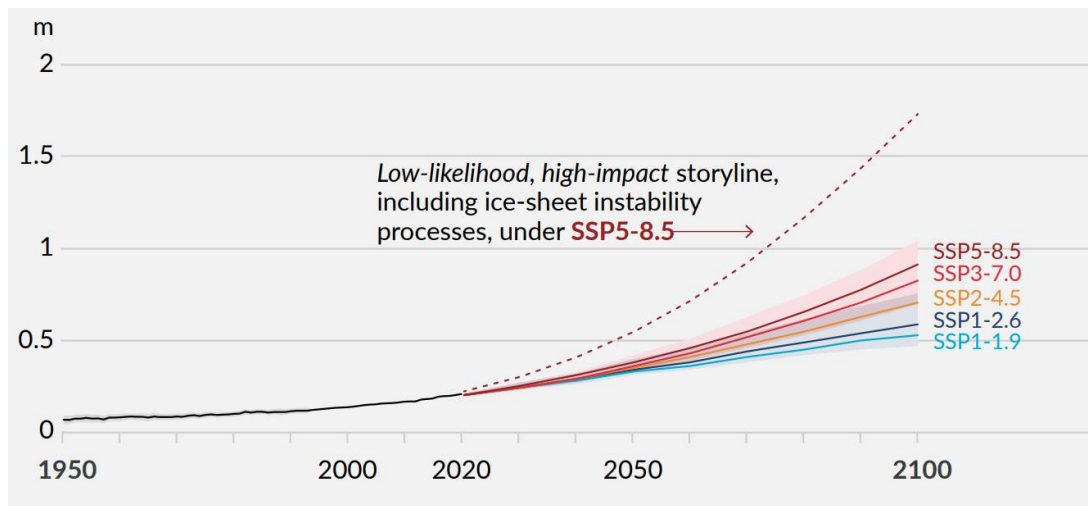


Figure 3.2: Global mean sea level change in metres, relative to 1900. Reproduced from IPCC (2021).

IPCC (2022) notes that it is extremely difficult to assign likelihoods to scenarios due to the uncertainty associated with predicting human choices. In general, high-end emission scenarios, such as SSP5-8.5, are considered less likely with the development of climate policy and technology change. However, these changes could be offset by the development of strong feedbacks of climate change on natural emissions sources. SSP5-8.5 does not represent a typical “business as usual” projection, but is useful as a high-end, high-risk scenario.

### 3.3 MfE (2022) SLR guidance

Following the release of the IPCC AR6, MfE have provided updated guidance on SLR projections for New Zealand (MfE, 2022). MfE (2022) recommends adoption of the new SSP projections and the incorporation of local vertical land movement (VLM) for assessing the impacts of future relative SLR around the coast.

For New Zealand the SSP projections are slightly higher than the RCP projections, with the difference in projections increasing with time. The variation comes from improved climate-ocean-ice models, their sensitivity to warming, differences in modelled response of the ocean around New Zealand, and nuances in the new scenario suite used MfE (2022). For example, by the end of the century the SSP projections show an increase of 3 to 14 cm relative to the RCP projections (Figure 3.3).

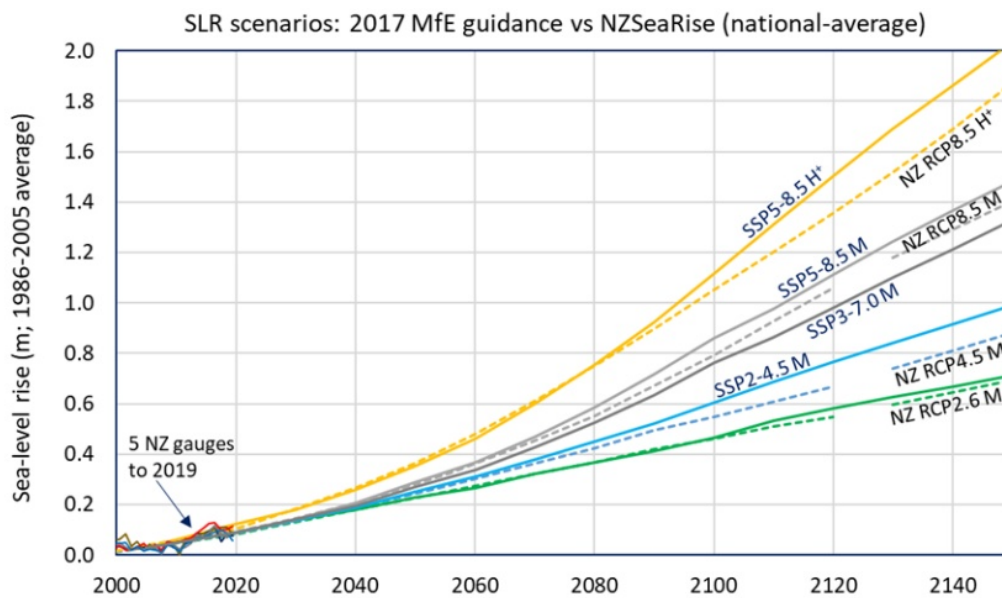


Figure 3.3: Comparison of new NZSeaRise projections with 2017 coastal hazard guidance projections (source: MfE, 2022)

## 4 Coastal inundation levels

Based on existing available information and the latest SLR guidance, present-day and future coastal inundation levels have been defined for New River Estuary, Bluff Harbour, and Awarua Bay in Invercargill.

Key components that determine coastal inundation water levels are:

- Astronomical tides
- Barometric and wind effects, generally referred to as storm surge
- Long-term changes in relative sea level due to climatic or geological changes
- Nearshore wave effects (wave set-up or run-up).

Figure 4.1 shows a schematisation of the water level components. The methodologies and data used to derive each of the components are outlined in Appendix B.

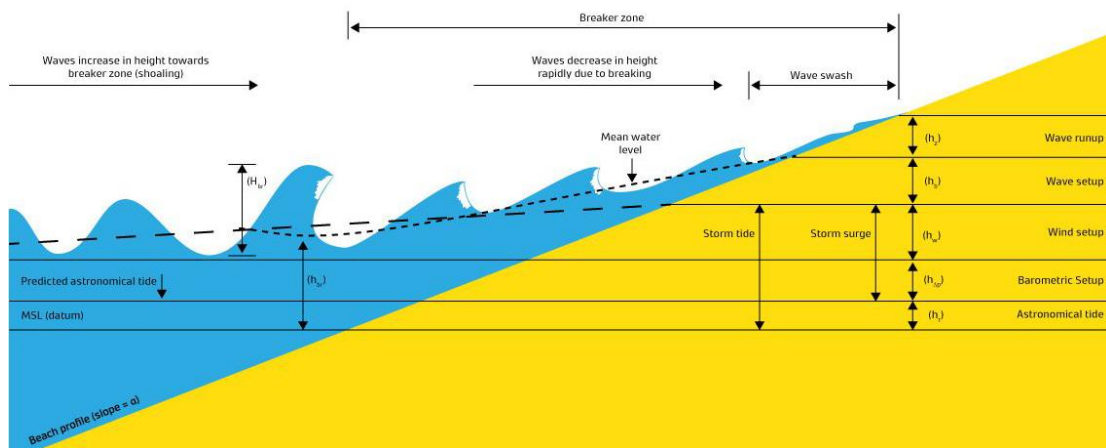


Figure 4.1: Schematisation of coastal inundation water level components

Coastal inundation includes both *static inundation* which is a combination of storm tide and wave setup and sea level rise in the longer-term, and *dynamic inundation* which also includes wave runup but is typically confined to the coastal edge, decreasing with distance inland. For this assessment the static inundation water levels have been defined (Equation 4.1).

$$\text{Extreme static water level} = \text{Storm surge} + \text{wave setup} + \text{SLR} \quad (4.1)$$

Tables 4.1, 4.2, and 4.3 present the 1% AEP static water levels for New River Estuary, Bluff Harbour, and Awarua Bay respectively. Based on the available data the present-day 1% AEP static water level is assumed the same for all three locations. The future 1% AEP static water levels differ between the locations with the highest levels occurring in Awarua Bay. The differences in future 1% AEP levels are due to differences in relative SLR due to variations in vertical land movement. Based on the NZ SeaRise data from MfE (2022) the land around Awarua Bay is subsiding at an average rate of -0.77 mm/yr while the land around New River Estuary and Bluff Harbour is uplifting at average rates of 0.38 mm/yr and 1.32 mm/yr, respectively. Land subsidence will accelerate the impact of absolute SLR while land uplift will decelerate the impact.

**Table 4.1: 1% AEP static water levels (m NZVD16) for New River Estuary**

	Timeframe		
SSP Scenario	Short (present-day)	Medium (2070)	Long (2130)
SSP1-2.6	2.10	2.40	2.63
SSP2-4.5		2.40	2.85
SSP5-8.5		2.56	3.24

**Table 4.2: 1% AEP static water levels (m NZVD16) for Bluff Harbour**

	Timeframe		
SSP Scenario	Short (present-day)	Medium (2070)	Long (2130)
SSP1-2.6	2.10	2.33	2.52
SSP2-4.5		2.33	2.74
SSP5-8.5		2.49	3.13

**Table 4.3: 1% AEP static water levels (m NZVD16) for Awarua Bay**

	Timeframe		
SSP Scenario	Short (present-day)	Medium (2070)	Long (2130)
SSP1-2.6	2.10	2.49	2.78
SSP2-4.5		2.49	3.00
SSP5-8.5		2.65	3.39



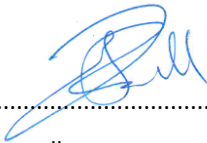
## 5 Applicability

This report has been prepared for the exclusive use of our client Invercargill City Council, with respect to the particular brief given to us and it may not be relied upon in other contexts or for any other purpose, or by any person other than our client, without our prior written agreement.

Tonkin & Taylor Ltd  
Environmental and Engineering Consultants

Report prepared by:

Authorised for Tonkin & Taylor Ltd by:



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James Russell  
Natural Hazards and Climate Consultant



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## **Appendix A    Gap Analysis Memo**

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# Memo

<b>To:</b>	Jeremy Rees & Rhiannon Suter	<b>Job No:</b>	1021004
<b>From:</b>	Quinn Hornblow	<b>Date:</b>	19 October 2022
<b>cc:</b>	James Russell & Chamath Nanayakkara		
<b>Subject:</b>	Asset and Natural Hazard Data Review		

## 1 Introduction

Invercargill City Council (ICC) is seeking to understand physical climate change related risks for its critical infrastructure and water assets. This is both as part of a broader climate risk disclosure and as part of informing ICC of the necessary planning needed for prioritising response.

To support this Tonkin + Taylor (T+T) have been engaged to undertake a gap assessment of climate change hazard and relevant ICC asset data to start to build ICC's understanding of the potential impacts of climate change on its infrastructure and identify where they may have to begin making changes to mitigate exposure, to reduce risk. Such changes might include changes ICC will need to make to its specifications of its asset classes, or where certain assets may be located.

This memo provides a summary of T+T's review of available data and any gaps identified. We have split this memo into two main sections: hazard information (Section 2) and asset data (Section 3).

## 2 Hazard information

### 2.1 Available data

Invercargill, like many cities in Aotearoa New Zealand, is exposed to several local hazards (coastal and river flooding) as well as threats from changes in the regional climate. We have compiled a list of available hazard information that has been considered for this gap analysis in Table 1 below. Geospatial hazard information has been obtained from Invercargill City Council (ICC) and Environment Southland (ES). This is complemented by information published by NIWA.

**Table 1: List of hazard information considered in this gap analysis**

Name	Hazard(s)	Source	Geospatial
Sea Level Rise Storm Surge Event	Coastal inundation	ICC – ArcGIS online service	Y – polygons
5m Contour (Urban, Derived)	Coastal inundation	ICC – ArcGIS online service	Y – polylines
Coastline Most Prone to Erosion	Coastal erosion	ICC – ArcGIS online service	Y – polylines
Riverine Inundation	River flooding	ICC – ArcGIS online service	Y – polygons
Significant Floodplains	River flooding	Environment Southland – ArcGIS online service	Y – polygons
Southland climate change impact assessment	Temperature, Rainfall, Coastal inundation	NIWA, 2018a	N
Assessment of extreme sea levels at the Stead Street stop bank	Coastal inundation	NIWA, 2018b	N
Coastal flooding exposure under future sea-level rise for New Zealand	Coastal inundation	NIWA, 2019	N
NZ SeaRise	Coastal inundation	NIWA, 2022	Y - points

### 2.1.1 Coastal inundation

We have evaluated the two geospatial layers related to coastal inundation listed in Table 1. These are the 5 m contour and Sea Level Rise Storm Surge Event layers. Their extents are shown in Figure 1. The Sea Level Rise Storm Surge Event layer covers an area adjacent to the New River Estuary. The 5 m Contour layer wraps around central Invercargill, Otatara, and Bluff.

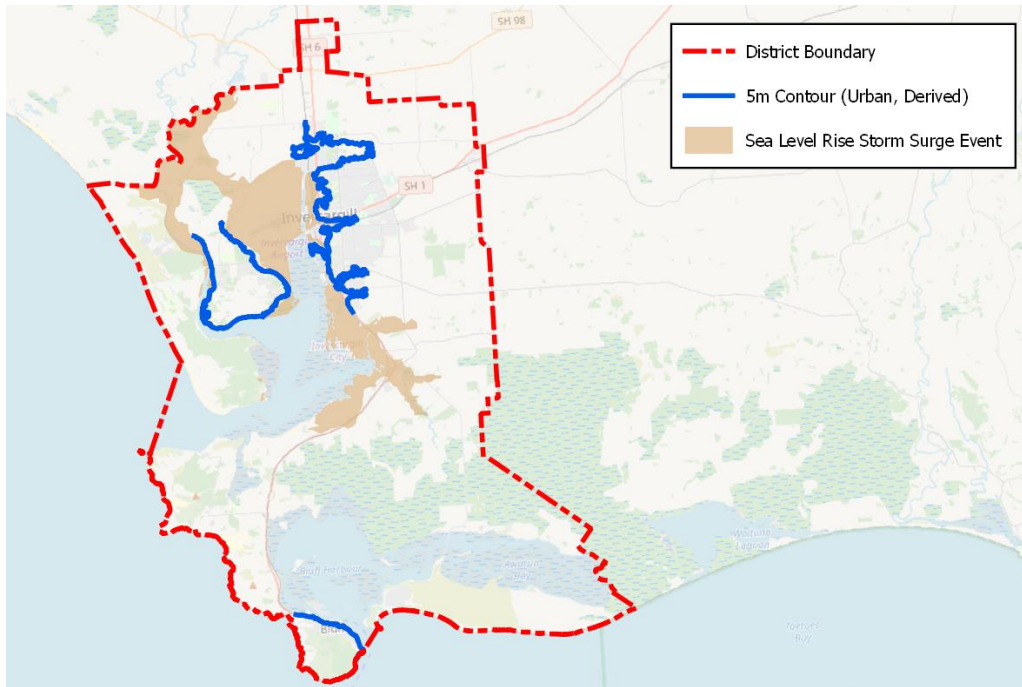


Figure 1: Coastal inundation layers

These two layers are based solely on elevation rather than hydrodynamic modelling. The Sea Level Rise layer indicates elevations less than 3 m above Mean Sea Level (MSL). The 5 m Contour layer indicates a 1.5-2 m margin of safety against predicted 2110 sea level rise. The full definition of these layers is included in Appendix A.

Elevations less than 3 m above Mean High Water Springs (MHWS) were considered in the 2015 PCE risk-exposure assessment. In areas where no LiDAR was available (including Southland) the results were based on the national Digital Elevation Model (DEM). This national DEM has a 3-4 m vertical accuracy in flat coastal areas. For that reason, the entire 0-3 m above MHWS range was considered exposed. We infer that ICC's Sea Level Rise layer was generated using the same methodology (although references MSL, not MHWS), we have not confirmed the source of this layer.

In 2015 NIWA carried out a national coastal risk-exposure assessment (NIWA, 2015). At the time of issue there was no LiDAR data available for Southland. NIWA (2018b) references the 2015 report and includes provisional data from a subsequently released 2019 update titled Coastal Flooding Exposure Under Future Sea-level Rise for New Zealand (NIWA, 2019). The importance for ICC is that the more recent version uses higher resolution elevation data to map coastal inundation in increments of 0.1 m. The data that underpins this report can be obtained from NIWA although there may be a cost associated with this. ICC would need permission from NIWA to include that data in Phase 2 of this study. As well as coastal inundation data, this study includes asset data for the following elements:

- Land Cover,
- Population,
- Buildings,
- Transport,
- Electricity, and
- Three-waters.

Both 2018 NIWA reports provide additional non-spatial information about coastal inundation. Return values at the Stead Street stop-bank are presented in NIWA (2018a) for a range of annual exceedance probabilities (AEP) and sea level rise increments. Return values are given with and without wave effects. The return values without wave effects (still water level) have been used in the regional study and applied to the whole of New River Estuary (NIWA, 2018b).

Table 7-3 from NIWA (2018b) shows a provisional breakdown of risk-exposure results and has been reproduced below. The values in this table are labelled as whole of Southland but only come from areas with LiDAR available (Invercargill, Bluff, and Waituna Lagoon). These LiDAR based risk-exposure results revealed that the previous national DEM based report underestimated exposure of assets, building value, and people by around 50% (NIWA, 2018b).

**Table 7-3: Provisional results from counts of buildings and replacement costs (2011) and roads (combining all types) exposed to a 1% AEP storm-tide level + 0.4 m increments in SLR for areas of Southland where LiDAR DEM was available.** Note: these values may be subject to change prior to publication of the Deep South Challenge project report. [Source: Ryan Paulik, NIWA, pers. comm.].

<b>Cumulative counts for Southland (LiDAR areas only) as SLR increases for a 1% AEP storm-tide</b>				
<b>Receptors</b>	<b>Present MSL</b>	<b>0.4 m SLR</b>	<b>0.8 m SLR</b>	<b>1.2 m SLR</b>
Buildings (total)	1,581	1,895	2,284	2,718
<i>Residential</i>	1,222	1,438	1,734	2,074
<i>Commercial</i>	39	62	78	104
<i>Industrial/primary production</i>	297	365	438	495
<i>Critical facilities</i>	13	13	13	15
<i>Community</i>	7	13	17	25
<i>Other</i>	3	4	4	5
All buildings replacement cost (SNZ-2011)	\$600M	\$796M	\$976M	\$1.19B
Roads (km) [all types]	38	49	61	71

The NZ SeaRise Programme was recently released and is applicable to coastal inundation in Invercargill. NZ SeaRise combines vertical land movement (VLM) with sea level rise projections to determine a relative sea level rise (NZ SeaRise, 2022). Figure 2 below shows the predicted VLM along the Invercargill coastline. The VLM within the New River Estuary and Bluff Harbour are generally neutral or positive. This indicates that future sea level rise (relative to land) is likely to be less than predictions that do not account for VLM.

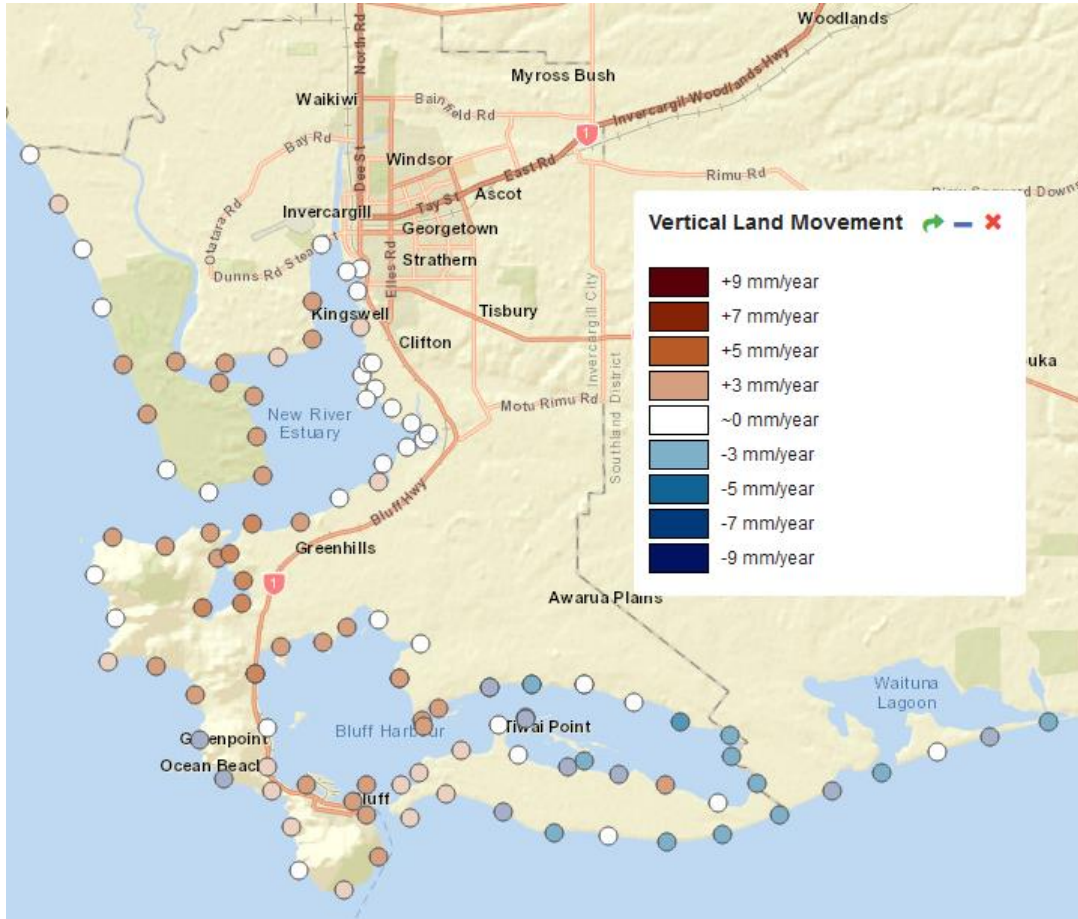


Figure 2: Vertical land movement at points along the coastline. Source: <https://www.searise.nz/maps-2>



### 2.1.2 Coastal erosion

A single geospatial layer is published on ICC's ArcGIS online service for coastal erosion. This layer includes a collection of polylines that mark the coastline most prone to erosion. Areas identified include sections of the Ōreti River, Ōreti Beach, and New River Estuary. Bluff and the Bluff Harbour are not identified by this hazard layer. We are unsure if this is because those areas are not exposed to coastal erosion, or they were not included in the coastal erosion study.

We have not been able to review the methodology for creating this layer and are unsure if it relates to areas currently experiencing erosion, or areas predicted to experience erosion in the future.

### 2.1.3 River flooding

River flooding information is available from both ICC and Environment Southland (ES). The ES dataset is described as: *Actual and potential floodplains in the Southland region. Within the floodplain areas, the likelihood of flooding varies considerably depending on the existence and standard of any flood alleviation works and the height of the particular site.*

The ICC data is a subset of the ES Significant Floodplains layer and has been categorized into four levels of risk based the flood protection measures in place. The four levels are:

- Level 1 Has a low degree of risk, reflecting flood protection mitigation measures.
- Level 2 Has a high degree of risk, and includes those areas where future flood levels can be predicted.
- Level 2A Has a high degree of risk in a flood event greater than the design limits of the flood protection system.
- Level 3 Has a high degree of risk and includes:
  - those areas designed to pond in a flood event; and
  - active floodplains.

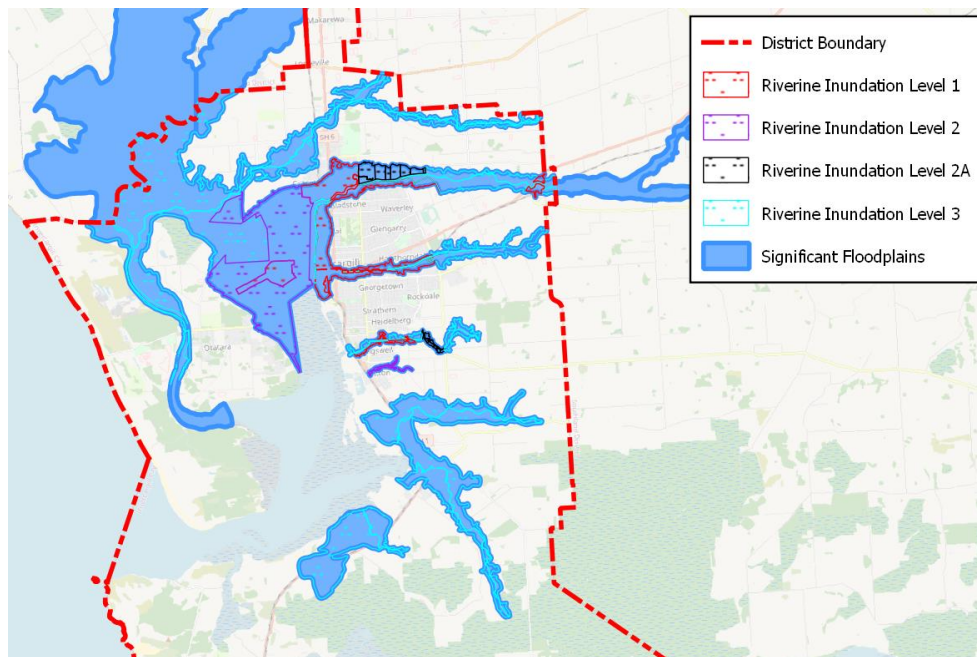


Figure 3: River flooding layers

Neither of these datasets reference a particular return interval or timeframe.

#### **2.1.4 Temperature and rainfall**

Regional temperature and rainfall are discussed at length in NIWA (2018b). This includes present-day conditions and future predictions for the following temperature variables:

- mean temperature,
- minimum temperature,
- hot days,
- cold nights/frosts, and
- heatwave days.

Heatwave days is the only variable with tabulated values for selected locations. Data for other temperature variables is only represented with regional maps. The following rainfall variables are discussed in a mixture of tables and figures:

- total rainfall amount,
- number of wet days,
- number of heavy rain days,
- maximum 1-day rainfall,
- maximum 5-day rainfall,
- dry days, and
- potential evaporation deficit.

The impact of climate change on council infrastructure has been discussed in section 9.1 of NIWA (2018b). A copy has been included in Appendix B.

## 2.2 Gaps identified

Coastal inundation, coastal erosion, and river flooding all have spatial coverage within the New River Estuary and Invercargill surrounds. Bluff and Bluff Harbour are potential gaps in these datasets because the study area for each hazard is unknown.

The accuracy of coastal inundation and river flooding relies heavily on the accuracy of the underlying DEM. We believe that current coastal inundation and river flooding hazard layers have been derived from the lower resolution national DEM. Therefore, the accuracy of these two layers would greatly improve if based on more accurate LiDAR survey data.

The current coastal inundation hazard is set by a broad 0-3 m above MSL range. This can be refined with more accurate storm tide and sea level rise predictions, as well as vertical land movement predictions. However, this could only be done when paired with a LiDAR based DEM.

Timeframe and return interval information is a gap for all currently identified spatial hazards. Timeframe and return interval information is known for coastal inundation (NIWA, 2018a) where they are covered. This temporal gap means that we will not be able to compare present-day and future climate exposure for these hazards.

Table 2 presents a summary of gap analysis for the assessed hazard data.

**Table 2: Summary of gap analysis for the assessed hazard data**

Hazard	Non-spatial data (suitable for qualitative assessment)	Spatial data (suitable for exposure assessment)		
		Availability	Return interval	Timeframe
Coastal inundation	Available	Partial coverage <sup>1</sup>	Potentially available from NIWA <sup>1</sup>	Potentially available from NIWA <sup>1</sup>
Coastal erosion	Available	Partial coverage <sup>2</sup>	Not available	Not available
River flooding	Available	Partial coverage <sup>3</sup>	Not available	Not available
Rainfall	Available	N/A	Not available	Available
Temperature	Available	N/A	Not available	Available

<sup>1</sup> In areas with LiDAR derived DEM.

<sup>2</sup> Covers Ōreti River, Ōreti Beach, and New River Estuary. Excludes Bluff and Bluff Harbour.

<sup>3</sup> Data is inferred to be low quality due to low resolution of elevation data in these areas.

### 3 Asset data

#### 3.1 Available data

Most of the asset data we have reviewed comes directly from ICC's online GIS service. We have sourced the Airport area from Land Information New Zealand (LINZ) and received non-spatial valuation data from ICC. The reviewed data can be used in a quantitative assessment to determine the number or length of an asset that is exposed to a particular hazard. Valuation data can be used to assess exposure from a financial perspective. A list of the reviewed asset data is shown below in Table 3. ICC may choose to exclude some of the listed layers from the exposure assessment, and other layers may be created – such as the locations of key buildings.

**Table 3: List of available asset data**

Name	Category	Source	Geospatial
Water (Pipes + Features)	Three waters	ICC – ArcGIS online service	Y
Stormwater Pipes (Pipes + Features)	Three waters	ICC – ArcGIS online service	Y
Foulsewer Pipes (Pipes + Features)	Three waters	ICC – ArcGIS online service	Y
2019 Sewer Data Valuations	Three waters	ICC	N
2019 Storm Data Valuations	Three waters	ICC	N
2019 Water Data Valuations	Three waters	ICC	N
ICC Water Utilities Plant Valuation-2019	Three waters	ICC	N
Railway	Transport	ICC – ArcGIS online service	Y
Roads	Transport	ICC – ArcGIS online service	Y
Dams and Stopbanks	Other	ICC – ArcGIS online service	Y
Parks and park assets	Other	ICC – ArcGIS online service	Y
Airport	Other	LINZ <sup>1</sup>	Y

Assets have been grouped into three categories: three waters infrastructure, transport, and other. Most of the available asset data is three waters infrastructure, which has been provided geospatially and with valuations in spreadsheets. Because this assessment focuses on exposure rather than vulnerability or risk, we have not extensively reviewed asset metadata which would be used to inform vulnerability and/or risk. We have not reviewed the spatial or vertical accuracy of this data either.

There are no obvious spatial gaps in the three waters or transport layers. Assets are present in all urban areas and expected locations. We understand that these layers are updated daily to include the latest information.

<sup>1</sup> <https://data.linz.govt.nz/layer/50237-nz-airport-polygons-topo-150k/>

Mapping inundation hazards (caused by sea level rise or flooding) will only show the ground surface exposure at a given location. But the performance of piped infrastructure can start to degrade long before that asset is considered exposed at the ground surface. If considering future sea level rise for example, more pipes will be considered exposed based on their invert level then exposed at the ground surface. For this kind of assessment, we would need to know the invert information of pipes. We have identified some data attributes related to invert levels but would need to confirm its suitability.

### **3.2 Gaps identified**

The spatial data we have received is considered fit-for-purpose for an exposure assessment. The valuation data will need to be spatially joined before it can be included. We will also need to clarify the suitability of invert information to perform a depth-based exposure assessment for piped assets.

Additional asset information that may be missing from this review includes:

- Bridges
- Walking or cycling paths
- Waste management facilities (e.g., transfer stations, landfills, recycling facilities etc.)
- Buildings of importance (e.g., hospital, civil defence shelters etc.)
- Community facilities (e.g., parks, community buildings etc.)

If these datasets are not available or do not exist, they will need to be created before undertaking an exposure assessment.

We note that most of the three-waters datasets include a “status/in-operation” attribute. This will help to exclude retired assets from the exposure assessment. Where this information is not available, we could assume that an asset is operational and should be included in the exposure assessment.

## **4 Conclusions and recommendations**

### **4.1 Conclusions**

The available information is sufficient to support a qualitative assessment of asset exposure/risk across all climate hazards. This could build on the regional qualitative summary produced by NIWA.

There are significant gaps and limitations with the currently available hazard data, and we do not recommend using most of them for an exposure assessment. The main limitation being that current inundation datasets have been derived from the national DEM which only has 3-4 m vertical accuracy in flat coastal areas. Higher resolution LiDAR data that is available does not cover the full study area. Bluff Harbour appears to be excluded from the coastal erosion study.

In addition to these spatial limitations, most datasets do not include projections for future climate change. This means we cannot compare the future impact of climate change to hazards as they are today. Likelihood or return-interval information is also missing.

The asset data provided is generally suitable for an exposure assessment. Valuation data needs to be spatially joined before it can be included. Confirming the invert information for piped assets would enable a depth-based exposure assessment that is not dependant on the current hazard datasets.

NIWA have published a large amount of work, particularly related to coastal inundation and sea level rise. This information, along with NZ SeaRise data, could be used to define coastal inundation hazards more accurately than they currently are. A risk-exposure assessment has already been done in areas where LiDAR is available, this data may be accessible from NIWA. Comparing the results for

the updated study suggest that using the less accurate national DEM had underestimated risk-exposure by 50%.

## 4.2 Recommendations

We recommend that ICC work to improve the quality of the hazard information for coastal inundation, coastal erosion, and river flooding. This is dependent on having access to a higher resolution LiDAR derived DEM (which T+T understands is in development) and involves working with Environment Southland. New hazard data should be produced with reference to set of timeframes (present-day and future) and annual return intervals.

Table 4 below lists options to progress phase 2 of this exposure assessment.

**Table 4: options for phase 2**

Option	Action	Comments
1.	Complete exposure assessment using the available ICC data.	We do not recommend this approach due to the limitations discussed in this memo.
2.	Report on the finding of this gap analysis and wait until more detailed hazard information is available.	Full and consistent hazard information could be generated once LiDAR survey is available for all of ICC's area.
3.	Seek permission from NIWA to use their updated risk-exposure data for coastal inundation.	Only applicable where LiDAR survey is currently available. Does not address river flooding or coastal erosion.
4.	Use the available sea level rise information to generate coastal inundation areas (T+T has the technical capability to do this).	Only applicable where LiDAR survey is currently available, or could be done after receiving new LiDAR. Separation of areas that are connected to the coast to highlight impact of flood defences. Does not address river flooding or coastal erosion.

## 5 Applicability

This memo has been prepared for the exclusive use of our client Invercargill City Council, with respect to the particular brief given to us and it may not be relied upon in other contexts or for any other purpose, or by any person other than our client, without our prior written agreement.

## **6 References**

NIWA. (2015). *National and regional risk exposure in low-lying coast areas*.

NIWA. (2018a). *Assessment of extreme sea levels at the Stead Street stop bank*.

NIWA. (2018b). *Southland climate change impact assessment*.

NIWA. (2019). *Coastal Flooding Exposure Under Future Sea-level Rise for New Zealand*.

NZ SeaRise. (2022, August). Retrieved from NZ SeaRise Programme: <https://www.searise.nz/>

## **Appendix A    ICC Explanation of hazard data**

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## EXPLANATION OF HAZARD DATA

### **Riverine Inundation**

Areas identified on the Hazard Information Maps as being subject to risk from riverine inundation are divided into three levels:

- Level 1 has a low degree of risk, reflecting flood protection mitigation measures.
- Level 2 has a high degree of risk, and includes those areas where future flood levels can be predicted.
- Level 2A has a high degree of risk in a flood event greater than the design limits of the flood protection system.
- Level 3 has a high degree of risk and includes:
  - those areas designed to pond in a flood event; and
  - active floodplains.

Minimum floor levels annotated on the maps are expressed in relation to city datum.

### **Indicative Sea Level Rise /Storm Surge**

This information indicates those areas around the New River Estuary that are less than three metres above mean sea level and most at risk from sea level rise/storm surge event.

### **Coastline Most Prone to Erosion**

This information indicates those areas of the coast that are subject to erosion. For further detail contact Environment Southland.

### **Seismic Hazard Information**

The Amplification Susceptibility and Liquefaction Susceptibility Maps give a general indication of the possible amplification and liquefaction susceptibility within the Invercargill district. These maps should be considered in conjunction with GNS Science Consultancy Report 2012/014 which is available on the Council Website.

The information does not relate to the return time (probability) of an earthquake.

### **5m Contour (Urban) (derived)**

This information indicates the five metre contour in the urban areas of Invercargill. The 5m contour provides a 1.5m - 2m margin of safety from predicted levels of sea level rise after 2110.

Accurate contour data for individual properties should be ascertained through a surveyor.

## Appendix B Impact of climate change on council infrastructure

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The follow text has been extracted from page 110 of Southland climate change impact assessment (NIWA, 2018b).

### 9 Climate change impact by industry sector

#### 9.1 Council infrastructure

Consideration of climate change is particularly important not only for designing climate-sensitive infrastructure or assets which are likely to be around for many decades (supporting resource use and land development planning), but for management of current assets that could present a higher risk of failure due to climate change effects. The Councils manage a range of infrastructure categories across the region that are critical to ensure the smooth operation of the district for both residents and visitors alike. These include:

- **Roading:** One of the main considerations for roading is frost occurrence, which is projected to decrease significantly by the end of the century. However, higher temperatures may cause issues with road construction and heat damage (e.g., to bitumen). Another consideration is the potential for greater damage to bridges and roads in close proximity to rivers due to flood events caused by extreme rainfall, snowfall or snowmelt runoff. The issue of management and maintenance of all coastal roads under climate change needs to be considered due to the projected increase in sea level combined with spring tides (Table 7-3).
- **Water supply:** Demand for potable water is likely to increase as temperatures rise, together with a likely increase in urban development across the region. Climate change impact on hydrological processes associated with increased temperature, current land practices and freshwater ecological demand are likely to increase competition for access to freshwater systems and current water supply capacities (quantity and quality).
- **Stormwater and wastewater:** Stormwater and wastewater systems are particularly vulnerable to climate change as the discharge points of these systems are often at the lowest elevation of populated areas. As a result, small changes in rainfall extremes (intensity or duration), can overwhelm the current design capacity of these systems (White et al. 2017).

In low-lying areas where groundwater is linked to the sea, sea-level rise will affect the performance of stormwater systems and wastewater systems where infiltration occurs. Droughts will also affect the performance and maintenance of wastewater systems, through reduction of the hydraulic loading with attendant increases in concentration of bio-chemical oxygen demands (De Zellar and Maier 1980, White et al. 2017).

- **Waste:** In urban areas climate change could impact the handling of sewage sludge with increased maximum temperatures combined with increase in green-waste volume (due to increase in favourable growing conditions).

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## Appendix C Coastal Inundation Methodology

### C1 Coastal inundation levels

Key components that determine coastal inundation water levels are:

- Astronomical tides
- Barometric and wind effects, generally referred to as storm surge
- Long-term changes in relative sea level due to climatic or geological changes
- Nearshore wave effects (wave set-up or run-up).

These components combined either form a static extreme water level, which typically includes storm tide and wave set-up, or dynamic extreme water level, which typically include storm tide and wave run-up. Figure A.1 shows a schematisation of the water level components.

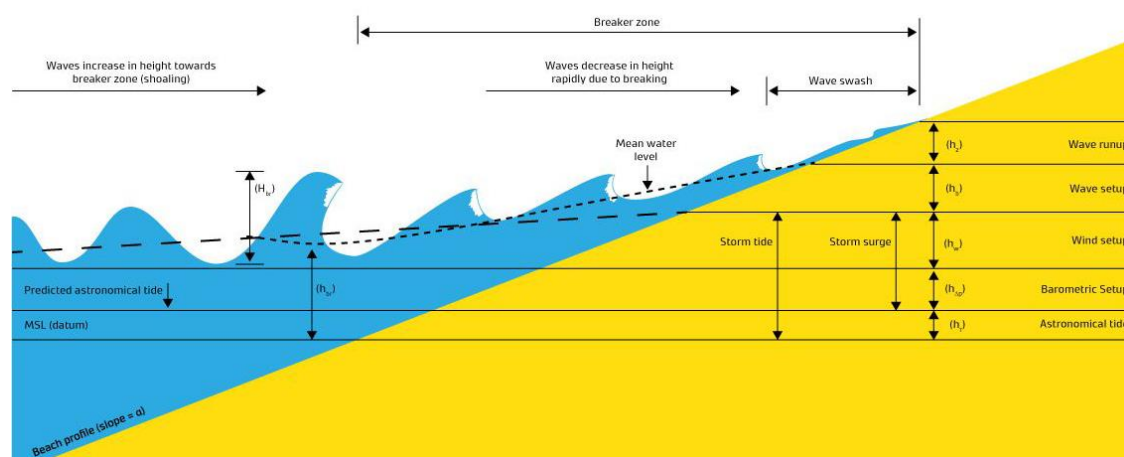


Figure A.1: Schematisation of coastal inundation water level components

#### C1.1 Astronomical tide

Tidal levels for the Bluff tide gauge are provided by LINZ (2022) and are summarised in Table A.1. The tidal levels are predicted over a 19.6-year astronomical tidal cycle and show a spring tidal range of 3.4m.

Table A.1: Predicted tide levels at Bluff (source: LINZ, 2022)

Tide state	Chart Datum (CD)	Bluff Vertical Datum (BVD-55)	New Zealand Vertical Datum (NZVD-16)
Highest Astronomical Tide (HAT)	3.09	1.48	1.16
Mean High Water Springs (MHWS)	2.82	1.21	0.89
Mean High Water Neaps (MHWN)	2.43	0.82	0.5
Mean Sea Level (MSL)	1.7	0.09	-0.23
Mean Low Water Neaps (MLWN)	1.04	-0.57	-0.89
Mean Low Water Springs (MLWS)	0.57	-1.04	-1.36
Lowest Astronomical Tide (LAT)	0.32	-1.29	-1.61

## C2 Storm surge

Storm surge results from the combination of barometric setup from low atmospheric pressure and wind stress from winds blowing along or onshore. This process elevates the water level above the predicted tide (see schematisation in Figure A.2). The combined elevation of the predicted tide and storm surge is known as the storm tide.

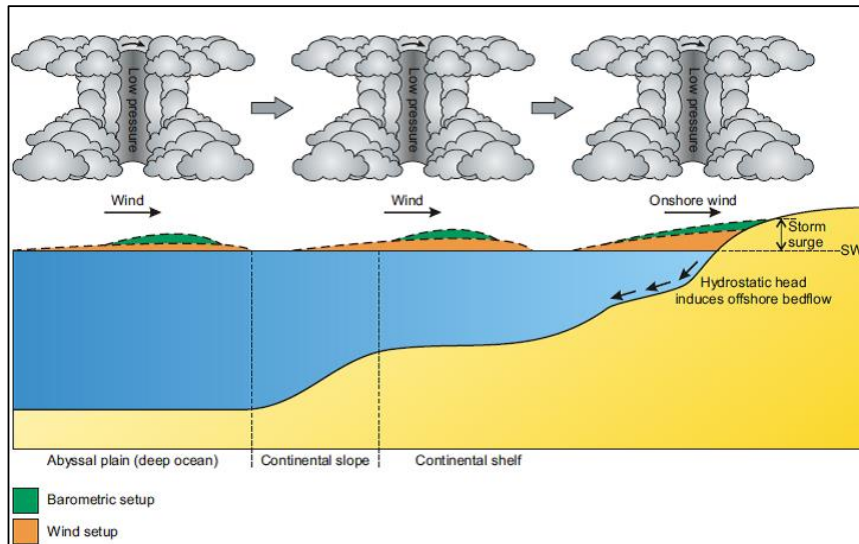


Figure A.2: Storm surge processes (Shand et al., 2010)

Storm surge predictions have been assessed within New River Estuary by Gorman et al. (2018) for a local stop bank assessment and by Stephens et al. (2020) in a national extreme water level assessment based on 26 years (1992-2018) of water level records at the Stead Street water level gauge. Figure 1.1 shows the location of the gauge which is located at the northern end of the New River Estuary at the mouth of the Waihopai River. In both studies a probabilistic skew surge analysis was used to make storm surge predictions for a range of return period events. Table A.2 shows the 1% AEP storm tide levels from both assessments.

**Table A.2: Storm tide levels for Invercargill (Gorman et al. (2018) and Stephens et al. (2020))**

Previous study	1% AEP storm tide level (m NZVD16) <sup>1</sup>
Gorman et al (2018)	2.15
Stephens et al (2020)	1.90

<sup>1</sup>Excluding wave setup

It is not clear why there is a difference in these values and additional analysis would be needed to confirm. Gorman et al. (2018) notes that the freshwater flows from the Waihopai are implicit within the water level data set. It is uncertain if these peak flows were removed from the analysis by Stephens et al. (2020). For this assessment, storm tide values from Stephens et al. (2020) have been used as this is the most recent study.

The adopted levels are based on the best available information and without further information we have assumed the storm tide levels within New River Estuary are similar to Bluff Harbour and Awarua Bay. There is a tide gauge at South Port which could be analysed to refine the values however this was not within the scope of this assessment.

## C2.1 Long-term sea level changes

Historic sea level rise (SLR) recorded at Bluff averaged  $1.8 \pm 0.15$  mm/year between years 1926 and 2004 (Hannah and Bell, 2012) and climate change is predicted to accelerate this rate.

As recommended by MfE (2022), see Section 2.2, a range of future SLR scenarios have been adopted. The SLR scenarios are based on the latest SPP projections outlined in the IPCC AR6 report and are summarised in Table A.3.

**Table A.3: Adopted SLR scenarios**

Timeframe	SSP scenario	Projected SLR for Invercargill (m)
2080	SSP1-2.6	0.33
	SSP2-4.5	0.41
	SSP3-7.0	0.49
	SSP5-8.5	0.55
	SSP5-8.5+	0.70
2130	SSP1-2.6	0.58
	SSP2-4.5	0.8
	SSP3-7.0	1.05
	SSP5-8.5	1.19
	SSP5-8.5+	1.61

<sup>1</sup> Sourced from MfE (2022)

### C2.1.1 Effects of vertical land movement (VLM)

As mentioned in Section 2.2, MfE (2022) recommends consideration of VLM, such as tectonic uplift or subsidence, as changes in land level can accelerate or decelerate the local effects of a rise in absolute sea level.

Based on the VLM rates provided on NZ SeaRise the coastline around New River Estuary and Bluff Harbour is generally stable with some uplift, while the land around Awarua Bay has been subsiding (Figure A.3). Where the VLM rates are broadly similar, MfE (2022) recommends the relative SLR projections are averaged across the region. Therefore, we have adopted average VLM rates for each inundation cell as outlined in Table A.4.

**Table A.4: Adopted VLM rates for each coastal inundation cell (based on predictions from NZ SeaRise)**

Inundation cell	Average rate of VLM (mm/yr)
New River Estuary	0.38
Bluff Harbour	1.32
Awarua Bay	-0.77

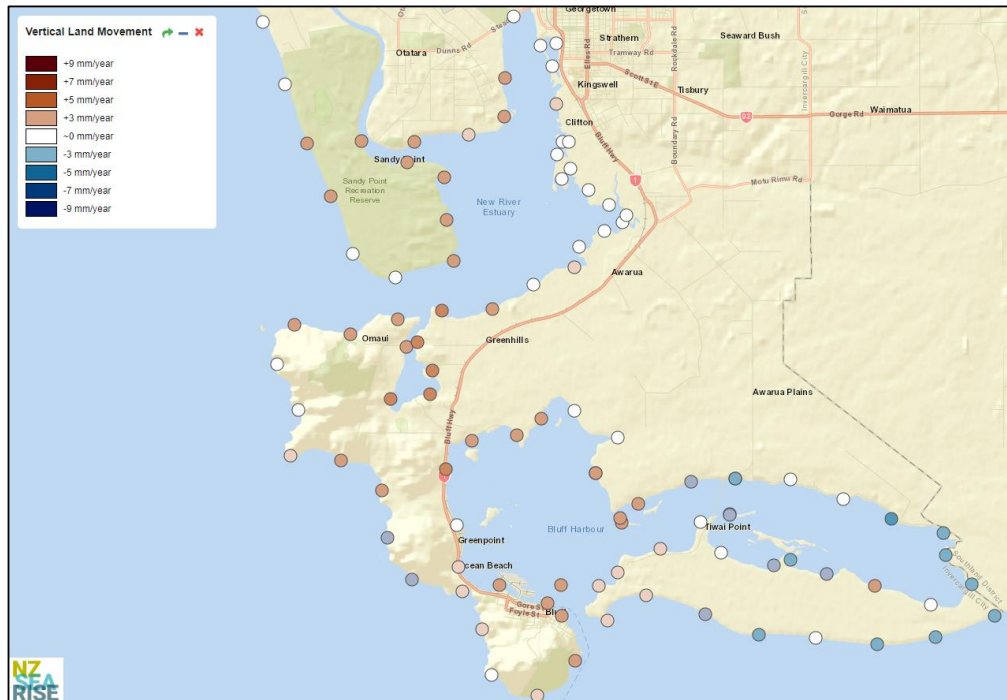


Figure A.3: VLM rates across Invercargill. Sourced from NZ SeaRise Programme online web viewer Takiwa

## C2.2 Wave effects

Wave effects at the shore include wave set-up and wave run-up. Wave set-up is an increase in the mean water level elevation on the foreshore, caused by the momentum of breaking waves through the surf-zone. Wave run-up is the sum of the wave set-up and wave swash and is the maximum level that the waves reach on the shoreline relative to the still water level.

### C2.2.1 Wave setup

For this assessment it is assumed that the shorelines within New River Estuary, Bluff Harbour and Awarua Bay are sheltered from open coast swell waves, however, they are exposed to locally generated wind waves.

The significant wave height ( $H_s$ ) for the assessment shorelines has been based on the 1% AEP 0.2 second gust wind speed as set out in AS/NZS 1170.2:2021 Part 2 Wind Actions. These 0.2 second gust wind speeds have then been converted to average sustained wind speeds of an assumed duration of 60 minutes using procedures in the Coastal Engineering Manual (CEM) 1110-2-1100 (USACE, 2006).

The growth of wind waves is limited by the minimum wind duration (60 minutes) and fetch distance. Fetch-limited waves have been calculated based on the methods according to Wilson (1965) and revisited by Goda (2003) with the maximum directional wave height adopted.

The wave set-up has calculated based on the simple empirical model of Thornton & Guza (1982). The expression is as follows:

$$Setup_{max} = 0.17H_s$$

This has been adopted due to the lack of bathymetric data and wide variation in bed slopes within the estuary/harbour environments.

A maximum wave setup value of 0.2 m was found based on the wave height and setup calculations and has been adopted for each coastal inundation cell.

### C2.2.2 Wave runup

Although the extreme wave run-up level is higher than the extreme static inundation, it is dynamic and confined to the coastal edge. Wave runup levels are very dependent on local bathymetry and topography and have not been included within this assessment.

### C2.3 Estimated coastal inundation levels

The present-day and future MHWS and 1% AEP static water levels are provided in Table 3.1, Table 3.2 and Table 3.3.

**Table 3.1: Present-day and future extreme static water levels for New River Estuary**

	SSP scenario	Projected SLR for Invercargill (m) <sup>1</sup>	Relative SLR (m) <sup>2</sup>	MHWS (m NZVD16)	1% AEP extreme static water level (m NZVD16)
Present day	N/A	0	0	0.89	2.10
2070	SSP1-2.6	0.33	0.30	1.19	2.40
	SSP2-4.5	0.41	0.30	1.19	2.40
	SSP3-7.0	0.49	0.38	1.27	2.48
	SSP5-8.5	0.55	0.46	1.35	2.56
	SSP5-8.5+	0.70	0.52	1.41	2.62
2130	SSP1-2.6	0.58	0.53	1.42	2.63
	SSP2-4.5	0.8	0.75	1.64	2.85
	SSP3-7.0	1.05	1.00	1.89	3.10
	SSP5-8.5	1.19	1.14	2.03	3.24
	SSP5-8.5+	1.61	1.56	2.45	3.66

<sup>1</sup> Projected SLR for Invercargill. Sourced from MfE (2022)

<sup>2</sup> Relative SLR accounting for VLM based on average VLM rates from Takiwa website

**Table 3.2: Present-day and future extreme static water levels for Bluff Harbour**

	SSP scenario	Projected SLR for Invercargill (m) <sup>1</sup>	Relative SLR (m) <sup>2</sup>	MHWS (m NZVD16)	1% AEP extreme static water level (m NZVD16)
Present day	N/A	0	0	0.89	2.10
2070	SSP1-2.6	0.33	0.23	1.12	2.33
	SSP2-4.5	0.41	0.23	1.12	2.33
	SSP3-7.0	0.49	0.31	1.20	2.41
	SSP5-8.5	0.55	0.39	1.28	2.49
	SSP5-8.5+	0.70	0.45	1.34	2.55
2130	SSP1-2.6	0.58	0.42	1.31	2.52
	SSP2-4.5	0.8	0.64	1.53	2.74
	SSP3-7.0	1.05	0.89	1.78	2.99
	SSP5-8.5	1.19	1.03	1.92	3.13
	SSP5-8.5+	1.61	1.45	2.34	3.55

<sup>1</sup> Projected SLR for Invercargill. Sourced from MfE (2022)

<sup>2</sup> Relative SLR accounting for VLM based on average VLM rates from Takiwa website

**Table 3.7: Present-day and future extreme coastal water levels for Awarua Bay**

	SSP scenario	Projected SLR for Invercargill (m) <sup>1</sup>	Relative SLR (m) <sup>2</sup>	MHWS (m NZVD16)	1% AEP extreme static water level (m NZVD16)
Present day	N/A	0	0	0.89	2.10
2070	SSP1-2.6	0.33	0.39	1.28	2.49
	SSP2-4.5	0.41	0.39	1.28	2.49
	SSP3-7.0	0.49	0.47	1.36	2.57
	SSP5-8.5	0.55	0.55	1.44	2.65
	SSP5-8.5+	0.70	0.61	1.50	2.71
2130	SSP1-2.6	0.58	0.68	1.57	2.78
	SSP2-4.5	0.8	0.90	1.79	3.00
	SSP3-7.0	1.05	1.15	2.04	3.25
	SSP5-8.5	1.19	1.29	2.18	3.39
	SSP5-8.5+	1.61	1.71	2.60	3.81

<sup>1</sup> Projected SLR for Invercargill. Sourced from MfE (2022)

<sup>2</sup> Relative SLR accounting for VLM based on average VLM rates from Takiwa website



## **C2.4      Uncertainties and limitations**

Uncertainties and limitations within this assessment include:

- The adopted storm tide levels are based on existing analysis from the Stead Street tide gauge. Water levels measured at the Stead Street tide gauge may be slightly elevated by the river flow and therefore, levels within Bluff Harbour and Awarua Bay may be lower. This could be confirmed with further analysis of the South Port tide gauge if sufficient data is available.
- It has been assumed that there is no additional wave setup from swell waves entering the estuary and harbour sites. The potential impact of setup through the entrances could be investigated with further analysis.

## ELECTORAL MATTERS UPDATE

<b>To:</b>	Council
<b>Meeting Date:</b>	Tuesday 28 March 2023
<b>From:</b>	Michael Morris – Manager – Governance and Legal
<b>Approved:</b>	Michael Day – Chief Executive
<b>Approved Date:</b>	Tuesday 21 March 2023
<b>Open Agenda:</b>	Yes
<b>Public Excluded Agenda:</b>	No

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### Purpose and Summary

This report is to provide an update on a number matters relating to the local government elections and to seek direction on the issue of what election system Council wishes to adopt for the 2025 Election.

### Recommendations

That Council:

1. Receive the report "Electoral Matters Update"
2. Confirm that it **wishes to/does not wish to** consult with the community on the issue of what election system to use; or
3. Conduct a poll in accordance with the Local Electoral Act 2001 to determine the choice of election system.

### Background

This report is prepared to provide an update on a number of electoral matters that are currently being discussed in Parliament or will require decisions from Council.

These broadly are:

1. Election system - STV v FPP
2. Representation review
3. Māori ward
4. Voting age

## Issues and Options

### Analysis – Topics

#### *Election Systems*

Two years before the next election Council can elect to make a change to the voting system used to elect the members.

There are two options allowed under the Local Electoral Act 2001- First Past the Post (FPP) and Single Transferrable Vote (STV).

Without going into specific detail of the two options - FPP is seen as a winner takes all contest and is viewed by supporters as a very simple system as the person(s) with the most votes win.

STV is a more nuanced system that allows people to express their preference for candidates, and ensures that no votes are lost as the preferences from a candidate excluded (not enough first preferences to be elected) are then redistributed to the remaining candidates.

Section 27 of the Local Elections Act 2001 allows a council to choose which option it wishes to use. Should there be a change to the system used this will be in place for the next two elections (2025 and 2028).

This paper is not asking for a decision to be made on which system is to be used at this stage. At the 2022 elections there was discussion in the community about moving to STV.

It is worth noting that the Te Arotake I te Anamata mō Ngā Kaunihera/ Review into the Future of Local Government He mata whāriki, he matawhānui /Draft Report<sup>1</sup> does suggest that all councils move to the STV system.

Historically Council has made the decision and relied on the ability of a community to demand a poll (in accordance with the Act) to challenge the Council decision.

The question for this Council at this stage is, is there a desire to consult with the community on whether there is interest in changing the electoral system.

Consultation would take place over the next three months to gather feedback. Council could also determine to organise a poll of the community - such a poll would be binding on Council.

#### *Representation Review*

A representation review is required to be undertaken by Council every six years. This was completed in 2021 by Council and is not due until 2027.

However, Council is able to determine to complete a representation review in advance if it wishes.

If Council was to move to create a Māori ward then a representation review would be required to be held. It is not otherwise required.

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<sup>1</sup> He mata whāriki, he matawhānui, October 2022 Draft Report, Wellington

### *Maori Ward*

The Local Government Electoral Legislation Bill is currently making its way through Parliament, it is expected to be enacted in April.

This Bill will require all councils that currently do not have a Māori ward to consider the question of establishing one and provides for the level of consultation needed.

Should this Bill be enacted a further report will be presented to Council to outline the steps that need to be taken, if any.

### *Voting Age*

As will be well known the Supreme Court has made a Declaration of Inconsistency in relation to the voting age against the New Zealand Bill of Rights Act 1990.<sup>2</sup> This triggers a formal process in Parliament that requires the government to respond to the declaration and for there to be a formal process to address the declaration.

The government has proposed to introduce legislation that would lower the voting age for national and local government elections to 16 years of age.

To change the national elections age would require a supermajority of 75% of the house. While a change to the Local Electoral Act 2001 would require only an absolute majority of 50%.

The Prime Minister has announced that he will not proceed with any legislation to change the national elections as that Bill would most certainly be defeated as the National and Act parties had indicated they would not support it.

However the government appear to be proceeding with a Bill to change the voting age for local elections.

This Bill has not been introduced to parliament. It will be subject to the normal process in parliament, but it is the intention it could apply for the 2025 elections.

There are implications for Council and the Invercargill Licensing Trust as a result of this proposal.

Once the Bill is introduced a further report will be presented to discuss the Bill and seek approval to make a submission.

As a side note, the Te Arotake I te Anamata mō Ngā Kaunihera/ Review into the Future of Local Government He mata whāriki, he matawhānui/Draft Report has also endorsed lowering the voting age for local elections to 16.

### **Significance**

There are a number of matters that have a level of significance to them. At this stage the Policy is not triggered.

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<sup>2</sup> *Make It 16 Incorporated v Attorney-General* [2022] NZSC 134

## **Options**

This paper is providing an update on upcoming decisions/changes to election related matters.

There is an option for Council to determine to consult with the community on the electoral system question. Therefore there are three options:

1. No consultation – Council to make the decision
2. Consultation, feedback then Council makes the decision; or
3. Conduct a poll of the community.

## **Community Views**

No community views have been sought at this stage. Council can engage with the community as noted above for the electoral system question.

Should the Bill be introduced to reduce the voting age to 16, Council can engage with the Youth Council and community or encourage interested parties to also make submissions.

## **Next Steps**

Council will be kept up to date as the Bills are introduced or progressed.

If Council determines to consult the community or conduct a poll this information will be presented to Council. If Council wishes to make a decision, a report will be presented to Council.

## **Attachments**

None

## **AMENDMENTS TO DELEGATIONS REGISTER – COUNCIL AND FINANCE MARCH 2023**

<b>To:</b>	Council
<b>Meeting Date:</b>	Tuesday 28 March 2023
<b>From:</b>	Michael Morris – Manager – Governance and Legal
<b>Approved:</b>	Michael Day – Chief Executive
<b>Approved Date:</b>	Tuesday 21 March 2023
<b>Open Agenda:</b>	Yes
<b>Public Excluded Agenda:</b>	No

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### **Purpose and Summary**

Council is required to adopt and keep updated a Delegations Register – Council and Finance.

The register was adopted at the inaugural meeting on 1 November 2022 and amended on 29 November 2022 and 28 February 2023.

### **Recommendations**

That Council:

1. Receive the report titled “Amendments to Delegations Register – Council and Finance March 2023”.
2. Revoke the Delegations Register – Council and Finance 2023 - Version 1
3. Adopts Delegations Register – Council and Finance 2023 Version 2 as set out in Appendix 1

### **Implications and Risks**

#### **Strategic Consistency**

Delegations help frame the strategic decision making of Council.

#### **Financial Implications**

No financial implications.

### Legal Implications

The delegations register is made according to the Local Government Act 2002 and any other legislation that permits delegations.

### Climate Change Implications

No climate change implications.

### Changes

Appendix 2 is a summary of the proposed changes to the delegations register.

Considering the feedback from Council at the meeting held on 28 February 2023, the definition of the 'Elected Member' has been amended to take out the reference to Mana Whenua representatives and insert a new definition of Mana Whenua representative, as below.

- **Elected Members** – including Councillors, Bluff Community Board members who have overall responsibilities for Council decisions and activities; and
- **Mana Whenua Representatives** - who are appointed by Council to represent the two Runaka on the Infrastructure and Community Well Being Committees with full voting rights and an advisory role on Council, the other Committees and the Bluff Community Board; and
- **The Chief Executive** – who is the sole employee of the elected members, and
- **Council Officers** – who are employed by the Chief Executive.

### Update on Financial Delegations

There are few delegations under sub clause '6.5.1 Staff Establishment, Employment, Compensation and Benefits' identified as operational, operations matters under the Delegations Register – Chief Executive and deleted from the Delegations Register – Council and Finance – Version 2.

### Update on Resource Management Delegations to Staff

A minor amendment to the 'Summary of Functions/Power Delegated' column for Section 91A of the Resource Management Act 1991.

The Delegated Officer titles updated for the Sections 91A and 91D of the Resource Management Act 1991.

### Conclusion

As noted at the inaugural meeting the delegations register is a living document and it is important that it is regularly reviewed to ensure that it meets the need of elected members and staff to ensure the smooth and efficient running of Council. This update is carrying out that statement.

## **Attachments**

1. Appendix 1 - Delegations Register - Council and Finance - 2023 Version 2 (A4439030)
2. Appendix 2 - Summary of Changes to the Register (A4440077)



Invercargill City Council

# Delegations Register -

Council and Finance  
Version 2

2023



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## Delegations Register – Council and Finance Version2 – March 2023

### Part A

#### 1. Introduction

The Delegations Register sets out the delegations made by the Invercargill City Council (Council).

Invercargill City Council relies on a clear distinction between governance and management activities for effective operations. Council is comprised of:

- **Elected Members** – including Councillors, Bluff Community Board members ~~and Mana Whenua appointed representatives~~ who have overall responsibilities for Council decisions and activities; and
- **Mana Whenua Representatives** - who are appointed by Council to represent the two Runaka on the Infrastructure and Community Well Being Committees with full voting rights and an advisory role on Council, the other Committees and the Bluff Community Board; and
- **The Chief Executive** – who is the sole employee of the Elected Members, and
- **Council Officers** – who are employed by the Chief Executive.

Governance activities are the remit of Elected Members. Management activities are the remit of the Chief Executive, which includes the provisions of the policy advice, as well as implementing the governance decisions made by Elected Members.

In order for a Council to operate efficiently and effectively, the Chief Executive delegates provision of policy advice and decision implementation to Council Officers.

##### 1.1 Purpose

The purpose of the Delegations Register is to define and authorise the scope of:

1. The division between governance and management activities.
2. Council's delegations of governance activities to Council Committees and Bluff Community Board.
3. Council delegations of management activities to the Chief Executive.
4. The Chief Executive's delegations to Council Officers, including the Executive Leadership Team, with these being recorded in the Delegations Register – Chief Executive.

Other aspects of Council's work programmes can be delegated by Council resolution. Separate delegations are not required for Council Officers to undertake any work included in these documents, which are adopted by Council.

The Delegations Register also provides for specific delegations relating to finance, regulatory functions, and specific statutory responsibilities devolved to Council through legislation.

## **1.2 Structure of the Document**

The Delegations Register is structured as follows:

### **1. Part A**

#### **Delegations Framework**

This section outlines Council's guiding principles for delegating authority and establishes the legal power for making these delegations. It then establishes the framework through which the delegation are made and structured.

### **2. Part B**

#### **Governance Delegations**

This section sets out the delegation of governance powers from Council to Committees and Bluff Community Board.

#### **Financial Delegations**

The delegation of financial powers enables the achievement of Council's objectives and work programme, as adopted in the Long Term Plan and Annual Plan. This section sets the limits of financial delegations to Council Sub-Committees and Council Officers.

#### **Statutory Delegations**

This section sets out the delegation of the statutory responsibilities to committees, Council officers and external service providers.

#### **Resource Management Delegations to Staff**

Council delegates the powers under the Resource Management Act 1991 to Council officers.

## **2. Statutory Framework**

### **2.1 Legal Authority**

The powers, functions and duties of a Council are prescribed through various Government Acts and Regulations. The main Acts that impact Council include but are not limited to:

- Local Government Act 2002 and 1974
- Resource Management Act 1991
- Building Act 2004
- Reserves Act 1977
- Local Authorities (Members' Interests) Act 1968

Council cannot delegate any power which is required by law to require a resolution of Council, including under Schedule 7 Clause 32 of the Local Government Act 2002.



Council cannot delegate the power to:

- set a rate
- adopt a bylaw
- borrow money, purchase or dispose of assets, outside of the long term plan
- adopt a long term plan, annual plan or annual report
- appoint the Chief Executive
- adopt policies with consultation requirements prescribed by the Local Government Act 2002, including those associated with the long term plan or developed for the purpose of the governance statement
- approve, adopt and set operative dates for changes and/or variations to resource management plans and policies under the Resource Management Act 1991
- adopt a remuneration and employment policy
- to determine not to follow a recommendation of the Ombudsman following an investigation
- approve or amend Council's Standing Orders
- approve and amend the Code of Conduct for elected members
- establish and determine the structure, terms of reference, and delegated authorities of committees
- appoint and discharge member of committees
- establish a joint Committee with another local authority or public body

## **2.2 Key Principles**

In making decisions about delegated authority, Council and the Chief Executive will take into account the following principles, to enable Council to:

- operate efficiently and effectively
- concentrate on its policy making role, empowering the Chief Executive and Council officers to implement and administer those policies
- carry out Council functions openly and fairly
- provide delegates with the necessary authority to effectively carry out delegated responsibilities
- properly observe all statutory requirements

Other principles observed in the development of the Delegations Register are that delegations will:

- be made to positions, not people
- be recorded in the Delegations Register
- have any updates recorded in an Appendix of subsequent delegations
- commit Council to decisions made by staff with delegated authority
- be reviewed and amended as required, including a review in line with triennial elections

Council retains full responsibility for governance, statutory and financial powers, duties and responsibilities and contract specifications at all times.

### **2.3 Council's Principle Responsibilities**

The purpose of the local government as per Section 10 of the Local Government Act 2002 is:

- to enable democratic local decision-making and action by, and on behalf of, communities, and
- to promote the social, economic, environmental, and cultural well-being of communities in the present and for the future

The governance principles of local government as set out in Section 39 of the Local Government Act 2002 are:

- a local authority should ensure that the role of democratic governance of the community, and the expected conduct of Elected Members, is clear and understood by Elected Members and the community
- a local authority should ensure that the governance structure and processes are effective, open and transparent
- a local authority should ensure that, so far as is practicable, responsibility and processes for decision making in relation to regulatory responsibilities is separated from responsibility and processes for decision-making for non-regulatory responsibilities
- a local authority should be a good employer
- a local authority should ensure that the relationship between Elected Members and management of the local authority is effective and understood

### **2.4 Responsibilities of the Chief Executive**

The Local Government Act 2002 requires Council to delegate the management of the organisation to the Chief Executive in accordance with Section 42 and Schedule 7 Clause 33 – 36, on the terms and conditions that Council consider appropriate.

The Chief Executive is responsible to the elected Council for:

- implementing the decisions of the local authority
- providing advice to members of the local authority and to its community boards, if any
- ensuring that all responsibilities, duties and powers delegated to him or her or to any person employed by the local authority, or imposed or conferred by an Act, regulation, or bylaw, are properly performed or exercised
- ensuring the effective and efficient management of the activities of the local authority
- maintaining systems to enable effective planning and accurate reporting of the financial and service performance of the local authority
- providing leadership for the staff of the local authority
- employing, on behalf of the local authority, the staff of the local authority, (in accordance with any remuneration and employment policy)
- negotiating the terms of employment of the staff of the local authority (in accordance with any remuneration and employment policy)

The Chief Executive is responsible for:

- ensuring, as far as practicable, that the management structure of the local authority:
  - reflects and reinforces the separation of regulatory responsibilities and decision making processes from other responsibilities and decision making processes

- is capable of delivering adequate advice to the local authority to facilitate the explicit resolution of conflicting objectives
- appointment of independent commissioner(s) to hear, consider and determine all contested resource consent application in respect of which Council, or a Council Controlled Organisation (CCO), is or could be perceived to be an interested party
- delegating to the Hearing Panel or commissioners all of Council's regulatory powers in respect of hearing, considering and determining all matters relating to resource consents under the Resource Management Act 1991, and to the Hearing Panel action under the Dog Control Act 1996
- delegating to appropriate staff Council's powers to undertake compliance inspection and enforcement in accordance with Council's approved procedures

The Chief Executive is able to delegate any of these power other than the power to delegate.

## **2.5 Delegation of Powers to any Other Officer**

The Delegation Register – Chief Executive records all delegations from the Chief Executive to Council Officers.

Clause 32B of Schedule 7 of the Local Government Act 2002 provides further delegations of power (with some restrictions) to another Officer of the Council.

## **3. Authority**

All previous delegations were revoked by the resolution, and the delegation made in the governance section of the Delegations Register and other delegations of statutory and finance powers to Committees and sub-Committees and all the delegations made to the Chief Executive and Executive Leadership Team were adopted by Council at its meeting on 28 February 2023.

## **4. Conduct of Affairs**

All Elected Members, Bluff Community Board, Committees, Sub Committees and Joint Committees shall conduct their affairs in accordance with the Local Government Act 2002, Local Government Official Information and Meetings Act 1987 (LGOIMA), Local Authorities (Member's Interest) Act 1968, Council Code of Conduct (with respect to all Elected Members) and Standing Orders.

## Part B

### 5. Governance Delegations

#### 5.1 Introduction

Invercargill City Council's delegation model is designed to enable Committees of Council to undertake their roles consistent with their terms of reference. The use of delegated authority to the most appropriate level of the organisation enables Council to achieve the purpose of local government as prescribed in the Local Government Act 2002; which is:

- to enable democratic local decision-making and action by and on behalf of, communities; and
- to promote the social, economic, environmental, and cultural well-being of communities in the present and for the future.

When a statute or regulation empowers Council to carry out a decision making function, that decision must be made by resolution of the full governing body, unless the statute or regulation permits delegation to a Committee, Sub Committee or Council Officer.

The business to be delivered and administered by Council is significant and wide-ranging, implementing the requirements of many statutes, and associated regulations, Council plans, policies, bylaws and other services. Without delegation, Council's operations and administration would not be efficient, effective or timely in delivering services.

The body or person to whom powers are delegated will usually exercise the delegated power, but is not obliged to do so. Delegates may choose not to exercise authority when a matter becomes of high public interest, or the issues involved continues or are high risk.

#### 5.2 Expectations of Committees

Within the areas of jurisdiction, each Committee is expected to:

- report minutes of all meetings to Council
- observe and pursue the goals, objectives and strategies in any strategic plan adopted by full Council
- maintain regular communication with other committees and full Council to ensure that the widest possible good is achieved for the community
- ensure appropriate consultation and communication is undertaken with the community and affected stakeholders
- monitor and respond to change in legislation governing their jurisdiction
- support Council staff to achieve programmes and projects contained in the Long Term Plan

All Committees will operate within:

- the policies, plans, standards or guidelines established and approved by Council
- the overall priorities of Council
- the needs of people in the Invercargill City District
- the approved budgets for the activity

### 5.3 Committees

Council has established four Committees:

- Infrastructure Committee
- Community Wellbeing Committee
- Risk and Assurance Committee
- Finance and Projects Committee

#### Legislative Basis for the Committees:

<b>Legislative Basis</b>	Committee constituted by Council as per Clause 30 (1) (a) Schedule 7 of the Local Government Act 2002 Committee delegated powers by Council as per Clause 32 Schedule 7 of the Local Government Act 2002
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Legislative basis for all Committees are the same as set above unless it stated otherwise in the following pages.

#### 5.3.1 Infrastructure Committee

<b>Type of Committee</b>	Committee
<b>Responsible to</b>	Council
<b>Membership</b>	Eleven Elected Members and two appointed Mana Whenua representatives
<b>Quorum</b>	A quorum shall be half of the members (including vacancies) if the number of members is even, and a majority (including vacancies) if the number of members is odd
<b>Frequency of Meetings</b>	Week 1 of each month
<b>Scope of Activities</b>	<ul style="list-style-type: none"> <li>▪ Community facilities including public toilets</li> <li>▪ Transport networks including passenger transport</li> <li>▪ Street lighting</li> <li>▪ Traffic control and parking (excluding enforcement)</li> <li>▪ Regional Transport Committee</li> <li>▪ Water</li> <li>▪ Wastewater</li> <li>▪ Stormwater</li> <li>▪ Solid Waste Management including transfer stations and waste minimisation</li> <li>▪ WasteNet Joint Committee</li> <li>▪ Recycling</li> <li>▪ Property portfolio, including Investment Property and Housing Care</li> <li>▪ Development of bylaws within the areas of responsibility, for recommending to Council</li> <li>▪ Policies and strategies relating to items within Infrastructure Terms of Reference</li> <li>▪ Road stopping and closures, and street naming</li> <li>▪ Excludes capital programme reports – that reports to finance</li> <li>▪ Performance monitoring of non-financial Key Performance Indicators within the scope of activities</li> </ul>

<b>Delegations</b>	The Committee has the delegated authority to make decisions only for the purposes of road stopping and closing.
<b>Relationship with Other Parties</b>	The Committee is also responsible for liaising with key stakeholders/partners and Joint Committees with in the field of references
<b>Contact with Media</b>	Responsibility of Chair unless otherwise determined

### 5.3.2 Community Wellbeing Committee

<b>Type of Committee</b>	Committee
<b>Responsible to</b>	Council
<b>Membership</b>	Ten Elected Members and two appointed Mana Whenua representatives
<b>Quorum</b>	A quorum shall be half of the members (including vacancies) if the number of members is even, and a majority (including vacancies) if the number of members is odd
<b>Frequency of Meetings</b>	Week 2 of each month
<b>Scope of Activities</b>	<ul style="list-style-type: none"> <li>▪ Arts, Culture and Heritage, including SMAG, IPAG, Bluff Maritime Museum, Regional Heritage Committee</li> <li>▪ Parks and Reserves, including sports fields</li> <li>▪ Swimming pools</li> <li>▪ Libraries</li> <li>▪ Venues (includes Civic Theatre / Scottish Hall)</li> <li>▪ Cemetery and Crematorium</li> <li>▪ Festivals and Events</li> <li>▪ Community Development / External Relationships</li> <li>▪ Communications and engagement</li> <li>▪ Business, economic development, tourism including Great South</li> <li>▪ Environmental regulatory matters including alcohol licensing</li> <li>▪ Environmental policy including District Plan</li> <li>▪ Policies and strategies related to compliance, monitoring and enforcement</li> <li>▪ Development of bylaws within the areas of responsibility, for recommendation to Council</li> <li>▪ Youth Council</li> <li>▪ Community Wellbeing Fund Committee is a subcommittee and reports to this committee</li> <li>▪ Temporary alcohol bans</li> <li>▪ Performance monitoring of non-financial Key Performance Indicators within scope of activity</li> </ul>
<b>Delegations</b>	The Committee has the delegated authority to make decisions only for the purposes of alcohol temporary bans.
<b>Relationship with Other Parties</b>	The Committee also responsible for liaising with key stakeholders/partners and Joint Committees with in the field of references
<b>Contact with Media</b>	Responsibility of Chair unless otherwise determined

**5.3.3 Risk and Assurance Committee**

<b>Type of Committee</b>	Committee
<b>Responsible to</b>	Council
<b>Membership</b>	Eight members, or such other number of members as the Council may determine, of which at least five are a member of the Council. In all cases, the Committee's total membership will be a minimum of two external independent appointees  The Chair of the Committee shall be an external independent appointee
<b>Quorum</b>	A quorum shall be half of the members (including vacancies) if the number is even, and a majority (including vacancies) if odd and must at any time have at least one external independent appointee
<b>Frequency of Meetings</b>	Bi-monthly, Week 3 of the month – alternate month to Finance and Projects Committee
<b>Scope of Activities</b>	The Committee has authority to recommend to Council for decision. <ul style="list-style-type: none"> <li>▪ Council's treasury policies and functions</li> <li>▪ Council's Annual Report</li> <li>▪ Audit processes and management of financial risk, including fraud</li> <li>▪ Organisational Risk Management, including business continuity</li> <li>▪ External Audit</li> <li>▪ Internal controls and internal audit (where necessary)</li> <li>▪ Health and Safety</li> <li>▪ Statutory compliance</li> <li>▪ Related party transactions and executive/elected representative expenditure</li> </ul>

**5.3.4 Finance and Projects Committee**

<b>Type of Committee</b>	Committee
<b>Responsible to</b>	Council
<b>Membership</b>	Seven Elected Members
<b>Quorum</b>	A quorum shall be half of the members (including vacancies) if the number of members is even, and a majority (including vacancies) if the number of members is odd
<b>Frequency of Meetings</b>	Bi-monthly, Week 3 of the month – alternate month to Risk and Assurance Committee
<b>Delegations</b>	<ul style="list-style-type: none"> <li>▪ Council's financial performance</li> <li>▪ Capital programme reporting</li> <li>▪ Performance of investment property</li> <li>▪ Related party transactions and sensitive expenditure</li> <li>▪ Statement of Intent, including ICHL</li> <li>▪ Strategic projects</li> <li>▪ Review the business plan, budget assumptions and budget prior to Council approval</li> <li>▪ Review management accounts, with senior management, during the course of the year to ensure the Council financial situation is being adequately managed and reported to the Council as appropriate.</li> <li>▪ Review and approve the Council accounting policies.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Review and approve the Council financial policies, including the authority to commit expenditure.</li> <li>▪ Review forecasts and the underlying methodology during the year to ensure appropriate financial control of the year-end result is in place.</li> <li>▪ Review of final year position in conjunction with budget.</li> <li>▪ Performance monitoring of non-financial Key Performance Indicators within scope of activity</li> </ul>
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## 5.4 Other Committees

### 5.4.1 Hearing Panel

<b>Type of Committee</b>	Committee
<b>Membership</b>	Four (4) Councillors (Chair and three members)
<b>Quorum</b>	The quorum for each Hearing Panel is three (3) members including a qualified Chairman.
<b>Frequency of Meetings</b>	As required
<b>Scope of Activities</b>	The hearing panel is responsible for hearing, considering and deciding applications under the Resource Management Act 1991, Dog Control Act 1996 and Gambling Act 2003
<b>Delegations</b>	<ul style="list-style-type: none"> <li>▪ Pursuant to Section 34 of the Resource Management Act 1991, the authority to hear and determine any applications for resource consent within the Council's jurisdiction in the Invercargill City District which require a Committee decision or a hearing except where Council resolves to appoint an independent commissioner or Commissioners to hear and determine an individual consent application</li> <li>▪ Pursuant to the Dog Control Act 1996 and Section 22 (Probationary Owners); Section 25 and 26 (Disqualify Owners); Section 31 (Dangerous Dogs); Section 33B, 33C and 33D (Menacing Dogs); Section 71 (Retention of Dogs Threatening Public Safety); Section 55 (Barking Dogs) of that Act, the authority to hear and determine objections under the above sections; and</li> <li>▪ Pursuant to the Gambling Act 2003 and the Council's "Board Venues" and "Class 4 Gambling Venues" policies, the authority to hear and determine applications for territorial authority consent</li> </ul>

### 5.4.2 Invercargill District Licensing Committee

<b>Type of Committee</b>	Committee
<b>Responsible to</b>	The Alcohol and Regulatory Licencing Authority/Reports to Council
<b>Legislative Basis</b>	Section 186 of Sales and Supply of Alcohol Act 2012 Committee constituted by Council as per Clause 30 (1) (a) and delegated powers
<b>Membership</b>	Four (4) Councillors (Chair and three members)
<b>Quorum</b>	A quorum is one member, the Chair, for unopposed applications or applications for temporary authorities and a quorum is three members for opposed applications
<b>Frequency of Meetings</b>	As required



<b>Scope of Activities</b>	The Invercargill District Licensing Committee is responsible for considering and determining license applications, renewals, variations, suspensions and cancellations in accordance with the Sale and Supply of Alcohol Act 2012. It is also responsible for considering and determining applications for temporary authority and conducting inquiries and making reports to the Alcohol Regulatory and Licensing Authority
<b>Delegations</b>	To consider and determine applications made in accordance with the Sale and Supply of Alcohol Act 2012

#### 5.4.3 Community Wellbeing Fund Subcommittee

<b>Type of Committee</b>	Subcommittee
<b>Responsible to</b>	Community Wellbeing Committee
<b>Legislative Basis</b>	Committee constituted by Council as per Clause 30 (1) (a) Schedule 7 of the Local Government Act 2002 Committee delegated powers by Council as per Clause 32 Schedule 7 of the Local Government Act 2002
<b>Membership</b>	Five members to be elected representatives, with the Mayor also able to join in his role on all committees. Up to four additional members to be nominated from the community, via recognised community groups, including a youth representative. Chair to be an elected member of Invercargill City Council. Membership will be determined in line with the Standing Orders of Council.
<b>Quorum</b>	A quorum shall be half of the members (including vacancies) if the number of members is even, and a majority (including vacancies) if the number of members is odd. In either case, a majority of members present must be Invercargill City Councillors. In the event of an elected member being unable to attend, they may appoint another elected member to attend in their place in order to achieve quorum.
<b>Frequency of Meetings</b>	Every two months
<b>Administration</b>	The Strategy and Policy team will provide analysis of project applications and advice, and the Governance and Legal team will provide secretarial support.
<b>Scope of Activities</b>	<ul style="list-style-type: none"> <li>▪ Responsible for considering applications, determining and approving funding for projects promoting community wellbeing within the Invercargill City District.</li> <li>▪ Responsible for considering applications, determining and approving funding for the applications in line with Council's Community Wellbeing Fund Framework.</li> </ul>
<b>Delegation</b>	The Committee to consider and approve applications for funding of projects promoting community wellbeing within the Invercargill City District in accordance with the Community Wellbeing Fund framework.

#### 5.4.4 City Centre Heritage Steering Subcommittee

<b>Type of Committee</b>	Subcommittee
<b>Responsible to</b>	Community Wellbeing Committee
<b>Legislative Basis</b>	Committee constituted by Council as per Clause 30 (1) (a) Schedule 7 of the Local Government Act 2002

	Committee delegated powers by Council as per Clause 32 Schedule 7 of the Local Government Act 2002
<b>Membership</b>	Four (4) Councillors
<b>Quorum</b>	A quorum shall be half of the members (including vacancies) if the number of members is even, and a majority (including vacancies) if the number of members is odd.
<b>Frequency of Meetings</b>	Every two months
<b>Scope of Activities</b>	The purpose of the group is to provide a coordinated approach to the support, promotion and preservation of built heritage within Invercargill City Centre
<b>Delegation</b>	To determine and decide allocations of City Centre Heritage Strategy-related funding and repainting funding, with an authorisation limit of \$50,000 per application

#### 5.4.5 Director Appointment Committee

<b>Type of Committee</b>	Committee
<b>Responsible to</b>	Council
<b>Membership</b>	Four (4) members: <ul style="list-style-type: none"> <li>▪ The current chair of ICHL or his/her nominee, and /or</li> <li>▪ A member of the Institute of Chartered Accountants, and/or</li> <li>▪ An employment specialist (who is a member of Institute of Directors), and/or</li> <li>▪ A member of Institute of Directors</li> </ul> (Chair will be determined by the Committee)
<b>Quorum</b>	A quorum shall be half of the members (including vacancies) if the number of members is even, and a majority (including vacancies) if the number of members is odd
<b>Frequency of Meetings</b>	As required
<b>Scope of Activities</b>	The Committee is responsible for recommending to Council candidates for directorships on the ICHL Board and the subsidiary companies of ICHL
<b>Delegations</b>	Nil

#### 5.5 Joint Committees

Council may unite with any one or more local authorities or other public bodies in appointing a joint committee in accordance with Clause 30A Schedule 7 of the Local Government Act 2002.

Invercargill City Council and other local authorities within the region have formed a number of joint committees, with terms of reference to address the specific subject matters.

Any committee appointed will be considered to be both a Committee of Invercargill City Council and a Committee of the other local authority or public body, unless otherwise specified by legislation. In forming any such committee, Council must reach agreement with the other local authorities or public bodies involved which must specify the number of members, how the chairperson and deputy chairperson are to be appointed, the terms of reference of the Committee, what responsibilities are to be delegated to the Committee and how the agreement may be varied.

The powers to discharge any individual member and appoint another will be exercisable by the local authority or public body that made the appointment.

### 5.5.1 Joint Waste Advisory Group (WasteNet)

<b>Type of Committee</b>	Joint Committee
<b>Subordinate to</b>	Council
<b>Legislative Basis</b>	Joint Committees delegated powers by Council as per Schedule 7, Clause 30A, Local Government Act 2002
<b>Membership</b>	Membership of the joint Committee shall comprise of the following: <ul style="list-style-type: none"> <li>▪ Two Councillors, Invercargill City Council</li> <li>▪ Two Councillors, Southland District Council</li> <li>▪ Two Councillors, Gore District Council</li> </ul>
<b>Quorum</b>	A quorum shall be half of the members (including vacancies) if the number is even, and a majority (including vacancies) if odd and must at any time have an elected member from each local authority
<b>Meetings</b>	The Joint Committee will meet on an as required basis
<b>Standing Orders</b>	The current Standing Orders of the administering authority (Invercargill City Council) shall govern the conduct of the meetings
<b>Administering Authority</b>	The administering authority will be Invercargill City Council and will provide administrative support and leadership of the Joint Committee
<b>Reporting</b>	The Committee will report to each member authority
<b>Delegations</b>	<p>The functions and responsibilities of the Waste Management Advisory Group are to:</p> <ol style="list-style-type: none"> <li>1. Be the high level decision making Committee for the implementation and carrying out of the WasteNet activities within the delegations from each of the WasteNet Councils</li> <li>2. Receive and approve financial monitoring reports as to the accounting between the WasteNet Councils in relation to the WasteNet activities</li> <li>3. Report to each constituent WasteNet Council as to the WasteNet activities outcomes</li> <li>4. Develop policies to ensure the smooth implementation and operation of the WasteNet activities</li> <li>5. Provide a forum for: <ol style="list-style-type: none"> <li>a) The exchange of views and information relevant to the management of waste for each of the WasteNet Council territories;</li> <li>b) Discussion as to the effectiveness of the services contracts including ways in which value can be added to the parties through the services contracts and the implementation of the WasteNet Southland Business Plan;</li> <li>c) The identification of opportunities for joint waste management and minimisation initiatives</li> <li>d) Identification and resolution of points of tension or difficulties between the WasteNet Councils as to their respective roles under the services contracts and this agreement</li> </ol> </li> <li>6. Receive reports and recommendations from the WMG and approve recommendations as permitted by each separate WasteNet Council's delegations</li> <li>7. Formulate recommendations in relation to the services contracts, waste disposal and minimisation strategies and the implementation of the WasteNet Southland Business Plan for consideration by the joint Committee and each of the WasteNet Councils as</li> </ol>

	<p>appropriate</p> <p>8. Make recommendations to the WasteNet Councils in relation to the following:</p> <p>a) The exit by the WasteNet Council from any or all of the services contracts;</p> <p>b) The inclusion of other territorial authorities into any of the services contracts or into WasteNet Southland</p> <p>9. Make decisions generally (in accordance with each Council's delegations) in relation to the implementation of the WasteNet Southland Business Plan</p> <p>10. Make recommendations to the WasteNet Councils and/or decisions (in accordance with each WasteNet Council's delegations) in relation to the Regional Landfill Contract as to the following:</p> <p>a) The portion of funding of general waste management and waste minimisation costs to be recovered through landfill charges;</p> <p>b) Landfill pricing for authorised users and requests from the landfill operator for approval of major industrial users</p> <p>11. Make recommendations to the WasteNet Councils and/or decisions (in accordance with each WasteNet Council's delegations) in relation to the Recyclables Acceptance Contract as to the following:</p> <p>a) The exercise of the WasteNet extension right pursuant to clause 2.5;</p> <p>b) The modification of the contract conditions in connection with exercise of the WasteNet extension right pursuant to clause 2.5;</p> <p>c) The allocation of the contract price payable under the contract as between the WasteNet Councils;</p> <p>d) The apportionment of the revenue share payment received by the WasteNet Councils under the contract</p> <p>12. Make recommendations to the WasteNet Councils and/or decisions (in accordance with each WasteNet Council's delegations) in relation to the Collection and Transfer Stations Contract as to the following:</p> <p>a) The exercise of the WasteNet Extension Right pursuant to clause 2.3;</p> <p>b) The modification of the contract conditions in connection with exercise of the WasteNet extension right pursuant to clause 2.3</p> <p>13. Exercise such powers or functions as shall be delegated to the WAG by the WasteNet Councils (either together or separately)</p> <p>14. Carry out such other functions and responsibilities as the WasteNet Councils shall agree shall be functions and responsibilities of the WAG</p>
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**5.5.2 Regional Heritage and Museums Joint Committee (Southland Regional Heritage Committee)**

<b>Type of Committee</b>	Joint Committee
<b>Subordinate to</b>	Council
<b>Legislative Basis</b>	Joint Committees delegated powers by Council as per Schedule 7, Clause 30A, Local Government Act 2002
<b>Membership</b>	<p>Membership of the joint Committee shall comprise of the following:</p> <ul style="list-style-type: none"> <li>▪ Two Councillors, Invercargill City Council</li> <li>▪ Two Councillors, Southland District Council</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Two Councillors, Gore District Council</li> <li>▪ One iwi representative may be appointed by the Committee</li> </ul> <p>Other Committee members may be appointed by the Committee being persons who have the skills, attributes or knowledge that may assist the work of the Committee</p>
<b>Quorum</b>	A quorum shall be half of the members (including vacancies) if the number is even, and a majority (including vacancies) if odd and must at any time have an elected member from each local authority
<b>Meetings</b>	The Joint Committee will meet on an as required basis
<b>Standing Orders</b>	The current Standing Orders of the administering authority (Invercargill City Council) shall govern the conduct of the meetings
<b>Administering Authority</b>	The administering authority will be Invercargill City Council and will provide administrative support and leadership of the Joint Committee
<b>Reporting</b>	The Committee will report to each member authority
<b>Delegations</b>	The Committee shall have such powers, functions and duties as are necessary to carry out the objects and goals set out in the Southland Regional Heritage Joint Committee Heads of Agreement 2017-24

## 5.6 Bluff Community Board

Pursuant to Clause 32 of Schedule 7 of the Local Government Act 2002, Council delegates the responsibilities, duties and powers listed below to community boards to exercise within their communities.

Any decision by the Bluff Community Board must be consistent with policies or standards or resolutions adopted by Council (whether or not specifically referred to in the delegations below), the needs of their local communities and the approved budget for the activity.

It is Council's intention that Bluff Community Board exercises their delegations in respect of local activities. For District activities which are the responsibility of Council, Community Board will have the power to review and make recommendations to Council on the levels of services on the understanding that Council will be operating on a district-wide minimum levels of service.

<b>Type of Committee</b>	Community Board
<b>Responsible to</b>	Council
<b>Membership</b>	Five (5) members elected by the local authority triennial elections and a member appointed by the Council. (Chair, Deputy Chair, three (3) members and a member appointed by Council) There is an advisory role to the Bluff Community Board for Te Rūnanga o Awarua.
<b>Quorum</b>	A quorum shall be half of the members (including vacancies) if the number of members is even, and a majority (including vacancies) if the number of members is odd
<b>Frequency of Meetings</b>	Every six weeks
<b>Key Functions</b>	<ul style="list-style-type: none"> <li>▪ To promote the social, economic, environmental and cultural well-being of local communities and in doing so contribute to the realisation of Council's vision of one District offering endless opportunities</li> <li>▪ To provide leadership to local communities on the strategic issues and opportunities that they face</li> </ul>

	<ul style="list-style-type: none"> <li>▪ To be advocates and representatives for their local community and in doing so ensure that Council and other agencies have a clear understanding of local needs and aspirations</li> <li>▪ To be decision-makers on issues that are delegated to the Board by Invercargill City Council</li> <li>▪ To develop relationships and communicate with key community organisations, special interest groups, residents and business within the community organisations, special interest groups, residents and business within the community</li> <li>▪ To maintain an overview of the services Council delivers to its communities and assess the extent to which these services meet community needs</li> <li>▪ To recommend the settings of levels and budgets for local activities</li> </ul>
<b>Delegations</b>	<p>The Bluff Community Board has the authority to exercise any of the powers granted to the Council, with the exceptions of:</p> <ul style="list-style-type: none"> <li>▪ Those powers specially excluded by the law</li> <li>▪ Those powers delegated to Officers by Council</li> <li>▪ Those powers which would by the exercise of those powers, have an effect beyond the community of the Community Board Involved</li> <li>▪ Resource consent applications</li> <li>▪ Those matters specifically delegated to the Standing Committees of Council</li> </ul>
<b>Limits to Delegations</b>	<ul style="list-style-type: none"> <li>▪ No financial or decision making delegations other than those specifically delegated by Council</li> <li>▪ The Community Board shall not expand funding on purposes for which that funding was originally raised and in accordance with the budgets approved by Council through its Long Term Plan / Annual Plan</li> <li>▪ In accordance with the provisions with section 39(2) of Schedule 7 of the Local Government Act the Board may not incur expenditure in excess of the approved budget</li> </ul>
<b>Contact with Media</b>	Responsibility of Chair only

## 6. Financial Delegations

### 6.1 Introduction

This policy applies to all procurement and expenditure of Invercargill City Council.

#### 6.1.1 Delegation Process

Ultimate authority for the conduct of business by and within Invercargill City Council rests with the Council. The Council delegated authority, within certain prescribed parameters to the Chief Executive so as to facilitate and encourage effective and efficient management of the Council. In turn, the Chief Executive delegated aspects of her authority to the members of Senior Management.

#### 6.1.2 Delegation to Others

Delegated authority cannot be passed on to others or changed in any way, unless it is able to be authorised as noted under the "Delegation Possible?" column in the tables within sections 6.2 to 6.5 of this policy. Authority delegated to others must be temporary and must specify the period for which the delegation is to apply. The delegation must be recorded on the purpose of audit.

This delegation of authority does not amount to the delegation of responsibility.

The Chief Financial Officer has all other delegations including Financial within the Council and Finance Delegation Register (Section 6) excluding sub clause 6.5.1 as a Group Manager.

### **6.1.3 Consultation with Others**

Even if an employee has apparent authority, it is often prudent to consult with your manager to ensure the best decision is made.

### **6.1.4 Conflict**

If there is any possible conflict with Council policy, dispute, appearance of impropriety or conflict of interest, it is also necessary to consult with your manager prior to action being taken. Behaviour is governed by the Employee Handbook and Code of Conduct found on the intranet.

### **6.1.5 Fiscal Prudence**

A manager must operate within the constraints of the budget and managers must be prepared to account for and explain any expenditure incurred.

### **6.1.6 Variations**

Where any final invoice from a creditor varies by more than 10% of the approved commitment, the invoice must be authorised by a staff member with appropriate authority to approve the new total value of the invoice.

### **6.1.7 Policy Review**

This policy will be reviewed on an annual basis by the Group Manager - Finance and Assurance.

### **6.1.8. Related Documents**

The delegations will be subject to a range of policies which cover how staff can procure services, which are currently under development.

### **6.1.9 GST**

All figures in the tables below are GST exclusive.

## **6.2 Expenditure**

Expenditure commitment is the point where staff will incur a liability on the company, for example, the issue of a Purchase Order to a supplier. Where a Purchase Order has not been issued, the approval will be given prior to payment of the invoice. Staff have the authority to incur all necessary expenditure for achieving business goals provided they have pre-approval (refer Section 6.2), consideration has been given to the budget, and is within the limits shown below. Refer to Purchasing Policy for methods of purchase (expenditure commitment).

The Chief Financial Officer has the financial delegation levels of a Group Manager for sub clauses 6.2.1 and 6.2.2.

### **6.2.1 Capital Expenditure**

Capital expenditure is for an item that is not an operating expense. It includes renewals, level of service capital and growth capital work. Capital work is included in the LTP and Annual Plans and all capital expenses must reference back to the Annual Plan adopted by Council. It is important to note that the adoption of the Annual Plan, or the LTP does not authorise the expenditure to be incurred. The Plan makes funding provision for the work and authorisation for spending is within delegations.

This policy includes a concept of 'pre-approval'. Pre-approval is authorisation from the appropriate delegation level for the spending to be committed. Pre-approval needs to be obtained prior to the procurement process commencing.



**Financial Delegation of the Committees**

ITEM	CHIEF EXECUTIVE	GROUP MANAGERS	OTHER CE DIRECT REPORTS	TIER3 MANAGER/ COST CENTRE MANAGERS	COST CENTRE MANAGER REPORTS	DELEGATION POSSIBLE?	NOTES
<b>PRE-APPROVAL</b>							
Budget and amp expenditure	\$2,000,000	\$500,000	\$10,000	No authority	No authority	No	Approvals over \$500,000 and are not budgeted are to be detailed in the quarterly management report to Community Wellbeing Committee
IT software and hardware, mobile phones and motor vehicles <sup>1</sup>		Information services standard issue only (like for like basis)	No authority	No authority	No authority	No	
Expenditure not in budget and amp	\$200,000	\$10,000	\$2,000	No authority	No authority	No	
<b>COMMITMENT AND PAYMENT</b>							
Contract Acceptance for Approved Capital projects	Unlimited All items over \$500,000 reported to the council	\$500,000	\$100,000	No authority	No authority	No	Pre-approval required. Refer purchasing policy. Approvals reported in quarterly management report
Capital expenditure <sup>2</sup> including Purchase orders	\$2,000,000	\$100,000	\$50,000	\$20,000	\$10,000	Yes with written approval by CE	
Progress Payments for Approved contracts	Unlimited	Unlimited	\$1,000,000	Up to \$500,000	No authority	Yes with written approval by CE	Authority to approve payments subject to the contract terms where satisfied that the services have been delivered. Dual signature requirements will remain
Contract Variations for Approved Projects <sup>3</sup>	\$500,000	\$200,000	\$20,000	No authority	No authority	No	

<sup>1</sup> This applies to all NEW requirements for Information Services & Phone equipment. Replacement equipment for existing roles is to be approved by the GM.

<sup>2</sup> The Delegated Authority for individual staff members is managed within the Purchasing Requisition System (PRS).

<sup>3</sup> Contract variations that exceed the original contract approval require re-approval. Contract variations that exceed the original capex request by the lesser of 10% of the project value or \$100,000 requires further approval by the original approver and therefore section 6.1 applies.

**6.2.2 Operational Expenditure (OPEX)**

ITEM	CHIEF EXECUTIVE	GROUP MANAGERS	OTHER CE DIRECT REPORTS	TIER3 MANAGER/ COST CENTRE MANAGERS	COST CENTRE MANAGER REPORTS	DELEGATION POSSIBLE?	NOTES
<b>PRE-APPROVAL</b>							
Hiring of Professional Advisors/ Consultants	Unlimited within the annual budget	\$50,000	\$10,000	No authority	No authority	No	
Training, Conferences and Courses	Unlimited within the annual budget	3 day, single attendance in New Zealand up to a value of \$5,000 <sup>4</sup> . No employee to authorise their own	3 day, single attendance in New Zealand up to a value of \$2,500. No employee to authorise their own	1 day, single attendance up to a value of \$1,000. No employee to authorise their own	No authority	No	Papers to be published or given at a Conference must be approved by the CE. All attendees must be notified to People and Capability
Travel - Domestic <sup>5</sup>	Unlimited within the annual budget	Within budget limits. No employee to authorise their own.	Within budget limits. No employee to authorise their own.	Within budget limits. No employee to authorise their own travel	No authority	No	
- Overseas	Unlimited within the annual budget	No authority	No authority	No authority	No authority	No	All requests by memorandum justification to the CE

<sup>4</sup> Includes travel, accommodation and related expenses.

<sup>5</sup> This applies to external booking of travel services only.

ITEM	CHIEF EXECUTIVE	GROUP MANAGERS	OTHER CE DIRECT REPORTS	TIER3 MANAGER/ COST CENTRE MANAGERS	COST CENTRE MANAGER REPORTS	DELEGATION POSSIBLE?	NOTES
<b>COMMITMENT AND PAYMENT</b>							
Operating Expenditure <sup>4</sup> including Purchase Orders	Unlimited within the annual budget	\$100,000 Refer 6.3.1 for exceptions	\$50,000 Refer 6.3.1 for exceptions	\$20,000 Refer 6.3.1 for exceptions	\$10,000 Refer 6.3.1 for exceptions	Yes with written approval by CE	Refer Purchasing Policy. Approvals reporting in Quarterly Management Report
Establishing Expenditure Construction & Supply Contracts	Unlimited within the annual budget	Up to \$2,000,000 and 36 months duration per contract	\$200,000	No authority	No authority	Yes with written approval by CE only	
Operating Leases or multi-year commitments	\$1,000,000	\$20,000 of annual value	\$10,000 of annual value	No authority	No authority	Yes with written approval by CE only	

### 6.3 Commitment and Approvals for payment

#### 6.3.1 Exceptions to Standard Delegated Authorities

The table below describes approved exceptions to the above general policy for operating expenditure commitments of a specific nature. Only the Chief Executive may approve changes to these exceptions.

Position Description	Business Group	Delegated Authority	Commitment Type
Chief Financial Officer	Finance	NB: value limit deleted	FBT, GST, Income tax, Insurance, Payment of Interest, and repayment of loans, Payroll, PAYE, ACC
Manager - People and Capability	Chief Executive Office	NB: value limit deleted	Payroll, PAYE, ACC

The Chief Financial Officer is delegated to undertake the necessary entries to reflect revenue appropriately when parking infringements are passed to the Courts.

### 6.4 Other Financial commitments

Other financial transactions and external agreements that impact the liabilities of the company.

#### 6.4.1 Capital Expenditure

Item	Chief Executive	Group Managers	Other CE Direct Reports	Tier3 Manager/ Cost Centre Managers	Cost Centre Manager Reports	Delegation Possible?	Notes
Single Item Asset Sales or Write-Off - if budgeted	\$100,000 NBV <sup>6</sup>	\$10,000 NBV	\$5,000 NBV	No authority	No authority	No	

<sup>6</sup> NBV = Net Book Value.

### 6.4.2 Operating Expenditure

Item	Chief Executive	Group Managers	Other CE Direct Reports	Tier3 Manager/ Cost Centre Managers	Cost Centre Manager Reports	Delegation Possible?	Notes
Bad Debt Write-Off or Credit Notes to settle Claims	Unlimited within the annual budget	Up to \$5,000 Also to be signed by Chief Financial Officer	No authority	No authority	No authority	No	
Employee Expense Claims	Unlimited within the annual budget	Up to \$1,000, no employee can authorise their own	Up to \$200, no employee can authorise their own	\$100, no employee can authorise their own	No authority	No	

### 6.5 General Delegations

#### 6.5.1 Staff Establishment, Employment, Compensation and Benefits

Item	Chief Executive	Group Managers	Other CE Direct Reports	Tier3 Manager/ Cost Centre Managers	Delegation Possible?	Notes
Approve structure changes, including changes in reporting lines, job size, and job titles	Unlimited within the overall annual budget. <sup>7</sup>	No authority	No authority	No authority	No	Appropriate documents to People and Capability
Approve Employment of Additional Permanent Staff, Making Staff Redundant	Unlimited within the overall annual budget. <sup>7</sup>	No authority	No authority	No authority	No	
Replacing Staff (same job, same grade and on standard contract and within budget)	Unlimited within the overall annual budget. <sup>7</sup>	Unlimited but direct reports requires Chief Executive approval		No authority	No	Appropriate documents to People and Capability
Employment of Temporary staff	Unlimited within the overall annual budget.	Within budgeted limits Report to the	Jointly approved by People and Capability		No	Details are to be included in the Quarterly

<sup>7</sup>For Senior Management positions reporting directly to the Chief Executive, the Chief Executive will consult with the Chairman of the Board of Directors on all appointments and terminations.

		Chief Executive in monthly report Jointly approved by People and Capability				Management Report
Temporary contractors from employment agencies or independent contractors	Unlimited within the overall annual budget	Up to three months Report to the Chief Executive in monthly report	Up to three months Report to the Chief Executive in monthly report	Up to one week Report to the Chief Executive in monthly report	No	Appropriate documents to People and Capability
Salary increases or other changes in benefits	Unlimited within the overall annual budget	No authority	No authority	No authority	No	
Wage increases or other changes in benefits.	Unlimited within the overall annual budget	No authority	No authority	No authority	No	

**6.5.2 Public Relations, Legal Commitments and Donations**

Item	Chief Executive	Group Managers	Other CE Direct Reports	Tier3 Manager/ Cost Centre Managers	Delegation Possible?	Notes
Advertising	Unlimited within the overall annual budget.	Yes, within the limit of \$10,000 per advertisement	Yes, within the limit of \$5,000 per advertisement	Yes, within the limit of \$1,000 per advertisement	Yes for recurrent advertisements	
Expenditure for Media Releases, Press Interviews, or Comments	Unlimited	No authority	Manager – Strategic Communications only	No authority	Yes by Chief Executive only	
Designations, Planning Requests, objections, submissions to Local, National or Regional Regulatory Agencies	Unlimited	Group Manager – Customer and Environment	No authority	No authority except Manager - Planning and Building for local submissions only	Yes by Chief Executive only	Details are to be included in the Quarterly Management Report
Court Action	Unlimited	No authority	No authority	No authority	No	Details are to be

Item	Chief Executive	Group Managers	Other CE Direct Reports	Tier3 Manager/ Cost Centre Managers	Delegation Possible?	Notes
						included in the Quarterly Management Report
Settlement of Disputes whether by payment, credit, apology, carrying out work or otherwise	Unlimited within the overall annual budget.	\$10,000	\$5,000	No authority	No	Details are to be included in the Quarterly Management Report
Loans to Employees	As appropriate	No authority	No authority	No authority	No	Details are to be included in the Quarterly Management Report
Donations/ Sponsorship	Unlimited within the overall annual budget, except no donations to political parties	Contra Sponsorship allowed once valued and approval is at Group Manager level	No authority except Manager – Strategic Communications up to a value of \$10,000.	No authority	No	

## 7. Statutory Delegations

### 7.1 Introduction

Local authorities have a wide range of legislative responsibilities. Some of these are general, in that they apply to all organisations in New Zealand. These include the Employment Relations Act 2000, Health and Safety at Work Act 2015 and Goods and Services Tax Act 1985. However, many statutes contain provisions specific to local government, setting out specific powers and responsibilities.

Most of Council's regulatory powers, along with the rules around their implementation, are contained in statute. These include the Resource Management Act 1991 and Building Act 2004.

This section of the Delegation Register sets out the delegations of these statutory responsibilities to Committees, Council Officers and external service providers.

Section 145 of the Local Government Act 2002 empowers Council to develop bylaws. The purpose of any bylaw must be one or more of the following:

- Protect the public from nuisance
- Protect, promote and maintain public health and safety
- Minimise the potential for offensive behaviour in public places.

Bylaw development and adoption cannot be delegated, although the powers created by bylaws and their enforcement of bylaw can be.

The delegation of these powers, duties and functions is also specified in this section.

## **7.2 Delegations to Council Committees**

Council Committees have the delegated authority to make policy and financial decisions within the limits of relevant legislation. Specific delegations are contained in governance terms of reference section.

## **7.3 Delegations to the Chief Executive**

This section sets out the delegations to the Chief Executive.

### **7.3.1 Legislation and Regulations**

The Chief Executive has delegated authority for all powers, duties and responsibilities conferred by Acts and Regulations. This includes, but not limited to, the list contained in the Delegations Register - Chief Executive. This authority specifically excludes the power to adopt plans, strategies, policies or bylaw and any other powers reserved to Council.

### **7.3.2 Bylaws**

The Chief Executive has the delegated authority for all powers, duties and functions of all Council adopted bylaws. This includes the sub delegations of the Chief Executive to officers listed in the Delegations Register – Chief Executive.

### **7.3.3 Warrants**

The Chief Executive has been delegated authority to issue warrants to Council Officers under all relevant legislation, as per Schedule 7 Clause 32A of the Local Government Act 2002.



## 8. Resource Management Delegations to Staff

Council delegates the following powers under the Resource Management Act 1991 to council officers.

The delegated Officer shown is the lowest rank delegated to exercise the power. It is implicit that all direct lines of reporting above this position can also exercise these powers.

### Resource Management Act 1991

Section	Summary of Function / Power Delegated	Delegated Officer
S. 10, 10A, 10B	Determination of whether existing rights in terms of section 10 of the RMA apply	▪ Team Leader - Planning
S. 27	To provide information to the Minister for Environment	▪ Team Leader - Planning
S. 33, 34, 34A	Appoint Commissioner	▪ Team Leader - Planning
S. 36(5)	Power to require the payment of additional charges to cover processing costs in accordance with Council's approved	▪ Team Leader - Planning
S. 36(6)	Power to provide on request an estimate of additional charges over and above the proceedings deposits	▪ Team Leader - Planning
S. 36AAB(1)	Power to remit the whole or any part of the charge under S. 36 that would otherwise be payable	▪ Team Leader - Planning
S. 37, 37A	Power to wave and/or extend time limits for functions under the Act	▪ Team Leader - Planning
S. 38	Authorisation of Enforcement Officers	▪ Group Manager – Customer and Environment
S. 41B	Direction to provide evidence with time limits	▪ Team Leader - Planning
S. 42	Protection of sensitive information	▪ Team Leader - Planning
S. 42A	Require the preparation of a report on information provided	▪ Team Leader - Planning
S. 42A (5)	Waiving compliance regarding timeframes for distributing report, where there is no material prejudice	▪ Team Leader - Planning
S. 87BA	To issue a notice conforming a boundary activity is permitted	▪ Team Leader - Planning
S. 87BB	To issue a notice confirming a marginal or temporary activity is permitted	▪ Team Leader - Planning
S. 87E	Decision on request for application to go directly to Environment Court	▪ Manager - Planning and Building Services
S. 87F	Preparation of report on application referred directly to Environment Court	▪ Planner ▪ Planning Technician
S. 88(3)	Determining an application incomplete and returning to the applicant	▪ Planner ▪ Planning Technician
S. 91	Determining not to proceed with notification or hearing of application pending lodging of further consents under the Act	▪ Team Leader - Planning
S. 91A	<del>Suspending application for notified consent on request</del> <u>Requests by applicants to put notified applications on hold</u>	▪ Planner ▪ <u>Planning Technician</u>

Resource Management Act 1991 continued		
Section	Summary of Function / Power Delegated	Delegated Officer
S. 91C	Returning application if suspended after certain period	<ul style="list-style-type: none"> <li>▪ Team Leader - Planning</li> </ul>
S. 91 D	Requests by the applicants to put <u>non-notified</u> applications on hold	<ul style="list-style-type: none"> <li>▪ Team Leader – Planning</li> <li>▪ <u>Planner</u></li> <li>▪ <u>Planning Technician</u></li> </ul>
S. 92	Request further information or agreement to commissioning of a report on resource consent application	<ul style="list-style-type: none"> <li>▪ Planner</li> <li>▪ Planning Technician</li> </ul>
S. 92A (2)	Set timeframe for provision of further information or commissioning of a report	<ul style="list-style-type: none"> <li>▪ Planner</li> <li>▪ Planning Technician</li> </ul>
S. 95A, 95B	Determination of public notification or limited notification	<ul style="list-style-type: none"> <li>▪ Manager - Planning and Building Services</li> <li>▪ Team Leader - Planning</li> </ul>
S. 95D	Determination of adverse effects likely to be more than minor	<ul style="list-style-type: none"> <li>▪ Team Leader - Planning</li> </ul>
S. 95E	Determination if person is an affected person	<ul style="list-style-type: none"> <li>▪ Team Leader - Planning</li> <li>▪ Planner</li> <li>▪ Planning Technician</li> </ul>
S. 95F	Determination if group is an affected customary rights group	<ul style="list-style-type: none"> <li>▪ Team Leader - Planning</li> </ul>
S, 95G	Determination if group is an affected customary marine little group	<ul style="list-style-type: none"> <li>▪ Team Leader - Planning</li> </ul>
S. 99	Organise and convene pre-hearing meetings and prepare reports on these under S. 99(5)	<ul style="list-style-type: none"> <li>▪ Planner</li> </ul>
S. 99A	Mediation	<ul style="list-style-type: none"> <li>▪ Manager - Planning and Building Services</li> </ul>
S. 100	Determine whether a formal Hearing is necessary	<ul style="list-style-type: none"> <li>▪ Team Leader - Planning</li> </ul>
S. 101	Fix time and date for Hearings	<ul style="list-style-type: none"> <li>▪ Team Leader - Planning</li> </ul>
S. 102	To determine whether applications are required to be heard by Joint Hearing Committee	<ul style="list-style-type: none"> <li>▪ Team Leader - Planning</li> </ul>
S. 103	To determine whether two or more applications to different authorities are sufficiently unrelated that a Joint Hearing is not appropriate	<ul style="list-style-type: none"> <li>▪ Team Leader - Planning</li> </ul>
S. 104, 104A, 104B, 104C, 104D, 108, 113	Make and issue decisions and impose conditions for non-notified resource applications and limited notified resource applications where there are no submissions received or where all submissions received are in support and no party wishes to be heard, in accordance with the provisions of the Invercargill City Plan and the RMA	<ul style="list-style-type: none"> <li>▪ Team Leader - Planning</li> </ul>
S. 106	Ability to refuse subdivision consent in certain circumstances	<ul style="list-style-type: none"> <li>▪ Manager - Planning and Building Services</li> </ul>
S. 108A	Determination of requirement for a bond	<ul style="list-style-type: none"> <li>▪ Team Leader - Planning</li> </ul>
S. 110	Refund of money and return of land where activity does not proceed (financial contributions)	<ul style="list-style-type: none"> <li>▪ Manager - Planning and Building Services</li> </ul>
S. 114	Notify decisions to applicant and other appropriate authorities	<ul style="list-style-type: none"> <li>▪ Planner</li> <li>▪ Planning Technician</li> </ul>
S. 123 (b)	Duration of consent	<ul style="list-style-type: none"> <li>▪ Team Leader - Planning</li> </ul>

<b>Resource Management Act 1991 continued</b>		
<b>Section</b>	<b>Summary of Function / Power Delegated</b>	<b>Delegated Officer</b>
S. 125 (1A)(B)	Fix longer period for lapsing of resource consent than is the norm under Section 125(1)	▪ Team Leader - Planning
S. 126	Cancel consent if not exercised	▪ Team Leader - Planning
S. 127	Determining whether application to change or cancel consent requires notification, or limited notification and changing or cancelling any condition on a resource consent	▪ Manager - Planning and Building Services ▪ Team Leader - Planning
S. 128	Service of notice of intention to review conditions of a resource consent	▪ Team Leader - Planning
S. 129, 130	Formulation and public notification of notice to review conditions	▪ Planner
S. 133A	Minor corrections of resource consent	▪ Team Leader - Planning
S. 134(4)	Approval of transfer of resource consents – written notice	▪ Team Leader - Planning
S. 138	Surrender of consent	▪ Manager - Planning and Building Services ▪ Team Leader - Planning
S. 139	Consider requests for and issue Certificate of Compliance for any activity which is a permitted activity under the District Plan	▪ Team Leader - Planning
S. 139A	Consider request to issue existing Use Certificate	▪ Team Leader - Planning
S. 169	Request further information and process notice of requirement	▪ Team Leader - Planning
S. 170	Discretion to include notice of requirement in proposed plan	▪ Team Leader - Planning
S. 171	Consider notice of requirements and make submissions thereto, and make recommendation to the requiring authority	▪ Team Leader - Planning
S. 174	Lodge appeal against decisions of a requiring authority	▪ Manager - Planning and Building Services
S. 176A (2) (C)	Outline plan waivers	▪ Team Leader - Planning
S. 181 (3)	Alteration of designation in plan at request of requiring authority, to a minor extent	▪ Team Leader - Planning
S. 182	Removal of designation at request of requiring authority	▪ Team Leader - Planning
S. 184(2)	Waiver of lapsing designation	▪ Team Leader - Planning
S. 220	Issue certificate relating to requirements to comply on ongoing basis with consent conditions and endorsements on titles	▪ Team Leader - Planning
S. 221	Imposing and issuing consent notices on subdivision consent	▪ Team Leader - Planning
S. 222	Dealing with completion certificates on subdivision consent	▪ Team Leader - Planning
S. 223	Approval of survey plan – check compliance prior to sealing	▪ Team Leader - Planning
S. 224	Issue certificates indicating all or any of conditions on subdivision consent have been complied with	▪ Team Leader - Planning

<b>Resource Management Act 1991 continued</b>		
<b>Section</b>	<b>Summary of Function / Power Delegated</b>	<b>Delegated Officer</b>
S. 226	Certifications of plans of subdivision that allotments on the plan meet the requirements of the district plan	▪ Team Leader - Planning
S. 229 – 237H	Certification of esplanade reserves and strips and associated conditions	▪ Team Leader - Planning
S. 240, 241	Imposition and cancellation of amalgamation conditions and restrictive covenants	▪ Team Leader - Planning
S. 243(E)	Revoking a condition specifying easements	▪ Team Leader - Planning
S. 310, 311	Application to Environment Court for a declaration	▪ Manager - Planning and Building Services
S. 314, 316	Seek and/or respond to an enforcement order	▪ Manager - Planning and Building Services
S. 320	Seek and/or respond to an interim enforcement order	▪ Manager - Planning and Building Services
S. 322	Power to issue an abatement notice	▪ RMA Monitoring and Plan Effectiveness Officer ▪ Environmental Compliance Officer
S. 325A	Power to cancel an abatement notice	▪ Team Leader - Planning
Schedule 1, Clause 5A	To identify all affected parties for limited notification of a plan change or variation	▪ Team Leader - Planning
S. 327,328	Issue excessive noise direction	▪ Warranted Officers
S. 332	To carry out inspection of any premises of property (except a dwelling house) to determine whether the RMA, any regulation or rule of the District Plan or resource consent is being complied with	▪ Warranted Officers
S. 333	Entry to land (except a dwelling house) for purpose connected with any preparation, change, or review of the District Plan	▪ Warranted Officers
S. 336	Return of property seized under Section 323 and Section 328	▪ Team Leader - Planning
S. 338	Offences against this Act	▪ Team Leader - Planning
S. 342	The power to collect fines for an offence under Section 338	▪ Warranted Officers
S. 343C	Issue Infringement Notices	▪ Warranted Officers
S. 357	The power to consider and make decisions on application for objections for an application which does not require a hearing, except where the decision would result in a net payment of reserve contributions by Council less credits for land to vest exceeding the delegation for the role. The power to decide whether an objection requires a Hearing	▪ Team Leader - Planning

<b>Resource Management Act 1991 continued</b>		
<b>Section</b>	<b>Summary of Function / Power Delegated</b>	<b>Delegated Officer</b>
S. 357C-D	The power to consider and decide upon objections made. To consider, dismiss or uphold (in whole or in part) any objection under Section 357, 357A or 357B of the Act provided that this delegation shall not be exercised in respect of obligations on resource consent applications which have been the subject of a hearing under Section 100 of the Act	<ul style="list-style-type: none"> <li>▪ Manager - Planning and Building Services</li> </ul>
S. 360F	To set overall charges payable by the applicant for a plan change or resource consent	<ul style="list-style-type: none"> <li>▪ Team Leader - Planning</li> </ul>

## Summary of Changes – Delegations Register – Council and Finance – Version 2 – 2023

### 1. [Page 1](#)

The definition for the 'Elected Member' updated as below.

- **Elected Members** – including Councillors, Bluff Community Board members ~~and Mana Whenua appointed representatives~~ who have overall responsibilities for Council decisions and activities; and
- **Mana Whenua Representatives** - who are appointed by Council to represent the two Runaka on the Infrastructure and Community Well Being Committees with full voting rights and an advisory role on Council, the other Committees and the Bluff Community Board; and
- **The Chief Executive** – who is the sole employee of the Elected Members, and
- **Council Officers** – who are employed by the Chief Executive.

### 2. [Page 23](#)

The following delegations were identified as the operations matters under the Delegations Register – Chief Executive and deleted from the Delegations Register – Council and Finance – Version 2.

#### 6.5.1 Staff Establishment, Employment, Compensation and Benefits

Item	Chief Executive	Group Managers	Other CE Direct Reports	Tier3 Manager/ Cost Centre Managers	Delegation Possible?	Notes
Approve structure changes, including changes in reporting lines, job size, and job titles	Unlimited within the overall annual budget. <sup>1</sup>	No authority	No authority	No authority	No	Appropriate documents to People and Capability
Approve Employment of Additional Permanent Staff, Making Staff Redundant	Unlimited within the overall annual budget. <sup>2</sup>	No authority	No authority	No authority	No	
Replacing Staff (same job, same grade and on standard contract and within budget)	Unlimited within the overall annual budget. <sup>2</sup>	Unlimited but direct reports requires Chief Executive approval		No authority	No	Appropriate documents to People and Capability

<sup>1</sup>For Senior Management positions reporting directly to the Chief Executive, the Chief Executive will consult with the Chairman of the Board of Directors on all appointments and terminations.

**3. Page 27**

The following sections were updated under the Resource Management Delegations to Staff.

**8. Resource Management Delegations to Staff**

**Resource Management Act 1991**

Section	Summary of Function / Power Delegated	Delegated Officer
S. 91 A	<del>Suspending application for notified consent on request</del> Requests by applicants to put notified applications on hold	<ul style="list-style-type: none"> <li>▪ Planner</li> <li>▪ <u>Planning Technician</u></li> </ul>
S. 91 D	Requests by the applicants to put <u>non-notified</u> applications on hold	<ul style="list-style-type: none"> <li>▪ Team Leader – Planning</li> <li>▪ <u>Planner</u></li> <li>▪ <u>Planning Technician</u></li> </ul>
		<ul style="list-style-type: none"> <li>▪</li> </ul>

**MINUTES OF RISK AND ASSURANCE COMMITTEE, HELD IN THE COUNCIL CHAMBERS,  
FIRST FLOOR, CIVIC ADMINISTRATION BUILDING, 101 ESK STREET, INVERCARGILL ON  
TUESDAY 21 MARCH 2023 AT 8.30AM**

**Present:** Mr B Robertson (Chair)  
Mayor W S Clark  
Cr R I D Bond  
Cr G M Dermody  
Mr R Jackson  
Cr D J Ludlow  
Cr I R Pottinger  
Cr L F Soper

**In Attendance:** Mrs P Coote – Kaikaunihera Māori – Awarua  
Mr M Day – Chief Executive  
Ms E Moogan – Group Manager – Infrastructure Services  
Mr S Gibling – Group Manager – Leisure and Recreation  
Mrs P Christie – Acting Group Manager – Finance and Assurance  
Mr A Cameron – Chief Risk Officer  
Mr J Shaw - Interim GM – Consents and Compliance  
Mr M Morris – Manager – Governance and Legal  
Mr P Patton – Manager – Quality Assurance  
Ms K Braithwaite – Digital and Communications Advisor  
Ms M Cassiere – Executive Governance Officer

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**1. Apology**

Cr Campbell.

Moved Cr Ludlow, 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 Risk and Assurance Committee held on Tuesday 20 December 2022**

A4196923

Moved Mr Robertson, seconded Mr Jackson and **RESOLVED** that the minutes of the Risk and Assurance Committee held on Tuesday 20 December 2022 be amended to reflect the typographical error in line six of the second paragraph of the Annual Report item,



being that the word should be read as 'nothing' and not as 'noting', and with this amendment, they be confirmed.

**5. Minutes of the Meeting of the Extraordinary Meeting of the Risk and Assurance Committee held on Tuesday 7 March 2023**

A4423395

Moved Cr Ludlow, seconded Cr Soper and **RESOLVED** that the minutes of the Extraordinary Meeting of the Risk and Assurance Committee held on Tuesday 7 March 2023 be confirmed.

**6. Internal Audit and Continuous Improvement Update**

A4429092

Mr Peter Patton spoke to the report. He noted that with regard to recommendation two and the potential postponement of reviews, the relevant group manager be requested to provide responses to any queries around them. He also noted that there were two additional reports to be received with regard to rates processing and the contract compliance review which was requested from the Infrastructure operations manager. The reports would go through to the Risk and Assurance Committee meeting in July.

In response to a query whether the fringe benefit tax issue was resolved, it was noted in the affirmative.

In response to a query whether the postponement of the major infrastructure project management review would largely affect the Infrastructure group, it was noted that the deferral was at the request of the group manager of Infrastructure.

In response to a query about how well resourced was the payroll team, it was noted that it was being managed, and that resources and systems were being looked at as well.

In response to a query as to when would the resources and systems be in place to alleviate the pressures, it was noted that it would be within the next six to eight months.

In response to a query whether elected members were supposed to receive payslips, it was noted in the affirmative and that payslips were emailed to the address provided by the elected member. It was discussed that payslips should be emailed only to the ICC email addresses and that this would be raised with the team.

In response to a query about the recommendations from the payroll review, it was noted that the recommendation was for further automation which the team were already doing. It was noted that there had been a proliferation of manual timesheets for staff and that they had been moved to a less paper-based timesheet. It was also noted that there were many variable workers within the workforce which had its own payroll complications and issues, and that the team were working through those as well.

It was also noted that in terms of documentation, this was the first internal audit report which suggested that too many checks were taking place, and as such, the team was trying to find the right balance.

In response to a query whether there was comfort around the clearance rate on the outstanding recommendations, it was noted that the main one related to having a credit card policy in place which was a work in progress. The other one was a cash handling policy and once both policies were in place that would clear up most of the outstanding recommendations from the sensitive expenditure and the cash handling petty cash reviews.

In response to a query about the progress on the outstanding recommendations around building services and building administration, it was noted that they were being progressed and it was about prioritising the workload with the resources in hand. It was also noted that there were no undue risks.

Moved Cr Soper, seconded Cr Dermody and **RESOLVED** that the Risk and Assurance Committee:

1. Receive the report "Internal Audit and Continuous Improvement Update", noting the progress made since the last report.
2. Approve the postponement of the Major Infrastructure Project Management and Complaints Handling and Request for Service Reviews to FY2023/24.
3. Note the Deloitte ICC Payroll Review Executive Summary.

## **7. Health, Safety and Wellbeing Update**

A4434263

Mr Peter Patton and Mr Andrew Cameron spoke to the report. Mr Patton noted that this would be the final time that he would present this report, and that the new Health and Safety manager would present it in the future. He also noted that a health and safety coordinator had been appointed and that this had been filled internally.

Queries were raised about the 30 near-miss incidents in six months and whether further details could be provided on near-miss incidents and what was done with such incidents. Queries were also raised whether this Committee should be worried about the near-miss incidents and whether they could have required first-aid if they had become an actual accident. In response to the queries, it was noted that an investigation would be undertaken about a near-miss incident. Under the Workplace Health and Safety Act there was information around near-misses which, depending on how they occurred, could be reportable.

In response to a query about the health and safety culture where fewer near-miss incidents meant fewer occurrences of worse events, it was noted that it would depend on the definition of a near-miss. An example was provided of the electrical cords lying on the floor of the Council chamber and noted that while it would be considered a near-miss as it was a breach of Council's approach to health and safety, it would not mean that anything has occurred.

In response to queries whether the right information was being reported and whether the focus was on outcome and not prevention, it was noted that the next agenda item discussed this point around where Council was in terms of maturity. It was noted that Council would need to start looking at what treatments were being put in place to prevent occurrences of such incidents rather than accepting a report with statistics.

In response to a query about information around the lack of wellbeing, mental health of the staff, and usage of Employee Assistance Programme in the report, it was noted that there was clear indications from staff for increased focus on wellbeing and the Executive Leadership Team (ELT) had recognised that and that they were doing more in that space, therefore there would be more information around that being reported in the future.

Issues with the report were highlighted which included that the responsibility of the health and safety of the workforce did not lie with governance but rather with the Chief Executive. Other issues highlighted included the over reliance on toolkits leading to overlooking of issues, due diligence visits by the ELT to understand how health and safety was managed, identification of risks and near-misses reported which should be removed. If they could not be removed then the training of staff to mitigate the risk or work around it, and the regularity of audits being undertaken to be physical and not system audits.

Comment was made around the word 'tolerance' as it pertained to health and safety. It was noted that in relation to the Health and Safety Employment Act, there was no mention of tolerance for risk. The Act mentions identification of risk and that the first step should be the removal of the risk. In the event that it would not be practicable to remove the risk, or work could not be completed without the risk or alternately the cost of removing the risk and replacing it was not viable, then there was another series of options to work through. Therefore, should there be a serious accident, Council would not be able to defend itself by saying that it was within or outside of Council's risk tolerance.

Discussion took place around whether risks were being correctly identified, officers' due diligence requirements, obligation on officers under the Act, that group managers had been trained to identify risks, technical risks which may require specialists to identify, and the importance of being compliant with WorkSafe best practices.

Discussion took place around the set of recommendations. It was decided that this set of recommendations be left on the table and the next agenda item be discussed prior to this set of recommendations being resolved.

Moved Mayor Clark, seconded Cr Dermody that the Risk and Assurance Committee:

1. Receives the report "Health, Safety and Wellbeing Update".
2. Note the current residual risk rating based on the occurrence of events as outside of Council's stated risk tolerance.
3. Note that a report is to be provided to the next meeting of this Committee outlining steps to be taken to bring the health and safety risk to within Council's tolerance.
4. Note the summary of work undertaken to date.
5. Note that a report will be provided to the Risk and Assurance Committee in May 2023 confirming the alignment of the risk matrix and assessment between health and safety and the risk framework to ensure consistency in approach.

Discussion took place around the amendment of recommendations 2 and 3.

Moved Mayor Clark, seconded Cr Dermody that the Risk and Assurance Committee

2. Note the incident reporting from employees and third party contractors is not acceptable in the report.

3. Note that a report is to be provided to the next meeting of this Committee outlining steps to improve the health and safety, culture and practice consistent with Health and Safety Employment Act requirements.

The substantive motion, set out below was put, and **RESOLVED** in the affirmative.

1. Receives the report "Health, Safety and Wellbeing Update".
2. Note the incident reporting from employees and third party contractors is not acceptable in the report.
3. Note that a report is to be provided to the next meeting of this Committee outlining steps to improve the health and safety, culture and practice consistent with Health and Safety Employment Act requirements.
4. Note the summary of work undertaken to date.

It was noted that the report include information around whether the Chief Executive had the required resources as well.

In response to a query about whether Council obligations had around health and safety towards the users of Council services, it was noted in the affirmative.

## **8. Health and Safety Progress**

A4434375

Mr Andrew Cameron and Mr Steve Gibling spoke to the report. Mr Cameron noted that discussion around accountability, risk appetite, and boundaries was important. He noted that with regard to the PRLaw advice, he agreed with the comments around monitoring and that it was important for everyone to hold themselves accountable. He also noted that unless there was agreement around responsibility, accountability could not be allocated, and that it was the key part of people recognising their role.

Mr Gibling spoke about the SafePlus report and noted that there has to be an improvement as an organisation. He said that there has been an action plan in place since mid-last year and that they had progressively worked on the report in how communication to and from staff could improve around Council's risks. He noted that ensuring the correct staffing levels to meet the challenges to manage health, safety, and wellbeing at the workplace was also important.

Moved Cr Soper, seconded Mr Jackson that the Risk and Assurance Committee:

1. Receive the report "Health and Safety Progress".
2. Note/adopt the Just Culture approach to health and safety and risk management generally.
3. Note that Invercargill City Council will review its health and safety documentation to reflect the roles, responsibilities and Just Culture approach set out in the report.
4. Note that the Health and Safety Policy and other documentation will be provided to the next Risk and Assurance meeting for noting as risk mitigation and statutory compliance monitoring.
5. Note the role of the Risk and Assurance Committee in:
  - a. Monitoring risks including against risk appetite; and
  - b. Improving risk maturity.

6. Note that the Committee will receive a review of recent health and safety incidents using a Just Culture lens to enable further work and focus on areas that may require attention.

Moved Mayor Clark, seconded Cr Pottinger that recommendation 5(a) be amended to read:

5. Note the role of the Risk and Assurance Committee in:
  - a. Monitoring risks; and

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

Note: Cr Soper and Mr Jackson voted against the motion.

The substantive motion, set out below was put, and **RESOLVED** in the affirmative:

1. Receive the report "Health and Safety Progress".
2. Note/adopt the Just Culture approach to health and safety and risk management generally.
3. Note that Invercargill City Council will review its health and safety documentation to reflect the roles, responsibilities and Just Culture approach set out in the report.
4. Note that the Health and Safety Policy and other documentation will be provided to the next Risk and Assurance meeting for noting as risk mitigation and statutory compliance monitoring.
5. Note the role of the Risk and Assurance Committee in:
  - a. Monitoring risks; and
  - b. Improving risk maturity.
6. Note that the Committee will receive a review of recent health and safety incidents using a Just Culture lens to enable further work and focus on areas that may require attention.

## 9. Risk Management Update March 2023

A4434901

Mr Andrew Cameron and Mr Peter Patton spoke to the report. Mr Cameron noted that when reviews were done around controls and mitigations that were in place, their effectiveness should also be reviewed, since it was about whether the controls were effective. He noted that Council had an overriding low tolerance for breach of the Employment Health and Safety Act, and that discussion around risk management should be around whether a breach would be a concern, and how quickly did the Committee want staff to respond to these concerns to ensure Council was compliant with the Act.

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

1. Receive the report "Risk Management Update March 2023".
2. Note the current legislative compliance review of the Public Records Act and steps taken to reduce the risk of non-compliance.
3. Note that a programme of work will be provided to improve the monitoring of Council's non-financial risks.

## 10. Public Excluded Session

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

- a. *Minutes of the Public Excluded Session of the Risk and Assurance Committee Held on 20 December 2022*
- b. *Council Litigation Update*
- c. *Ombudsman Investigations*
- d. *Procurement Risk and Policy Compliance Report*
- e. *Invercargill Central Limited Project Update*

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

<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under Section 48(1) for the passing of this resolution</b>
a. <i>Minutes of the Public Excluded Session of the Risk and Assurance Committee Held on 20 December 2022</i>	<b>Section 7(2)(i)</b> Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	<b>Section 48(1)(a)</b> That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7
b. <i>Council Litigation Update</i>	<b>Section 6(a)</b> Maintenance of law including the right to a fair trial  <b>Section 7(2)(g)</b> 7(2)(g) Maintain Legal Professional Privilege	<b>Section 48(1)(a)</b> That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Sections 6 and 7
c. <i>Ombudsman Investigations</i>	<b>Section 7(2)(g)</b> Maintain Legal Professional Privilege	<b>Section 48(1)(a)</b> That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7
d. <i>Procurement Risk and Policy</i>	<b>Section 72(b)(ii)</b>	<b>Section 48(1)(a)</b>

Compliance Report	Would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	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. <i>Invercargill Central Limited Project Update</i>	<b>Section 7(2)(i)</b> Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	<b>Section 48(1)(a)</b> That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7

There being no further business, the meeting finished at 11.30am.