

Other Information

This section includes information about the Mayor and Councillors, the structure of Council, Community Boards and other Subcommittees and Management.

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 wellbeing 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 (CDAs) -

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.

COUNCIL Mayor and 12 Councillors		
Community Boards and Committees	Council Committees	Joint Committees
<p>Community Boards responsible for Wards: <i>Stewart Island Te Anau</i> <i>Tuatapere Winton</i> <i>Wallace</i></p> <p>Community Boards responsible for Townships: <i>Balfour Edendale</i> <i>Lumsden Riversdale</i> <i>Riverton/Aparima Wallacetown</i> <i>Wyndham</i></p> <p>Community Development Area Subcommittees: <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>Water Supply Committees: <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>Other Committees <i>Monowai Village Committee</i></p>	<p>Activities Performance Audit Committee (APAC) <i>Chair: Cr Lyall Bailey</i></p> <p>Allocations Committee <i>Chair: Cr Rodney Dobson</i></p> <p>Executive Committee <i>Chair: Mayor Frana Cardno</i></p> <p>Forestry Committee <i>Chair: Cr Brian Dillon</i></p> <p>Policy Review Committee <i>Chair: Cr Paul Duffy</i></p> <p>Resource Management Committee <i>Chair: Cr Diane Ridley</i></p> <p>Friendship Committee <i>Chair: Cr Paul Duffy</i></p> <p>Ohai Railway Fund Committee <i>Chair: Mr W S Mather</i></p> <p>Riverton Harbour Committee <i>Mr N White</i></p> <p>Stewart Island Jetties Committee <i>Chair: Cr Bruce Ford</i></p>	<p>Venture Southland</p> <p>Shared Services Forum</p> <p>Te Roopū Taiao (Iwi Liaison Joint Committee)</p> <p>Emergency Management Group</p> <p>WasteNet</p> <p>Southland Regional Heritage Committee</p> <p style="text-align: center;">Youth Representation</p> <p>Southland District Youth Council</p> <p style="text-align: center;">Council Controlled Organisations</p> <p>Milford Community Trust Southland Flood Relief Fund</p>

Mayor



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Wards and Councillors



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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 and their areas of responsibility are shown in the table. The three groups are:

- Environment and Community
- Services and Assets
- Customer and Financial Services

The Management Team (comprising the Chief Executive, three Group Managers and Human Resources Manager) reviews all general organisation issues, providing a link between the Council and the staff.

Chief Executive <i>David Adamson</i>		
	Communications Human Resources Policy	
Group Manager Environment and Community <i>Bruce Halligan</i>	Group Manager Services and Assets <i>Erik Barnes</i>	Group Manager Customer and Financial Services <i>Phil Culling</i>
Area Offices Building Control Dog and Animal Control Health Regulation Library Services Resource Management Civil Defence Rural Fire	Beautification Cemeteries Community Centres Community Housing Forestry Parks and Reserves Public Conveniences Roding and Transport Solid Waste Management Stormwater Airports Wastewater Water Supply Work Schemes Stewart Island Electrical Supply Authority (SIESA)	Accounting Services Administration Customer Services District Support Finance Grants and Donations Information Technology Purchasing Rates Records and Archives Strategy Word Processing

Glossary

Activity: Goods or services provided by or on behalf of Council.

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: Produced in the intervening years between Ten Year Plans. Explains variations from the activities or budgets in the current Ten Year 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.

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 Ten Year Plan.

Asset: A resource owned by the Council such as roads, drains, parks and buildings.

Asset Acquisition: Capital expenditure on assets. Usually because of extra demand or to improve the level of service provided.

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).

Assumptions: A statement that is used as the basis for making particular predictions that may or may not occur.

Capital value: The estimated value of land and improvements (that it may realise at sale) assessed for rating purposes.

Catchment: The area of land that collects rain which then flows into a waterway.

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 Expenditure: Money spent to build or buy a new asset or to improve the standard of an existing asset.

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.

Community Board (CB) / Community Development Area Subcommittee (CDA): People elected to represent a specific community. CB's are elected every three years by postal vote, CDA's are elected three yearly at public meetings.

Community Outcomes: A set of aspirations that reflect the communities' desires for economic, social, environmental, and cultural wellbeing.

Community Wellbeing: The overall wellbeing of the community including economic, cultural, social and environmental wellbeing.

Contract Standards: The standards defined in specific contracts for service delivery by contractors.

Council Controlled Organisations: 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.

Delineation: Visual road markings such as marker posts and reflective cat's eyes.

Design Life: The period of time for which an asset is expected to perform its intended function.

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.

Development Contributions: A contribution from developers to cover the cost of servicing growth.

Differential (Rating): A technique used to 'differentiate' or change the relative rates between different categories of rateable land in order to adjust the rating burden on one or more groups of ratepayers.

Distribution of Benefits: The degree or scope to which a Council activity generates benefits of individuals, parts of the community or the District as a whole.

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.

Drinking-water Standards: Standards about Drinking-water quality/treatment.

Economic Life: The period of time during which an asset will have economic value and be usable.

Emissions Trading Scheme: An administrative approach used to control pollution by providing economic incentives for achieving reductions in the emissions of pollutants. Creates permits for units of greenhouse pollution that can be traded.

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.

Equity: A financial term, also known as net worth. The total value of assets less total liabilities.

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.

Funding Impact Statement: A document that includes information that discloses revenue and financing mechanisms and indicates the level or amount of funds to be produced by each mechanism.

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, streetlighting, and bridges.

Impairment: Where the book value of an asset exceeds its recoverable amount - can be caused by such things as a decline in market value.

Improved Value: The estimated value of improvements (that it may realise at sale) assessed for rating purposes. Does not include the value of any land.

Investment Policy: A document that states Council's policies in respect to investments.

Iwi: People or tribe.

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.

Land Value: The estimated value of land (that it may realise at sale) assessed for rating purposes. Does not include the value of any improvements

Levels of Service: 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.

Liability Management Policy: A document that states Council's policies concerning the management of both borrowing and other liabilities.

Lifelines: Lifelines are the essential infrastructure and services that support the life of our community - utility services such as water, wastewater and stormwater, electricity, gas, telecommunications, and transportation networks including road, rail, airports and ports.

Local Authority: A regional, district or city council.

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.

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: Money spent to deliver a service, maintain an asset, or any other expenditure, which does not buy, or build on, a new asset.

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. For example New Zealand 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 and depreciation.

Optimisation Strategies: Looking at ways to get the most out of assets.

Outcomes: See Community Outcomes.

Pavement: Paved surface usually either a footpath or description of seal on a roadway.

Period of Benefits: Time over which the benefit of engaging in a Council activity will occur. If required by statute, the activity's period of benefit may be ongoing as opposed to finite.

Potable: Suitable for drinking.

Rates smoothing: Averaging out year by year changes in the rates required establish a consistent percentage change needed over the 10 year period to fund the required programme.

Rehabilitation: Rebuilding of a road and restoring it to the original slope and natural drainage patterns.

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

Renewal: Restore to a new condition.

Resealing: Putting a new layer of seal on a road. Involves spraying bitumen over existing sealed sections, and then applying a surfacing layer to help maintain resistance to water and cracking.

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

Reserves (financial): Monies held for specific purposes on either for Council or on behalf of local communities.

Residual Waste: Remaining waste material once activities to reduce, re-use, recycle, recover and treat have been undertaken.

Reticulated: Piped networks.

Revenue and Financing Policy: A comprehensive policy stating how each activity of Council is to be funded - from rates, user charges, subsidies, other income or a combination of these. It also includes details of the various rating mechanisms used by Council.

RMA: Resource Management Act 1991.

Rural Water Supply (RWS): This is an untreated supply 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.

Scheme Capital Recovery: Payment towards capital project/expenditure (generally related to a water or wastewater scheme).

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: The degree of importance attached by Council to an issue, proposal, decision or other matter in terms of its likely impact on the wellbeing of the District.

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

Significant Decision: A Council decision that has a high degree of importance in terms of economic, social, environmental, or cultural wellbeing.

SOLGM: Society of Local Government Managers.

Special Consultative Procedure: A process required by the Local Government Act 2002. This sets out a series of steps that a local authority must take when consulting on certain types of decisions.

Statutory/Legislative Requirements: Requirements identified and defined in law.

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 and have various timing.

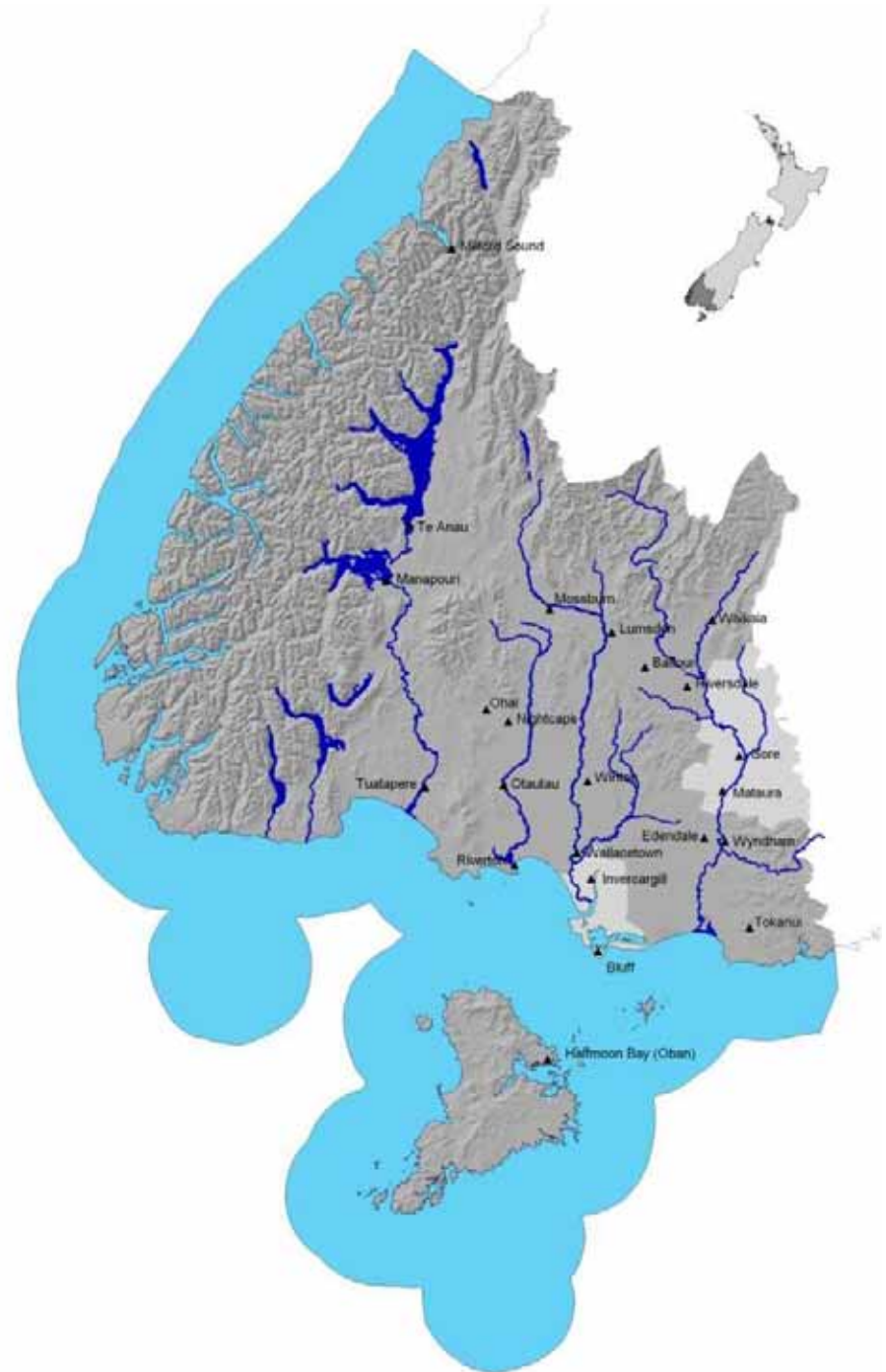
Sustainable Development: Endeavouring to balance the social, cultural, economic and environmental objectives for both future and current generations in Council's planning processes, decision-making and operations.

Ten Year Plan (Long Term Council Community Plan or LTCCP): A Ten Year Plan sets out Council's response to community outcomes and how Council will manage its finances and the communities' 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.

Territorial Authority: A city council or a district council.

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.





Southland District Council

Te Rohe Pōtae O Murihiku

www.southlanddc.govt.nz