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# About the Council

## Role of the Council

The purpose of the Southland District Council is to enable democratic decision-making to promote the social, economic, environmental and cultural well-being of communities within the District in the present and for the future.

To accomplish this, the Council has overall responsibility and accountability in a variety of roles including:

- Planning the District's strategic direction alongside local communities within the District as part of developing the Long Term Council Community Plan to promote the social, economic, environmental and cultural wellbeing of communities.
- Facilitating solutions to local issues and needs.
- Advocacy on behalf of the local community with Central Government, other local authorities and other agencies.
- Providing prudent stewardship and the efficient and effective use of resources within the District in a sustainable way.
- Risk management.
- Management of local infrastructure including network infrastructure (eg roads, sewage disposal, water, stormwater) and community infrastructure (eg libraries, reserves and recreational facilities).
- Administering various legal and regulatory requirements.
- Ensuring the integrity of management control systems.
- Informing and reporting to communities, ratepayers and residents.

## Governance Systems

Council –

The Council consists of a Mayor and 12 Councillors – one from each of the District's wards – elected by Southland District residents/ratepayers triennially. The Council believes that its democratic election ensures that it is able to operate in the best interests of the District. The Council is responsible for:

- Representing the interests of the District.
- Developing and approving Council policy.
- Determining the expenditure and funding requirements of the Council through the planning process.
- Monitoring the performance of the Council against its stated objectives and policies.
- Employing, overseeing and monitoring the Chief Executive's performance (under the Local Government Act the local authority employs the Chief Executive, who in turn employs all other staff on its behalf).

Council Committees –

A number of committees have been established by the Council to assist with conducting the business of the Council; these are listed in the diagram on the following page.

**Community Boards –**

The Council has 12 Community Boards. Five of these have responsibility for an entire ward; the remaining seven have responsibility for their township only. Community Boards prepare local budgets, recommend local rates and exercise decision-making power on issues specifically delegated by the Council. The Council has a policy of decentralising responsibilities where practical to provide an effective means of ensuring local input into decision-making and the setting of priorities for issues of local concern.

**Community Development Area Subcommittees (CDA's) –**  
Throughout the district 16 Community Development Areas have been identified and established, which include local townships and surrounding areas. The purpose of CDA's is to further encourage local input in addressing the needs of local communities and assessing priorities. Committees operate with powers mainly limited to recommendations to Community Boards and/or Council depending on their locality.

**Water Supply Subcommittees –**

The Council has constituted seven Water Supply Subcommittees, which are each responsible for the overall governance of the respective water supply scheme and set priorities for the operations of the schemes in accordance with the policies of the Council.

**Other Committees –**

**Youth Council -** A Southland District Youth Council was established in 2007/2008. It is made up of 12 representatives from the six secondary schools across the district and meets on a quarterly basis.

**Hall and Reserve Committees -** The Council has a working relationship with 56 Community Centre and Hall Committees and 16 Reserves Committees.

<b>COUNCIL Mayor and 12 Councillors</b>		
<b>Community Boards and Committees</b>	<b>Council Committees</b>	<b>Joint Committees</b>
<p><b>Community Boards responsible for Wards:</b>  <i>Stewart Island      Te Anau</i>  <i>Tuatapere            Winton</i>  <i>Wallace</i></p> <p><b>Community Boards responsible for Townships:</b>  <i>Balfour                Edendale</i>  <i>Lumsden              Riversdale</i>  <i>Riverton/Aparima    Wallacetown</i>  <i>Wyndham</i></p> <p><b>Community Development Area Subcommittees:</b>  <i>Athol                   Browns</i>  <i>Colac Bay             Dipton</i>  <i>Garston                Gorge Road</i>  <i>Limehills              Manapouri</i>  <i>Mossburn              Nightcaps</i>  <i>Ohai                     Orepuki</i>  <i>Thornbury             Tokanui</i>  <i>Waikaia                Woodlands</i></p> <p><b>Water Supply Committees:</b>  <i>Te Anau (Rural Untreated)</i>  <i>Five Rivers (Rural Untreated)</i>  <i>Orawia</i>  <i>Matuku (Rural Untreated)</i>  <i>Lumsden/Balfour (Rural - Treated)</i>  <i>Ohai/Nightcaps/Wairio</i>  <i>Eastern Bush/Otahu Flat (Rural - Treated)</i></p> <p><b>Ohai Railway Fund Committee</b>  <b>Monowai Village Committee</b>  <b>Riverton Harbour Committee</b>  <b>Stewart Island Jetties Committee</b>  <b>Te Anau Airport Manapouri Subcommittee</b></p>	<p><b>Activities Performance Audit Committee (APAC)</b>  <i>Chair: Cr Lyall Bailey</i></p> <p><b>Allocations Committee</b>  <i>Chair: Cr Rodney Dobson</i></p> <p><b>Executive Committee</b>  <i>Chair: Mayor Frana Cardno</i></p> <p><b>Forestry Committee</b>  <i>Chair: Cr Brian Dillon</i></p> <p><b>Policy Review Committee</b>  <i>Chair: Cr Paul Duffy</i></p> <p><b>Resource Planning Committee</b>  <i>Chair: Cr Diane Ridley</i></p> <p><b>Civil Defence Emergency Management Committee</b>  <i>Chair: Cr Jim Copland</i></p> <p><b>Friendship Committee</b>  <i>Chair: Cr Paul Duffy</i></p>	<p><b>Venture Southland</b></p> <p><b>Shared Services Forum</b></p> <p><b>Te Roopū Taiao (Iwi Liaison Joint Committee)</b></p> <p><b>Southland Civil Defence Emergency Management Group</b></p> <p><b>Our Way Southland</b></p> <p><b>WasteNet</b></p> <p><b>Southland Regional Heritage Committee</b></p>
		<b>Youth Representation</b>
		<b>Southland District Youth Council</b>

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## Mayor



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frana.cardno@southlanddc.govt.nz

## Wards and Councillors



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Rannoch Retreat, 36 Nicholson Road,  
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Telephone: (03) 208 9033  
email: copland@woosh.co.nz



Toetoes  
Paul Duffy  
235 Lowe Road, Seaward Downs, RD3,  
Wyndham 9893  
Telephone: (03) 206 6491  
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Wallace  
Brian Drummond  
"Moavale", 1890 Avondale Road,  
Avondale, RD3, Winton 9783  
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Riverton  
Rodney Dobson  
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RD3, Riverton 9883  
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Tuatapere  
George Harpur  
81 Orawia Road, Tuatapere 9620  
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Five Rivers  
John Douglas  
"Westridge," Hamilton Burn,  
RD2, Lumsden 9794  
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Stewart Island  
Bruce Ford  
5 Argyle Street, PO Box 91,  
Halfmoon Bay, Stewart Island 9846  
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Waihopai  
Wallace Jack  
Tisbury, RD11, Tisbury 9877  
Telephone: (03) 216 9968  
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Wallacetown  
Gavin MacPherson  
Waianiwa, RD4, Invercargill 9874  
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Te Anau  
Diane Ridley, JP  
PO Box 250, Te Anau 9640  
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Waikaia  
Brian Dillon  
1032 Riversdale Ardlussa Road,  
Ardlussa, RD6, Gore 9776  
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email: bjd@woosh.co.nz



Winton  
Lyall Bailey, JP  
297 Browns Otapiri Road, Otapiri, RD2,  
Winton 9782  
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lyall.lenore@woosh.co.nz

### Council Operations

The Council has appointed a Chief Executive to be in charge of Council operations and has delegated certain powers of management to that position. The Chief Executive implements and manages the Council's policies and objectives within the budgetary constraints established by the Council.

The Chief Executive is responsible for:

- Implementing the decisions of the Council.
- Providing advice to the Council and Community Boards.
- Ensuring that all responsibilities, duties and powers delegated to the Chief Executive or to any person employed by the Chief Executive, or imposed or conferred by any Act, regulation or bylaw are properly performed or exercised.
- Managing the activities of the Council effectively and efficiently.
- Maintaining systems to enable effective planning and accurate reporting of the financial and service performance of the Council.
- Providing leadership for the staff of the Council.
- Employing staff (including negotiation of the terms of employment for the staff).

The management of the Council is structured under three groups. Each group is led by a Group Manager. They are:

- Services and Assets.
- Customer and Financial Services.
- Regulatory Services.

An Executive Management Team comprising the three Group Managers and the Chief Executive reviews all general organisation issues, providing a link between the Council and the staff.

<b>Chief Executive</b> <i>David Adamson</i>		
<b>Group Manager</b> <b>Regulatory Services</b> <i>Lindsay McKenzie</i>	<b>Group Manager</b> <b>Services and Assets</b> <i>Cameron McIntosh</i>	<b>Group Manager</b> <b>Customer and Financial Services</b> <i>Phil Culling</i>
Building Control, Dog and Animal Control, Health Regulation, Resource Management	Beautification, Cemeteries, Civil Defence, Community Centres, Community Housing, Forestry, Rural Fire, Parks and Reserves, Public Conveniences, Roading and Transport, Solid Waste Management, Stormwater, Airports, Wastewater, Water Supply, Work Schemes, Stewart Island Electrical Supply Authority (SIESA)	Accounting Services, Administration, Area Offices, Communication, Customer Services, District Support, Finance, Grants and Donations, Information Technology, Library Services, Purchasing, Rates, Records and Archives, Strategy, Word Processing

# Glossary

A number of the words and terms used in this Annual Report have specific meanings.

## Activity

Groups of related services, projects or goods provided by, or on behalf of Council are combined into an activity.

## Advocate

Council acts as an advocate when it represents the views of community groups, organisations and residents to a range of organisations such as regional council, and central government.

## Annual Plan

The Annual Plan is produced in the intervening years between Long Term Plans. It explains variations from the activities or budgets in the Long Term Plan and confirms arrangements for raising revenue for the financial year. It also includes the forecast financial statements and other relevant information for the year. The community must be consulted on the Annual Plan.

## Annual Report

The Annual Report reports on the performance of Council against the objectives, policies, activities, performance measures, indicative costs, and sources of funds outlined in the Annual Plan and the Long Term Plan.

## Asset

Something of value that Council owns on behalf of the people of Southland, such as roads, drains, parks and buildings.

## Asset Acquisition

Capital expenditure on assets.

## Activity/Asset Management Plan

A long term planning document for managing Council's assets and activities to ensure capacity to provide a service is maintained, and that costs over the life of the asset are kept to a minimum (e.g. water services).

## Capital Costs

These include transactions that have an effect on the longer term (i.e. greater than 12 months) financial position of Council. Items include the repayment of loan principal, transfer of funds to reserve accounts and the purchase or construction of assets.

## Capital Financing

This includes transactions that have an effect on the longer term financial position of Council. Items include the raising of loan funds and transfers from reserve accounts.

## CDA

Community Development Area Subcommittee.

## Community Outcomes

A set of statements that describe the vision the region has for its future. The community outcomes for Southland are outlined in this document. Council seeks to contribute to these outcomes through its various activities.

## Council Controlled Organisations

Council controlled organisations are organisations in which one or more local authorities control 50% or more of the voting rights or appoint 50% or more of the directors.

## Current Assets

Assets which can be readily converted to cash, or will be used up during the year. These include cash, stock, debtors, and operational investments.

## Current Liabilities

Creditors and other liabilities due for payment within the financial year. Public Debt to be refinanced within the financial year is excluded.

### Depreciation

Depreciation is an accounting concept to recognise the consumption or loss of economic benefits embodied in items of property, plant and equipment. Depreciation spreads the cost of items such as property, plant and equipment over their useful lives as an operating expense.

### District Plan

A plan under the Resource Management Act 1991 that manages, through objectives, policies and rules, the adverse impact of land uses on the environment of the District. The Southland District Plan became operative on 27 June 2001 and is being reviewed over five years beginning in 2007/2008.

### Estimated Remaining Life

The estimated remaining life is an estimation of when buildings or assets would no longer be suitable to use. In the case of buildings, the remaining life of a building is when it is considered no longer suitable for the intended use, even though the building itself may still be structurally sound.

### Facilitator

When Council works collaboratively or in partnership with others to organise, encourage or assist in projects or programmes which help to achieve the outcomes for the District, it acts as a facilitator.

### Fixed Assets

These consist of land and buildings and infrastructural assets including sewer and water systems, and the transport network. Sometimes referred to as capital assets.

### Funder

Council's funding role includes funding of core business and providing financial assistance to a range of organisations for various projects and programmes through grants.

### Infrastructural Assets

Infrastructural assets are utility service networks i.e. water, sewerage, stormwater, and roading. They also include associated assets such as pump stations, the treatment plant, street lighting, and bridges.

### Iwi

People or tribe.

### Levels of Service

Levels of Service are described as "the defined quality for a particular activity or service area against which performance may be measured. 'Levels of Service' usually relate to quality, quantity, reliability, responsiveness, environmental acceptability and cost".

### Local Government Act 2002 (LGA 2002)

The Local Government Act 2002 received royal assent on 24 December 2002. It is the primary legislation that governs Council's operations and actions.

### Long Term Council Community Plan (Long Term Plan or LTCCP)

A ten year plan which sets out Council's response to community outcomes and how Council will manage its finances and the community's resources. The requirement for the Long Term Plan was introduced by the LGA 2002. The first Long Term Plan was adopted on June 2004 as required by the LGA 2002.

### Monitor

Council has a monitoring role under the LGA to monitor and report three yearly on the progress made towards achieving community outcomes.

### Non Cash Expenditure

Expenditure that is identified for accounting purposes, but for which no cash (such as rates) are collected to pay for it, e.g. depreciation. Southland District Council pays for capital expenditure projects each year instead of accumulating depreciation funding for replacements in the future.

### Operating Expenditure

Expenditure through Council's activities on such items as salaries, materials, electricity and plant hire. All these inputs are consumed within the financial year.

### Operating Revenue

Money earned through the activities in return for a service provided, or by way of a grant or subsidy to ensure particular services or goods are provided. Examples include NZ Transport Agency subsidies, rental income, permits and fees.

#### Operating Surplus/(Deficit)

The expressions "operating surplus" and "operating deficit" are accounting terms meaning the excess of income over expenditure and excess expenditure over income respectively. Income and expenditure in this context exclude "capital" items such as the receipt or repayment of loans, the cost of capital works and transfers to and from Reserves. An operating surplus/deficit is inclusive of non-cash items such as income and expenditure owing but not paid (Debtors and Creditors) and depreciation.

#### Outcomes

See Community Outcomes.

#### Key Performance Indicators

The measures by which Council's performance is assessed. Council uses these measures when reporting on how it has performed in its various activities.

#### Regulator role

Council has a regulatory role as it operates under and enforces a range of legislation.

#### Resources

These are the assets, staff and funds needed to contribute to the activities of Council including goods, services and policy advice.

#### Rural Water Supply (RWS)

This is an untreated supplies which is provided primarily for stock water.

#### Service Provider

Council provides services as required by law e.g. sewerage, or by community mandate e.g. parks.

#### Shared Services Forum

This is a collaborative arm of the four councils in Southland (Southland District Council, Gore District Council, Invercargill City Council and Environment Southland). The forum is made up of representatives of each Council who meet regularly to discuss common issues and opportunities for inter-council collaboration.

#### Significance

Significance means the degree of importance of the issue, proposal, decision or matter before Council in terms of its likely impact on, or consequences for the current and future social, economic, environmental or cultural wellbeing of Southland.

#### Significance Policy

Sets out how Council determines how significant a project or decisions are and therefore the level of consultation and analysis required.

#### SOLGM

Society of Local Government Managers.

#### Survey - Residents

The residents survey involves approximately 3,000 questionnaires posted to residents in Southland and undertaken by an independent market research company. The survey is a key source of information on resident perceptions and satisfaction with Council services and is carried out three yearly.

#### Survey - User (Key User)

A targeted survey of customers or people who use a service. These surveys may use a variety of methods.

#### Sustainable Development

Sustainable development is generally defined using the World Commission on Environment and Development's definition which reads "development that meets the needs of the present without compromising the capacity of future generations to meet their own needs" (World Commission on Environment and Development, 1997).

#### Vested Assets

Vested assets are the assets which are given to Council by developers at the completion of their development, such as roads, water, sewerage and stormwater reticulation.

#### Wellbeing

In this document wellbeing includes the social, economic, cultural and environmental aspects of a community. The community outcomes are factors of wellbeing.



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