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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 Theatre,  
88 Tay Street, Invercargill on  
Tuesday 26 November 2024 at 3.00 pm**

Mayor W S Clark  
Cr A J Arnold  
Cr R I D Bond  
Cr P M Boyle  
Cr S J Broad  
Cr T Campbell  
Cr A H Crackett  
Cr G M Dermody  
Cr P W Kett  
Cr D J Ludlow  
Cr I R Pottinger  
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. [Minutes of the Meeting of Council Held on 29 October 2024](#)**

A5606865

To be moved:

That the minutes of Council held on 29 October 2024 be confirmed.

**5. [Minutes of the Extraordinary Infrastructure and Projects Committee Meeting Held on 29 October 2024](#)**

A5599771

To be moved:

That the minutes of the Extraordinary Infrastructure and Projects Committee meeting held on 29 October 2024 be received.

**6. [Minutes of the Hearings for Backflow Prevention Policy and Water Supply Bylaw Held on 5 November 2024](#)**

A5613475

To be moved:

That the minutes of the Backflow Prevention Policy and Water Supply Bylaw held on 5 November 2024 be received and the recommendation to Council be confirmed.

**Recommendation to Council:**

**3. Backflow Prevention Policy and Amended Water Supply Bylaw Hearings and Deliberations**

A5569338

7. To adopt the draft Backflow Prevention Policy and the amended Water Supply Bylaw with the changes as agreed in resolution 6.

Resolution 6 - Agrees with the following proposed changes to the Policy and the amended Bylaw:

- a. *Backflow Prevention Policy:*
  - i. Updated wording of the location parameters where exemption applies under the boundary prevention device installation section of the proposed policy.
  - ii. Amendments to the Appendix 1 Risk Hazards Categories to establish alignment with the G12/AS1 design requirement of the Building Code.
  - iii. Strengthened the wording on air gaps.
  - iv. Addition of clarity that boundary backflow prevention measures are an addition to the backflow measures within a property.
- b. *Amended Water Supply Bylaw:*
  - i. Addition of a purpose statement to the bylaw.
  - ii. Corrections to the names of regulation.
  - iii. Addition of the following definitions:
    - Air gaps.
    - Drinking water.

**6.1 [Appendix 1 - Backflow Prevention Policy \(A5446243\)](#)**

**6.2 [Appendix 2 - Water Supply Bylaw \(A5473216\)](#)**

**7. [Minutes of the Infrastructure and Projects Committee Meeting Held on 5 November 2024](#)**

A5613748

To be moved:

That the minutes of the Infrastructure and Projects Committee meeting held on 5 November 2024 be received.

**8. [Minutes of the Community Wellbeing and Regulatory Committee Meeting Held on 12 November 2024](#)**

A5625852

To be moved:

That the minutes of the Community Wellbeing and Regulatory Committee meeting held on 12 November 2024 be received and recommendations to Council be confirmed.

**Recommendations to Council:**

**8. [Donovan Park Reserve Management Plan Stage Two Public Consultation](#)**

A5529047

3. Endorses the Hearings Report 15 October 2024.

4. Appoints five Councillors and invites a Mana Whenua representative to be a member of a hearings panel to consider the submissions following the closure of stage two consultation. Confirm Councillors Cr Ludlow, Cr Boyle, Cr Bond, Cr Soper and Mrs Coote be appointed to the panel.
5. Approves the Public Consultation period for submissions to be from 4 December 2024 to 14 February 2025 on the draft Donovan Park Reserve Management Plan (Attachment 1) and draft Implementation Plan (Attachment 2) pursuant to Section 41(6) of the Reserves Act 1977.

**9. Donovan Park Reserve Revocation Process Update**

A5539046

3. Approve the Donovan Park Reserve Revocation process to be undertaken as per the project plan, key milestones, timeframe and key dates provided for either;
  - b. Option 2 – begin following the Reserve Management Plan is approved by Council.
4. Approve unbudgeted expenditure estimated at \$30,000, with a rates impact of 0.03%, to support external legal and professional fees advisory costs required to undertake the Donovan Park Reserve Revocation process.

**10. Otago Southland Waitangi Day Event - Queenstown**

A5617752

3. Notes the Unbudgeted Expenditure Request to contribute up to \$5,000 Funding to Queenstown Lakes District Council for the running of the Waitangi Day event 2025.
4. To approve an increase to the Governance and Legal 2024/2025 financial year operation budget of \$5,000 to come from existing funding. Noting that should existing funding not be available that the funds would need to be funded from Net Debt for 2024 - 2025 year.

**9. [Minutes of the Extraordinary Infrastructure and Projects Committee Meeting Held on 12 November 2024](#)**

A5626222

To be moved:

That the minutes of the Extraordinary Infrastructure and Projects Committee meeting held on 12 November 2024 be received.

**10. [Minutes of the Extraordinary Risk and Assurance Committee Meeting Held on 19 November 2024](#)**

A5640981

To be moved:

That the minutes of the Extraordinary Risk and Assurance Committee meeting held on 19 November 2024 be received.

11. [Minutes of the Finance and Policy Committee Meeting Held on 12 November 2024](#)

A5642095

To be moved:

That the minutes of the Finance and Policy Committee meeting held on 19 November 2024 be received and the recommendation to Council be confirmed.

**Recommendation to Council:**

**6. 2024/2025 Quarter One Performance**

A5605694

5. To approve the budget changes outlined in the Schedule of changes to the plan (budget) in the Quarter One Performance Report (A5613650).

12. [2025/2026 Draft ICHL Letter of Expectation](#)

A5645021

12.1 [Appendix 1 - Draft 2025/2025 ICHL Letter of Expectation](#)

A5645721

13. [Chief Executive Management Report](#)

A5639228

14. **Public Excluded Session**

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

- (a) Minutes of the Public Excluded Session of Council held on 29 October 2024
- (b) Minutes of the Public Excluded Session of the Infrastructure and Projects Committee held on 5 November 2024
- (c) Minutes of the Public Excluded Session of the Community Wellbeing and Regulatory Committee held on 12 November 2024
- (d) Minutes of the Public Excluded Session of the Extraordinary Risk and Assurance Committee held on 19 November 2024
- (e) Minutes of the Public Excluded Session of the Finance and Policy Committee held on 19 November 2024
- (f) Invercargill Central Holdings Limited Group – Director Appointments

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution
(a) Minutes of the Public Excluded Session of Council held on 29 October 2024	<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>
(b) Minutes of the Public Excluded Session of Infrastructure and Projects Committee held on 5 November 2024	<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>
(c) Minutes of the Public Excluded Session of Community Wellbeing and Regulatory Committee held on 12 November 2024	<p><b>Section 7(2)(h)</b>                      Enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities</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>
(d) Minutes of the Public Excluded Session of the Extraordinary Risk	<p><b>Section 7(2)(b) (ii)</b>                      Protect information where the making available of the</p>	<p><b>Section 48(1)(a)</b>                      That the public conduct of this item would be likely to result in the</p>

- |   |   |  |
|---|---|--|
| and Assurance Committee held on 19 November 2024  | information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information   | disclosure of information for which good reason for withholding would exist under Section 7  |
| (e) Minutes of the Public Excluded Session of the Finance and Policy Committee held on 19 November 2024 | <b>Section 7(2)(b)(ii)</b><br>Protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information   | <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) Invercargill Central Holdings Limited Group – Director Appointments                                 | <b>Section 7(2)(a)</b><br>Protect the privacy of natural persons, including that of deceased natural persons<br><br><b>Section 7(2)(h)</b><br>Enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities<br><br><b>Section 7(2)(i)</b><br>Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) | <b>Section 48(1)(a)</b><br>That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7 |

**MINUTES OF COUNCIL, HELD IN THE COUNCIL CHAMBERS, FIRST FLOOR, CIVIC THEATRE,  
88 TAY STREET, INVERCARGILL ON TUESDAY 29 OCTOBER 2024 AT 3.00 PM**

**Present:** Mayor W S Clark  
Cr A J Arnold  
Cr R I D Bond  
Cr P M Boyle  
Cr S J Broad  
Cr T Campbell  
Cr A H Crackett (via Zoom)  
Cr G M Dermody  
Cr D J Ludlow  
Cr L F Soper  
Cr B R Stewart

**In Attendance:** Rev E Cook – Māngai – Waihōpai  
Mrs P Coote – Kaikāunihēra Māori – Awarua  
Mr M Day – Chief Executive  
Ms E Moogan – Group Manager – Infrastructure  
Mrs P Christie – Group Manager – Finance and Assurance  
Mrs T Hurst – Group Manager – Community Engagement and Corporate Services  
Mr R Capil – Group Manager – Community Spaces and Places (via zoom)  
Mr J Shaw – Group Manager - Consenting and Environment  
Mr M Morris – Manager – Governance and Legal  
Ms C Rain – Manager – Parks and Recreation  
Ms L Knight – Manager – Strategic Communications  
Miss K Braithwaite – Acting Team Leader - Communications  
Ms M Sievwright – Senior Executive Support

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## 1. Apologies

Cr Pottinger and Cr Kett

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

## 2. Declaration of Interest

Nil.

## 3. Public Forum

Nil.



**4. Minutes of the Hearings for the Disability Policy held on Tuesday 17 September 2024**

A5549102

Moved Cr Ludlow, seconded Cr Soper that the Minutes of the Hearings for the Disability Policy held on Tuesday 17 September 2024 be confirmed.

**Recommendation to Council**

6. To adopt the draft Equity and Access Policy for Tākata Whaikaha, Disabled People with the changes as agreed in resolution 5.
7. To agree to request to the Mayor to establish a disability portfolio and that four members of this hearing panel become part of.
8. To agree to request development of an Action Plan on disability inclusion in follow up to implementation of the Policy in preparation for the 2027 – 2037 Long-term plan.

It was noted there had been a lot of discussion regarding sign language and the only available person was from Dunedin. If someone coming into Council was deaf, they should be able to communicate via written language, however it was noted this issue was around meetings.

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

**5. Minutes of the Meeting of Council held on Tuesday 24 September 2024**

A5558220

Moved Cr Ludlow, seconded Cr Boyle and **RESOLVED** that the Minutes of the Council held on Thursday 24 October 2024 be confirmed.

**6. Minutes of the Meeting of Bluff Community Board held on Monday 14 October 2024**

A5584191

Moved Cr Dermody, seconded Cr Stewart and **RESOLVED** that the Minutes of the Bluff Community Board held on Monday 14 October 2024 be received.

**7. Minutes of the Meeting of Community Wellbeing and Regulatory Committee held on Tuesday 15 October 2024**

A5589377

Moved Cr Ludlow, seconded Cr Soper and **RESOLVED** that the Minutes of the Community Wellbeing and Regulatory Committee held on Tuesday 15 October 2024 be received and the recommendations to Council be adopted.

### Recommendation to Council

#### 10. Sandy Point Domain Reserve Management Plan

A5140898

4. Accepts the submissions received.
5. Appoints five Councillors and invites a Mana Whenua representative to be a member of a hearings panel to consider the submissions following the closure of stage two consultation. Confirm Cr Soper, Cr Campbell, Cr Stewart, Cr Boyle, Cr Broad, Cr Dermody, Cr Ludlow, Cr Crackett, Cr Bond, and Mrs P Coote be appointed to the panel.
6. Approves the Public Consultation period for submissions to be from 9 November 2024 to 31 January 2025 on the draft Sandy Point Domain Management Plan (Attachment 1) and draft Implementation Plan (Attachment 2) pursuant to Section 41(6) of the Reserves Act 1977.

#### 8. Minutes of the Hearings for Environmental Health Bylaw held on Tuesday 15 October 2024

A5588997

Moved Cr Ludlow, seconded Cr Bond and **RESOLVED** that the Minutes of the Hearings for Environmental Health Bylaw held on Tuesday 15 October 2024 be confirmed, and the recommendations to Council be adopted.

### Recommendation to Council

6. To adopt the draft Environmental Health Bylaw 2024 with the changes as agreed in resolution 5.  
*Resolution 5 – 5 Agrees with the following proposed changes to the Bylaw:*
  - a. Amendment to Section 2.13 which will now require mobile traders (including food truck operators) to provide and remove refuse bins after service from the location in which they have undertaken transactions of their business.

#### 9. Minutes of the Meeting of Risk and Assurance Committee held on Tuesday 22 October 2024

A5598256

Moved Cr Soper, seconded Cr Ludlow and **RESOLVED** that the Minutes of the Risk and Assurance Committee held on Tuesday 22 October 2024 be received.

#### 10. Minutes of the Extraordinary Meeting of Council held on Tuesday 22 October 2024

A5597201

Moved Cr Dermody, seconded Cr Boyle and **RESOLVED** that the minutes of the Extraordinary Meeting of Council held on 22 October 2024 be confirmed.

## 11. Minutes of the Meeting of Infrastructure and Projects Committee held on Tuesday 8 October 2024

A5577339

Moved Cr Dermody, seconded Cr Soper that the Minutes of the Infrastructure and Projects Committee held on Tuesday 8 October 2024 be received.

Cr Stewart noted that he had moved the recommendation on the Bluff Wastewater Consent item. He also noted that there had been a request for a cultural preferences paper to be brought back to Council. The difference between 1F and 1G and he wanted an answer from Te Ao Marama as to why they preferred 1G.

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

Moved Cr Campbell, seconded Cr Dermody and **RESOLVED** that Recommendations 9 and 12 be adopted. Recommendation 10 would be left on the table.

### Recommendations to Council

#### 9. Local Water Done Well - Update

A5566863

2. That Council approve the proposed approach, delivery timeframes and associated budget estimate, as detailed in the attached Briefing document.

#### 10. Bluff Wastewater Consent Best Practicable Option

A5537173

6. Recommend to Council that it select:
  - a. Option 1F as the Best Practicable Option.
7. That Council request staff proceed with concept design and consent preparation for:
  - a. Option 1F as the Best Practicable Option.
8. That Council considers if the matter is significant and if so request staff initiate a public consultation process.
9. Requests that a paper is brought to Council describing the cultural preference between 1F and 1G.

#### 12. Major Late item - Land Transport Programme 2024-2027 – Funding Update

A5578564

2. To approve an amended scope of work for network improvement, safety promotion and footpath renewals to a level that meets Councils Long-term Plan commitments utilising available NZTA funds and completing additional work on an unsubsidised basis up to the budget limit of Long-term Plan.

Clarification was sought if it was just the recommendations being left on the table and not the reports further in the agenda. The Chair confirmed it was all matters related to the Bluff Wastewater Treatment plant consent. This would require clarification on timeframes as leaving the recommendations on the table beyond November 2024 would put Council in a position of having a non-conforming Treatment Plant and it was requested the timeframe be stated as no later than November 2024 or pass a vote in relation to Council given this was a direct decision in running the Treatment Plant in a non-conforming decision.

It was noted that non-confirming was different to a consent that had expired. It was noted there were 50 plants within the country which were operating on expired consents. It was noted that Council should be prudent and wait for national regulations. Non-confirming would mean non consented by 2025. Consultation would need to be in place by December 2025.

It was noted that given the concern from the Chief Executive, this matter could be discussed in November 2024.

It was confirmed that staff were engaging with DIA and Taumata Arowai on statements which had been referred to. Advice prior to today's meeting was that while the new standards would be released in March that the standards were around if discharge to water, it was noted that while councils needed to be aware of new standards, not suggesting that Council do not lodge a consent, but still lodge to allow a live consent while moving through the process. It would be unlikely that Council would see a significant impact.

## **12. Bluff Wastewater Consent – 1F and 1G**

A5599082

It was noted that this report would be left on the table. It was suggested that a workshop be planned in November to further discuss this topic.

Clarification was asked from the Mana Whenua representatives what was required and it was noted that they were not being asked personally. Council were waiting on a response from iwi / Te Ao Marama regarding their decision on 1G.

## **13. Eastern Cemetery Expansion Project**

A5553971

Ms Caroline Rain was in attendance to speak to this item.

Moved Cr Ludlow, seconded Cr Soper that

1. Receives the report "Eastern Cemetery Expansion Project".
2. Acknowledges the previous water table drainage issue within Block 53 of the Eastern Cemetery, which has been rectified.
3. Acknowledges the continuation of drainage of the new zone proposed North of Block 53 within the Eastern Cemetery.
4. Endorses the direct procurement of contractors due to continuation of recent contract delivery.
5. Endorses the Eastern Cemetery Expansion Project to be funded through the release of the Cemeteries and Crematorium financial reserves.
6. Approves funds (\$850,000) to be released from Cemeteries and Crematorium financial reserves.

It was noted there were considerable issues also at Greenpoint Cemetery which needed to be addressed as well.

In response to a question regarding finances, it was noted that the costs were clear as work had already happened on a previous block.

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

#### **14. 2025/2026 Great South Letter of Expectation**

A5587622

Ms Trudie Hurst spoke to this item.

Moved Cr Soper, seconded Cr Campbell and **RESOLVED** that

1. Receives the report "2025/2026 Great South Letter of Expectation".
2. Notes the background information provided by Great South (A5585240).
3. Notes the formula which will be used to determine the level of funding which will be determined as part of the Annual Plan 2024/25.
4. Agrees the following requests from Invercargill City Council (ICC) for inclusion in the Joint Shareholders Committee Letter of Expectation:
  - a. Development of a one-page economic development strategy for Invercargill District for the period 2025 – 2035, to include what measures for support will be provided from Great South and measures for how value will be created.
  - b. Maintain focus on liaising with industries which may want to develop within the Invercargill District.
  - c. Maintain focus on advocating for the Invercargill District at a national and Central Government level.
  - d. Maintain focus on tourism and events development, noting the importance of these areas, including to the economic development strategy for the city.
  - e. Provide direction as to the next steps for the Bluff Tourism Masterplan, including consideration of the whether the implementation role should continue as part of Great South's work for Invercargill City Council and if not, how Great South will apply resource to support Tourism in Bluff.
  - f. Support for Regional Spatial Plan Development when requested, noting this process will be led by the Territorial Authorities and Regional Council.
  - g. Support for the Regional Climate Change group.
  - h. Support for housing when requested, noting the support will require to be tailored to the priority areas for the City as identified by Council.

#### **15. Meeting Dates for 2025**

A5536662

In response to a question regarding the start time of meetings, discussion was held regarding this. It was noted that several meetings lately had been going very late so an earlier start would be good, however there were some that had full time jobs which would make it difficult. It was suggested that a trial at 2.00 pm be held in 2025.

By a show of hands, Mayor Clark, Crs Ludlow, Stewart, Bond, Crackett, Arnold, Campbell, Mrs Coote and Rev Cook were in favour of the 2.00 pm start time.

Moved Cr Ludlow, seconded Cr Stewart and **RESOLVED** that

1. Receives the report "Meeting Dates for 2025".
2. Adopt the 2025 Meeting Schedule.
3. Confirm if all Committee and Council meetings (excluding back to back meetings) are to start at 2.00 pm.

## **16. Flag, Coat of Arms, and Other Emblems Policy**

A5587441

Mr Michael Morris took the meeting through this item.

It was suggested that names of countries recognised as New Zealand sovereign states also be included.

It was suggested that flying specific flags on National Days could be divisive and if flying for some should be flown for all. A discussion was held regarding recognised countries which had political issues.

In response to a question regarding flags at the war memorial, it was noted that all New Zealand Armed Forces had their own standards and that the flags of regiments or retired Battalions were considered part of the Armed Forces flags.

In response to a question regarding flying a flag at half mast, it was noted that the New Zealand flag should not be flown at half mast unless the Government had directed it. House flags (like the Council flag) can be when requested

In response to a question regarding visiting ambassadors or diplomatic staff, it was noted that their national flag would be flown.

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

1. Receives the report "Flag, Coat of Arms, and Other Emblems Policy".
2. Adopts the Flag, Coat of Arms, and Other Emblems Policy (A5582699).

Note: Cr Campbell voted against this motion. Cr Arnold abstained from voting.

## **17. Chief Executive Management Report**

A5583618

Mr Michael Day took the meeting through this item.

It was noted that the building consent reform was underway in the early stages.

In response to a question regarding climate change and the recent weather events, and the impact to the community, it was noted that a report could be given on different instances however these events were reported in the Infrastructure Strategy.

Moved Cr Ludlow, seconded Stewart and **RESOLVED** that

1. Receives the report "Chief Executive Management Report".

Note: Cr Campbell Chaired this item.

## 18. 26 July 2024 Meeting - Review of Outcomes

A5589654

Cr Campbell took the meeting through this item.

Moved Cr Stewart, seconded Cr Boyle and **RESOLVED** that

1. Receives the report "26 July 2024 Meeting - Review of Outcomes".
2. Resolves that the Resolutions Two and Three of the Extraordinary Meeting of Council on 26 July 2024 had been completed.

Note: Mayor Clark resumed the Chair.

## 19. Public Excluded Session

Moved Cr Ludlow, seconded Cr Soper 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 Council Meeting held on 24 September 2024
- b. Minutes of the Public Excluded Session of Infrastructure and Projects Committee Meeting held on 8 October 2024
- c. Minutes of the Public Excluded Session of Community Wellbeing and Regulatory Committee Meeting held on 15 October 2024
- d. Minutes of the Public Excluded Session of Risk and Assurance Committee Meeting held on 22 October 2024
- e. Southland Regional Heritage Committee

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

### General subject of each matter to be considered

- a. Minutes of the Public Excluded Session of Council Meeting held on 24 September 2024

### Reason for passing this resolution in relation to each matter

#### Section 7(2)(a)

Protect the privacy of natural persons, including that of deceased natural persons

### Ground(s) under Section 48(1) for the passing of this resolution

**Section 7(2)(h)**

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

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

Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)

b. Minutes of the Public Excluded Session of Infrastructure and Projects Committee Meeting held on 8 October 2024

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

Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)

**Section 48(1)(a)**

That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7

c. Minutes of the Public Excluded Session of Community Wellbeing and Regulatory Committee Meeting held on 15 October 2024

**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

d. Minutes of the Public Excluded Session of Risk and Assurance Committee Meeting held on 22 October 2024

**Section 7(2)(a)**

Protect the privacy of natural persons, including that of deceased natural persons

**Section 48(1)(a)**

That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7

**Section 7(2)(b) (ii)**

Protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information

**Section 7(2)(g)**

Maintain legal professional privilege



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

Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)

e. Southland Regional Heritage Committee

**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 5.45 pm.

**MINUTES OF THE EXTRAORDINARY INFRASTRUCTURE AND PROJECTS COMMITTEE, HELD  
IN THE COUNCIL CHAMBERS, FIRST FLOOR, CIVIC THEATRE, 88 TAY STREET,  
INVERCARGILL ON TUESDAY 29 OCTOBER 2024 AT 1.30 PM**

**Present:** Cr A J Arnold  
Cr R I D Bond  
Cr D J Ludlow  
Cr L F Soper  
Cr S Broad  
Cr B R Stewart  
Rev E Cook – Māngai – Waihōpai  
Mrs P Coote – Kaikaunihera Māori – Awarua

**In Attendance:** Mr M Day – Chief Executive  
Ms E Moogan – Group Manager – Infrastructure  
Mr M Morris – Manager – Governance and Legal  
Ms L Knight – Manager – Strategic Communications  
Mr A Eng – Strategic Communications  
Mrs L Cook – Executive Support

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## 1. Apologies

Cr Pottinger, Cr Kett and Cr Campbell.

Moved Cr Ludlow, seconded Cr Stewart and **RESOLVED** that the apologies be accepted.

## 2. Declaration of Interest

Nil.

## 3. Temporary Road Closures – Tour of Southland 2024

A5591840

Note: Cr Broad arrived – 1.32 pm

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

1. Receives the report 'Temporary Road Closures – Tour of Southland 2024'.
2. Resolve that the proposed event outlined in the report will not impede traffic unreasonably.
3. Approves the temporary road closures for:
  - Stage 1 – Queens Park Circuit, Sunday, 3 November 2024. Gala Street (start), Queens Drive (west carriageway), Herbert Street, Kelvin Street, Gala Street (finish).

- Stage 5 – Bluff Hill, Thursday, 7 November 2024. Flagstaff Road from Pearce Street.
- Stage 8 – Winton to Invercargill, Saturday, 9 November 2024. Herbert Street, Kelvin Street, Gala Street, Queens Drive (west carriageway).  
as permitted under the Local Government Act 1974 (Section 342 and Schedule 10).

There being no further business, the meeting finished at 1:32 pm.

**MINUTES OF THE HEARINGS FOR BACKFLOW PREVENTION POLICY AND WATER SUPPLY BYLAW, HELD IN THE COUNCIL CHAMBERS, FIRST FLOOR, CIVIC THEATRE, 88 TAY STREET, INVERCARGILL ON TUESDAY 5 NOVEMBER 2024 AT 1.00 PM**

<b>Present:</b>	Cr G M Dermody (Chair) Cr R I D Bond Cr T Campbell Mrs P Coote – Kaikaunihera Māori – Awarua
<b>In Attendance:</b>	Mr J Shaw – Group Manager - Consenting and Environment Mr M Morris – Manager – Governance and Legal Ms R Suter – Manager – Strategy and Policy Mr R Keen – Manager – Three Waters Operations Mr M Hartstonge – Three Waters Operational Engineer Ms C Manera – Engagement Coordinator Mr D Titus – Policy Analyst Miss K Braithwaite – Acting Team Leader - Communications Ms M Sievwright – Senior Executive Support

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**1. Apologies**

Cr Stewart.

**2. Declaration of Interest**

Nil.

**3. Backflow Prevention Policy and Amended Water Supply Bylaw Hearings and Deliberations**

A5569338

**3.1 Hearing Slot 1 - Submission 8 - Roxy Robertson (A5601434)**

Ms Roxy Robertson joined the meeting via Zoom.

Ms Robertson noted a lot of industries already had backflow prevention in place and was seeking clarity in the Bylaw that if a prevention was in place it would take precedent over having a specific device installed. She supported what this Bylaw was trying to achieve.

In response to a question regarding contamination breaches with the current backflow prevention, it was noted that Ms Robertson was uncertain but could come back with confirmation. At any time if there were any breaches, companies were required to notify Council.

In response to a question regarding annual check of backflow systems and if there was a time when there were not enough inspectors, it was noted this was to be undertaken by MPI and not Council. Independent experts were engaged annually as part of their maintenance programme.

The Chair thanked the submitter for submitting.

### 3.2 Discussion

In response to a question regarding operating and monitoring, it was noted that SPM was in line with the Policy and Bylaw. Mr Hartstonge took the meeting through SPM's backflow system. It was noted that Council would not double up on systems.

In response to a question regarding what an air gap was, it was noted as an example that water could not go back up a kitchen tap due to the air gap.

In response to a question regarding mitigating doubling up, it was noted that through the policy, Council would work with issues on the property line.

In response to a question regarding an education information package, it was noted that a page would be available on the website, and written for those that did not understand what 'backflow' meant.

In response to a question regarding reliability of the system, it was noted that there was up to a 25 year life expectancy on these systems.

In response to a question regarding first right of refusal to own, it was noted that it was ideal for as many to own within the property.

In response to a question regarding landlord responsibility, it was noted that this would be in the lease agreement.

Moved Cr Dermody, seconded Cr Bond and **RESOLVED** that the Hearings Panel:

1. Receives the report "Backflow Prevention Policy and Amended Water Supply Bylaw Hearings and Deliberations".
2. Receives the submissions.
3. Notes the submitters to be heard.
4. Notes the summary of submissions (A5569313).
5. Agrees to receive the following late submission:  
Submission 010 – Alex Cunningham (Russell Cunningham Properties) (A5606816).

Moved Cr Dermody, seconded Cr Campbell and **RESOLVED** that the Hearings Panel:

6. Agrees with the following proposed changes to the Policy and the amended Bylaw:
  - a. Backflow Prevention Policy:

- i. Updated wording of the location parameters where exemption applies under the boundary prevention device installation section of the proposed policy.
  - ii. Amendments to the Appendix 1 Risk Hazards Categories to establish alignment with the G12/AS1 design requirement of the Building Code.
  - iii. Strengthened the wording on air gaps.
  - iv. Addition of clarity that boundary backflow prevention measures are an addition to the backflow measures within a property.
- b. Amended Water Supply Bylaw:
- i. Addition of a purpose statement to the bylaw.
  - ii. Corrections to the names of regulation.
  - iii. Addition of the following definitions:
    - Air gaps.
    - Drinking water.

Moved Cr Campbell, seconded Mrs Coote and **RESOLVED** that the Hearings Panel:

**Recommends to Council:**

7. To adopt the draft Backflow Prevention Policy and the amended Water Supply Bylaw with the changes as agreed in resolution 6.

There being no further business, the meeting finished at 1.32 pm.

A5446243



# Backflow Prevention Policy

Effective 1 December 2024





## Background

Backflow is the term given to the unintended flow of water from a customer's connection back into the public drinking water supply owned and administered by Invercargill City Council (or Council). A backflow event can occur due to back-pressure or back-siphonage within a water supply system.

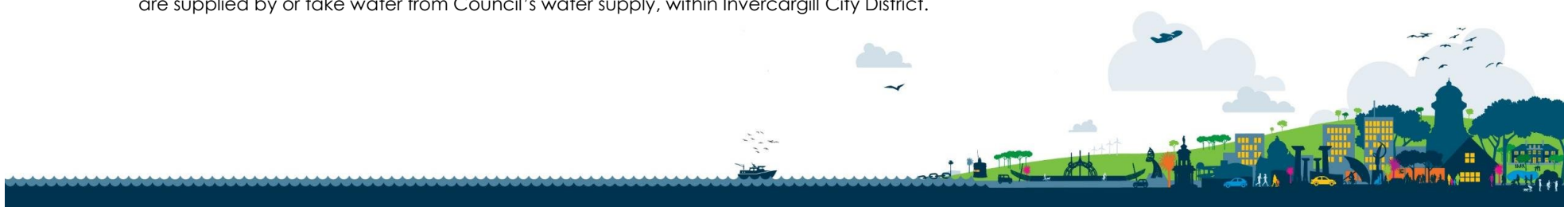
Council is a water supplier for Invercargill City District. Council is required to implement a backflow prevention programme under the Water Services Act 2021 (the Act) and Taumata Arowai 's Drinking Water Quality Assurance Rules 2022 to protect Council's water supply against the risk of contamination. The Building Code clause G12, also requires Council to ensure the protection of its water supply from contamination that can cause death, injury and / or illness to the public.

## Purpose

This policy outlines Council's commitment to the protection of its drinking water supply and how this protection will be achieved to meet the requirements of the Act, the compliance to the Drinking Water Quality Assurance Rules 2022, the Building Act 2004 and Council's Water Supply Bylaw.

## Scope

This policy applies to all water supplies owned, operated and/or managed by Council and to those properties, companies and/or people who are supplied by or take water from Council's water supply, within Invercargill City District.





## Legislative compliance

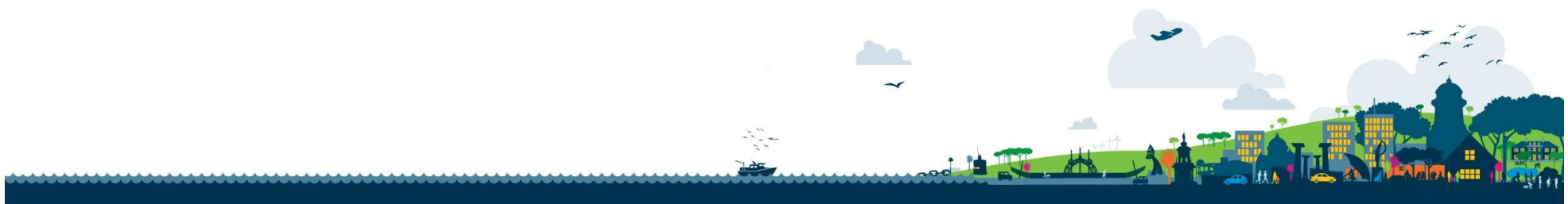
All backflow prevention activities must comply with:

- the Water Services Act 2021;
- the Drinking Water Quality Assurance Rules 2022;
- the Building Act 2004;
- the New Zealand Building Code; and
- Council's Water Supply Bylaw.

## Definition

**Air gap:** This is a permanent separation, measured vertically, between the lowest point of the water supply outlet and the flood level of the equipment, tank or fixture into which the outlet discharges. The gap is required to be the greater of 25mm or twice the supply pipe diameter. A compliant air gap may be used instead of a boundary backflow prevention device. An air gap is registered with the Council when it is there for the purposes of boundary backflow prevention.

**Backflow** is an unintended condition which can allow drawn water to flow back into a water supply creating a pathway for contaminated or used water to enter the clean system. This can be caused by back pressure or back siphonage.





**Backflow prevention device** means a valve installed on a water supply to prevent backflow from occurring and safeguard the water supply. These include:

- dual check valves (non- testable);
- double check valves (testable); and
- reduced pressure zone devices (testable).

**Back pressure** refers to a situation where the pressure in the downstream (customer's) plumbing is greater than the pressure in the Council's water supply resulting in a reversal of normal flow direction and thereby possible contamination of water supply.

**Back siphonage** refers to a situation where the pressure in the Council's water supply is less than the pressure in the downstream (customer's) plumbing. This negative pressure results in a reversal of normal flow direction and potential contamination of water supply.

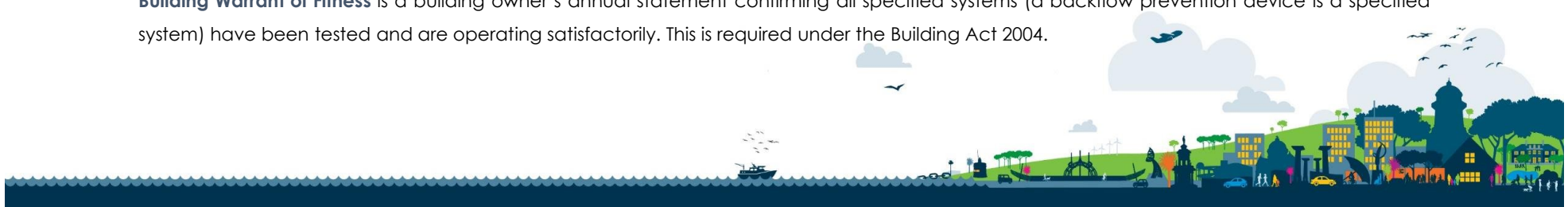
**Backflow tester** means any person(s) who is certified by the South Island IQP panel to test, repair, and maintain any backflow prevention devices.

**Boundary** means a line marking the outer limits of an area that may be a private property or a public place, comprising the entire or whole of the boundary and delimits and includes:

- Cross-lease subdivision, the line marking the limits of the exclusive covenant area, and/ or
- Unit title subdivision, the line marking the limits of the accessory unit associated with a particular principal unit.

**Booster pump** is a device used to increase water pressure as a way to increase flow.

**Building Warrant of Fitness** is a building owner's annual statement confirming all specified systems (a backflow prevention device is a specified system) have been tested and are operating satisfactorily. This is required under the Building Act 2004.





**Customer** refers to the owner or occupier of the property who is responsible for the purchasing and/or use of water supplied.

**Council** means the Invercargill City Council.

**G12 - Water Supplies** is the New Zealand Building Code clause which relates to the safe supply, storage, reticulation and delivery of hot and cold water.

**Independent qualified person (IQP)** is a person approved by the South Island IQP panel (of which the ICC is a member of) to carry out testing of specified systems such as backflow prevention devices.

**Owner(s)** means the registered proprietor of the land.

**Potable** means water that is safe to drink and that complies with the drinking water standards.

**Private property** means any parcel of land and/or building capable of being transferred, sold, rented, leased, or otherwise disposed of separately from any other parcel of land and/or building(s).

**Public place** means a place:

- that is under the control of Council; and/or
- that is open to, or being used by, the public, whether or not there is a charge for admission; and
- includes a road, whether or not the road is under the control of Council and
- any part of a public place.





**Residential property** is any property within a residential zone as defined under Council's district plan purposed around residential activities, recognising that there may be some non-residential activities associated with it.

**Risk hazard categories** are used to categorise individual properties in terms of the threat they pose to Council water supply should a backflow condition occur. This is based on things such as the use of the property, the use of chemicals and/or machinery on the property and any other factors which might contribute to their level of risk.

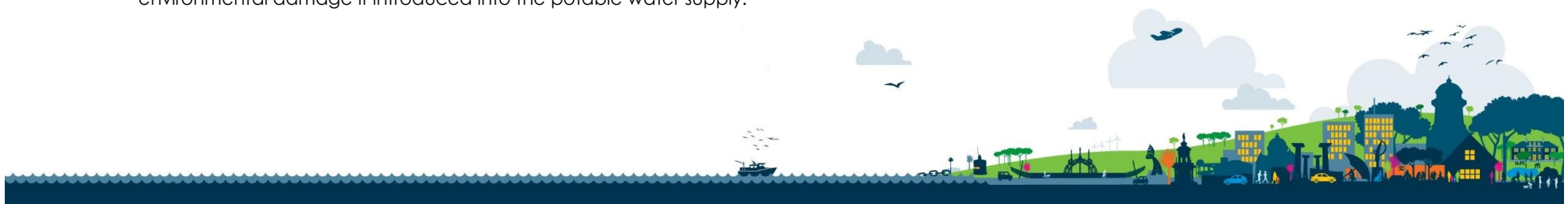
**System designer** for the purpose of this policy is a professional who specializes in creating systems to ensure the appropriate flow of water supply public places, private properties and residential properties in accordance with the Act, Drinking Water Quality Assurance Rules 2022, Building Act 2004 and Council's Water Supply Bylaw.

**Taumata Arowai** means Taumata Arowai – the Water Services Regulator established by section 8 of the Act of the Taumata Arowai – the Water Services Regulator Act 2020.

**Water supply** network means a network for reticulated distribution of potable water that is under the control of or maintained by Council.

**Hazardous material** are any substances that, if introduced into water supply through backflow, could pose a significant risk to health, safety, and the environment. These materials can contaminate potable water supply, making the water unsafe for consumption or use. These materials include but are not limited to chemicals, pharmaceuticals, industrial waste and by-products.

**Toxic environment** refers to conditions where the presence of hazardous material could result in severe health risks, contamination, and environmental damage if introduced into the potable water supply.





## Council and Customer Responsibilities

Council is responsible for ensuring water supplies owned and administered by Council are protected against backflow. Council, where appropriate, will be responsible for installing backflow prevention devices, and / or requesting a customer(s) to install a boundary backflow prevention device (or a compliant air gap) to prevent any potential contamination of water supply from a backflow event.

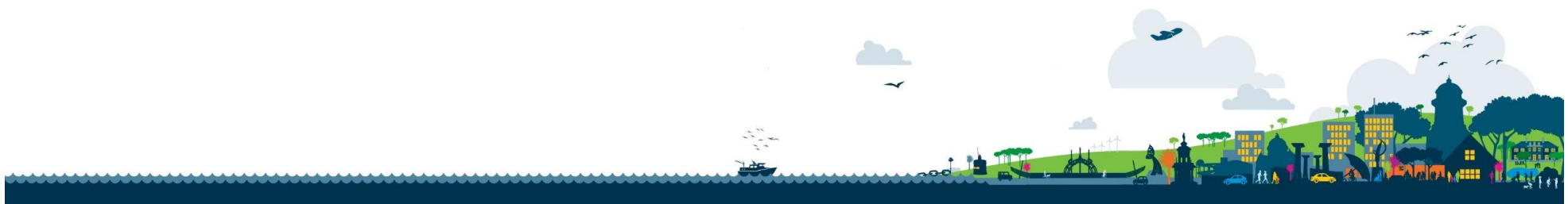
A boundary backflow prevention device is required to protect Council's reticulated drinking water supply from contamination caused by a backflow event within a property. This will mean a backflow prevention device is required to be fitted to the water supply at the boundary. This is in addition to any existing point of use backflow prevention device which may be inside a building and is installed for the purposes of protecting building users.

Where there is considered to be a potential risk of backflow (as per Appendix 1) into water supply, Council may, under this policy:

- install a boundary backflow prevention device and require the customer to reimburse Council for the cost of installation, maintenance and ongoing testing of the device; or
- require the customer to install, maintain, and test a boundary backflow prevention device that incorporates a verifiable monitoring system in accordance with any requirements imposed by the Council.
- use a combination or any hybrid of the two options above so as to achieve suitable protection of its water supply and the ongoing testing and maintenance of boundary backflow prevention devices.

In addition to the requirements of this policy, the customer must also ensure that the requirements of the Building Act 2004 are complied with for their property. This includes:

- notifying Council in writing of any change in use of the property supplied;





- obtaining building consent for plumbing work, including the installation or removal of any backflow prevention devices located within the private property; and
- maintaining and testing any backflow prevention devices within the private property in accordance with the compliance schedule/building warrant of fitness.

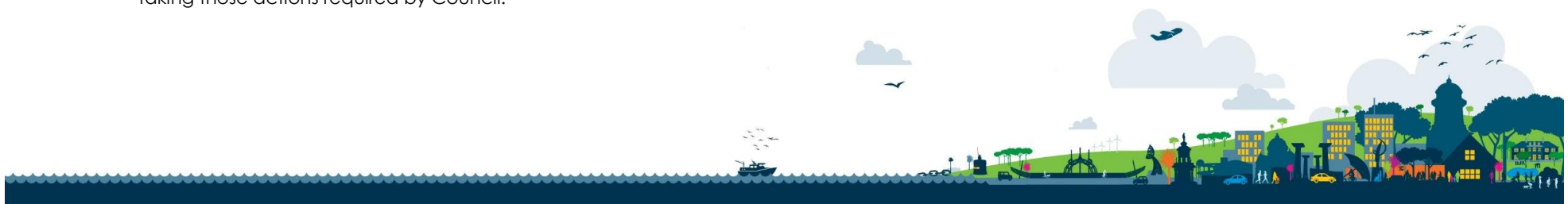
### **Responsibilities specific to a customer**

Where a customer owns the boundary backflow prevention device or registered air gap, the customer must take responsibility for ensuring that it remains fully operational at all times and is made available to be tested annually or more frequently in accordance with the requirements of the Council.

The customer must ensure that any boundary backflow protection device is accessible at all times for inspection and maintenance purposes. Council reserves the right to charge a fee to the customers for any additional time spent making a device accessible if the customer has failed to do so.

The customer must not interfere with the device in any way. This includes raising the ground levels around the device that could compromise minimum clearances or access to test the device, or using the test ports as a bypass or temporary water supply.

There shall be no bypassing of any boundary backflow prevention device other than (with the Council's approval) with an equivalent device installed in parallel to ensure continuity of supply during testing or maintenance of the primary device. The customer must report leaks or any other problems observed upstream of the point of supply, or in the boundary protection device itself to Council as soon as practical but not exceeding 7 days. If Council requires the customer to undertake the work to remove any backflow risks, the customer must notify or inform Council prior to taking those actions required by Council.





The customer must report to Council any significant change or proposed change to which the water is to be used in relation to hazardous materials and toxic environments.

### **Ownership of boundary backflow prevention devices**

The ownership and maintenance of all backflow prevention devices within Invercargill City District are as follows:

Council will own those boundary backflow prevention devices located outside the private property boundary on public land. Customers must pay the installation and initial commissioning costs for those devices on public places connected to the water supply of their property. Council will undertake annual testing and maintenance and charge the customer(s) for the work undertaken by Council as per Council's Fees and charges.

Boundary backflow prevention devices or air gaps on private property will be owned by the customer(s). The customer must obtain and pay for the necessary building consent, installation, required commissioning and ongoing maintenance. All backflow prevention devices inside the private property are required to be tested as part of the annual building warrant of fitness process. Air gaps are required to be registered with Council and verified annually.

Council will only intervene with backflow prevention matters on residential properties on request, or, if Council identifies or is notified that intervention is required to prevent any potential backflow event that is identifies as significant under Appendix 1 of this policy.





## Council's risk assessment approach

Council will assess backflow risks in accordance with Appendix 1 to determine the Risk Hazard Category. The appropriate backflow prevention device to be installed will be based on the risk category a property poses.

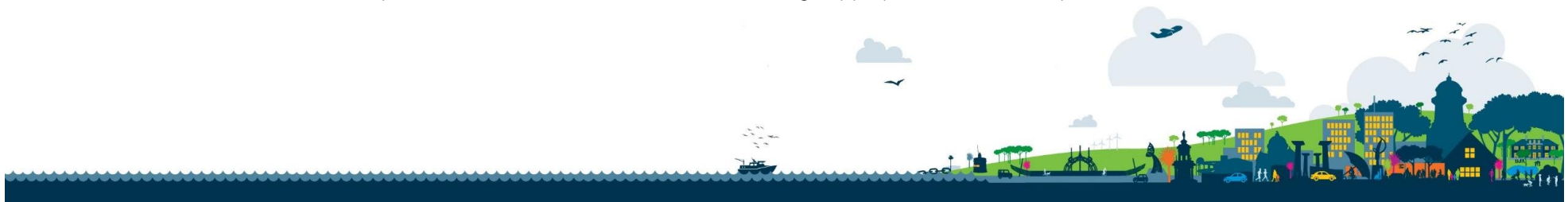
There are four risk hazard categories:

- **High Risk:** Any condition, device or practice which, in connection with the potable water supply system, has the potential to cause death.
- **Medium Risk:** Any condition, device or practice which, in connection with the potable water supply system, has the potential to injure or endanger health.
- **Low Risk:** Any condition, device or practice which, in connection with the potable water supply system, would constitute a nuisance, by colour, odour or taste, but not injure or endanger health.
- **Very Low Risk:** All household units (i.e. residences)

## Council's approach for prioritisation and response

Council's approach under this policy will be to give priority to high risk properties, and those properties supplied by the bulk supply lines between Branxholme and Invercargill and Invercargill and Bluff, followed by medium, low and very low risk profile. They may also be done on an as-required basis as maintenance or replacement of connections on these is required or when new connections are requested.

If identified as high, medium and low risks Council will require customer(s) to install the necessary backflow prevention device(s). If the customer fails to undertake action within a reasonable timeframe, then Council will action the work required to remove the risk. The customer(s) will be liable for all cost incurred by Council. Council will recover such costs through appropriate debt recovery channels.







Residential household units are in the very low risk category and as such non-testable dual check valves are to be used for these. These will be installed by Council at the time of installation of a new or replacement of residential water connection(s) and incorporated into the normal charges for these.

The exception to the above will be where a residential property contains an identified or potential hazard or risk (including hazards materials and toxic environments) in which case the level of protection will be determined by the risk hazard category. An example of this may be where there is a home-based business operating.

In the case of a residential development supplied by one water connection for multiple residences with a shared internal water supply, Council will supply one backflow prevention device on the incoming supply to protect the public water supply. It shall be the responsibility of each customer to provide backflow prevention for themselves to protect themselves from other users of the shared private supply within the property.

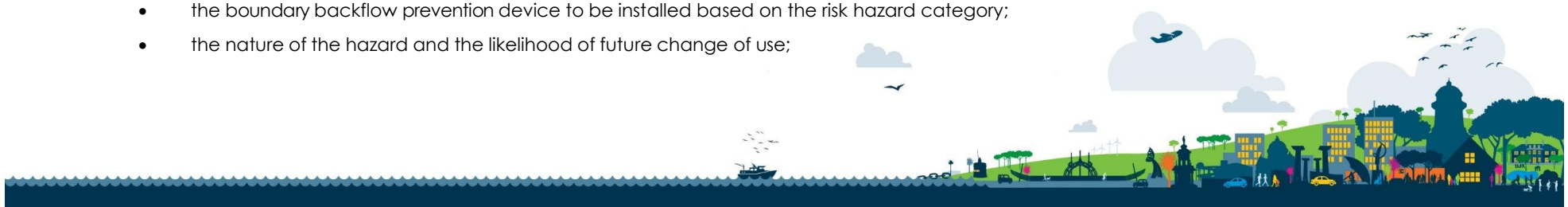
Periodic surveys of backflow risks to the water supply distributions system to determine medium and high-risk sites will be undertaken by Council at intervals of not less than five years to ensure the adequacy of backflow protection across the distributions system.

## Boundary Backflow Installations

Council through this policy will be responsible for approving the type, location and size of all boundary backflow protection device installations.

The following installation details will be taken into consideration:

- the boundary backflow prevention device to be installed based on the risk hazard category;
- the nature of the hazard and the likelihood of future change of use;

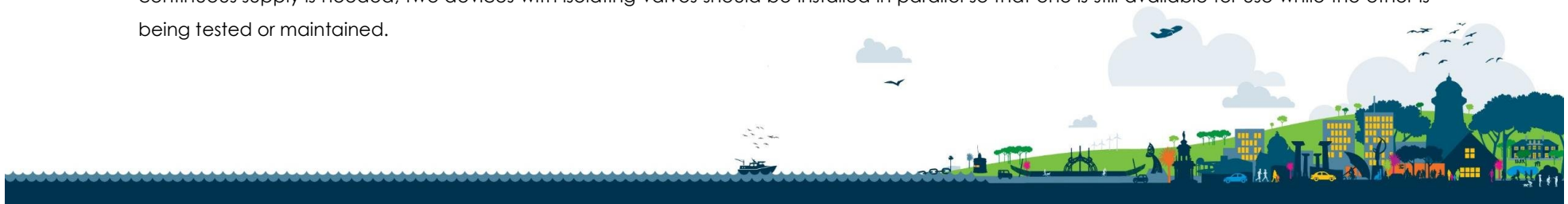




- accessibility in terms of accessibility to the device and not impeding pedestrian access;
- the metering arrangement (if applicable);
- the size of the connection to meet anticipated flow rates;
- head losses through the device;
- manufacturer's recommendations;
- protection against frost;
- the need for continuous water supply to the premises;
- access for checking, maintaining and testing the device;
- drainage requirements including size of drains;
- protection from traffic, underlying hazards, vandalism, etc.; and
- the point of supply beyond which customer responsibility begins.

Boundary backflow prevention devices shall not be located more than one metre inside the property boundary and be downstream of the water meter where one is installed. The exception being on residential properties with a non-testable dual check valve where it will be located outside the property, in the berm, other exceptions may apply based on location-specific practical limitations will be considered on a case-by-case basis. All boundary backflow prevention devices must comply with the current version (at the time of installation) of AS/NZS 2845.1 Water Supply - Backflow prevention devices Part 1: Materials, design and performance requirements, and Council may, at its discretion, consider or require other relevant standards on a case-by-case basis.

With the exception of fire suppression and/or hydrant lines (refer to fire suppression and hydrant system section for these) all boundary backflow prevention devices are to be installed with an isolating valve and line strainer upstream, and an isolating valve downstream of the device. Where continuous supply is needed, two devices with isolating valves should be installed in parallel so that one is still available for use while the other is being tested or maintained.





Reduced pressure zone backflow prevention devices must be installed above ground (minimum 300mm above flood level) and be protected from vehicular traffic, frost and vandalism. They should be installed in a securely fenced or caged area with a concrete base and a lockable access gate, where possible with the gate located parallel to the property boundary. Council will provide protection to boundary backflow prevention devices if it is located in public places. It is the customer's responsibility if it is located on private property.

Where double check valve devices are installed in an underground chamber, the design must allow for servicing by top entry and the chamber must be well drained. (For larger sized double check valve devices, it is good practice to install these above ground, for ease of access and possible future upgrading to reduced pressure zone devices).

The boundary backflow device must be sited so that it can be readily maintained and tested in-line without compromising the health or safety of the individuals involved. It should be possible to access the device without the need to climb ladders or scaffolding or enter a confined space.

Installation, maintenance and testing of boundary backflow devices on public places must only be carried out only by persons authorised by Council. Where there is a need to undertake such work on devices on the customer's side of the point of supply that are covered by the Building Act 2004, this work must be carried out only by a certifying plumber licensed under the Plumbers, Gasfitters and Drainlayers Act 2006. Where testing or commissioning is being undertaken then this is to be done only by a person accepted as an IQP on the South Island IQP register.

On completion of the installation Council is to be provided with signed as-built drawings that clearly show detail about the boundary backflow protection device and the way it has been installed, together with the first test results. Where Council is not the owner of the device, the details of the owner and, where appropriate, their agent(s) are to be provided with the as-built information. Where there is a building consent in place this as-built information is to be supplied to the Building Services team at the time of inspection and a copy of this sent internally to the Council's Three Waters team for entering into their register.





## Testing Requirements

Irrespective of ownership (by Council or the customer), all testable boundary backflow prevention devices shall be tested at least annually. Testing shall be carried out more frequently under special circumstances where required by Council and after any maintenance work is carried out on the device. All registered air gaps shall be inspected and verified annually. In the event of a suspected backflow incident, Council may require an additional test to be carried out.

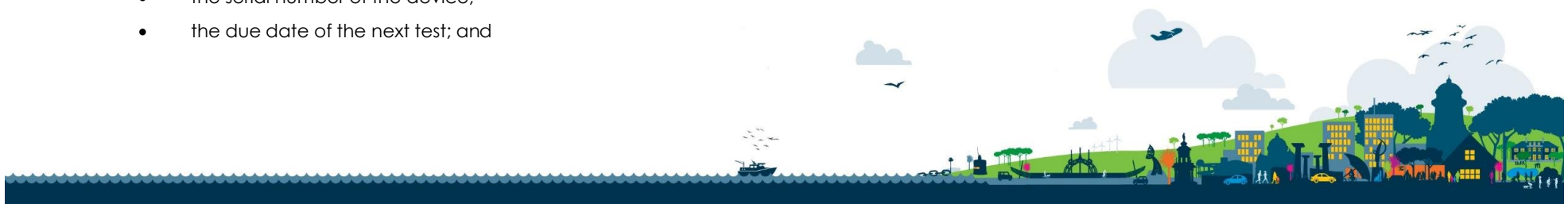
The testing shall be undertaken only by an Independently Qualified Person (IQP) approved for backflow prevention device testing (SS7) by the South Island IQP Panel. The inspection and verification of registered air gaps is to be done by an IQP or by someone approved by Council to do so. All testing must be carried out as per the New Zealand Backflow Testing Standard 2019: Field testing of backflow prevention devices and verification of air gaps or AS/NZS 2845.3.

Backflow testers involved with fire lines must understand the protocols of isolating fire protection systems. These protocols address the need to notify Fire and Emergency New Zealand, building owners, and insurers before a system is isolated. For this reason, all backflow prevention devices associated with fire protection systems are to be checked and maintained under the building's warrant of fitness.

The backflow test kit used must have a maximum working pressure of 1200 kPa and have separately coloured hoses to minimise mistakes being made during use. The test kit used must be certified/recertified every 12 months by an ISO registered laboratory and a copy of the test certification kept with the kit.

It is recommended that securely fastened test tags be attached to the device after testing showing as a minimum:

- the serial number of the device;
- the due date of the next test; and





- the name of tester and contact phone number.

Where a device fails its test, the backflow tester should attempt to repair the device while on site and retest. Where it is not possible to repair the device on site, an equivalent substitute device shall be installed (and tested). The failed test report shall be provided along with the subsequent pass test report.

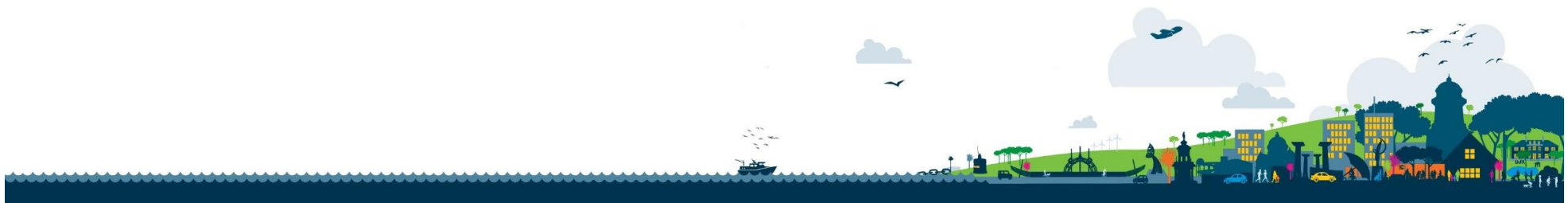
The backflow tester is to provide a test certificate that meets the requirements of the nominated testing standard. Unless they are being supplied with a building warrant of fitness the results of all tests shall be sent to Council within five working days of the test.

In addition to annual testing, backflow prevention devices installed in dedicated fire systems must be tested immediately after a fire, and after each full flow test.

Where an internal boundary backflow prevention device is not yet subject to the compliance schedule/building warrant of fitness regime, due to the non-completion of other building consent work, but is being used to supply water, the customer is required to still test the device not less than annually and shall forward these results to Council for updating the register.

## Requirements for fire suppression systems or hydrants

Backflow prevention devices associated with fire suppression systems or hydrants need to be appropriately designed and installed so as to not impede the correct operation of the system. They must comply with the building code and be appropriately sized and specified by the system designer.





A fire suppression backflow preventer shall be installed in the sprinkler or suppression system's valve house, or other secure environment as approved by the Council. Where Council requires the backflow device on a line serving a fire suppression or hydrant system to be located at the boundary (because for instance there is a significant distance between the boundary and the valve house), the backflow prevention device type, size, location and arrangement is required to be approved by the designer of the fire suppression system or hydrant before being proposed to Council.

Particular attention shall be paid in the design of the boundary installation to pressure losses associated with the boundary backflow device and its security. *(It is recommended that the boundary installation is located in a secured enclosure and that counter clockwise closing valves are incorporated, to minimise the possibility that the backflow isolation valve is deliberately closed, or left closed accidentally after testing of the boundary backflow device).*

In accordance with NZS 4541: Automatic Fire Sprinkler Systems, all valves on a connection serving a sprinkler system (other than a residential sprinkler system) shall be alarmed and/or monitored for unauthorised operation. It is the customer's responsibility to ensure this is in place and is monitored.

As per the Water New Zealand Code of Practice for boundary backflow prevention (2019) line strainers are not required to be installed upstream of backflow prevention devices installed on fire sprinkler lines with an expected demand of less than 2,300 litres per minute. When demand exceeds 2,300 litres per minute turbulence in the line could result in debris being transported and/or should Council deem it necessary due to high levels of debris in the water reticulation system, then only sprinkler system certifier listed strainers shall be fitted. This is to be approved by the sprinkler system designer.





Where a booster pump or similar is to be fitted to a fire sprinkler system this needs to be approved by Council as these can cause issues in the public water supply through the pump's action reducing the pressure in the supply pipes which could create back siphonage issues elsewhere. Conversely, they can create a pressure differential when they increase the pressure on the sprinkler system thereby creating a back pressure risk.

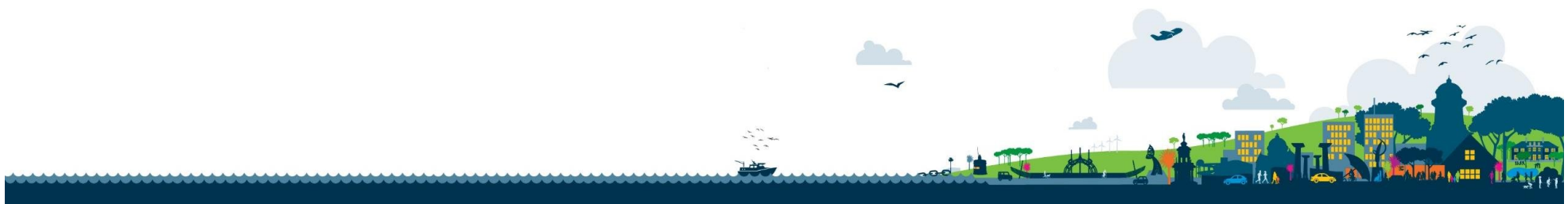
A backflow prevention device incorporating a bypass meter (sometimes known as a detector check assembly) to provide backflow protection and to detect any inappropriate use or possible leakage of the fire line may be incorporated on dedicated lines for fire sprinkler systems. Such assemblies shall have a producer statement from the supplier confirming that the device has been built and tested in compliance with relevant standards.

Due to the complexities associated with backflow prevention devices on fire suppression systems and the consequences if not installed or maintained correctly, the installation of these is to be done under a building consent obtained by the owner. The backflow prevention device is then to be included on the building's compliance schedule as an SS7 to ensure it is tested and maintained as part of the building's annual warrant of fitness administered by the building owner.

Mechanical flow meters shall not be installed on fire lines, as they could compromise flow under fire conditions.

## Standpipe hydrant access

Access to a water network through the use of a standpipe is not permitted except by Fire and Emergency New Zealand, other emergency services, fire certifiers assessing the availability of fire flows, Council, or Council authorised contractors where it is necessary to access the network for operation of the drinking water supply.





Bulk water carriers shall only access the water supply through a Council approved filling station for which they have been granted authorisation. These filling stations will have onsite backflow prevention measures in place.

## **Non-compliance with the backflow requirements of the Water Supply Bylaw and this policy**

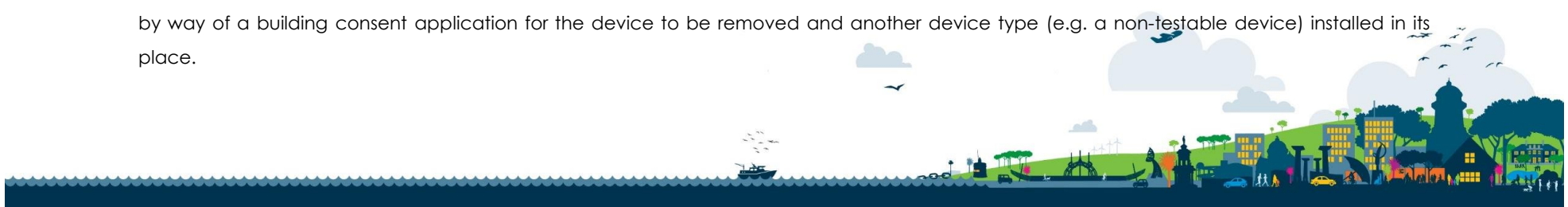
In the event of a breach under Part 9 of Council's Water Supply Bylaw, Council shall serve notice on the customer(s) advising the nature of the breach and the steps to be taken to remedy it. If, after one week, the customer persists in the breach, Council reserves the right to reduce the flow rate of water to the customer without notice. In such an event the full service of the water supply shall be re-established only after payment of the appropriate fee and remedy of the breach to the satisfaction of Council.

## **Backflow Prevention Device Register**

Council will hold and maintain a register of all boundary backflow prevention devices including the locations, device types, assessed risk level and the test results of each device. Amongst other things, Council will use this to separate out those devices and registered air gaps it is responsible for testing or verifying and those which fall under the property's building warrant of fitness and are tested by owner's IQPs.

## **Removal of a Boundary Device**

Where a customer considers that the type of boundary backflow prevention device in use is no longer necessary, they may put a request to Council by way of a building consent application for the device to be removed and another device type (e.g. a non-testable device) installed in its place.

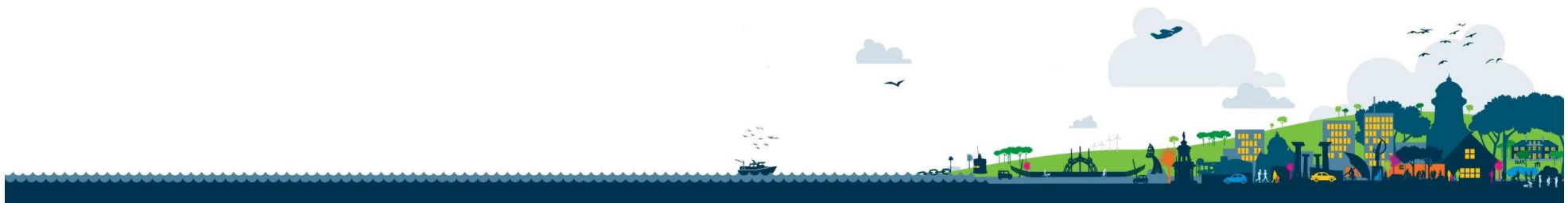




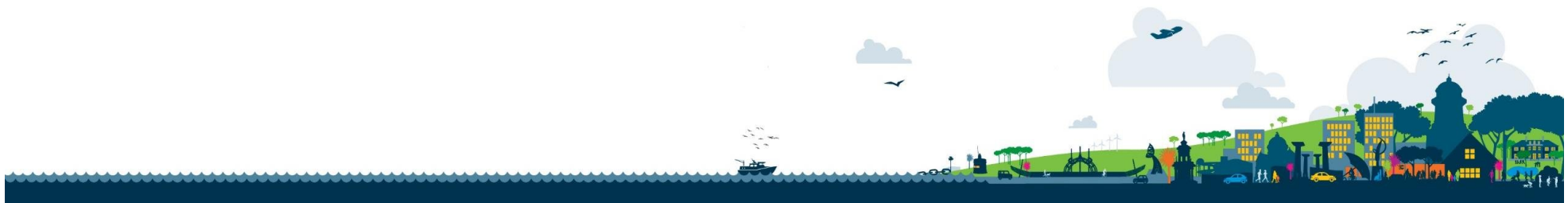


Where the request is granted, the removal and replacement procedures must be approved by Council and all costs involved borne by the customer. Full and appropriate records of the change must be provided to Council.

Alternatively, Council may require the device to remain in place to mitigate future risks and may agree to suspend testing with a specified periodic review.



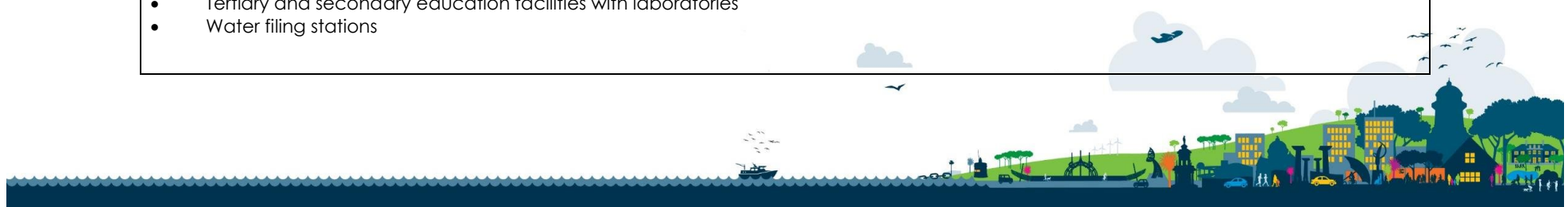
<b>Revision History:</b>	Nil
<b>Effective Date:</b>	1 December 2024
<b>Review Period:</b>	This policy will be reviewed every six (6) years unless an earlier review is required due to legislative change, or is warranted by another reason requested by Council.
<b>New Review Date:</b>	December 2030
<b>Associated Documents / References:</b>	
<b>Supersedes:</b>	Nil
<b>Reference Number:</b>	A5446243
<b>Policy Owner:</b>	Manager - Three Waters Operations
<b>Relevant roles:</b>	Three Waters Operational Engineer





## Appendix 1: Risk Hazard Categories

Hazard description	Acceptable devices
<p><b>High:</b>  <i>Any premises, condition, device or practice which, in connection with the potable water supply system, has the potential to cause death.</i></p>	<ul style="list-style-type: none"> <li>• Reduced pressure zone device (RPZ)</li> <li>• Reduced pressure zone detector for fire systems</li> <li>• Registered air gap</li> </ul>
<p><b>High hazard includes but is not necessarily limited to:</b></p> <p><b>Premises:</b></p> <ul style="list-style-type: none"> <li>• Abattoirs</li> <li>• Vehicle and plant washing facilities</li> <li>• Chemical laboratories</li> <li>• Chemical plants</li> <li>• Commercial and industrial premises using, processing or manufacturing toxic chemicals</li> <li>• Hospitals</li> <li>• Laboratories</li> <li>• Dental surgeries</li> <li>• Mortuaries</li> <li>• Veterinary clinics</li> <li>• Petroleum processing plants, storage plants and service stations</li> <li>• Piers, docks, marinas and other waterfront facilities</li> <li>• Premises containing soil waste dump points, including stock truck effluent disposal sites</li> <li>• Sewage treatment plants and sewage lift stations</li> <li>• Tertiary and secondary education facilities with laboratories</li> <li>• Water filling stations</li> </ul>	



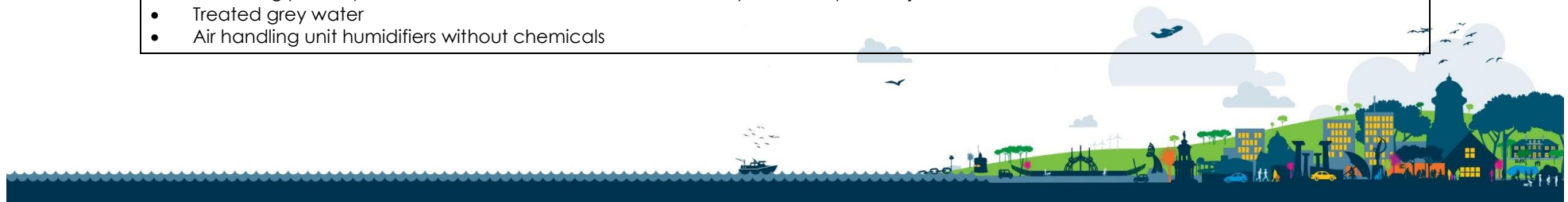
**Conditions, devices or practices:**

- Autoclaves and sterilisers
- Systems containing chemicals such as anti-freeze, anti-corrosion, biocides, or fungicides
- Beauty salon and hairdresser's sinks
- Boiler, chiller and cooling tower make-up water
- Chemical dispensers
- Chemical injectors
- Chlorinators
- Dental equipment
- Direct heat exchangers
- Fire sprinkler systems and fire hydrant systems that use toxic or hazardous water
- Hose taps associated with high hazard situations like mixing of pesticides and soil waste dump points
- Irrigation systems with chemicals
- Pest control equipment
- Photography and X-ray machines
- Piers and docks
- Sewage pumps and sump ejectors
- Sluice sinks and bed pan washers
- Livestock water supply with added chemicals
- Veterinary equipment
- Bidets and douche seats
- Handheld bidet hoses and WC trigger sprays
- Water connections for portable and mobile tankers
- Water connections for mobile dental clinics and/or home birthing pools
- Healthcare waste disposal equipment





Hazard description	Acceptable devices
<p><b>Medium:</b> Any premises, condition, device or practice which, in connection with the potable water supply system, has the potential to injure or endanger health.</p>	<ul style="list-style-type: none"> <li>• Reduced pressure zone devices (RPZ)</li> <li>• Double check valve</li> <li>• Double check detector for fire systems</li> <li>• Registered air gap</li> </ul>
<p><b>Medium hazard includes but is not necessarily limited to:</b></p> <p><b>Premises:</b></p> <ul style="list-style-type: none"> <li>• Caravan parks with no soil waste dump points</li> <li>• Food and beverage processing plants</li> <li>• Premises with fire-fighting water services</li> <li>• Premises with an alternative water supply</li> <li>• Public swimming pools</li> </ul> <p><b>Conditions, devices or practices:</b></p> <ul style="list-style-type: none"> <li>• Auxiliary water supplies such as pumped and non-pumped fire sprinkler secondary water</li> <li>• Connections for appliances, vehicles or equipment</li> <li>• Deionised water, reverse osmosis units and equipment cooling without chemicals</li> <li>• Fire sprinkler systems and building hydrant systems</li> <li>• Hose taps and fire hose reels associated with medium hazard situations</li> <li>• Irrigation systems with underground controllers</li> <li>• Irrigation without chemicals</li> <li>• Livestock water supply without added chemicals</li> <li>• Untreated water storage tanks</li> <li>• Water for steam cleaning</li> <li>• Water for equipment cooling</li> <li>• Drink dispensers with carbonators</li> <li>• Swimming pools, spas and fountains, other than those filled by a hose tap in conjunction with a household unit</li> <li>• Treated grey water</li> <li>• Air handling unit humidifiers without chemicals</li> </ul>	





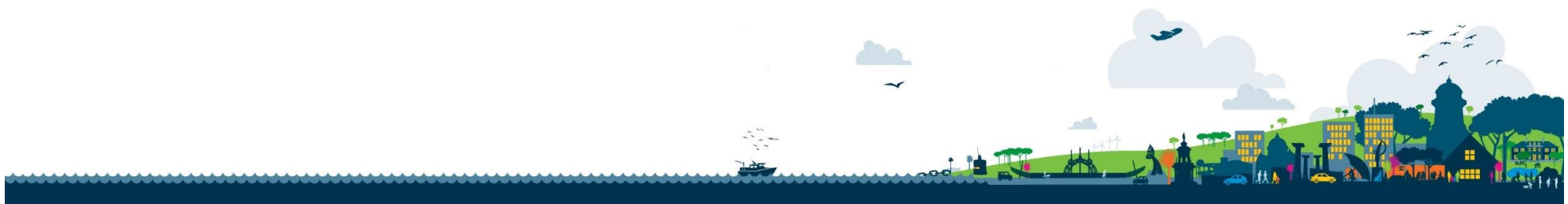
Hazard description	Acceptable devices
<p><b>Low</b>                      Any premises, condition, device or practice which, in connection with the potable water supply system, would constitute a nuisance, by colour, odour or taste, but not injure or endanger health.</p>	<ul style="list-style-type: none"> <li>• Reduced pressure zone devices (RPZ)</li> <li>• Double check valve</li> <li>• Registered air gap</li> </ul>
<p><b>Low hazard includes but is not necessarily limited to:</b></p> <p><b>Premises:</b></p> <ul style="list-style-type: none"> <li>• Commercial premises not covered by medium and high with potential for change of use</li> <li>• Cafes, restaurants and other facilities used for the storage or preparation of food and beverages</li> </ul> <p><b>Conditions, devices or practices:</b></p> <ul style="list-style-type: none"> <li>• Drink dispensers (except carbonators)</li> <li>• Coffee machines</li> <li>• Auto vegetable peelers</li> <li>• Commercial dishwashers</li> <li>• Retractable hoses</li> <li>• Drinking fountains and bottle fillers</li> <li>• Hose taps, other than those associated with medium hazard or High hazard situations</li> </ul>	





Hazard description	Acceptable devices
<p><b>Very Low</b>  <i>Properties that constitute a very low risk of contamination but as they sit above the water reticulation could allow water to return back into the mains supply in the event of depressurisation of the network.</i></p>	<ul style="list-style-type: none"> <li>• Non-testable dual check valve</li> <li>• Air gap</li> </ul>
<p><b>Premises:</b>                      Residential household units that contain standard sanitary fixtures and appliances protected by air gap separation.</p>	

**Note:** The examples of premises listed above are not an exhaustive list. Where there is doubt, boundary backflow protection shall be selected to match the highest risk hazard identified within the property by making comparison to the hazard descriptions.



Invercargill City Council

# Water Supply Bylaw

2017





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**1. Title**

A Bylaw of the Invercargill City Council by way of Special Order pursuant to the provisions of the Local Government Act 2002 and all other Acts, powers and authorities enabling it in that behalf to make a Bylaw to be known as the Invercargill City Council Bylaw 2017/4 – Water Supply.

**2. Commencement**

This Bylaw shall be known as the Invercargill City Council – Water Supply Bylaw 2017 and shall come into force on 1 December 2024, (includes amendments on 1 December 2024).

This Bylaw replaces any other Water Supply Bylaws created by Invercargill City Council.

**3. Purpose and Application of Bylaw**

The purpose of this bylaw is to:

- a. enable Council to manage and provide public water supply services;
- b. protect the public water supply system from contamination, misuse, and interference;
- c. protect the health and safety of the public, customer(s) and person(s) using the public water supply; and
- d. provide direction and guidance on water restrictions.

This Bylaw shall apply to the Invercargill City Council.

**4. Scope**

This Bylaw is made under the authority of the Local Government Act 2002 for the supply of water to its customers by the Water Supply Authority (WSA). The supply and sale of water by the WSA is subject to:

- e. Statutory Acts and Regulations
  - i. Building Act 2004.
  - ii. Fire and Emergency Act 2017.
  - iii. Water Services Act 2021.
  - iv. Local Government Act 2002.
  - v. Local Government (Rating) Act 2002.
  - vi. Resource Management Act 1991.
- f. Relevant Codes and Standards
  - i. Water Services (Drinking Water Standards for New Zealand) Regulations 2022.
  - ii. BS EN 14154-3:2005 Water meters. Test methods and equipment.
  - iii. SNZ PAS 4509:2008 New Zealand Fire Service firefighting water supplies code of practice.

- iv. Water New Zealand Good Practice Guide: Water metering of Customers on Reticulated Supplies
- v. Water New Zealand Boundary Backflow Prevention for Drinking Water Supplies 2019
- vi. Invercargill City Council Code of Practice for Land Development
- vii. Invercargill Water Safety Plan 2022
- viii. Taumata Arowai Drinking Water Quality Assurance Rules 2022

## 5. Interpretations

When interpreting this Bylaw use the definitions set out in Section 6 unless the context requires otherwise. If you see a reference to a repealed enactment read that as a reference to its replacement.

For the purpose of this Bylaw, the word "shall" refers to practices that are mandatory for compliance with this Bylaw, while the word "should" refers to practices that are advised or recommended.

## 6. Definitions

For the purpose of this Bylaw, unless inconsistent with the context, the following definitions apply:

**Air gap:** This is a permanent separation, measured vertically, between the lowest point of the water supply outlet and the flood level of the equipment, tank or fixture into which the outlet discharges. The gap is required to be the greater of 25mm or twice the supply pipe diameter.

**Approved** means approved in writing by the WSA, either by resolution of the Council or by any Authorised Officer of the WSA.

**Backflow** means the unplanned reversal of flow of water or mixtures of water and contaminants into the water supply system.

**Backflow prevention device** means a valve installed on a water supply to prevent backflow from occurring and safeguard the water supply system.

**Connection Box or "Meter Box"** means the service valve, meter (when fitted) and associated fittings installed and maintained by Council on the service pipe.

**Council** means the Invercargill City Council or any officer authorised to exercise the authority of the Council and Council is the WSA.

**Customer** means a person who uses, or has obtained the right to use or direct the manner of use of, water supplied by the WSA.

**Detector check valve** means a check (non-return) valve which has a positive closing pressure and a metered bypass to measure flows typically associated with leakage or unauthorised use on a dedicated fire supply.

**Drinking water** is as per the definition provided in Section 6 of the Water Services Act 2021.

**Essential Works** means work required to be done under urgency and which is necessary for the continued and/or safe operation and protection of the public water supply.

**Extraordinary supply** means a category of on demand supply including all purposes for which water is supplied other than ordinary supply and which may be subject to specific conditions and limitations.

**Fees and charges** means the list of items, terms, and prices for services associated with the supply of water as adopted by the Council in accordance with the LGA 2002 and the Local Government (Rating) Act 2002.

**Level of service** means the measurable performance standards on which the WSA undertakes to supply water to its customers.

**On demand supply** means a supply which is available on demand directly from the point of supply subject to the agreed level of service.

**Ordinary supply** means a category of on demand supply used solely for domestic purposes.

**Person** means a natural person, corporation sole or a body of persons whether corporate or otherwise.

**Point of supply** means the point where the responsibility for ownership and maintenance of the service pipe passes from Council to customer. Where the connection box is on public land, the point of supply is where the service pipe crosses the property boundary. When the connection box is on private land:

- For connections off the Branxholme and Bluff supply mains, the point of supply is at the meter, or if none is fitted, the service valve.
- For connections off the urban distribution system, the point of supply is where the service pipe crosses the street property boundary.

**Potable** means water that is safe to drink and that complies with the Water Services (Drinking Water Standards for New Zealand) Regulations 2022.

**Premises** means to include the following:

- a. A property or allotment which is held under a separate certificate of title or for which a separate certificate of title may be issued and in respect to which a building consent has been or may be issued; or
- b. A building or part of a building that has been defined as an individual unit by a cross-lease, unit title or company lease and for which a certificate of title is available; or
- c. Land held in public ownership (e.g. reserve) for a particular purpose.

**Public notice** means as defined in the Local Government Act 2002.

**Restricted flow supply** means a type of water supply connection where a small flow is supplied through a flow control device, and storage is provided by the customer to cater for the customer's demand fluctuations.

**Restrictor** means a flow control device fitted to the service pipe to limit the flow rate of water to a customer's premises.

**Roading authority** means a territorial authority or Transit New Zealand.

**Service pipe** means the section of water pipe between a water main and the point of supply.

**Service valve (Toby)** means the valve at the customer end of the service pipe.

**Storage tank** means any tank having a free water surface.

**Supply pipe** means the section of pipe between the point of supply and the customer's premises through which water is conveyed to the premises.

**Water Supply Authority (WSA)** means the operational unit of the Council responsible for the supply of water.

**Water supply system** means all those components of the network between the point of abstraction from the natural environment and the point of supply. This includes but is not limited to: wells, infiltration galleries, intake structures, open raw water storage ponds/lakes, falling mains, treatment plants, treated water reservoirs, trunk mains, service mains, rider mains, pump stations and pumps, valves, hydrants, scour lines, service pipes, boundary assemblies, meters, backflow prevention devices and tobies.

**Water unit** means the basis of measurement for a restricted flow supply and equal to a volume of 365 m<sup>3</sup> delivered at the rate of 1 m<sup>3</sup> per day

## **7. Protection of Water Supply**

### **7.1. Water Supply System**

#### *7.1.1. Access to System*

No person other than the WSA and its authorised agents shall have access to any part of the water supply system, except to connect to the point of supply, subject to 8.1, and to operate the service valve.

#### *7.1.2. No Person to Connect To, or Interfere with a Water Supply System*

Except as set out in 7.1.1, 7.1.3 and 7.1.4, no person shall make any connection to, or otherwise interfere with, any part of the water supply system.

#### *7.1.3. Fire Hydrants*

Only the attending Fire Service/s shall gain access to, and draw water from fire hydrants for the purpose of fighting fires, training, and testing.

#### 7.1.4. Other Uses

The right to gain access to, and draw water from the water supply for uses other than fire fighting (for example, flow testing or pipe flushing) shall be restricted to:

- a. The WSA or its agents;
- b. Permit holders, being those persons who after having submitted an application to the WSA are subsequently approved to draw water from fire hydrants or tanker filling points. Such permits shall be valid only so long as the permit holder complies with the conditions endorsed on the permit. Without prejudice to other remedies available, the WSA may remove and hold any equipment used by an offender to gain access to, or draw water from a fire hydrant, and assess and recover the value of water drawn without authorisation and any other associated costs.

#### 7.1.5. Working Around Buried Services

The WSA shall keep accurate permanent records ('as-builts') of the location of its buried services. This information shall be available for inspection at no cost to users. Charges may be levied to cover the costs of providing copies of this information.

Any damage which occurs to a WSA service shall be reported to the WSA immediately. The person causing the damage shall reimburse the WSA with all costs associated with repairing the damaged service, and any other costs the WSA incurs as a result of the incident.

### **8. Conditions of Supply**

#### **8.1. Application for Supply**

##### *8.1.1. Initial Application*

Every application for a supply of water shall be made in writing on the standard WSA form accompanied by the prescribed charges. The applicant shall provide all the details required by the WSA.

On receipt of an application the WSA shall, after consideration of the matters in 8.4 and 8.5, either:

- a. Approve the application and inform the applicant of the type of supply, the level of service, the size of the connection and any particular conditions applicable; or
- b. Refuse the application and notify the applicant of the decision giving the reasons for refusal.

For the agreed level of service to the applicant, the WSA should determine the sizes of all pipes, fittings and any other equipment, up to the point of supply. The WSA shall supply and install the service pipe up to the point of supply at the applicant's cost or may allow the supply and installation of the service pipe to be carried out by approved contractors.



The applicant shall have the authority to act on behalf of the owner of the premises for which the supply is sought, and shall produce written evidence of this if required.

An approved application for supply which has not been actioned within six months of the date of application will lapse unless a time extension has been approved. Any refund of fees and charges shall be at the discretion of the WSA.

#### *8.1.2. Change of Use*

Where a customer seeks a change in the level of service or end use of water supplied to premises, and/or the supply changes from an ordinary to an extraordinary type (see 8.4) or vice versa, a new application for supply shall be submitted by the customer.

#### *8.1.3. Prescribed Charges*

Charges applicable at the time of connection may include:

- a. Payment to the WSA for the cost of the physical works required to provide the connection;
- b. A development contribution charge determined in accordance with the Local Government Act 2002;
- c. A financial contribution charge determined in accordance with the Resource Management Act 1991.

### **8.2. Point of Supply**

#### *8.2.1. Responsibility for Maintenance*

The WSA shall own and maintain the service pipe and fittings up to the point of supply. The customer shall own and maintain the supply pipe beyond the point of supply.

#### *8.2.2. Single Ownership*

For individual customers the point of supply, unless otherwise specified, shall be where the service pipe enters the premises at its street frontage or defined right of way to street frontage. Other positions shall require specific approval.

For each individual customer there shall be only one point of supply, unless otherwise approved.

#### *8.2.3. Multiple Ownership*

For the different forms of multiple ownership of premises and/or land as described below:

- a. For Company Share/Block Scheme (Body Corporate) – as for single ownership;
- b. For Leasehold/Tenancy in Common Scheme (Cross Lease), Strata Title, Unit Title (Body Corporate) and any other form of multiple ownership – as for single ownership. They shall be treated collectively as one customer with one point of supply, unless otherwise proved.

### **8.3. Access**

#### *8.3.1. Rights of Access*

Where a meter is on private property the customer shall allow the WSA access between 7.30 am and 6.00 pm on any day.

Outside these hours (such as for night time leak detection) the WSA shall give notice to the customer.

Where access is not made available for any of the above times and a return visit is required by the WSA, a rate may be charged as for 'Meter reading by appointment'.

Under emergency conditions the customer shall allow the WSA free access to, and about the meter at any hour.

#### *8.3.2. Maintenance of Access*

The customer shall maintain the area in and around the point of supply meter keeping it free of soil, growth, or other matter or obstruction which prevents, or is likely to prevent convenient access.

### **8.4. Types of Supply**

#### *8.4.1. General*

Connections to WSA water supply system shall be granted according to "Connecting to Water Supply Statement of City Policy" adopted 17 September 1990.

Supplies shall be classified as either 'on demand' or 'restricted flow' and the use of water from the supply shall be either 'ordinary' or 'extraordinary'.

#### *8.4.2. On Demand Supply*

Every premises shall be entitled to an ordinary supply of water subject to the following conditions:

- a. The exclusion of its use for garden watering under any restrictions made by the WSA under 8.7.3;
- b. Payment of the appropriate charges in respect of that property;
- c. Any other charges or costs associated with sub divisional development; and
- d. Any other relevant conditions in section 8 of this Bylaw.

The WSA shall be under no obligation to provide an extraordinary supply of water (see also the provisions of 8.7 and 8.9.2).

#### *8.4.3. Restricted Flow Supply*

Restricted flow supply shall be available to premises within a designated area only, or under special conditions set by the WSA.

The water supply shall be restricted so as to deliver the agreed number of water units at a steady flow rate.

The WSA shall charge for the restricted flow supply by either:

- a. The volume passing through a meter; or
- b. The agreed number of water units.

#### 8.4.4. Ordinary Use

Ordinary use is for domestic purposes (which may include use in a firesprinkler system to NZS 4517) and shall include:

- a. Washing down a car, boat, or similar;
- b. Garden watering by hand;
- c. Garden watering by a portable sprinkler (subject to the provisions of 8.7.3);

#### 8.4.5. Extraordinary Use

Extraordinary use includes:

- a. Domestic – spa or swimming pool, fixed garden irrigation systems,
- b. Commercial and business;
- c. Industrial;
- d. Agricultural;
- e. Horticultural;
- f. Viticultural;
- g. Lifestyle blocks (peri-urban or small rural residential);
- h. Fire protection systems other than sprinkler systems installed to comply with NZS 4517;
- i. Out of district (supply to, or within another local authority);
- j. Temporary supply.

### 8.5. Metering

Currently the Invercargill City Council does not universally meter all water supplies and so:

An ordinary use of water shall not normally be metered (subject to the WSA reserving the right to fit a meter and charge where it considers water use is excessive, or for a meter to be fitted at the customer's request), and the cost of such use shall be as prescribed in the Local Government (Rating) Act 2002, sections 9, 15 to 19, and sections 101 to 103.

An extraordinary use shall normally be metered and charged for in accordance with 8.15. Where the extraordinary use is for fire protection only, this supply shall not normally be metered.

If Invercargill City Council does adopt a policy to universally meter all supplies then:

Both ordinary and extraordinary use of water shall normally be metered and levied as rates, as prescribed in the Local Government (Rating) Act 2002, sections 9, 15 to 19, and sections 101 to 103.

## **8.6. Levels of Service**

The WSA shall provide water in accordance with the level of service contained in the Long Term Council Community Plan. For those periods where the level of service allows noncompliance with the specified value(s), the WSA should make every reasonable attempt to achieve the specified value(s).

## **8.7. Continuity of Supply**

### *8.7.1. Supply*

Due to practical and physical limitations the WSA cannot guarantee an uninterrupted or constant supply of water in all circumstances, or the continuous maintenance of any particular pressure, but shall do its best to meet the continuity of supply levels of 8.6, subject to the exemptions contained in 8.7.3 and 8.7.4.

Where works of a permanent or temporary nature are planned which will affect an existing supply, the WSA shall consult with, or inform or give notice to all known customers likely to be substantially affected.

### *8.7.2. Uninterrupted Service*

If a customer has a particular requirement for an uninterrupted level of service (flow, pressure, or quality), it shall be the responsibility of that customer to provide any storage, back-up facilities, or equipment necessary to provide that level of service.

### *8.7.3. Demand Management*

The customer shall comply with any restrictions (including garden watering) which may be approved by the WSA to manage high seasonal or other demands. Such restrictions shall be advised by public notice.

Even when such restrictions apply the WSA shall take all practicable steps to ensure that an adequate supply for domestic purposes is provided to each point of supply.

### *8.7.4. Emergency Restrictions*

During an emergency the WSA may restrict or prohibit the use of water for any specified purpose, for any specified period, and for any or all of its customers. Such restrictions shall be advised by public notice. The WSA may enact penalties over and above those contained in these conditions to enforce these restrictions. The decision to make and lift restrictions, and to enact additional penalties, shall be made by the Council, or where immediate action is required, by the manager of the WSA subject to subsequent Council ratification.

#### 8.7.5. *Maintenance and Repair*

Wherever practical the WSA shall make every reasonable attempt to notify the customer of a scheduled maintenance shutdown of the supply before the work commences. Where immediate action is required and notification is not practical, the WSA may shut down the supply without notice.

### **8.8. Liability**

The WSA shall endeavour to meet the level of service requirements of 8.6, but shall not be liable for any loss, damage or inconvenience which the customer (or any person using the supply) may sustain as a result of deficiencies in, or interruptions to, the water supply. The WSA may, under certain circumstances and at its sole discretion, make payments for damage caused to equipment, appliances, processes, and materials as a direct result of a variation in the water supply, provided that any such equipment or appliances have been designed to cater for reasonable variations in the flow, pressure, and quality of the water supply.

### **8.9. Fire Protection Connection**

#### 8.9.1. *Connection Application*

Any proposed connection for fire protection shall be the subject of a specific application (on the standard WSA form) made to the WSA for approval. Any such connection shall be subject to the conditions specified by the WSA.

#### 8.9.2. *Design*

It shall be the customer's responsibility to ascertain in discussion with the WSA and monitor whether the supply available is adequate for the intended purpose.

#### 8.9.3. *Fire Protection Connection Metering*

Where the supply of water to any premises is metered the WSA may allow the supply of water for the purposes of firefighting to be made in a manner which bypasses the meter, provided that:

- a. The drawing of water is possible only in connection with the sounding of an automatic fire alarm or the automatic notification of the fire brigade; or
- b. A WSA approved detector check valve has been fitted on the meter bypass.

Any unmetered connection provided to supply water to a fire protection system shall not be used for any purpose other than firefighting and testing the fire protection system unless the fire protection system is installed in accordance with NZS 4517.

Where a fire connection has been installed or located so that it is likely or possible that water may be drawn from it by any person for purposes other than firefighting, the WSA may require the supply to be metered.

#### 8.9.4. Fire Hose Reel

Where the supply of water to any premises is metered, fire hose reels shall be connected only to the metered supply, not to the fire protection system. The water supply to fire hose reels shall comply with the requirements of NZS 4503.

#### 8.9.5. Charges

Water used for the purpose of extinguishing fires shall be supplied free of charge. Where the fire protection connection is metered and water has been used for firefighting purposes, the WSA shall estimate the quantity of water so used, and credit to the customer's account an amount based on such an estimate.

#### 8.9.6. Ongoing Testing and Monitoring

Customers intending to test fire protection systems in a manner that requires a draw-off of water, shall obtain the approval of the WSA beforehand. Water used for routine flushing and flow testing does not constitute waste but the quantity of water used may be assessed and charged for by the WSA.

### **8.10. Backflow Prevention**

#### 8.10.1. Responsibilities and Obligations

The WSA's must oversee and ensure measures are in place to protect water supply arrangements against the risk of backflow under section 27 of the Water Service Act 2021. This involves either:

- a. The WSA installs a backflow prevention device and requires the Customer to reimburse the WSA for the cost of installation, maintenance, and ongoing testing of the device; or
- b. The WSA requires the Customer to install, maintain, and test a backflow prevention device that incorporates a verifiable monitoring system in accordance with any requirements imposed by the WSA.

The Customer must take all practicable measure under the WSA's Backflow Prevention Policy on the customer's side of the point of supply to prevent water which has been drawn from the WSA's water supply from returning to that supply. This includes but is not limited to:

- a. Backflow prevention either by providing an adequate air gap, or by the use of an appropriate backflow prevention device;
- b. The prohibition of any cross-connection between the WSA water supply and
  - i. Any other water supply (potable or non-potable)
  - ii. Any other water source
  - iii. Any storage tank
  - iv. Any other pipe, fixture or equipment containing chemicals, liquids, gases, or other non-potable substances.

At the WSA's request, the customer must provide any information about any use or activity at the customer's side of point of supply in relation to a backflow risk category, and/ or take any action(s) requested by the WSA in accordance with the WSA's Backflow Prevention Policy to ensure backflow prevention is achieved to the WSA's satisfaction.

Where there is a change of use or activity carried out at the Customer's side of the point of supply that may alter the risk hazard category<sup>1</sup>, the customer must:

- a. notify the WSA in writing of any change of use or activity; and
- b. demonstrate how backflow prevention will be achieved in relation to the change, to the WSA's satisfaction; and
- c. install a backflow prevention device if one is required, or comply with any requirement made by the WSA under section 27 of the Water Services Act 2021.

A customer must not bypass any Backflow Prevention Device unless the bypass line is also fitted with a Backflow Prevention Device deemed the equivalent of the device being bypassed and / or appropriate for the same hazard risk category and has been approved by the WSA.

The WSA may charge the customer for, but is not limited, to site audits, applications for changes in hazard category classification, and any remedial work and / or essential work. The WSA may recover costs for installing, testing and maintaining backflow prevention devices from the customer(s) where appropriate and / or if the WSA undertook installation, testing and maintenance of backflow prevention devices on the customer(s)'s behalf.

#### 8.10.2. *Unmanaged Risk*

Notwithstanding 8.10.1 the WSA may fit a backflow prevention device on the WSA side of the point of supply where the customer cannot demonstrate that the risk of backflow is adequately managed. This will be enabled in accordance with the guidance provided under the WSA's Backflow Prevention Policy.

### **8.11. WSA Equipment and Inspection**

#### 8.11.1. *Care of Water Supply System*

The customer shall take due care not to damage any part of the water supply system, including but not limited to pipework, valves, meters, restrictors, chambers, and backflow prevention devices.

#### 8.11.2. *Inspection*

Subject to the provisions of the Local Government Act 2002, the customer shall allow the WSA with or without equipment, access to any area of the premises for the purposes of determining compliance with these conditions.

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<sup>1</sup> Appendix 1 of the WSA's Backflow Prevention Policy

## **8.12. Meters and Flow Restrictors**

### *8.12.1. Installation*

Meters for on demand supplies, and restrictors for restricted flow supplies, shall be supplied, installed and maintained by the WSA, and shall remain the property of the WSA. Where on demand supplies are not universally metered, the WSA where it considers water use is unusually high, reserves the right to fit a meter at the customer's cost, and charge accordingly.

### *8.12.2. Location*

Meters and restrictors shall be located in a position where they are readily accessible for reading and maintenance, and if practicable immediately on the WSA side of the point of supply.

### *8.12.3. Accuracy*

Meters shall be tested as and when required by the WSA or as prescribed in ISO 4064. The maximum permissible error for the upper flow rate zone ( $Q_2 < Q < Q_4$ ) is  $\pm 2\%$ , for temperatures from  $0.3^\circ\text{C}$  to  $30^\circ\text{C}$  and the maximum permissible error for the lower flow rate zone ( $Q_1 < Q < Q_2$ ) is  $\pm 5\%$ . This accuracy shall be applied to all water meters with  $Q_3 < 100 \text{ m}^3/\text{h}$  and maybe applied to water meters with values of  $Q_3 > 100 \text{ m}^3/\text{h}$ . The flow restrictors shall be accurate to within  $\pm 10\%$  of their rated capacity.

NOTE – Where Q is the flow rate:

Q1 is the minimum flow rate; Q2 is the transitional flow rate;

Q3 is the permanent flow rate; and

Q4 is the overload flow rate as defined in ISO 4064-1.

Any customer who disputes the accuracy of a meter or restrictor may apply to the WSA for it to be tested provided that it is not within three months of the last test. If the test shows non-compliance with the accuracy above, the customer shall not be charged for the test. If the test shows compliance, the customer shall pay a fee in accordance with the WSA current fees and charges.

Meters shall be tested as prescribed in ISO 4064-2 and the test report shall be made available as prescribed in ISO 4064-3.

The variation in the error curve shall not exceed 3% for flow rates in the lower zone and 1.5% for flow rates in the upper zone. For the purpose of determining these requirements the mean values of the errors (of indication) at each flow rate, shall apply.

The curves shall not exceed a maximum error of  $\pm 6\%$  for flow rates in the lower zones and  $\pm 2.5\%$  for flow rates in the upper zones.

Restrictors shall be tested by measuring the quantity that flows through the restrictor in a period of not less than one hour at the expected minimum operating pressure. A copy of independent certification of the test result shall be made available to the customer on request.



#### 8.12.4. *Adjustment*

If any meter, after being tested, is found to register a greater or lesser consumption than the quantity of water actually passed through such meter, the WSA shall make an adjustment in accordance with the results shown by such tests, backdated for a period at the discretion of the WSA but not exceeding 12 months, and the customer shall pay a greater or lesser amount according to the adjustment.

Where a meter is under-reading by more than 20% or has stopped, the WSA reserves the right to charge for the amount of water assessed as having been used over the past billing period, taking into account any seasonal variations in demand.

Where a meter is over-reading, the WSA shall make appropriate adjustments to the customer's invoice(s), based on a period of similar use and backdated to when it is agreed the over-reading is likely to have occurred.

#### 8.12.5. *Estimating Consumption*

Should any meter be out of repair or cease to register, or be removed, the WSA shall estimate the consumption for the period since the previous reading of such meter, (based on the average of the previous four billing periods charged to the customer) and the customer shall pay according to such an estimate. Provided that when by reason of a large variation of consumption due to seasonal or other causes, the average of the previous four billing periods would be an unreasonable estimate of the consumption, the WSA may take into consideration other evidence for the purpose of arriving at a reasonable estimate, and the customer shall pay according to such an estimate.

The customer shall be liable for the cost of water which passes through the meter regardless of whether this is used or is the result of leakage.

Where the seal or dial of a meter is broken, the WSA may declare the reading void and estimate consumption as described above.

#### 8.12.6. *Incorrect Accounts*

Where a situation occurs, other than as provided for in 8.12.5, where the recorded consumption does not accurately represent the actual consumption on a property, the account shall be adjusted using the best information available to the WSA. Such situations include, but are not limited to, misreading of the meter, errors in data processing, meters assigned to the wrong account, and unauthorised supplies.

Where an adjustment is required, in favour of the WSA or the customer, this shall not be backdated more than 12 months from the date the error was detected.

### **8.13. Plumbing System**

Quick-closing valves, pumps, or any other equipment which may cause pressure surges or fluctuations to be transmitted within the water supply system, or compromise the ability of the WSA to maintain its stated levels of service shall not be used on any piping beyond the point of supply. In special circumstances such equipment may be approved by the WSA.

#### **8.14. Prevention of Waste**

The customer shall not intentionally allow water to run to waste from any pipe, tap, or other fitting, nor allow the condition of the plumbing within the property to deteriorate to the point where leakage or wastage occurs.

The WSA provides water for consumptive use not as an energy source. The customer shall not use water or water pressure directly from the supply for driving lifts, machinery, eductors, generators, or any other similar device, unless specifically approved. The customer shall not use water for a single pass cooling system or to dilute trade waste prior to disposal, unless specifically approved.

#### **8.15. Payment**

The customer shall be liable to pay for the supply of water and related services in accordance with the WSA fees and charges prevailing at the time.

The WSA may recover all unpaid water charges as prescribed in the Local Government (Rating) Act 2002, sections 57 to 82.

#### **8.16. Transfer of Rights and Responsibilities**

The customer shall not transfer to any other party the rights and responsibilities set out in this Bylaw.

A supply pipe shall serve only one customer, and shall not extend by hose or any other pipe beyond that customer's property.

In particular and not in limitation of the above any water which the customer draws from the WSA supply shall not be provided to any other party without approval of the WSA.

#### **8.17. Change of Ownership**

In the event of a premises changing ownership the WSA shall record the new owner as being the customer at that premises. Where a premises is metered, the outgoing customer shall give the WSA five working days' notice to arrange a final meter reading.

#### **8.18. Disconnection at the Customer's Request**

The customer shall give 20 working days' notice in writing to the WSA of the requirement for disconnection of the supply. Disconnection shall be at the customer's cost.

## **9. Breaches and Offences**

### **9.1. Breaches of Conditions of Supply**

The following are deemed breaches of the conditions to supply water:

- a. An incorrect application for supply which fundamentally affects the conditions of supply (section 8);
- b. Failure by the customer to meet and comply with the conditions of supply;
- c. Failure to meet any obligation placed on the customer under all current Acts and Regulations specified in section 4(a);
- d. Frustration of the WSA's ability to adequately and effectively carry out its obligations;
- e. An act or omission including but not limited to any of the following:
  - i. Failure to pay the appropriate charges by the due date
  - ii. Failure to repair a leak, or in any way wilfully allowing water to run to waste, or to be misused
  - iii. The fitting of quick-closing valves, pumps, or any other equipment which may cause pressure surges or fluctuations to be transmitted within the water supply system, or compromise the ability of the WSA to maintain its stated levels of service
  - iv. Failure to prevent backflow (see 8.10)
  - v. Failure to have a backflow prevention device fitted when required by the WSA.
  - vi. Tampering, modifying or circumventing any boundary backflow prevention device without written approval from the WSA.
  - vii. Failure to comply with water use restrictions or prohibitions introduced by the WSA for any specified purpose
  - viii. Using water or water pressure directly from the supply for driving lifts, machinery, eductors, generators, or any other similar device, unless specifically approved by the WSA
  - ix. Using water for a single pass cooling or heating system, or to dilute trade waste prior to disposal, unless specifically approved
  - x. Extending by hose or any other pipe a private water supply beyond that customer's property
  - xi. Providing water drawn from the WSA supply to any other party without approval of the WSA.

In the event of a breach, the WSA shall serve notice on the customer advising the nature of the breach and the steps to be taken to remedy it. If, after one week, the customer persists in the breach, the WSA reserves the right to reduce the flow rate of water to the customer without notice. In such an event the full service of the supply shall be re-established only after payment of the appropriate fee and remedy of the breach to the satisfaction of the WSA.

In addition, if the breach is such that the WSA is required to disconnect the supply for health or safety considerations, such disconnection should be carried out forthwith.

## 9.2. Interference with Equipment

Any tampering or interfering with WSA equipment, either directly or indirectly, shall constitute a breach. Without prejudice to its other rights and remedies, the WSA shall be entitled to estimate (in accordance with 8.12.5) and charge for the additional water consumption not recorded or allowed to pass where a meter or restrictor has been tampered with, and recover any costs incurred.

## 10. Offences and Penalties

Every person who breaches the Bylaw commits an offence and is liable on conviction to a fine, pursuant to Section 242(4) of the Local Government Act 2002.

## 11. Appendix

### Referenced Documents

Reference is made in this document to the following:

#### New Zealand Standards

NZS 4503:2005	Hand operated fire-fighting equipment
NZS 4515:2009	Fire sprinkler systems for life safety in sleeping occupancies (up to 2000 square metres)
NZS 4517:2010	Fire sprinkler systems for houses
NZS 4541:2020	Automatic fire sprinkler systems
NZS 9201.1:2007	Model general bylaws - Introductory

#### International Publications

ISO 4064-1:2014	Water meters for cold potable water and hot water Part 1: Metrological and technical requirements.
ISO 4064-2:2014	Water meters for cold potable water and hot water Part 2: Test methods.
ISO 4064-3:2014	Water meters for cold potable water and hot water Part 3: Test report format.

#### Other Publications

Water New Zealand: Boundary Backflow Prevention for Drinking Water Supplies -Code of Practice 2019

Water New Zealand - Water metering of customers on reticulated supplies 2017

#### Related Document

AS/NZS 4020:2018	Testing of products for use in contact with drinking water
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**MINUTES OF INFRASTRUCTURE AND PROJECTS COMMITTEE MEETING, HELD IN THE  
COUNCIL CHAMBERS, FIRST FLOOR, CIVIC THEATRE, 88 TAY STREET, INVERCARGILL ON  
TUESDAY 5 NOVEMBER 2024 AT 3.00 PM**

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

**In Attendance:** Mr M Day – Chief Executive  
Ms E Moogan – Group Manager – Infrastructure  
Mr R Capil – Group Manager – Community Spaces and Places  
Mr J Shaw – Group Manager – Consenting and Environment  
Ms P Christie – Group Manager Finance and Assurance  
Mr M Morris – Manager – Governance and Legal  
Mrs H Guise – Strategic Property Manager Communications  
Ms K Braithwaite – Acting Team Leader Communications  
Mrs L Williams – Team Leader – Executive Support

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## 1. Apologies

Cr Kett and Rev Cook.

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

## 2. Declaration of Interest

Nil.

The Chair noted that under agenda item 8 that the Committee would not address the Bluff Wastewater Consent section of the update report due to there being a workshop on 25 November 2024.

It was queried if could discuss or raise any risk aspect and it was confirmed by the Chair that would not address any portion of this topic until the 25 November workshop. It was clarified that the report had been written prior to the October Council meeting and following that meeting much of the information was now superseded.

### **3. Public Forum**

#### **3.1 Wachner Place - Ms Carolyn Weston - Blind Citizens Southland Branch**

Ms Weston spoke to the Committee around three issues of safety; firstly Wachner Place and had presented a submission earlier in 2024 and queried what the timeframe was to contact Blind Citizens around the works being undertaken and concerns with buses. Secondly the blind community was concerned around the increase in the number of vehicles in Invercargill and the lack of lights and crossings and people pushing the button with feet and not using their fingers. She added there were more roundabouts and they were good for cars, and pedestrian crossings were good for pedestrians and the need to encourage people to walk. Lastly she raised the issue of loading and unloading from wheelchair taxis and she noted that it was "scary" getting in and out of those vehicles. She added that could not be picked up from the doorway of the mall and that had to be picked up from the driveway in Esk Street by the Kelvin Hotel, and an adequate taxi stand was needed. She raised that a trial was planned to be held and had "disappeared" and that people needed to feel safe, and that people's health and safety was paramount. She noted that should have a short trial. She noted that people with private vehicles that had a ramp could not come to town as there was nowhere to unload and people should not have to stay at home due to there not being a safe place to unload.

It was noted that Council was not delivering the Wachner Place project, that was being delivered by a developer and Council had a responsibility to ensure that the developer met requirements. It was added that had a project group and this would be raised at that meeting and that it had been documented that the developer was to address accessibility requirements and it was likely advocacy groups would be approached.

A query was raised if a larger space was required for the taxis or vehicles that had ramps, Ms Weston confirmed that yes did need a longer space. A further query was asked if the size had been raised with Council staff, Ms Weston noted that Blind Citizens had not.

It was added that had spoken to Council staff and had worked with them to measure what was required and the required length was nine metres and for side exit three and a half to four metres, it was added that there was no suitable space in Esk Street and four locations had been identified with staff. It was noted that staff had said that consultation would need to take place in the New Year, the submitter raised that could simply hold a trial.

A query was raised if loading zones could be used, it was confirmed that legally could not do that as required for deliveries.

A query was raised if on the south side of Esk Street and that there was some vacant space if could designate some of that area.

It was confirmed that there were a number of groups that needed to work with to look at the timing around that and re-confirmed that the trial would be held late 2024 or early 2025, it was now likely to be early 2025 and that needed to get it right.

A further query was raised around loading zones and the time needed to unload a passenger, it was noted could be 10 minutes or more and that the person would be in the traffic which would be terrifying.

The Chair thanked Ms Weston for attending the meeting.

#### **4. Minutes of the Infrastructure and Projects Committee Meeting held on Tuesday 8 October 2024**

A5577339

Moved Cr Ludlow, seconded Cr Soper that the Minutes of the Infrastructure and Projects Committee meeting held on Tuesday 8 October 2024 be confirmed.

A query was raised around where it sat when the recommendations were put individually at the meeting after being lost as a whole. It was noted would do this as part of the minutes and if that was correct.

It was confirmed that the minutes provided a record of what happened on the day and were correct for what happened at that meeting. It was noted that in the future it may be preferable to take motions individually as opposed to as a whole where there was an item that was potentially contentious. It was also noted that under Standing Orders where a substantive motion was lost a new substantive motion, providing direction to staff, with the consent of the Chair could be put. It was added that this could be similar to the motion that had been lost with the Chairs discretion. However there was a need to balance the need to ensure motions that are lost are not put again and again.

A query was raised around the moving and seconding of a motion, and it was confirmed that Cr Crackett seconded to enable the ability to speak to the motion.

It was added that best practice would be to move recommendations individually rather than in bulk.

Note: A correction to the minutes - Resolution 9 under Bluff Wastewater Consent – should read seven in favour and six against.

A query was raised if it was correct to say that there would have been an issue if there was an amendment to the substantive motion that was a direct negative of what had been out forward first, it was confirmed that was correct.

The motion now put was **RESOLVED**.

#### **5. Minutes of the Extraordinary Infrastructure and Projects Committee Meeting held on Tuesday 29 October 2024**

A5599771

Moved Cr Ludlow, seconded Cr Stewart and **RESOLVED** that the Minutes of the Extraordinary Infrastructure and Projects Committee meeting held on Tuesday 29 October 2024 be confirmed.

## **6. Temporary Road Closures – Great South – Christmas Market on Esk Street – 7 December 2024**

A5607637

Ms Erin Moogan spoke to the report and noted that this was a temporary road closure for a Christmas market to be held on Esk Street.

A query was raised with respect to the cost of road closures being around \$2,500 and if it could be managed internally. It was noted that to close Esk Street needed to close access from the State Highway and that required a higher level of traffic management. In terms of internal staff being able to do that, it was confirmed that could investigate but required specialist skills, vehicles etc.

It was added that required access for emergency services and that had to be managed.

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

1. Receives the report titled "Temporary Road Closures – Great South – Christmas Market on Esk Street – 7 December 2024".
2. Resolve that the proposed event outlined in the report will not impede traffic unreasonably.
3. Approves the temporary road closure for Esk Street, from Dee Street to Kelvin Street, on Saturday, 7 December 2024 from 8.00 am to 4.00 pm, as permitted under the Local Government Act 1974 (Section 342 and Schedule 10).

## **7. Three Waters Pipeline Renewals Update Report**

A5607677

Ms Erin Moogan spoke to the report and noted that had had a media request around the use of road cones and that had been trying to deliver the full programme of renewals and that there was a lot of work had been pulled by other councils around the country which meant that had market capacity and availability for design etc for Invercargill and therefore would try to undertake the full programme, it was added that there would be significant upgrades on the State Highways also.

A query was raised what proportion of design work was done in-house, it was confirmed that generally would look to do most in-house and that currently around half and half, partly due to the lack of resource and capacity. A further query was raised that if had a full complement it could be around 75%, it was confirmed not at that size of programme.

A query was raised if any issues were being raised by contractors as a result of bringing in external designers, it was confirmed no and that the team also worked with the designers and were therefore also learning from them.



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

1. Receives the report "Three Waters Pipeline Renewals Update Report".
2. Receives the "ICC ES Programme Dashboard".
3. Notes the current status of the projects.

## **8. Primary Infrastructure Consenting Programme: Bluff Wastewater Consent, Alternate Water Supply and Clifton Wastewater Consent Update**

A5607215

Ms Erin Moogan spoke to the report and noted that alternative water was tracking well and that would look to lodge a consent next year. Testing was showing that the volume of water was positive, now monitoring the recharge aspect.

A query was raised what the treatment plant would look like, it was confirmed that the treatment appeared to be looking like would be lower than had expected, but would need to protect against contamination from bores that were also accessing the aquifer.

A further query was raised if the treatment plant was in the Morrison Low Report, in terms of financials, it was noted that had started as an emergency supply and had become an alternative supply due to the challenge to the south of the city, and that was about how to get water around the network and may become a staged approach. It was queried if the data was accurate it was noted would be for the emergency supply and may require more for alternative water.

It was noted that in the Long-term Plan had looked at what was required to be done legislatively and that wanted to bring decision making models back to Council around what would look like if added more to the programme.

It was added that could not rely on the modelling numbers and the need to look at where sat. If Council moved then the scale would move, not the direct numbers.

A query was raised around the testing being done and if a red flag was identified, if had "all the eggs in one basket", it was noted that if the preferred option did not work what "plan b" would be and looking at a range of ideas and options.

A query was raised that if the water had been in a reservoir under the ground for a period of time that it did not need to be treated. Ms Moogan noted that felt given Christchurch and Havelock North could not be confident that did not have contaminated water even if held in the reservoir for a period of time.

A query was raised around testing of what was being drawn from the Ōreti and how that was tracking with volumes, quality. It was noted that had not received any advice from Environment Southland around the Ōreti, did however have some contamination earlier in the year. It was added that Council was required to lodge Water Safety Plan and as part of that needed to look at secondary supplies for the city. A query was also raised

around charging industry for the use of water. It was confirmed that Council did already charge industry for water.

A query was raised if had been looking at what others were extracting, it was noted had requested that be advised of those wishing to take water, and added that Environment Southland was not required to advise Council of others taking water.

A query was raised around not only the cost but how to deliver, and that Central Otago, Queenstown and South Dunedin would take priority. It was added that did not currently have a secondary supply and that could put the city at risk.

A query was raised when would receive more information, Ms Moogan noted that the report came to this Committee every second month. A further query was raised if at that point would there be information around entities looking for water access, it was noted that had entities approaching Council and that working through those approaches and volumes required.

With respect to Clifton Wastewater, Ms Moogan noted that information sharing with Environment Southland and NIWA and framing up the plan around what was required and this work would ramp up in the New Year. Testing around the Estuary with regard to what might be required around any impact on the Estuary.

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

1. Receives the report 'Primary Infrastructure Consenting Programme: Bluff Wastewater Consent, Alternate Water Supply and Clifton Wastewater Consent Update'.

## 9. 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. Minutes of the Public Excluded Session of the Infrastructure Committee Meeting held on 8 October 2024
- b. Disposal of Land – 55 Crinan Street, Invercargill

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

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

Committee Meeting held on 8 October 2024	information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	result in the disclosure of information for which good reason for withholding would exist under Section 7
b. Disposal of Land – 55 Crinan Street, Invercargill	<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 4.09 pm.

**MINUTES OF THE COMMUNITY WELLBEING AND REGULATORY COMMITTEE, HELD IN THE COUNCIL CHAMBERS, FIRST FLOOR, CIVIC THEATRE, 88 TAY STREET, INVERCARGILL ON TUESDAY 12 NOVEMBER 2024 AT 3.00 PM**

**Present:**

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

**In Attendance:**

- Cr A Arnold
- Mrs P Christie – Group Manager – Finance and Assurance
- Mrs T Hurst – Group Manager – Community Engagement and Corporate Services
- Mr R Capil – Group Manager – Community Spaces and Places
- Mr J Shaw – Group Manager - Consenting and Environment
- Mr M Morris – Manager – Governance and Legal
- Ms G Cavanagh – Manager – Environmental Services
- Ms C Horton – Senior Open Spaces Planner
- Mr C Bowen – Open Spaces and Recreation Strategic Advisor
- Ms G Englert – Social Media Advisor
- M S Baxter – Planner, Heritage and Urban Design
- Mr M Keil – Manager, infrastructure Operations
- Mr D Rodgers – Manager, Strategic Asset Planning
- Ms A Duncan – Manager, Planning and Building Services
- Mrs L Cook – Executive Support

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## 1. Apologies

Cr Kett

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

## 2. Declaration of Interest

Community Wellbeing Fund Committee members received tickets to a dinner for Tour of Southland.

### 3. Public Forum

Nil.

### 4. Minutes of the Community Wellbeing and Regulatory Committee Meeting held on Tuesday 15 October 2024

A5589377

Moved Cr Campbell, seconded Cr Soper and **RESOLVED** that the Minutes of the Community Wellbeing and Regulatory Committee meeting held on Tuesday 15 October 2024 be confirmed.

### 5. Minutes of the City Centre Heritage Subcommittee Meeting held on Wednesday 30 October 2024

A5599363

Moved Cr Soper, seconded Cr Campbell (proforma) and **RESOLVED** that the Minutes of the City Centre Heritage Subcommittee meeting held on Wednesday 30 October 2024 be received.

### 6. Temporary Alcohol Ban – Christmas at the Races

A4966624

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

1. Receives the report titled "Temporary Alcohol Ban – Christmas at the Races".
2. Impose a temporary alcohol ban on Saturday 14 December 2023 from 10am to 8pm from the intersection of St Andrew Street and Racecourse Road to the Racecourse Road entrance of the Ascot Park Hotel, and on Yarrow Street between Racecourse Road and Derwent Street.

### 7. Proposed Outcomes and Timeframes for Housing and Code of Practice Plan Change

A5605463

Ms Anne Duncan spoke to the report.

It was queried what role and level of participation Council wanted to have in this. It was noted for those Councillors who were part of the resource management hearings to workshop this and report back to the Committee.

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

1. Received the report 'Proposed Outcomes and Timeframes for Housing and Code of Practice Plan Change'.
2. Approves the preparation of the Plan Change on housing and the Code of Practice.
3. Approves one of the two options for Council participation in preparing the Plan Changes.
4. Gives formal public notice in accordance with Clause 8D, of the First Schedule of the Resource Management Act 1991 to withdraw 'Plan Change 2 Code of Practice for Subdivision, Land Use, and Development'.

Rev Cook left the meeting 3:13pm.

## **8. Donovan Park Reserve Management Plan Stage Two Public Consultation**

A5529047

Ms Cassandra Horton spoke to the report.

It was noted officers had received submissions from consultation of stage one and this echoes the Master Plan and pre-draft process.

Move Cr Stewart, seconded Cr Pottinger that the Community Wellbeing and Regulatory Committee:

1. Received the report "Donovan Park Reserve Management Plan Stage Two Public Consultation".
2. Adopts the Donovan Park Masterplan following its completion of the consultation process undertaken.

### **Recommends that Council:**

3. Endorses the Hearings Report 15 October 2024.
4. Appoints five Councillors and invites a Mana Whenua representative to be a member of a hearings panel to consider the submissions following the closure of stage two consultation. Confirm Councillors Cr Ludlow, Cr Boyle, Cr Bond, Cr Soper and Mrs Coote be appointed to the panel.
5. Approves the Public Consultation period for submissions to be from 4 December 2024 to 14 February 2025 on the draft Donovan Park Reserve Management Plan (Attachment 1) and draft Implementation Plan (Attachment 2) pursuant to Section 41(6) of the Reserves Act 1977.

A query was raised around the effort into a masterplan given the Reserve Act did not require one. The management plan is noted as expired but there was nothing in the reserve act to say they expired. It was confirmed, there was no time limit of management plans in the Act. It was best practise for a 10-year review of a management plan which was why Council consider it as expired.

A query was raised around the recognition of highly productive soils for cultivation purposes, and what was the reality of allowing a commercial vegetable/flower growers to come in and cultivate it. It was under the National Policy Statement for Highly Productive Land and it was classified as category 2 for the purposes of helping Council manage the land it had and to understand what kind of soil was present in the reserve. It was noted this could be seen as an opportunity.

A query was raised if the land use was horticulture or agriculture – it was believed as both but this would need confirmed. There had been stock on this land for years.

A query was raised around reports not leaving any desire to revoke the land, and the wider need of the community for aged care. It was confirmed the management plan did not, but it did not preclude that. The consultation had reflected the possibility, the management plan did not stop Council going to the next process.

It was noted in the report there were 82 Submitters, and with respect to native planting. 7% say Council should do this, and noted were actively talking about six people who said "let's do more planting".

It was noted the report was signing off public consultation for stage two – what was reported was a reflection of two previous consultation periods, approving this was the third consultation and this would again inform more on the reserve management plan requirements.

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

## **9. Donovan Park Reserve Revocation Process Update**

A5539046

Mr Chris Bowen spoke to the report.

It was noted this paper was developed after the failure of a notice of motion.

It was noted ICC staff had a good relationship with the Department of Conservation and ensuring the different options were put forward and were well informed.

A query was raised around land use capability of the land, and questioned why would want to revoke the reserve status, was there a desire for horticulture or a berry farm or retaining it as a reserve.

A question was asked of officers following on from LUC2 (Land use capability - Class 2) and the possibility of what other uses there could be for the land. As the regulator, officers stated it was inappropriate to comment and advised them to seek independent legal advice. This was noted that it may be a possible impediment to the process.

A query was raised around the around enhancement Council was consulting on through the Management Plan, was it likely to influence the decision of the farm land due to the rest of the land being enhanced. It was confirmed these were two separate processes. The paper being talked to was exclusive from the other one.

It was noted around the risk outlined in the papers and it being strategically inconsistent, and declining public trust, if Council communicated effectively that going through significant enhancement and define which parts would go through revocation process – did they need counterbalance themselves.

A query was raised around the land never being used for development and were officers aware of such an application being approved. It was confirmed not currently within ICC. It appeared it would be a challenge.

A query was raised of officers if they knew of any applications being approved for development under LUC2. It was noted, not recently within Council's territory, that was not to say that it had not happened elsewhere in the country.

A query was raised around, if reserve status was revoked, and it went on the market, it would affect the price and people would look into the hurdle. If it was sold for \$1 million per hectare, would this need to go back to the reserves. When setting next year budget, could Council cut \$2 million the budget – could it legally be done – It was confirmed, It would be offsetting rates from a piece of reserve land. It was basically requesting if you could use proceeds from that sale to offset rates, the caution behind this was, it would only be for a certain time period before the level of service requirements meant it would revert back. A query was raised around would a flag be raised with audit if this was to occur. It was confirmed accounting wise, it would not but in terms of process under Local Government Act, it was possible.

Sections 82 and 84 related to the above query “a Minister may authorise diversion of money, in respect to a reserve being applied for managing, administering, maintaining, protecting, improving and developing of any other reserve.” It could be used with the Minister's approval and would offset money Council currently put into those operations.

A question was asked around the farm being sold and if the proceeds being used towards the museum project – it was advised that no it would not be possible as it was not a reserve.

It was noted that, hypothetically if there was a sale it would need to go into Parks and Reserves purposes, it would not be diverted or offset but it could be used as additional capital. Accelerating projects would be better. It was noted the need for a legal opinion.

It was noted there was an operating cost of \$30,000 to progress with the revocation of reserve status, it was not significant cost given potentially getting \$1 million per hectare and the need to have further revenue streams, and accommodating the aging needs of the population.

It was noted around the carbon offsetting calculation – if it was planted in forest, in 2050 it would be carbon neutral.

It was noted that when last considering Donovan Park there may have been a lack of understanding around the farm, commercial operations, community gardens and restaurant. There had been no shortage of conversation around the development. It was noted around hurdles with land use and financial gains. When going for consultation it needed to clear which part of Donovan Park was being talked about.



A query was raised around where the \$1 million per hectare came from, it was confirmed developers had indicted this price.

A query was raised around what sort of buyer would be wanting to roll a dice on the land use capability – it would be subject to clarification of revocation or how they could use the land. This would be clarified before they took the risk on purchasing. It was noted around the need for Council and the buyer doing their due diligence on the sale.

It was noted the Minister of Conservation had nothing to do with LUC2.

A query was raised around once you disestablished the reserve status would it come through land use change consent. It was confirmed, the LUC2 would remain. It was confirmed the requirement would then need to be dealt with at resource consent level.

It was confirmed that did not need to own the land to get a resource consent and this could be a condition of the sale.

Moved Cr Ludlow, seconded Cr Campbell and **RESOLVED** that the Community Wellbeing and Regulatory Committee:

1. Received the report "Donovan Park Reserve Revocation Process Update"
2. Consider the options presented for the Donovan Park Reserve Revocation process.
  - a. Option 1 – begin immediately.
  - b. Option 2 – begin following the Reserve Management Plan is approved by Council.
  - c. Option 3 – Do not undertake the Donovan Park Reserve Revocation process.

Moved Cr Soper, seconded Cr Pottinger that the Community Wellbeing and Regulatory Committee:

**Recommend to Council:**

3. Approve the Donovan Park Reserve Revocation process to be undertaken as per the project plan, key milestones, timeframe and key dates provided for either;
  - c. Option 3 – Do not undertake the Donovan Park Reserve Revocation process.

A query was raised around the Implications on rates when there is presumed money coming back from land sales. The allocation amount for sale of land was not specified against any lot of land. There are other parcels of land that can be tagged to that amount. It was noted around Donovan Park being bigger than anything else, if you take Donovan Park out of it, it's likely rates will be impacted. It was noted by others this cannot be assumed.

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

Note: Crs Soper, Bond, Pottinger and Mrs Coote voted for the motion.

Mayor Clark, Crs Broad, Boyle, Stewart, Dermody, Crackett voted against the motion.

Moved Cr Soper, seconded Cr Crackett that the Community Wellbeing and Regulatory Committee:

**Recommend to Council:**

3. Approve the Donovan Park Reserve Revocation process to be undertaken as per the project plan, key milestones, timeframe and key dates provided for either;
  - b. Option 2 – begin following the Reserve Management Plan is approved by Council.

It was confirmed the consultation period would finish on 14 February 2025, there would need to be approval for the reserve management plan from Council before beginning consultation. This process could begin around May 2025. Both options would make a sale possible in 2026.

There was a query raised around a new Council, having the ability to not sell the land or put it back into reserve. It was confirmed that the new Council would be bound by the decision of the previous Council and would need to put a notice of motion and make its own decision.

It was noted that Council could not make a decision within three months of election and it was confirmed delegation could be handed to a hearing panel.

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

Note: Crs Crackett, Dermody, Campbell, Broad, Stewart, Boyle, Ludlow, Soper and Mayor Clark voted for the motion.

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

**Recommend to Council:**

4. Approve unbudgeted expenditure estimated at \$30,000, with a rates impact of 0.03%, to support external legal and professional fees advisory costs required to undertake the Donovan Park Reserve Revocation process.

## 10. Otago Southland Waitangi Day Event - Queenstown

A5617752

Mr Michael Morris presented the report.

There was a request from QLDC (Queenstown Lakes District Council) to support their event, most Waitangi Day events were held at the local Marae. Queenstown do not have a Marae. It was confirmed this was unbudgeted expenditure.

It was noted that had the impression that the other Southland councils did not support this, most of the cost seemed to be around traffic management.

There was a query around not recalling making this type of decision in the past and it was not known that Queenstown was one of the three official sites for sharing the

Waitangi Day celebrations for the South Island. It was confirmed the treaty was signed for four places in South Island, Queenstown and Central Otago was a shared area. There were discussions around this and there was support from Papatipu Rūnaka. This was not an official shared event.

A query was raised around committing to this every fourth year. It was noted this would be every year, as Council would need to give the same amount to the local Rūnaka.

It was noted if councils could not attend or participate, no Koha was given.

It was noted although other Mayors did not support this, they were taking it back to their councils.

Moved Cr Campbell, seconded Cr Soper that the Community Wellbeing and Regulatory Committee:

1. Receives the report "Otago Southland Waitangi Day Event- Queenstown".
2. Approve a contribution of up to \$5,000 to the Queenstown Lakes District Council for the running of the Waitangi Day event 2025, as long as matched to the contribution of each of the Southland councils with the power of delegation to the Mayor to confirm.

Mayor Clark, Cr Boyle, Cr Broad, Cr Campbell, Cr Soper, Cr Pottinger, Cr Dermody, Cr Bond, Mrs Coote, Cr Crackett voted in favour of the motion.  
Cr Stewart abstained from voting.

The motion now put was **RESOLVED**.

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

### **Recommend to Council**

3. Notes the Unbudgeted Expenditure Request to contribute up to \$5,000 Funding to Queenstown Lakes District Council for the running of the Waitangi Day event 2025.
4. To approve an increase to the Governance and Legal 2024/2025 financial year operation budget of \$5,000 to come from existing funding. Noting that should existing funding not be available that the funds would need to be funded from Net Debt for 2024 - 2025 year.

Note: Mayor Clark, Crs Ludlow, Boyle, Broad, Campbell, Soper, Pottinger, Dermody, Bond, Crackett and Mrs Coote voted in favour of the motion.

Cr Stewart abstained from voting.

## **11. Public Excluded Session**

Moved Cr Ludlow, seconded Cr Stewart 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 Community Wellbeing and Regulatory Committee Meeting held on 15 October 2024
- b. Minutes of the Public Excluded Session of the City Centre Heritage Subcommittee Meeting held on 30 October 2024

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. Minutes of the Public Excluded Session of the Community Wellbeing and Regulatory Committee Meeting held on 15 October 2024	<p><b>Section 7(2)(i)</b></p> <p>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></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>
b. Minutes of the Public Excluded Session of the City Centre Heritage Subcommittee Meeting held on 30 October 2024	<p><b>Section 7(2)(h)</b></p> <p>Enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities</p>	<p><b>Section 48(1)(a)</b></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>

There being no further business, the meeting finished at 4:44 pm.

**MINUTES OF THE EXTRAORDINARY INFRASTRUCTURE AND PROJECTS COMMITTEE, HELD  
IN THE COUNCIL CHAMBERS, FIRST FLOOR, CIVIC THEATRE, 88 TAY STREET,  
INVERCARGILL ON TUESDAY 12 NOVEMBER 2024 AT 4.45 PM**

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

**In Attendance:** Mr R Capil – Group Manager – Community Spaces and Places  
Mr J Shaw – Group Manager - Consenting and Environment  
Mr M Morris – Manager – Governance and Legal  
Ms K Braithwaite – Acting Team Leader – Strategic Communications  
Mr D Rodgers – Manager, Strategic Asset Planning  
Mrs L Cook – Executive Support

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## 1. Apologies

Cr Kett

Moved Cr Ludlow, seconded Cr Bond and **RESOLVED** that the apologies be accepted.

## 2. Declaration of Interest

Cr Pottinger for agenda item 3.

## 3. Temporary Road Closures – Southland Santa Parade 2024

A5619619

D Walker spoke to the report.

There was a query raised around Waka Kotahi being notified. It was confirmed they had been and there were a lot of road works on at the moment, the route was slightly different for this reason.

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

1. Receives the report 'Temporary Road Closures – Southland Santa Parade 2024'.
2. Resolve that the proposed event outlined in the report will not impede traffic unreasonably.
3. Approves the temporary road closures for:
  - Gala Street - from Doon Street to Dee Street from 11.00am until 3.00pm on Saturday, 30 November 2024 weather permitting with the alternative date of Sunday, 1 December 2024as permitted under the Local Government Act 1974 (Section 342 and Schedule 10).

#### **4. Temporary Road Closures – Bluff Santa Parade 2024**

A5619620

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

1. Receives the report 'Temporary Road Closures – Bluff Santa Parade 2024'.
2. Resolve that the proposed event outlined in the report will not impede traffic unreasonably.
3. Approves the temporary road closures 11.30am to 3.30pm for:
  - Liffey Street - from Barrow Street to Gore Street.
  - Palmer Street – from Gore Street to Barrow Street.
  - Barrow Street from Palmer Street to Lee Street.as permitted under the Local Government Act 1974 (Section 342 and Schedule 10).

#### **5. Temporary Road Closure – Great South – New Year's Eve on Don Street – 31 December 2024**

A5617310

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

1. Receives the report titled "Temporary Road Closure – Great South – New Year's Eve on Don Street – 31 December 2024".
2. Resolve that the proposed event outlined in the report will not impede traffic unreasonably.
3. Approves the temporary road closure for Don Street, from Dee Street to Kelvin Street, on Tuesday, 31 December 2024 from 11.00am to 12.00am, as permitted under the Local Government Act 1974 (Section 342 and Schedule 10).

There being no further business, the meeting finished at 4.51 pm.

**MINUTES OF THE EXTRAORDINARY RISK AND ASSURANCE COMMITTEE, HELD IN THE COUNCIL CHAMBERS, FIRST FLOOR, CIVIC THEATRE, 88 TAY STREET, INVERCARGILL ON TUESDAY 19 NOVEMBER 2024 AT 8.30 AM**

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

**In Attendance:** Cr P M Boyle  
Mr M Day – Chief Executive  
Ms E Moogan – Group Manager – Infrastructure  
Mrs P Christie – Group Manager – Finance and Assurance  
Mr R Capil – Group Manager – Community Spaces and Places  
Mr J Shaw – Group Manager - Consenting and Environment  
Mr C Genet – Audit New Zealand (via Zoom)  
Mr M Morris – Manager – Governance and Legal  
Mrs S Roberts – Manager – Financial Services  
Miss K Braithwaite – Team Leader Communications  
Ms M Sievwright – Senior Executive Support

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**1. Apologies**

Nil.

**2. Declaration of Interest**

Nil.

**3. Public Excluded Session**

Moved Mr Jackson, seconded Cr Dermody and **RESOLVED** that the public be excluded from the following parts of the proceedings of this meeting, with the exception of Chris Genet from Audit New Zealand, namely:

- a. Draft 2024 Annual Report Adoption

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. Draft 2024 Annual Report Adoption	<b>Section 7(2)(b) (ii)</b> Protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	<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 9.19 am.



**MINUTES OF FINANCE AND POLICY COMMITTEE, HELD IN THE COUNCIL CHAMBERS,  
FIRST FLOOR, CIVIC THEATRE, 88 TAY STREET, INVERCARGILL ON TUESDAY  
19 NOVEMBER 2024 AT 3.00 PM**

**Present:** Cr L F Soper (Chair)  
Cr A J Arnold  
Cr R I D Bond  
Cr G M Dermody  
Cr T Campbell  
Cr D J Ludlow  
Cr B R Stewart

**In Attendance:** Cr P M Boyle  
Mr M Day – Chief Executive  
Mrs P Christie – Group Manager – Finance and Assurance  
Mrs T Hurst – Group Manager – Community Engagement and Corporate Services  
Mr R Capil – Group Manager – Community Spaces and Places  
Mr J Shaw – Group Manager - Consenting and Environment  
Ms R Suter – Manager – Strategy and Policy  
Ms L Knight – Manager – Strategic Communications  
Mr J Botting – Manager – Financial Planning  
Miss K Braithwaite – Team Leader Communications  
Ms M Sievwright – Senior Executive Support

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## 1. Apologies

Mayor W S Clark, Cr I Pottinger, Mrs P Coote, Rev E Cook

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

## 2. Declaration of Interest

Nil.

## 3. Public Forum

### 3.1 Emergency Management Southland Presentation - Regional Civil Defence Group Plan - Mr Jim Tetlow and Ms Tracy Fraser

Mr Tetlow and Ms Fraser took the meeting through a PowerPoint presentation which outlined the Strategic Plan for the next five years.

In response to a question regarding risk readiness, it was noted that part of the process was to look at existing systems, by working with teams and post response recovery debriefs.

In response to a question regarding recovery and the previous events and where the responsibility for funding should sit, it was noted that recovery authorities had been set up, particularly in the North Island. It was noted recovery would potentially cost billions of dollars and was beyond the capability of local councils.

In response to a question regarding key areas for improvement including who could declare a disaster, it was noted that this would be included in the Plan. Training would also be available to councillors.

In response to a question regarding community consultation, it was noted that this would be early March.

In response to a question regarding whether emergency management would cover a major accident on Bluff Highway, it was noted that it would.

It was noted that councillors were not as aware of emergency management, and required training. It was noted that there would be training available in the New Year.

The Chair thanked Mr Tetlow and Ms Fraser for attending the meeting.

#### **4. Minutes of the Finance and Policy Committee Meeting held on Tuesday 17 September 2024**

A5550052

Moved Cr Stewart, seconded Cr Ludlow and **RESOLVED** that the Minutes of the Finance and Policy Committee meeting held on Tuesday 17 September 2024 be confirmed.

#### **5. 2024/2025 Quarter One Performance - Great South Update**

A5556248

Ms C Abeysinghe was in attendance for this item.

Ms Abeysinghe took the report as read. She noted that Great South were tracking well against all KPIs, noting there was a discrepancy between what was published in the Long-term Plan and what was being reported on. She highlighted a few areas which had been successful, which included Data Insights Southland Hub (DISH), housing, development ready customer mapping and aquaculture projects at Ocean Beach.

In response to a question regarding how Great South were involved, it was noted that this would be included in the next report.

In response to a question regarding social media campaigns, it was noted that staff were looking at clicks through to sites. Impressions were how many times it appeared in someone's feed and staff needed to monitor how many impressions came through. This would progress through to an activation from the viewer. National campaigns would have great impressions as the audience was wider.

In response to a question regarding the Australian campaign, and how many persons came to Southland due to this campaign, it was noted that it was of the 82,000 clicks it was impossible to track how many came to Southland. It was noted that while it was not available now, it was something that could be looked into in the future.

Moved Cr Arnold, seconded Cr Dermody and **RESOLVED** that the Finance and Policy Committee:

1. Receives the report "2024/2025 Quarter One Performance - Great South Update".
2. Notes the updates made by Great South to the Great South KPIs since the time of adoption of the Long-term Plan which included draft KPIs.
3. Receives the Great South report on Quarter One Performance (A5624972).

## **6. 2024/2025 Quarter One Performance**

A5605694

Mrs Patricia Christie, Ms Rhiannon Suter and Mr Jaimee Botting spoke to the report.

There were a number of new KPIs which were being measured for the first time, as well as a few new measures from the Government. There was an annual target of 85% for non-government KPIs and this was at 91% so far. At this stage surplus was higher than expected.

In response to a question regarding the satisfaction survey and if there was any way to get people's perceptions, it was noted that this was inherently people's perceptions and could only be considered as part of a larger picture.

In response to a question regarding unbudgeted costs, it was noted they were included in the report.

Moved Cr Ludlow, seconded Cr Arnold and **RESOLVED** that the Finance and Policy Committee:

1. Receives the report "2024/2025 Quarter One Performance".
2. Notes that 81 of 113 (72%) of the performance measures are either met or on track, 21 are being monitored (19%) and three (3%) will not be able to be met in 2024/2025. This compares to 74% in Quarter One of the previous financial years.
3. Notes eight of the 17 activities' net operating financial performance were lower than budget at the end of September 2024.
4. The performance report contains provisional results and these may change as more data is accumulated throughout the year.

### **Recommends to Council:**

5. To approve the budget changes outlined in the Schedule of changes to the plan (budget) in the Quarter One Performance Report (A5613650).

## 7. Financial Update – November 2024

A5609377

Mr Jaimee Botting spoke to this item.

Fitch Rating had awarded Council with AA+ rating and the Chair congratulated the Finance team for this effort.

Moved Cr Dermody, seconded Cr Ludlow and **RESOLVED** that the Finance and Policy Committee:

1. Receives the report "Financial Update – November 2024".
2. Notes the current state of Council finances.
3. Notes the current net debt and treasury position.
4. Notes that it has reviewed the sensitive expenditure listing provided.

## 8. Public Excluded Session

Moved Cr Stewart, 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 Finance and Projects Committee Meeting Held on 17 September 2024
- b. Financial Update – as at 30 September 2024
- c. ICHL 2024/2025 Quarter One Performance

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. Minutes of the Public Excluded Session of the Finance and Projects Committee Meeting Held on 17 September 2024	<b>Section 7(2)(a)</b> Protect the privacy of natural persons, including that of deceased natural persons  <b>Section 7(2)(h)</b> Enable any local authority holding the information to carry out, without prejudice or	<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

disadvantage,  
commercial activities

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

Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)

- b. Financial Update – as at 30 September 2024

**Section 7(2)(a)**

Protect the privacy of natural persons, including that of deceased natural persons

**Section 48(1)(a)**

That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7

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

Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)

- c. ICHL 2024/2025 Quarter One Performance

**Section 7(2)(h)**

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

**Section 48(1)(a)**

That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7

There being no further business, the meeting finished at 4.17 pm.

## 2025/2026 DRAFT ICHL LETTER OF EXPECTATION

<b>To:</b>	Council
<b>Meeting Date:</b>	Tuesday 26 November 2024
<b>From:</b>	Rhiannon Suter, Manager – Strategy, Policy and Engagement
<b>Approved:</b>	Patricia Christie - Group Manager - Finance and Assurance
<b>Approved Date:</b>	Thursday 21 November 2024
<b>Open Agenda:</b>	Yes

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### Purpose and Summary

This report provides Council the opportunity to review and finalise the Letter of Expectation for the holding company for 2025/2026.

### Recommendations

1. Receives the report “2025/2026 Draft ICHL Letter of Expectation”.
2. Receives and approves the 2025/2026 Draft ICHL Letter of Expectation (A5645721), noting any changes required by Council.

### Background

Each year Council prepares a Letter of Expectation for the financial year ahead to inform the preparation of the Draft Statement of Intent. This letter has been prepared following discussions with the Holding Company Board on 19 November 2024.

### Issues

#### ***Council positions and assumptions for ICHL***

Council through its Long-term Plan and approach to risk management sets out a range of positions and assumptions for ICHL to work within. These includes the following factors:

- Dividend return which is an important revenue stream for Council. This is set at \$5.5 million annual figure plus an additional \$4 million special dividend for the ten years of the Plan, returning to a \$5.5 million inflation adjusted figure after this point.

- Uncalled capital – Council is required to retain uncalled capital at an appropriate level to support the working activities of the Holding Company and its subsidiaries. ICHL may borrow in order to increase returns. This is one element important to Council's credit rating which is currently AA+. Uncalled Capital is set at \$100 million.
- Council's risk appetite for ICHL is balanced. ICHL notes that the requirement to return a dividend by its nature requires investment in established activities which provide a regular cash return.

No change is recommended to any of these positions. The Letter of Expectation and statement of intent process is an opportunity to provide further detail around how these positions may be reflected in specific actions.

### ***Update from ICHL***

Over the last financial year ICHL has been focused on continuing its strategy, in line with Council direction, to better align its portfolio to deliver reliable dividend returns. A key focus has been divestment of capital growth assets and assets not aligned to regional strategic focus. This has resulted in sale of Southern Generation Energy Limited Partnership which has been completed and the sale of Pylon Limited which will complete later this month. These sales will enable ICHL to pay down debt pay the \$4 million additional dividend a year for the next 10 years and retain a quantity of funding with which to consider future investment opportunities.

EIL is focused on maintaining the appropriate level of capitalisation to deliver required work on its network and on its management contracts for delivery of services.

Invercargill Airport Limited is investing further in airside assets to meet changing airline and regulatory requirements. It is focused on restructuring the approach to investment returns on its land holdings surrounding the airport.

Invercargill Central Limited is focused on leasing the remaining spaces and progressing towards payment of dividend. There are options to further develop the proposed piazza areas to support future development. This would be funded by Invercargill Central Limited from debt.

HWCP is focused on exiting from current landholdings either to strategic investment or sale. Feedback is sought from Council as to its continued strategic interest in the remaining landholding areas within the city centre. Council will respond on this by the end of the financial year.

The sale of Pylon Limited is expected to settle on 29 November 2024. ICHL intends to utilise a portion the proceeds arising from this sale to settle all of its outstanding debt to the Local Government Funding Agency.

### ***Investment Principles, Policy and Future investment opportunities***

The sale of subsidiary holdings within the group has allowed ICHL increased flexibility to seek further investment opportunities. ICHL is developing an Investment Policy to guide its work in seeking opportunities which will have an appropriate risk and return profile.

In working towards its policy, it has developed the following draft principles:

- The Company will obtain approval from its parent, Invercargill City Council prior to entering into any significant investment.
- Strong governance and well-defined decision-making structures enable sound investment decision making.
- The investment horizon of the Company is long-term and setting an Asset Allocation that is appropriate to its objectives and risk-tolerance is the most important decision to be made as it is the primary driver of long-term success.
- Considering investments that provide positive social returns in addition to the required financial return.
- A portfolio broadly diversified across and within asset classes improves the risk to return ratio over time.
- There is a positive relationship between risk and return, higher expected returns mean higher risk.
- Historical performance is a poor guide to future performance.
- Diversification is viewed as appropriate allocation of investment funds across a range of instruments and assets classes which are exposed to varying sectors.
- Frequent trading, completely liquidating all investments, or allocating all investments to one specific sector which is predicted to outperform, is speculation, not investment and is likely to lead to underperformance.

Council through its own risk appetite and dividend requirements of ICHL has an influence on that policy.

ICHL will continue to actively pursue opportunities and communicate with Council around the decision making process for future investments.

## **Next Steps**

ICHL will provide Council with the draft Statement of Intent for review by 31 March 2024 at the latest.

## **Attachments**

1. Draft 2025/2025 ICHL Letter of Expectation (A5645721)





1 December 2024

Dear Brian

### **Letter of Expectation 2025/2026**

Thank you to yourself and other Board members for taking time to discuss the year ahead for ICHL on 19 November 2024. This letter of expectation brings together the key points of discussion in order to provide direction for the 2025/2026 year.

Council confirms our requirements regarding dividend remain aligned with those set out in the Long-term Plan, with a dividend of \$5.5 million (+ inflation) and the annual additional special dividend of \$4 million for the ten years of the Plan. Beyond this point, we confirm Council's expectation that dividends return to the level of \$5.5 million (+ inflation).

We thank you for the update on the financial assumptions ICHL is intending to make for the 2024/2025 Statement of Intent and confirm Council's support for these underlying assumptions. We would request these are clear within the Statement of Intent.

- Continued focus on reduced exposure to capital growth strategies.
- Agree to hold the current assets.
- Agree a continued balanced risk rating across the portfolio.

We confirm the level of uncalled capital to support ICHL's activities remains unchanged at \$100 million.

In addition, we confirm for 2025/2026 that Council's risk appetite remains balanced. We congratulate ICHL on the work undertaken to reduce exposure to capital growth strategies which reduce opportunity for dividend return and agree with the Holding Company's advice to retain the existing portfolio of assets.

We support the development of a measured considered investment approach by ICHL. We request ICHL include within the Draft Statement of Intent the intended approach to seeking investment and managing funds available ahead of further investment. Noting that it is Council's expectation that the investment strategy will support the need for regular dividend returns to support Council's need for regular/steady dividend income from ICHL.

A5645721

We support the proposal to develop an Investment Policy and principles and look forward to receiving these alongside the Draft Statement of Intent.

We commit to providing direction by the end of the 2024/2025 financial year as to whether Council retains strategic interest in the landholdings of HWCP in the city centre, including the space for a potential medical centre, the corner of Tay and Kelvin Streets and the Old Bank Building.

We will communicate any future decision as to whether to pursue a water CCO under Local Water Done Well and thank you for your offer your support in this area.

We look forward to working with you to establish a more consistent schedule of quarterly meetings, with each subsidiary participating on an annual basis.

Thank you for your continued work and efforts on behalf of the Council.

Yours sincerely

Nobby Clark  
**Mayor**

## CHIEF EXECUTIVE MANAGEMENT REPORT

<b>To:</b>	Council
<b>Meeting Date:</b>	Tuesday 26 November 2024
<b>From:</b>	Michael Day – Chief Executive
<b>Approved Date:</b>	Tuesday 19 November 2024
<b>Open Agenda:</b>	Yes
<b>Public Excluded Agenda:</b>	No

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### Purpose and Summary

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

### Recommendations

That Council:

1. Receives the report "Chief Executive Management Report".

### Consents and Environment

#### The Sale and Supply of Alcohol (Repeal of Licensing Trust Monopolies) Amendment Bill

A members' bill has been lodged by ACT MP Simon Court which proposes the repeal of Licensing Trust monopolies. Should the bill proceed, it could have implications for Invercargill City as one of the four areas where a Monopoly Licensing Trust exists currently (the other three being Matakura, Waitakere and West Auckland). By repealing the sections of the Sale and Supply of Alcohol Act 2012 which apply to monopoly licensing trusts it would allow for new operators and establishments to operate in the city.

The bill was lodged as a proposed members' bill on 23 October 2024. Every second Wednesday precedence is given to local, private and members' bill in the House. There must be at least eight members' bills awaiting first reading on the Order Paper. Once a bill passes its first reading, a ballot is held to decide which bill will be introduced next on to the Order Paper. There are currently 68 members' bill in the ballot.

#### Building Act Reform

The Government has agreed to progress work on developing a new opt-in self-certification scheme for low-risk residential building work done by qualified building professionals and accredited building companies.

The new scheme will remove or reduce the third-party review role of Building Consent Authorities (BCAs) for qualified building professionals and accredited building companies carrying out low-risk residential building work. This would be done by:

- Enabling a broad range of groups to be eligible to apply for participation in self-certification including individual practitioners and accredited companies such as volume builders.
- Requiring that participants in the scheme demonstrate an appropriate, specified level of competency and experience and be trustworthy.
- Limiting the type of work that can be self-certified to lower risk activities, for example work on a simple residential dwelling.

Consultation is being carried out between MBIE and BCAs in regard to the various initiatives which have been announced over the course of this year including remote inspections, the BCA model and self-certification.

### **Resource Management Act Reform**

The reform of the Resource Management Act (RMA) continues at pace with the Ministry for the Environment's indicative work programme estimating that cabinet decisions on new legislation will be taken in the last months of this year, the legislation drafted in the first half of 2025, a select committee process in the latter half of 2025 and the new legislation in place in early 2026.

The overall effect of proposed changes to the Regulatory sector adds to the already full workload of the Consenting and Environment teams as they work to meet the demands of fast-moving policy changes and consultation. Given this Consenting and Environment are proud to have achieved their highest levels of statutory compliance in five years for the last quarter.

[Trusted building professionals able to self-certify | Beehive.govt.nz](#)

## **Council**

### **Safe, Secure Digital Identity Services on the Way – Hon Judith Collins**

New Zealanders can expect safe and secure digital identity services following the finalisation of the Digital Identity Services Trust Framework, Minister for Digitising Government Judith Collins says.

"New Zealanders want to be able to complete everyday tasks online and in person in a way that's safe and secure," Ms Collins says.

"Today's announcement paves the way for safe future digital identity services, such as a digital driver licence, bank ID or trade certification."

The Trust Framework sets out how accredited digital identity services, including for privacy and security, must work, with providers meeting the specified rules and regulations.

"There are many instances where we need to share information, such as our name, address, age or qualifications, and this often involves turning up in person or providing insecure scanned copies of our important physical documents," Ms Collins says.

"Using accredited digital identity services makes it easier to securely share your information, helps protect from identity theft, and gives New Zealanders greater control over their own information.

"If people choose to use digital identity services, they have the choice about what information they share, and who they share it with. No one will be required to use digital identity services but those who do can be assured that accredited services can be trusted."

The Trust Framework rules come into effect on 8 November 2024. More information about the Trust Framework, can be found here: [Trust Framework - dia.govt.nz](https://dia.govt.nz)

**Note to Editors:**

- The Trust Framework does not create a central database, track users or allow organisations to exchange user information.
- With accredited digital identity wallets and apps, information is protected by encryption technology. Consent is always required, meaning people must give their express permission before their information is shared.
- Digital credentials always reside with the user and the issuer has no knowledge or oversight of when and how the user presents their credentials.

[Safe, secure digital identity services on the way | Beehive.govt.nz](https://www.beehive.govt.nz/news/safe-secure-digital-identity-services-on-the-way)

**New Rules Mean Faster Payment Times for Small Businesses**

New requirements for government agencies to pay their invoices faster and adopt labour-saving technology are an important part of our plan to rebuild the economy and support small businesses, Small Business and Manufacturing Minister Andrew Bayly and Economic Development Minister Melissa Lee say.

"The Government is ambitious about lifting New Zealand's economic productivity and improving public sector efficiency, which means adopting smarter ways of working," Mr Bayly says.

"Government agencies are a large client for businesses up and down the country, supplying everything from stationery and furniture, through to services such as software, security and research.

"The 33 central government agencies send and receive 1.6 million invoices annually, with the total number for all 135 government agencies likely many more millions.

"Prompt payment is especially important for small businesses which have limited cash reserves – an unpaid or late invoice can be the difference between being able to pay staff on time or not.

"Given 97 per cent of all businesses in New Zealand are small businesses, it is crucial for our broader economic success that government agencies pay their invoices quickly.

"There are also significant productivity gains from adopting eInvoicing, instead of paper or emailed PDF invoices. eInvoicing allows invoices to be processed digitally, reducing instances of human error and fraud. Estimates suggest that adopting eInvoicing could generate productivity savings of \$4.4 billion over the next 10 years".

Having invoices paid on time can mean a world of difference to small and medium sized businesses, Ms Lee says.

"Government agencies should be leading by example, and that's why I'm rewriting Rule 51 of the Government Procurement Rules so more government agencies adopt eInvoicing and pay their suppliers promptly.

"Government agencies spend approximately \$51.5 billion a year on procurement. We can leverage this purchasing power to drive innovation and productivity, and boost our economy.

"From 1 January 2026, agencies that send or receive more than 2,000 domestic invoices a year must have eInvoicing systems in place. These agencies will be required to pay all domestic eInvoices within five business days.

"To facilitate faster payments in the meantime, I am setting an explicit requirement for around 135 government agencies to pay 90 per cent of all domestic invoices within 10 business days, from 1 January 2025. This will increase to 95 per cent from 1 January 2026.

"These changes will help to move money faster around our economy and drive significant economy-wide productivity improvements."

#### **Notes to Editor**

- A list of agencies required to apply the Government Procurement Rules is available here: [www.procurement.govt.nz/about-us/mandate-and-eligibility/](http://www.procurement.govt.nz/about-us/mandate-and-eligibility/).
- A wider review of the Government Procurement Rules is currently underway. MBIE will provide recommendations on updated Government Procurement Rules in 2025.

[New rules mean faster payment times for small businesses | Beehive.govt.nz](#)

#### **Government's Creative Sector Strategy Released – Hon Paul Goldsmith**

The Government's creative sector strategy is designed to increase Kiwis' engagement with culture and creativity and to boost its economic contribution, Arts Minister Paul Goldsmith says.

"Amplify has been released for public consultation and I encourage people to read the strategy and to share their feedback."

"There's an opportunity to increase the impact of our arts and culture here and on the world stage, and significantly increase the sectors' contribution to GDP and export revenue by 2030.

"Our creative and cultural sectors also face many common challenges, so Amplify uses the levers the Government has to help."

Amplify proposes four key targets:

- New Zealand ranks among the top 25 nations in the world for culture and heritage 'soft power'.
- The median income for creative professionals more closely matches the median wage/salary income.
- The GDP contribution from the arts and creative sector increases to at least \$20 billion.
- More New Zealanders are actively engaging with New Zealand arts, culture, and heritage.

There are three strategic pillars which outline actions the Government will take over the next six years to reach these targets:

- Maximising impact through the \$450m annual Crown investment.
- Nurturing talent and supporting a pipeline to provide sustainable career opportunities.

- Reducing barriers to growth – modernising and streamlining government regulation to enable our cultural sectors to thrive.

### **New Members Appointed to the NZTA Board**

Transport Minister Simeon Brown has today announced two new appointments to the New Zealand Transport Agency (NZTA) Board.

Mary-Anne Macleod and Mike Rudge have both been appointed as members for three-year terms commencing 1 November 2024 and ending 31 October 2027.

“Transport is a critical part of our Government's plan to boost productivity and rebuild the economy. NZTA has a significant role to play in delivering our Government's ambitious work programme, increasing road maintenance and building a new generation of Roads of National Significance to get Kiwis where they want to go, quickly and safely.

“With backgrounds spanning governance, engineering and transport technology, I am confident that the NZTA Board has the right mix of skills and experience to deliver our Government's priorities and the transport infrastructure that our country needs, at pace and in a way that achieves value for money.”

Today's appointments follow the appointment of Simon Bridges as Chair in March and the appointments of three new members in August, Pat Dougherty, Rob Gilmore and Warwick Isaacs as well as the reappointment of David Smol.

“I'm pleased that New Zealanders of this calibre have agreed to bring their skills and experience to the NZTA Board to get transport back on track and deliver on the investment outlined in the National Land Transport Programme for 2024-2027. The collective experience across the Board also covers central and local government knowledge, regulation, and land transport engineering.

“I would like to thank outgoing members John Bridgman for his services to the Board since 2020, and Ngarimu Blair for his services to the Board since 2021.”

[New members appointed to the NZTA Board | Beehive.govt.nz](#)

### **Proposals to Modernise the Conservation System: Consultations 2024 – DOC**

On 15 November 2024, the Government released two discussion documents that include proposals to:

- Explore charging for access to some public conservation land.
- Streamline concessions and planning processes, and enable more flexibility around land exchange and disposals.

These proposals support delivery of the Government's priorities for the Conservation portfolio, which include generating new revenue, recalibrating costs for conservation, targeting investment into high-value conservation outcomes, strengthening relationships with Iwi/Hapū, and fixing the concessions process.

Submissions are open from 15 November 2024 and will close at 5 pm on 28 February 2025.

### **Exploring Charging for Access to Some Public Conservation Land**

The Government is thinking about charging visitors a fair price to access some public conservation land, where it makes sense to do so. Charging for access is a significant

opportunity for conservation, it would support a fairer user-pays system and improve the experience of all visitors to public conservation land.

This discussion document is seeking public feedback on whether access charging is a good idea, and key design questions for an access charging system (who to charge, where to charge, how to allocate funding).

### **Modernising Conservation Land Management**

Thousands of concessionaires operate on public conservation land, bringing in millions of dollars a year for local economies, connecting people with nature and supporting conservation. We know businesses, developers, infrastructure providers, farmers, researchers and community groups want shorter processing times for permissions and concessions.

There is broad agreement that the Conservation Act 1987 is outdated and complex. Out of date prescriptive plans and processes means the system has not kept pace with how people interact with public conservation land.

As a responsible land manager, the Government also wants to ensure conservation land is managed and looked after properly.

This discussion document is seeking public feedback on proposals to:

- Provide certainty for investment and achieve better economic outcomes through clear ways of granting concessions.
- Cut processing times and costs on businesses by allowing more types of activities in advance, and more standardised permits.
- Provide a clear focus on our conservation objectives and what makes our places special, through a more up to date streamlined and flexible system.
- Enable more flexibility around the exchange and disposal of land where it makes sense from a conservation perspective.
- Clarify, and provide certainty about, DOC's Treaty obligations for concessions.

[Proposals to modernise the conservation system : Consultations 2024](#)

[TOP](#)