

Notice is hereby given that a meeting of the Gore District Council will be held in the Council Chambers, civic administration building, 29 Bowler Avenue, Gore, on Tuesday 22 November 2022, following the conclusion of the inaugural meeting.



Stephen Parry  
Chief Executive

16 November 2022

## Agenda

1. Apologies

2. Declaration of Councillor conflict of interests

3. Confirmation of minutes

Confirmation of the minutes of the extraordinary meeting of the Gore District Council, held on Thursday 6 October 2022. ***In accordance with Standing Orders, the previous Mayor and Chief Executive have confirmed the correctness of these minutes.***

Pages 1-2

Confirmation of the minutes of the swearing in ceremony of the Gore District Council, held on Wednesday 9 November 2022.

Pages 3-4

4. Update on spring clean progress at the Gore Aquatic Centre

Pages 5-10

5. Naming of the Library and James Cumming Wing Community Centre

Pages 11-15

6. Mataura River crossing/Longford shared bridge next steps

Pages 16-22

<u>7. Gore District Council recycling update – rethinking waste</u>	Pages 23-37
<u>8. Executive Assistant for His Worship the Mayor</u>	Pages 38-40
<u>9. Mayoral expense claim – trip to Wellington to attend new Mayors training</u>	Pages 41-69
<u>10. Adoption of pecuniary interests register and appointment of registrar</u>	Page 70
<u>11. Matai Ridge – street names</u>	Pages 71-76
<u>12. Committee structure and governance arrangements for the 2022-2025 triennium</u>	Pages 77-102
<u>13. Business to be considered pursuant to the Local Government Official Information and Meetings Act 1987:</u>	
• Confirmation of minutes	
• Confirmation of the minutes of the extraordinary meeting of the Gore District Council, held in committee, on Thursday 6 October 2022.	
• Other business	
• Library and community room development project - update	

# RURAL CITY LIVING



Minutes of an extraordinary meeting of the Gore District Council, held in the Council Chambers, 29 Bowler Avenue, Gore, on Thursday 6 October 2022, at 4.00pm.

**Present** His Worship the Mayor, Mr Tracy Hicks JP, Crs Bolger, Davis (from 4.01pm), Dickson, Gardyne, N Grant, Highsted, MacDonell, McPhail, Phillips and Reid.

**In attendance** The Chief Executive (Mr Stephen Parry), GM Corporate Support (Ms Lornae Straith), Governance Manager (Susan Jones), GM Community Lifestyle Services (Mr Rex Capil), GM Communications and Customer Support (Sonia Gerken), 3 Waters Asset Manager (Mr Matt Bayliss) and Stuart Anderson from Signal Management Group.

**Apology** Cr D Grant JP apologised for absence.

## 1. CONFIRMATION OF MINUTES

**RESOLVED** on the motion of Cr Reid, seconded by Cr Dickson, **THAT** the minutes of the ordinary meeting of the Gore District Council, held on Tuesday 20 September 2022, as presented, be confirmed and signed by the Mayor as a true and complete record.

## 2. MINUTES OF AUDIT AND RISK COMMITTEE MEETING (SC2606)

A memo had been received from the Governance Manager together with a copy of the minutes of the Audit and Risk Committee meeting held on Wednesday 21 September 2022.

A copy of the revised Procurement Policy had also been circulated for adoption following additional changes requested by the Committee.

Cr Highsted drew the Council's attention to the updated policy and the changes agreed to at the Committee meeting.

**RESOLVED** on the motion of Cr Highsted, seconded by Cr McPhail, **THAT** the minutes be received and actions noted,

**AND THAT the amended Procurement Policy, as circulated, be adopted with effect from 7 October 2022.**

**2022/117**

**3. MINUTES OF CREATIVE COMMUNITIES ASSESSMENT COMMITTEE (SC3459)**

A memo had been received from the Governance Manager together with a copy of the minutes of the Creative Communities Assessment Committee meeting held on 7 September 2022.

**RESOLVED on the motion of Cr Reid, seconded by Cr Highsted, THAT the minutes be received.**

**2022/118**

The meeting concluded at 4.04pm



# RURAL CITY LIVING



Minutes of the swearing in ceremony of the Gore District Council, held in the Council Chambers, 29 Bowler Avenue, Gore, on Wednesday 9 November 2022, at 4.30pm

**Present** Mayor-elect, Mr Ben Bell, Councillors-elect Glenys Dickson, John Gardyne, Bret Highsted, Keith Hovell, Stewart MacDonell, Robert McKenzie, Paul McPhail, Richard McPhail, Neville Phillips, Bronwyn Reid and Joe Stringer.

**In attendance** The Chief Executive (Mr Stephen Parry), GM Corporate Support (Ms Lornae Straith), GM Community Lifestyle Services (Mr Rex Capil), GM Critical Services (Mr Jason Domigan), GM People and Culture (Mrs Nicky Cooper), Governance Manager (Susan Jones), Digital Communications Specialist (Ms Kaitlyn Wright), EA to the Mayor and Chief Executive (Ms Emily Laing) and 28 members of the public in the gallery.

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The ceremony had been preceded by a powhiri led by Hokonui Runanga.

## 1. MAKING AND ATTESTING DECLARATIONS (SC3528)

The Chief Executive introduced himself and welcomed those present to the swearing in ceremony for the Gore District Council for the 2022-2025 triennium.

The Chief Executive confirmed the outcome of the Mayoral election held on 8 October with Mr Ben Bell receiving 2,371 votes and Mr Tracy Hicks receiving 2,363 votes. There had also been one informal and 114 blank votes.

The Chief Executive advised the former Mayor, Mr Tracy Hicks would present the Mayoral chains to Mayor-elect, Mr Bell.

Mayor-elect Bell was invited to make and attest the declaration for the office of Mayor of the Gore District. He duly did so. Mr Hicks then presented the Mayoral robe and chain to His Worship. His Worship spoke to the gathering and acknowledged the service of Mr Hicks to the Gore District over the past 18 years and for those supporters and members of the public in attendance.

His Worship then took declarations from Glenys Kay Dickson, John Clarence Gardyne, Brett Richard Highsted, Keith James Hovell, Stewart James MacDonell, Robert John

Murray McKenzie, Paul Neil McPhail, Richard Oliver McPhail, Neville Gordon Phillips, Bronwyn Anne Reid and Joseph Daniel Stringer.

The Chief Executive advised the remaining administrative tasks usually dealt with at a meeting such as this would be considered at the inaugural Council meeting to be held on Tuesday 22 November.

The ceremony concluded at 4.49pm

## COUNCIL MEETING AGENDA

TUESDAY 22 NOVEMBER 2022

4. UPDATE ON SPRING CLEAN PROGRESS AT THE GORE AQUATIC CENTRE

(Report from Aquatic Services Manager, Martin Mackereth – 10.10.22)

After closing the doors on 5 September, staff started the spring clean maintenance project.

We started to empty the pool Sunday night as soon as the swim meet finished and I left by 0100 hrs after emptying over half of the main pool, all of the spa and quarter of the leisure pool. I was back at 0700 hrs to continue with the pool empty so the scaffolders could be in and started by 1000 hrs.

We had two issues that arose pretty quickly with emptying the pool. The first was that the float valve for the leisure had snapped off so we could not drain the pool until we managed to manually open the valve in the balance tank to finish draining the pool. We also found out that the main pool pipe goes upwards to the balance tank so the water in the deep end could not be emptied by our normal balance tank process, so we had to pump it out from pumps above the pool and submersibles directly into the drain to completely empty it.

Issue two was that once we emptied all the pools and managed to get a closer look at the tiles and grout. We noticed this was going to be a much bigger job that was first planned to undertake as the grout was degraded to a point that we could not just cover it up. So the plan changed from general broken tile removal replacement a spot grout to needing to remove all grout from the pools floor walls to a depth of 5mm minimum. We have recently worked out that this equates to just over 10,000 metres of grout 5 mm deep and between 5 – 8 mm wide and wider in places.

*For the first couple of weeks we have had quite a few issues come up that have needed attention, such as:*

1. The de-grouting and re-grouting of all the pools.
2. While removing the toilets and showers they noticed that we had hairline cracks in all the toilet bowls and urinals along with damaged flushers units and showerheads. These have had to be replaced.
3. The GIB in reception and the meeting room had soft spots due to water leaks. Some was disintegrating as it was touched and the leaks from pipe work have been repaired. They are currently still chasing a couple of leaks in the reception area possibly from guttering.

4. The structural engineer request areas to be checked such as the grout in the wall sleeves that sit over the steel pin in the wall panels that should have been full and also steel work on the beams above the pool. With this inspection completed we found sections of wall panels with part or no grout in that needed to be repaired, the steel work has been ultrasound on the weld joints the three main welds passed inspection however there is some work needed on the filament weld joints on some sections of the beam. We also noticed paint flaking off in areas around the weld joints that now need attention by cleaning up and repainting. The structural engineer also requested that we put in lateral ties into the beams to help with possible building movement reduction.
5. The shade sails above the pool once we removed for inspection we found that the material was degrading and in some spots it was worn through, so this was in need of replacement while we had scaffolding in place.
6. The hot water cylinders once the power was back on we noticed a leak coming down the wall in the change rooms, on investigation we found out the bottom had dropped out of the cylinder and both were leaking. On closer inspection there were issues with the pipe.
7. One of the biggest issues we have had in the whole project has been waiting on the structural engineer to give us drawings and what his requirements are for the strengthening work. We finally had the last piece of work confirmed at 1000hrs on 5 October. The issue with his delay in getting his requirements has had a major impact on the project as it has meant that we cannot remove scaffold, which holds up the tilers and this held up the expansion joint team. We need seven days curing time for both and then we need to refill the pool and heat it which takes another seven days.

Within all of this we have also had delays in product turning up and even with the grout getting the entire supply of what was in New Zealand and still waiting on the new delivery to supply NZ to get more to finish off the main pool.

The amazing thing about this is how the Gore Multisports team have all just got straight into it without complaining and showing pride in their work. This has also been mentioned by contractors who have worked alongside the team and been impressed.

We have also seen what makes our community great in the way that all the trades have come together to give each other a hand to push the project on and make things happen. ARMATEC who are from New Plymouth have even mentioned how they cannot believe how close the trades work and that nothing seems to be a hassle to get things done and that people just turn up at the drop of a hat, they also mentioned how everyone is so kind which they do not normally get on job sites.

## Pictorial update



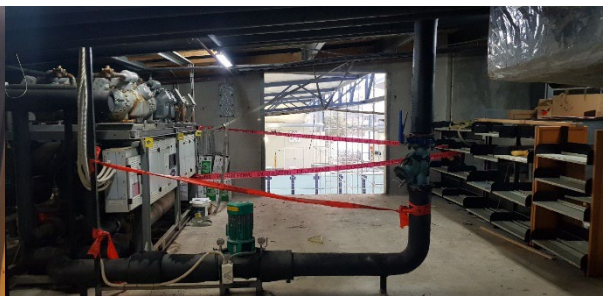
Concrete pad being poured for ventilation



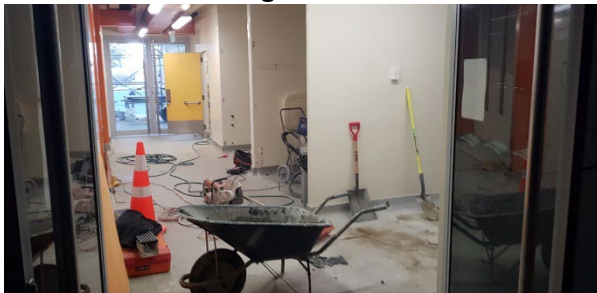
Old ventilation being removed



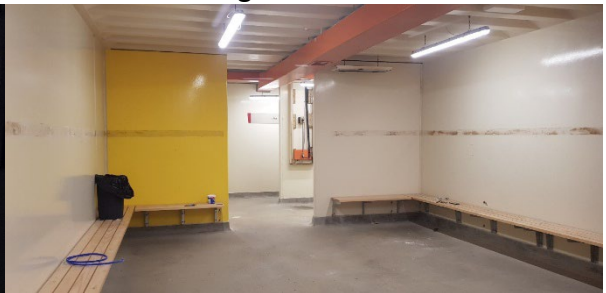
Old ventilation being removed



Old incoming ventilation inlet area



Clearing family and walkway



Clearing change area



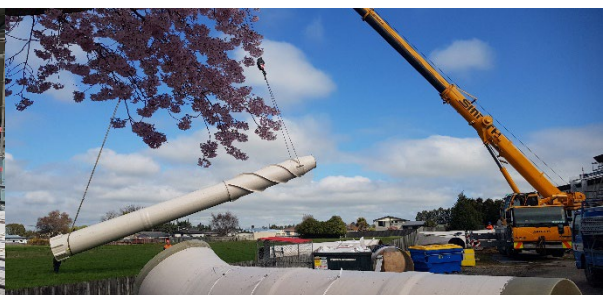
All the epoxy grout from around NZ



Wall removal rebuild in reception

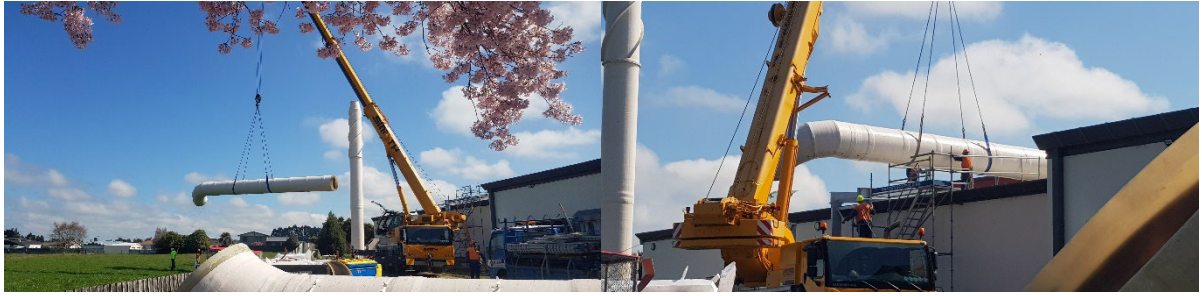


Supporting beam for new ventilation

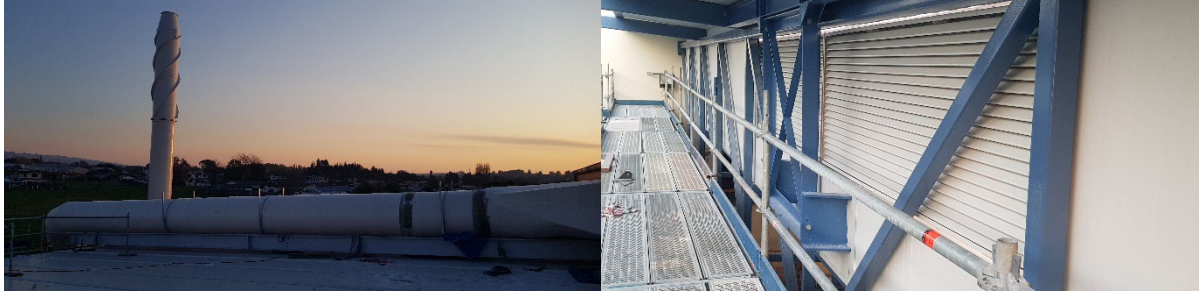


Ventilation stack on its way up





Main ventilation arm from louvres



Louvers head from outside

New internal louvers



Ventilation fan

Temporary dust curtain and scaffold



New plant ventilation

Re-grouting of leisure pools



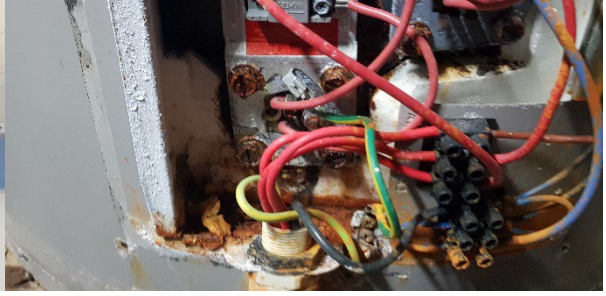
De-grouting of main pool

Strength welds of truss and beams





Strength welds on truss and beams



Old hot water cylinders



New filter pipe work

New drain in entry



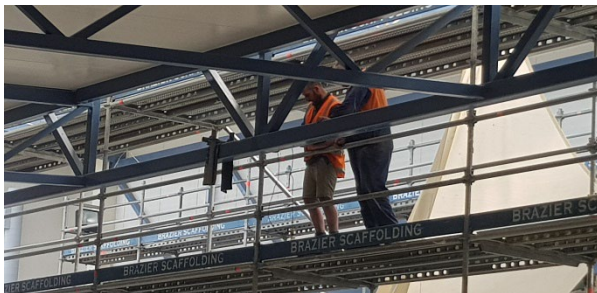
Water jet cutting out duct support holes



Old power board



Original reception area



Weld ultrasound inspection



New power board going into upper plant



Early start to the day for the arrival of the new ventilation unit

### **Delay opening reasoning**

Our goal was to re-open on 17 October 2022, however, we now have to look at moving this date to 7 November 2022. There are a couple of reasons for the delay. First, the grout removal and re-grouting was unplanned and has taken a massive effort with four and a half weeks just to remove the 10,000 metres of grout.

The other big issue is that we have been waiting for the structural engineer to confirm his requirements and this has caused a massive lag in in the whole programme as his discussion hinges on the rest of the project from scaffold time, engineer's time, painters, tilers, expansion joints sealing times and the refill and re-heat time. This is the main reason for the rest of the project being pushed out.

### **RECOMMENDATION**

**THAT the report be received.**



## 5. NAMING OF THE LIBRARY AND JAMES CUMMING COMMUNITY CENTRE

(Report from Library Manager, Lorraine Weston-Webb – 26.10.22)

### **Purpose**

To confirm the name of the new library and community rooms in the former James Cumming Wing building and describe the decision-making process.

### **Background**

During the building redevelopment the project has variably been called:

- Gore Library and Community Space Redevelopment – as on Let’s Talk Kōrero Mai
- Gore Public Library and Community Rooms – as on the project information board outside the building site
- James Cumming Wing Refurbishment
- Library Project
- Library Redevelopment
- Library and Community Rooms
- Library and Community Centre
- New Library building
- James Cumming Wing Library

### **Decision process**

- ↳ At the 25 January 2022 design team meeting the preferred signage for the Community Centre option B (see attached external signage plans) was selected. Due to its prominence/visibility, it also complements the library sign while maintaining its own identity.

The building name **Library and James Cumming Community Centre** was also confirmed at this meeting.

### ***Elements considered in deciding on this name***

The library service will be transferred from temporary premises to the new building. And after a three-year hiatus, the public use of the Community Centre will be re-established in the new building according to its use by the community. While each of the two facilities operated by the Council has its own name, one generic name for the building is needed going forward.

Descriptive terms are well understood both locally and nationally, namely ‘Library’ and ‘Community Centre’. The latter also aligns well with the Mātaura Community Centre which is similarly managed by the Council.

In recognition of his original bequest, it is important to give suitable prominence to the history and generosity of James Cumming, and this aligns with the Community Centre facility, not the library as such.

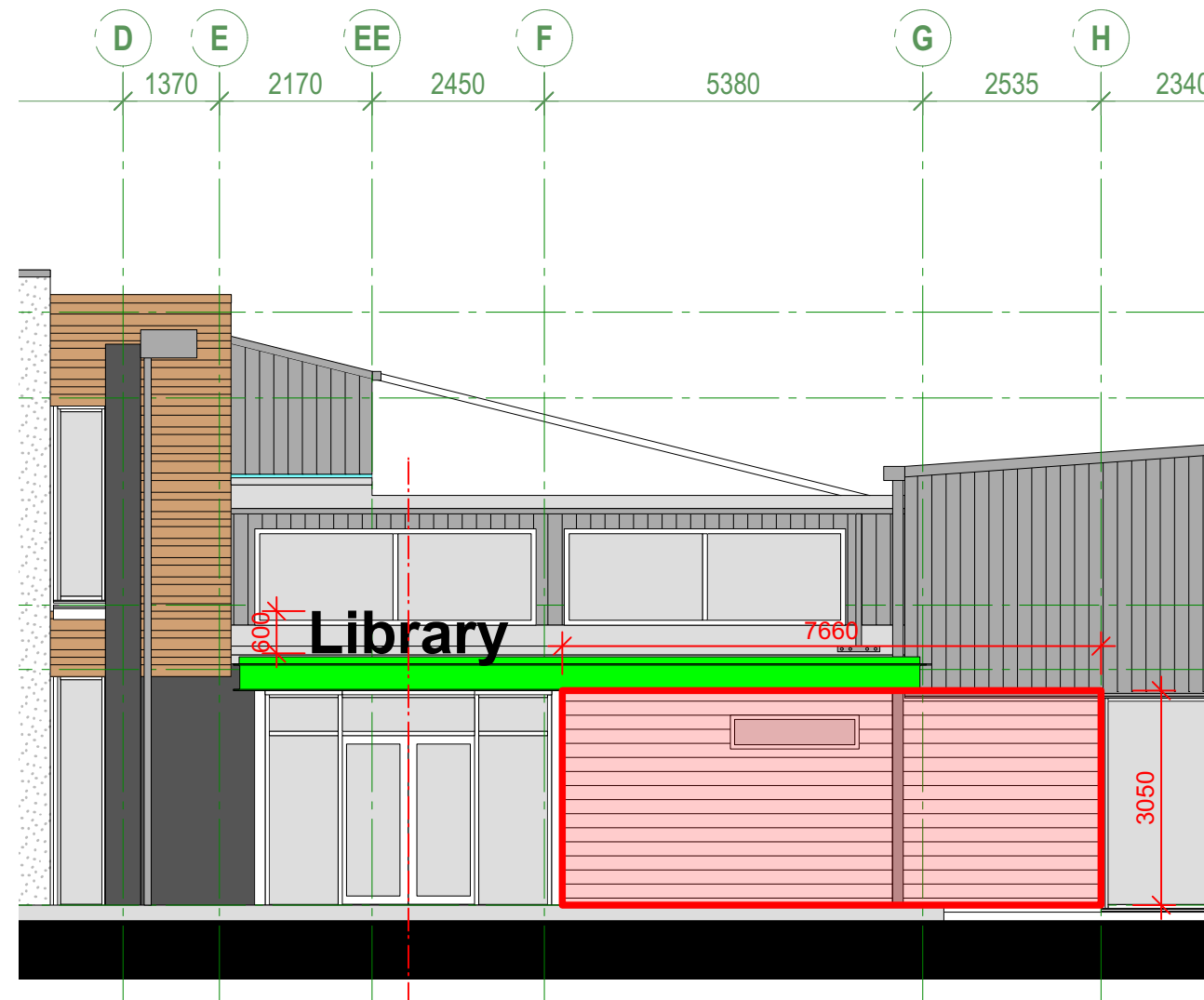
**Conclusion**

The new building will be referred to as Library and James Cumming Community Centre.

In everyday conversation the library will be Library and the community rooms will be James Cumming Community Centre.

**RECOMMENDATION**

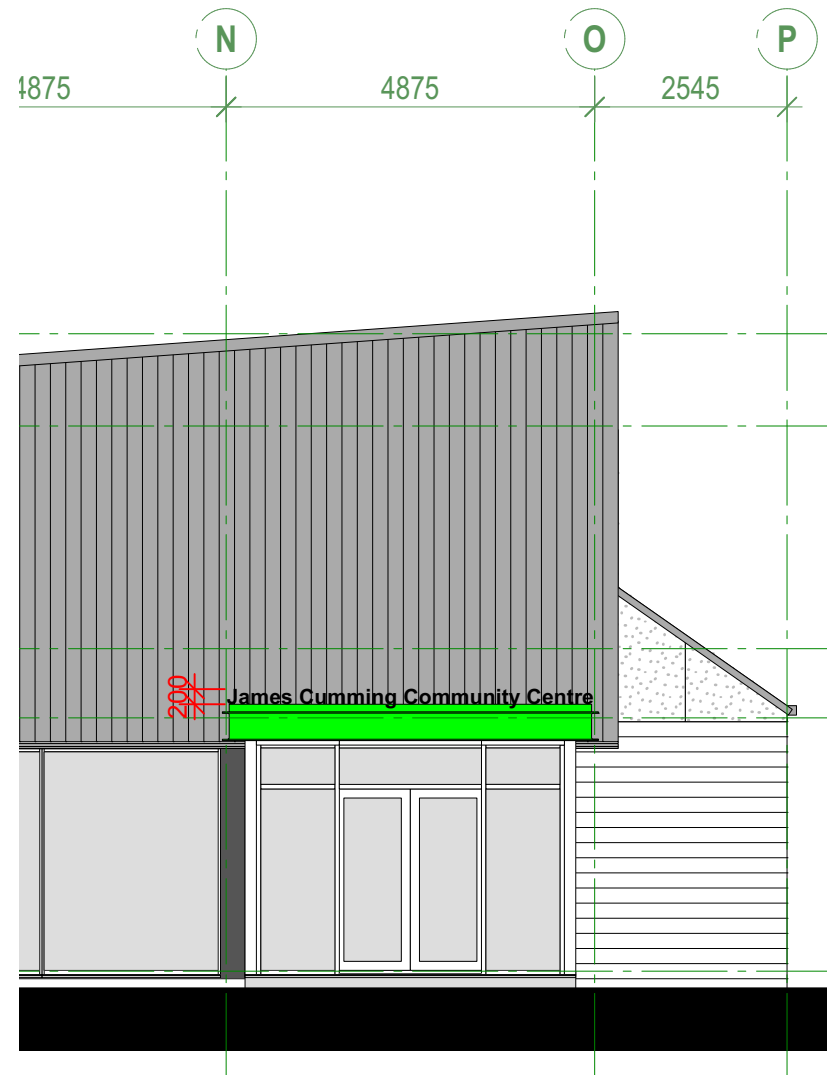
**THAT the report be received.**



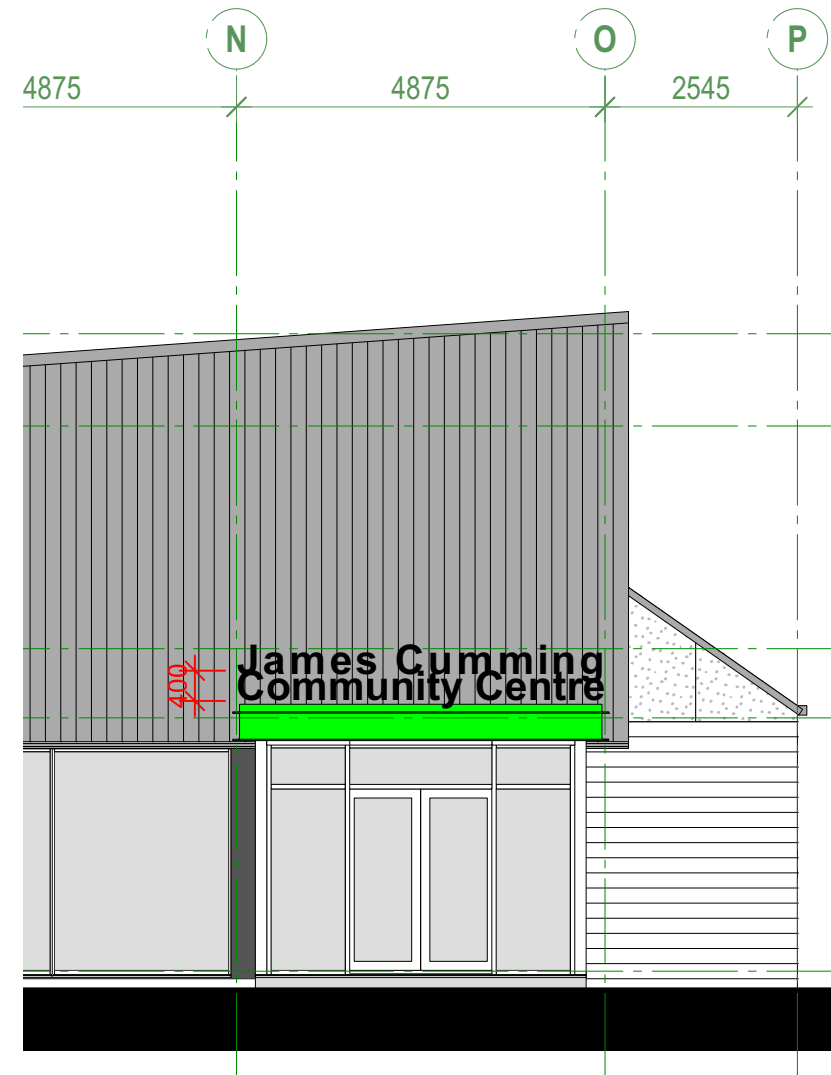
### Library Entry

1:100

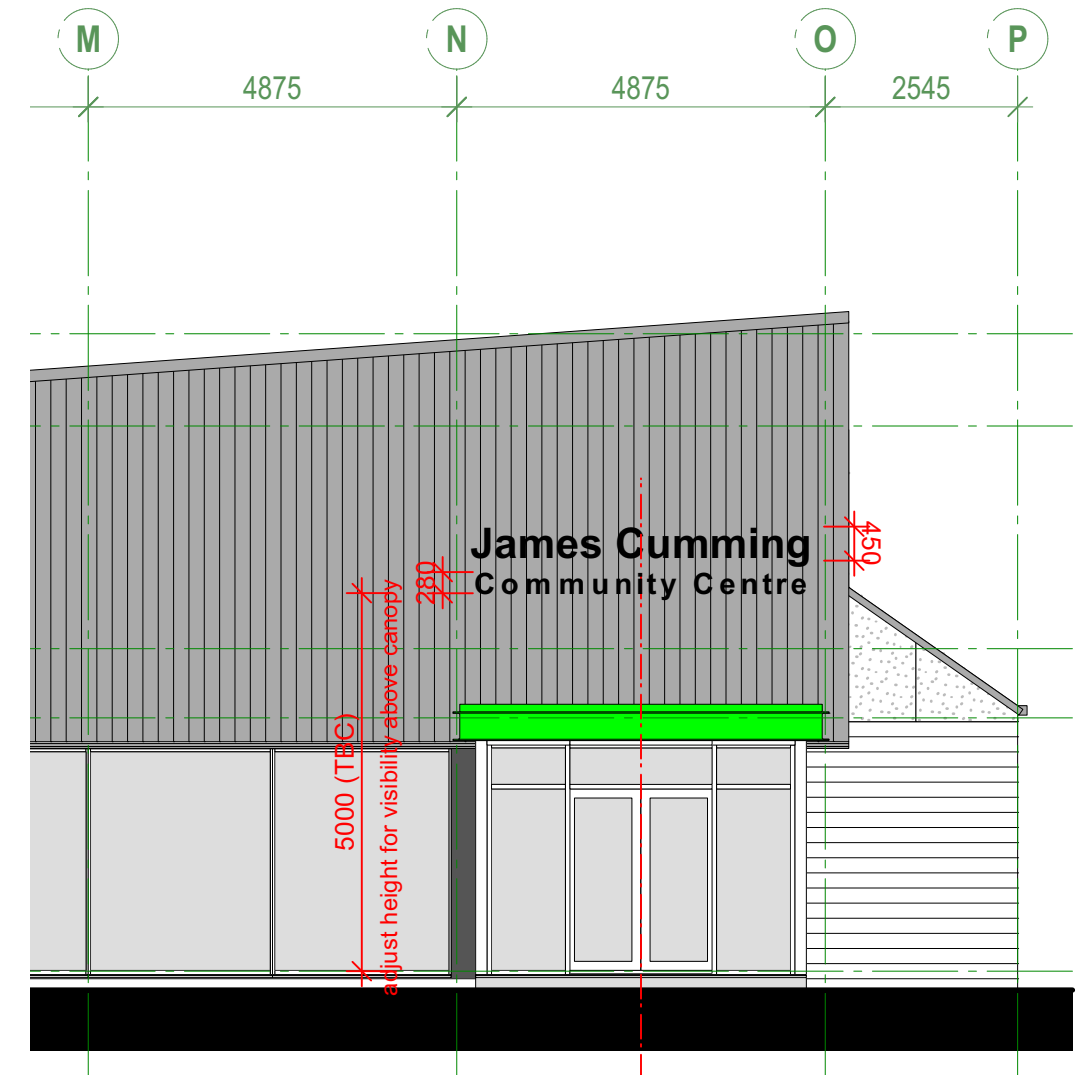
- Designed to match existing GDC main entry sign



**Community Centre Entry - Option A1**  
1:100  
- Text to fit canopy length



**Community Centre Entry - Option A2**  
1:100



**Community Centre Entry - Option B**  
1:100



**Community Centre Entry - Option B**  
No scale

## 6. MATAURA RIVER CROSSING/LONGFORD SHARED BRIDGE NEXT STEPS

(Report from 3 Waters Asset Manager, Matt Bayliss – 07.11.22)

### **Purpose**

To seek direction from the the Council regarding the next steps to be taken for the Mataura River Crossing/Longford Shared Path project.

### **Background**

A project to upgrade the East Gore water treatment plant (the East Gore plant) is now largely complete with only minor defects and project close out work to be completed. The upgraded East Gore plant has been designed to supply the entire Gore town with water that meets the requirements of the New Zealand Drinking Water Standards 2018 (NZDWS). However, currently only approximately 65% of Gore's water is being supplied through the East Gore plant with the remaining 35% being treated at the Hilbre Avenue treatment plant. To allow the East Gore plant to treat all of Gore's water, two interconnecting pipelines between the Jacobstown Well field and the East Gore Plant must be installed (the pipeline).

In 2018, the Council identified an opportunity to combine this pipeline project with a project to construct a pedestrian and cycle bridge (the Longford Shared Bridge) to improve access between East and West Gore. One of the critical factors for the Council making this decision was the fact Waka Kotahi was potentially willing to co-fund the construction of the bridge.

After working through the Waka Kotahi business case process, the preferred location for a pedestrian and cycle bridge was determined to be near Surrey Street. While this was not the most direct route for the new pipeline, Waka Kotahi's position was that if it was a co-funder, the primary purpose of the bridge was as a transport link.

Applications for the necessary resource consents for a single span cable-stay bridge located at Surrey Street were lodged in July 2020. While these consents were initially granted, the decision was appealed by the Waimea Plains Preservation Trust (the Trust). In March 2022 the Environment Court decided to uphold the Trust's appeal against the decision to grant the resource consents for a single span cable-stay bridge located at Surrey Street.

### **Discussion**

Clearly this was a significant set-back for the Council's strategy to centralise drinking water at the East Gore plant and leaves the project at a crossroads. After considering the various options, it is believed the Council has two options. These are:

- To continue to explore opportunities for a dual-purpose bridge to carry the pipeline as well as provide a pedestrian/cycling link, or
- Solely focus on getting the new pipeline across the Mataura River.

A discussion regarding these two options is provided below.

***Option 1 - Continue to explore opportunities for a dual-purpose bridge***

If there is a desire to provide improved pedestrian and cycle access between East and West Gore, it is believed the best chance to achieving this in the short term would be to continue to explore opportunities for a dual-purpose bridge.

Given the Environment Court's March 2022 decision, further consideration for a single span cable-stay bridge located at Surrey Street is not recommended. However, there are numerous alternative bridge locations and designs that could successfully meet the object of a dual-purpose bridge.

One of the key disadvantages of continuing down this path is the uncertainty regarding the success and time it may take to obtain the necessary resource consents for any new proposed bridge. The Council would need to undertake a thorough community engagement programme and options assessment to allow a successful consent application to be made. While at this stage it is difficult to estimate the cost and time it would take to identify a preferred solution and prepare a new resource consent application, as a minimum this would be expected to cost several hundred thousand dollars and take at least 12 months to complete. Once a resource consent application had been obtained, the design, procurement and construction of any bridge solution would then be expected to take at least another 18 months to complete.

The 3 Waters reform and proposed transition of 3 Waters service delivery to four entities across New Zealand on 1 July 2024 adds further risk and complication to this option. Obviously the main focus of the proposed new entities will be to deliver 3 Waters Services and it will be less concerned with providing additional benefits such as improving cycle and pedestrian opportunities. Due to this and when considering it is unlikely that construction of the bridge will have started prior to 1 July 2024, there is a risk the new entities may push-back on the Council's plans to construct a dual purpose bridge and decide to take an alternative approach. This risk could however be mitigated through some form of agreement being obtained with the National Transition Unit before the Council proceeded too far down the path of investigating dual purpose bridge options.

It is also worth noting that Waka Kotahi co-funding of any bridge would be very much dependent on the final option that was chosen and its funding ability at the time.

- ✦ Coincidentally, the Council has recently received the attached letter from the Chief Executive of Waka Kotahi, Nicole Rosie, following a review Waka Kotahi's investment target. The letter explains that due to various challenges in the construction industry and a reduction in forecast revenue, there has been a need to revise allocated funding budgets. Of note, there has been a reduction in funding for Walking and Cycling improvements. This does not bode well for a future application for funding assistance from Waka Kotahi for a dual purpose walking and cycling bridge.

If there is a desire from the Council to continue to explore the potential for a dual-purpose bridge, early engagement with the Gore community would be critical to the success of this option. For this reason, it is recommended the Council engage with the

community in early 2023. The key purpose of this consultation process would be to gauge the general level of support of a pedestrian and cycle bridge across the Mataura River and versus concentrating on installing water pipes only. After considering the information obtained from this initial engagement, a more detailed project plan would be developed and tabled for the Council to consider.

It should be noted that following the initial engagement process, depending on the feedback received through this process, the Council could at that point decide to solely focus on the required pipeline across the Mataura River (ie Option 2) as explained below. This however would result in an approximately 4–6-month delay for Option 2.

If the Council decides to proceed with this option, the Council staff will aim to prepare the necessary engagement information by the end of the year, allowing the engagement process to begin in late January.

***Option 2 - Solely focus on the required pipeline across the Mataura River***

If the Council were to solely focus on getting the required pipeline across the river there would be the following three main options to investigate:

- A pipe bridge directly across the river at Maitland Street
- Installing the pipe across the existing State Highway 1 Bridge
- Directionally drilling the pipe below the Mataura River

While all three of these options could potentially be suitable solutions, they all have their advantages and disadvantages. If this is the Council's preferred approach the proposed next steps would be to complete a preliminary options assessment of these three options (and any alternatives).

**Conclusion**

Following the March 2022 Environment Court decision, the project to install the necessary pipe across the Mataura River, which will enable all of the Gore town to receive water treated in accordance with the New Zealand Drinking Water Standards 2018, is at a significant crossroad.

If the Council wants to improve pedestrian and cycle access between East and West Gore, it is believed the best chance of achieving this in the short term would be to continue to explore opportunities for a dual-purpose bridge. However, there is some notable risks associated with this. In particular there is no guarantee the Council would be able to obtain the necessary resource consent to enable the bridge to proceed and there is significant uncertainty regarding Waka Kotahi being a funding partner for the project.

The alternative approach would be for the Council to focus solely on installing a water pipe across the Mataura River. While there would still be some risk associated with this approach, it would remove some of the complicating factors such as the need to engage with the community and potentially needing Waka Kotahi to be a funding partner.



**RECOMMENDATION**

**THAT the report be received,**

**AND THAT the Council provide direction regarding its preferred next steps for the Mataura River Crossing/Longford Shared Bridge project.**

14 November 2022

Kia ora koutou

The Waka Kotahi Board recently reviewed the investment targets for all activity classes in the 2021-24 National Land Transport Programme (NLTP) that were agreed when the programme was adopted in August 2021. This is normal process during the delivery of a NLTP.

COVID lockdowns, supply chain delays, the tight labour market, and the reprioritisation of transport programmes to better address recent policy changes, have affected the sector's ability to deliver on the ambition in the 2021-24 NLTP.

Many organisations have delayed the start of new projects or are delivering projects at a slower pace than originally forecast because of increased costs, funding pressures and supply disruptions. As a result, forecasted funding demand is much lower, with the situation remaining uncertain and there being ongoing changes to programme delivery.

Forecast revenue for the 2021-24 NLTP period is estimated to be \$600 million down (or about 5 percent of projected revenue at the time the NLTP was adopted) while project costs are higher than originally expected, putting pressure on this NLTP. In response, the Board has changed the activity class targets and established new target ranges in line with what we know we can afford to fund or finance.

Based on projected funding demand from recent council and Waka Kotahi forecasts which have also considered forecast revenue, investment limits have been reduced for the following activity classes:

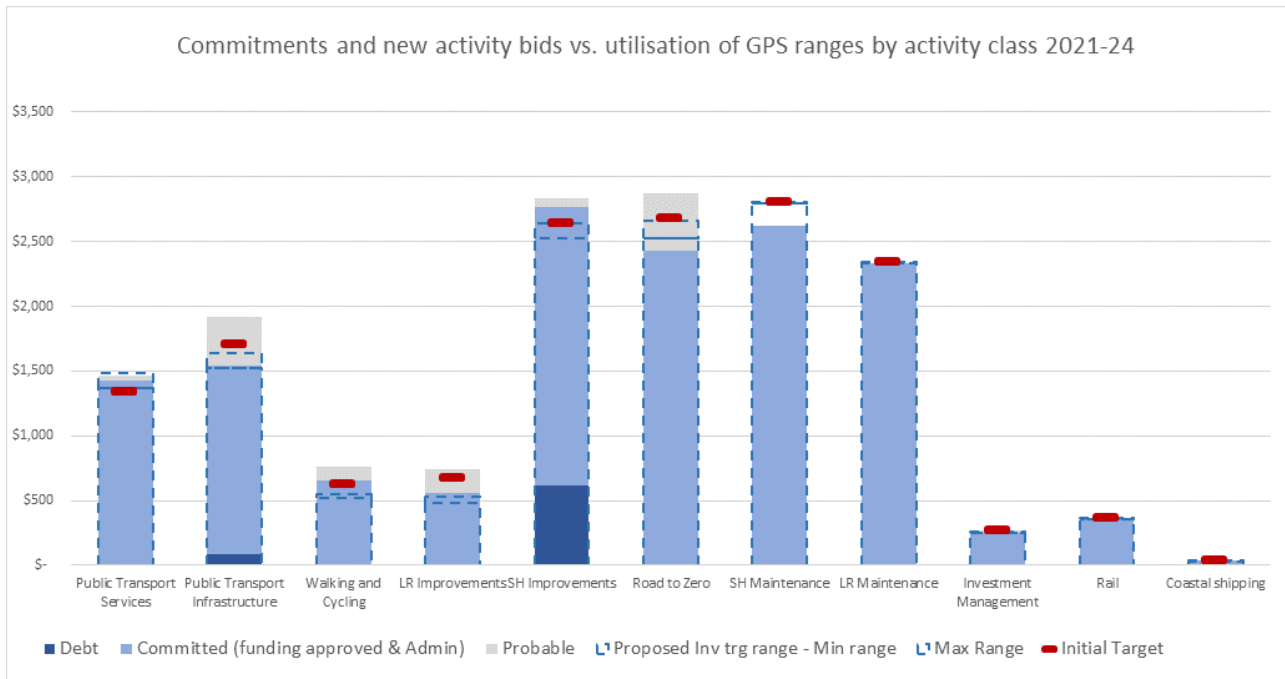
- Public Transport Infrastructure
- Walking and Cycling
- Local Road Improvements
- Road to Zero Activity
- Investment Management

Investment targets in the Public Transport Services activity class has been increased.

The activity classes that have remained the same are:

- Local Road Maintenance
- State Highway Maintenance
- State Highway Improvements
- Rail
- Coastal Shipping

All these changes are shown in the graph over the page, and full details are available at the end of this letter.



It is important to emphasise that at this stage we expect to be able to fund Probable Activities and meet all existing commitments. The lowering of some investment targets is not the result of Waka Kotahi cancelling or reprioritising any work programmes, it is simply reflecting forecast demand. However, it is unlikely we will be able to fund any new activities that are not Probable or agree to any new enhanced Funding Assistance Rates, outside of those approved for Emergency Works and other existing commitments.

Various factors have affected funding demand in the Public Transport Services Activity Class including reduced farebox revenue since COVID, diesel cost pressures, increased drivers' wages, and an extra public holiday. Accordingly, we have increased this funding target to ensure we can continue to maintain current services and support the reduction in private vehicle use and carbon emissions.

As you will be aware, the ongoing scale of emergency works from severe weather events is putting significant pressure on the State Highway Maintenance and Local Road Maintenance Activity Classes. We are currently managing this within the existing budgets. Should emergency events continue at the same frequency, adjustments may also be required to these Activity Class targets potentially resulting in the need to offset across the programme.

We are continuing to monitor available revenue and costs, and how these will impact the 2024-27 NLTP. At this stage, we expect a higher-than-normal carry-over of committed activities into the 2024-27 NLTP, which is likely to limit funding available for new activities in some Activity Classes.

Given the high levels of uncertainty, it is important you are regularly reviewing your work programmes and project forecasts through Programme Monitor to help us manage delivery of the 2021-24 NLTP and plan for 2024-27.

Please contact your Director of Regional Relationships if you have questions about this change.

Ngā mihi nui,

Nicole Rosie  
Chief Executive  
Waka Kotahi NZ Transport Agency

## New Target Investment Ranges by Activity Class

Activity Classes, NLTF (share \$m)	Investment Target (incl. approvals)	New Investment Target Range	GPS Lower range	GPS Upper range	Most Likely Case
Public Transport Services	1,330	1,370-1,480	1,220	1,930	1,441
Public Transport Infrastructure	1,699	1,520-1,640	1,270	2,080	1,600
Walking & cycling improvements	618	515-550	290	550	543
Local Road Improvements	671	485-525	300	810	511
State Highway Improvements	2,640	2,530-2640	2,400	3,250	2,680
Road to Zero	2,673	2,530-2660	2,530	2,830	2,595
State Highway Maintenance	2,805	2,805	2,260	2,940	2,805
Local Road Maintenance	2,339	2,339	2,000	2,340	2,339
Investment Management	262	250	220	270	250
Rail Network (excluding Crown top-up)	360	360	360	510	360
Coastal Shipping	30	30	30	45	30
<b>Total</b>	<b>\$15,427</b>	<b>\$ 14,734 - 15,279</b>	<b>\$12,880</b>	<b>\$17,555</b>	<b>\$15,154</b>

## 7. GORE DISTRICT COUNCIL RECYCLING UPDATE – RETHINKING WASTE

(Report from General Manager Critical Services, Jason Domigan – 14.11.22)

### **1. Purpose**

- 1.1. This report provides an update to the Council on the Rethinking Waste project and a potential timeline to develop recycling options and consultation.

### **2. Introduction**

- 2.1. In 2020, the Council significantly reduced its kerbside recycling options offered to the community. Those changes were forced by collapsing markets for recyclable product, a contentious and ultimately abandoned tender process for kerbside recycling and a lack of Government direction on waste minimisation initiatives.
- 2.2. Recent changes on all of these fronts have prompted a rethink about how the Council should be positioning itself in respect of achieving greater outcomes with waste minimisation. This report provides an update on the Rethinking Waste project following discussions with the WasteNet Councils and key stakeholders. It also identifies a process for the Council to incorporate increased recycling options for community consideration.

### **3. Background**

- 3.1. The Council commenced a kerbside recycling service for both Gore and Mataura in 2012. The service, which involved mixed glass, plastics, cardboard, paper, and tins was enthusiastically embraced by those receiving the service. However, the progressive withdrawal or collapse of overseas markets around 2019, placed significant questions on continuing with a recycling service where the product could only be stockpiled or landfilled due to a lack of interest from overseas buyers.
- 3.2. Given rising costs of kerbside recycling, together with diminishing markets for the product, the Council made the difficult decision to discontinue offering a recycling service except for the collection of mixed glass, once per month. This decision, in effect, placed recycling on 'life support' pending the emergence of Government direction and/or the revival of recycling markets. The Council's thinking at the time was to keep the recycling infrastructure in place and endeavour to maintain good habits of residents in wanting to recycle, albeit with a base minimum of glass.
- 3.3. At the same time, in recognition of the reduced level of service, the Council opted to allow green waste to be deposited at the Gore refuse transfer station free of charge. This approach also recognised that there is a stiff penalty to pay for waste that ends up in a landfill and therefore ensuring that green waste is

not placed in the red kerbside bin is a positive step of diverting this particular stream of waste from the landfill.

- 3.4. The impact of the gradually increasing waste disposal levy should not be underestimated. Set at \$10 per tonne in 2009, it recently increased from \$20 to \$30 per tonne at 1 July 2022. The pricing will continue to rise appreciably over the next two years with the government planning on increasing the levy up to \$60 per tonne from 1 July 2024. Therefore, waste minimisation to avoid the sharp rise in costs in landfill disposal has both financial and environmental advantages.

#### **4. Legislative change occurring**

- 4.1. After several years of promise, the Government finally revealed its future direction for waste minimisation and recycling in New Zealand, earlier this year. The consultation proposal developed by the Ministry for the Environment centred around three connected initiatives.

##### ***A container return scheme***

- 4.2. This scheme has been designed to encourage people to return their drink containers for recycling in exchange for a small refundable deposit suggested at 20 cents. Through a container return scheme, the Government expects to reduce litter and recover over 85% of eligible containers. The proposal would see the introduction of a network of container recovery facilities throughout the country, in order for people to easily participate in the scheme.

##### ***Standardised kerbside recycling collection***

- 4.3. A standardised system of kerbside recycling is being mooted to improve the quality of what is recycled, reducing recycling costs and making it easier for consumers of the service to understand the rules of its operation.

##### ***Separating business food waste from general waste***

- 4.4. The Government is proposing to introduce regulations to compel businesses to separate food waste to divert it from landfill in the interest of reducing greenhouse gas emissions and making better use of organic material to improve soil, feed animals or to produce biogas.
- 4.5. The proposed transformation of recycling generated approximately 6000 submissions. The Gore District Council submitted on this proposal and was broadly supportive. Consultation closed on 22 May, and it is expected that following Government analysis of submissions, that the cabinet will make decisions on the proposals later this calendar year.

#### **5. Local environment update**

- 5.1. In the meantime, there has been encouraging signs about changing market conditions, to give new hope that recycling could once again be pursued with a

positive environmental outcome. The range of possibilities for recycling products is covered in the attached report from Ahika Consulting which has been assisting the Council in finding a way forward from its 2020 exit from recycling with the exception of glass. On page seven of the report, a recommendation is made to resume kerbside recycling centering around the collection of aluminium, steel and plastic as a mixed bundle that can be placed in the one bin. This recommendation is made on the basis that there is a ready market for these products and a potential market exists for glass separately while cardboard and paper are adequately dealt with by Pakeke Lions.

- 5.2. If this type of recycling could be reintroduced, it would be a big step forward from what the Council currently has on offer. Since the last report coming to Council in August, staff have been meeting with the other WasteNet Councils and talking further to key stakeholders to understand what options can be implemented.

***Bond Contracts Ltd (BCL) bin provision and pickup service***

- 5.3. Discussions with BCL have been positive about the reintroduction of an aluminium, steel and plastic mixed bundle recycling option for those areas already serviced under the BCL contract. If the Council wants to consider the reintroduction of this type of service, BCL are happy to provide options for the Council to consider and to then seek community feedback on the preferred option for residents.

***Recycle South contract***

- 5.4. When Council opted out of the recycling contract with Recycle South (formerly Southland disAbility Enterprises), Invercargill City Council absorbed the full contract and subcontracted to Southland District Council after the latter Council, also re-considered recycling options back in 2019/2020. Discussions with both Councils and Recycle South have again been positive and if the Council wanted to re-engage Recycle South to process recycling, it can be achieved. Recycle South has the capacity to accept the additional recycling volume with the Council being able to access this by way of a subcontract to Invercargill City Council. This is what is currently in place with Southland District Council.

***Glass recycling***

- 5.5. The recycling of glass is currently a work in progress. At this stage, the Council is stockpiling glass at the Gore transfer station site and is in discussions with McGregor Concrete (MGC). We are currently working through a proposal where MGC build and pay for storage infrastructure at the Gore transfer station. Glass could be removed by MGC for an agreed price per tonne (\$100 suggested) on the agreement that 20-30% of the end product (sand) is purchased back by the Council for use in infrastructure eg asphalt, walking/cycle tracks, pipe bedding or electrical cable bedding. There are two issues to note here that are still being worked through and outlined below:

1. The final product is not yet consistent enough to be used in asphalt. MGC is still working through development and testing to improve this if possible.
2. The Council has little control at this time over the materials used by contractors who provide the services such as footpaths, pipe replacement and renewals and electrical works. For this to be achievable, the Council would potentially need to review its procurement processes to provide for and support contractors who were agreeable to using recycled materials. This potentially creates risk and/or limits the pool of contractors. More work needs to be done to understand the feasibility and viability of this for the Council.

### ***WasteNet review***

- 5.6. In discussion with the other WasteNet Councils, it appears that WasteNet is due for an operational review. Under the existing contract with WasteNet, we are locked into 1 July 2027, however there is potentially scope and need to review the operation of WasteNet with legislative change coming through from Central Government over the next 12-18 months.
- 5.7. The governance structure of WasteNet has certainly lost momentum with no formal meetings having occurred for more than two years. A workshop was held in April 2022 however no minutes were taken and it was not publicly advertised. The regional entity still offers the Council the best efficiency for waste management and minimisation. However, with local government elections now over, there is an opportunity to seek guidance from elected members across the WasteNet Councils on the operational model and whether it should be reviewed to ensure it is still fit for purpose.

## **6. Waste Minimisation Officer**

- 6.1. Another pressing issue is the Council resourcing of its waste minimisation endeavours. This is a specific recommendation contained within the report from Ahika Consulting that the Council employ its own dedicated Waste Minimisation Officer. This is a concept whose time has clearly come. One only must look at previous reports, the new directions and expectations released by the Government via the Ministry for the Environment consultation document on improving recycling, to realise that dealing with solid waste issues is complex and time consuming.
- 6.2. The Council has endeavoured to manage the solid waste activity without having a dedicated officer in place. The solid waste activity has continued to be an extra of either the Roading Manager or the Facilities Administration Officer, with some routine matters such as liaising with bin holders being undertaken by administrative staff. Waste management has long been the poor cousin in terms of resourcing by Councils but still has significant expenditure, infrastructure and the requirement for ongoing management to achieve good outcomes. With the large degree of change on the horizon, coupled with the need to engage with



and educate the community about these changes, a dedicated resource is sorely needed.

- 6.3. Those factors alone provide enough aspects for meaningful engagement with the community with a number of issues and potential options to be considered. However, it should be noted that the strategic paper put forward by Ahika Consulting also profiles other issues which, while not directly related to kerbside recycling, are still very much a part of the overall waste minimisation picture.
- 6.4. Recommendations such as the completion of a feasibility study into the development of a resource recovery park or undertaking a feasibility study on a food waste collection system, do not necessarily demand urgent attention or resolution at this point in time but are part of the wider picture to be considered. It is suggested those initiatives can possibly be considered via a feasibility study or business case as part of an application to the Ministry for Environment's Waste Minimisation Fund (WMF). The WMF is focused on accelerating New Zealand's transition towards a low emissions and low waste circular economy. The fund will remain open year-round from October 2022 unlike the short annual funding rounds of previous years. There is \$120 million available over the next two years.

## **7. Engagement with the community**

- 7.1. Given the factors outlined above and if the Council is supportive for the next stage to occur, staff have been looking at opportunities to engage with our communities about the issues outlined above. The reintroduction of a mixed recycling option will be an increase in the level of service provided by Council and will result in additional costs that have not been allowed for or identified in the Council's Long Term Plan. This is likely to be viewed as a significant or material change under the Local Government Act.
- 7.2. It is therefore proposed to carry out this engagement early in 2023. As a result, should the community and Council agree on a preferred option to reintroduce a mixed recycling service, this could be implemented the following financial year from 1 July 2023.

## **8. Conclusion**

- 8.1. A lot has changed since the Council put its kerbside recycling service on life support in 2020. Better opportunities for the recycling of aluminium, steel and plastics currently exist. New opportunities for the possibility of glass to be crushed and used as a material to support infrastructure upgrades are being developed.
- 8.2. The Government has finally signified a national pathway forward for recycling by proposing to introduce a container return scheme and standardised kerbside

recycling service. Those particular initiatives which are subject to a cabinet decision being taken later this year, are realistically three years or so away.

- 8.3. In the interim, the Council should not wait for any new kerbside collection service to be rolled out or directed by central Government. The rising waste disposal levy dictates that the Council should move sooner rather than later to minimise the amount of waste that finds itself going to landfill.
- 8.4. Council staff have met with the WasteNet Councils and key stakeholders and there is a willingness from the Invercargill City Council and Recycle South to revive negotiations that were abandoned two years ago. Bond Contracts has indicated its ability to provide cost options and support the reintroduction of mixed recycling as part of the kerbside collection service.
- 8.5. Given the amount of change on the immediate horizon, coupled with the multi-faceted nature of waste management and minimisation (from collection, contract administration through to public education and interfacing with the likes of WasteNet) a dedicated Waste Minimisation Officer is required to help propel advancement in this area which has an economic, social and environmental impact.

#### **RECOMMENDATION**

**THAT the report be received,**

**THAT the Council note the willingness of Invercargill City Council, Recycle South and Bond Contracts Ltd to support and reintroduce a kerbside recycling collection service for Gore and Mataura,**

**THAT if there is still a willingness to resume a kerbside recycling collection service, the scope and assessed costs of any such service be identified and then be the subject of community engagement with a view to resuming a full scale kerbside recycling service from 1 July 2023,**

**AND THAT the Council give consideration to employing a dedicated Waste Minimisation Officer through the 2023/2024 Annual Plan process.**



Ideas for sustainable  
futures

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Gore District Council

## Rethinking Waste: Recommendations

3<sup>rd</sup> August 2022



ENERGY, CARBON &  
WASTE IN BUSINESS



BIODIVERSITY &  
CONSERVATION



FOOD, FARMS &  
FRESHWATER



CARBON FORESTS  
& BIOENERGY



PEOPLE &  
COMMUNITY

Report prepared for client by Niki Bould.

Date: 3<sup>rd</sup> August 2022

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## 1 Background

Gore District Council (GDC) wants to rethink waste. The waste hierarchy is a good tool to use to rethink waste (see below from Ministry for Environment Transforming Waste Consultation document):

### The Waste Hierarchy



Using this tool, Ahikā Consulting conducted community consultation to identifying opportunities for rate payers to rethink, reduce, reuse, repurpose, recycle and compost materials they no longer want. During the consultation, a wide range of actions were discussed. The following are a selection of recommendations from this work:

1. Update the GDC website to educate rate payers on the waste hierarchy. Include information on repairing, repurposing and recycling.
2. Employ well-resourced, FTE waste minimization officer as a member of GDC staff, with a mandate to help rate payers reduce, repair, repurpose and recycle what they don't want.
3. Build a well-resourced and well-staffed Resource Recovery Park.
4. Investigate restarting kerbside recycling – what and how.
5. Investigate a food waste kerbside collection – what and how.

This report considers these five actions in further detail.

## 2 Recommendation 1: Update the GDC website

From the community engagement process (and some follow-up phone calls) a lot was revealed about what is happening in Gore, such as free garden waste drop off at the transfer station, cardboard recycling with Pakeke Lions and what can be dropped off to Invercargill's Recycle South (previously SDE, Southland DisAbility Enterprise). All this information is helpful to proactive members of the community who want to do the right thing. The GDC website

needs to direct people to the right places. Ahikā has verified the following opportunities for the GDC comms team to include on their website:

- Free green waste / gardening waste drop-off at the GDC transfer station
- Repair:
  - Shoe repairs: Bennetts Shoe Service (169 Tay St, Invercargill)
  - Clothing repairs and alterations: Forty-Nine Notches (49a Main Street, Maitua, Gore)
  - General fix-it types (Blokes Sheds, Maitua)
- Repurpose:
  - Op shops:
    - The Salvation Army (21 Irwell St, Gore)
    - Hospice Shop (11 Ordsal St, Gore)
- Recycling:
  - Gore Liquorland (25 Traford Street, Gore) has a container return scheme (\$5 per crate plus the 12 bottles)
  - Super Liquor (225 Main Street, Gore) has 'swap a crate' with \$6.00 saving
  - Pakeke Lions Gore (117 Hokonui Drive, Gore) take cardboard, paper, books, and magazines
  - Mitre 10 Gore (15 Irwell Street, Gore) collect used plant pots and light bulbs
  - Recycle South (28 Ettrick Street, Invercargill) collect:
    - Newsprint
    - Mixed glossy paper
    - Cardboard
    - Steel tins
    - Aluminium cans
    - Clear and coloured plastic drink bottles (No. 1 type plastic)
    - Milk containers (No. 2 type plastic)
    - Janitorial plastic bottles (No. 2 type plastic)
    - A variety of metals
    - Polystyrene.
  - Recycle South also deals with e-waste, including:
    - Decoder boxes (set top boxes)
    - Laptops
    - Gaming consoles
    - Computer towers
    - Hard drives
    - Headphones
    - Cell phones
    - Radios
    - Stereos
    - Speakers
    - Wire
    - Insulated wire
    - Household appliances (eg. toaster, jug, coffee machine, microwave).

### 3 Recommendation 2: Employ a waste minimization officer

Key points for this role are:

- Full time equivalent staff member within Gore District Council.
- Well supported staff to come up with ideas for change.
- Well-resourced staff to implement those changes.

The role of the waste minimization officer is about waste reduction and waste education and therefore needs resourcing (given a significant budget) to be able to run workshops, bring experts in and establish work programmes. This person's role is also to have a finger on the pulse in terms of what is going on within the town and districts of Gore and into Southland and get that information out into the community through GDC's comms team.

The role will also be about making connections to find the right avenues for some of the harder to manage materials, either within the district or outside of it. The role will include building relationships with central government, especially regarding MfE's Transforming recycling in Aotearoa project and proposed regulated product stewardship proposals for plastic packaging, tyres, electrical and electronic products (e-waste including large batteries), agrichemicals and their containers, refrigerants, and farm plastics.

The role is to also help educate the community of Gore and Districts about the Waste hierarchy and how reduction is first and foremost at the top of GDC's list of priorities.

The Waste minimization officer's role will be to connect to other existing initiatives, such as:

- Education:
  - Kate Mead's Waste Free living (for adults) - nationally focused
  - Waste Free Wanda (for students) - for Southland
  - Food Rescue services
  - Kiwi Harvest - based in Dunedin
- Repair:
  - Repair workshops / cafes - national
  - Tool libraries - national
  - Stitch Kitchen - based in Dunedin
- Recycle organisations (national):
  - Terracycle: recycling of credit cards, face masks, bottle caps, to the entire contents of a bathroom or office.
  - Bata Industrials New Zealand: recycling white gumboots
  - Soft Plastic recycling: recycling the majority of soft plastic packaging
- Upcycle: battery and vape products collection and recycling.

## 4 Recommendation 3: Complete a feasibility study of a Resource Recovery Park

To understand the requirements for a well-resourced and well-staffed Resource Recovery Park (RRP) a feasibility study needs to be undertaken. Ashburton District Council's RRP, managed by Envirowaste is a great example of how a RRP needs to operate.

Some key points for a successful RRP include:

- Multiple full time equivalent staff members work there (could be employees of a contractor or employees of GDC).
- Well supported staff to come up with new ideas to constantly improve RRP.
- Well-resourced staff to implement those changes.
- Repurposing shop is onsite.
- Repairing workshop is onsite (could include a variety of tools, including sewing machines, etc.).
- A wide range of recycling is available (it is essential that ALL recycling is sorted, clean, dry including glass should be kept out of any recycling), once bins are full they can be delivered to Recycle South (list of what they recycle is above).
- Weighbridge for ALL vehicles, including those dropping off for repurposing, repairing, or recycling (collecting data is essential).
- Ensure ALL vehicles drive through the repurpose, repair, or recycle facilities prior to arriving at the pit.
- Have a staff member present at the pit to help guide the public regarding what can be re-purposed, repaired and recycled before dumping in the pit., also, when safe - remove items that have ended up in the pit that can be repurposed, repaired, or recycled.

A RRP is a good way for GDC to educate the public on the waste hierarchy (image above) and how to refuse, reduce, reuse, repair, repurpose and rot if GDC want to truly Rethink Waste. There is an opportunity to create jobs around repairing and repurposing. To kick start them, some funding may be required (which could come from the Waste Levy, central government have funding for reducing waste to landfill). Rethinking waste and finding value in waste is essential if we are going to change behaviour.

## 5 Recommendation 4: Re-start kerbside recycling

### 5.1 Background to any kerbside recycling collection

*Quality, quality, quality! It really is all about quality!*



There is no money in a tonne of dirty, contaminated materials that have broken glass throughout. The value in a material is its quality. Any material collected at kerbside needs to have as little contamination in it as possible. No matter what options GDC choose for recycling, SORTING and EDUCATION are the two key ingredients.

For example, there are quite a wide variety of materials that can be recycled in Aotearoa New Zealand, including:

- Paper and cardboard
- Steel and aluminium tin cans
- Plastic bottles (No. 1 plastic PET)
- Plastic bottles (No. 2 plastic HDPE)
- Plastic containers and trays (No. 1 PET)
- Plastic containers and trays (No. 2 HDPE)
- Plastic containers and trays (No. 5 PP)
- Glass bottles and jars.

However, despite the Ministry for Environment (MfE) Transforming Waste consultation document stating that these materials may become standardised in kerbside collection in the future, some of those materials cannot be recycled in Southland or Otago.

## 5.2 Our recommendation: Keep recycling simple and sorted

We recommend GDC keeps kerbside recycling simple and well sorted and runs a well-planned educational campaign.

### 5.2.1 Collect aluminium, steel, and plastic as mixed recycling

In a household there are four food and drink packaging materials that are easy to recognise, easy to clean, dry, and collect for recycling. These are: aluminium drink cans (beer and soft drinks), steel tin cans (preserved food, soups, etc), milk bottles, and drink bottles (water and soft drinks).



*Images above show (from left to right) aluminium drink can, steel tin can, plastic milk bottle, plastic drink bottle*

### 5.2.2 Collect glass separate to mixed recycling

Glass **must** be kept separate from other materials.

**The problem with glass:** Glass is an issue all on its own. Although it is 100% fully recyclable in Aotearoa New Zealand, it is heavy to transport, hard to colour sort, and valueless when colours are mixed. It also breaks easily and if mixed with other recyclable materials it will end up on the conveyor belts at the Material Recovery Facilities (MRF) where it damages the conveyor belts and, more importantly, is a health and safety risk for the humans who sort some recyclable materials and keep the machines running. Glass sent to landfill is approximately \$180 per tonne.

**100% fully recyclable:** Glass recycling back into bottles is only possible in Auckland. 5R in Christchurch are the closest collection agent to get it to Auckland. It must be colour sorted and transported to Christchurch.

**Crushing glass into aggregate:** Closer to Gore there are two glass crushing facilities, one in Cromwell (Fulton Hogan - about 170km away) and one in Winton (McGregor Concrete Ltd, 60km away). The problem with crushing glass into aggregate is there needs to be a market for the end product (bearing in mind aggregate in Southland can be bought very cheaply currently).

**Closing the loop:** After in depth discussions and research, we recommend that GDC closes the loop with McGregor Concrete. By this we mean McGregor takes the kerbside collected glass (for a fee), turns it into a useable end product and GDC agrees to purchase a % of the end product back for use in its own roads, car parking, footpaths, etc.

### 5.2.3 Support existing local community initiatives

GDC needs to also support existing community initiatives, such as Pakeke Lions Gore. They are collecting paper and cardboard for recycling and collecting books and magazines for re-sale. Therefore, we recommend these materials are kept out of any kerbside collection.

We recommend advertising Pakeke Lions Gore in all educational campaigns to increase the amount of cardboard and paper they collect. We also recommend including in that advertising that they are a community organisation that takes donations and volunteer help as well.

### 5.2.4 Run a simple and clear education campaign before kerbside collection starts again

The best education campaigns help the public / rate payer understand what "contamination" means in terms of materials that they think can be recycled and what happens to their recycling when it becomes contaminated.

Contamination is mainly caused by the wrong material being placed in the wrong bin. Contamination can also be caused by how an item is presented for recycling, and the size of an item can also affect its ability to be recycled. For example, if one household uses their recycling bin as a general waste bin, then when this bin is emptied into the truck the kitchen waste, the bathroom waste, the garage waste and everything else that is disgusting and unwanted all mingles in and across everyone else's carefully cleaned and dried recyclable containers. So, in one swift motion the entire truck load of material can be contaminated beyond rescue and must go to landfill.

It is essential that everyone uses their recycling bins carefully and with respect for their neighbours.

There is no need to re-invent the wheel, there are many existing educational campaigns around the country that other Councils have done that have worked well.

## **6 Recommendation 4: Complete a feasibility study on a food waste collection system**

We recommend a feasibility study of a household food waste collection system (kerbside or other) needs to be undertaken.

Secondly, we recommend GDC encourages the region (WasteNet) to complete a regional assessment of waste material flow within Southland, similar to the [Otago Mayoral Forum's Regional Waste Assessment](#). Understanding material flows in and around Southland alongside Otago is essential to understand the joint opportunities for collaboration across both regions for organic waste collection and processing.

## **8. EXECUTIVE ASSISTANT FOR HIS WORSHIP THE MAYOR**

(Report from Chief Executive– 14.11.22)

### **1.0 Introduction**

- 1.1 This report profiles the request from His Worship the Mayor for a dedicated assistant.

### **2.0 Background**

- 2.1 Secretarial support for the Office of the Mayor has traditionally been provided by the Council's Corporate Support staff. A dedicated secretary or administrative support for the office of the Mayor has not been provided or required over the past 20 years.
- 2.2 In March this year, following a Council restructure a new position of Executive Assistant to both the Mayor and the Chief Executive was established. An appointment to that position was subsequently made with the appointee commencing on 26 April 2022.
- 2.3 From what I understand, following the amount of publicity arising from the election of His Worship, a private personal assistant was engaged to assist with media enquiries. This private personal assistant has continued to assist His Worship in diary management, press releases and travel bookings. In some instances, the private personal assistant is committing the Council to costs despite not being a Council employee.

### **3.0 Implications**

- 3.1 The current situation is confusing and poses a reputational risk to the Council. All press releases from the Council should be sent via the Council's communications team. However, to date press releases have been emanating from the Mayor's private personal assistant and refer all media enquiries to her. This has seen press releases on the same subject, but with different content, being issued by both the Mayor's private personal assistant and the Council's communications team.
- 3.2 The result is confusion and potential embarrassment for the Council, and over time may see media confidence in the Council eroded. It may also cause some animosity if all media are not being treated equally and provided with press releases at the same time.
- 3.3 Further, the Council's dedicated Executive Assistant for the Mayor and Chief Executive has been left nonplussed about what her role in relation to supporting the Office of the Mayor. Should the Council approve the establishment of a dedicated position of Executive Assistant to the Office of

the Mayor, a management of change process will need to be conducted with the office holder of the position of Executive Assistant to the Mayor and Chief Executive. The management of change process will attract additional costs for the Council and carries an element of risk regarding future potential employment relations activity and disruption to the Council culture, which is inevitable in a management of change process.

#### **4.0 Justification for a dedicated position**

- 4.1 The need for a dedicated position of Executive Assistant to the Office of the Mayor is best articulated by His Worship at the meeting. However, I understand His Worship has received advice from other Mayors that he should look to have his own dedicated personal assistant and not share this resource with a Chief Executive or others.

#### **5.0 Comparison with other Councils**

- 5.1 It is routine to find Mayors of larger cities to have their own dedicated secretarial support and policy advice. However, that is not a fair comparison with a small District Council like Gore. The Southland region, in which the Gore District is still the smallest local authority, might provide a useful comparison in regard to the level of secretarial support to the Mayor or Chair.
- 5.2 After conferring with my fellow Chief Executives in the region, it has been confirmed that the Mayors of the Southland District and Invercargill City, together with the Chair of Environment Southland, do not have a dedicated Executive Assistant. All of these positions utilize a shared service model with either the Chief Executive or another senior executive.

#### **6.0 Financial impact**

- 6.1 It is understood that a part-time position of 27.5 hours per week is envisaged. The estimated cost of this position, including salary, superannuation, training, travel costs, and establishment costs (office support), is estimated to be in the vicinity of \$70,000 - \$85,000 annually (this has an impact of increasing rates by approximately 0.4%). This cost is not contained within the current Council budget. If approved, it would add to an already under-pressure salaries budget, which with high wage demands, has meant that the Council has had to delay the appointment of the likes of a Policy Analyst and Corporate Support Officer.

#### **7.0 Process if approved**

- 7.1 If the Council approves the establishment of a dedicated Executive Assistant to the Office of the Mayor, an open contestable process for the recruitment of a person to fill this role then needs to be instigated. The Council's Chief Executive is the employer of all staff, and this also pertains to any staff member that may be assigned to work exclusively for the Office of the Mayor.

- 7.2 Therefore, the current private personal assistant of the Mayor would be welcome to apply for the position, but any application received would need to be assessed against the merits of others submitted and follow the recruitment processes undertaken for all positions at the Council. Once an appointment is made, the new employee would be subject to the employment conditions of the Gore District Council, including its House Rules and Code of Conduct.

#### **8.0 Conflict of interest**

- 8.1 As the private personal assistant of the Mayor is the partner of Cr Stringer, Cr Stringer has a conflict of interest and will need to remove himself from the debate and the chambers while this particular item is discussed and resolved.

#### **RECOMMENDATION**

**This is entirely a matter of political discretion for the Council.**

**Please note, the cost implications and a management of change process that will need to be instigated should the proposal be approved.**

## 9. MAYORAL EXPENSE CLAIM - TRIP TO WELLINGTON TO ATTEND NEW MAYORS TRAINING

(Report from Chief Executive – 14.11.22)

### **1.0 Introduction**

- 1.1 This report relates to an expense claim submitted by His Worship the Mayor in regard to travel and accommodation expenses accrued in attending a 2-day training session for new Mayors in Wellington. The Mayor has contested the decision made by myself after receiving advice from the General Manager Corporate Support, to not reimburse expenses for his private Personal Assistant who travelled with him to Wellington.

### **2.0 Background**

- 2.1 Local Government New Zealand hold a 2-day training session for new Mayors immediately after each triennial local authority election. It is acknowledged that in the case of the Gore District with a delayed and contested election result, the time available to arrange flights and accommodation for the Mayor-elect was extremely tight.
- 2.2 Council staff were not aware of the travel arrangements made however, as Chief Executive I certainly encouraged the then Mayor-elect to attend the 2-day training programme, and it should be stressed from the outset that travel and accommodation expenses incurred by His Worship attending this event are not in dispute.
- 2.3 Please find enclosed both the expense claim submitted, the consideration of the claim and its compliance with the Council's Sensitive Expenditure Policy by the General Manager Corporate Support and my memorandum to His Worship providing a written decision. As can be seen by the written decision, the claim for expenses in having the Mayor's private Personal Assistant travel with him to Wellington, was declined. The reasons for declining these expenses are clearly outlined in the attached correspondence.

### **3.0 Request for review**

- 3.1 His Worship has asked that the decision of the Chief Executive be reviewed by the full Council. The invitation to have this decision reviewed was extended in my memorandum to His Worship dated 3 November 2022.

### **4.0 Conflicts of Interest**

- 4.1 As these expenses have been incurred by His Worship and he is seeking full recompense, he will have a pecuniary conflict of interest and will need to

remove himself from the debate and the Council Chamber while this issue is considered.

- 4.2 In a similar vein, Cr Stringer, being the partner of the Mayor's private Personal Assistant, is also similarly conflicted and will have to remove himself from both the debate and the Council Chamber.
- 4.3 Therefore, Deputy Mayor Cr MacDonell will need to preside over this issue.

## **5.0 A view from His Worship**

- 5.1 It is understood that His Worship wishes to address the Council and provide his view on why the decision of the Chief Executive should be amended to include the expenses of his private Personal Assistant. No doubt written material articulating this view and/or commentary to be made at the meeting, will ensue.

## **6.0 Departure from policy**

- 6.1 The Council's Sensitive Expenditure Policy has only just been comprehensively reviewed by the Audit and Risk Committee. Whilst the Council can step outside any given policy, it needs to do so in a considered and cautious manner. In this particular matter, sensitive expenditure is very much on the radar of the Office of the Auditor General.
- 6.2 Further, the Local Government Act stipulates that decisions that are inconsistent with policy do require bolstering by articulation of rationale for opting to act in a manner that is inconsistent with an established policy. Specifically, Section 80 provides:
  - 80 Identification of inconsistent decisions
  - (1) If a decision of a local authority is significantly inconsistent with, or is anticipated to have consequences that will be significantly inconsistent with, any policy adopted by the local authority or any plan required by this Act or any other enactment, the local authority must, when making the decision, clearly identify—
    - (a) the inconsistency; and
    - (b) the reasons for the inconsistency; and
    - (c) any intention of the local authority to amend the policy or plan to accommodate the decision.
  - (2) Subsection (1) does not derogate from any other provision of this Act or of any other enactment.
- 6.3 Therefore, should the Council be of the mind to amend the decision of the Chief Executive, it would need to clearly state the reasons for departing from the Sensitive Expenditure Policy.



**RECOMMENDATION**

**For Council consideration.**

# Memo



**To:** Ben Bell (Mayor-elect)

**From:** Chief Executive

**Date:** 3 November 2022

**Subject:** Expense claim in relation to trip to Wellington

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I refer to your expense claim dated 26 October 2022 in which you submit claims for expenditure incurred in a recent trip to Wellington. A copy of this expense claim is attached for ease of reference.

Due to the surprise inclusion of costs incurred by your private personal assistant, Shanna Crosbie within the claim, I've sought some objective input from the Council's, General Manager of Support Services. My surprise stemmed from the fact that at our meeting on 25 October, when I enquired about the status of Shanna Crosbie, you emphasised that she was your private personal assistant. This, along with the fact that I am unaware of any time in the past 20 years that secretarial support has travelled with the Mayor for a Local Government NZ event, caused me to have the General Manager Corporate Support to review the claim.

Please find enclosed the analysis of the claim and its compliance with the Council's Sensitive Expenditure Policy, prepared by Lornae Straith, General Manager Corporate Support. The key conclusion arising from this analysis is that the costs incurred by Shanna Crosbie cannot be reimbursed by the Council. These are private costs which the Council was unaware prior to being committed, that there was an expectation that reimbursement would be sought from the Council.

The General Manager Corporate Support makes a number of recommended actions in her memo in respect of the claim submitted. I have already covered the issue of the first recommended action in relation

to costs incurred by Shanna Crosbie. Looking at the other recommended action points contained within the memo:

1. A written statement outlining the business-related purpose of the trip.

I don't believe this is necessary in this instance as I acknowledge that I encouraged you to make arrangements to participate in the new Mayor training programme in Wellington on 17 and 18 October. I made this point in my congratulatory phone call to you following the announcement of the preliminary results of the election on Sunday 9 October.

2. Additional evidence of the dates and flights to provide support to the expense claim.

I agree with the recommendation that details of the flight change and why this was necessary should be provided to support the claim in question.

3. Request additional information regarding what the flight changes were.

Again, allied to the rationale provided in 2 above, further information on what flights were booked and what changes were made would assist in providing the requisite level of documentation to support payment of the claim.

4. Consideration be given to only reimbursing the portion that the Council would have paid had the expenses relating to the trip been booked through the appropriate Council channels.

It is not my intention to embrace this particular recommendation. It is appreciated that travel had to be organised as a matter of urgency and as a newly elected member you had not been afforded the opportunity to learn how booking arrangements could be made through specific Council staff. That stated, in future, all bookings should be routed through Council staff in order that competitive rates of both travel and accommodation can be secured.

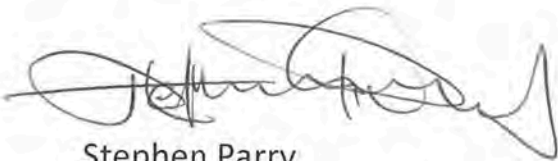
Could you please now furnish the Council with the flight information sought in points 2 and 3 above in order that this can be associated with your claim. I will be approving a sum of \$2,481.40 for reimbursement to

you for the costs associated with your attendance at the Local Government NZ new Mayors training programme.

If you are unhappy with this decision, you are entitled to seek a review via the full Council.

I look forward to receiving the flight information to enable to the reimbursement to be paid.

Kind regards

A handwritten signature in black ink, appearing to read 'Stephen Parry', with a stylized flourish at the end.

Stephen Parry  
**Chief Executive**

# Memo

**To:** Stephen Parry, Chief Executive

**From:** Lornae Straith, GM Corporate Support/CFO

**Date:** 1 November 2022

**Subject:** Expense Claim form Ben Bell

As requested, I have reviewed the expense claim submitted by Ben Bell, taking into consideration the Council's Sensitive Expenditure Policy, and what the Council's external auditors would expect to see as supporting evidence.

The Council's Sensitive Expenditure Policy (the Policy) allows for the Mayor, elected members, and Council staff to incur expenditure if there is a justified business purpose. The Policy does not allow for the costs the personal assistant to Ben Bell (the individual) to be covered. Shanna Crosbie is not a Council employee or an elected member and does not have the authority to act in any capacity for Council related business. Therefore, the costs incurred by Shanna Crosbie fails the Sensitive Expenditure test and should not be reimbursed.

**Recommended action: The expenses relating to Shanna Crosbie's trip to Wellington should not be reimbursed.**

The claim form itself does not describe the purpose of the trip, so the auditors will ask the Council to provide the business-related reason for the trip. This is also a requirement under section 1.5.3 of the Council's Sensitive Expenditure Policy which states:

*"If approval has not been obtained for the sensitive expenditure prior to the expense being incurred then the claim should be accompanied by evidence to clearly state the business purpose of the expenditure – in instances where the business purpose is not clear from the supplier documentation supporting the claim, a written statement of the purpose should be included as part of the claim."*

I am unaware of any approval being sought from the Council prior to the expenditure being incurred. Therefore, a written statement is required to support the expense claim. It is not for Council staff to make an assumption on what the business purpose of the trip was.

**Recommended action: That Mr Bell be asked to provide a written statement outlining the business-related purpose of the trip so that it can be included as part of the claim.**

The Air New Zealand receipts do not provide sufficient detail regarding the dates and destination of travel. The dates and flight details are required to support the evidence that this is a business-related expense. The question that the auditors would ask is “how does the Council know that the travel wasn’t for personal reasons?”.

**Recommended action: Request additional evidence of the dates and flights to provide support to the expense claim.**

The expense claim also included an additional cost for a flight change. The details of the flight change, and an explanation for the change to the flights also needs to be provided to support the business-related purpose claim.

The guidelines to the Policy state:

*“Elected members and employees ... may undertake private travel (extended travel) before, during or at the end of Council travel, provided that there is no additional cost to the Council”*

The Council has an obligation to request that additional information is sought to satisfy itself that the additional cost was for a business-related purpose.

**Recommended action: Request additional information from Mr Bell regarding what the flight changes were, and the reason for the change.**

The guidelines to the Policy state that:

*“All air travel is to be booked through the Administration Manager to ensure that competitive prices are obtained.”* (section 1.4.4), and

*“use is to be made of the Council’s preferred suppliers and negotiated corporate rates”* (section 1.4.5).

It is my understanding that the Executive Assistant to the Mayor and Chief Executive telephoned Mr Bell to discuss the booking arrangements for flights and accommodation and that she was told that he would book it himself. This means that the best rates were unlikely to have been obtained for this travel.

The indicative range that the Council pays on a corporate rate at James Cook Hotel Grand Chancellor is between \$210 - \$250 per night. The additional cost per night with not going through the Council’s corporate rate is \$49 (first night), \$139 (second night) and \$209 (third night), based on the Council’s \$250/night corporate rate. This is an additional \$493 over and above the Council’s corporate rate.

Referring back to the Policy, section 1.1 Principles and ethics, which states:



*“The Council spends public money and consequently, the expenditure should be subject to the standards of probity and financial prudence that are to be expected of a local authority; and able to withstand public scrutiny.”*

Section 1.1 goes on to say:

*“... consider the following principles:*

- *be moderate and conservative*
- *be made transparently (does it pass the “front page” test)”*

The expenditure incurred in this instance has the potential to fail the “front page” test in that it was not the most cost-effective procurement.

**Recommended action:** That consideration be given to only reimbursing the portion that Council would have paid had the expenses relating to the trip been booked through the appropriate Council channels.

It is worth noting that no guidance was sought in relation to what the Council’s policies on travel and travel related expenditure are. Council staff were unable to guide Mr Bell in the right direction. However, had Mr Bell allowed the Executive Assistant to the Mayor and Chief Executive book the flights and accommodation, then the subsequent cost to the Council is likely to have been less.

Ms Crosbie’s expenses are not legitimate Council related expenditure and therefore should not be reimbursed.

On the assumption that the flights and change to the flights are business-related, there are three options available to the Council in relation to reimbursement.

### **Option 1**

Cover Mr Bell’s flights and his accommodation up to the value that the Council would have paid had the Council made the bookings with the corporate rates applied.

The reimbursement value would be:

Initial flight costs	\$ 1,057.40
Change in flight costs	\$ 187.00
Accommodation (3 nights @ \$250/night)	\$ 750.00
Parking at the hotel (3 days @ \$30/day)	\$ 90.00
<b>Total reimbursement option 1</b>	<b>\$ 2,084.40</b>

**Option 2**

Accept that Mr Bell is new to the Council and was unaware of the appropriate channels for booking travel and accommodations, or the requirements of the Sensitive Expenditure Policy.

The reimbursement value would be:

Initial flight costs	\$ 1,057.40
Change in flight costs	\$ 187.00
Accommodation 16/10/22	\$ 299.00
Accommodation 17/10/22	\$ 389.00
Accommodation 18/10/22	\$ 459.00
Parking at the hotel (3 days @ \$30/day)	\$ 90.00
<b>Total reimbursement option 2</b>	<b>\$ 2,481.40</b>

**Option 3**

If Mr Bell disagrees with the proposed amendment to the reimbursement and wishes to seek the full amount including the costs of Ms Crosbie who was acting in the capacity of personal assistant to Mr Bell the individual (not mayor-elect), then a report would be required to go to the full Council for approval.

*L. J. Strath*  
1/11/22



# Sensitive Expenditure Policy



## Introduction

The Council incurs expenditure, including sensitive expenditure, to help it achieve its objectives. The public expects that decisions to commit to, and make payments for, goods and services should be subject to proper authorisation and controls, in line with good public sector practice.

**Sensitive expenditure** means an expenditure that provides, or has the potential to provide, or has the perceived potential to provide a private benefit to an individual employee that is additional to the business benefit to the entity of the expenditure. It also includes expenditure by the Council that could be considered unusual for the Council's purpose and/or functions. Travel, accommodation, purchase of gifts, entertainment expenses and hospitality are examples of sensitive expenditure.

## Purpose

The purpose of this policy is to provide elected members and employees with a clear framework for managing sensitive expenditure. This policy addresses issues referred to in the Controller & Auditor-General's Good Practice Guide "Controlling sensitive expenditure: Guidelines for public entities".

## Scope

This policy applies to all elected members and employees of the Gore District Council. In addition, guidelines have been developed that must be read in conjunction with this policy.

## **1. Principles and controls**

### **1.1 Principles and ethics**

The Council spends public money and consequently, the expenditure should be subject to the standards of probity and financial prudence that are to be expected of a local authority; and able to withstand public scrutiny.

The Council expects all employees involved in arranging, making or approving expenditure to consider the following principles:

- Has a clear and legitimate business purpose;
- preserve impartiality and independence, particularly with tenders and awarding of contracts;
- be made with honesty and with a clear conscience;
- be moderate and conservative, having regard to the circumstances;
- be made transparently (does it pass the “front page” test); and
- be appropriate in all respects.

### **1.2 Responsibilities of Mayor, elected members, Chief Executive and General Managers**

Overall responsibility rests with the Mayor, elected members, Chief Executive and General Managers. This group must make it clear to staff what is and is not acceptable sensitive expenditure for the Council, and to model that behaviour to the highest standard.

### **1.3 Deciding when sensitive expenditure is appropriate**

Consideration must be given to both individual transactions and the total amount of sensitive expenditure.

Even when sensitive expenditure decisions can be justified at the item level, the combined amount spent on a category of expenditure may be such that, when viewed in total, the Council could be criticised for extravagance and waste.

In the absence of specific rules for a given situation, the Mayor, elected members and General Managers are expected to exercise good judgment by taking the principles in this policy into account in the context of a given situation.

The Mayor, elected members, Chief Executive and General Managers are required to ensure transparency in both sensitive expenditure and remuneration systems, and to avoid any trade-off between the two. Items of expenditure that may not be justifiable under the principles for sensitive expenditure should not be included as part of an employee's remuneration for the purpose of avoiding scrutiny against the sensitive expenditure principles.

### **1.4 Approval of sensitive expenditure**

Approval of sensitive expenditure must be:

- a) given before the expenditure is incurred, wherever practicable;

- b) given when the person approving the expenditure is satisfied that a justified business purpose and other principles have been adequately met;
- c) made within delegated authority and only when budgetary provision exists;
- d) given by a person senior to the person who will benefit or who might be perceived to benefit from the sensitive expenditure, wherever possible.

In the case of people in very senior positions, the principle of approval by a more senior person (the “one-up” principle) should be applied to the maximum extent possible. In the case of the Chief Executive, approval is required from the Mayor and vice versa.

## **1.5 General controls**

### **1.5.1** A request for approval for sensitive expenditure needs to:

- a) clearly state the business purpose of the expenditure – in instances where the business purpose is not clear from the supplier documentation supporting the claim, a written statement of the purpose should be included as part of the request;
- b) clearly document the extent of sensitive expenditure required, including but not limited to all incidental expenditure anticipated.

### **1.5.2** Claims relating to sensitive expenditure need to:

- a) be accompanied by adequate original supporting documentation, such as tax invoices or other validating documentation – credit card statements do not constitute adequate documentation for reimbursement;
- b) document the date, amount, description, and purpose of minor expenditure when receipts are unavailable; and
- c) be submitted promptly after the expenditure is incurred.

**1.5.3** If approval has not been obtained for the sensitive expenditure prior to the expense being incurred then the claim should be accompanied by evidence to clearly state the business purpose of the expenditure – in instances where the business purpose is not clear from the supplier documentation supporting the claim, a written statement of the purpose should be included as part of the claim.

*This policy was revised by the Audit and Risk Committee at its meeting on 21 September 2021. It was endorsed and adopted by the Gore District Council at its extraordinary meeting held on 6 October 2022 and became effective from that date.*

# Guidelines to be read in conjunction with Sensitive Expenditure Policy

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## Definitions

**Entertainment expenses** means expenditure on food, beverages, tickets for events and related supplies for events, involving one or more Council employee(s), Elected Member(s) or one or more guests, where the purpose of the expenditure is to represent the Council or provide reciprocity of hospitality or build business relationships in pursuit of the Council's goals.

**Credit cards** has the normal meaning, but should also be read as applying to vehicle fleet cards, purchase cards, and equivalent cards used to obtain goods and services before payment is made.

**Sensitive expenditure** means an expenditure that provides, or has the potential to provide, or has the perceived potential to provide a private benefit to an individual employee that is additional to the business benefit to the entity of the expenditure. It also includes expenditure by the Council that could be considered unusual for the Council's purpose and/or functions. Travel, accommodation, purchase of gifts, entertainment expenses and hospitality are examples of sensitive expenditure.

## 1. Specific areas of expenditure

### 1.1 Council credit cards

Using credit cards is not a type of sensitive expenditure, but is a common method of payment.

#### 1.1.1 Conditions of card use

The Council has credit cards which are issued to Council officers who, in the course of their duties, are frequently required to pay for goods and services on demand eg the Chief Executive and General Managers. Cards subject to specific purchasing profile restrictions may be issued to officers who undertake regular procurement functions. Cards should be used for making small purchases where it is uneconomic to write a full purchase order and process a full invoice through the creditors system and also for online purchases.

The conditions for card use are:

- a) The limit for expenditure will be set at levels relevant to the card holder's position.
- b) Credit card statements will be paid monthly by the Council.

- c) In support of the credit card statement, the officers will supply all relevant documents (receipts, invoices etc.) before due date.
- d) Credit card statements are to be certified by the card holder's approving manager.
- e) The Chief Executive's credit card statements are to be certified by the Mayor and vice versa.
- f) The Chief Financial Officer will audit statements on a random basis.
- g) The use of a credit card for private purchases is prohibited.
- h) Credit cards should not be used to obtain cash advances.
- i) Any misuse of a credit card will be investigated by the Chief Financial Officer and the employee's manager and may result in disciplinary action being taken.

#### **1.1.2 Internet purchases using credit cards**

Credit card payments over the internet need to reflect good security practice, such as purchasing from only established reputable companies known to the Council. The card holder needs to keep a copy of any online order forms completed when purchasing, and purchasing by credit card over the internet needs to be consistent with the Council's normal purchasing controls.

#### **1.2 Cash advances**

In instances where an employee does not have a Council credit card, but is required to travel to undertake Council business, the Council may provide the employee with a cash advance. Where an advance is provided, expenditure should be properly documented and accounted for and the balance of the advance reconciled and banked in the Council's account.

#### **1.3 Fleet fuel cards**

Fuel cards are provided for each Council-owned vehicle for the purpose of refuelling the fleet vehicle. When purchasing fuel, at designated service stations, the driver of work related vehicles must provide the station attendant with the current odometer reading. Vehicles with full private use are not required to provide odometer readings. The Fleet Manager will check monthly invoices for compliance.

#### **1.4 Travel and accommodation**

Elected members and employees may need to incur travel and accommodation costs while conducting legitimate Council business elsewhere in New Zealand or overseas. Expenditure should be economical and efficient, having regard to purpose, distance, time, urgency and personal health, security and safety considerations. Domestic travel should be undertaken in a cost effective, practical and efficient manner. For example, travel to Invercargill or Dunedin is most efficient by car. Travel to Christchurch or the North Island will usually be by air.

##### **1.4.1 General**

In assessing the best method of travel, consideration should be given to distance, timetable constraints, urgency, personal health, security and safety.

Any fines (parking or traffic offences) incurred in using motor vehicles whether a rental, private vehicle or a Council fleet vehicle are the responsibility of the driver. This clause does not include any offences in relation to a warrant of fitness, registration or aspect of the Council's fleet vehicle condition outside of the driver's control.

Any fuel loyalty reward scheme points collected by an employee whilst on Council business belong to the employee.

Council vehicles may be provided to management staff explicitly under a remuneration arrangement; details of their use are contained in the Council's **Management Policy for Private Use Vehicles**.

Employees will generally be permitted to take annual leave in conjunction with Council business as long as the annual leave is incidental to the travel. In other words, there must be a clear business purpose for the travel and this is the primary reason for the travel. The Council will not fund any costs associated with private travel or annual leave (other than use of accumulated annual leave for employees).

Elected members and employees, with the express approval of the Mayor, Chief Executive or General Managers respectively) may undertake private travel (extended travel) before, during or at the end of Council travel, provided there is no additional cost to the Council and the private travel is only incidental to the business purpose of the travel.

The travel cost of accompanying spouses, partners or other family members are a personal expense and will not be reimbursed by the Council.

However, on occasions where the spouse/partner of the Mayor is invited or expected to attend civic events outside of the District (eg visits to Tamworth, Australia or the Local Government New Zealand annual conference), then the reasonable costs of travel, accommodation and meals will be met by the Council.

With the exception of Tamworth, any international visits must be pre-approved by resolution of the Council.

The Council will not reimburse elected members or employees for tipping while they are on business in New Zealand. The Council will reimburse elected members and employees for moderate tipping during international travel only in places where tipping is local practice.

#### **1.4.2 Private vehicles**

Generally the Council will not pay for travel by private motor vehicle where travel by other means is more practical and cost effective.

Employees are expected to always use a Council vehicle for Council business if one is available. Pre-approval to use a private motor vehicle for Council business must be obtained in all instances where reimbursement from the Council is to be claimed.

Where the use of a private vehicle is approved for Council-related business, the employee must ensure they have appropriate insurance cover for the vehicle while it is being used on Council business.

Elected members and employees are required to complete and sign an expense claim based on distance travelled for use of a private vehicle, with reimbursement being at the prevailing rate set by the IRD.

#### **1.4.3 Rental vehicles and taxis**

The Council requires that the most economical type and size of rental car to be used, consistent with the requirements of the trip.

The Council expects the use of taxis to be moderate, conservative and cost-effective relative to other forms of transport available to the Council.

Private use of a rental car should not be permitted except in an exceptional circumstance which requires the express approval of a General Manager or the Chief Executive. The elected member or employee shall reimburse the Council for any additional cost associated with the private use.

Council vehicles (provided outside remuneration arrangements) are not available for private purposes.

#### **1.4.4 Air travel**

As far as practicable, air travel is to be booked well ahead of the actual travel date, so the expenditure is as cost effective as reasonably possible.

All air travel is to be booked through the Administration Manager to ensure that competitive prices are obtained.

Discounted economy or economy class (or a discount airline if applicable) is to be the first choice for journeys where the uninterrupted flight time is five hours or less. The Council will only accept an upgrade to a higher class if there is:

- a) no additional cost to the Council; or
- b) the cost was covered by the person travelling; or
- c) where the distance or hours travelled, work schedule on arrival, or personal health, safety or security reasons make a higher class reasonable.

Under no circumstances will a person be authorised to travel business or first class.

##### **1.4.4.1 Airline loyalty rewards**

The person travelling by air will be permitted to accrue airpoints as long as there is no financial cost to the Council. In considering this matter, attention will be paid to timetabling, personal health, safety and security considerations. Loyalty rewards from air points (or other loyalty schemes) accruing to elected members or employees carrying out their official duties may remain with the



relevant elected member or employee provided the use of airlines supplying air points does not result in the Council incurring additional costs.

#### **1.4.4.2 International travel**

If international travel costs are competitive with domestic rates, employees may travel to Australia for the purposes of training and personal development with the approval of the Chief Executive.

#### **1.4.5 Meals and accommodation**

Wherever possible, use is to be made of the Council's preferred suppliers and negotiated corporate rates. Where meals are required while travelling, "actual and reasonable" meal expenses may be claimed which may include one or two alcoholic drinks. Claims need to be supported by receipts.

The Council will not pay for separate meal expenses if a meal is provided as part of another package paid by the Council.

Accommodation should be moderate, cost effective and appropriate to requirements, taking into account location, standard, safety and security.

The Council will not pay for alcoholic beverages from the mini-bar.

The Council will not pay a daily allowance to an employee where that employee chooses to stay privately.

### **1.5 Entertainment and hospitality expenditure**

Entertainment and hospitality can cover a range of items from tea, coffee and biscuits to catering, such as meals and alcohol. It also includes non-catering related items, such as Council-funded entry to a sporting or cultural event.

Claims for reasonable levels of entertainment and hospitality for approved business occasions may include reasonably priced and appropriate levels of food and alcohol. The claim must identify the purpose of the expenditure and who attended.

It will usually only be for one or more of the following purposes:

- a) building relationships;
- b) representing the organisation;
- c) reciprocity of hospitality where this has a clear business purpose and is within normal bounds – acceptance of hospitality is expected to be consistent with the principles and guidance for provision of hospitality;
- d) recognising significant business achievement; and
- e) building revenue
- f) Special occasions

Supporting the Council's internal organisational development may, in some circumstances, also be a legitimate business purpose for moderate expenditure.



## **1.6 Goods and services expenditure**

### **1.6.1 Sale of surplus assets**

No assets will be sold directly to employees or elected members.

Where the Council runs a public tender process for the disposal of surplus assets, employees and elected members may participate in the tender as a member of the public.

### **1.6.2 Loyalty reward scheme benefits**

Airline loyalty rewards are covered under section 1.4.4.1 of these guidelines and fuel loyalty schemes are covered under section 1.4.1 of these guidelines.

Other loyalty rewards and prizes are considered property of the Council, with the exception of prizes received from competitions at training or conference events or through membership of professional bodies. These are treated as the property of the individual. However, where their value exceeds \$100, they are to be disclosed to the manager or supervisor.

In situations where receiving a prize or loyalty reward could be perceived as inappropriate, even if the Council rather than the individual would benefit from it, the Council expects the prize or reward to be declined.

### **1.6.3 Private use of Council assets**

Any physical item owned, leased, or borrowed by the Council is considered an asset, including photocopiers, stationery, telephones, cell phones, and internet access. Assets should not generally be used for private use unless:

- a) It is approved by the relevant manager,
- b) The borrower is trained in the equipment's proper use,
- c) There is no impact on the Council's ability to attend to its operational needs and,
- d) Any damage sustained is the sole responsibility of the user to repair or replace.

Private use of IT and office equipment is provided for in the Management **Policy on Information Technology and Telecommunications**.

### **1.6.4 Council use of private assets**

Reimbursement for Council business use of personal assets may from time to time be approved for reasons such as cost, convenience and availability and where the Council would not fully use such an asset if it acquired it directly. Examples include private motor vehicles, private cell phones, home telephones and computers.

Employees must not approve or administer payment to themselves for use of their assets; and managers approving such payments must ensure the principles of justified business purpose, impartiality and integrity are applied.

#### **1.6.5 Private use of Council suppliers**

Employees and elected members are not permitted to make private purchases of goods and services using the Council's account, or to benefit from the Council's purchasing power.

In rare circumstances, the Council may cover expenditure with a personal component ie travel or accommodation booking. In this case payment to the Council for the personal component must be made on the confirmation of the cost or receipt of the invoice from the supplier.

This restriction does not extend to any general offers to employees or elected members made by banks or insurance companies, as long as the offer does not differ materially from arrangements that entity would make to any other business or individual.

#### **1.6.6 Staff support and welfare expenditure**

##### **1.6.6.1 Clothing and grooming**

Other than uniforms and health and safety-related clothing, employees and elected members will not be clothed or groomed at public expense when they are engaged in normal business activity (whether at home or abroad).

##### **1.6.6.2 Financing social club activities**

The Chief Executive will be responsible for considering any request by the social club for a contribution or payment.

##### **1.6.6.3 Care of dependants**

The Chief Executive may authorise in exceptional circumstances the reimbursement of actual and reasonable costs in relation to the care of dependants. Some possible examples are when the employee is unexpectedly required to perform additional duties at very short notice, or a dependant unexpectedly requires additional care that the employee cannot provide because of the essential nature of their duties at the time. In all other instances care of dependants is to be treated as a personal and private expense of the employee.

##### **1.6.6.4 Farewells and retirements**

Expenditure on farewells and retirements should not be extravagant or inappropriate to the occasion and are to be pre-approved at an appropriate level of management. They must be moderate and conservative.

It is not expected that formal farewell functions paid for by the Council will be held for staff with less than five years of service.

#### **1.6.6.5 Sponsorship of employees or others**

Employees taking part in an activity that is not part of their job, such as a sporting event, may be sponsored by the Council through the provision of, or payment for, goods or services (for example, a t-shirt or an entry fee).

Sponsorship should have a justified business purpose, which could include both publicity for the Council and its goals, and organisational development. The cost to the Council should be moderate and conservative.

Sponsorship of non-employees should be considered by the Council as part of the annual plan grants process.

#### **1.6.6.6 Professional memberships**

Membership to a professional body is sensitive expenditure due to its personal nature.

Payment of professional fees by the Council on behalf of an employee must be:

- (a) approved by the General Manager or the Chief Executive in the case of employees. In the case of the Chief Executive or elected members, the Mayor is required to give approval;
- (b) clearly relevant to the performance of the employee's duties and responsibilities;
- (c) for the employee alone and is not to cover members of their family or other persons;
- (d) for no longer than one-year in duration unless significant discounts are available and it is reasonable to expect a two year membership to be an advantage to the Council;
- (e) for the benefit of the Council and are not intended to be a personal benefit to employees, and accordingly are not liable for Fringe Benefit Tax;
- (f) cancelled or transferred to an appropriate employee if the employee's employment with the Council is terminated, via resignation or otherwise;
- (g) refunded directly to the Council if the membership is cancelled.

### **1.7 Other types of expenditure**

#### **1.7.1 Donations**

As a general principle, the Council does not make donations.

However, on rare occasions where a donation is approved it must be disclosed, consistent with the Council's goals, lawful, non-political, appropriate in size to the circumstances, and should not result in any counterpart obligation. It should be to a recognised organisation rather than an individual, and be by normal commercial means (eg cheque rather than cash).

#### **1.7.2 Koha**

Koha is a gift, a token, or a contribution given on appropriate occasions. The amount given on behalf of the Council should reflect the occasion and the prestige of the Council in its relations with Tangata Whenua and be approved by the Chief Executive or relevant General Manager.

#### **1.7.3 Gifts**

Gifts may be given on appropriate occasions.

The giving of gifts up to \$100 requires the approval of the relevant General Manager. Any gift over this amount requires the approval of the Chief Executive in relation to staff, and by the Mayor for Elected Members. The giving of gifts must be modest, appropriate, and conservative, having a justified business purpose and which would not be seen by others as an inducement or a reward.

In the instance where the gift for the departure of a very long-serving staff member (15+ years), a more expensive gift may be appropriate to recognise their significant contribution to the Council. For scenarios such as this, it is recommended that the approval be requested from Councillors.

The receiving of a gift is not strictly sensitive expenditure but it is nevertheless a sensitive issue and needs to be transparent to ensure it does not affect the Council's decision making, as this could be perceived as compromising its impartiality or integrity. Guidelines for the receiving of gifts are outlined in the Council's **Gifting and Hospitality Policy**.

*Reviewed by the Audit and Risk Committee at its meeting held on 21 September 2022. It was endorsed and adopted by the Gore District Council at its extraordinary meeting held on 6 October 2022 and became effective from that date.*



## EXPENSE CLAIM FORM – ELECTED MEMBERS

Please attach GST receipts where applicable

Date	Description		Total
14/10/2022	Flights for Ben and Shanna. Invercargill to Wellington return		\$1846.00
16/10/2022	Flights for Ben and Shanna changed. Wellington to Invercargill		\$354.00
16-19/10/2022	Accommodation for Ben and Shanna		\$2384.00

Elected members name .....Ben Bell.....

Signature .....

A handwritten signature in black ink, appearing to read "B. Bell", written over a horizontal line.

Date .....26/10/2022.....

Approved .....

Date .....



JAMES COOK HOTEL GRAND CHANCELLOR  
147 The Terrace PO Box 2429  
Wellington 6140 New Zealand  
Phone: +64 (4) 499 9500  
Facsimile: +64 (4) 499 8203  
Email: accounts@jamescookhotel.co.nz  
www.grandchancellorhotels.com

Expedia Network	Voucher/PO # 2027880969 Room# 2303 Invoice No# 447819
SHANNA CROSBIE	Arrival: 16/10/2022 Departure: 19/10/2022
<b>Tax Invoice</b> GST No. 13-501-122	Invoice Date: 19/10/2022

DATE	DESCRIPTION		AMOUNT
16-Oct-22	Car Parking	Car Parking	30.00
16-Oct-22	Room charge #2303	Accommodation	299.00
16-Oct-22	Payment Folio#447819 (Room + Parking + Bond) THANK YOU	Eftpos	-1,926.00
17-Oct-22	Car Parking	Car Parking	30.00
17-Oct-22	Room charge #2303	Accommodation	389.00
17-Oct-22	Payment Folio#447819 (Rest of room payment 2323 + 2303) THANK YOU	Eftpos	-658.00
18-Oct-22	Car Parking	Car Parking	30.00
18-Oct-22	Room charge #2303	Accommodation	459.00
19-Oct-22	Room charge #2323, Transfer from Folio#447813, BELL, BEN	Transfer	299.00
19-Oct-22	Room charge #2323, Transfer from Folio#447813, BELL, BEN	Transfer	389.00
19-Oct-22	Room charge #2323, Transfer from Folio#447813, BELL, BEN	Transfer	459.00
19-Oct-22	Refund Folio#447819 THANK YOU	Eftpos	200.00

GST	NET	Tax	Total	Total Amount Paid	: \$	2,384.00
15%	2,073.05	310.95	2,384.00	Total Amount Due	: \$	0.00

### Thanks for staying at the James Cook Hotel Grand Chancellor

Please note that all Credit Card transactions will be on-charged a surcharge equivalent to credit card provider costs incurred.

#### Direct Credit Payment Information:

Account Name: James Cook Hotel Limited |BNZ Bank Code: 02 |Branch Code: 0500 | Account No: 0354569 |  
Suffix (3-digits): 026 | Suffix (2 digits): 26

AIR NEW ZEALAND 

BOOKING REF. DCKN4H

# Receipt




MR BENJAMIN RYAN BELL Tkt No. 0862308892937

## PAYMENT

MODIFIED TAX INVOICE IRD APPROVED (GST No: 10-795-869)

Fare		NZD	912.17
Card payment fee and/or other fees	( 7.29YR)	NZD	7.29
GST		NZD	137.94
<b>TOTAL</b>		<b>NZD</b>	<b>1057.40</b>

## SEAT AND SEAT+BAG FARE RULES

-  **CANCELLATION**  
No refund.
-  **CHANGES**  
Changes permitted prior to departure. Change fee applies (except infants), visit [airnewzealand.co.nz/domestic-fares](https://airnewzealand.co.nz/domestic-fares) for details. You will need to pay any difference between the original fare and the new fare per passenger. Service fee applies unless changed online.
-  **AIRPOINTS**  
Eligible for Airpoints Dollars except when purchased with Airpoints Dollars or airfares booked in F class. Eligible for Status Points except when purchased with Airpoints Dollars.

## CONDITIONS OF CARRIAGE

-  Carriage on Air New Zealand services is subject to Air New Zealand's Conditions of Carriage available at [airnewzealand.co.nz](https://airnewzealand.co.nz). See the Important Notices delivered with this itinerary/receipt which includes a summary of some of the key matters contained within the Conditions of Carriage.

airnewzealand.co.nz

0800 737 000 (within NZ)  
+64 9 357 3000 (outside NZ)Issued on 13OCT22 by:  
AIR NEW ZEALAND ONLINE  
SALES AUCKLAND NZ (IATA  
24394904)Air New Zealand Limited  
Private Bag 92007,  
Auckland,  
New Zealand.A STAR ALLIANCE MEMBER 



# AIR NEW ZEALAND

## Receipt

BOOKING REF. **DCKN4H****MR BENJAMIN RYAN BELL** Tkt No. 0862308952693**PAYMENT****MODIFIED TAX INVOICE IRD APPROVED (GST No: 10-795-869)**

Fare balance		NZD	1,013.91
Prepaid card payment fee and/or other fees*	( 7.29YR)		
<b>Additional Costs:</b>			
Additional fare		NZD	162.61
GST		NZD	24.39
<b>Additional Payment</b>		<b>NZD</b>	<b>187.00</b>

\*Does not include any Service Fees that you have previously paid to Air New Zealand. Refer to your previous Electronic Ticket/Receipts for details.

0862308952693 Issued in exchange of ticket number 0862308892937

**SEAT AND SEAT+BAG FARE RULES****CANCELLATION**

No refund.

**CHANGES**

Changes permitted prior to departure. Change fee applies (except infants), visit [airnewzealand.co.nz/domestic-fares](https://airnewzealand.co.nz/domestic-fares) for details. You will need to pay any difference between the original fare and the new fare per passenger. Service fee applies unless changed online.

**AIRPOINTS**

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24394904)

Air New Zealand Limited  
Private Bag 92007,  
Auckland,  
New Zealand.

A STAR ALLIANCE MEMBER 

# Receipt

MS SHANNA CROSBIE Tkt No. 0862308893120

## PAYMENT

MODIFIED TAX INVOICE IRD APPROVED (GST No: 10-795-869)

Fare		NZD	680.86
Card payment fee and/or other fees	( 4.86YR)	NZD	4.86
GST		NZD	102.88
<b>TOTAL</b>		<b>NZD</b>	<b>788.60</b>

## SEAT AND SEAT+BAG FARE RULES

**CANCELLATION**

No refund.

**CHANGES**

Changes permitted prior to departure. Change fee applies (except infants), visit [airnewzealand.co.nz/domestic-fares](https://airnewzealand.co.nz/domestic-fares) for details. You will need to pay any difference between the original fare and the new fare per passenger. Service fee applies unless changed online.

**AIRPOINTS**

Eligible for Airpoints Dollars except when purchased with Airpoints Dollars or airfares booked in F class. Eligible for Status Points except when purchased with Airpoints Dollars.

## CONDITIONS OF CARRIAGE



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New Zealand.A STAR ALLIANCE MEMBER 

# Receipt

MS SHANNA CROSBIE Tkt No. 0862308952614

**PAYMENT****MODIFIED TAX INVOICE IRD APPROVED (GST No: 10-795-869)**

Fare balance		NZD	767.82
Prepaid card payment fee and/or other fees*	( 4.86YR)		
<b>Additional Costs:</b>			
Additional fare		NZD	145.22
GST		NZD	21.78
<b>Additional Payment</b>		<b>NZD</b>	<b>167.00</b>

\*Does not include any Service Fees that you have previously paid to Air New Zealand. Refer to your previous Electronic Ticket/Receipts for details.

0862308952614 Issued in exchange of ticket number 0862308893120

**SEAT AND SEAT+BAG FARE RULES****CANCELLATION**

No refund.

**CHANGES**

Changes permitted prior to departure. Change fee applies (except infants), visit [airnewzealand.co.nz/domestic-fares](http://airnewzealand.co.nz/domestic-fares) for details. You will need to pay any difference between the original fare and the new fare per passenger. Service fee applies unless changed online.

**AIRPOINTS**

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**CONDITIONS OF CARRIAGE**

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New Zealand.

A STAR ALLIANCE MEMBER 

## 10. ADOPTION OF PECUNIARY INTERESTS REGISTER AND APPOINTMENT OF REGISTRAR

(Report from Chief Executive - 14.11.22)

As profiled elsewhere in the Council meeting agenda, the Local Government (Pecuniary Interests Register) Amendment Act 2022 comes into force on 20 November 2022.

The Act places an obligation on each elected member of a Council or Community Board to accurately record their financial interest in companies, trusts and real estate, as profiled in the summary provided to the Act in my report on relevant legislation for the attention of elected members.

Accurate compilation of member interests is compulsory and must be completed within 120 days for elected members coming into office. For elected members of Gore District Council, the compliance date will therefore be 11 February 2023.

Agreement has been reached with Invercargill City Council to develop and share a common template to record member interests.

In the meantime, in order to comply with the Act, the Council needs to appoint a registrar to oversee and maintain the register of interests. It is recommended that the registrar be the General Manager Corporate Support.

The Amendment Act sets out that the registrar must create guidance documents for the members to help them complete the forms. The forms are also to be prepared by the registrar.

The registrar must also make a summary of all the information received available on the Council's website. All records must be kept for seven years.

### **RECOMMENDATION**

**THAT the report be received and noted,**

**THAT the Council approve the General Manager Corporate Support to be the registrar of the Pecuniary Interest Register.**

## 11. MATAI RIDGE - STREET NAMES

(Memo from Chief Executive – 14.11.22)

As Councillors will be aware, the Matai Ridge residential subdivision is now well advanced, with sealing of the new roads in the subdivision scheduled for completion by the end of this month. Apart from the distribution of topsoil, the development works will be substantially completed by Christmas.

- ✦ With the advancement of the development, thought has now been given to the naming of the two roads that comprise the subdivision. A copy of the subdivision plan is attached for the Council's reference. Also enclosed is the Council's Road Naming Policy. This policy promotes broad themes for street names which accentuate the key attributes of the community.

In the case of Matai Ridge, a theme has arguably been established by the name of the development which pays homage to an important native tree. The name of Matai Ridge was suggested by the writer and endorsed by Hokonui Runanga when the development was first mooted in 2016. Therefore, to continue the theme created, it is suggested that the following road names be established within the subdivision:

- Kahikatea Drive.
- Kowhai Place.

Kahikatea Drive would be assigned to the main thoroughfare through the subdivision that runs from McDougall Street East through to McDougall Street West. Kowhai Place as suggested by the name would be assigned to the small cul de sac at the southwest corner of the subdivision. In line with the expectations of the road naming policy, consultation on this suggestion has taken place with Hokonui Runanga. The naming of the streets is an important milestone in the establishment of the subdivision, as it gives purchases of individual allotments, a residential address and emergency services can be made aware of the nomenclature of the roads within the development.

Hokonui Runanga has endorsed the names suggested above for the two new streets.

### **RECOMMENDATION**

**THAT the Council endorse the street names of Kahikatea Drive and Kowhai Place within the Matai Ridge residential subdivision.**



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# MATAI RIDGE

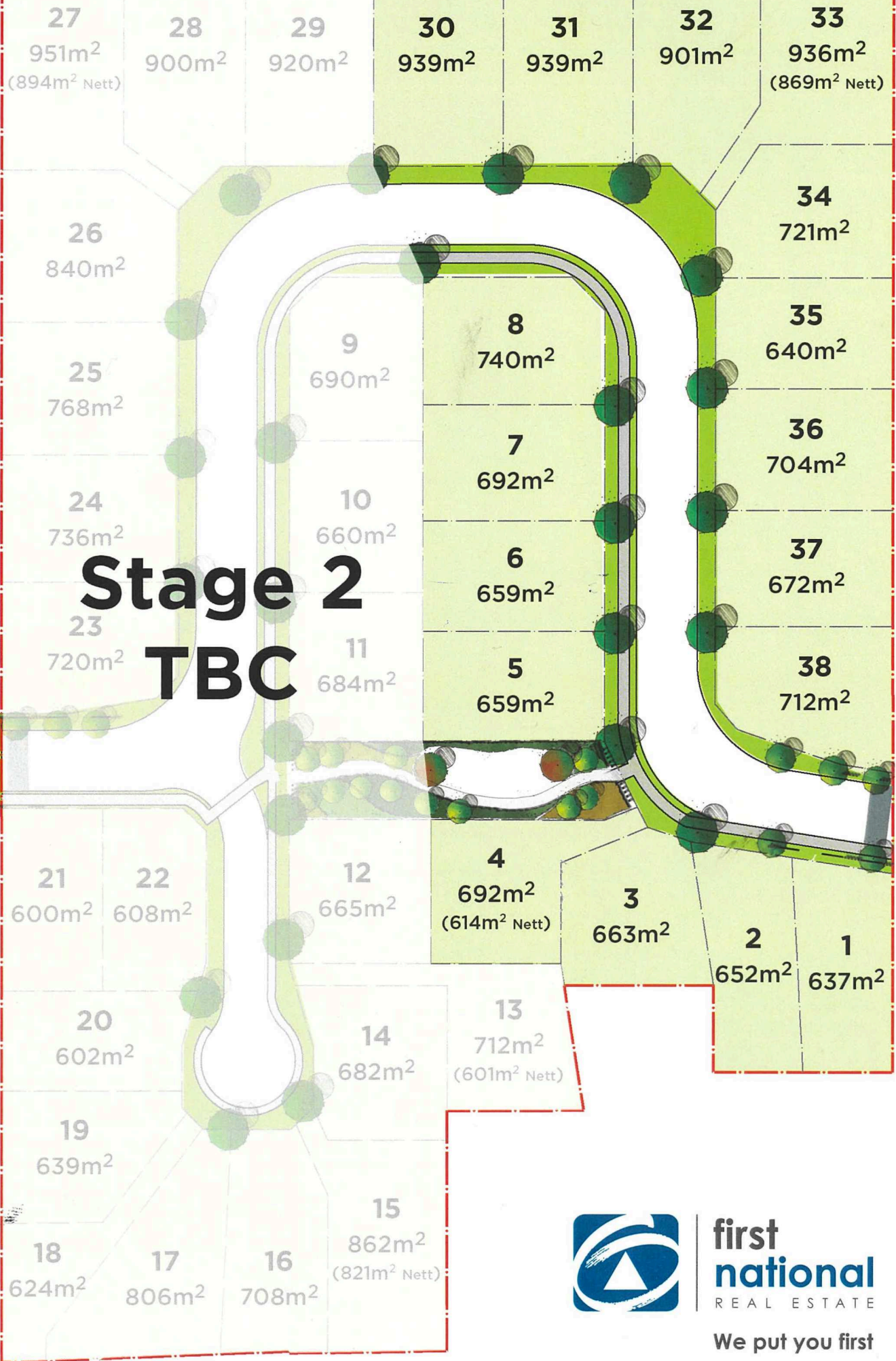
CREATING A MODERN COMMUNITY



\* Artist Impression



73



**first  
national**  
REAL ESTATE

We put you first

## GORE DISTRICT COUNCIL ROAD NAMING POLICY

### Part A Introduction

#### 1. Policy Objective

The aim of the Gore District Council Road Naming Policy is to ensure the consistent selection of road names that reflect the identity of the local community. In addition it also ensures ease of location identification for the Council, the public and key services such as emergency and delivery services.

#### 2. Scope

This policy applies to the naming and renaming of roads within the territory of the Gore District Council. It is to apply from the date the policy is adopted by the Council and does not apply to road naming completed prior to that date.

#### 3. Legislation and Authorities

Section 319 of the Local Government Act 1974 assigns to the Council general powers in respect of roads. Specifically section 319(j) empowers the Council "to name and alter the name of any road and to place on any building or erection on or abutting on any road a plate bearing the name of the road."

#### 4. Definitions

This policy applies to roads as defined by the Local Government Act 1974 (the Act)

#### Terms used in this policy

**Road** – land defined as road by section 315 of the Act, which includes land intended for use by the public generally. This includes access ways and service lanes.

**Private Roads** - as defined by the Act being roads on private land, but intended for the use of the public generally.

**Private Ways** – as defined by the Act being roads on private land with restricted access (e.g. rights of way).

**Legal Road** – any road legally established as a public road (section 315 (a) - (f) of the Act).

**Service Lane** – Legal Road established for the purpose of providing alternate service vehicle access to non-residential property or similar purpose.

**Access Way** – Legal Road established for the purpose of providing pedestrian access usually between roads and/or public land.

**Right of Way** – Private Way being an easement granted to one or more parties over land for the purposes of access.



**Access Lot** – Private Way being a parcel of land with shared ownership used for the purposes of access to the respective properties of the owners.

## **Part B Gore District Council Road Naming Policy**

### **1. Roads to be names under the policy**

The following roads can be named under the policy.

- 1.1. New legal road, including Service Lanes and Access Ways.
- 1.2. Existing unnamed Legal Roads to be formed for vehicular traffic or public walkway
- 1.3. New Private Roads and Private Ways (including Rights of Way, Access Lots) where there are more than five allotments to use this road for their primary access and addressing.
- 1.4. Any other road where there are clear benefits to the community in establishing a formal name.
- 1.5. Existing names roads where alteration of the name is proposed.

### **2. Selection of a road name**

- 2.1. New road names shall not be the same as, or similar to, existing road names within the district.
- 2.2. Roads are to only have one name
- 2.3. New road names are to be based on broad themes which accentuate the key attributes of the community. Therefore in Gore road names based around famous artists, country music, trout fishing or whiskey distilling may be used, while in Mataura, a theme based on that community's industrial heritage will be adopted.
- 2.4. Council staff shall submit a report on profiling suggested names within each theme that can be considered for utilisation when a new road needs to be assigned a name.

### **3. Altering the name of an existing named road**

- 3.1. Altering the name of an existing named road will only be undertaken if the Council considers that the change will result in a clear benefit to the community.

### **4. Road names that can be used for the allocation of addresses**

- 4.1. All road names approved under this policy can be used in the allocation of property numbers and addresses, except for new Service Lanes and Access Ways.

### **5. Names for roads created by subdivision**

- 5.1. A developer of a private subdivision may propose a name for each new road created by the subdivision. The name proposed must be in line with the broad themes listed in clause 2.3 above. For the avoidance of doubt the final decision on the naming of a road, rests with the Council.

**6. Macrons**

- 6.1. Macrons can be used in the spelling of Maori road names.
- 6.2. Macrons are to be considered only for a few names where other changes to the spelling of a road name are proposed or where the use of macrons is of demonstrable importance to mana whenua.
- 6.3. Where a road name that includes macrons is approved, the spelling of the road name without these macrons is discouraged but permitted.

**7. Consultation**

- 7.1. Proposals for the naming of roads shall be consulted with anyone directly affected.
- 7.2. Mana whenua are to be consulted for all proposals involving Maori names.  
Proposals to alter a road name shall be consulted with the general public.

## **15. COMMITTEE STRUCTURE AND GOVERNANCE ARRANGEMENTS FOR THE 2022-2025 TRIENNIUM**

- ↳ Attached is a report from His Worship the Mayor about the Committee structure and governance arrangements for the 2022-2025 triennium.

### **RECOMMENDATION**

#### **1.1 That Council:**

- 1.1.1 receives the report 'Committee structures and governance arrangements for the 2022-25.**

#### ***Committees for which Council solely determines membership***

- 1.1.2 directs that the normal meeting time for Council, its standing committees on the second, third and last Thursdays of each month between 5pm and 8pm, and that workshops, where required, may be held between 9.30 am and 5.00 pm.**

- 1.1.3 endorses the criteria for establishing successful specialised standing committees as being:**

- (i) committee meetings being at the same frequency as Council or at intervals consistent with Council's needs,**
- (ii) the committees having the maximum legal delegations;**
- (iii) committee membership of experienced and first-time elected members;**
- (iv) the committees collectively covering the full scope of Council's business.**

- 1.1.4 notes the Mayor's decision for the broad delineation of the six specialised standing committees in the 2022-25 triennium as Finance and Performance; Assets and Infrastructure; Policy and Planning, Audit and Risk, Cultural Innovation and Community Wellbeing.**

- 1.1.5 endorses the purpose statements, detailed terms of reference and delegations for these committees in the 2022-25 triennium.**

- 1.1.6 notes the Mayor's decision to continue the Youth Council for the 2022-25 triennium, and that a review of constitution will be undertaken in partnership with the current youth council over the 2022-2023 year, and presented to Council for endorsement.**

- 1.1.7 notes the Mayor's decision to establish (and chair) a separate Hearings Committee to meet on an as-required basis only to determine- panels for**

hearings under the Resource Management Act and to conduct hearings as required by other enactments.

**1.1.8** notes the Mayor's preference:

a. for the whole Council to meet on a quarterly basis (March, June, September, December) to review the strategic environment and priorities for the Gore District and the local government sector;

b. for the whole Council to meet on a six-monthly basis (April, August) with the Mataura Community Board; and

c. for the Mayor and the Deputy Mayor to meet with the Chief Executive and Senior Leadership Team at their first meeting each month.

**1.1.9** notes the Mayor's decision that the chairs of the six specialist standing committees in the 2022-25 triennium will be:

Finance/Performance      Cr Stewart McDonell

Assets/Infrastructure      Cr John Gardyne

Policy/Planning              Cr John Gardyne

Audit/Risk                      Cr Stewart McDonell

Cultural Innovation              Cr Glenys Dickson

Community Wellbeing      Cr Richard McPhail

and that each of these committees will appoint their deputy chairs.

**1.1.10** invites Hokonui Runanga, as the local representative of Ngai Tahu, to nominate and the Charter partner for the Council to nominate one representative to the Assets/Infrastructure and Policy/Planning Committees, two to the Community Wellbeing Committee and six to the Cultural Innovation Committee, in the 2022-2025 triennium.

**1.1.11** conducts any reviews of the Chief Executive's performance by the full council, with the review process being managed as a specified additional responsibility by Cr Stewart MacDonell.

*Committees which comprise members elected by the wider community*

**1.1.12** notes the appointments to these committees will be provided at the next full Council meeting.

## REPORT

**SUBJECT:** Committee structures and governance arrangements for the 2022-2025 triennium

**TO:** Council

**MEETING DATE:** Tuesday 22 November 2022

**FROM:** The Mayor

**DATE:** 14 November 2022

**OPEN AGENDA:** Yes

**PUBLIC EXCLUDED:** No

**FILE:**

---

### 1. Purpose

1.1 To provide information on the Council's committee structure and governance arrangements for the 2022-2025 triennium.

### 2. Executive Summary

2.1 The Council's committee structure focuses on 'standing' or permanent committees as distinct from ad hoc committees appointed to address a particular issue or project and then disband. Where issues require consideration on an ad hoc basis, portfolios may be created.

2.2 Council is not legally required to form committees, but it has been the practice to do so, in the interests of sharing workloads, improving decision-making and providing stronger accountability to the community. The Local Government Act 2002 specifies some matters which may not be delegated to committees (and sub-committees).

2.3 Powers extended to mayors under section 41A(3) of the Local Government Act 2002 include

- establishing committees of the territorial authority; and
- appointing the chairperson of each committee.

2.4 The Mayor intends exercising this power in establishing those committees whose membership is solely determined by Council, and in appointing the chairs to these committees. Accordingly, recommendations over these committees are simply to record those decisions.

2.5 Substantive recommendations are provided on the establishment (or continuation) of Council's other committees whose membership is partly determined outside Council. These have regard

for section 41A(5) of the Local Government Act 2002 which provides that the Mayor is a member of each committee of a territorial authority.

### **3. Recommendations:**

#### **3.1 That Council:**

- 3.1.1 receives the report 'Committee structures and governance arrangements for the 2022-25.

#### *Committees for which Council solely determines membership*

- 3.1.2 directs that the normal meeting time for Council, its standing committees on the second, third and last Thursdays of each month between 5pm and 8pm, and that workshops, where required, may be held between 9.30 am and 5.00 pm.
- 3.1.3 endorses the criteria for establishing successful specialised standing committees as being:
  - (i) committee meetings being at the same frequency as Council or at intervals consistent with Council's needs,
  - (ii) the committees having the maximum legal delegations;
  - (iii) committee membership of experienced and first-time elected members;
  - (iv) the committees collectively covering the full scope of Council's business.
- 3.1.4 notes the Mayor's decision for the broad delineation of the six specialised standing committees in the 2022-25 triennium as Finance and Performance; Assets and Infrastructure; Policy and Planning, Audit and Risk, Cultural Innovation and Community Wellbeing.
- 3.1.5 endorses the purpose statements, detailed terms of reference and delegations for these committees in the 2022-25 triennium.
- 3.1.6 notes the Mayor's decision to continue the Youth Council for the 2022-25 triennium, and that a review of constitution will be undertaken in partnership with the current youth council over the 2022-2023 year, and presented to Council for endorsement.
- 3.1.7 notes the Mayor's decision to establish (and chair) a separate Hearings Committee to meet on an as-required basis only to determine- panels for hearings under the Resource Management Act and to conduct hearings as required by other enactments.
- 3.1.8 notes the Mayor's preference:
  - a. for the whole Council to meet on a quarterly basis (March, June, September, December) to review the strategic environment and priorities for the Gore District and the local government sector;

b. for the whole Council to meet on a six-monthly basis (April, August) with the Maitara Community Board; and

c. for the Mayor and the Deputy Mayor to meet with the Chief Executive and Senior Leadership Team at their first meeting each month.

3.1.9 notes the Mayor's decision that the chairs of the six specialist standing committees in the 2022-25 triennium will be:

Finance/Performance	Cr Stewart McDonell
Assets/Infrastructure	Cr John Gardyne
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Audit/Risk	Cr Stewart McDonell
Cultural Innovation	Cr Glenys Dickson
Community Wellbeing	Cr Richard McPhail

and that each of these committees will appoint their deputy chairs.

3.1.10 invites Hokonui Runanga, as the local representative of Ngai Tahu, to nominate and the Charter partner for the Council to nominate one representative to the Assets/Infrastructure and Policy/Planning Committees, two to the Community Wellbeing Committee and six to the Cultural Innovation Committee, in the 2022-2025 triennium.

3.1.11 conducts any reviews of the Chief Executive's performance by the full council, with the review process being managed as a specified additional responsibility by Cr Stewart MacDonell.

*Committees which comprise members elected by the wider community*

3.1.12 notes the appointments to these committees will be provided at the next full Council meeting.

#### **4. Background**

4.1 The Mayor reviews the committee structure after each triennial election. The Mayor appoints committees as necessary to achieve optimum efficiency and effectiveness in the execution of Council's functions having regard to the need to minimise administration and maximise the opportunity for thorough deliberation and consultation.

4.2 A diagram of Council's governance structure is attached as Appendix 1.

4.3 The Local Government Act 2002 Amendment Act 2012 inserted section 41A into the substantive Act, with effect from 12 October 2013. In addition to empowering the Mayor to appoint the Deputy Mayor, this provision allows the Mayor to appoint committees of the territorial authority and to appoint chairpersons to those committees before the other members of the committee are determined by the Council – and may appoint himself as chair. If this mayoral power is exercised, Council may still discharge or reconstitute such committees (and their chairs) and appoint other committees.

4.4 If the Mayor does not use this power, the earlier provisions for Council to establish committees and appoint their chairs remain available.

## **5. Delegations**

5.1 Council is assigned powers to act by a wide range of legislation, trust deeds and documents. In order to allow its Committees and the Chief Executive to carry out their functions, Council delegates some of these powers to act. The Chief Executive has to further delegate a number of these powers to allow Council staff to carry out their functions. The Council delegates authority to enable decisions to be taken at the lowest possible competent level subject to the provisions the LGA 2002. All delegations of power are contained in the Councils Delegations Register.

5.2 In delegating its powers to act under Schedule 7, clauses 32, 32A and 32B of the LGA 2002, the Council has regard for the following five principles:

- achieving more expert consideration of technical detail;
- gaining a more timely response;
- providing clarity where the responsibility for initial action lies;
- ensuring sufficient capacity to address and resolve issues; and
- maximising Council's focus on governance issues and matters which it may not lawfully delegate.

## **6. Characteristics of committees**

6.1 There is no statutory requirement for Council to have committees.<sup>1</sup> Section 14 of the Local Government Act 2002 states the principles which must underpin everything a local authority does: these emphasise openness, transparency, accountability, efficiency and effectiveness alongside stewardship, interests of people and communities, sustainability, collaboration and sound business practices. Later provisions contain more detailed requirements over decision-making and consultation processes, but there is no explicit link with subordinate decision-making structures (i.e. committees and sub-committees).

6.2 However, section 39 of the Act sets out five governance principles, one of which is that 'so far as practicable, responsibility and process for decision-making in relation to regulatory

<sup>1</sup> However, both Creative New Zealand and Sport New Zealand require the Council to establish and administer district funding assessment committees to distribute funds from those agencies.



responsibilities is separated from responsibility and processes for decision-making for non-regulatory responsibilities'. The easiest way to assure this is the establishment of a separate committee to discharge such responsibilities.

6.3 Clause 32 of Schedule 7 in the Local Government Act 2002 sets out those matters which may not be delegated by the Council to any committee:

- (a) the power to make a rate; or
- (b) the power to make a bylaw; or
- (c) the power to borrow money, or purchase or dispose of assets, other than in accordance with the long-term plan; or
- (d) the power to adopt a long-term plan, annual plan, or annual report; or
- (e) the power to appoint a chief executive; or
- (f) the power to adopt policies required to be adopted and consulted on under this Act in association with the long-term plan or developed for the purpose of the local governance statement; or
- (g) [Repealed]<sup>2</sup>
- (h) the power to adopt a remuneration and employment policy.

6.4 A distinction may be drawn between those committees for which Council solely determines membership and those committees which comprise members elected by the wider community. It is over the first set of committees where the Mayor intends to exercise his powers, as was the case of the previous mayor in the 2019-22 triennium.

## **7. Committees for which Council solely determines membership**

7.1 In general, the most common reason to establish committees (or subcommittees) is to ease the workload on the governing body and to ensure appropriate consideration of technical or contentious matters. Establishing specific function-focussed committees implies that more dedicated deliberative bodies will make a difference – both in terms of the matters considered and the characteristics of the discussion and decision-making. It also implies that it is impossible for all elected members to have a detailed understanding on (or interest in) all areas of Council business. While Councillors not appointed to a committee may attend such meetings, they do not have voting rights and may speak only with the permission of the Chair.

7.2 One opportunity presented by a stronger committee structure is to increase the amount of business conducted in sessions open to the public, and a clearer differentiation from those sessions from which the public is formally (using the provisions of the Local Government

<sup>2</sup> The power to warrant enforcement officers

Information and Meetings Act) or informally excluded (through workshops<sup>3</sup> where no formal decisions are taken). Typically, a summary record of such sessions forms part of that formal report.

7.3 Looking across councils, and their use of standing committees suggests there are four criteria which influence success:

- a. Frequency of meeting – having committees meeting less frequently than the Council means some business within the Committee’s terms of reference will inevitably be referred directly to Council.<sup>4</sup>
- b. Delegations – providing committees with the maximum delegation allowable under the Local Government Act reinforces their purpose, ensures timely decision-making, and minimises by-passing a committee in favour of placing the issue directly before Council.
- c. Membership – careful selection of members and a commitment to cohesion and good governance of Council’s standing committees, along with a mix of experienced councillors and new councillors is particularly helpful for first-time Councillors to grasp the full range of issues being presented to Council.
- d. Collective scope – the committees collectively should span the full range of Council’s business. Otherwise some matters will be referred to Council by default. This suggests the scope of each committee needs to be delineated with respect to Council’s total business, rather than focussing on key aspects, and potentially have regard for a reasonably balanced workload.

7.4 The purpose statements, detailed terms of reference and delegations proposed by the Mayor and noted by Council for these committees in the 2022-2025 triennium are attached as Appendix 2. The Mayor has decided who he wants to chair the standing committees, but will leave the appointment of deputy chairs to the committees to decide.

7.5 The Mayor proposes that the Gore District Youth Council continues, and that the Council actively looks for ways to encourage Youth Councillors to engage in Council business. It is noted that the Mayor is eligible to be a member of the youth council in his own right. The constitution is attached as Appendix 3.

7.6 The Mayor has considered whether Council would benefit from having some additional structures to address broader strategic issues, improve collaboration with community boards and community committees and allow regular engagement with the Chief Executive and his senior leadership team. It is not proposed to achieve this through forming additional committees, but through the following arrangements:

<sup>3</sup> Workshops are helpful to staff in gaining frank comment on issues prior to developing formal options and proposals for debate at a meeting.

<sup>4</sup> The exception would be where the purpose of the committee meant less frequent meetings still aligned to the Council’s needs. This is the case for the Audit/Risk Committee, Cultural Innovation Committee and the Community Wellbeing Committee.

a. for the whole Council to meet on a quarterly basis (March, June, September, December) to review the strategic environment and priorities for the Gore District and the local government sector;

b. for the whole Council to meet on a six-monthly basis (April and August) with the Mataura Community Board; and

c. for the Mayor and the Deputy Mayor to meet with the Chief Executive and Senior Leadership Team at their first meeting each month – at the invitation of the Chief Executive.

7.7 The Council must observe the statutory prohibition on delegating the appointment of a chief executive to a committee. The logical corollary is that the review of the Chief Executive's performance must be undertaken by the Council as a whole and not delegated to any committee. This is the logical. A Councillor may be appointed to co-ordinate the review process as a specific responsibility, and to ensure that review timeframes are met.

7.8 During the 2022-2025 triennium the Council has invited Hokonui Runanga, as the local representation for Ngai Tahu, and the Charter partner for the Council to nominate one representative to the Assets/Infrastructure and Policy/Planning Committees, two to the Community Wellbeing Committee and six to the Cultural Innovation Committee, and such people to have full speaking and voting rights.

## **8. Committees for which membership is wholly or partly determined by Council**

8.1 Council has a number of other standing committees whose membership is elected at least partly by people outside Council. These committees are:

Mataura Community Board [1 Councillor]

Gore District Youth Council [1 Councillor]

Mayoral Forum [Mayor, Deputy Mayor]

Rural Special Fund Sub-Committee [In abeyance]

Creative Communities Funding Assessment Committee [1 Councillor – Chair]

Sport New Zealand Rural Travel Fund Assessment Committee [1 Councillor – Chair]

Rural Halls and Domains Sub-Committee [Mayor, 4 Councillors]

Community Amenities Refund Committee [1 Councillor]

Gore District Sister City Committee [1 Councillor]

Iwi Liaison Group [Mayor, 4 Councillors]

8.2 The Council also appoints member to the following organisations, where the Council has a non-controlling interest:

*Arts and Heritage*

Eastern Southland Gallery [1 Councillor]  
 Hokonui Heritage Centre Trust [2 Councillors]  
 Hokonui Moonshine Museum Trust [2 Councillors]  
 St James Theatre Trust [1 Councillor]  
 Southland Regional Heritage Committee [2 Councillors, 1 Alternate]  
 Southland Museum and Art Gallery [1 Councillor]  
 Pioneer Women's Memorial Trust [1 Councillor]

*Recreation*

Dolamore Trust Board [1 Councillor]  
 Croydon Aviation Heritage Trust [1 Councillor]  
 Ride Southland [1 Councillor]  
 Hokonui Trails Working Group [3 Councillors]

*Rural & Environment*

Gore A&P Association Joint Management Committee [3 Councillors]  
 Mataura River Liaison Committee [1 Councillor]  
 Southern Equestrian Trust [1 Councillor]  
 WasteNet [2 councillors] (Joint Committee)  
 Southland Civil Defence Emergency Management Group [Mayor, Alternate – Deputy Mayor]  
 (Joint Committee)

*Transport*

Regional Land Transport Committee [1 Councillor, and 1 alternate]

*Community and Health*

Community Networking Trust [1 Councillor]

Gore and Districts Community Counselling Centre [1 Councillor]

Great South joint shareholders committee [Mayor] (Joint Committee)

Welcoming Communities [1 Councillor]

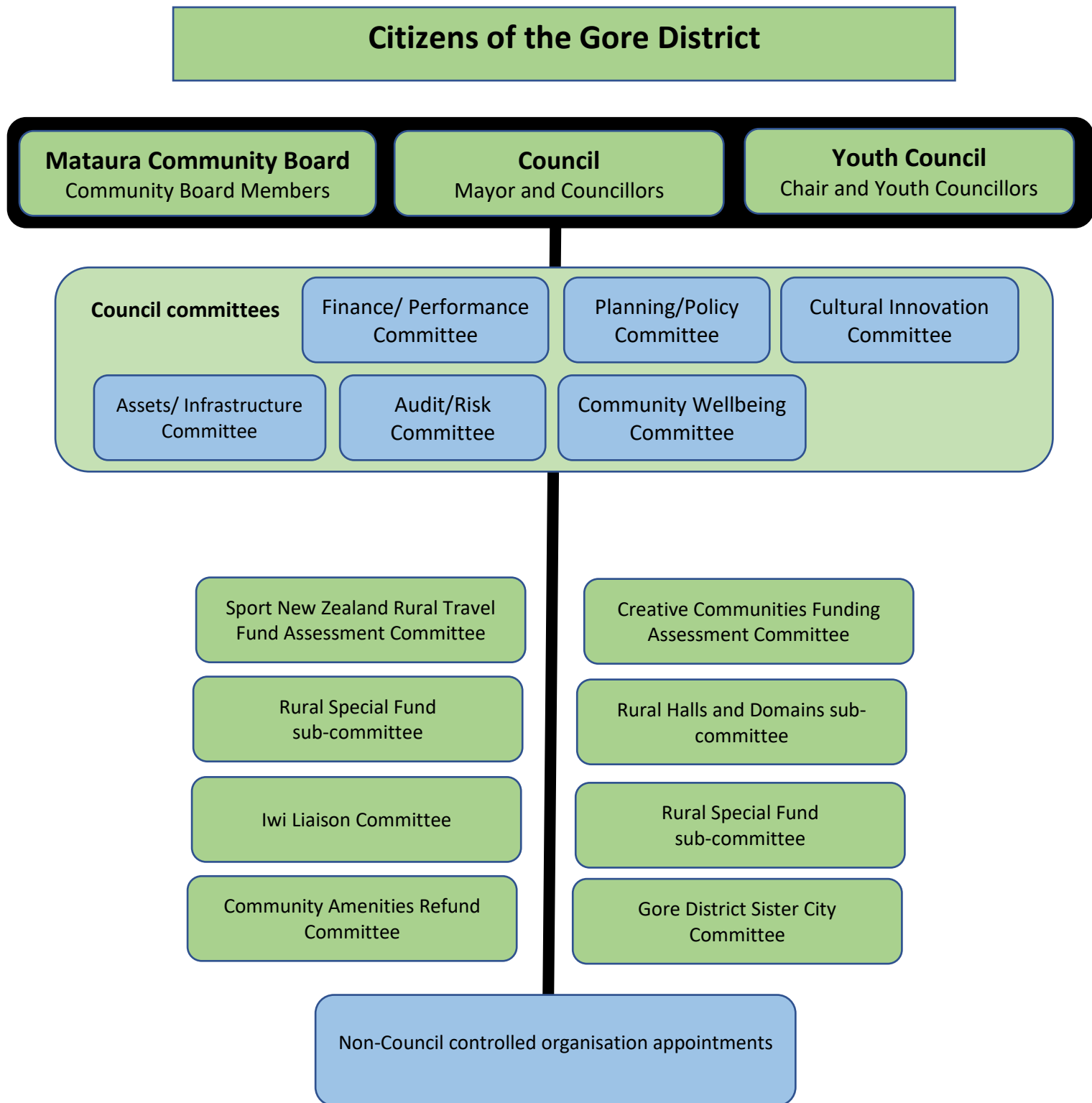
Gore Health Inc [1 Councillor]

Southland Warm Homes Trust [1 Councillor, 1 Alternate]

District Licensing Committee [3 Councillors, including one as Chair]

- 8.3 Further information on these entities, and appointments to these committees and boards will be presented to the next Council meeting. This will include presentation of a draft policy for Council consideration that provides guiding principles on Council Membership and Representation on other organisations.

## Appendix 1:



## Appendix 2: Council Committee Terms of Reference

Assets/Infrastructure Committee	
Chair	Appointed by the Mayor
Deputy Chair	Appointed by the Committee
Purpose	To ensure sustainable management of Council-owned assets/infrastructure which achieves compliance with government requirements and high community satisfaction.
Outcomes  The Council and community are confident that...	The Council's continuing investment in its infrastructure is clearly supported by – <ul style="list-style-type: none"> <li>(i) accurate condition information and assessment;</li> <li>(ii) intelligent procurement;</li> <li>(iii) sound asset management practice;</li> <li>(iv) scheduled reviews of timeframes and priorities; and</li> <li>(v) informed understanding of present and future demand, in terms of legal requirements, economic activity and demographic projections.</li> </ul>
Scope	<ol style="list-style-type: none"> <li>1. Infrastructure strategy</li> <li>2. Asset management planning</li> <li>3. Council owned infrastructure <ul style="list-style-type: none"> <li>• Water (including rural water supplies)</li> <li>• Sewage and the treatment and disposal of sewerage</li> <li>• Stormwater drainage</li> <li>• Consents management</li> </ul> </li> <li>4. Council roading and footpath network <ul style="list-style-type: none"> <li>• Programme monitoring</li> <li>• Emergency works</li> <li>• New Zealand Transport Agency/Waka Kotahi funding and requirements</li> </ul> </li> <li>5. Council owned facilities <ul style="list-style-type: none"> <li>• Halls, Toilets</li> <li>• Parks, reserves</li> <li>• Swimming pools</li> <li>• Libraries, information centres</li> <li>• Art gallery, museum</li> <li>• Cemeteries</li> </ul> </li> <li>6. Solid waste management <ul style="list-style-type: none"> <li>• Recycling</li> <li>• Landfill</li> </ul> </li> </ol>
Delegations	The committee has the power to delegate to a sub-committee any authority or power to determine matters within its field of activity or responsibility, as covered by Section 32(3) of Schedule 7 of the Local Government Act 2002.
Exclusions	Matters prohibited under clause 32(1) of Schedule 7 of the Local Government Act 2002 from being delegated:

	<ul style="list-style-type: none"> <li>• The power to make a rate</li> <li>• The power to make a bylaw</li> <li>• The power to borrow money, or purchase or dispose of assets, other than in accordance with the long-term plan</li> <li>• The power to adopt a long-term plan, annual plan or annual report</li> <li>• The power to appoint a chief executive</li> <li>• The power to adopt policies required to be adopted and consulted on under this Act in association with the long-term plan or developed for the purpose of the local governance statement or</li> <li>• The power to adopt a remuneration and employment policy.</li> </ul> <p>Other matters to be dealt with directly by Council</p> <ul style="list-style-type: none"> <li>• Council's governance structure, standing orders etc</li> <li>• Council representation on external bodies</li> <li>• Remuneration to Elected Members (including allowances and reimbursement of expenses)</li> <li>• Delegations to the Chief Executive and other staff</li> <li>• Submissions (and deliberation on submissions)</li> <li>• Petitions and Public Forum</li> <li>• Recommendations from the Community Board or any Council committee</li> <li>• Liaison and agreements with Iwi</li> <li>• Reports from the Chief Executive on staffing, internal capability, process and system improvements, and other operational matters</li> <li>• Responses made to any exercise of Ministerial powers of assistance and intervention (LGA 2002, Part 10)</li> <li>• Any matter deemed necessary to be considered in a 'public excluded' meeting.</li> </ul> <p>Any resolutions of the Committee which three or more Elected Members vote against and ask for their votes to be recorded or which the Chair rules (on the basis of advice from the Chief Executive) as being substantially different from any option presented in the officer's report – such resolutions to be recast as recommendations to the Council.</p>
Frequency	Monthly



Audit/Risk Committee	
Chair	Appointed by the Mayor
Deputy Chair	Appointed by the Committee
Purpose	To ensure probity in the management of Council's operations and its assets and a close regard for minimising risk.
Outcomes  The Council and community are confident that...	<p>The Council's financial operations and the delivery of Council services –</p> <ul style="list-style-type: none"> <li>(i) comply with all relevant legislation, regulations and standards; and</li> <li>(ii) comply with the Council's own policy.</li> </ul> <p>The relationship with Council's auditors and other external agencies undertaking monitoring of Council's performance is meaningful and open</p> <p>The risks to Council's effective management and its reputation are well understood and addressed.</p>
Scope	<ol style="list-style-type: none"> <li>1. Review of financial and non-financial reporting, including <ul style="list-style-type: none"> <li>• Quarterly internal report</li> <li>• Appropriateness of accounting policies</li> <li>• Financial and infrastructure strategies</li> <li>• Oversight of periodic valuation of Council's assets, and</li> <li>• Oversight of treasury function</li> </ul> </li> <li>2. Risk management and system of internal controls, including <ul style="list-style-type: none"> <li>• Setting the Council's appetite for risk</li> <li>• Understanding the key risk areas including likelihood and consequences</li> <li>• Evaluating the effectiveness of internal controls, and</li> <li>• Assessing fraud risk and procurement risk</li> <li>• Reviewing how risk has been considered in <ul style="list-style-type: none"> <li>○ The processes used to determine whether or not to enter into, continue, or withdraw from shared services with one or more councils<sup>5</sup> and</li> <li>○ The Council's business case methodology and the instances where it is applied</li> </ul> </li> <li>• Reviewing assurance reports from management on regulatory compliance, business resilience and other contentious matters including (for example) <ul style="list-style-type: none"> <li>○ Periodic audits conducted by the New Zealand Transport Agency/Waka Kotahi</li> <li>○ Assessment reports on Council's role as a Building Consent Authority</li> <li>○ Reporting to external agencies required by statutory instruments<sup>6</sup></li> </ul> </li> </ul> </li> </ol>

<sup>5</sup> This process *may* include reviews under section 17A of the Local Government Act 2002.

<sup>6</sup> For example, reporting to the Ministry for the Environment under the National Monitoring System or to Archives New Zealand under the Public Records Act.

	<ul style="list-style-type: none"> <li>○ Undertakings made in response to the exercise of any Ministerial assistance or intervention<sup>7</sup></li> <li>○ Project management</li> <li>○ Joint venture proposals</li> <li>○ Hazard management, and</li> <li>○ Corporate policies addressing unethical, questionable or illegal activities</li> </ul> <p>3. External audit, including</p> <ul style="list-style-type: none"> <li>● Understanding the scope of agreements made with Council</li> <li>● Reviewing of management reports provided by Council's auditors</li> <li>● Reviewing progress with Audit recommendations, and</li> <li>● Being a sounding board for issues arising between management and external auditors</li> </ul> <p>4. Internal audit, including</p> <ul style="list-style-type: none"> <li>● Contributing to appointment of internal auditors</li> <li>● Determining and monitoring the internal audit programme</li> <li>● Undertaking more intensive reviews of significant risks where the Committee considers further scrutiny is required</li> </ul> <p>5. Annual review of the terms of reference.</p>
Delegations	The committee has the power to delegate to a sub-committee any authority or power to determine matters within its field of activity or responsibility, as covered by Section 32(3) of Schedule 7 of the Local Government Act 2002.
Exclusions	<p>Matters prohibited under clause 32(1) of Schedule 7 of the Local Government Act 2002 from being delegated:</p> <ul style="list-style-type: none"> <li>● The power to make a rate</li> <li>● The power to make a bylaw</li> <li>● The power to borrow money, or purchase or dispose of assets, other than in accordance with the long-term plan</li> <li>● The power to adopt a long-term plan, annual plan or annual report</li> <li>● The power to appoint a chief executive</li> <li>● The power to adopt policies required to be adopted and consulted on under this Act in association with the long-term plan or developed for the purpose of the local governance statement or</li> <li>● The power to adopt a remuneration and employment policy.</li> </ul> <p>Other matters to be dealt with directly by Council</p> <ul style="list-style-type: none"> <li>● Council's governance structure, standing orders etc</li> <li>● Council representation on external bodies</li> <li>● Remuneration to Elected Members (including allowances and reimbursement of expenses)</li> <li>● Delegations to the Chief Executive and other staff</li> <li>● Submissions (and deliberation on submissions)</li> </ul>

<sup>7</sup> Part 10, Local Government Act 2002

	<ul style="list-style-type: none"> <li>• Petitions and Public Forum</li> <li>• Recommendations from the Community Board or any Council committee</li> <li>• Liaison and agreements with Iwi</li> <li>• Reports from the Chief Executive on staffing, internal capability, process and system improvements, and other operational matters</li> <li>• Responses made to any exercise of Ministerial powers of assistance and intervention (LGA 2002, Part 10)</li> <li>• Any matter deemed necessary to be considered in a 'public excluded' meeting.</li> </ul> <p>Any resolutions of the Committee which three or more Elected Members vote against and ask for their votes to be recorded or which the Chair rules (on the basis of advice from the Chief Executive) as being substantially different from any option presented in the officer's report – such resolutions to be recast as recommendations to the Council.</p>
Frequency	Quarterly

Finance/Performance Committee	
Chair	Appointed by the Mayor
Deputy Chair	Appointed by the Committee
Purpose	To ensure robust and transparent management of the Council's finances and maximising performance.
Outcomes  The Council and community are confident that...	<p>The Council's financial position and delivery of Council services are –</p> <ul style="list-style-type: none"> <li>(i) Robust</li> <li>(ii) Readily accessible</li> <li>(iii) Are monitored and reported regularly and accurately</li> <li>(iv) Maximise efficiency from robust information systems</li> <li>(v) Reflect good practice, and</li> <li>(vi) Compare favourably with councils of similar size and characteristics.</li> </ul> <p>The rates struck each year –</p> <ul style="list-style-type: none"> <li>(i) Are a fair representation of the cost and availability of services and facilities within the District</li> <li>(ii) Align favourably with the local government sector price index changes</li> <li>(iii) Avoid large differences between years, both for individual ratepayers and the District as a whole<sup>8</sup></li> <li>(iv) Do not result in material variations of payment by ratepayers in different area units.<sup>9</sup></li> </ul> <p>The District draws benefit from collaboration with other councils and agencies through demonstrable –</p> <ul style="list-style-type: none"> <li>(i) Lower costs</li> <li>(ii) Improved services, and</li> <li>(iii) Stimulus to the local economy</li> </ul>
Scope	<ol style="list-style-type: none"> <li>1. Financial Strategy</li> <li>2. ^Statutory financial policies<sup>10</sup></li> <li>3. Oversight of Council budgeting and financial management</li> <li>4. Investments and loans</li> <li>5. Major contracts<sup>11</sup></li> <li>6. Regional collaboration/shared services with other councils</li> <li>7. Economic development initiatives</li> <li>8. Property sales, leases and licenses to occupy</li> <li>9. Forestry</li> <li>10. Council-funded grant schemes</li> </ol>
Delegations	The committee has the power to delegate to a sub-committee any authority or power to determine matters within its field of activity or

<sup>8</sup> This will be achieved by rates modelling for all properties (and the consequent availability of 'dummy' rates assessments).

<sup>9</sup> These are the Statistics New Zealand group of mesh blocks.

<sup>10</sup> As prescribed by the Local Government Act 2002 section 101.

<sup>11</sup> Those exceeding the delegation to the Chief Executive to approve or where that delegation is not exercised.

	responsibility, as covered by Section 32(3) of Schedule 7 of the Local Government Act 2002.
Exclusions	<p>Matters prohibited under clause 32(1) of Schedule 7 of the Local Government Act 2002 from being delegated:</p> <ul style="list-style-type: none"> <li>• The power to make a rate</li> <li>• The power to make a bylaw</li> <li>• The power to borrow money, or purchase or dispose of assets, other than in accordance with the long-term plan</li> <li>• The power to adopt a long-term plan, annual plan or annual report</li> <li>• The power to appoint a chief executive</li> <li>• The power to adopt policies required to be adopted and consulted on under this Act in association with the long-term plan or developed for the purpose of the local governance statement or</li> <li>• The power to adopt a remuneration and employment policy.</li> </ul> <p>Other matters to be dealt with directly by Council</p> <ul style="list-style-type: none"> <li>• Council's governance structure, standing orders etc</li> <li>• Council representation on external bodies</li> <li>• Remuneration to Elected Members (including allowances and reimbursement of expenses)</li> <li>• Delegations to the Chief Executive and other staff</li> <li>• Submissions (and deliberation on submissions)</li> <li>• Petitions and Public Forum</li> <li>• Recommendations from the Community Board or any Council committee</li> <li>• Liaison and agreements with Iwi</li> <li>• Reports from the Chief Executive on staffing, internal capability, process and system improvements, and other operational matters</li> <li>• Responses made to any exercise of Ministerial powers of assistance and intervention (LGA 2002, Part 10)</li> <li>• Any matter deemed necessary to be considered in a 'public excluded' meeting.</li> </ul> <p>Any resolutions of the Committee which three or more Elected Members vote against and ask for their votes to be recorded or which the Chair rules (on the basis of advice from the Chief Executive) as being substantially different from any option presented in the officer's report – such resolutions to be recast as recommendations to the Council.</p>
Frequency	Monthly

^Up to the point of adoption.

Policy/Planning Committee	
Chair	Appointed by the Mayor
Deputy Chair	Appointed by the Committee
Purpose	To ensure the Council has a comprehensive planning, policy and regulatory framework which reflects legislative requirements and builds resilient communities.
Outcomes  The Council and community are confident that...	<p>The Council's plans are developed openly with the District's communities, reflect agreed priorities and are effectively implemented.</p> <p>The Council's policies and bylaws recognise and support the priorities of the District.</p> <p>The Council's engagement with the communities –</p> <ul style="list-style-type: none"> <li>(i) Is robust</li> <li>(ii) Occurs collaboratively</li> <li>(iii) Secures support from external agencies including central government, and</li> <li>(iv) Builds resilience</li> </ul> <p>The Council looks for opportunities to protect the environment and to anticipate likely impacts on the District from climate change.</p> <p>The Council is well informed of all relevant government legislation and policies, and endeavours to influence proposed changes to these where the interests of the District are significantly affected.</p>
Scope	<ol style="list-style-type: none"> <li>1. ^Annual Plan/Long Term Plan</li> <li>2. Legislation and governance issues</li> <li>3. ^Statutory non-financial policies and statements</li> <li>4. Consultation processes<sup>12</sup></li> <li>5. Governance-level policies (non-statutory)</li> <li>6. Community development programmes</li> <li>7. District Plan monitoring</li> <li>8. ^Bylaw development and review</li> <li>9. Emergency management planning.</li> </ol>
Delegations	The committee has the power to delegate to a sub-committee any authority or power to determine matters within its field of activity or responsibility, as covered by Section 32(3) of Schedule 7 of the Local Government Act 2002.
Exclusions	<p>Matters prohibited under clause 32(1) of Schedule 7 of the Local Government Act 2002 from being delegated:</p> <ul style="list-style-type: none"> <li>• The power to make a rate</li> <li>• The power to make a bylaw</li> </ul>

<sup>12</sup> Section 76AA of the Local Government Act 2002 provides for a Significance and Engagement Policy.

	<ul style="list-style-type: none"> <li>• The power to borrow money, or purchase or dispose of assets, other than in accordance with the long-term plan</li> <li>• The power to adopt a long-term plan, annual plan or annual report</li> <li>• The power to appoint a chief executive</li> <li>• The power to adopt policies required to be adopted and consulted on under this Act in association with the long-term plan or developed for the purpose of the local governance statement or</li> <li>• The power to adopt a remuneration and employment policy.</li> </ul> <p>Other matters to be dealt with directly by Council</p> <ul style="list-style-type: none"> <li>• Council's governance structure, standing orders etc</li> <li>• Council representation on external bodies</li> <li>• Remuneration to Elected Members (including allowances and reimbursement of expenses)</li> <li>• Delegations to the Chief Executive and other staff</li> <li>• Submissions (and deliberation on submissions)</li> <li>• Petitions and Public Forum</li> <li>• Recommendations from the Community Board or any Council committee</li> <li>• Liaison and agreements with Iwi</li> <li>• Reports from the Chief Executive on staffing, internal capability, process and system improvements, and other operational matters</li> <li>• Responses made to any exercise of Ministerial powers of assistance and intervention (LGA 2002, Part 10)</li> <li>• Any matter deemed necessary to be considered in a 'public excluded' meeting.</li> </ul> <p>Any resolutions of the Committee which three or more Elected Members vote against and ask for their votes to be recorded or which the Chair rules (on the basis of advice from the Chief Executive) as being substantially different from any option presented in the officer's report – such resolutions to be recast as recommendations to the Council.</p>
Frequency	Monthly

^Up to the point of adoption.

Community Wellbeing Committee	
Chair	Appointed by the Mayor
Deputy Chair	Appointed by the Committee
Purpose	To ensure the Council is proactive in identifying and supporting social cohesion in the Gore District.
Outcomes  The Council and community are confident that...	<p>The Council's engagement with the communities –</p> <ul style="list-style-type: none"> <li>(i) Is robust</li> <li>(ii) Occurs collaboratively</li> <li>(iii) Secures support from external agencies including central government, and</li> <li>(iv) Builds resilience</li> </ul> <p>The Council's events, and community activities give weight to the long-term plan community outcomes and are a reflection of rural city living in the District.</p> <p>The District's community facilities provided by Council support residents and ratepayers enjoyment of the district, and are maintained in recognition of our District's role as an agricultural hub, distinct from any concerted tourism focus.</p> <p>The Council's initiatives to promote community resilience and address social or health concerns are effective.</p> <p>To liaise and foster close relationships with central government agencies and philanthropic trusts in the region.</p>
Scope	<ol style="list-style-type: none"> <li>1. Events strategy</li> <li>2. Parks, recreation and facilities strategy</li> <li>3. Cycleway/trail development</li> <li>4. Ready for living strategy/Community development strategy</li> <li>5. Liaison with community stakeholders and youth.</li> <li>6. Community conservation and environmental initiatives</li> <li>7. Encouraging philanthropic funding, and support from relevant government agencies towards social and community wellbeing</li> </ol>
Delegations	The committee has the power to delegate to a sub-committee any authority or power to determine matters within its field of activity or responsibility, as covered by Section 32(3) of Schedule 7 of the Local Government Act 2002.
Exclusions	<p>Matters prohibited under clause 32(1) of Schedule 7 of the Local Government Act 2002 from being delegated:</p> <ul style="list-style-type: none"> <li>• The power to make a rate</li> <li>• The power to make a bylaw</li> <li>• The power to borrow money, or purchase or dispose of assets, other than in accordance with the long-term plan</li> </ul>



	<ul style="list-style-type: none"> <li>• The power to adopt a long-term plan, annual plan or annual report</li> <li>• The power to appoint a chief executive</li> <li>• The power to adopt policies required to be adopted and consulted on under this Act in association with the long-term plan or developed for the purpose of the local governance statement or</li> <li>• The power to adopt a remuneration and employment policy.</li> </ul> <p>Other matters to be dealt with directly by Council</p> <ul style="list-style-type: none"> <li>• Council's governance structure, standing orders etc</li> <li>• Council representation on external bodies</li> <li>• Remuneration to Elected Members (including allowances and reimbursement of expenses)</li> <li>• Delegations to the Chief Executive and other staff</li> <li>• Submissions (and deliberation on submissions)</li> <li>• Petitions and Public Forum</li> <li>• Recommendations from the Community Board or any Council committee</li> <li>• Liaison and agreements with Iwi</li> <li>• Reports from the Chief Executive on staffing, internal capability, process and system improvements, and other operational matters</li> <li>• Responses made to any exercise of Ministerial powers of assistance and intervention (LGA 2002, Part 10)</li> <li>• Any matter deemed necessary to be considered in a 'public excluded' meeting.</li> </ul> <p>Any resolutions of the Committee which three or more Elected Members vote against and ask for their votes to be recorded or which the Chair rules (on the basis of advice from the Chief Executive) as being substantially different from any option presented in the officer's report – such resolutions to be recast as recommendations to the Council.</p>
Frequency	Quarterly

Cultural Innovation Committee	
Chair	Appointed by the Mayor
Deputy Chair	Appointed by the Committee
Purpose	To recognise the important and ongoing role of mana whenua in contributing to the wellbeing of the District's residents and ratepayers, and building a sustainable relationship with Iwi.
Outcomes  The Council and community are confident that...	<p>The Council and Iwi work together for the wellbeing of the community, including –</p> <ul style="list-style-type: none"> <li>(i) Partnering on long term initiatives and projects that may have intergenerational benefits;</li> <li>(ii) Collaborating to attract investment and expertise to the District;</li> <li>(iii) Providing appropriate stewardship/kaitiaki of resources and opportunities for the residents of the District;</li> <li>(iv) Creating new opportunities for the residents young people/rangitahi; and</li> <li>(v) Giving effect to the Charter developed with Hokonui Runanga.</li> </ul>
Scope	<ul style="list-style-type: none"> <li>1. Charter with Hokonui Runanga</li> <li>2. State of the Environment Report</li> <li>3. Youth Strategy</li> <li>4. Regional Investment Strategy and Growth Report (including Ready for Growth)</li> </ul>
Delegations	The committee has the power to delegate to a sub-committee any authority or power to determine matters within its field of activity or responsibility, as covered by Section 32(3) of Schedule 7 of the Local Government Act 2002.
Exclusions	<p>Matters prohibited under clause 32(1) of Schedule 7 of the Local Government Act 2002 from being delegated:</p> <ul style="list-style-type: none"> <li>• The power to make a rate</li> <li>• The power to make a bylaw</li> <li>• The power to borrow money, or purchase or dispose of assets, other than in accordance with the long-term plan</li> <li>• The power to adopt a long-term plan, annual plan or annual report</li> <li>• The power to appoint a chief executive</li> <li>• The power to adopt policies required to be adopted and consulted on under this Act in association with the long-term plan or developed for the purpose of the local governance statement or</li> <li>• The power to adopt a remuneration and employment policy.</li> </ul> <p>Other matters to be dealt with directly by Council</p> <ul style="list-style-type: none"> <li>• Council's governance structure, standing orders etc</li> </ul>

	<ul style="list-style-type: none"> <li>• Council representation on external bodies</li> <li>• Remuneration to Elected Members (including allowances and reimbursement of expenses)</li> <li>• Delegations to the Chief Executive and other staff</li> <li>• Submissions (and deliberation on submissions)</li> <li>• Petitions and Public Forum</li> <li>• Recommendations from the Community Board or any Council committee</li> <li>• Liaison and agreements with Iwi</li> <li>• Reports from the Chief Executive on staffing, internal capability, process and system improvements, and other operational matters</li> <li>• Responses made to any exercise of Ministerial powers of assistance and intervention (LGA 2002, Part 10)</li> <li>• Any matter deemed necessary to be considered in a 'public excluded' meeting.</li> </ul> <p>Any resolutions of the Committee which three or more Elected Members vote against and ask for their votes to be recorded or which the Chair rules (on the basis of advice from the Chief Executive) as being substantially different from any option presented in the officer's report – such resolutions to be recast as recommendations to the Council.</p>
Frequency	Quarterly

### Appendix 3: Gore District Council Youth Council

The Council support's youth in the District through the Youth Council. The Council recognises young people as valued contributors to society, giving them space to participate, assume agency and take responsibility.

Each year young people are selected to be the voice of their peers. The Youth Council organises a variety of events throughout the year and works with Councillors and staff to initiate and support programmes.

#### **Membership**

The Youth Council consists of:

- Young people aged between 12 to 24 years
- A maximum membership of 21 young people, with 10 representing the Gore District at large and 11 from local secondary schools and Longford Intermediate. We encourage students and people from the community to be a part of the council.

#### **Responsibilities**

Members are required to:

- Attend Youth Council meetings at three weekly intervals
- Be available to attend other training and meetings that may occur
- Contribute to the planning of events held throughout the year
- Pass Youth Council information on to their networks
- Assist the Council to canvass youth views

**EXCLUSION OF THE PUBLIC**

His Worship to move that the public be excluded from the following parts of the proceedings of this meeting, namely the items as listed below.

The general subject of each matter to be considered while the public is excluded, the reason for passing the 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><u>General Subject Matter</u></b>	<b><u>Reason for passing this resolution in relation to each matter</u></b>	<b><u>Grounds under Section 48(1) for the passing of this resolution</u></b>
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**Confirmation of Minutes**

Confirmation of the minutes of the extraordinary meeting of the Gore District Council, held in committee, on Thursday 6 October 2022.

**Other business**

Library and community room development project - update	enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations.	7 (2)(i),
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