

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 21 March 2023, at 4.00pm.



**Stephen Parry**  
Chief Executive

**16 March 2023**

## **Agenda**

1. Apologies
2. Declaration of Councillor conflict of interests
3. Confirmation of minutes

Confirmation of the minutes of the ordinary meeting of the Gore District Council, held on Tuesday 14 February 2023.

Pages 1-25

Confirmation of the minutes of the extraordinary meeting of the Gore District Council, held on Tuesday 21 February 2023.

Pages 26-28

Confirmation of the minutes of the meeting of the Audit and Risk Committee meeting, held on Tuesday 21 February 2023.

Pages 29-33

Confirmation of the minutes of the meeting of the Community Wellbeing Committee meeting, held on Tuesday 21 February 2023.

Pages 34-43

Confirmation of the minutes of the meeting of the Assets and Infrastructure Committee meeting, held on Tuesday 7 March 2023.

Pages 44-54

Confirmation of the minutes of the meeting of the Policy and Planning Committee meeting, held on Tuesday 7 March 2023.

Pages 55-59

4. Urgent late business – as tabled at the meeting, pursuant to section 46(A)(7) of the Official Information and Meetings Act 1987.

5. Hilbre Avenue water tower structural integrity update

Pages 60-97

6. Gore District Council recycling update – Rethinking Waste

Pages 98-132

7. Mataura River crossing community engagement update

Pages 133-135

8. Financial report to 31 December 2022

Pages 136-139

9. Local Governance Statement - review

Page 140

10. Proposed fees and charges for the hire of community rooms at James Cumming Community Centre 2022-23

Pages 141-142

11. James Cumming Community Centre and Library development project - update

Pages 143-150

12. Proposed demolition of Mataura pool building

Pages 151-154

13. Proposed Grants Sub-Committee

Pages 155-158

14. Establishment of District Plan Sub-Committee

Page 159

15. Minutes of the Mataura Community Board meeting

Pages 160-169

16. Issuing of staff warrants and authorisation

Pages 170-171

17. Minutes of Creative Communities Assessment Sub-Committee

Pages 172-175

18. Summary of Mayoral Forum meeting

Pages 176-178

19. Business to be considered pursuant to the Local Government Official Information and Meetings Act 1987:

- Confirmation of minutes
  - Confirmation of the minutes of the ordinary meeting of the Gore District Council, held in committee, on Tuesday 14 February 2023.
  - Confirmation of the minutes of the Audit and Risk Committee meeting, held in committee, on Tuesday 21 February 2023.
  - Confirmation of the minutes of the Assets and Infrastructure Committee meeting, held in committee, on Tuesday 7 March 2023.
- Other business
  - James Cumming Community Centre and Library - financial report
  - Request to purchase land
  - Governance support for elected members
  - Report from Chief Executive Appraisal Committee

# RURAL CITY LIVING



Minutes of an ordinary meeting of the Gore District Council, held in the Council Chambers, civic administration building, 29 Bowler Avenue, Gore, on Tuesday 14 February 2023, at 4.02pm.

**Present** His Worship the Mayor (Mr B R Bell), Crs Dickson, Gardyne, Highsted, Hovell, MacDonell, McKenzie, P McPhail, R McPhail, Phillips, Reid and Stringer.

**In attendance** The Chief Executive (Mr Stephen Parry), General Manager Community Lifestyle Services (Mr Rex Capil), General Manager Corporate Support (Ms Lornae Straith), General Manager Critical Services (Mr Jason Domigan), General Manager People and Culture (Mrs Nicky Cooper), General Manager Communication and Customer Support (Sonia Gerken), Governance Manager (Susan Jones), 3 Waters Asset Manager (Mr Matthew Bayliss), 3 Waters Operations Manager (Mr Aaron Green), five representatives of Healthy Families/Active Southland and 11 members of the public in the gallery.

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His Worship asked the Council to join with him and think of the people in the North Island experiencing the impacts of Cyclone Gabrielle and the colleagues showing leadership during the national state of emergency.

His Worship advised the order of the agenda would be changed slightly to ensure the items of most public interest were considered first. The Environment Southland presentation had been postponed to another date.

## 1. CONFIRMATION OF MINUTES

**RESOLVED** on the motion of Cr MacDonell, seconded by Cr Hovell, **THAT** the minutes of the ordinary meeting of the Gore District Council, held on Tuesday 13 December 2022, as presented, be confirmed and signed by the Mayor as a true and complete record.

**RESOLVED** on the motion of Cr Gardyne, seconded by Cr Dickson, **THAT** the minutes of the extraordinary meeting of the Gore District Council, held on Tuesday 24 January 2023, as presented, be confirmed and signed by the Mayor as a true and complete record.



## 2. PRESENTATION FROM ACTIVE SOUTHLAND – MURIHIKU KAI COLLECTIVE (SC3619)

A presentation from the Systems Innovator for Healthy Families Invercargill, Rochelle Francis-Barr was provided to the Council. The presentation covered some of the work it was involved with through the Murihiku Kai Collective, looking at food security and strengthening the local food system.

A copy of the submission made by the Collective to the Council's 2021 Long Term Plan together with a copy of the framework that it had been working to had been circulated with the agenda.

Cr McKenzie asked if the main target of the Collective was to establish community gardens. Ms Francis agreed they were part of the puzzle and had an important part to play including helping the community connect with each other. However, community gardens were unlikely to produce food sufficient for an entire community. Cr McKenzie said ultimately the collective would like food to be available at a reasonable price or be free. Ms Francis said it was a challenging problem to feed a community but the collective was committed to nut out the solutions itself as a community and to experiment with different ideas.

Cr Hovell asked if Southland had an similar event with the cyclone that was currently occurring in the North Island, was the Collective able to assist at times of disaster. Ms Francis said the Collective was not set up to be an emergency response organisation or a food relief group, but there were participating members who were involved in that line of work. It did want to ensure there were strong connections available for the community in the event of a natural disaster.

Cr Dickson said food security and sustainability was a huge issue for New Zealand. Was something like the Collective working in other areas and how was it working? Ms Francis said there had been an understanding that communities needed to come together and find a way to collaborate and address the big picture issues. There were similar Kai Collectives in all parts of New Zealand. Each were different in what they did and were unique to the needs of their community. What everyone had in common was they were basically looking for community led, ground up solutions so that the solutions would be fit for purpose. She suggested looking at the Manakai initiative being championed by the Aotearoa Circle. It was a national strategic framework that was very similar and incorporated elements of the good food framework. It had said there needed to be action at community level to develop food systems that worked for those communities. There was another organisation called the Zero Hunger Collective who was researching the root causes of food insecurity and how they could be addressed. The good food network road map was being used in different areas of New Zealand.

Cr McKenzie said there was a problem that junk food was so cheap. How did the Collective encourage people to eat healthy food. Ms Francis said the principle that Healthy Families worked on was making a healthy choice the easy choice. It was about changing the environments the people lived in. It was something that Councils could

play a role in with looking at how it tied in with planning or different economic development activities that might be happening in the region.

*The representatives from Healthy Families and Active Southland departed the meeting at 4.29pm*

### 3. COUNCIL AND GOVERNANCE COMMITTEES TERMS OF REFERENCE 2022-2025 (SC3630)

A report from the General Manager Community Lifestyles had been received providing draft Terms of Reference for the Council and governance Committees for the 2022-2025 triennium.

At its 13 December 2022 meeting, the Council approved the establishment of the governance Committee structure for triennium 2022-2025 and confirmed the following Standing Committees:

- Assets and Infrastructure Committee
- Audit and Risk Committee
- Community Wellbeing Committee
- Policy and Planning Committee

At that same meeting, the Council noted that a detailed Terms of Reference for each Committee would be presented for approval at its February meeting.

The purpose and key responsibilities for each of the committees had been based on reviews of reference materials sourced from a number of other Councils across New Zealand. They also reflected a review of the previous triennium's Committee Terms of Reference where appropriate and applicable.

The Terms of Reference had been prepared based on the direction and guidance provided at the December Council meeting. At that meeting, the report received by the Council was explicit to the purpose, membership, frequency and operational responsibility which had all been replicated in the draft Terms of Reference presented.

A copy of the draft Terms of Reference (ToR) had been circulated with the agenda.

The General Manager reiterated some points from the report. The report and subsequent Terms of Reference had been developed from discussion at the December Council meeting. The Committees, while individual in nature, operated across the whole Council structure. There were also a number of other briefings to be scheduled throughout the year for the Long Term Plan in particular that would be added to the Councillor calendar.

His Worship thought there were some issues he wanted to table for discussion. First, the recommendation in December Council about bi-monthly meetings had not been included. It had been a resolution that needed to be discussed. The second point was he was uneasy about having every Councillor on every Committee. He questioned the

point of Committees without any powers if all elected members were members of each Committee. Recognising that most Councillors had full-time jobs, he suggested that each Councillor step off at least one Committee each, ideally the one they had the least knowledge or experience in. The alternative to keeping everyone on each Committee knowing the time constraints Councillors had, was there would be a lot of scrutiny and media interest if meetings were missed. It was out of protection for those members. There were a number of meetings coming up. Also for discussion was the fact more Committees led to more governance support which was already strained at the moment from it being a part-time role. He thought the Council needed to advise the Chief Executive about the current support levels and with adding four Committees, whether there needed to be more support provided.

Cr Stringer thought voluntarily stepping off Committees was a good idea and he would probably be in favour of it. There was a Committee that did not suit his skill set. Cr Reid suggested if a Councillor stepped off a Committee because they had the least experience, surely that should be the one they were on so that they could learn. His Worship understood the point but ultimately there would be some Committees that people had more knowledge and experience with. Whether they wanted to go on a learning journey with an already busy schedule, he was not sure.

Cr Hovell was not clear where the regulatory functions of the Council sat, being liquor licensing, building control, dogs, noise etc. He had some thoughts but would appreciate some feedback. The Local Government Act enabled Committees to have Sub-Committees, unless the ToR said otherwise. The proposed ToR stated that Committees would not have Sub-Committees. Three issues that could be considered by Sub-Committees rather than the full Council included the Roading Sub-Committee that could go under Assets and Infrastructure, the District Plan Sub-Committee that would sit better under Policy and Planning and Grants that would be better as a Sub-Committee of Community Wellbeing, with each of those Committees given power to act and report back.

His Worship referred to whether there should be bi-monthly or quarterly meetings. He thought bi-monthly would mean the Council could stay on top of the workload. The Council would get more information more often.

Cr R McPhail asked what the workload would be for Council staff having bi-monthly or quarterly meetings. Some Councillors also had jobs. The Chief Executive said there was some trepidation about bi-monthly meetings. The risk was getting into a cycle where a lot of operational reports would be produced but there would not be a lot of time left for a deep dive into policy issues to be explored. It could be trialled. He thought some Committees would lend themselves to bi-monthly meetings, especially Audit and Risk and Assets and Infrastructure. The Policy and Planning and Community Wellbeing Committees were more likely to be quarterly and unlikely to intensify the meeting schedule in those areas. Policy and Planning was new and would take time to find its feet. The Community Wellbeing Committee had not had a meeting for five months and the next agenda was not substantial.

The General Manager added the governance structure was an eco-system and the Chief Executive had talked about monthly Council meetings and if there were four bi-monthly Committee meetings, that was quite a significant workload in itself. Staff had recently developed an annual workplan for the organisation based around the legislative requirements of delivering an Annual Plan, a Long Term Plan and Annual Report as well as the reforms, the District Plan review and a number of external factors that were impacting on the organisation and workloads. The workload question was not just servicing a Committee structure, it was servicing all of the other information that needed to be conducted and developed at a strategic level which involved and required Councillor input. He asked for that to be considered alongside the Committee structure.

His Worship felt on reflection, and with the upcoming Long Term Plan, maybe meetings held quarterly were best with a review at the end of the year about frequency and structure to determine if the Committees were fit for purpose.

Cr Hovell said in terms of policy and planning, he heard what the Chief Executive had said and the same may apply to the Community Wellbeing Committee. Referring to the Policy and Planning Committee, the major workload would be the District Plan and the Committee had almost a governance role in terms of process for the District Plan with a Sub-Committee. If the Sub-Committee had delegations that would remove the need for bi-monthly meetings of the Policy and Planning Committee. There were no delegations under planning and other processes if there was an objection received or a notification to quickly deal with it. Issues relating to the hearing of submissions needed to be considered in more detail. He said there was nothing in place for any delegations for if there were any objections or a notified consent. He saw the need to set up a hearing panel made up of Councillors with suitable qualifications to enable them to act quickly rather than slowly.

Cr Reid asked the Chief Executive if that was not what had happened in previous terms - that panels were established as required? The Chief Executive advised the Council tended to be the instrument of delegation and set up Sub-Committees as required and they reported back to the Council. What Cr Hovell was suggesting was a Committee being able to establish Sub-Committees and there was merit in that, however the only caveat was if there was not a Committee of the whole there was a risk of spawning a Sub-Committee without the parent body knowing what was going on. He suggested the smarter way could be to create the Sub-Committee at Council level and have the Sub-Committee report back to the Committee. If there were Committees of less than the whole, then the Council needed to be connected and know what was going on insofar as Sub-Committees were concerned.

In response to His Worship, Cr Dickson was happy to have quarterly meetings for the Community Wellbeing Committee. She noted if all Councillors were not on every Committee, then the quorums would need adjusting.

His Worship took it that quarterly meetings were preferred. Did the Council want to go through his list and determine what Committees they wished to be members of. The quorums would be set at half of the membership.

In response to His Worship, Cr Reid suggested individual Councillors could choose to remove themselves from Committees. His Worship agreed and was keen to get the membership finalised. In response to His Worship, the Chief Executive said membership of Committees needed to be confirmed at a Council meeting. He wondered whether if there was any renewed agreement for Committees to be less than the whole, whether the Council may land on an optimal number of members of a Committee and assign names that way. If Councillors opted off Committees, perhaps there could be a membership of eight members which would still be a good representation. Committee agendas were currently being assembled and the membership needed to be known so the agendas could be sent out.

Cr Highsted said the suggestion from the Chief Executive had merit since the new Committee ToRs had powers to recommend rather than power to act. He was comfortable with a shorter line-up of members and maybe eight members was appropriate. He was keen to explore what Cr Hovell had in mind for Policy and Planning and having powers to delegate to a Sub-Committee. Cr Hovell said it was at two levels. One was that none of the regulatory functions other than planning had been provided for in the structure. He wondered whether functions such as liquor licensing, animal control etc should also sit with the Committee. The key activity of those was to report to the Council and for an opportunity for Councillors to question the information that presently appeared in the operational bulletins. The way the Policy and Planning Committee was proposed to be set up, there was some duplication with climate change and economic development. He thought both sat within the framework of Policy and Planning rather than having economic development under Community Wellbeing which was more people oriented than growth. All Committees had a responsibility towards climate change in terms of assets and risk management, and he saw the policy aspect sitting with the Policy and Planning Committee. In terms of delegations, he saw mid-term a hearing committee being established that had delegations to make decisions on submissions lodged to the District Plan. He envisaged it efficient in terms of time and money to have a hearing panel established with delegations to make decisions on objections to processes about planning consents. It would also avoid the need to bring in outside Commissioners. It was really processing issues under the regulatory function rather than a significant level that should come before the full Council.

Cr Hovell thought as Deputy Mayor, he saw a need to be a member of each Committee. Cr Dickson said Cr Hovell could attend all meetings anyway.

**RESOLVED on the motion of Cr Stringer, seconded by Cr Reid, THAT eight elected members be on each Committee.**

**2023/03**

With regard to Committees having the power to appoint Sub-Committees, Cr Hovell said the Chief Executive's explanation to keep control and know what was going on, he was comfortable for Committees not to have the power to establish Sub-Committees included in the Terms of Reference. Rather, the Council would establish Sub-Committees that would fall under the relevant Committee.

**His Worship moved THAT a review be undertaken on the governance support function at the next Council meeting to ensure there was sufficient resourcing.**

**The motion was seconded by Cr Stringer.**

Cr Highsted said the Council had operated with the same number of Committees in the past and coped with it. He was curious about what the additional workload may involve. His Worship understood there had been full-time governance support in the past and it was now part-time.

**The motion was put and it was carried.**

**2023/04**

#### **4. MATAURA RIVER CROSSING HIGH LEVEL OPTIONS ASSESSMENT AND NEXT STEPS (SC3446)**

A report had been received from the 3 Waters Asset Manager that presented a high level options assessment and sought direction from the Council regarding the next steps to be taken for the Mataura River crossing project.

The East Gore water treatment plant (the East Gore plant) had recently been upgraded so it could supply the entire Gore town with water that meets the requirements of the New Zealand Drinking Water Standards 2018 (NZDWS).

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 NZTA 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 it 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. The consents were initially granted, however, the decision was appealed by the Waimea Plains Preservation Trust (the Trust). In March 2022 the Environment Court upheld the Trust's appeal against the decision to grant the resource consents for a single span cable-stay bridge located at Surrey Street.

In November 2022, the Council requested a high-level options assessment comparing the various options for this project so that a decision regarding next steps in this protracted process, could be made.

A Strategic Options Assessment Report prepared by Beca, had been circulated with the agenda. The Beca report provided a multi-criteria assessment of 13 different options to install water pipelines across the Mataura River. Some of the options included the provision of a dual-purpose cycle and pedestrian bridge, while other options provided solely for the necessary pipes across the river.

Of the 13 options assessed in the Beca report, the three highest scoring options under the multi-criteria assessment were:

1. Multi-span bridge at Surrey Street
2. Under bore/no bridge
3. Multi-span bridge at Rock Street

When reading the Beca report it was important to note a multi-criteria assessment was a tool to try and allow a relative comparison between the different advantages and disadvantages of each option. Due to the qualitative nature of this assessment, the various attribute weightings and scoring could always be debated. As a result, there was no right, or wrong answer. It was recommended the multi-criteria assessment be used as a guide only.

Given the public interest in the project, one of the critical aspects to ensure its successful implementation, was timely and meaningful engagement with the public. For this reason, it was recommended consideration of the necessary community engagement be at the forefront of the Council's decision regarding the next steps to be taken for this project.

The Council's Let's Talk engagement portal would be the hub for the project and all avenues of engagement would lead to it. Other digital channels available include Antenno, Facebook, Instagram and LinkedIn. Digital channels would be complemented by the more traditional means of engagement, such as in person, printed collateral and mainstream media.

Stakeholder engagement would include drop-in sessions at key locations using the Council's conversation caravan Agnes, flyer drop to all Gore residents/businesses and target stakeholders ie iwi, recreational groups such as cyclists, anglers.

Depending on the Council's preferred next steps, it was expected the necessary collateral for community engagement could be prepared by late March, allowing staff to talk with the community in April/May of this year.

The Manager said there had been a straw poll conducted at the Gore A&P show recently in terms of the community thought what the Council should do – continue with a bridge or focus on getting pipelines across the river. At the end of the day,

there were 60 votes to continue to look at the bridge versus 35 votes to focus only on getting the pipes across the river. For those still in support of a bridge, they were asked to put a mark on a map for the best location of the bridge. A total of 14 people thought the Church/Surrey Street location was the best, four each for either Rock Street or somewhere near Walnut Grove and another five votes for the Lawrence Street location. It had been a very useful exercise to get the community's thinking. There was obviously a split opinion about a bridge.

In response to His Worship, the Manager said there had been a few children voting and where they attempted to put in more than one vote, staff tried to remove them. Cr Dickson asked if funding from Waka Kotahi had been secured. The Manager advised no and it was unable to be accessed until there was more certainty known around the location of the bridge. It was something that still needed to be worked through and for an alternative design to be agreed before the funding could be confirmed.

Cr McKenzie said if there was a change of Government would the money still be available. Was the Council relying on it too much? The Manager said there were no guarantees for the funding at this stage and the Council needed to continue to work through a location and design. The Chief Executive added Waka Kotahi had not said the funding would not be available. In terms of a change of Government, it was important to note that Waka Kotahi was not a Government department, it was a Crown agency with its own board that made the funding decisions and was a little more independent. He did not think it was prone to funding changes through a change of Government as other Government departments may be.

Cr Hovell asked if it was the Council's decision to make in terms of the 3 Waters legislation. The Manager said it was another factor to consider and being close to the proposed reforms date, before awarding a contract, the Council would need to talk it through with the Department of Internal Affairs (DIA). With the bridge option, he did not believe the Council would likely be in a position to start construction before the reforms started and the project would be handed to the new entity to deliver. The pipeline only option may mean there was a reasonable possibility that the Council could have a contract signed and construction started before the reforms, but again, it would require DIA approval before awarding the contract. He could not see there being an issue with having a pipeline focused only on water services.

Cr Stringer asked what the likelihood of the new entity delaying the project if it was not started before the reforms were in place. The Manager said at this stage, there had been an assurance provided that the new entities would deliver on projects contained in Council LTPs. This project was one of the Council's most significant LTP projects. He would expect it to be continued and completed relatively early on. What the Council could control was getting as much work done and having the project progressed as far as possible before the reform date.

Cr P McPhail said the community consultation process was a worry for him. There had not been any discussions with the community as yet about the next stages. It was



critical. What had been done at the A&P show was great, but there needed to be more. The Manager agreed what had been done at the A&P Show was only a sample and there was a need to go to the wider community.

Cr Reid asked about the pipeline and whether the \$3.6-\$4.1 million included the geo tech costs. The Manager said it would. It was important to note that the costs provided were only relative. They provided a comparison between the options given the high level assessment. There needed to be a lot more work done with design to confirm the cost estimates were accurate.

Cr Highsted said the assessment tool assumed that Waka Kotahi funding was in place. Had there been any testing done without that funding to assess the result? Did it significantly change the score if the Waka Kotahi funding was removed? The Manager confirmed no testing had been done to remove the funding. It was an assumption that the Council would receive the funding. If the funding was removed, he expected the pipes only option would be more favourable. Cr Dickson asked if there was a deadline when the town water supply had to be up to Drinking Water Standards. There was still a lot of work to be done that would take some time. The Manager did not believe there was a deadline at this stage. He said it needed to be done as soon as possible as some areas of Gore did not meet the NZ Drinking Water Standards and they needed to be met as soon as possible.

His Worship said the project had been three years in the process and \$1 million already spent to getting back to what he believed was square one. He invited Councillors to state their views. It was going to be critical for the community to hear what the Council thought. He acknowledged the report provided by Beca. When the draft report was workshopped the highest option was the underground bore. At the time, he raised a point it was interesting that the bridge did not have more of a social impact to make it number one. The cultural aspects were reassessed and the bridge ranked the highest. On paper, the decision was 50-50. It was a small change for the underground bore to go from the first option to the second. He thought the political and financial impacts of reconsidering the bridge were missing from the report. He would not rule out having legal challenges again with the amount of scrutiny the Council would receive for revisiting an option that had ultimately failed. He and the Chief Executive had a meeting with Waka Kotahi later in the week to determine the likelihood of funding for the project still being available. There were a lot of unknowns. If the funding was not available, it made the bridge \$2.4 million more expensive than the underground bore. The bridge was still expensive. Consultation to date had been underwhelming. What had been proposed in the report was standard and it had not worked so far nor did it fill him with confidence. He thought the elected members needed to take control. Targeting stakeholders was also vague and it needed to be beefed up. He was concerned the material for consultation would not be available until late March with consultation in April-May. He suggested the Council would return to the same point in June as it was now. When the meeting agenda was published, he had received an outcry of opposition for the bridge. It was no secret as to where he lay with his "back to basics" campaign. He firmly sat in the camp of the underground bore. The Council needed to face up to the community and listen to

them. He was not going to fall into the way of previous Councils and delaying hard decisions. He wanted to make a decision on it and move on. He proposed a public meeting before the next Council meeting with staff to help answer questions, but ultimately governance should bear the brunt. The Council needed to listen to the community and have them talk to elected members about the options, come back in March and get on with the job.

His Worship invited Councillors to state their views. Cr McKenzie said there had been scuttlebutt around town about materials having been purchased for the proposed bridge. He asked if that was correct. Councillors and the Chief Executive confirmed there had been no materials purchased.

**Cr McKenzie moved THAT if testing and total costs meet the Council's satisfaction that it proceed with the under river option at Maitland Street, including calling for tenders to be considered by the Council.**

He supported getting on with the job. He added if the pipe was under the river, the Council did not need to worry about flood damage.

Cr Reid thought community consultation was still needed. There were some people who felt strongly either way and they were probably the tip of the iceberg. Discussion now was irrelevant until the Council knew what the community wanted.

Cr R McPhail believed consultation had been lacking and there had not been doors knocked on. He felt the Council was in a time warp. It had gone around and come back to the start again. The priority was not to state what the main preference was but to go to the community and ask them. The Council needed to line up and speak with the community. There also needed to be some expediency and get the water quality up to standard.

Cr Highsted thought the report made it quite clear the assessment tool was only a guide. It was highly debateable. The other aspect of the report was option 4 was about engaging with the community about options, not location. It was an appropriate way to go forward and the Council should rely on the staff to guide it on the most efficient way as to how to get the community involved, which may include a public meeting. The General Manager Communications said public meetings were one aspect of obtaining information and there were other channels that could access the community and connect with them.

Cr Hovell thanked the Manager for the report. The assessment tool had been supported by the courts and while it could be argued how it had been done, it was a robust approach in terms of identifying and putting forward issues for debate. He asked if consultation could include the residents survey. The previous consent process was flawed and there was a procedural error in it that the court had focused on. It did not rule out consideration of other options for a bridge. However, looking at other Councils with the progress being made on annual plans and referencing 10% rate increases, if the Council was providing the same level of service as it was now, he

expected the Council would be in the same situation. He did not think believe the Council could head in a direction of spending unnecessary money on an option that was not necessary for the prime purpose of getting water across the river. Any option that was included for recreational use that did not attract funding from NZTA was one he would not support. The option of putting a bridge across he believed was dead in the water. There needed to be a degree of certainty in terms of providing the funding.

Cr Dickson was concerned about community consultation and engagement. The community needed to understand the costs and having \$2.4 million of funding from Waka Kotahi was huge. A walkway and cycleway was a nice to have. A trench either in or under the river was her preference, otherwise the project could end up being a very costly process.

Cr Stringer said his discussions with members of the public suggested it could go either way. Like His Worship, he was back to basics and it was about getting the water across the river and get the service to the people at the end of the day. Depending on how discussions went with Waka Kotahi funding and going with the bridge option, how much of that funding would be used if someone challenged the Council again in court.

Cr Gardyne always thought the shortest route was the most efficient. Whether it should be under or over he was not too worried. He thought it had been left too late. He thought the Council would still get objections. It may be cheaper to establish a treatment plant on the other side of the river. The cost of piping and reticulation had sky rocketed since the project had started. There were risks and costs that would not be known until the project was done.

Cr P McPhail was not stating his view until he heard from the community. The community voted him in and they needed to be heard. A public meeting was not the only answer. Some people could take over a public meeting and the true views of people were not heard.

Cr Phillips said the Council knew his views. He wanted a bridge across the river to future proof with options for pipes. The Council had missed the boat. He agreed with Cr Gardyne to have a separate water treatment plant at Hilbre Avenue. No funding had been spent on that facility as yet. The cost of the pipeline going to the treatment plant alone may warrant having a separate plant. Personally, if the decision was to be over or under the river he would prefer to go over it as it was being built for the future. The Council could spend a lot of money putting pipes under the river that may not be sufficient for the future. A bridge would be.

Cr MacDonell thought the direct route such as a bridge from Maitland Street was his preference and if there could be a cycleway attached that would be fine. Otherwise, a pipe under the river.

His Worship said community consultation was the key theme and he would like to consider an approach. He was uncomfortable with the current plan with a report back in May or June. Ultimately given the fact that across the table, there seemed to be a

50-50 split, he would not like to go out for consultation and spend half of the year doing that and come back to the table still with a 50-50 split. In response to His Worship asking whether there were any other options that could expedite the process, the GM Communications said the work needed to be done at the front end to ensure the people had all the information before them that enabled them to make an informed decision. While it may seem to be protracted, doing the work up front would enable an informed community. She was not sure how the timeline could be shortened and still have genuine consultation with the wider community. Cr Reid agreed that the Council should do it once and do it right without pressurising itself. The Council needed to be presented with good facts and data.

His Worship said he disagreed. It had been done before and it had been wrong otherwise the Council would not be in the position it was in. He thought a public meeting was a good start with an indication of where the Council should move to next and thought there would be a good showing. He wanted to keep moving the project forward.

**Cr McKenzie reminded His Worship he had moved a motion. He repeated THAT if testing and total costs meet the Council's satisfaction, that it proceed with the under river option at Maitland Street, including calling for tenders to be considered by the Council.**

**The motion lapsed for want of a seconder.**

In response to Cr Stringer, Cr McKenzie confirmed his motion was only under the river.

His Worship said there was hesitancy around the table without interaction with the community first. He agreed that ultimately the Council needed to ask the community. He did not want to have a discussion in June or even in May. He wanted to get it done. He was wanting clever ideas from the Council to engage with the community and understand their views.

Cr Dickson asked if there would be a new option of building a treatment plant on the Gore side of the river. The Manager said the cost of pipelines had increased but the cost of constructing treatment plants had also increased. He suggested proportionate increases were about the same. The capital cost was not the only reason the decision was made to centralise the treatment plant in East Gore. The Hilbre Avenue site was very constrained with chemical storage and delivery to the site. There were also higher operational costs with two treatment plants as opposed to one along with any future expansion costs. Having a pipe across the river offered more flexibility with using water sources. There were a lot of different reasons as to why the Council went with the centralisation option.

Cr Highsted respected the desire of His Worship to get on with the project, but thought there was a key factor missed from the process. Once the community consultation had been undertaken there was an obligation on the staff to report to the Council about details of what the community had asked for in terms of costs and other options

and whether it was possible. The Council could not move from consultation to decision making in the time desired. It needed staff to report on the consultation and risks. His Worship asked if the report on the agenda was not providing costs. Cr Highsted said the report provided a guide as to the order of costs. From experience, the costs in the report would be well-off the final costs. His Worship agreed the Council could not go direct from consultation to decision making, but the Council needed to give direction to the Manager to explore options in depth and get the numbers.

Cr Phillips said it was critical to go to the public with the correct option costings. There were misconceptions about the library and its \$7 million cost. When it was explained to people the true cost for the facility, they understood. The same thing would happen by going to the public about the project without accurate costings. The Council would find itself in trouble. He wanted to be able to explain that the Council was doing it correctly.

In response to His Worship, the Manager said the only way there could be a high level of certainty about the project would be to go through the consenting process and tendering and full design for both options. As more investigation and design work was done, the accuracy of the cost would become more accurate, but the final cost would not be known until the work had been completed. The costs in the report were relative costs so it allowed a comparison. It was difficult to try and get an accurate cost estimate without going into a lot of detail. His Worship said at a rough estimate, when going down both routes, they would possibly be the same cost? The Manager said for the bridge options, some were significantly more costly.

Cr Gardyne said the relative cost was likely to be more and a true tender price would not be known until it was finished. With a bridge option, there may be a more accurate price. The Chief Executive said the high-level estimates all had the same reasonable amount of uncertainty but what the Council wanted was a philosophical engagement with the community for a bridge over the river with a pipe and walking and cycling or a pipe along the shortest route. Once the consultation had been completed with the community, hopefully there would be a clear direction in the interim. He and His Worship would have a discussion with Waka Kotahi about the funding and that would be highly influential as to what option was taken.

Cr McKenzie referred to upgrading Hilbre Avenue and receiving a phone call from Peter Kempthorne earlier in the day who had suggested the Council simply upgrade Hilbre Avenue.

**Cr McKenzie moved THAT the Council engage with the community on its preference for the Council to focus on the following three “broad” options:**

- a) Installing only the pipelines across the river (ie by direct drilling or a pipe only bridge structure);
- b) Constructing a dual-purpose bridge with the primary purpose of providing a transportation link (ie a bridge located between the existing State

Highway bridge and Surrey Street that may meet Waka Kotahi funding requirements)

- c) Constructing a dual-purpose bridge with the primary purpose of creating a recreational loop (ie a bridge located north of Surrey Street that is unlikely to meet Waka Kotahi funding requirements)

**THAT** a public meeting be included as part of the engagement process,

**AND THAT** a report be provided to the March Council meeting about progress with the engagement process.

**The motion was seconded by Cr MacDonell.**

Cr Reid wanted to ensure that staff had the opportunity to go down a parallel path with this. She agreed with Cr P McPhail that often at public meetings only the most vocal were heard whereas presenting different formats resulted in a better picture from the wider community. All of those formats needed to be available for the consultation.

The General Manager said there was a lot of information required from 3 Waters and financial staff to understand the impact on ratepayers. Collating the information for public consultation would take time but would be given priority.

Cr Highsted asked for clarification about the option to be promoted. Was it option 4 with the addition of a public meeting? His Worship agreed and added there would be a report back to the March Council meeting about how the engagement was tracking.

Cr Hovell said rather than a public meeting, he said Environment Southland had used drop-in meetings for its flood bank proposals and opportunities for the public to speak one on one with staff and elected members. He thought that would be a more efficient method and allow quieter people to express a one on one view. His Worship said drop-in sessions were included in the proposed consultation. He was concerned at the time needed to produce the information to be collated. Timelines for drop-in sessions could be looked at. They would be similar to the discussions at the A&P Show. His reluctance was the Council would end up with a 50-50 split in June and it would still be sitting at the table asking what it would do next. There were some very vocal people in the community and the Council needed to hear from the less vocal people. He said the project had to keep moving and get to a point of making a decision.

**The motion was put and it was carried.**

**2023/05**

*The meeting adjourned at 5.57pm and resumed at 6.08pm with three members of the public in the gallery.*

## 5. PROPOSED COMMITTEE MEETING SCHEDULE (SC3528)

A memo had been received from the Governance Manager together with a draft meeting schedule for the remainder of 2023 for the four Standing Committees of the Council, which had taken cognisance of the Terms of Reference previously considered at the meeting.

The meeting schedule was proposed to be:

### **Audit and Risk Committee (bi-monthly)**

- Tuesday 21 February
- Tuesday 2 May
- Tuesday 18 July
- Tuesday 19 September
- Tuesday 14 November

### **Assets and Infrastructure Committee (quarterly)**

- Tuesday 7 March
- Tuesday 6 June
- Tuesday 5 September
- Tuesday 28 November

### **Community Wellbeing Committee (quarterly)**

- Tuesday 21 February
- Tuesday 27 June
- Tuesday 26 September
- Tuesday 28 November

### **Policy and Planning Committee (quarterly)**

- Tuesday 7 March
- Tuesday 20 June
- Tuesday 3 October
- Tuesday 5 December

In order to ensure all Committee meetings could be held prior to the December Council meeting, it would be necessary to combine two Committee meetings on one day. That had been proposed for 28 November with the Assets and Infrastructure and Community Wellbeing Committees.

**RESOLVED on the motion of Cr Hovell, seconded by Cr Stringer, THAT the proposed meeting schedule for the Standing Committees for the remainder of 2023 be approved.**

**2023/06**

## 6. RURAL ROADS SUB-COMMITTEE (SC3644)

A report from the Chief Executive had been received detailing in August 2021, the previous Council had established a Rural Roads Working Party to provide more emphasis on maintenance matters of concern within the Council's rural roading network. Three of the four Councillors appointed to the working party, namely Crs McPhail, Gardyne and MacDonell had been returned to the Council following the recent elections. A copy of the Terms of Reference approved by the previous Council for the Working Party had been circulated.

Despite the quarterly meeting objectives contained within the initial Terms of Reference for the working party, that had not eventuated. The working party met shortly after it was constituted and on one further occasion in September 2022. With the condition of rural roads being a topic of considerable debate in the last local authority elections, it had been suggested that a dedicated group of Councillors should be assembled to monitor maintenance issues closely within the rural roading network.

It had been suggested that the working party be constituted as a Sub-Committee of the Council. That way the Sub-Committee meetings could be scheduled within the Council diary and accorded priority in the calendar of the Roading Asset Manager. A revised Terms of Reference for the proposed subcommittee highlighting tracked changes had been circulated with the agenda. The membership of the Sub-Committee had been amended to include Cr Stringer.

The intention was that the Sub-Committee meetings would be minuted and the minutes placed on Council meeting agendas for the perusal of all elected members.

Cr Hovell assumed the Sub-Committee would fall under the Assets and Infrastructure Committee and thought it should be noted as part of the ToR. The Chief Executive confirmed it would report to that Committee.

**RESOLVED on the motion of Cr Gardyne, seconded by Cr R McPhail, THAT the Council approve the establishment of a Rural Roads Sub-Committee together with Terms of Reference as profiled in Appendix B circulated at the meeting, noting the Sub-Committee will report to the Assets and Infrastructure Committee.**

**2023/07**

## 7. ADOPTION OF THE 2021-22 ANNUAL REPORT (SC3298)

A memo had been received from the General Manager Corporate Support informing the Council of the final financial and non-financial results for the year ended 30 June 2022. A copy of the Annual Report for the year ended 30 June 2022 had been circulated with the agenda, together with a summary document.

The financial statements recorded a surplus of \$2.445 million, against a budgeted surplus of \$4.485 million. That was largely reflective of the difficult economic environment with inflation recorded at 7.2%, the highest it had been in 30 years. The



3 Waters and roading activities experienced significant increases in chemicals and for roading, the bitumen costs were affected by the war in the Ukraine. The Council's infrastructure assets and land and buildings had been revalued at 30 June 2022 that resulted in an overall increase in the value of those categories of assets of \$66.670 million.

The General Manager said the key difference between the budgeted and actual surplus related to grants and the timing of those. She felt the Council had performed reasonably well. The 2022-23 year would see some of the projects that had been delayed coming to fruition and being completed as outlined in the Annual Plan. Deloitte undertook the Council's audit on behalf of the Office of the Auditor-General.

At the time of writing the report, Deloitte had made the Council aware that there would be an emphasis of matter included around the 3 Waters reform. The purpose of the emphasis of matter was to make readers of the Annual Report aware of significant issues affecting the sector. There would also be an inclusion acknowledging that the statutory deadline of 31 December 2022 for the adoption of the Annual Report had not been met due to resourcing constraints of the auditors.

Cr Reid congratulated the General Manager and the finance staff on the hard slog to get the report finalised.

His Worship referred to grants and the Hokonui Heritage Centre Trust (HHCT) with a discrepancy between the Annual Plan and actual. The General Manager said there had been requests for additional funding received from the HHCT that had been approved through the Council.

Cr Gardyne noted swaps made quite a contribution to the surplus. The General Manager said swaps were interesting and they were not fully realised until they came to maturity. They would move depending on the economy and with interest rates increasing, there was a positive result. Some swaps were maturing in the near future.

**Cr Reid moved THAT the report be received,**

**THAT the Annual Report for the year ended 30 June 2022 be adopted,**

**AND THAT the Chief Executive be empowered to make typographical and layout changes necessary for publishing the document.**

**The motion was seconded Cr Phillips.**

His Worship said as a newly elected member he had found the report very hard to read and to determine how the Council was tracking. He understood the legislative requirement was to provide Long Term Plan (LTP) figures but noted the actual figures and the LTP figures were quite different. He found it confusing and thought future reports could be better. He also noted there were a number of targets that had not

been achieved and the Council wanted staff to be able to reach the performance targets.

The General Manager said requirements for the document were very prescriptive and there was very little room to change the format. There could be more narrative. The not-achieved performance measures were from the LTP and there had been improvements from the 2020-21 and 2021-22 years. Some were beyond the Council's control and some measures that had not been achieved related to water. She was happy to sit with any elected member to explain the report.

Cr R McPhail said the performance measures had been subject to previous discussion and the Council had had a workshop about setting the targets. They had been placed under scrutiny.

Cr Dickson asked if the Mayoral Taskforce funding had been received. The General Manager said it was a grant that had to be applied for and the project netted itself off each year. The grant was about \$500,000 per year and any funding not spent was returned to MBIE. Cr Dickson asked about the additional cost for the District Plan at \$527,000. The General Manager said it was a multi-year project and expenditure in some years had been lower than that budgeted. There had been a decision to accelerate the process and there was budget in the 2022-23 year that may not be spent.

Cr Stringer referred to the performance measures for democracy and administration and zero being achieved. The General Manager said the measure was based on the residents' satisfaction survey and it was based on satisfaction with elected member performance.

**The motion was put and it was carried.**

**2023/08**

## **8. ISSUING OF STAFF WARRANT AND AUTHORISATION**

A memo had been received from the Governance Manager requesting the Council to appoint and authorise a new staff member for enforcement functions under the Local Government Act 2002 and other relevant Acts. Miss Bridget Sim had recently joined the Council as its Graduate Planner and needed to be appointed and warranted under the Local Government Act 2002 and the Resource Management Act 1991.

**RESOLVED on the motion of Cr Hovell, seconded by Cr Dickson, THAT the Council appoint and authorise Bridget Anne Sim to undertake various enforcement related duties in accordance with the Local Government Act 2002 and the Resource Management Act 1991.**

**2023/09**

9. ANNUAL REPORT ON DOG CONTROL POLICY AND PRACTICES (SC3497)

A memo had been received from the Chief Executive, together with the Annual Report on the Council's Dog Control Policy and Practices for the year ending 30 June 2022.

The compilation of an Annual Report on Dog Control Policy and Practices was an obligation contained in the Dog Control Act 1996.

The Chief Executive recorded his appreciation and admiration for the Council's Dog Control staff, who performed a valuable service for the community in what could often be very trying circumstances.

**RESOLVED on the motion of Cr Gardyne, seconded by Cr R McPhail, THAT pursuant to Section 10A of the Dog Control Act 1996, the Gore District Council report on Dog Policy and Practices for 2021-2022 be adopted.**

**2023/10**

His Worship apologised for the delay in having the report completed and available to the public which had been due to staff absence and illness.

10. DRAFT TRIENNIAL AGREEMENT, SOUTHLAND REGION (SC3620)

A memo had been received from the Chief Executive advising that under Section 15 of the Local Government Act 2002, Councils within the region were required to enter into a Triennial Agreement following every local government election. This legislative provision recognised the importance of Councils working together to benefit a region and provided local authorities with an opportunity to formalise their commitment to collaboration.

Under the Act, the Triennial Agreement must outline protocols for communication and coordination and provide processes for identifying and delivering services of significance for more than one local authority area. Under Section 16 of the Act, a Triennial Agreement must also outline processes to be followed should a Regional Council propose to undertake a significant new activity.

The current Triennial Agreement had been reviewed by the Chief Executive's forum and then further critiqued and endorsed by the Southland Mayoral Forum. Changes made to the Agreement included:

- Clarification of how the Southland Mayoral Forum Policy Advisor role was funded.
- The addition of a statement around communication of notes back to individual Councils following each meeting.
- Removal of reference to cross-Council working groups and structures that no longer existed (these have been replaced with more generic references).
- The addition of a new section outlining the process for reviewing and amending the Agreement.

A copy of a revised draft document for the next three year term had been circulated with the agenda.

**Cr Reid moved THAT the Council approve the attached Triennial Agreement for the Southland region pertaining to the period of October 2022 through to October 2025 and authorise the Mayor and Chief Executive to sign on the Council's behalf.**

**The motion was seconded by Cr P McPhail.**

In response to Cr Gardyne, His Worship said payments to Great South were a separate issue to the Agreement. Great South would approach the Council with a funding contribution. He added Great South had asked for significantly more money.

Cr Stringer said with the Council being under resourced, was there any ability to use staff from other Councils? The Chief Executive said Emergency Management Southland was a shared service established more than ten years ago and was an ideal example of a shared service. There was a lot of collaboration but most of the "low hanging fruit" had been picked. There was good collaboration with at second tier level with 3 Waters and planning staff. One area that had been proposed was building control. Gore was a compact district and had managed to fill its vacancies. Shared services tended to be on a "horses for courses" approach and there was good rapport amongst the Chief Executives and the Mayors.

**The motion was put and it was carried.**

**2023/11**

#### 11. COUNCIL AND GOVERNANCE COMMITTEES TERMS OF REFERENCE 2022-2025 (SC3630)

Cr Hovell raised a point of order about the regulatory functions being included in the Terms of Reference for the Policy and Planning Committee. If they were to be included, should the Committee be known as Regulatory and Policy. The Chief Executive recalled the earlier resolution was that Committee membership would be eight members each, with quarterly meetings and the Council would approve the establishment of any Sub-Committees which would report to the relevant Standing Committee. It would be an easy fix to simply add that the Policy and Planning Committee's ToR include oversight of the Council's regulatory functions. In terms of a name, he suggested the Committee meet and if it was unhappy it could recommend to the Council that it be changed.

**RESOLVED on the motion of Cr Hovell, seconded by Cr Gardyne, THAT the addition of regulatory functions as a key responsibility in the Terms of Reference for the Policy and Planning Committee be noted.**

**2023/12**

**12. NATURAL AND BUILT ENVIRONMENT BILL AND SPATIAL PLANNING BILL SUBMISSION TO THE ENVIRONMENT SELECT COMMITTEE (SC3616)**

A report had been received from the General Manager Community Lifestyle Services together with a copy of the draft submission for the Natural and Built Environment Bill and Spatial Planning Bill for consideration, feedback and approval the Council prior to it being submitted to the Environment Select Committee by the ended closing date of 19 February 2023.

At its December meeting, the Council had appointed Crs Hovell and Dickson to a staff/elected member working group to prepare a submission to the Bills. In February 2021, the Government had announced its intention to initiate a reform of New Zealand's current resource management system by repealing the Resource Management Act (RMA) and enacting new legislation. Two of the Bills – the Natural and Built Environment Bill (NBE) and the Spatial Planning Bill - were before Parliament and were at the Select Committee stage.

The Resource Management Act 1991 (RMA) was the main law that determined how people managed New Zealand's natural resources. The law set out the rules around air, soil, freshwater, and coastal and marine areas, as well as regulating land use, the provision of infrastructure and the allocation of scarce resources.

The Natural and Built Environment Bill aimed to set out how the natural environment would be protected and enhanced, and how development could happen within environmental limits. It was the primary replacement for the RMA. The Bill would provide for a National Planning Framework to replace existing pieces of national direction. Fifteen Regional Planning Committees would be required to develop 'natural and built environment plans' for their respective regions, to cover resource use, allocation and land use management.

The Spatial Planning Bill, working in tandem with the Natural and Built Environment Bill, aimed to help coordinate and integrate decisions made under different legislation by requiring long term regional spatial strategies to be developed. The regional spatial strategies were intended to set out the long term (30-100 years) high level strategic direction for each region, focusing on the big issues and opportunities.

A third Bill regarding climate adaptation was intended to be introduced to Parliament later in 2023.

Regional Spatial Strategies and Natural Built Environment Plans would be developed by Regional Planning Committees. The NBE Bill proposed the process for setting up these committees.

Cr Dickson said some of the process proposed in the Bills had not been well thought out, particularly centralisation of control and the power being taken from local communities. She thought the submission was very good and covered those points. There was a lack of clarity and she was not pleased with the RMA changing that way.

She was also concerned that membership of the Select Committee was made up of all List MPs and she was not sure they understood the importance of having local input.

**Cr Gardyne moved THAT the report be received,**

**THAT the Council approve, with any agreed amendments, the draft Gore District Council submission – Natural and Built Environment Bill and Spatial Planning Bill,**

**AND THAT the Council request the right to speak to its submission at the Environment Select Committee and delegates this responsibility to Deputy Mayor Cr Keith Hovell and the Chief Executive.**

**The motion was seconded by Cr R McPhail.**

Cr Gardyne thanked those involved with drafting the submission. Cr R McPhail concurred and agreed it was appropriate for Cr Hovell speak to the submission. Cr Hovell acknowledged the input of the staff which was greater than the elected members. It was greatly appreciated.

**The motion was put and it was carried.**

**2023/13**

**13. MINUTES OF THE MATAURA COMMUNITY BOARD (SC3535)**

A copy of the minutes of the ordinary meeting of the Mataura Community Board held on Monday 12 December 2022 had been circulated with the agenda.

**RESOLVED on the motion of Cr Phillips, seconded by Cr Stringer, THAT the minutes be received,**

**AND THAT the recommendations contained in the minutes of the meeting held on 12 December 2022 be ratified.**

**2023/14**

A copy of the minutes of the ordinary meeting of the Mataura Community Board held on Monday 30 January 2023 had also been circulated with the agenda.

His Worship noted the combined meetings with the Council and the Community Board on Tuesday 4 April and Monday 21 August. He understood the meeting in Mataura on 21 August would be a joint Council and Community Board meeting and while the Community Board would not have any voting rights, they would be involved in any discussion. He asked if there were any objections to a combined meeting being held in Mataura on 21 August.

**RESOLVED on the motion of Cr Stringer, seconded by Cr MacDonell, THAT the Council accept the two joint meetings with the Mataura Community Board on 4 April and 21 August 2023.**

**2023/15**

Clause 4 – State Highway One Welcome Signs (SC2696)

His Worship advised Roading Manager had followed up with Seddon's and was to receive images of the signs the following day which would be forwarded to the Board. He understood the Manager was happy with progress to date.

Clause 6 – Overflowing public litter bins – Four Square Store, Main Street, Mataura (SC3199)

His Worship asked about the amenity rubbish bins report. The Governance Manager advised once the recommendations from the Board were ratified by the Council, instructions would be issued to staff to report on the issues raised.

Clause 8 – Mataura River bridge cleaning, Bridge Street (SH93), Mataura (SC2783)

His Worship asked if the Council was happy with the recommendation.

Cr Reid asked if it was the Council's job to ask for estimates for a Waka Kotahi asset. The Chief Executive said it could if it believed Waka Kotahi was not doing its job and there were concerns about the state of the bridge. It had done so in the past with KiwiRail and Waka Kotahi where there had been concern in the community.

His Worship said Waka Kotahi had previously undertaken a bridge clean but had declined the Board's recent request.

Cr Phillips said the Board wanted the bridge cleaned and the only way to enable that was possibly through its discretionary fund. The Council should be pressuring Waka Kotahi to clean the bridge. It would cost a lot of money and the Council should back the Community Board 100% and put pressure on Waka Kotahi. The appearance of the bridge was a disgrace and it was Waka Kotahi's responsibility to have it cleaned.

His Worship said he had time scheduled with a representative from Waka Kotahi soon and would be visiting the railway line, which needed urgent repair and the bridge.

Cr Phillips said there were two bridges in Mataura – one over SH94 and one over SH1 and both needed to be tidied up. His Worship agreed and would mention that point to the representative.

**RESOLVED on the motion of Cr Phillips, seconded by Cr Hovell, THAT the minutes be received,**

**AND THAT the recommendations contained in the minutes of the meeting held on 30 January 2023 be ratified.**

**2023/16**

**13. RURAL TRAVEL FUND (SC3458)**

A memo had been received from the Governance Manager together with a copy of the minutes of the Council's Rural Sport Travel Fund Assessment Sub-Committee meeting held on 2 February 2023.

**RESOLVED on the motion of Cr MacDonell, seconded by Cr Dickson, THAT the minutes be received and noted.**

**2023/17**

His Worship asked if the minutes of future Sub-Committees could go to a Committee rather than full Council.

**14. SUMMARY OF SOUTHLAND MAYORAL FORUM (SC3619)**

A memo had been received from the Chief Executive together with a summary of the Southland Mayoral Forum meeting held on Friday 20 January 2023.

His Worship provided some background to the topics. Cr Dickson said funding for the wilding pines project at Mid Dome had been reduced and it would have a detrimental impact on being able to finish the project. DoC had also cut its funding. It seemed ridiculous to have done so much work to have the funding reduced.

**RESOLVED on the motion of Cr Dickson, seconded by Cr Reid, THAT the information be received.**

**2023/18**

The meeting concluded at 6.54pm



# RURAL CITY LIVING



Minutes of an extraordinary meeting of the Gore District Council, held in the Council Chambers, civic administration building, 29 Bowler Avenue, Gore, on Tuesday 21 February 2023, at 3.34pm.

**Present** His Worship the Mayor (Mr B R Bell), Crs Dickson, Gardyne, Highsted, Hovell, McKenzie, P McPhail, R McPhail, Phillips and Reid.

**In attendance** The Chief Executive (Mr Stephen Parry), General Manager Community Lifestyle Services (Mr Rex Capil), General Manager Corporate Support (Ms Lornae Straith), General Manager Critical Services (Mr Jason Domigan), General Manager People and Culture (Mrs Nicky Cooper), Governance Manager (Susan Jones), 3 Waters Operations Manager (Mr Aaron Green), Digital Communications Specialist (Ms Kaitlyn Wright) and Events Coordinator (Ms Jess Swan).

**Apologies** Crs MacDonell and Stringer apologised for absence. These were accepted on the motion of Cr Phillips, seconded by Cr Dickson.

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**1. COMMITTEE MEMBERSHIP AND COUNCIL AND GOVERNANCE COMMITTEES TERMS OF REFERENCE 2022-2025 (SC3630)**

A memo had been received from the Chief Executive following the ordinary meeting of the Council held on 14 February when it had been resolved that membership of the four Standing Committees would be eight elected members.

The decision had been part of considering the draft Terms of Reference for the new Standing Committees of the Council.

**Assets and Infrastructure Committee**

His Worship the Mayor  
 Cr Gardyne (Chair)  
 Cr Highsted  
 Cr MacDonell  
 Cr McKenzie  
 Cr P McPhail  
 Cr Phillips  
 Cr Stringer  
 Mr David Prentice (independent member)

**Audit and Risk Committee**

His Worship the Mayor  
 Cr MacDonell (Chair)  
 Cr Gardyne  
 Cr Highsted  
 Cr P McPhail  
 Cr R McPhail  
 Cr Stringer  
 Cr Reid  
 Mr Michael Chamberlain (independent member)

**Community Wellbeing Committee**

His Worship the Mayor  
 Cr Dickson (Chair)  
 Cr Highsted  
 Cr Hovell  
 Cr McKenzie  
 Cr P McPhail  
 Cr R McPhail  
 Cr Phillips  
 Cr Reid

**Policy and Planning Committee**

His Worship the Mayor  
 Cr Hovell (Chair)  
 Cr Dickson  
 Cr MacDonell  
 Cr McKenzie  
 Cr R McPhail  
 Cr Reid

**District Plan Sub-Committee**

His Worship the Mayor  
 Cr Hovell (Chair)  
 Cr Dickson  
 Cr Gardyne  
 Cr Phillips  
 Cr Stringer  
 Iwi representative

Cr Hovell referred to the District Plan Sub-Committee and said there would also be a Mana Whenua representative included. He asked if a Councillor who was not a member of a committee, had speaking rights at a committee meeting. If not, would it be appropriate for a resolution to be passed to enable elected members to have speaking rights for a Committee they were not a member of?

The Chief Executive said custom and practice had been that Councillors who were not on committees were free to speak but they could not vote. Cr Hovell added there would be some delegations that would go with Committees and would they be subject to a separate report. The Chief Executive confirmed they would. The Terms of Reference were a priority to be finalised.

**RESOLVED on the motion of Cr Hovell, seconded by Cr Gardyne, THAT the information be received,**

**AND THAT the Council adopt the Gore District Council – Council and Governance Committees Terms of Reference 2022-2025, including the membership details circulated by His Worship, to be implemented with immediate effect.**

**2023/21**

The meeting concluded at 3.39pm

**RURAL CITY LIVING**

**Minutes of a meeting of the Audit and Risk Committee, held in the Council Chambers, civic administration building, 29 Bowler Avenue, Gore, on Tuesday 21 February 2023, at 4.00pm.**

<b>Present</b>	<b>His Worship the Mayor (Mr B R Bell, Chairman), Crs Gardyne, Highsted, P McPhail, R McPhail, Reid and independent member, Mr Michael Chamberlain (via Zoom from 4.27pm).</b>
<b>In attendance</b>	<b>Crs Dickson, Hovell, McKenzie, Phillips, the Chief Executive (Mr Stephen Parry), General Manager Community Lifestyle Services (Mr Rex Capil), General Manager Corporate Support (Ms Lornae Straith), General Manager Critical Services (Mr Jason Domigan), General Manager People and Culture (Mrs Nicky Cooper), Governance Manager (Susan Jones), IT Manager (Mr Andrew McPherson), 3 Waters Operations Manager (Mr Aaron Green), Digital Communications Specialist (Ms Kaitlyn Wright) and Event Coordinator (Ms Jess Swan).</b>
<b>Apologies</b>	<b>Crs MacDonell and Stringer apologised for absence. These were accepted on the motion of Cr Gardyne, seconded by Cr R McPhail.</b>

**1. QUARTERLY TREASURY REPORT (SC3284)**

A memo had been received from the General Manager Corporate Support together with a copy of the quarterly Treasury report from Bancorp. A copy of Bancorp's commentary on recent market developments had also been circulated.

Due to technical issues, Mr Miles O'Connor was unable to join the meeting by Zoom.

The General Manager Corporate Support said the report was for information and showed the movement in debt from previous periods and the current weighted average cost of capital which was the current interest rate. It had moved significantly from December 2021 to 2022. It had increased from an average of 3% to 3.98%.

**2. AUTHORITY UPGRADE PROJECT UPDATE (SC3371)**

A memo had been received from the General Manager Corporate Support providing an update on the progress of the upgrade of the Council's Enterprise Resource planning (ERP) system.

Mr Alan Radbone, Project Manager from Pacesetter was unable to join the meeting due to technical issues with Zoom.

The Council had been originally scheduled to perform the upgrade in October 2020, however, internal staff changes at Civica meant the booking had been lost. A rebooking was made for January 2022, however there were new staff in key positions affected by the upgrade and also some vacant positions. The decision was then made to delay the start of the upgrade until August 2022.

Authority was connected to several key platforms, and a new test environment had been stood up to ensure testing accurately reflected the target production environment. There had also been several staged upgrades to connected platforms to reduce the risk involved in upgrading all platforms at once.

The main change with the upgrade was in the Name and Address Register (NAR), rating and revenue modules. There was improved functionality in these areas, and the feedback from staff performing the testing in these areas was positive.

A copy of Pacesetter's report to the Project Steering Group had been circulated with the agenda. A further updated report had been circulated prior to the meeting. The Council was expected to be on target for a 'go live' date of 3 March 2023. If the Project Steering Group, Project Manager or Civica did not give the green light to go live on the booked in date, the next available date for Civica to complete the transition to version 7.1 would be a month later.

**RECOMMENDED on the motion of Cr R McPhail, seconded by Cr Highsted, THAT the report be received.**

### **3. 3 WATERS QUARTERLY LEVEL OF SERVICE REPORT**

A copy of the 3 Waters quarterly level of service report from the 3 Waters Operations Manager had been circulated with the agenda. He highlighted the severe flooding event that occurred in December which impacted the 3 Waters response time to be longer than usual due to the huge number of callouts received.

**RECOMMENDED on the motion of Cr Reid, seconded by Cr Gardyne, THAT the report be received.**

### **4. HEALTH AND SAFETY REPORT (SC3545)**

The Health and Safety Administrator was in attendance at the meeting for this item.

A report had been received from the General Manager People and Culture that covered staff training completed, upcoming training, critical risks, SiteWise, fire evacuation trials, Health and Safety Committee meeting schedule for 2023, Contractor Link, annual survey, all staff workshop and positive education.

Cr Highsted asked what the timeframe was for the critical risk programme. The General Manager said there was a need for some funding and if the Council agreed, the first stage could be implemented in the next 2-3 months. The whole programme would need to be staged. Cr Highsted asked if the funding was available, was the resource available. The General Manager confirmed it was and would be external.

**RECOMMENDED on the motion of Cr Highsted, seconded by Cr Reid, THAT the report be received,**

**THAT the Audit and Risk Committee note that the Council has yet to define its critical risks or implement a critical risk programme and is therefore not meeting its obligations under the Health and Safety at Work Act 2015,**

**AND THAT the Council consider funding for the critical risk programme as part of the 2023-24 Annual Plan process.**

*The 3 Waters Operations Manager departed the meeting at 4.16pm*

*The meeting adjourned at 4.16pm to resolve technical issues with Zoom and resumed at 4.27pm.*

*Mr Michael Chamberlain joined the meeting at 4.27pm*

## **5. IT REPORT (SC0176)**

A report had been received from the IT Manager covering cybersecurity, major software projects and infrastructure projects.

The Manager asked what content would be useful for the Committee to have in future reports. He was open to suggestions.

Cr Highsted asked if there were any key risks as IT Manager that the Committee should be aware of. The Manager said there were threat risks such as resilience, data integrity from the human factor side and capability. Cybersecurity was the number one risk. Cr Highsted asked how elected members and the Council as an organisation was performing with email threats. Had there been a recent test? The Manager advised CrowdStrike had been implemented as a way of detecting intrusions and to undertake 24 hour monitoring of the platforms used. It was working well. To the best of his knowledge, it was protecting the servers and desktop environments. Email was a little different and was more active. There was a lot of malware and spam. There were impersonation email attacks and up to 12 per week were being picked up. It was down to the human factor of people being aware. In terms of risk to the organisation, there were a number of other platforms in place to help manage those risks. Once the Authority upgrade was completed and with protections such as CrowdStrike in place, the second half of the year would involve work on other areas of the business undertaken.

His Worship asked if there was likely to be an increased risk with having public computers in the library. The Manager said there had been network separation undertaken with those units and the Council was in a better position. Mr Chamberlain said with cyber security, people were probably aware and prevented things by their own actions. When another event happened such as the cyclone in the North Island, how did the IT policy handle multiple risks at the same time. Was the Manager confident? The Manager advised as many preventative measures as possible were in place.

**RECOMMENDED on the motion of Cr P McPhail, seconded by Cr Reid, THAT the report be received.**

6. QUARTERLY TREASURY REPORT (SC3284)

*Mr Miles O'Connor from Bancorp joined the meeting from 4.38pm*

The General Manager Corporate Support introduced Mr O'Connor to the meeting.

Mr O'Connor referred to the monetary policy expectations and the projected increase in the cash rate had changed significantly because of Cyclone Gabrielle. It had pushed some swap rates lower. An inverted yield curve meant there would be a recession. There was a lot of volatility in interest rates at the moment.

Cr Highsted referred to the Council's interest rate projection. He said it would be useful for new members to understand what they meant. Mr O'Connor said it projected the future cost of funds, debt levels and assumed the Council would be subject to a floating rate at the time. The yield curve was not perfect, but in the absence of anything else it was the best predictive tool available. He advised he had had a recent discussion with a member of the National Transition Unit for 3 Waters who said if Councils had less than \$20 million of debt that was associated with 3 Waters the transition out of the debt to the new entity would happen on 1 July 2024. If there was more than \$20 million of 3 Waters debt, it would transition out when the debt matured. The General Manager said there was over \$18.8 million of debt related to 3 Waters. The treatment of swaps also needed to be worked through and how that would be done.

Mr Chamberlain asked if \$18.8 million was made up of specific tranches of debt. The General Manager said it was 3 Waters debt and spread across various projects at the time. There was no one tranche of debt taken out for one specific project.

**RECOMMENDED on the motion of Cr Gardyne, seconded by Michael Chamberlain, THAT the report be received.**

7. WINDING UP OF RISKPOOL (SC3473)

A memo had been received from the General Manager Corporate Support together with a copy of a letter from Riskpool updating the Council on the progress towards winding up the scheme.

Riskpool was a mutual liability fund that had been set up to offer public liability and professional indemnity cover to member Councils from 1 July 1997 to 30 June 2017. It had been primarily set up in the wake of the leaky building crisis.

Good progress had been made towards winding up the scheme, however there was one claim that was still in front of the courts. Riskpool had applied for leave to appeal to the Supreme Court for a final determination. A decision may not be made until 2024. That meant that the ability to wind up the scheme and make any final call(s) on the members could not be concluded until the decision was known.

**RECOMMENDED on the motion of Cr R McPhail, seconded by Cr Highsted, THAT the report be received.**

The meeting concluded at 4.52pm



## RURAL CITY LIVING



Minutes of a meeting of the Community Wellbeing Committee, held in the Council Chambers, civic administration building, 29 Bowler Avenue, Gore, on Tuesday 21 February 2023, at 5.26pm.

<b>Present</b>	<b>His Worship the Mayor (Mr B R Bell), Cr Dickson (Chairperson), Crs Highsted, Hovell, McKenzie, P McPhail, R McPhail, Phillips and Reid.</b>
<b>In attendance</b>	<b>Crs Gardyne and MacDonell, the Chief Executive (Mr Stephen Parry), General Manager Community Lifestyle Services (Mr Rex Capil), General Manager Corporate Support (Ms Lornae Straith), General Manager Critical Services (Mr Jason Domigan), General Manager People and Culture (Mrs Nicky Cooper), Governance Manager (Susan Jones), Community Strategy Manager (Ms Anne Pullar), Parks and Recreation Manager (Mr Keith McRobie), Community Empowerment Coordinator (Mr Mark McCann), Aquatic Services Manager (Mr Martin Mackereth), District Arts and Heritage Curator (Mr Jim Geddes), Digital Communications Specialist (Ms Kaitlyn Wright), Event Coordinator (Ms Jess Swan) and Library Manager (Ms Lorraine Weston-Webb, from 5.34pm).</b>

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Cr Dickson welcomed those present to the inaugural meeting of the Community Wellbeing Committee. She acknowledged the devastation that had occurred in the North Island as a result of Cyclone Gabrielle. There had been a loss of loved ones and lifestyles.

Cr Dickson said the Committee would meet quarterly and it was a platform for iwi and community engagement that would also include external agencies. The format was to shape Council decision making that was important to the community and would also help shape the Council's Long Term Plan. It would be helpful if the staff reports could include some ideas and discussion points to generate community engagement through the Committee.

### 1. NOMINATION OF DEPUTY CHAIR

Cr Dickson invited nominations for deputy Chair. None were forthcoming. Cr Dickson asked if Cr Reid was interested. Cr Reid declined. Cr Hovell said under the Local Government Act it was not mandatory to have a deputy Chairperson. It was more about convenience and if there was no appointed deputy then those at a meeting would select a chair. His Worship said he was happy to act as Chair in the event Cr Dickson was absent in the future.

## 2. REQUEST FOR FUNDING FROM THE INSERT COIN TO PLAY CHARITABLE TRUST (SC3646)

A report had been received from the Community Empowerment Coordinator together with a request for funding from the Insert Coin to Play Charitable Trust. The application sought funding of \$24,360 to contract Your Corps to provide monthly opportunities for youth in the district to attend already well-supported gaming events.

The Community Empowerment Coordinator introduced James Wards of Your Corps and Insert Coin to Play Charitable Trust. The Coordinator said there was a very real concern that the events would be unable to continue if there was no funding provided. He stressed the gaming events alleviated some of the health issues in society, including social anxiety, mental illness and depression.

James Wards addressed the meeting and said over the years there had been a huge demand for gaming events. He had joined up with others to form the Insert Coin to Play Charitable Trust. He did a lot of work with disadvantaged youth and families. He referred to a photo in the report of an e-sports tournament held in Invercargill that had been the biggest e-sports event held in New Zealand. Nine of the young people in the photo came from Gore and had attended every event he had run. Two of the young people were now employed by him and he hoped to employ more as the Trust grew. Not all of the time was spent on computers. Computers set up at events encouraged youth to be involved and targeted teenagers and vulnerable young people. It needed to be a welcoming and fun environment.

Cr McKenzie knew there was a core group who attended the events. Were there new people who attended. James said he had 20 computers. For an event to be held in Invercargill that was posted on a Monday, the tickets were all gone by Tuesday. He was hoping to expand the number of computers and be able to employ more staff.

Cr R McPhail asked who else had been asked for funding to support the Trust. James said there was a huge amount of demand. Oranga Tamariki asked for him to go to Oamaru in March. He was providing opportunities for young people. He was receiving funding for events in Bluff and the Invercargill City Council was funding 12 events. An application had been lodged with Lotteries for 12 events to be held in Mataura. He said Gore was where it had all started. It was a Gore initiative and he was proud of that.

Cr Reid congratulated him on his initiative. She had been impressed with the involvement James had had with events in Gore and would be keen to see support for them.

Cr McKenzie asked the Community Empowerment Coordinator if he saw benefits to young people with communication skills. People would say they were sitting at computer screens. Had he seen them communicating and talking with each other. The Coordinator recalled James had supported the Youth Council at a local event when the proceeds went to Pink Shirt Day. The one thing that had stood out for him at that event was when James spoke about a young person who had run late to the event and

was then welcomed by everyone attending. The young person had never said anything previously. There was a lot of noise in the forum and they were having a blast. It was an inspiring event. Cr McKenzie said it was a concern he had that young people were losing the ability to communicate face to face with others.

Cr Phillips asked about a timeline for funding. The Council was restricted with funding and it had decisions to make about other applications. James said he had done about 93 events since 2017 and the Gore District had had just under 4,000 young people attend. He was ready to start anytime. He was flexible and would be happy to have one event a month and would like 12 over a year. The Coordinator said the funding could potentially start from July. James had been proactive in setting events up.

Cr Highsted asked how Your Corps and the Trust worked together. James said he had started Your Corps and it was his goal to have the events free but he constantly faced funding issues. He set up the Trust – he was the chairman and had two trustees. He was owner/operator of Your Corps. Cr Highsted clarified Your Corps owned the equipment. James confirmed it did. Cr Highsted asked if the Trust would have financials available by the time the funding request was considered at Annual Plan time. James confirmed it would.

Cr P McPhail asked if there was any support for people who attended an event and faced a problem. James said it was about building trust with the attendees. He was doing surveys and building some really good feedback and data. Everyone had told him the Tik Tok generation would never answer 30-40 survey questions, but they were. There was a question included about self harm and people were encouraged to approach him if they had an issue. Young people felt at home when they attended events. The Trust was a platform for other groups to become involved.

His Worship asked if the Trust was tied to the RSA for a venue. James said they had been grateful for the support of the RSA but had no obligation to be there. As long as there was power and internet access, they could set up anywhere. His Worship said the library could be an option as a venue.

Cr Highsted said the application was a 12 month proposal and did the model get to a point where it was sustainable or would there always be a need for funding. James said five years ago he had spent \$800 on 25 of the worst laptops and got to where he was now. If he could get to 40 computers his capacity had doubled. The more machines, the less the door charge would be.

**RECOMMENDED on the motion of Cr Reid, seconded by Cr R McPhail, THAT the Community Wellbeing Committee endorse the proposal and funding request in principle,**

**AND THAT the Committee recommend to the Council that it consider the funding request from Insert Coin to Play Charitable Trust of \$24,360 as part of the Annual Plan 2023/24 development and deliberations and note if approved the funding would be available from 1 July 2023.**

*Cr Dickson thanked James and the Coordinator for the presentation. They and the Community Strategy Manager departed the meeting at 6.00pm*

### 3. REPORT FROM PARKS AND RECREATION MANAGER

A report had been circulated from the Parks and Recreation Manager covering parks asset management, playgrounds, Parks Management Plans, Matai Ridge landscaping, James Cumming Community Centre and Library landscaping, cemeteries and interactions during the month.

Cr Reid clarified an area at Charlton Park that would be used as an entry point for machinery. The Manager confirmed that was correct. Cr Reid said it was very open and windy and was there any plan to alleviate impact from the weather. The Manager said long term there would be more planting that would offer shelter.

Cr Hovell noted the Parks Management Plans that were being reviewed and asked for a briefing part-way through the process in case the Committee wanted to provide guidance.

Cr R McPhail asked if the Matai Ridge landscaping would result in more work for the parks staff. The Chief Executive said the parks staff had done an outstanding job. The Manager had all staff on site for a day and the result looked stunning. The landscaping was the Council's contribution as part of the joint venture. He added that earlier in the day, the Kingston Lifestyle Family Trust had applied for completion of the subdivision so title could be issued for the sections.

**RECOMMENDED on the motion of Cr Highsted, seconded by Cr Reid, THAT the report be received.**

*The Parks and Recreation Manager departed at 6.06pm*

### 4. REPORT FROM GM COMMUNICATIONS/CUSTOMER SUPPORT

A report had been the GM Communications/Customer Support covering the Trout statue and directional storyboard, the online booking portals for Dolamore Park and the James Cumming Community Centre, the official library opening, community engagement/consultation and professional interactions.

His Worship asked about the story board and whether the Lions were contributing to the cost of it. He asked if there had been any consultation with local Iwi given there was an intention about the Mataura River to be included. The Chief Executive advised he was sure the Runanga had been consulted. Cr Reid confirmed that was correct.

Cr Phillips asked if the signs would be similar to other signs in the District or different. He said he had recently discovered Gore had a colour and would that be incorporated on the signs. His Worship thought the Council would use its branding colours. Cr Phillips asked whether the signs would become standard around the district. The Chief

Executive said there was a preference for standardisation and he expected the signs would be consistent and similar in style.

Cr R McPhail noted signage around the arts and heritage precinct would be updated and asked whether they would be a similar style to the storyboard. The District Arts and Heritage Curator advised the discussion had not yet been held.

Cr Phillips travelled around the country and took photos of signs. The directional sign in Cromwell had 23 different destinations included.

Cr Dickson thought it was very generous of the Lions Club to promote and support the project.

His Worship referred to the community engagement list and asked if there was any update on the projects and where the Council was at with them? The list was vague. The Digital Communications Specialist said it was a list of projects being worked on. The General Manager Critical Services advised there would be an update at the March Council meeting about the Rethinking Waste project.

**RECOMMENDED on the motion of Cr Hovell, seconded by His Worship, THAT the report be received.**

#### 5. REPORT FROM THE DISTRICT ARTS AND HERITAGE CURATOR

A report had been received from the District Arts and Heritage Curator covering the exhibition programme, the Maruawai project, precinct programmes and community talks, tours and meetings from December to February.

His Worship asked if the Maruawai project was on track and were there any risks. The Curator said the project was tracking well. Signal Management Group had been very good and all contractors had delivered to date. He was very pleased with progress to date.

**RECOMMENDED on the motion of Cr Reid, seconded by Cr Highsted, THAT the report be received.**

#### 6. REPORT FROM THE LIBRARY MANAGER

A report had been received from the Library Manager covering the building work and library set-up in the new building, Mataura library and the Hokonui Runanga-library relationship.

The Manager advised Mataura Valley Milk had decided to name the children's activity room "The Mataura Valley Milk children's activity room" in recognition of its contribution to the library project.

In response to Cr Hovell asking about the pending opening of the library, the Manager said the building had not yet been signed off or handed over to the Council. There had been some delays with supply of materials.

Cr Reid congratulated the staff on moving into the new building. Many people had commented to her how excited they were about it. She acknowledged the efforts of the staff in having to shift more than once in recent years.

Cr Dickson concurred and said it was wonderful seeing the books on the shelves.

*The District Arts and Heritage Curator departed the meeting at 6.21pm*

**RECOMMENDED on the motion of Cr Phillips, seconded by Cr Reid, THAT the report be received.**

## **7. REPORT FROM EVENTS COORDINATOR**

A report had been received from the Events Coordinator covering Parks Week, On the Fly Mataura River Festival, Freeze Ya Bits Off busking and applications for a fixed term Events Assistant that were currently under consideration.

The Coordinator said there had been some successful events held last year which highlighted the capacity of staff to run events. She added she would like to see a contestable fund for events established in the future which would remove the need for groups to attend Committee meetings to put their case.

Cr R McPhail asked about Tussock Country and was the Council still working with that Committee. He was interested to know what involvement the Council had. The Coordinator advised she attended the monthly meetings of the Tussock Country Board. The Board had some big goals and dreams and the Council might be heavily involved for a few more years until the festival became more self-sufficient. She likened the event to something similar to the Napier Art Deco festival. Cr R McPhail supported any assistance the Council could offer. Cr Reid was a Board member of Tussock Country and said Freeze Ya Bits Off had been a Council initiative several years ago. The 2023 programme for Tussock Country had been expanded this year. There were a lot of activities for the community to be involved with. The Board was trying to be as self sufficient as possible but due to Covid, only one festival had been held.

*The GM Corporate Support departed the meeting at 6.27pm*

His Worship asked if there was any requirement for Council participation at the three events in particular or was it voluntary. The Coordinator said it was voluntary but it would be good to have someone at Freeze Ya Bits Off as it was a Council event.

Cr Phillips suggested Councillors participate in a fly fishing competition at the On The Fly Festival.

**RECOMMENDED on the motion of Cr P McPhail, seconded by Cr Reid, THAT the report be received.**

**8. REPORT FROM VISITOR SERVICES TEAM LEADER**

A report had been received from the Visitor Services Team Leader covering visitor trends, bus services, merchandise, staffing and accommodation.

**RECOMMENDED on the motion of Cr Highsted, seconded by Cr Hovell, THAT the report be received.**

**9. REPORT FROM AQUATIC SERVICES MANAGER**

A report had been received from the Aquatic Services Manager covering current challenges including the phone system, staffing and operational issues, a new front of house system and interaction with groups, clubs and organisations.

The Manager advised the chiller unit for the ice rink had started that day. In response to His Worship, the Manager said the temperature was currently 23<sup>0</sup> and it needed to be minus 2<sup>0</sup> before water could be added to enable ice to be produced.

Cr Reid asked about the shortage of CO<sup>2</sup>. The Manager said it was being managed and another option may be pursued.

**RECOMMENDED on the motion of Cr Hovell, seconded by Cr Phillips, THAT the report be received.**

*The Event Coordinator departed at 6.35pm*

**10. TRAVEL ASSISTANCE FOR GORE COUNTRY MUSIC QUEEN (SC3091)**

A report had been received from the Chief Executive together with a request from the Gore Country Music Queen Committee for financial assistance to enable the current Queen to travel to the Tamworth Country Music Festival in January. A copy of the letter received seeking financial assistance in the sum of \$800 had been circulated with the agenda.

The current queen, Devon Millan, had held the title since 2021, however, with the disruption of Covid and restriction on travel, the attendance at the Festival had not been able to be entertained until this year. The high cost of flights and last-minute bookings due to uncertainties associated with fresh waves of Covid-19 had contributed to a financial shortfall in the trip of \$800. The Committee had provided its budget for 2023 which indicated a surplus of \$1,750. The result had been greatly assisted by MLT sponsorship in the sum of \$5,000.

Cr Reid said it behoved the Council to have a representative at the festival since Tamworth was Gore's sister city.

**Cr Reid recommended THAT the Council approve financial assistance in the sum of \$800 to enable the Gore Country Music Queen to attend the Tamworth Country Music Festival that had been held in January 2023.**

**The recommendation was seconded by Cr R McPhail.**

His Worship said the Queen had already gone to Tamworth. He understood it may not be a precedent in the future, but it was with people spending money prior to obtaining approval from the Council. He thought by approving the request that the Council may set a precedent. He noted the surplus of the Queen event had been \$1,750.

Cr Reid asked if there had been any retrospective request for funding. The Chief Executive replied no. There had been a lot of uncertainty with whether travel would be possible and when the letter was sent on 9 December, the Council had virtually finished its business for the year.

Cr Highsted said the letter requested funding so the Council could decline it. He supported the recommendation. Cr Phillips said six years ago the Council had a Grants Sub-Committee and it knew what the budget was. It was now getting situations of having presentations requesting funding without any knowledge of what the grant budget may be. This could be an annual grant as part of the grants provided. The Council did not have a list of grants to be made. The Chief Executive said the Council had a schedule of grants that was listed in the annual plan. They were pretty much year on year. One-off requests such as this came about from time to time. The Grants Sub-Committee had been quite successful in the past but had fallen away with the 2020 flooding event and changes in staff. The Council could encourage a Grants Sub-Committee to be established and pick up the work that the previous Sub-Committee did. The Council did not have a pool of money that was spare. There were set grants that had stood the test of time and others that arose from time to time that required the Council to make decisions on.

The General Manager Community Lifestyle Services added grants could be part of a broader discussion with the Council during Long Term Plan (LTP) workshops.

Cr Hovell said the Council had a Community Grants Policy 2012 that stated the Council could consider applications outside of the LTP or Annual Plan process if the amount was less than \$2,000. Anything more than that had to be referred to the next Annual Plan and annual financial accounts had to be provided. The policy was dated 2012 and it was time for it to be reviewed.

Cr Highsted said the Council was talking about \$800. The earlier recommendation relating to the request from Your Corps for \$24k was recommended to be referred through the Annual Plan process for consideration. The Council needed to keep an eye on its total budget through the Annual Plan process.



His Worship said the Council was moving into an Annual Plan with a significant rate rise. He thought a Grants Sub-Committee should be seriously considered to reduce the work involved at Annual Plan time sorting through the grants. Some may need to be cut back this year so the Council could look out for its ratepayers.

**The recommendation was put and it was carried.**

**His Worship recommended THAT the Council consider the establishment of a Grants Sub-Committee to sit under the Community Wellbeing Committee.**

The General Manager Community Lifestyle Services asked for clarification that there be a Sub-Committee established along with Terms of Reference and membership. From a process perspective it was critical that it was clear for staff to provide guidance with the report to be presented to the Council. The other thing was whether the Grants Sub-Committee would solely look at existing grants or would it look at the amount of money in the grants budget in the annual plan. He was unsure as to what the Committee was asking a Grants Sub-Committee to do. The Chief Executive said the correct recommendation was for the establishment of a Grants Sub-Committee being the subject of a staff report to be considered at the March Council meeting. There were Terms of Reference in place previously and a new Sub-Committee would need to be formally constituted by the Council.

**RECOMMENDED on the motion of His Worship, seconded by Cr Phillips, THAT the establishment of a Grants Sub-Committee be the subject of a staff report to be considered at the next Council meeting.**

*The Library and Aquatic Services Managers departed the meeting at 6.54pm.*

**11. GORE DISTRICT SOCIO ECONOMIC DATA – COMMUNITY COMPASS BASELINE REPORT – FEBRUARY 2023 (SC3620)**

A report had been received from the General Manager Community Lifestyle Services providing information to support one of the key responsibilities of the Community Wellbeing Committee – to *monitor data informing the Gore District's socio demographics and social climate to assess current and future impacts and needs*. A copy of a community compass baseline report from Dot Loves Data, a reputable national company that provided data strategy services, had been circulated with the agenda. The report provided detailed information about a community's demographics, socio economic wellbeing, health, accessibility to services, education, employment, economic and environmental measures. It assisted in providing information to understand how the community was performing and the reasons behind trends, to track how a region compared against the national average. The data was provided in a single dashboard platform.

The General Manager referred to clause 2.2 of his report and noted the Terms of Reference for the Community Wellbeing Committee had been adopted at the extraordinary meeting held earlier in the day, not 14 February 2022 as stated in the

report. The report had been written on the expectation the Terms of Reference would have been adopted at the ordinary February Council meeting.

Cr Reid said it was interesting to see the trends noted in the report.

**RECOMMENDED on the motion of Cr Hovell, seconded by Cr R McPhail, THAT the report be received.**

The meeting concluded at 6.58pm

## RURAL CITY LIVING



Minutes of a meeting of the Assets and Infrastructure Committee, held in the Council Chambers, civic administration building, 29 Bowler Avenue, Gore, on Tuesday 7 March 2023, at 4.00pm.

Present	His Worship the Mayor (Mr B R Bell), Cr Gardyne (Chairperson), Crs Highsted, MacDonell, McKenzie, P McPhail and Phillips and independent member, Mr David Prentice (via Zoom).
In attendance	Crs Dickson and Hovell, the Chief Executive (Mr Stephen Parry), General Manager Corporate Support (Ms Lornae Straith), General Manager Critical Services (Mr Jason Domigan), General Manager Communications and Customer Support (Sonia Gerken), Governance Manager (Susan Jones), 3 Waters Operations Manager (Mr Aaron Green), Roading Asset Manager (Mr Murray Hasler) and 3 Waters Project Engineer (Mr Terry Trotter).
Apology	Cr Stringer apologised for absence which was accepted on the motion of Cr R McPhail, seconded by Cr Phillips.

1. ADEQUACY OF FENCING AROUND THE MATAURA AND WAIKAKA OXIDATION PONDS (SC0613/SC0625)

A report had been received from the 3 Waters Asset Manager following a request at the Council's emergency meeting held on 22 December 2022 about the adequacy of fencing around the oxidation ponds at Waikaka and Mataura. The Manager had confirmed that the fencing around both ponds had been upgraded to the same standard as at the Gore oxidation ponds. Photographs of both ponds had been included on the agenda.

**RECOMMENDED on the motion of Cr Highsted, seconded by His Worship, THAT the report be received.**

2. THREE WATERS REFORM UPDATE (SC3622)

A report had been received from the General Manager Critical Services providing an update on the Government's Three Waters reform process and key workstreams for the first quarter of 2023.

Taumata Arowai had been established in March 2021 as a Crown entity, becoming New Zealand's regulator of drinking water, wastewater and stormwater when the Water Services Act 2021 came into effect on 15 November 2021. Four publicly owned water entities had been created to manage and operate water, wastewater and stormwater infrastructure. On 2 June 2022, the Water Services Entities Act had been introduced to Parliament and following a full Select Committee process, received royal assent and became law on 14 December 2022.

Details of the transition process had been included. This included activity plans for Entity D, which included the Gore District along with 21 other South Island Councils, and a 180 day plan for the transition project. Copies of both documents had been circulated with the agenda.

The report also covered workstreams relating to governance and appointments, asset management, operations and stormwater, customer and digital enablement, finance, commercial and legal and people and workforce.

The General Manager said a Chief Executive for Entity D was due to be announced shortly. The Chief Executive said he and Cr Hovell had attended the Rural and Provincial meeting the previous week where a highlight had been a free and frank discussion with the new Minister of Local Government, Kieran McAnulty who had a willingness to listen and engage with the sector. There was a high degree of contention and tension with the proposed reforms. Cyclone Gabrielle had distracted from any proposed changes to the reforms. The Minister had hinted at changes so that the concerns around loss of a local voice could be meaningfully addressed. There would be some changes to the Government's policy setting, but it was unknown as to what extent those may be.

**RECOMMENDED on the motion of Cr MacDonell, seconded by Cr R McPhail, THAT the report and supporting documentation be received.**

### **3. PARTIAL DESLUDGING OF POND 1 AT THE GORE WASTEWATER TREATMENT PLANT – ADDITIONAL SLUDGE REMOVAL (SC1465)**

A report had been received from the 3 Waters Asset Manager seeking approval for an increase in scope for the desludging works currently being completed for pond 1 at the Gore wastewater treatment plant (GWWTP).

In October 2022, the Council approved a budget of \$1.9 million and awarded contracts for the removal of 1,560 dry tonnes of sludge from pond 1 at the GWWTP. The current scope of works allowed for a single layer of Geo-bags in the containment bund that was under construction. The contractor, SiteCare was on site. Since 2009, there had been four different sludge surveys completed on pond 1 with significantly different results. If it was assumed there was 5,000 dry tonnes of sludge in the pond and the accumulation continued to be approximately the same as it had been for the past 50 years, removing the currently proposed 1,560 tonnes would provide approximately 15

years of additional capacity. However, if 3,000 tonnes of sludge could be removed, it could provide an additional 30 years of capacity.

The additional cost of increasing the scope of the project was estimated to be between \$410,000 and \$700,000 depending on how much extra sludge could be removed. The main reasons the costs of removing the extra sludge were so much lower was due to there being no additional costs associated with the construction of the containment bund and the contractor already being established on site. It was noted that if the contractor stopped once the first 1,560 tonnes of sludge had been removed and re-established in say 12 months time, it was expected to cost an additional \$250,000.

For the majority of the 3 Waters planned capital works, deferring the projects was not recommended. However, one option was to defer the planned demolition of the Hilbre Avenue water tower (the tower). There were two main aspects to the tower demolition project, as follows:

- Relocation of the pumps in the base of the tower (estimated cost \$250,000); and
- Demolition of the tower (estimated cost \$450,000).

The main reason for demolishing the tower was health and safety risks associated with Council staff and contractors working in close vicinity to the tower. Once the pumps had been relocated there would be no need for Council staff and contractors to go near the tower. It was still recommended that the relocation of the pumps occur as soon as possible, but it was thought it would be acceptable to defer the actual demolition of the tower until the 2024/25 financial year.

Deferring the demolition of the tower would allow the \$450,000 currently allocated to be utilised for additional desludging works. Ideally, the Council would give the contractor approval to remove the maximum amount of sludge possible (estimated additional cost of \$700,000), however providing approval for an additional \$450,000 was expected to provide sufficient certainty at this stage. Consideration of a further \$250,000 of budget for sludge removal could then be given as part of the 2023/24 annual plan process. That would also allow the contractor to gain a better understanding of the maximum amount of sludge that could be stored in the containment bund (ie the additional \$300,000 of funding may not end up being required). The Manager added the Council was currently forecast to get very close to its debt cap during the 2023/24 financial year.

The Manager said construction of the bund had been completed and it was expected sludge would start to be removed later in the week or early the following week.

Cr Hovell said there was something that didn't stack up. The report referred to additional funding for extra desludging and the tower needing to come down because it was a safety issue. If that was the case, then why not allow it to stay. He did not believe the Committee or the Council could pass a resolution that a project be included in next year's annual plan. From his perspective, if the money was declared

surplus because the tower did not need to come down, then the Council needed to consider where that funding may be spent. He was not sure it needed to be spent on removing sludge given other financial constraints facing the Council.

The General Manager Corporate Support said the contractor was on site and there was the ability to remove double the amount of sludge and save costs as a result. When the Manager had been looking at the project, he had considered what other projects could be deferred.

Cr Highsted asked what the risk was of the Council underdoing the removal of sludge. The Manager said the risk around the sludge build-up was a decrease in performance of the ponds and potential odour issues. With the committed amount of sludge being removed it would be a significant amount. The risk would be relatively low in the short term but it was the medium term and how soon the Council may need to undertake the next phase of desludging that was unknown. The driver behind doing it now was the opportunity to contain costs. The Council had received a draft feasibility assessment for the long list of options for the wastewater consent renewal project and based on that document, it was likely the oxidation ponds would be part of the long term future of Gore's wastewater treatment which was reasonably significant.

Cr Highsted said a question around priorities had been posed and was it a priority in the Manager's view? The Manager said it was always difficult to determine. He said the treatment plants were significant assets and drinking water was a high priority with wastewater a close second. If the plant was not operating correctly, there could be some significant consequences.

Mr Prentice was not sure the Committee was looking at it correctly. The main reason for demolition of the tower was health and safety risks. He appreciated relocating the pumps from the tower, but the fact was demolition of the tower purely came down to a health and safety risk. From the outside looking in and a principles perspective, it appeared the Committee would be de-prioritising a health and safety risk to enable increased sludge removal from the pond. He asked if the Committee was comfortable with accepting a higher health and safety risk.

Cr Phillips concurred with Mr Prentice. He asked how far through the Council was with relocating the pumps from the tower. The Manager said there was an update further on in the agenda about that project. The design was largely complete and contractors had been engaged for the pump station relocation. The next steps would be to obtain a building consent and he expected construction to commence in the next 6-8 weeks. Cr Phillips acknowledged the tower was a health and safety risk but there was also a risk if the ponds were not desludged properly. As a former water operator, he understood the methodology of how the ponds worked. He did not think there was any opportunity if there was a mishap to be able to work through it. He supported the staff recommendation to defer the demolition of the tower and create a "no-go" zone around the tower by securely fencing it off. Cr Gardyne said the 3 Waters reforms were also due to be implemented next year. Cr Phillips said if the Council continuously thought about 3 Waters reforms there would not be any progress. There

was still a lot of thinking and work to do. Cr Gardyne said the debt ceiling was an issue.

His Worship asked if the Council would need to find 450k in the next Annual Plan to demolish the tower. The General Manager Corporate Services said anything that was deferred would need to be funded again.

Cr McKenzie asked if the tower was structurally unsafe. Cr Gardyne said there were problems with pieces of concrete falling off but he understood it was structurally safe. The Manager confirmed it was. There had been a structural assessment undertaken but it was the spalling concrete that was the biggest risk.

Cr R McPhail thought Cr Phillips was right. The Council had talked about a health and safety issue under its control and should something happen, the Council was liable. He said it needed to take some action to alleviate the risk. He was happy to support the extra desludging but there needed to be some action taken about the tower. The Council could not ignore it and suddenly decide not to do anything about it.

In response to Cr Gardyne, the Manager said there was a barricade currently around the tower and if it was to remain for longer it could be made more permanent. The access road into the treatment plant had been diverted away from the tower. Cr R McPhail said the matter was whether the Council had taken satisfactory steps. The Council had acknowledged the health and safety risk.

His Worship said if the tower was securely fenced how long would it be before the tower could be demolished. The Manager did not believe there was any strict timeframe raised through the structural assessment. His Worship said the reality with the current economic crisis was the Council could struggle to find funding to demolish the tower.

Cr P McPhail said it was a health and safety risk and it could not be put off forever. Cr MacDonell could see the Manager's point to progress the desludging project as the cost would be less but the health and safety liability with deferring the demolition of the tower needed to be considered.

Cr Highsted asked if the tower should be subject to a further report and if there were alternative health and safety options to be considered.

In response to His Worship, the Manager said the discussions held with the desludging contractor to date was they would be given a clear direction after this meeting. It was preferable to have a decision made at the meeting. He could speak with the contractor again and ascertain if the decision could be deferred.

The Chief Executive wondered if the Committee should focus on the need for desludging the ponds, increasing the budget and then make a decision based on that. With the trajectory of 3 Waters reform, the ability of the Council to have a second go at desludging may be as long as five years away. He suggested the Committee focus

on desludging with additional sludge removal and the 3 Waters Manager and General Manager Corporate Services could focus on the financial implications with deferring the demolition of the tower.

**RECOMMENDED on the motion of Cr Phillips, seconded by Cr MacDonell, THAT the report be received,**

**THAT the demolition of the Hilbre Avenue water tower be deferred until the 2024/25 financial year with an additional report from staff being considered at the March Council meeting,**

**AND THAT the budget for the desludging project be increased by \$450,000 to allow additional sludge to be removed from pond 1 of the Gore wastewater treatment plant.**

The Chief Executive said a staff report would be provided to the Council meeting about the demolition of the tower and any health and safety issues to be addressed.

#### 4. CLIMATE CHANGE WORKING GROUP UPDATE (SC3563)

A report had been received from the General Manager Critical Services updating the Committee on the Regional Climate Change Working Group. The Working Group had met four times since October 2022 and much of the discussion to date had been focused on the two key workstreams, being adaptation and emissions reduction, along with developing the Terms of Reference.

The four Councils had been waiting on LiDAR information for some time and after significant delays, it was understood that the LiDAR flying had now been completed. Another key part was the development of carbon baselines for greenhouse gas emissions or Council operations.

Since the report had been written, the General Manager advised the Regional Climate Change Governance Group had met. It was a first step in bringing the need for the region to be working together and addressing climate change issues. Cr Hovell added the intention was for the Councils to work together but that did not negate the need for the Council to have its own climate change strategy.

Cr Dickson said there had been a Carbon Neutral Advantage Group established previously. She asked if it would merge with the Climate Change Working Group. The General Manager said in terms of the work Great South had done, it would feed into that Group. One of the steps for the Council was reporting on its own carbon footprint and it was a piece of work that would be undertaken. There would be a need to work closely with Great South and have its support through the process.

**RECOMMENDED on the motion of Cr P McPhail, seconded by Cr MacDonell, THAT the report be received.**



## 5. THREE WATERS AND ROADING BULLETINS

A copy of operational reports from the 3 Waters Operations Manager and Roothing Asset Manager had been circulated with the agenda.

Cr Gardyne asked how the Council had run out of water at Jacobstown. The 3 Waters Operations Manager advised the Jacobstown well that was dry was a backup supply as staff had been undertaking maintenance at the time. It was made operational and running again very quickly.

Cr R McPhail noted a 6% increase in water usage in Matura. Was there a known reason. The Operations Manager advised there were concerns there may have been leaks, but after one day of rain and cooler weather, consumption had dropped which indicated it was not due to leaks.

Cr Highsted referred to the pedestrian crossing on Railway Esplanade. The Roothing Asset Manager advised he had recently had a quote from WSP for the design of the median required on Railway Esplanade. It would be considered by the Hokonui Bikers Club and East Gore School as part of the consultation. In response to Cr Highsted, the Manager said KiwiRail had been involved in an assessment of the project along with a specialist consultant. Approval of the pedestrian crossing had been granted by KiwiRail which would be enhanced by fencing that would be included near the railway line.

His Worship asked if the change in maintenance contractor had made a difference. The Manager said it was fairly similar as K2 had done most of the physical work under the previous maintenance contractor. There had been slight increases in the cost of some of the work which was in line with the cost fluctuation increases that had been experienced across the board in the contracting industry.

**RECOMMENDED on the motion of Cr R McPhail, seconded by Cr Highsted, THAT the information be received.**

## 6. PROJECT REGISTER

A copy of the project register of significant 3 Waters capital projects as at February 2023 had been circulated with the agenda from the 3 Waters Asset Manager. He said there was a large capital works programme being undertaken. The General Manager introduced the Council's new 3 Waters Project Engineer, Terry Trotter.

## 7. ELIZABETH STREET WATER SERVICES UPGRADE (SC3327)

A report from the 3 Waters Asset Manager detailing the progress on the Elizabeth Street water services upgrade project had been circulated with the agenda.

The Manager added the mains were all complete and reinstatement of the carriageway in Elizabeth Street would soon be completed. Fulton Hogan would be

commencing the construction of the infiltration basin in the next few days. Private property separation was being worked through as resources allowed.

**RECOMMENDED on the motion of Cr R McPhail, seconded by Cr Phillips, THAT the report be received.**

**8. EAST GORE WATER TREATMENT PLANT UPGRADE – PROJECT UPDATE (SC2137)**

A report from the 3 Waters Asset Manager detailing the progress on the East Gore water treatment plant upgrade project had been circulated with the agenda.

**RECOMMENDED on the motion of Cr Highsted, seconded by Cr MacDonell, THAT the report be received.**

**9. WIGAN STREET WASTEWATER MAINS REPLACEMENT UPDATE (SC2900)**

A report from the 3 Waters Asset Manager providing an update on progress on the Wigan Street wastewater mains replacement project had been circulated with the agenda.

The Manager advised work on site had commenced on 6 March. A diversion for the heavy traffic bypass was in place.

Cr Phillips noted trucks were driving through the Main Street and perhaps more signage was required. The Roading Asset Manager advised there were two detour routes – northbound traffic was going up the Main Street and turning at the police station and southbound traffic was turning onto River Street.

**RECOMMENDED on the motion of His Worship the Mayor, seconded by Cr MacDonell, THAT the report be received.**

**10. PARTIAL DESLUDGING OF THE GORE OXIDATION PONDS PROJECT (SC1465)**

A report from the 3 Waters Asset Manager updating the Committee on the partial desludging of the Gore oxidation ponds had been circulated with the agenda.

**RECOMMENDED on the motion of Cr MacDonell, seconded by Cr R McPhail, THAT the report be received.**

**11. GORE AND MATAURA WASTEWATER CONSENT RENEWAL – PROJECT UPDATE (SC2270/SC2271)**

A report from the 3 Waters Asset Manager updating the Committee on the Gore and Mataura wastewater consent renewal project had been circulated with the agenda.

The Manager added the draft feasibility study had been received and circulated to the technical working group. A meeting would be held in late March to consider it. It was

intended a short list of options would be referred to the Council and the Hokonui Runanga leadership group for approval about late April.

Cr Phillips asked about the budget. The Manager said there had been some discussions with the consultant and the additional work to be done with the feasibility study. He expected to have more formal information in due course. Cr Garydne said the additional cost was about \$120k. The Manager said all the details were not to hand for the work recently completed, but once it was it would be referred to the Council.

Cr Gardyne asked if the Council was a guinea pig for the work required. The Manager did not believe so. Disposal to land had become more common in recent years. Perhaps the Council was guinea pig for the lower South Island. The Southland District Council had worked through some significant consents recently and it was becoming very common.

Mr Prentice thought the biggest risk was going through a long and detailed assessment and then stakeholders may not accept the outcome. He presumed the process had involved speaking with the key stakeholders so that when the final options were presented it should be a simple, rubber stamping process. The Manager said one of the key stakeholders was the Hokonui Runanga who had been very involved with the process to date.

**RECOMMENDED on the motion of Cr MacDonell, seconded by Cr Highsted, THAT the report be received.**

#### **12. MATAURA RIVER CROSSING – PROJECT UPDATE** (SC3446)

A report had been received from the 3 Waters Asset Manager on the Mataura River crossing project.

The Manager said since the last Council meeting staff had been working through the community engagement process and expected to have a report for consideration at the March Council meeting on the process that would be followed.

Cr Highsted noted that the Council may need agreement from the Department of Internal Affairs (DIA) prior to awarding a contract for any major project. The Manager said nothing was clear at this point and it would depend on what the final option would be, either a bridge or a pipeline.

**RECOMMENDED on the motion of Cr MacDonell, seconded by Cr Phillips, THAT the report be received.**

#### **13. MATAURA WATER TREATMENT PLANT UPGRADE** (SC1759)

A report from the 3 Waters Asset Manager updating the Committee on the Mataura water treatment plant upgrade had been circulated with the agenda.

The Manager added a lot of material was starting to arrive on site. Replacement of the McKelvie Heights tanks would be undertaken shortly involving short shutdowns of water supply. Once the peak summer demand period had passed one of the filters would be removed and replaced.

Cr Phillips thought there might need to be some publicity about the upgrade work to let the Maitava residents know.

**RECOMMENDED on the motion of Cr MacDonell, seconded by Cr R McPhail, THAT the report be received.**

**14. HILBRE AVENUE WATER TOWER DEMOLITION PROJECT (SC2973)**

A report from the 3 Waters Asset Manager about the Hilbre Avenue water tower demolition project had been circulated with the agenda.

The Manager added contractors had been engaged and a building consent would soon be applied for to allow the construction works to get underway.

**RECOMMENDED on the motion of Cr Highsted, seconded by Cr MacDonell, THAT the report be received.**

Mr Prentice commended the Manager on the breadth of work being undertaken and the reports. He asked what kept him awake at night. The Manager said it was making sure there was enough attention being directed to where it was needed most and the need to ensure any risks or issues were addressed promptly. The Maitava River crossing project and having a firm strategy in place was essential to enable all of Gore to have compliant drinking water. It would also enable the Council to get on with the Hilbre Avenue tower demolition and replacement of the Hilbre Avenue reservoir. It would be good to have certainty around the river crossing project.

Mr Prentice said there were some critical projects underway. There was a limited resource base and the 3 Waters reforms were on top of those projects. It was important to ensure there was dedicated support to ensure the projects were completed on time and on budget.

The General Manager said the staff had discussed the ability to deliver the projects on time and within budget. The cost pressures were real and the Manager had done an excellent job with the projects to date.

His Worship said communication and transparency was very important and he encouraged the Manager to raise any issues with the Council so they could be addressed.

15. 3 WATERS MONTHLY COMPLIANCE REPORTS (SC2930)

A copy of the 3 Waters monthly compliance monitoring results for December 2022 and January 2023 had been circulated with the agenda. The 3 Waters Operations Manager said the reports were a requirement from the 3 Waters regulator, Taumata Arowai.

Cr Highsted asked what the risk to the Council was for non-compliance. The Manager said the report was about being aware and if there were any non-compliance issues at any plant. For Hilbre Avenue, the Council was not attempting protozoa compliance because the plant was not up to it. The Maitua treatment plant upgrade would make a difference to Maitua residents.

Cr Highsted asked whether this was the area that the Council had issues with the auditors about the quality of the information. The General Manager Corporate Support said partially. Some of the issues with the auditors was response time to service requests and data entry into the customer request system. For example, if there had been an after hours call during a weekend, staff would enter the event on say the Monday which affected the response time. The compliance reports presented would assist with some of the issues experienced with the auditors.

**RECOMMENDED on the motion of Cr Highsted, seconded by Cr MacDonell, THAT the information be received.**

The meeting concluded at 5.16pm

## RURAL CITY LIVING



Minutes of a meeting of the Policy and Planning Committee, held in the Council Chambers, civic administration building, 29 Bowler Avenue, Gore, on Tuesday 7 March 2023, at 5.17 pm.

<b>Present</b>	His Worship the Mayor (Mr B R Bell), Cr Hovell (Chairperson), Crs Dickson, MacDonell, McKenzie and R McPhail.
<b>In attendance</b>	Crs Gardyne, P McPhail, the Chief Executive (Mr Stephen Parry), General Manager Corporate Support (Ms Lornae Straith), General Manager Critical Services (Mr Jason Domigan), General Manager Communications/Customer Support (Sonia Gerken), Governance Manager (Susan Jones), Building Control Manager (Mr Russell Paterson), Roading Asset Manager (Mr Murray Hasler), Policy Officer (Mr Morgan Edwards), Katrina Ellis (The Property Group) and one member of the public in the gallery.
<b>Apology</b>	Cr Reid apologised for absence which was accepted on the motion of Cr R McPhail, seconded by Cr MacDonell.

Cr Hovell welcomed those present to the meeting. He acknowledged the Council's new Policy Officer, Morgan Edwards. By way of introduction, he made some comments about the broad range of responsibilities of the Committee. It also had an overview role of the District Plan review. The Committee needed to be efficient in the way it dealt with its tasks and would rely on assistance from staff.

### 1. URGENT LATE ITEM

**Cr Hovell THAT pursuant to Section 46 A (7)(a)(i) of the Local Government Official Information and Meetings Act 1987, the Committee consider its title.**

Cr Hovell said after considering the functions of the Committee, he thought the title was misleading by referring to policy and planning. After consulting with staff, it was agreed it should be raised at the meeting and it was not an issue they would report on. He did not believe it could wait until a further meeting and the Committee should agree to use the title from day one.

**The motion was seconded by Cr MacDonell, was put and it was carried.**

## 2. RE-NAMING OF COMMITTEE

Cr Hovell asked for any comment about the name Policy and Planning versus Policy and Regulatory Committee. There were none.

**RECOMMENDED on the motion of Cr MacDonell, seconded by Cr Dickson, THAT the Committee be known as the Policy and Regulatory Committee.**

## 2. REGULATORY SERVICES REPORT

A regulatory services report from the senior Regulatory Officer covering alcohol licensing, abandoned vehicles, noise control, litter and animal control had been circulated with the agenda.

**RECOMMENDED on the motion of Cr R McPhail, seconded by Cr MacDonell, THAT the report be received.**

## 3. REPORT ON BUILDING CONTROL ACTIVITIES

A report on building control activities from the Building Control Manager had been circulated with the agenda. The report covered processing timeframes, upcoming projects, staff resourcing and welfare and staff training. The Manager added more than 80% of consents were being issued within the 20 day statutory timeframe.

In response to Cr McKenzie, the Manager advised the hydrogen plant was to install and manufacture a storage facility for HWR Group with ten of its vehicles being converted initially. He understood it was the first of its type in New Zealand. Cr R McPhail commended Gillian Bedwell on achieving an A mark for her Diploma studies. He asked if the new consent application process had been accepted. The Manager said most customers were managing the new system.

Cr Hovell asked if anyone could view a building consent. The Manager said a property search would reveal whatever was publicly available. Once consent had been granted, it was public record, but until a Code of Compliance had been issued, nothing else was in the Council's system.

Cr Dickson asked if there had been a slowdown in building consents. The Manager said there had been a slight decline. There was still activity in the commercial area.

His Worship asked if it was worth educating elected members on the hydrogen project either by staff or the company. The Manager said the presentation had been very informative. The company had assured the Council the plant was less dangerous than petroleum and there was no real risk to the public or general users.

**RECOMMENDED on the motion of Cr Dickson, seconded by Cr MacDonell, THAT the report be received.**

#### 4. ROADING BYLAW REVIEW 2023 (SC3648)

A report had been received from the Roading Asset Manager advising that Bylaws needed to be reviewed periodically to ensure the relevancy of issues covered. There was a need to review the existing Roading Bylaw and to include additional issues that were not currently covered in the Bylaw as well as remove clauses that were no longer relevant and which may conflict with other Council documents. The existing Bylaw had commenced on 1 March 2012 and covered issues such as speed limits, traffic, vehicle crossings, stock movement on roads and other activities on roads.

The Manager highlighted a number of likely amendments that would be required to the current Roading Bylaw. A report on some of the issues would be presented to the Council.

Cr Dickson asked if the Council did not provide an area for trucks to park, where could they park. There were a lot of truck drivers who lived in Gore. The Manager said what happened in other Districts was trucks were parked on generally residential zoned streets that were subject to a prohibition. There were a number of streets in Gore, particularly in the commercial or industrial zone, that lent themselves to truck parking. It was an issue that transport companies should be dealing with rather than the Council and there was quite a bit of cost involved in providing those facilities. The other issue related to companies that did not have a base in a town and had arrangements with companies to have their trucks parked on those sites. The issue in Mataura appeared to be local drivers as opposed to drivers who were not breaking their journey. In speaking with Transport New Zealand who represented most of the transport companies, it had stated it was laziness on the part of truck drivers who wanted to park outside their own residential property. Trucks caused quite a bit of damage in residential areas particularly if they were loaded and that resulted in a cost, annoyance and inconvenience to members of the public.

Cr Hovell said there were some heavy vehicles from other Council areas who used the District's gravel roads to access a State Highway. The Manager said it was a good example of issues that were covered in the Bylaw and he encouraged Councillors who were aware of those situations to bring it to his attention. Other Councils had sections in their Bylaws that precluded trucks accessing certain gravel roads if they did not have legitimate business on those roads.

**RECOMMENDED on the motion of Cr R McPhail, seconded by Cr MacDonell, THAT the report be received,**

**AND THAT the Committee note the proposed commencement of a review of the Roading Bylaw 2011.**

#### 5. PLANNING SERVICES REPORT

A planning services report had been received from Katrina Ellis, Senior Planner with The Property Group. The report covered consent numbers from 1 November to 31



December 2022 inclusive along with details of the consents issued. Consent numbers were down a little which was typical for the start of a year. Time would tell if that was a trend.

Cr Hovell understood once a consent was accepted for processing, it was public information. He asked what information on a consent was released to the public.

Ms Ellis said the consent folder was publicly available if anyone requested to see consent applications. Cr Hovell asked that in the interests of open government was there any impediment to publishing consent details on the Council's website. The Chief Executive advised there was not and it would be taken care of.

**RECOMMENDED on the motion of Cr Dickson, seconded by Cr MacDonell, THAT the report be received.**

## **6. BYLAW AND POLICY REVIEW** (SC0107/SC0110)

A report had been received from the Chief Executive providing an insight into forthcoming policy and bylaw review work. Bylaws that were due for review by the Council this year included the Dog Control Bylaw 2013 and the Roding Bylaw 2011. The Council had a Fire Protection/Vegetation Bylaw 2008 that had lapsed and would need to be the subject of a fresh appraisal as to whether a Bylaw in that area was required. The creation of Fire and Emergency New Zealand in 2017 may have made the Bylaw redundant.

The Council also had a number of policies that required periodic review. Some of the policies, particularly in the area of financial planning, were reviewed regularly through the Long Term Plan processes. Others that were of a financial flavour, eg Fraud Policy 2007, would be the preserve of the Audit and Risk Committee for review.

Suggested policies for the Committee to review were as follows:

- Financial Contributions Policy (2018)
- Commercial and Industrial Development Contribution Disbursement Policy (2007)
- Dangerous and Insanitary Buildings Policy (2017)
- Election Signs Policy (2020)
- Psychoactive Substances Policy (2014)
- Dog Control Policy (2004) to be reviewed in tandem with the Dog Control Bylaw.
- Community Grants Policy (2012)
- Road Stopping Policy (2011)
- Road Naming Policy (2013)
- Dust Suppression Policy (2020)
- Gambling Venue Policy (2021)
- TAB Venue Policy (2021)

- Local Alcohol Policy (2020)

His Worship asked that a similar list of policies relating to Audit and Risk be considered by that Committee.

Cr Hovell referred to the Election Signs Policy that had been introduced in 2020. Local elections would not be held for another three years and the legislation also applied to national elections that would be held later in the year. He wondered to avoid any confusion if there was merit putting the Policy in abeyance for 2023.

His Worship asked for a schedule of policies to be prioritised for consideration by the Committee.

**His Worship recommended THAT all policies be prioritised and scheduled with relevant timelines for both the Policy and Planning and Audit and Risk Committees.**

**The recommendation was seconded by Cr Dickson.**

Cr McKenzie believed anyone who had a dog in the town should be licensed as being fit to own a dog. The Chief Executive said the legislation provided that a dog must be registered. Owners had legislative responsibilities. Unless someone was prohibited through past misdemeanours, they were entitled to own a dog.

Cr Dickson said there was still a lot of Streets Alive infrastructure remaining on streets and people were wanting it to be cleared away. Cr Hovell said it would be noted and dealt with.

**The recommendation was put and it was carried.**

The meeting concluded at 6.00pm

## COUNCIL MEETING AGENDA

TUESDAY 21 MARCH 2023

5. HILBRE AVENUE WATER TOWER STRUCTURAL INTEGRITY UPDATE (*Jason Domigan*)

(Report from General Manager Critical Services – 08.03.23)

**1.0 Purpose**

- 1.1 To provide an update on the structural integrity of the Hilbre Avenue water tower and associated health and safety risks.

**2.0 Background**

- 2.1 The Council is currently upgrading the East Gore water treatment plant to supply the entire Gore township with water that meets the requirements of the New Zealand Drinking Water Standards 2018 (NZDWS). As a result, the existing Hilbre Avenue water treatment plant will be decommissioned once an interconnecting pipeline between the Jacobstown Well Field and the East Gore water treatment plant has been installed.
- 2.2 At a Council meeting on 14 December 2021, an initial seismic assessment of the redundant Hilbre Avenue water tower was tabled. This initial assessment did not identify any significant concerns however further investigations were recommended. The Beca Initial Seismic Assessment Report is attached.
- 2.3 At a Council meeting on 12 July 2022, staff provided a report seeking to demolish the Hilbre Avenue water tower. This was supported by a structural condition assessment by Beca Limited on the Hilbre Avenue water tower. Based on the information provided, the Council resolved that due to health and safety concerns there is a need to demolish the Hilbre Avenue water tower. The Beca Structural Condition Assessment Report is attached.
- 2.4 At the recent Assets and Infrastructure Committee meeting on 7 March 2023, a report on deferring the demolition of the Hilbre Avenue water tower was presented to allow for additional de-sludging of the Gore wastewater treatment plant. The Committee resolved to recommend to the Council that the demolition of the Hilbre Avenue water tower be deferred subject to a report on the health and safety risks of the tower remaining.

**3.0 Discussion**

- 3.1 As detailed in the report to the Council in July 2022, based on observations made during the site inspection, Beca confirmed its earlier assessment that the water tower does not present any significant hazard of immediate collapse.
- 3.2 The report does however, highlight that falling concrete from the tower is a significant potential risk to anyone in close vicinity to the tower.

- 3.3 After being notified of the significant potential risks associated with the tower, interim measures such as establishing an exclusion zone and erecting warning signs have been implemented at the site. Photos of the interim measures are shown below:



- 3.4 Visual inspection of the site show minimal signs of debris on the drop netting or around the temporary exclusion zone. The site is limited to authorised personnel and fully fenced with locked access and signposted to deter people entering the site. Staff have no reason to be inside the exclusion zone unless there is an issue with a pump located inside the tower on the ground level. Contractors have no need to be inside the exclusion zone and only drive past the tower.
- 3.5 The main reason for demolishing the tower is health and safety risks associated with Council staff and contractors working in close vicinity to the tower. However, once the pumps have been relocated there will be no need for Council staff and contractors to go near the tower. Due to this, while it is still recommended that the relocation of the pumps occurs as soon as possible, it would be acceptable to defer the actual demolition of the tower until the 2024/25 financial year.
- 3.6 If the Council was still hesitant to defer the demolition until the 2024/25 financial year, it could consider the demolition of the Hilbre Avenue water tower through the 2023/24 Annual Plan process and reprioritise other work.
- 4.0 Conclusion**
- 4.1 Given the information in the Initial Seismic Assessment Report 2021 and subsequent Structural Condition Assessment 2022, staff are confident that the deferral of the project to demolish the Hilbre Avenue water tower until the 2024/25 financial year does not exacerbate the health and safety risk to Council.
- 4.2 Further mitigations since those Assessment Reports including an exclusion zone and warning signs, and the relocation of pumps will further reduce the risk as staff and contractors will not need to be in the vicinity of the tower.

#### **RECOMMENDATION**

**THAT the report be received.**

**AND THAT the Council agree to defer the demolition of the Hilbre Avenue water tower until the 2024/25 financial year.**

Gore District Council  
PO Box 8  
Gore 9740  
New Zealand

22 November 2021

**Attention: Matt Bayliss**

Dear Matt

## **Initial Seismic Assessment Report – Gore Water Tower**

We have now completed an Initial Seismic Assessment (ISA) of the Gore Water Tower, located at the Hilbre Ave Reservoir site, Gore, using the Initial Evaluation Procedure (IEP) and some high level global stability calculations. The assessment was carried out after undertaking a review of the drawings, and available site photos.

## **1 Executive Summary**

Based on the IEP method, the Gore Water Tower has a potential seismic rating of **50%NBS (IL2)** assessed using *The Seismic Assessment of Existing Buildings – Technical Guidelines for Engineering Assessments* – Parts A and B, dated July 2017 (*Engineering Assessment Guidelines*). The building has been assessed on the basis it is an Importance Level 2 (IL2) building in accordance with the New Zealand Loadings Standard, NZS1170.

This corresponds to a C grade building as defined by the New Zealand Society for Earthquake Engineering (NZSEE) building grading scheme. This is more than the minimum threshold for earthquake prone buildings (34%NBS) but less than the threshold for earthquake risk buildings (67%NBS). This could be regarded as exposing the occupants to a medium seismic risk relative to a similar new building.

During the course of completing the assessment the following potential critical structural weaknesses were identified in the building:

- Global stability of the Water Tower.
- Due to the age of the water tower, it is expected that plain round reinforcement has been used in construction. Although this does not necessarily down grade the capacity of the structure it does indicate that the structure will perform as predicted only within the elastic range. Therefore, we would expect once the capacity threshold of the reinforced concrete elements is reached any failure will be relatively sudden and non-ductile.

The ISA is considered to provide a relatively quick, high-level and qualitative measure of the building's seismic performance. A more reliable result will be obtained from a Detailed Seismic Assessment (DSA). A DSA could find Structural Weaknesses (SWs) not identified from the IEP, or that a feature initially identified as a potential Critical Structural Weakness has been addressed in the design of the building.

**We understand that the water tower is no longer used to store water. Our assessment is based on this key assumption. If the tower is to be reutilised in the future, the findings of this report will no longer be valid and will need to be re-assessed.**

## 2 Introduction

Gore District Council requested Beca to prepare an Initial Seismic Assessment for the Gore Water Tower, using the IEP procedure, while also providing background information on the Initial Evaluation Procedure and its limitations. This report has been prepared in response to this request.

## 3 Background to the IEP Process

The IEP procedure was developed in 2006 by the New Zealand Society for Earthquake Engineering (NZSEE) and updated in 2017 to reflect experience with its application and as a result of experience in the Canterbury earthquakes of 2010/2011. It is used as a tool to assign a percentage of New Building Standard (%NBS) seismic rating and associated grade to a building as part of an Initial Seismic Assessment (ISA)

The IEP process also enables territorial authorities, building owners and managers to review their building stock as part of an overall risk management process.

Characteristics and limitations of the IEP process include:

- An IEP assessment is primarily concerned with life safety. It does not consider the susceptibility of the building to damage and therefore to economic losses.
- It tends to be somewhat conservative, identifying some buildings as having a lower %NBS seismic rating, while subsequent detailed investigation may indicate they are likely to perform better than anticipated. However, there will be exceptions, particularly when structural weaknesses (SWs) are present that have not been recognized from the level of investigation employed.
- It can be undertaken with variable levels of available information (e.g.) exterior only inspection, structural drawings available or not, interior inspection, etc, although a minimum level of information is needed if a ISA is to be used to confirm a rating for earthquake-prone building purposes (refer to the EPB methodology for requirements and the recommendations made in this report). The more information available the more representative the IEP result is likely to be. The IEP records information that has formed the basis of the assessment and consideration of this is important when determining the likely reliability of the result.
- It is an initial, first-stage review. Buildings or specific issues within a building which the IEP process flags as being potentially problematic or as potential critical structural weaknesses need further detailed investigation and evaluation. A Detailed Seismic Assessment (DSA) is recommended if the status of a building is critical to any decision making. This will typically be required for assessments used to confirm a rating for earthquake-prone building purposes.
- The IEP assumes that the building has been designed and built in accordance with the building standard and good practice current at the time. In some instances, a building may include design features ahead of its time - leading to a potentially better than predicted performance. Conversely, some unidentified design or construction issues not picked up by the IEP process may result in the building performing not as well as predicted.
- It is a largely qualitative process, and should be undertaken or overseen by an experienced engineer. It involves considerable knowledge of the earthquake behaviour of buildings, and judgement as to key attributes and their effect on building performance. Consequently, it is possible that the %NBS derived for a building by independent experienced engineers may differ.
- An IEP may over-penalise some apparently critical features which could have been satisfactorily taken into account in the building's design.
- An IEP does not take into account the seismic performance of non-structural items such as ceilings, plant, services or glazing that are not considered to present a significant life safety hazard.



Experience to date is that the IEP is a useful tool to identify potential issues and expected overall performance of a building in an earthquake. However, the process and the associated %NBS and grade should be considered as indicative only. A more detailed investigation and analysis of the building will typically be required to provide a definitive assessment or a rating that can be used to establish earthquake-prone building status.

## 4 Basis for the Assessment

The information we have used for our IEP assessment includes:

- A review of structural drawings obtained from Gore District Council archives.
  - J.S. Roberts - Chartered Structural Engineers - Proposed Water Tower - Gore Borough Council
- The assessment of the soils under the building have been based on the geotechnical investigations and assessment currently being undertaken by the Beca geotechnical team. This has resulted in the assumption of soil class C and an ultimate bearing capacity of 680 kPa used in the assessment.
- High level calculations for the determination of global stability of the structure

Note no site inspection by a structural engineer has been undertaken to date. This ISA is based solely on the drawings provided by Gore District Council.

**We understand that the water tower is no longer used to store water. Our assessment is based on this key assumption. If the tower is to be reutilised in the future, the findings of this report will no longer be valid and will need to be re-assessed.**

## 5 Building Description

Summary information is given in the table below.

**Table 1: Building Summary Information**

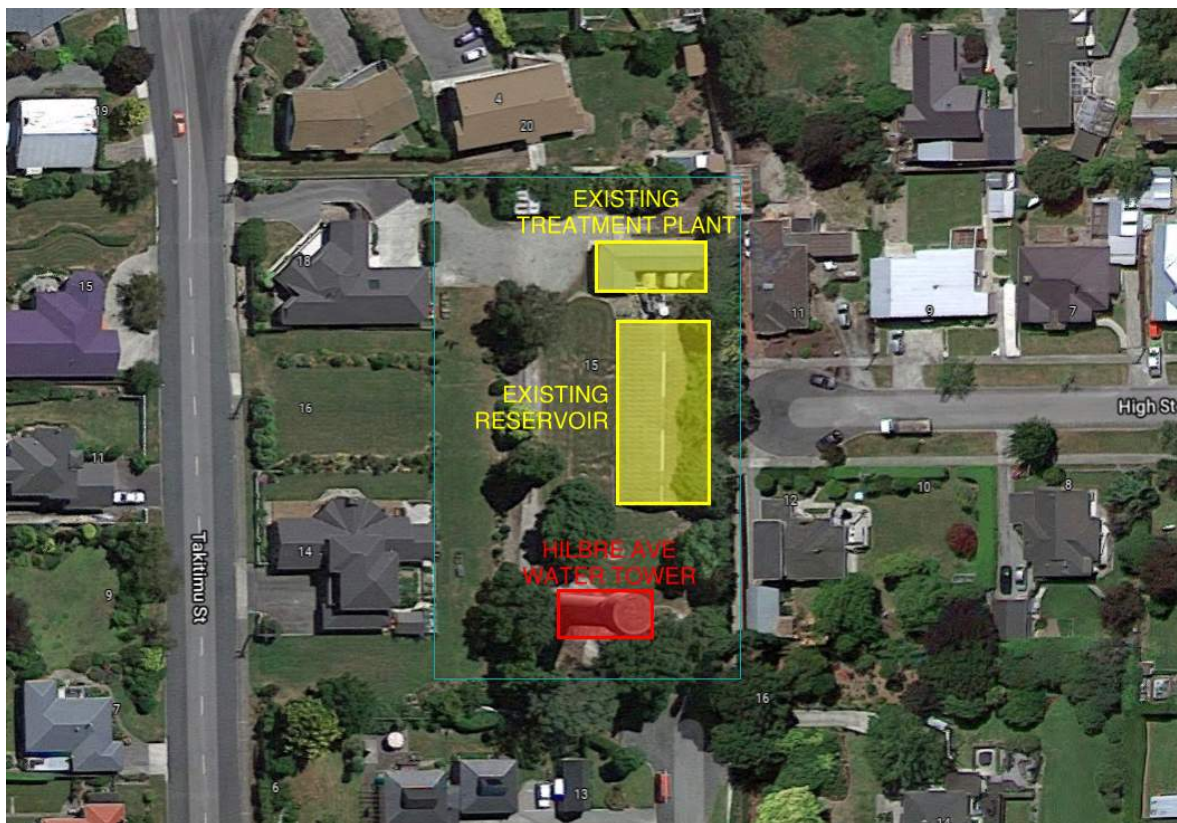
Item	Details	Notes
Building Name	Gore Water Tower	
Street Address	15 Hilbre Ave, Gore	
Building Area	Approx. gross total area of 20 m <sup>2</sup>	15' (4572mm) internal diameter cylindrical structure, and 95'-10" (29.200m) height.
Age	Approx. 74 years old (1947)	
No. of Storeys / Basements	Four levels	Three intermediate floors at 19' (5.8m) crs, up to the water tank at the top.
Occupancy / Use	Water tower – redundant (no longer in use as a water tower).	Pumps currently located in ground floor connected into old pipework to provide water head.
Importance Level	2	AS/NZS 1170.0 Table 3.2 calls for water treatment plants to be considered as IL3 as a minimum. As it is redundant it is no longer considered a part of the water infrastructure and should be considered as a "Normal" building with respect to life safety



Gravity System	<p>Reinforced concrete roof and suspended slabs supported on circular doubly reinforced concrete shear walls (tapering from 300 to 150 thick over height).</p> <p>17' (5182mm) outer diameter at base.</p> <p>Concrete floor slabs supported on reinforced concrete beams.</p>	<p>All vertical tower reinforcing appears to be 1/2" (12.7mm dia.) and based on the age of the building will likely be round bar.</p> <p>Round reinforcement is not considered effective for transfer of tension capacity of the reinforcement at the lap locations. It is considered that the plain round reinforcement is likely to de-bond at crack locations exacerbating local damage in a seismic event.</p>
Lateral Stability System	<p>Circular reinforced concrete shear walls. Walls noted as tapered from 150mm at top to 300mm thick. Full height doubly reinforced with horizontal hoop reinforcement and vertical reinforcement in both the internal and external face of the walls.</p>	<p>All vertical tower reinforcing appears to be 1/2" (12.7mm dia.) and based on the age of the building will likely be round bar.</p> <p>It is noted that the ends of the vertical reinforcement are hooked (as shown in the bending schedule) however as the spacing of the vertical bars change with the height of the water tower there will be non-contact laps and the lap locations are not detailed but are likely to be all in the same lap zone.</p> <p>There is no reinforcement detailing to indicate that the internal and external layers of reinforcement are tied together. Therefore we would expect the structure to perform well up to the elastic limit of the elements but have little additional resilience beyond the elastic capacity of the structure.</p>
Foundation System	<p>Building is founded 4'-4" (1.32m) into soil on site, with a 25' (7.62m) x 1'-4" (0.400m) thick octagonal footing beneath.</p>	
Construction Information	<p>Structural drawing available.</p>	<p>J.S. Roberts - Chartered Structural Engineers - Proposed Water Tower - Gore Borough Council</p>



**Figure 1: Hilbre Ave Water Tower (from Google Maps)**



**Figure 2: Site Plan (from Google Maps), Water Tower in Red**

## 6 IEP Assessment Results

Our IEP assessment of this building indicates the building can achieve 50%NBS (IL2) in the longitudinal direction and 50%NBS (IL2) in the transverse direction. The IEP assessment of this building therefore indicates an overall potential seismic rating of 50%NBS (IL2), corresponding to a 'Grade C' building as defined by the New Zealand Society for Earthquake Engineering (NZSEE) building grading scheme. This is above the threshold for earthquake prone buildings (34%NBS) but below the threshold for earthquake risk buildings (67%NBS) as recommended by the NZSEE.

The key assumptions made during our assessment are shown in the Table below. Refer also to the attached IEP assessment.

**Table 2: IEP Assessment Results**

IEP Item	Assumption	Justification
Date of Building Design	1935 – 1965 Category	The Water Tower was constructed in 1947.
Soil Type	C – Shallow Soils	The soil type is considered to be C based on the geotechnical investigations currently being undertaken for this site. The estimated soil bearing ultimate capacity adopted for this assessment is 680 kPa. This is applied with a capacity reduction factor of 0.8 for seismic loads.
Building Importance Level	2	AS/NZS 1170.0 Table 3.2 calls for water treatment plants to be considered as IL3 as a minimum. As it is redundant it is no longer considered a part of the water infrastructure and should be considered as a "Normal" building.
Ductility of Structure	$\mu = 1.0$	Given the age of the structure we would expect the reinforcement to be plain round bars which can be prone to debonding when pushed past the elastic limit of the structure. There is no reinforcement detailing to indicate that the internal and external layers of reinforcement are tied together. Therefore we would expect the structure to perform well up to the elastic limit of the elements but have little additional resilience beyond the elastic capacity of the structure.
Plan Irregularity, Factor A	1.0	Consistent cylindrical shape over the full height of the tower.
Vertical Irregularity, Factor B	1.0	Slight change in vertical stiffness at tank floor level, however this is considered to be insignificant.
Short Columns, Factor C	1.0	N/A
Pounding, Factor D	1.0	No adjacent structures.
Site Characteristics, Factor E	1.0	Environment Southland mapping shows negligible susceptibility to liquefaction, and building is founded on a continuous raft slab, so unlikely to be significantly affected by differential settlement.
Factor F	2.5	An independent hand check of the overturning capacity of the tower and its foundations show that they achieve 50%NBS (IL2). The F factor has been changed to allow the high level calculation undertaken to determine the lateral capacity.

From our review of the drawings, we have identified the following key characteristics of the building:

- The structure is embedded in the ground.
- The bars have hooked laps where these are shown. The bar bending schedule appears to show all straight and curved reinforcing ending with hooks.



- It is noted from the bending schedules that the vertical reinforcement is all of the same length. Therefore, we would expect all vertical reinforcement to be lapped within the same zone (rather than staggered laps). This may present a weakness in the performance of the walls with local over reinforcement and debonding being a limiting post elastic factor.
- Given the age of the structure it is expected that reinforcement consists of plain round bars.

Based on this, we would expect that, due to its shape, the Water Tower would perform well under seismic loading up to the elastic limit of the concrete elements. We have undertaken some high level calculations that indicate the onset of cracking will occur at 90%NBS (IL2) level shaking, with failure of the concrete elements at greater than 100%NBS (IL2) shaking. The likely failure mode to be global displacement of the structure due to overturning pressure on the ground. If the reinforced concrete elements are pushed past the elastic limit resulting in cracking, debonding and ultimately crushing of the external face of the tower, then we would not expect any significant ductile behaviour from the structure (i.e. little post elastic capacity for displacement).

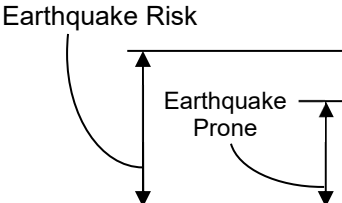
Displacement or potentially rocking of the structure in a seismic event which may compromise any connections to other infrastructure (understand there are active water pumps located in the Tower ground floor).

The limiting seismic capacity condition of global overturning is greatly affected by the bearing capacity of the existing ground. Softening of the ground, for example by saturation of the ground from leaking pipes, has not been allowed for as part of the assessment.

## 7 IEP Grades and Relative Risk

Table 3 below taken from the *Engineering Assessment Guidelines* provides the basis of a proposed grading system for existing buildings, as one way of interpreting the %NBS earthquake rating.

**Table 3: Building Grading System for Earthquake Risk**

	Building Grade	Percentage of New Building Standard (%NBS)	Approx. Risk Relative to a New Building	Life-Safety Risk Description (Relative to a Similar New Building)
	A+	>100	<1 times	Low risk
	A	80 – 100	1 – 2 times	Low risk
	B	67 – 79	2 – 5 times	Low to medium risk
	C	34 – 66	5 – 10 times	Medium risk
	D	20 – 33	10 – 25 times	High risk
	E	<20	more than 25 times	Very high risk

This building has been classified by the IEP as a grade C building and is therefore considered to be a Medium life-safety risk compared with a similar new building.

The New Zealand Society for Earthquake Engineering (which provides authoritative advice to the legislation makers, and should be considered to represent the consensus view of New Zealand structural engineers) classifies a building achieving greater than 67%NBS as “Low Risk” and having “Acceptable (improvement may be desirable)” building structural performance.

## 8 Assessment of Egress Stairs and Parts of Buildings

It is considered important recent learnings from the Christchurch Earthquake be incorporated into the initial assessment. In particular, concern has been raised around the poor performance of stairs and their supports, and also the risk presented by heavy building appendages next to public access ways, such as old masonry parapets, chimneys and canopies.

Lightweight fabricated steel ladders have been provided for access between floors. These are fixed top and bottom to the concrete floor beams and floor slabs respectively. These are unlikely to deform under seismic loading imposed on the structure as interstorey relative displacement is not considered to be significant. As the building is generally unoccupied, these are unlikely to present a life safety hazard to people and are not considered to impact the earthquake rating for the building.

## 9 Neighbouring Buildings, Potential Site Characteristics and Associated Issues

Although identification is beyond the scope of this assessment and they do not influence the %NBS seismic rating for the building, the following hazard(s) have been identified as potential issue(s) for this site:

No further hazards have been identified for the Gore Water Tower.

A stability or overturning failure may result in the tower leaning or in the worst case toppling over which due to the height of the structure may present a hazard to neighbouring properties.

## 10 Seismic Restraint of Non – Structural Items

During an earthquake, the safety of people can be put at risk due to non-structural items falling on them. These items should be adequately seismically restrained, where possible, to the NZS 4129:2009 “The Seismic Performance of Engineering Systems in Buildings”.

An assessment has not been made of the restraint of services and plant, and the like, unless these have been identified and noted elsewhere in this report as being a potential significant life safety hazard (as defined in the Engineering Assessment Guidelines).

Based on our review of the provided structural drawings, no issues with non-structural items have been noted. There is no external ornamentation on the water tower or attached elements which may be compromised in a seismic event

We understand that the water pressure provided by the Water Tower is now provided by water pumps located in the Tower ground floor. Gore District Council should consider the risk of displacement of the structure in a seismic event which may compromise any connections to other infrastructure.

## 11 Explanatory Notes

- This report has been prepared by Beca at the request of our Client and is exclusively for our Client's use for the purpose for which it is intended in accordance with the agreed scope of work. Beca accepts no responsibility or liability to any third party for any loss or damage whatsoever arising out of the use of or reliance on this report by that party or any party other than our Client.
- We have not undertaken any visual examination or intrusive investigations of the building as part of this report. This report is necessarily limited in that respect and does not address any matter that is not discoverable from such an inspection, including any damage or defect in inaccessible places

and/or latent defects. Beca is not able to give any warranty or guarantee that all possible damage, defects, conditions or qualities have been identified. The work done by Beca and the advice given is therefore on a reasonable endeavours basis.

- The building assessment is necessarily reliant on the accuracy, currency and completeness of the information provided to us, including the structural drawings, and we have not sought to independently verify any of the information provided.
- The Initial Seismic Building Assessment is based on the Initial Evaluation Procedure (IEP) methodology as detailed in the *Engineering Assessment Guidelines*. This procedure provides an assessment of the likely seismic rating of the building in comparison with a new building designed to the current code (100% New Building Standard (100%NBS)). Except to the extent that Beca expressly indicates in the report, no assessment has been made to determine whether or not the building complies with the building codes or other relevant codes, standards, guidelines, legislation, plans, etc.

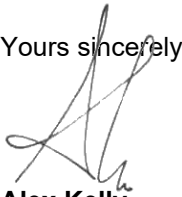
## 12 Conclusions and Recommendations

Our ISA assessment for the Gore Water Tower, carried out using the IEP, indicates a potential seismic rating of 50%NBS (IL2), which corresponds to a Grade C building, as defined by the NZSEE grading scheme. This is above the threshold for Earthquake Prone Buildings (34%NBS), and below the threshold for Earthquake Risk Buildings (67%NBS) as defined by the NZSEE grading scheme.

The ISA is considered to provide a relatively quick, high-level and qualitative measure of the building's seismic rating. A more reliable result will be obtained from a Detailed Seismic Assessment (DSA). You may wish to request a DSA. A DSA would likely focus on the global stability of the Water Tower. A DSA would also investigate or could identify other potential weaknesses that may not have been considered in the initial seismic assessment.

We trust this letter and initial seismic assessment meets your current requirements. We would be pleased to discuss further with you any issues raised or if you would like clarification on any aspect of this letter.

Yours sincerely



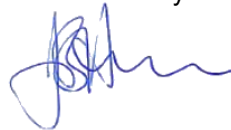
**Alex Kelly**  
Structural Engineer

on behalf of

**Beca Limited**

Phone Number: +64 3 367 2465  
Email: alex.kelly@beca.com

Yours sincerely



**John Heenan**  
Technical Director – Structural Engineering

on behalf of

**Beca Limited**

Phone Number: +64 3 367 2443  
Email: john.heenan@beca.com

## Appendix A - Engineering Assessment Summary

1. Building Information	
Building Name/ Description	Gore Water Tower
Street Address	15 Hilbre Ave
Territorial Authority	Gore District Council
No. of Storeys	4
Area of Typical Floor (approx.)	20m <sup>2</sup>
Year of Design (approx.)	1947
NZ Standards designed to	NZS 95:1935 (assumed)
Structural System including Foundations	Reinforced concrete roof and suspended slabs supported on circular doubly reinforced concrete shear walls (tapering from 300 to 150 thick over height). Concrete floor slabs supported on reinforced concrete beams.
Does the building comprise a shared structural form or shares structural elements with any other adjacent titles?	No
Key features of ground profile and identified geohazards	Environment Southland mapping shows negligible susceptibility to liquefaction, and building is founded on a continuous raft slab, so unlikely to be significantly affected by differential settlement.
Previous strengthening and/ or significant alteration	None
Heritage Issues/ Status	Unknown, assumed none.
Other Relevant Information	N/A

2. Assessment Information	
Consulting Practice	Beca Ltd
CPEng Responsible, including: <ul style="list-style-type: none"> <li>• Name</li> <li>• CPEng number</li> <li>• A statement of suitable skills and experience in the seismic assessment of existing buildings<sup>1</sup></li> </ul>	John Heenan CPEng: 111129 Beca Technical Director in Structural Engineering, significant previous experience in undertaking seismic assessments on similar structures.
Documentation reviewed, including: <ul style="list-style-type: none"> <li>• date/ version of drawings/ calculations<sup>2</sup></li> <li>• previous seismic assessments</li> </ul>	J.S. Roberts - Chartered Structural Engineers - Proposed Water Tower - Gore Borough Council (1947)
Geotechnical Report(s)	None (Beca geotechnical investigations and report underway at time of report)
Date(s) Building Inspected and extent of inspection	No inspection undertaken as part of assessment.
Description of any structural testing undertaken and results summary	None
Previous Assessment Reports	None
Other Relevant Information	None

<sup>1</sup> This should include reference to the engineer's Practice Field being in Structural Engineering, and commentary on experience in seismic assessment and recent relevant training

<sup>2</sup> Or justification of assumptions if no drawings were able to be obtained



3. Summary of Engineering Assessment Methodology and Key Parameters Used	
Occupancy Type(s) and Importance Level	IL2 (the water tower is not currently used as part of the Gore District Council water network)
Site Subsoil Class	C – Shallow Soils
<b>For an ISA:</b>	
Summary of how Part B was applied, including: <ul style="list-style-type: none"> <li>Key parameters such as <math>\mu</math>, <math>S_p</math> and F factors</li> <li>Any supplementary specific calculations</li> </ul>	Ductility $\mu = 1.0$ $S_p = 1.0$ F Factor $F = 2.5$ An independent hand check of the overturning capacity of the tower and its foundations show that they achieve 50%NBS (IL2) as the governing failure mechanism. The F factor has been changed to allow the high level calculation undertaken to determine the lateral capacity.
<b>For a DSA:</b>	Not applicable
Summary of how Part C was applied, including: <ul style="list-style-type: none"> <li>the analysis methodology(s) used from C2</li> <li>other sections of Part C applied</li> </ul>	
Other Relevant Information	

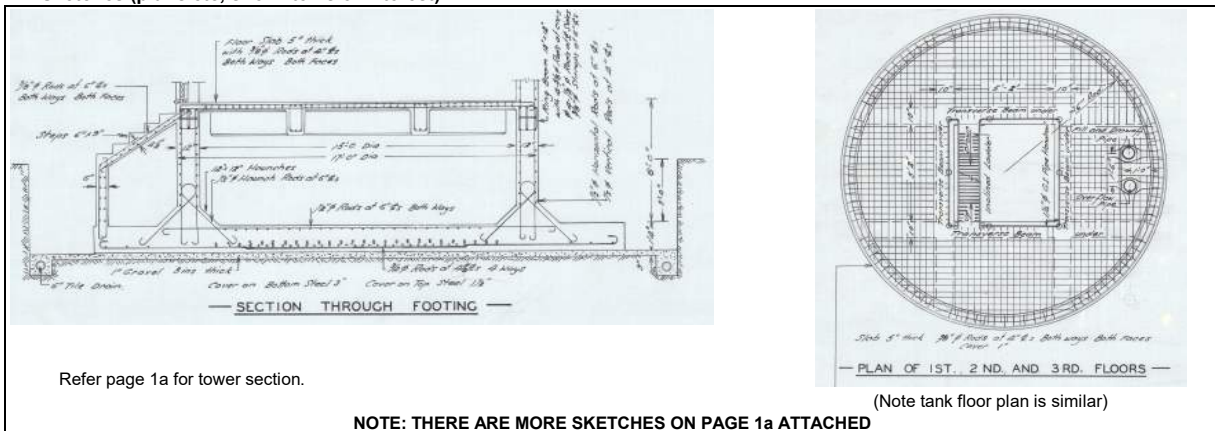
4. Assessment Outcomes		
Assessment Status (Draft/Final)	Final	
Assessed %NBS Rating	50% NBS (IL2)	
Seismic Grade and Relative Risk (from Table A3.1)	Grade C	
<b>For an ISA:</b>		
Describe the Potential Critical Structural Weaknesses	Global stability of the Water Tower.	
Does the result reflect the building's expected behaviour, or is more information/ analysis required?	Yes – the ISA is sufficient.	
If the results of this ISA are being used for earthquake prone decision purposes, <u>and</u> elements rating <34%NBS have been identified:	Engineering Statement of Structural Weaknesses and Location N/A	Mode of Failure and Physical Consequence Statement(s) N/A
<b>For a DSA:</b>	Not applicable	
Comment on the nature of Secondary Structural and Non-structural elements/ parts identified and assessed		
Describe the Governing Critical Structural Weakness		
If the results of this DSA are being used for earthquake prone decision purposes, <u>and</u> elements rating <34%NBS have been identified (including Parts) <sup>4</sup> :	Engineering Statement of Structural Weaknesses and Location	Mode of Failure and Physical Consequence Statement(s)
Recommendations (optional for EPB purposes)		

<sup>4</sup> If a building comprises a shared structural form or shares structural elements with other adjacent titles, information about the extent to which the low scoring elements affect, or do not affect the structure.

**Initial Evaluation Procedure (IEP) Assessment - Completed for Gore District Council****Page 1**

**WARNING!!** This initial evaluation has been carried out solely as an initial seismic assessment of the building following the procedure set out in the "The Seismic Assessment of Existing Buildings" Technical Guidelines for Engineering Assessments, July 2017. This spreadsheet must be read in conjunction with the limitations set out in the accompanying report, and should not be relied on by any party for any other purpose. Detailed inspections and engineering calculations, or engineering judgements based on them, have not been undertaken, and these may lead to a different result or seismic grade.

<b>Street Number &amp; Name:</b>	<b>15 Hilbre Ave</b>	<b>Job No.:</b>	<b>3365590</b>
<b>AKA:</b>		<b>By:</b>	<b>ASK</b>
<b>Name of building:</b>	<b>Gore Water Tower</b>	<b>Date:</b>	<b>22/11/2021</b>
<b>City:</b>	<b>Gore</b>	<b>Revision No.:</b>	<b>0</b>

**Table IEP-1 Initial Evaluation Procedure Step 1****Step 1 - General Information****1.1 Photos (attach sufficient to describe building)****1.2 Sketches (plans etc, show items of interest)****1.3 List relevant features (Note: only 10 lines of text will print in this box. If further text required use Page 1a)**

- The tower was constructed in 1947.
- Circular reinforced concrete walls. Walls noted as tapered from 300mm at the base to 150mm at the tank. Full height doubly reinforced with horizontal hoop reinforcement and vertical reinforcement in both the internal and external face of the walls.
- Concrete floor slabs supported on reinforced concrete beams and ring beams to the external walls.
- Building is founded 1.32m into soil on site, with a 7.62m octagonal footing beneath.

**1.4 Note information sources**

Tick as appropriate

Visual Inspection of Exterior  
 Visual Inspection of Interior  
 Drawings (note type)

<input type="checkbox"/>
<input type="checkbox"/>
<input checked="" type="checkbox"/>

Specifications  
 Geotechnical Reports  
 Other (list)

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

J.S. Roberts - Chartered Structural Engineers - Proposed Water Tower - Gore Borough Council

## Initial Evaluation Procedure (IEP) Assessment - Completed for Gore District Council

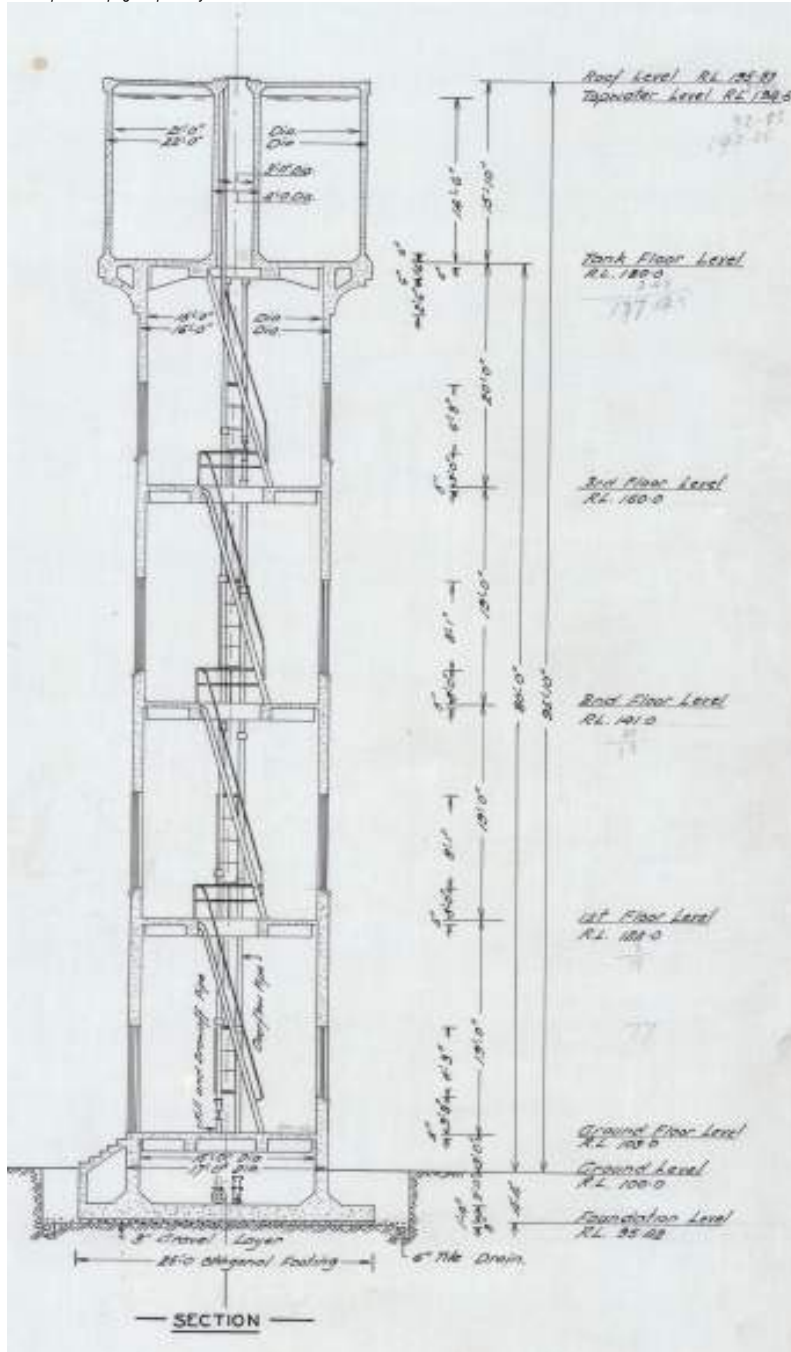
Page 1a

Street Number & Name:	15 Hilbre Ave	Job No.:	3365590
AKA:		By:	ASK
Name of building:	Gore Water Tower	Date:	22/11/2021
City:	Gore	Revision No.:	0

## Table IEP-1a Additional Photos and Sketches

Add any additional photographs, notes or sketches required below:

Note: print this page separately



Section through Tower

**WARNING!!** This initial evaluation has been carried out solely as an initial seismic assessment of the building following the procedure set out "The Seismic Assessment of Existing Buildings" Technical Guidelines for Engineering Assessments, July 2017. This spreadsheet must be read in conjunction with the limitations set out in the accompanying report, and should not be relied on by any party for any other purpose. Detailed inspections and engineering calculations, or engineering judgements based on them, have not been undertaken, and these may lead to a different result or seismic grade.

## Initial Evaluation Procedure (IEP) Assessment - Completed for Gore District Council

Page 2

Street Number & Name:	15 Hilbre Ave	Job No.:	3365590
AKA:		By:	ASK
Name of building:	Gore Water Tower	Date:	22/11/2021
City:	Gore	Revision No.:	0

## Table IEP-2 Initial Evaluation Procedure Step 2

Step 2 - Determination of (%NBS)<sub>b</sub>

(Baseline (%NBS) for particular building - refer Section B5 )

2.1 Determine nominal (%NBS) = (%NBS)<sub>nom</sub>

## a) Building Strengthening Data

Tick if building is known to have been strengthened in this direction

If strengthened, enter percentage of code the building has been strengthened to

## Longitudinal

☐

N/A

## Transverse

☐

N/A

## b) Year of Design/Strengthening, Building Type and Seismic Zone

- Pre 1935 ☐
- 1935-1965 ☒
- 1965-1976 ☐
- 1976-1984 ☐
- 1984-1992 ☐
- 1992-2004 ☐
- 2004-2011 ☐
- Post Aug 2011 ☐

- Pre 1935 ☐
- 1935-1965 ☒
- 1965-1976 ☐
- 1976-1984 ☐
- 1984-1992 ☐
- 1992-2004 ☐
- 2004-2011 ☐
- Post Aug 2011 ☐

Building Type: Others

Seismic Zone: Not applicable

Others

Not applicable

## c) Soil Type

From NZS1170.5:2004, Cl 3.1.3 :

C Shallow Soil

From NZS4203:1992, Cl 4.6.2.2 :

(for 1992 to 2004 and only if known)

Not applicable

Not applicable

## d) Estimate Period, T

Comment:

Concrete walls, cylindrical. Will be very stiff.

h<sub>n</sub> = 29.2A<sub>c</sub> = 1.00

29.2 m

1.00 m<sup>2</sup>

- Moment Resisting Concrete Frames:  $T = \max\{0.09h_n^{0.75}, 0.4\}$  ☐
- Moment Resisting Steel Frames:  $T = \max\{0.14h_n^{0.75}, 0.4\}$  ☐
- Eccentrically Braced Steel Frames:  $T = \max\{0.08h_n^{0.75}, 0.4\}$  ☐
- All Other Frame Structures:  $T = \max\{0.06h_n^{0.75}, 0.4\}$  ☐
- Concrete Shear Walls:  $T = \max\{0.09h_n^{0.75}/A_c^{0.5}, 0.4\}$  ☐
- Masonry Shear Walls:  $T \leq 0.4\text{sec}$  ☐
- User Defined (input Period): ☒

Where h<sub>n</sub> = height in metres from the base of the structure to the uppermost seismic weight or mass.

T: 0.40

0.40

e) Factor A: Strengthening factor determined using result from (a) above (set to 1.0 if not strengthened)

Factor A: 1.00

1.00

f) Factor B: Determined from NZSEE Guidelines Figure 3A.1 using results (a) to (e) above

Factor B: 0.04

0.04

g) Factor C: For reinforced concrete buildings designed between 1976-84 Factor C = 1.2, otherwise take as 1.0.

Factor C: 1.00

1.00

h) Factor D: For buildings designed prior to 1935 Factor D = 0.8 except for Wellington and Napier (1931-1935) where Factor D may be taken as 1.0, otherwise take as 1.0.

Factor D: 1.00

1.00

(%NBS)<sub>nom</sub> = AxBxCxD(%NBS)<sub>nom</sub> 4%

4%

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## Initial Evaluation Procedure (IEP) Assessment - Completed for Gore District Council

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Street Number & Name:	15 Hilbre Ave	Job No.:	3365590
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Table IEP-2 Initial Evaluation Procedure Step 2 continued

## 2.2 Near Fault Scaling Factor, Factor E

If  $T \leq 1.5\text{sec}$ , Factor E = 1a) Near Fault Factor,  $N(T,D)$ 

(from NZS1170.5:2004, Cl 3.1.6)

Longitudinal

 $N(T,D)$ : 1

Transverse

1

b) Factor E

 $= 1/N(T,D)$ 

Factor E: 1.00

1.00

## 2.3 Hazard Scaling Factor, Factor F

a) Hazard Factor, Z, for site

Location: Gore

▼ Refer right for user-defined locations

 $Z = 0.18$  (from NZS1170.5:2004, Table 3.3) $Z_{1992} = 0.65$  (NZS4203:1992 Zone Factor from accompanying Figure 3.5(b)) $Z_{2004} = 0.18$  (from NZS1170.5:2004, Table 3.3)

b) Factor F

For pre 1992

 $= 1/Z$ 

For 1992-2011

 $= Z_{1992}/Z$ 

For post 2011

 $= Z_{2004}/Z$ 

Factor F: 5.56

5.56

## 2.4 Return Period Scaling Factor, Factor G

a) Design Importance Level, I

(Set to 1 if not known. For buildings designed prior to 1965 and known to be designed as a public building set to 1.25. For buildings designed 1965-1976 and known to be designed as a public building set to 1.33 for Zone A or 1.2 for Zone B. For 1976-1984 set I value.)

I = 1

1

b) Design Risk Factor,  $R_o$ 

(set to 1.0 if other than 1976-2004, or not known)

 $R_o = 1$ 

1

c) Return Period Factor, R

(from NZS1170.0:2004 Building Importance Level)

Choose Importance Level

☐ 1 ☒ 2 ☐ 3 ☐ 4☐ 1 ☒ 2 ☐ 3 ☐ 4

R = 1.0

1.0

d) Factor G

 $= IR_o/R$ 

Factor G: 1.00

1.00

## 2.5 Ductility Scaling Factor, Factor H

a) Available Displacement Ductility Within Existing Structure

Comment:

Round bar, doubly reinforced walls, not tied together. Therefore expect to perform well up to elastic limit, little additional resilience beyond this.

 $\mu = 1.00$ 

1.00

b) Factor H

For pre 1976 (maximum of 2)

 $= k_{\mu}$  $k_{\mu}$ 

For 1976 onwards

 $= 1$ 

1

Factor H: 1.00

1.00

(where  $k_{\mu}$  is NZS1170.5:2004 Inelastic Spectrum Scaling Factor, from accompanying Table 3.3)

## 2.6 Structural Performance Scaling Factor, Factor I

a) Structural Performance Factor,  $S_p$ 

(from accompanying Figure 3.4)

Tick if light timber-framed construction in this direction

☐  
 $S_p = 1.00$ ☐  
 $1.00$ 

b) Structural Performance Scaling Factor

 $= 1/S_p$ 

Factor I: 1.00

1.00

Note Factor B values for 1992 to 2004 have been multiplied by 0.67 to account for  $S_p$  in this period2.7 Baseline %NBS for Building, (%NBS)<sub>b</sub>(equals (%NBS)<sub>nom</sub> x E x F x G x H x I)

20%

20%

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## Initial Evaluation Procedure (IEP) Assessment - Completed for Gore District Council

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## Table IEP-3 Initial Evaluation Procedure Step 3

## Step 3 - Assessment of Performance Achievement Ratio (PAR)

(Refer Appendix B - Section B3.2)

## a) Longitudinal Direction

potential CSWs	Effect on Structural Performance (Choose a value - Do not interpolate)	Factors
<b>3.1 Plan Irregularity</b> Effect on Structural Performance <input type="radio"/> Severe <input type="radio"/> Significant <input checked="" type="radio"/> Insignificant Consistent cylindrical shape over the full height of the tower.		Factor A 1.0
<b>3.2 Vertical Irregularity</b> Effect on Structural Performance <input type="radio"/> Severe <input type="radio"/> Significant <input checked="" type="radio"/> Insignificant Slight change in vertical stiffness at tank floor level, however this is considered to be insignificant.		Factor B 1.0
<b>3.3 Short Columns</b> Effect on Structural Performance <input type="radio"/> Severe <input type="radio"/> Significant <input checked="" type="radio"/> Insignificant N/A		Factor C 1.0

## 3.4 Pounding Potential

(Estimate D1 and D2 and set D = the lower of the two, or 1.0 if no potential for pounding, or consequences are considered to be minimal)

## a) Factor D1: - Pounding Effect

**Note:**  
 Values given assume the building has a frame structure. For stiff buildings (eg shear walls), the effect of pounding may be reduced by taking the coefficient to the right of the value applicable to frame buildings.

Factor D1 For Longitudinal Direction: 1.0			
Table for Selection of Factor D1	Severe 0<Sep<.005H	Significant .005<Sep<.01H	Insignificant Sep>.01H
Alignment of Floors within 20% of Storey Height	<input type="radio"/> 1	<input type="radio"/> 1	<input checked="" type="radio"/> 1
Alignment of Floors not within 20% of Storey Height	<input type="radio"/> 0.4	<input type="radio"/> 0.7	<input type="radio"/> 0.8

No adjacent structures.

## b) Factor D2: - Height Difference Effect

Factor D2 For Longitudinal Direction: 1.0			
Table for Selection of Factor D2	Severe 0<Sep<.005H	Significant .005<Sep<.01H	Insignificant Sep>.01H
Height Difference > 4 Storeys	<input type="radio"/> 0.4	<input type="radio"/> 0.7	<input type="radio"/> 1
Height Difference 2 to 4 Storeys	<input type="radio"/> 0.7	<input type="radio"/> 0.9	<input type="radio"/> 1
Height Difference < 2 Storeys	<input type="radio"/> 1	<input type="radio"/> 1	<input checked="" type="radio"/> 1

No adjacent structures.

Factor D 1.0

## 3.5 Site Characteristics - Stability, landslide threat, liquefaction etc as it affects the structural performance from a life-safety perspective

Effect on Structural Performance <input type="radio"/> Severe <input type="radio"/> Significant <input checked="" type="radio"/> Insignificant	Factor E 1.0
Environment Southland mapping shows negligible susceptibility to liquefaction, and building is founded on a continuous raft slab, so unlikely to be significantly affected by differential settlement.	

## 3.6 Other Factors - for allowance of all other relevant characteristics of the building

For ≤ 3 storeys - Maximum value 2.5  
 otherwise - Maximum value 1.5.  
 No minimum.

Factor F 2.5

## Record rationale for choice of Factor F:

An independent hand check of the overturning capacity of the tower and its foundations show that they achieve 50%NBS (IL2). The F factor has been changed to allow the high level calculation undertaken to determine the lateral capacity. Governed by global stability.

## 3.7 Performance Achievement Ratio (PAR)

(equals A x B x C x D x E x F)

PAR  
 Longitudinal 2.50

**WARNING!!** This initial evaluation has been carried out solely as an initial seismic assessment of the building following the procedure set out in "The Seismic Assessment of Existing Buildings" Technical Guidelines for Engineering Assessments, July 2017. This spreadsheet must be read in conjunction with the limitations set out in the accompanying report, and should not be relied on by any party for any other purpose. Detailed inspections and engineering calculations, or engineering judgements based on them, have not been undertaken, and these may lead to a different result or seismic grade.



## Initial Evaluation Procedure (IEP) Assessment - Completed for Gore District Council

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## Table IEP-3 Initial Evaluation Procedure Step 3

## Step 3 - Assessment of Performance Achievement Ratio (PAR)

(Refer Appendix B - Section B3.2)

## b) Transverse Direction

potential CSWs	Effect on Structural Performance (Choose a value - Do not interpolate)	Factors
<b>3.1 Plan Irregularity</b>		
Effect on Structural Performance <input type="radio"/> Severe <input type="radio"/> Significant <input checked="" type="radio"/> Insignificant		Factor A <input type="text" value="1.0"/>
Consistent cylindrical shape over the full height of the tower.		
<b>3.2 Vertical Irregularity</b>		
Effect on Structural Performance <input type="radio"/> Severe <input type="radio"/> Significant <input checked="" type="radio"/> Insignificant		Factor B <input type="text" value="1.0"/>
Slight change in vertical stiffness at tank floor level, however this is considered to be insignificant.		
<b>3.3 Short Columns</b>		
Effect on Structural Performance <input type="radio"/> Severe <input type="radio"/> Significant <input checked="" type="radio"/> Insignificant		Factor C <input type="text" value="1.0"/>
N/A		
<b>3.4 Pounding Potential</b>		
(Estimate D1 and D2 and set D = the lower of the two, or 1.0 if no potential for pounding, or consequences are considered to be minimal)		

## a) Factor D1: - Pounding Effect

**Note:**  
Values given assume the building has a frame structure. For stiff buildings (eg shear walls), the effect of pounding may be reduced by taking the coefficient to the right of the value applicable to frame buildings.

Factor D1 For Transverse Direction: 

Table for Selection of Factor D1	Severe 0<Sep<.005H	Significant .005<Sep<.01H	Insignificant Sep>.01H
Alignment of Floors within 20% of Storey Height	<input type="radio"/> 1	<input type="radio"/> 1	<input checked="" type="radio"/> 1
Alignment of Floors not within 20% of Storey Height	<input type="radio"/> 0.4	<input type="radio"/> 0.7	<input type="radio"/> 0.8

No adjacent structures.

## b) Factor D2: - Height Difference Effect

Factor D2 For Transverse Direction: 

Table for Selection of Factor D2	Severe 0<Sep<.005H	Significant .005<Sep<.01H	Insignificant Sep>.01H
Height Difference > 4 Storeys	<input type="radio"/> 0.4	<input type="radio"/> 0.7	<input type="radio"/> 1
Height Difference 2 to 4 Storeys	<input type="radio"/> 0.7	<input type="radio"/> 0.9	<input type="radio"/> 1
Height Difference < 2 Storeys	<input type="radio"/> 1	<input type="radio"/> 1	<input checked="" type="radio"/> 1

No adjacent structures.

Factor D 

## 3.5 Site Characteristics - Stability, landslide threat, liquefaction etc as it affects the structural performance from a life-safety perspective

Effect on Structural Performance <input type="radio"/> Severe <input type="radio"/> Significant <input checked="" type="radio"/> Insignificant	Factor E <input type="text" value="1.0"/>
Environment Southland mapping shows negligible susceptibility to liquefaction, and building is founded on a continuous raft slab, so unlikely to be significantly affected by differential settlement.	

## 3.6 Other Factors - for allowance of all other relevant characteristics of the building

For ≤ 3 storeys - Maximum value 2.5  
otherwise - Maximum value 1.5.  
No minimum.

Factor F 

## Record rationale for choice of Factor F:

An independent hand check of the overturning capacity of the tower and its foundations show that they achieve 50%NBS (IL2). The F factor has been changed to allow the high level calculation undertaken to determine the lateral capacity. Governed by global stability.

## 3.7 Performance Achievement Ratio (PAR)

(equals A x B x C x D x E x F)

PAR

Transverse 

**WARNING!!** This initial evaluation has been carried out solely as an initial seismic assessment of the building following the procedure set out in "The Seismic Assessment of Existing Buildings" Technical Guidelines for Engineering Assessments, July 2017. This spreadsheet must be read in conjunction with the limitations set out in the accompanying report, and should not be relied on by any party for any other purpose. Detailed inspections and engineering calculations, or engineering judgements based on them, have not been undertaken, and these may lead to a different result or seismic grade.



## Initial Evaluation Procedure (IEP) Assessment - Completed for Gore District Council

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## Table IEP-4 Initial Evaluation Procedure Steps 4, 5, 6 and 7

## Step 4 - Percentage of New Building Standard (%NBS)

	Longitudinal	Transverse
4.1 Assessed Baseline %NBS (%NBS) <sub>b</sub> (from Table IEP - 1)	20%	20%
4.2 Performance Achievement Ratio (PAR) (from Table IEP - 2)	2.50	2.50
4.3 PAR x Baseline (%NBS) <sub>b</sub>	50%	50%
4.4 Percentage New Building Standard (%NBS) - Seismic Rating ( Use lower of two values from Step 4.3)		50%

## Step 5 - Is %NBS &lt; 34?

NO

## Step 6 - Potentially Earthquake Risk (is %NBS &lt; 67)?

YES

## Step 7 - Provisional Grading for Seismic Risk based on IEP

Seismic Grade

C

Additional Comments (items of note affecting IEP based seismic rating)

None.

## Relationship between Grade and %NBS:

Grade:	A+	A	B	C	D	E
%NBS:	> 100	100 to 80	79 to 67	66 to 34	< 34 to 20	< 20

**WARNING!!** This initial evaluation has been carried out solely as an initial seismic assessment of the building following the procedure set out in "The Seismic Assessment of Existing Buildings" Technical Guidelines for Engineering Assessments, July 2017. This spreadsheet must be read in conjunction with the limitations set out in the accompanying report, and should not be relied on by any party for any other purpose. Detailed inspections and engineering calculations, or engineering judgements based on them, have not been undertaken, and these may lead to a different result or seismic grade.

## Initial Evaluation Procedure (IEP) Assessment - Completed for Gore District Council

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Street Number & Name:	15 Hilbre Ave	Job No.:	3365590
AKA:		By:	ASK
Name of building:	Gore Water Tower	Date:	22/11/2021
City:	Gore	Revision No.:	0

## Table IEP-5 Initial Evaluation Procedure Step 8

Step 8 - Identification of potential Severe Structural Weaknesses (SSWs) that could result in significant risk to a significant number of occupants

8.1 Number of storeys above ground level

4

8.2 Presence of heavy concrete floors and/or concrete roof? (Y/N)

Y

## Potential Severe Structural Weaknesses (SSWs):

Note: Options that are greyed out are not applicable and need not be considered.

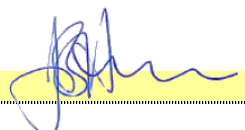
Occupancy not considered to be significant - no further consideration required

Risk not considered to be significant - no further consideration required

The following potential Severe Structural Weaknesses (SSWs) have been identified in the building that could result in significant risk to a significant number of occupants:

1. None identified ☒
2. Weak or soft storey (except top storey) ☐
3. Brittle columns and/or beam-column joints the deformations of which are not constrained by other structural elements ☐
4. Flat slab buildings with lateral capacity reliant on low ductility slab-to-column connections ☐
5. No identifiable connection between primary structure and diaphragms ☐
6. Ledge and gap stairs

IEP Assessment Confirmed by



Signature

John Heenan

Name

111129

CPEng. No

**WARNING!!** This initial evaluation has been carried out solely as an initial seismic assessment of the building following the procedure set out in "The Seismic Assessment of Existing Buildings" Technical Guidelines for Engineering Assessments, July 2017. This spreadsheet must be read in conjunction with the limitations set out in the accompanying report, and should not be relied on by any party for any other purpose. Detailed inspections and engineering calculations, or engineering judgements based on them, have not been undertaken, and these may lead to a different result or seismic grade.

Gore District Council  
PO Box 8  
Gore 9740  
New Zealand

9 May 2022

**Attention: Matt Bayliss**

Dear Matt

### **Hilbre Avenue, Gore Water Tower, Structural Condition Assessment**

In accordance with the request in your email of 24 November 2021 we have completed our site inspection of the Gore Water Tower from areas safe to enter. The following report is a record of our site inspection and our assessment of the structural condition of the Water Tower.

## **1 Executive Summary**

Our observations of the water tower identified that it is in a reasonably good condition with consideration of its age and construction. Specifically, the following items were noted with respect to the condition of the water tower:

- There are several sections of concrete both externally and internally that have spalled off from the concrete structure due to corrosion of the reinforcement. The worst example of this is the concrete which has spalled off the tower ring beam immediately below the tank. This has exposed stirrups in the tank base ring beam, which will weaken this section of the structure.
- There are several noted leaks through the concrete structure which will further degrade with time.

The spalling concrete does present a hazard to anyone who accesses the site and is working on or around the water tower. The hazard of falling concrete is unable to be quantified and will occur suddenly without warning.

Under normal gravity load conditions, we do not consider that the water tower presents any significant hazard of immediate collapse. With reference to the Initial Seismic Assessment there is commentary on the seismic rating of the structure and the likely collapse mechanism.

Mitigation of the risks presented by falling concrete could be in the form of:

- Further warning signs and an appropriate site specific safety plan to access the structure.
- Exclusion from around the immediate vicinity of the water tower. The existing catch screen may not have the capacity to catch larger pieces of concrete falling from height.
- Annual inspection at height to remove any loose or spalling concrete. Possible some treatment of the reinforcement insitu to slow down further corrosion (this will not repair or restore the condition of the tower)

**We understand that the water tower is no longer used to store water and that the primary use is to house pumps within the basement level. Therefore, access is still required to the ground floor level of the water tower.**

## 2 Introduction

Gore District Council requested Beca to inspect and prepare a structural condition report for the Hilbre Avenue, Gore Water Tower, with respect to the current condition of the structure and relevance to the previously completed Initial Seismic Assessment and any specific hazards or structural weaknesses presented by the current condition of the structure. This report has been prepared in response to this request.

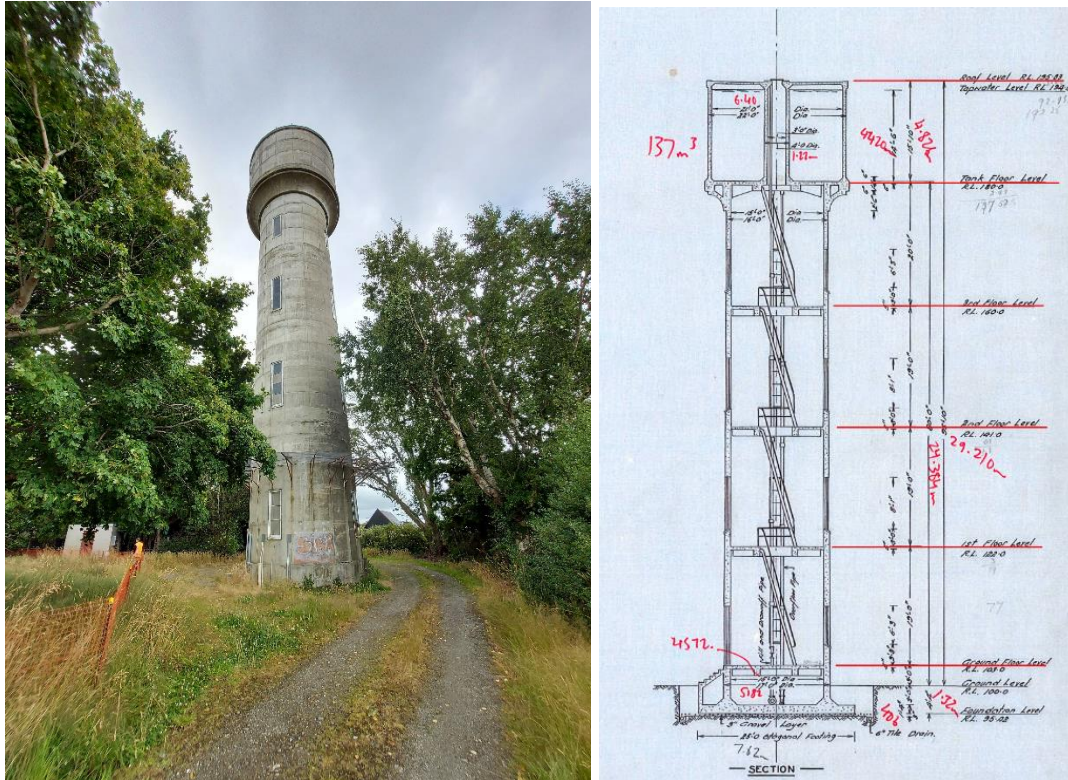


Fig 2.1. Gore Water Tower, Hilbre Avenue, Gore

## 3 Building Description

Summary information is given in the table below.

Table 1: Building Summary Information

Item	Details	Notes
Building Name	Gore Water Tower	
Street Address	15 Hilbre Ave, Gore	
Building Area	Approx. gross total area of 20 m <sup>2</sup>	15' (4,572mm) internal diameter cylindrical structure, and 95'-10" (29.200m) height.
Age	Approx. 74 years old (1947)	
No. of Storeys / Basements	Four levels	Three intermediate floors at 19' (5.8m) crs, up to the water tank at the top with the water tank positioned over.

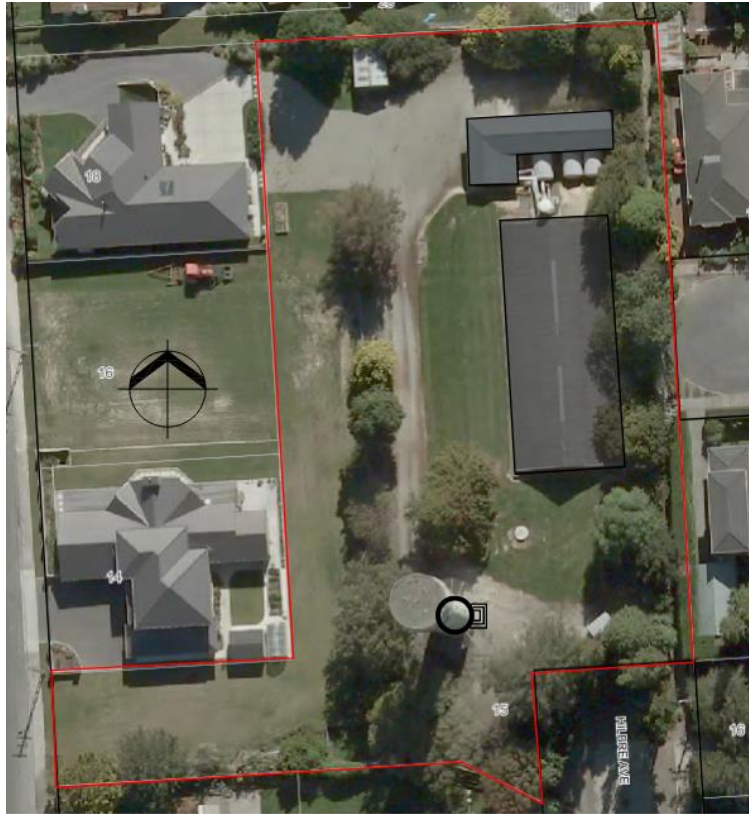
		Short basement (1.700m deep) under which currently houses pumps etc.
Occupancy / Use	Water tower – redundant (no longer in use as a water tower).	<p>Pumps currently located in ground floor connected into old pipework to provide water head.</p> <p>Noted that there is a mesh screen fixed externally to the tower wall approximately 5.500m above the ground floor as protection from falling debris.</p>
Importance Level	2	AS/NZS 1170.0 Table 3.2 calls for water treatment plants to be considered as IL3 as a minimum. As it is redundant it is no longer considered a part of the water infrastructure and should be considered as a “Normal” building with respect to life safety
Gravity System	<p>Reinforced concrete roof and suspended slabs supported on circular doubly reinforced concrete walls (tapering from 300 to 150 thick over height).</p> <p>17' (5182mm) outer diameter at base.</p> <p>Concrete floor slabs supported on reinforced concrete beams.</p> <p>Water tank is a larger diameter than the tower and is supported at the tower top by a combination of a tower ring beam and a tank ring beam connected with transverse reinforced concrete beams. The water tank consists of an outer wall 150mm thick with and internal access shaft 150mm thick</p>	<p>All vertical and horizontal tower reinforcing appears to be 1/2" (12.7mm dia.) and based on the age of the building will likely be round bar.</p> <p>There are ring beams, associated transverse beams and slabs at each floor level.</p> <p>All windows and openings are trimmed with reinforcement consisting of additional stirrups to the vertical and horizontal steel.</p>
Lateral Stability System	Circular reinforced concrete shear walls. Walls noted as tapered from 150mm at top to 300mm thick. Full height doubly reinforced with horizontal hoop reinforcement and vertical reinforcement in both the internal and external face of the walls.	<p>It is noted that the ends of the vertical reinforcement are hooked (as shown in the bending schedule) however as the spacing of the vertical bars change with the height of the water tower there will be non-contact laps and the lap locations are not detailed but are likely to be all in the same lap zone.</p> <p>There is no reinforcement detailing to indicate that the internal and external layers of reinforcement are tied together to enhance the ductility of the structure.</p> <p>Therefore, we would expect the structure to perform well up to the elastic limit of the elements but have little additional resilience beyond the elastic capacity of the structure.</p> <p>Round reinforcement is not considered effective for transfer of tension capacity of the reinforcement</p>

		at the lap locations. It is considered that the plain round reinforcement is likely to de-bond at crack locations exacerbating local damage in a seismic event.
Foundation System	Building is founded 4'-4" (1.32m) into soil on site, with a 25' (7.62m) x 1'-4" (0.400m) thick octagonal footing beneath.	The soil type is considered to be C based on the geotechnical investigations currently being undertaken for this site. The estimated soil bearing ultimate capacity adopted for the seismic assessment is 680 kPa. This is applied with a capacity reduction factor of 0.8 for seismic loads.
References	The reference used for undertaking the structural condition assessment	<ul style="list-style-type: none"> <li>– Structural drawings. J.S. Roberts - Chartered Structural Engineers - Proposed Water Tower - Gore Borough Council</li> <li>– Initial Seismic Assessment Report-Gore Water Tower - Beca, November 2021</li> <li>– Site inspection. Visual inspection only of areas of the water tower where it was safe to access. No invasive or destructive investigation has been undertaken.</li> </ul>



## 4 Inspection

Beca carried out the site inspection of the Gore Water Tower on 21 January 2022. The inspection consisted of an external and internal visual inspection of the reinforced concrete structure from areas where it was safe to do so.



**Fig 4.1. Site Plan 15 Hilbre Avenue, Gore**

The following defects were identified from our visual inspection. These defects are representative of the degradations observed in the water tower structure. They are not a complete schedule of all possible degradation of the reinforced concrete structure and there is likely to be additional areas of degradation which were not observed during our site inspection.

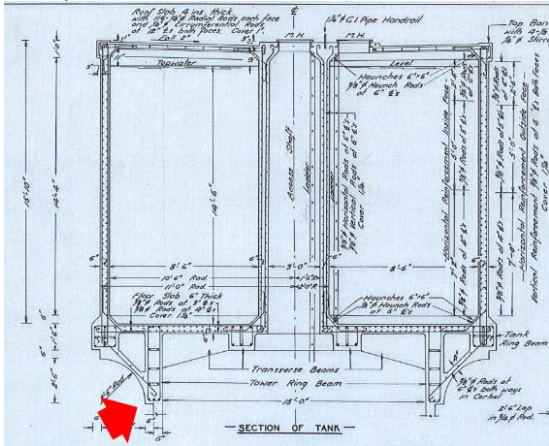
### 4.1

Corrosion and spalling of cover concrete to tower ring beam immediately below water tank floor level. Spalling was observed on the southwest elevation of the water tower with obviously large sections of concrete cover spalled from the reinforcement.

The extent of corrosion was not able to be determined accurately from a visual inspection at ground level however it is expected that a significant portion of parent metal in the main ring beam reinforcement and the vertical



stirrups has corroded.

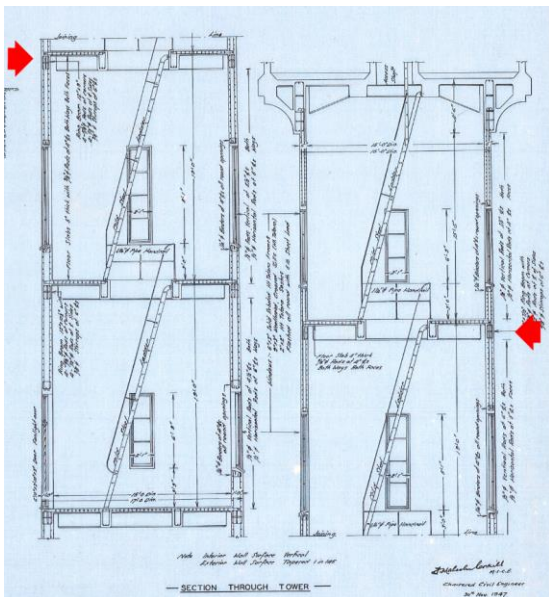


#### 4.2

Corrosion and spalling of hoop reinforcement to main tower.

The observed defects are distributed over the height of the structure and to all elevations (South elevation is pictured).

Observation of the spalled concrete appears to coincide roughly with the tower ring beams although there are random areas where cover concrete has been lost



South west elevation.

Note the catch screen around the water tower. We assume this has been erected to mitigate falling concrete from areas of corrosion.



#### 4.3

Corrosion and spalling of hoop reinforcement to main tower.

The observed defects are distributed over the height of the structure and to all elevations.

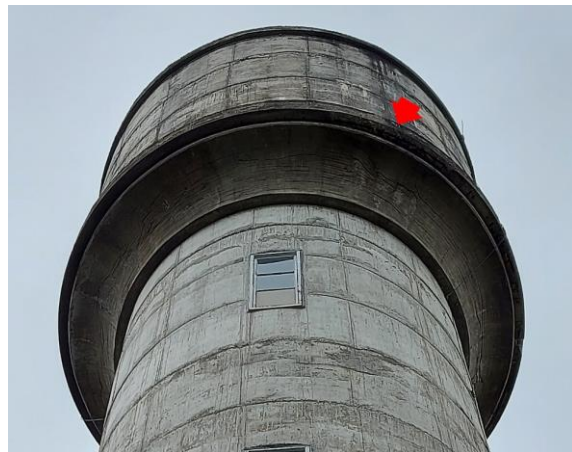
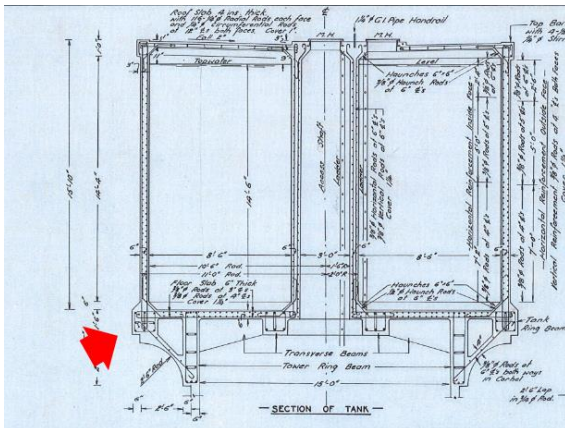
Observation of the spalled concrete appears to coincide roughly with the tower ring beams although there are random areas where cover concrete has been lost



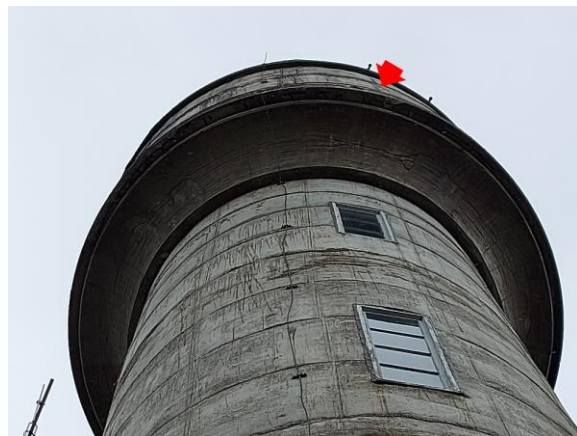
South east elevation

#### 4.4

Corrosion and spalling of cover concrete to tank ring beam at the water tank floor level. Spalling was observed on the north east and north elevations of the water tower with large sections of concrete cover spalled from the reinforcement.



North east elevation



North elevation

**4.5**

Corrosion of reinforcement at the tank ring beam at the water tank floor level. Minor spalling with some rust staining to the face of the concrete structure.



North elevation

**4.6**

Minor corrosion of reinforcement to underside of tank floor at bottom of access shaft through the water tank.



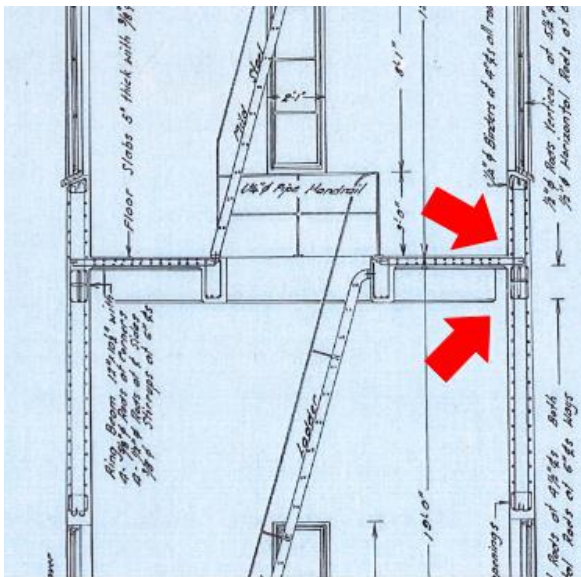
## 4.7

Corrosion and spalling of cover concrete to internal reinforcement hoops immediately above floor level.

We estimate that approximately 30% of the parent metal has corroded at this location.

Note that the cover to reinforcement appears to be less than 25mm.

Locations of corroding internal hoop reinforcement indicated below.



## 4.8

Corrosion and spalling of internal concrete below level 1 floor to internal hoop reinforcement.





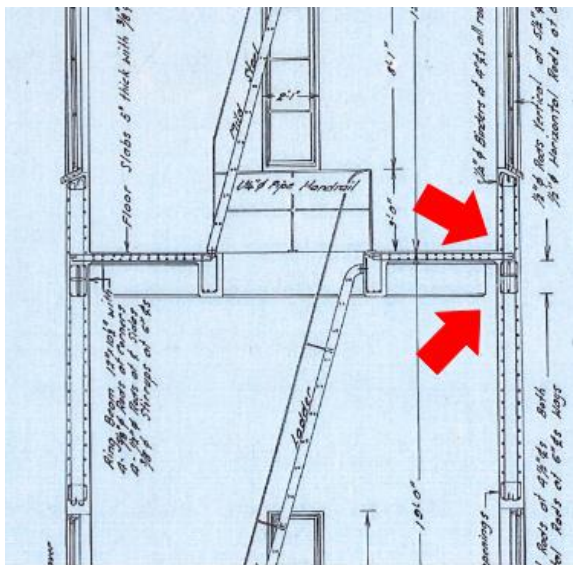
## 4.9

Corrosion and spalling of internal concrete at intermediate floor levels to internal hoop reinforcement.

Evidence of leaking and staining to inside face of tower.

There appears to have been some repairs effected to the concrete surface in the past either at the time of construction or as later repairs.

Locations of corroding internal hoop reinforcement indicated below.



#### 4.10

There is some evidence of weathering to the external concrete surface, particularly on the faces of the tower exposed to the direction of the predominant weather (south and westerly faces). This weathering will have the effect of removing the surficial dense concrete paste from the surface increasing the porosity of the concrete and reducing the durability.

Western face of the tower shown.

Noted that the concrete finish inside the tower is somewhat more dense than the external surface.



## 5 Cause of Damage / Degradation

Typically the damage / degradation of the reinforced concrete water tower consists of:

- Spalling of the cover concrete both externally and internally to the horizontal hoop reinforcement at intermediate floor level ring beams and at the tank and tower ring beams at the base of the water tank.
- Some cracking was observed to the reinforced concrete, however this was considered to be relatively minor.
- Leaking and staining to the inside face of the concrete tower walls.

The spalling of the external and internal cover concrete is primarily due to the lack of cover depth from the concrete surface to the reinforcement. Cracking is likely to have occurred at these areas of least cover allowing the ingress of water and subsequently the corrosion of the reinforcement. As the reinforcement “swells” due to the process of corrosion the cover concrete is “blown” off. This is considered a construction defect and is not as a result of in service conditions.

There is some evidence of random surface cracking to the external faces of the reinforced concrete tower. This could be simply shallow thermal cracking (near the surface) or it could indicate areas of further degradation to reinforcement. There is little evidence of surface rust staining either externally or internally even at locations where concrete has spalled.

It is evident that when the tower was constructed, manual formwork with relatively small vertical lifts in each concrete pour were employed, evidenced by the horizontal construction joints at 1.200m to 1.500m centres. Although there is evident weathering around these construction joints there is no observed concentration of spalling at these locations. Notwithstanding the construction joints do appear to coincide with intermediate floor levels which could explain some of the leaking and staining observed internally.

## 6 Significance of Damage / Degradation

We do not consider that the degradation to the water tower is recent or due to the influences of external loads ie wind or earthquake. The degradation and corrosion to the reinforcement will have occurred over time and appears to have been identified at some stage in the past i.e. installation of the catch screen at approx. level 1.

It is noted that there appears to be some areas where repairs may have been undertaken on the concrete. Refer to images 4.4 and 4.9 above. There does appear to have been some patching to the face of the concrete. We can not determine whether these repairs were as a result of previous degradation or workmanship at the time of construction. Notwithstanding the repaired areas do look like they post date the age of the original concrete.

The primary hazard associated with the current condition of the water tower is the risk of falling concrete where this spalls off from corroding reinforcement. This risk is mitigated by the catch screen to some extent, however should a large section of concrete spall off from the top of the tower it may either fall out side of the catch screen or the catch screen may not have the capacity to fully contain any falling debris.

It should be noted that the areas of spalled concrete will degrade further without some form of repair. The corrosion of the exposed reinforcement will progress into the adjacent concrete resulting in further spalling and degradation.

The degradation of the horizontal hoop reinforcement is relatively minor in the context of the whole tower and as such the effect on the structure when subject to gravity loads is considered to be negligible in its current condition.

There may be some minor effect on capacity during a design lateral load event (primarily seismic) due to the loss of confinement to the main vertical flexural reinforcement. The seismic assessment of the tower structure is rated at greater than 100%NBS (IL2) for the concrete structure with the overall stability of the water tower rated at 50%NBS (IL2). The majority of the degradation to the reinforcement is not in the maximum stress zones at the base of the water tower and as such we do not consider that there will be a significant reduction in the lateral load capacity of the water tower.

## 7 Mitigation / Repairs

There is little that Gore District Council can undertake to eliminate, isolate or mitigate the hazard due to spalling concrete from the water tower without undertaking repairs to the sections of spalling concrete. Regular inspection and removal of any loose sections of concrete in a controlled manner may mitigate the risk of falling concrete but will require working at significant height. The spalling on the inside of the tower is of less concern.

The catch screen at first floor level provides some degree of protection for anyone around the water tower, however this may not be a reliable means of protecting users or the public. Any concrete that spalls off the structure will happen suddenly, without warning and could cause significant harm should it strike anyone.

Additional signage warning of the falling hazard may be appropriate for any personal accessing the site where they are familiar with the facility and have the correct PPE equipment. Although the access gate is locked the public can access the site relatively easily. Excluding the public from the site would mitigate risk of harm and is recommended but requires an investment in fencing.

A “do minimum” approach maybe to inspect the tower annually, remove any loose or spalling concrete, scrub back the corroded reinforcement and provide some coating to the reinforcing insitu to

slow down the effects of corrosion. This will not repair the water tower but may slow the progress of degradation.

Reinforced concrete which has been subjected to corroding reinforcement can be repaired. There are several proprietary products for the repair of effected concrete and reinforcing. Typically, this consists of:

- Scaffold the water tower.
- Expose the corroded reinforcement and break back the concrete around the corroded section of reinforcement back to where the bar is full competent ie no rust visible.
- Where the reinforcement has lost more than 30% of the cross sectional area we would recommend that the reinforcing is cut out and replaced with new equivalent reinforcement. In this case this would be round mild steel bar weld lapped onto the existing reinforcement.
- Where the reinforcement has lost less than 30% of cross-sectional area then sand blasting and priming the cleaned steel with an appropriate coating can be acceptable. This depends on the importance of the reinforcement and the ease of undertaking the sand blasting.
- Where the cover concrete is marginal, we would recommend painting the reinforcement with a suitable coating before reinstating the concrete with a suitable trowelable repair mortar.
- Given that the extent of corrosion of reinforcement is unknown and the extent of concrete work where a lack of cover concrete may result in further degradation, we would also recommend that once the above repairs were completed the concrete surface both internally and externally be treated with a coating system to try and reduce the penetration of water into the concrete surface.

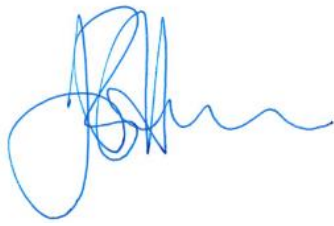
## **8 Neighbouring Buildings, Potential Site Characteristics and Associated Issues**

A stability or overturning failure may result in the tower leaning or in the worst case toppling over which due to the height of the structure may present a hazard to neighbouring properties. It is considered that the tower would likely topple in one piece rather than fail locally in the reinforced concrete section.

## **9 Explanatory Notes**

- This report has been prepared by Beca at the request of our Client and is exclusively for our Client's use for the purpose for which it is intended in accordance with the agreed scope of work. Beca accepts no responsibility or liability to any third party for any loss or damage whatsoever arising out of the use of or reliance on this report by that party or any party other than our Client.
- We have not undertaken any intrusive investigations of the structure as part of this report. This report is necessarily limited in that respect and does not address any matter that is not discoverable from such an inspection, including any damage or defect in inaccessible places and/or latent defects. Beca is not able to give any warranty or guarantee that all possible damage, defects, conditions or qualities have been identified. The work done by Beca and the advice given is therefore on a reasonable endeavours basis.
- The building assessment is necessarily reliant on the accuracy, currency and completeness of the information provided to us, including the structural drawings, and we have not sought to independently verify any of the information provided.

Yours sincerely

A handwritten signature in blue ink, appearing to be 'J. Heenan', with a large loop at the start and a wavy line extending to the right.

**John Heenan**

Technical Director – Structural  
Engineering

on behalf of

**Beca Limited**

Phone Number: +64 3 367 2443  
Email: [john.heenan@beca.com](mailto:john.heenan@beca.com)



## 6. GORE DISTRICT COUNCIL RECYCLING UPDATE – RETHINKING WASTE *(Jason Domigan)*

(Report from General Manager Critical Services – 10.03.23)

### **1. Purpose**

- 1.1. This report provides an update to the Council on the Rethinking Waste project including potential recycling options and next steps.

### **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 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-lidded kerbside rubbish bin is a positive step of diverting this particular stream of waste from the landfill.

#### 4. Waste levy increases

- 4.1. 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 \$50 per tonne from 1 July 2023 and \$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.
- 4.2. The table below shows the impact of the rising levy on waste disposal to landfill expenditure over the past three years and estimated potential cost due to the impact of the Government levy increase.

Financial year	Levy rate per tonne	Annual cost
2019/2020	\$10	\$1.20M (actual)
2020/2021	\$10	\$1.52M (actual)
2021/2022	\$20	\$1.74M (actual)
2022/2023	\$30	\$2.07M (estimate)
2023/2024	\$50	\$2.48M (estimate)
2024/2025	\$60	\$2.81M (estimate)

Note: based on average actual increase of \$250k/yr plus an additional \$80k for every \$10 increase per tonne in the waste levy)

- 4.3. As can be seen from the table above, there is potential for significant costs to be incurred by the Council should the amount of waste being disposed to landfill continue at the same amount with significant levy charges occurring over the next two financial years.
- 4.4. As a result, changes are required in how the Council approaches waste minimisation to reduce the amount of waste disposed of to landfill.

#### 5. Waste and recycling budgets

- 5.1. Over the past couple of years, existing recycling budgets have been utilised to offset any overruns from the waste disposal budget. This will need to change with any expanded kerbside recycling operation.
- 5.2. It is likely that the existing recycling budget will be sufficient to cover the expenses required for the introduction of the preferred option in the staff recommendation below for the first year while the Long Term Plan budgets are developed.
- 5.3. However, the existing waste disposal budget will need to be reviewed via the Annual Plan and Long Term Plan process to ensure sufficient funds are available to cover the costs of the service and the increasing waste levy costs from \$30 to \$50 per tonne of waste to landfill that will occur from 1 July 2023.

## **6. Gore District kerbside recycling options**

- 6.1. Following the November 2022 report to the Council, staff asked Ahikā Consulting to provide an options report to explore the different kerbside recycling options available to the Council, with advantages and disadvantages of each option considered in terms of potential Government legislative changes. The report is attached.
- 6.2. It is important to note that the report on these options only addresses residential and commercial kerbside recycling options. This is very much a first step in what needs to be an ongoing journey for the Council to address waste issues and provide long term waste minimisation solutions resulting in sustainable outcomes.
- 6.3. A copy of the Ahikā Consulting Options report is attached and Dr Bould will be in attendance to answer questions that Councillors may have. A brief description of the five options from the report are outlined below.

### ***Option 1 – Status quo***

- 6.4. No change to current kerbside collection that includes a red-lidded bin collection for waste and yellow-lidded bin (with blue sticker) for glass.
- 6.5. This is not considered to be an appropriate option for the Council with the aim to reduce waste going to landfill and legislative change signalled from the Government.

### ***Option 2 – Return to 2020 level of service***

- 6.6. Reverting to the collection model prior to 2020 that included a red-lidded bin for waste and a yellow-lidded bin for mixed recycling.
- 6.7. Although this would align Gore with the other WasteNet Councils, this is not considered to be a sustainable approach to recycling with the legislative change looming. It also makes processing glass for reuse more complicated and harder to achieve a low waste circular economy for this product.

### ***Option 3 – Three-bin system***

- 6.8. Continue with a red-lidded bin for waste but adding an extra blue-lidded bin for glass to the current system and reverting the yellow-lidded bin to other recycling (eg plastic, tins, aluminium, cardboard).
- 6.9. This is considered to be the minimum step change the Council should make in terms of offering a more sustainable kerbside recycling option. However, this option fails to deal with organics in the waste stream which are a significant contributor to the amount of waste to landfill and the subsequent emissions that impact on climate change.

***Option 4 – Three-bin system plus home organic disposal***

- 6.10. Same kerbside bin system as option 3 but the Council funds a subsidy to encourage residents to start composting at home to begin removing organic material from waste collection.
- 6.11. This option may encourage individual households to consider home compost systems which can reduce the amount of waste to landfill. It will also initiate conversations in the community about managing organic waste.

***Option 5 – Three-bin system plus home organic disposal and feasibility study***

- 6.12. Same kerbside bin collection as option 4 but the Council begins a feasibility study through WasteNet or individually.
- 6.13. The Government has recently opened the Waste Minimisation Fund for applications focused on accelerating New Zealand's transition towards a low emissions and low waste circular economy. Over \$120 million is available over the next two years. One of the key criteria for this fund relates to initiatives that aim to reduce the amount of organic waste going to landfill. Funding is available for feasibility studies and business cases to support delivery of organics and resource recovery collection, consolidation and processing infrastructure.
- 6.14. An application to this fund should be a priority for WasteNet in the coming months or alternatively, the Council may wish to do this individually should there not be agreement from the other WasteNet Councils to proceed with an organics feasibility study.

**7. Wider waste management and minimisation considerations**

- 7.1. The investigation into kerbside recycling options is a priority for the Council but it should be noted that this is only a small part of the wider waste management picture in the Gore District.
- 7.2. Some of the other considerations to manage and minimise waste are discussed below.

***Pakeke Lions recycling operation***

- 7.3. The Pakeke Lions have been providing a local recycling service for a number of years. They have a team of passionate, retired community members who provide a small-scale local service particularly focused on cardboard but do take on other avenues of recycling to ensure products that can be recycled don't end up in the landfill.
- 7.4. As part of the Council's waste journey, we need to continue to work with the Pakeke Lions group to support its operation and look at the sustainability of the operation in the longer term.
- 7.5. The expansion of a kerbside collection in urban areas may impact the quantities of materials that goes to Pakeke Lions. However, the operation was operating

prior to 2020 and larger commercial businesses and rural collections will still need the services provided by Pakeke Lions.

- 7.6. An annual goal for Pakeke Lions is to provide a community grant each year from the profits of their recycling operation. However, like many, cost increases and the need to maintain plant at the operation are providing additional pressures. Given the community benefit of this operation, it would be timely to consider the contribution from Council to Pakeke Lions as part of the Annual Plan or Long Term Plan process.

***Rural and larger scale commercial recycling***

- 7.7. The expanded kerbside options proposed above provide increased recycling solutions for residential and smaller scale commercial businesses within urban areas. However, our rural areas and larger commercial businesses have differing needs that need to be worked through and considered further to help support additional waste minimisation opportunities.
- 7.8. The Pakeke Lions are providing a solution in this space currently but more options could be investigated to facilitate more accessible forms of recycling. For example, this could include specific bins located in rural areas and at larger commercial businesses to encourage easier access to recycling.
- 7.9. In addition, we are aware that rural collections for balewrap and plastic containers are in operation through Plasback. A contracting company from Pukerau is facilitating this service already to rural customers and is looking at options to expand operations for additional recycling in the future.
- 7.10. The Council will need to continue to support, encourage and promote initiatives as a next phase of our waste minimisation journey to further reduce the amount of waste being disposed of to landfill.

***Organic waste***

- 7.11. Organic waste contributes approximately 30% of the total amount of waste being disposed of to landfill according to the 2018 waste assessment results for Gore. The emissions from organic waste are also a fundamental reason why the government is making significant funding available to local authorities that are looking at options to reduce this through new initiatives.
- 7.12. This can range from feasibility studies for kerbside collection rollouts to the construction of organics processing facilities. As highlighted in the attached Ahikā Consulting options report, this is something that the Council should be considering through a joint WasteNet approach as this will allow for a higher percentage of funding contribution.

**8. Waste Minimisation Officer**

- 8.1. As detailed in previous reports to the Council, another pressing issue is the resourcing of its waste minimisation endeavours. This was a specific

recommendation in a previous report from Ahikā Consulting, that the Council employ its own dedicated Waste Minimisation Officer. The new directions and expectations released by the Government via the Ministry for the Environment consultation document on improving recycling, show that dealing with solid waste issues is complex and time consuming. As outlined above, it is also becoming a very costly issue with the waste levy increases programmed over the next two years.

- 8.2. The Council will also note from the further considerations outlined in Section 7 of this report that the community needs the support of staff in this area to support and drive further initiatives, educate and promote best practices in terms of recycling, and generally advocate for waste minimisation across the Gore District.
- 8.3. As outlined in previous reports, 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.

## **9. Consultation with the community**

- 9.1. Given the factors outlined above and if the Council is supportive for the next stage to occur, staff recommend undertaking a targeted consultation with residents on the options agreed by Council at this meeting.
- 9.2. Once the Council agrees on what options to move forward with from the attached report by Ahikā Consulting, staff will then seek to prepare the material and undertake a consultation of those options to the properties currently receiving kerbside collection.
- 9.3. It is the recommendation of staff that this consultation occur following the Mataura River crossing project engagement, to avoid having multiple issues out requiring community input at the same time. However, should the Council want to move this forward, it is possible for these to overlap and run concurrently once the necessary documentation is developed and ready for consultation.

## **10. Conclusion**

- 10.1. A lot has changed since the Council put its kerbside recycling service on “life support” in 2020. The Government has signified a national pathway forward for recycling by proposing to introduce a container return scheme and standardised kerbside recycling service.

- 10.2. 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 Councils should move sooner rather than later to minimise the amount of waste that finds itself going to landfill.
- 10.3. Ahikā Consulting has provided an options report to explore the different kerbside recycling options available to the Council, with advantages and disadvantages of each option considered in terms of potential Government legislative changes.
- 10.4. The current Ahikā report outlines five potential options for the Council to consider before undertaking a targeted consultation with existing kerbside recycling ratepayers.
- 10.5. Given the amount of change on the immediate horizon, coupled with the ongoing need to support 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 identify which of the five options it wants to consult with the community on including its preferred option,**

**THAT the Council identify the need to address the increasing costs associated with the waste levy for the disposal of waste to landfill through the 2023/2024 Annual Plan and 2024-2034 Long Term Plan processes,**

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



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**Ahikā Consulting**

Rooms 6 & 7, Level 3,  
2 Dowling St, Dunedin 9016

PO Box 1320, Dunedin 9054

info@ahika.co.nz

[www.ahika.co.nz](http://www.ahika.co.nz)

## Recycling Options Report

Gore District Council

Date: March 2023



COMMUNITY  
& CLIMATE



BIODIVERSITY &  
RESTORATION



FRESHWATER, FOOD,  
FARMS & FOREST



ENERGY, CARBON  
& WASTE



Report prepared for client by Niki Bould

Report identifier: 230309 Rethinking Waste GDC Recycling Options Report

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2 Dowling Street  
Dunedin 9016  
New Zealand

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Ahikā Consulting Ltd guarantees its work as free of political bias and as grounded in sound ecological principles based on quality knowledge.

### **Document Version History**

<b>Version</b>	<b>Date</b>	<b>Author/Reviewer</b>	<b>Change Status</b>
230226	26 Feb	NB - author	First draft
230309	8 Mar	RM reviewed	Second draft

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## 1 Background

Gore District Council (GDC) is rethinking waste and has contracted Ahikā Consulting Ltd (Ahikā) to provide advice on how best to approach this. Since the end of 2021, Ahikā has consulted with the community through the “Ask Niki” campaign, where residents were encouraged to join online community meetings (held online due to COVID alert levels) to discuss their ideas and thoughts about what GDC can do to rethink waste. From that consultation, Ahikā provided an interim report on the community consultation (May 2022), followed up by a recommendations report (August 2022) outlining key decisions required for GDC to rethink waste.

GDC has committed to rethinking waste and one area it is now exploring is how to address collecting recyclable materials within the kerbside collection service. This report considers options of how to achieve the collection of recyclable materials, consideration of the direction the Ministry for Environment (MfE) is heading with new legislation, and then provides recommendations for the most efficient and effective options for GDC to move in a similar direction to the MfE.

Prior to setting out the options for how GDC might approach changing their existing services, some background information is required to explain the complexities of the waste space. Background legislative information is included below in the form of the following:

- WMA of 2008 and WMMP
- Waste disposal levy
- The waste hierarchy
- Potential changes to upcoming legislation
- WasteNet Southland

### 1.1 WMA 2008 & WMMP 2020

The Waste Minimisation Act (WMA) was introduced in 2008. The WMA commits local territorial authorities to promoting effective and efficient waste management and waste reduction practices within their district. The WMA stipulates that councils had to adopt their first Waste Management and Minimisation Plan (WMMP) by 2012. WMMPs must then be reviewed at intervals of no more than six years. A Waste Assessment is intended to provide an initial step towards the development of a WMMP and sets out the information necessary to identify the key issues and priority actions that will be included in the WMMP.

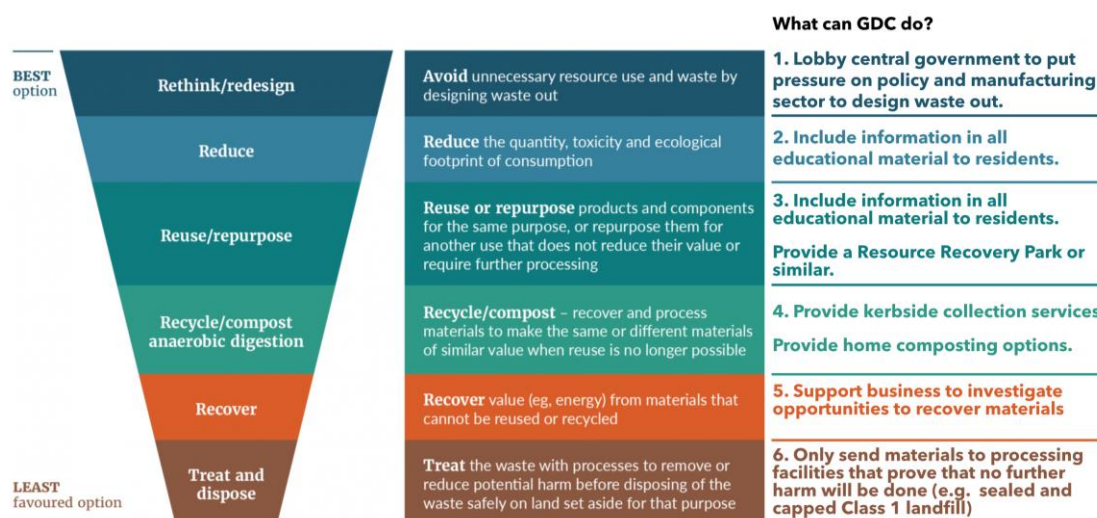
### 1.2 Waste disposal levy

The waste disposal levy was introduced by central government under the Waste Minimisation Act 2008. The levy is a charge per tonne of waste going to landfills that take household waste and raises revenue for initiatives to reduce waste and encourage resource recovery (eg, composting and recycling). It recognises that disposal imposes costs on our

environment, society, and economy. From 1 July 2021, the Government is progressively increasing and expanding the national waste disposal levy over a four-year period, from the \$10 per tonne rate set in 2009 to \$60 per tonne as of July 2024.

### 1.3 The waste hierarchy

The waste hierarchy is a simple tool for councils, central government and WMMPs to follow to reduce waste to landfill. Figure 1 shows the MfE's latest version of the waste hierarchy with their best and least favoured options. Ahikā has added in a column on the right-hand side of the figure, which is a simple interpretation of the hierarchy in terms of what a local council, specifically GDC, can action at each tier.



**Figure 1: How GDC can respond to the Waste Hierarchy**

For GDC to address the first tier, “Rethink/redesign”, the best option is to lobby central government for better policies regarding product stewardship or encourage residents to lobby manufacturers to design waste out of their products. This tier is challenging for Councils.

For the second tier of “Reduce”, GDC could create educational campaigns to distribute to their residents to encourage the reduction of consumption of some products. This can be quite hard for a small council to achieve, as there is a lot of work required to understand what “good” products are compared to those that are “bad” and which need to be discouraged. Research, development, and education are essential to achieve a reduction in waste to landfill.

The third tier of “Reuse/repurpose”, is a space where councils can have an impact. Educational information could be distributed to residents describing what can be reused or repurposed. A Resource Recovery Park (RRP) could be started, whether small scale that organically grows with use, or a large planned RRP that makes use of the weighbridge to gather data and encourages existing community groups (such as the Pakeke Lions) to work alongside the RRP, and/or other Men’s Shed type groups to repair, repurpose and rehome products.

From the waste hierarchy, the tier that any council can affect the most change in is the fourth level tier, where the focus is on the “Recycle/compost” element. Here, GDC can implement systems that can encourage residents to recycle useful materials and compost organic materials.

The bottom two tiers (5 and 6) in the waste hierarchy of “Recover” and “Treat/Dispose” are the least favoured options by MfE. However, GDC could support businesses who worked to recover and then reuse materials (such as processing organic material to create better soils). GDC does have a responsibility to send material that cannot be reused, repurposed, recycled, processed into soils, or composted, to a sealed and capped Class 1 landfill.

#### 1.4 Potential changes to upcoming legislation

It has been clearly signalled by MfE that future legislative changes will standardise kerbside waste collection around Aotearoa (WasteMINZ, 2020). In addition, work has been underway for approximately 10 years to standardise the colours of different containers for recyclable materials, which are:

- Red = Residual rubbish or waste direct to landfill
- Yellow = Mixed recycling (paper, cardboard, aluminium, steel, plastics, etc)
- Blue = Glass
- Green = Any form of organic materials, garden waste or kitchen food waste.

In March 2022, the MfE published a consultation document titled: “Te panoni i te hangarua / Transforming recycling” which detailed container return schemes, improvements to household kerbside recycling and the separation of business food waste. A series of improvements were set out focusing on what materials will need to be removed from residual waste, such as recyclable and organic materials. In Table 3 of MfE’s document (page 71, see Appendix 1 for part of the Table) a list of material that could potentially be included in a kerbside collection are:

- Steel and aluminium tins and cans
- Paper and cardboard and pizza boxes
- Plastic bottles 1 (PET) and 2 (HDPE)
- Plastic containers and trays 1 (PET), 2 (HDPE) and 5 (PP)
- Glass bottles and jars (p. 90, stating Separating glass improves recycling quality).

Page 77 of the same document explains the proposal for an urban food scraps collection, described as “households receive a food scraps collection at kerbside for urban areas, defined as a town with a population of 1000 or more residents, and in areas where there are already existing kerbside collections.” There is mention that “a ban on sending food waste or organic matter to landfills may eventually be required, as suggested in the consultation on the emissions reduction plan.” The reason food waste could be banned

from landfills (which is starting to happen around the world, see Vermont, USA<sup>1</sup>), is that landfill methane is a greenhouse gas that is 21 times more potent than carbon dioxide (Quni, 2013, p6). It is a gas that is produced in a landfill due to organic materials undergoing anaerobic decomposition, meaning food waste in a landfill does not receive oxygen. In nature, organic materials decompose and return to the soil by composting aerobically, carbon dioxide is released through this process, but it is commonly acknowledged that it is part of the natural carbon cycle (Quni, 2013, p7).

It is important to note that “Transforming recycling” is a consultation document only. However, in November 2022, the MfE launched a two-year funding round to support Councils to research, develop and implement the removal of organics from the kerbside collection service<sup>2</sup>. For pre-implementation activities MfE will fund 50% of a project, which increases to 75% of a project if Councils work together. Ahikā takes this as a good indication that the transforming recycling document will become legislation and encourages GDC to make an application as soon as possible to get funding support (see Section 3.5 Option Five). Ahikā acknowledges that a change of government at the end of 2023 could change the direction and speed of MfE’s transforming recycling project, meaning funds could be re-directed.

## 1.5 WasteNet Southland

WasteNet Southland is a collaboration between GDC, Southland District Council (SDC) and Invercargill City Council (ICC). A Joint Waste Management Agreement was signed in 2011 to provide a collaborative service of education and waste reduction across Southland.

WasteNet holds the responsibility of completing and submitting Waste Assessments and WMMPs to MfE. The latest Waste Assessment, “Composition of Solid Waste in Southland Region” by Waste Not Consulting Ltd (Waste Not<sup>3</sup>) was completed in 2018.

The WMMP, “Southland Waste Management and Minimisation Plan 2020-2026” was completed in December 2020. From the WMMP five Action Plans were proposed:

- Reduce the amount of material entering the waste stream
- Reuse or repurpose material so it has a life before recycling or disposal
- Reduce the amount of material sent to final disposal by maximising recycling
- Make the best use of recoverable waste as a renewable resource
- Appropriate treatment and disposal of waste.

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<sup>1</sup> <https://www.nycfoodpolicy.org/food-policy-snapshot-vermont-food-scraps-ban/>

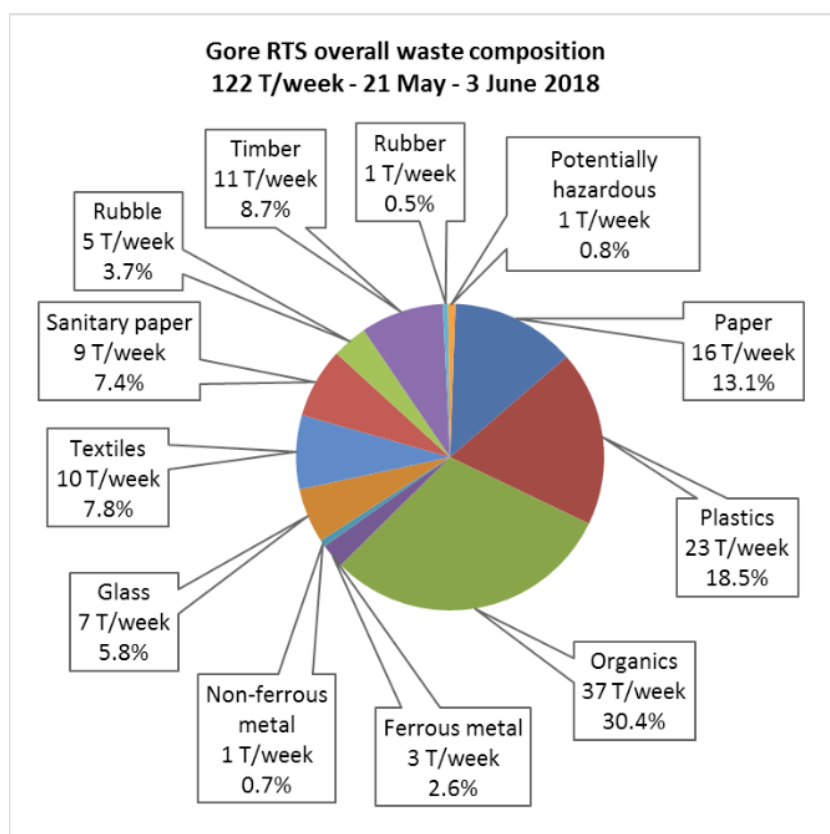
<sup>2</sup> <https://environment.govt.nz/what-you-can-do/funding/waste-minimisation-fund/funding-for-councils-for-kerbside-organic-waste-collection-services/>

<sup>3</sup> Please note, Waste Not Consulting Ltd is different to WasteNet.

## 2 Current Status of Gore District

### 2.1 2018 Waste Assessment results for Gore

According to the 2018 Waste Assessment (Waste Not, 2018, p2), Gore District is sending 6,735 tonnes of waste per annum to landfill. 122 tonnes per week goes through the Gore Transfer Station, the rest goes from the district direct to the landfill. All waste includes private and commercial waste, construction and demolition waste, as well as residential and landscaping waste. The composition of waste to landfill is shown in Figure 2.



**Figure 2: Gore District – Composition of all waste to landfill (including kerbside collection) from Waste Not, 2018**

For GDC, to reduce the overall waste would involve setting up a Resource Recovery Park, which we recommend considering for the future. For now, we are focussing on the 38 tonnes per week of GDC kerbside collection only, shown in Table 1 (below) from the 2018 Waste Assessment.



**Table 1. Copy of Table 5.2 from Southland WasteNet Waste Assessment 2018 showing Activity Source of all material to Gore RTS (Waste Not, 2018)**

<b>Gore RTS Activity source of overall waste - 21 May - 3 June 2018</b>	<b>% of total weight 2018</b>	<b>Tonnes/week 2018</b>	<b>Tonnes/week 2011</b>
<b>Construction and demolition (C&amp;D)</b>	4.7%	6 T/week	3 T/week
<b>Industrial/commercial/institutional (ICI)</b>	40.3%	49 T/week	43 T/week
<b>Landscaping</b>	0.2%	0 T/week	0 T/week
<b>Residential</b>	7.9%	10 T/week	16 T/week
<b>Subtotal - General waste</b>	<b>53.1%</b>	<b>65 T/week</b>	<b>62 T/week</b>
<i>Private kerbside collections</i>	15.9%	19 T/week	38 T/week
<i>Gore District Council kerbside collection</i>	31.1%	38 T/week	8 T/week
<b>Subtotal - Kerbside waste collections</b>	<b>46.9%</b>	<b>57 T/week</b>	<b>46 T/week</b>
<b>Mataura transfer station</b>	0%	0 T/week	2 T/week
<b>TOTAL</b>	<b>100.0%</b>	<b>122 T/week</b>	<b>111 T/week</b>

In 2011, the private collectors held a larger proportion of the kerbside collection market than they did in 2018, and 8 tonnes per week of Council controlled kerbside rubbish was going through the Transfer Station. By 2018, Council controlled more of the kerbside waste collection and the tonnage of kerbside waste to landfill increased to 38 tonnes per week in 2018.

As detailed in Section 1.2 Waste Levy, the waste levy will increase from the 2009 amount of \$10 per tonne to \$60 per tonne by 2024. This will affect the costs for all Council controlled waste to landfill. In terms of Council controlled kerbside collection, Table 2

**Error! Reference source not found.** shows the estimated increase based on the Waste Assessment of 2028 and GDC data for 2022.

**Table 2. Estimated costs per year for council controlled kerbside waste to landfill as waste levy increases**

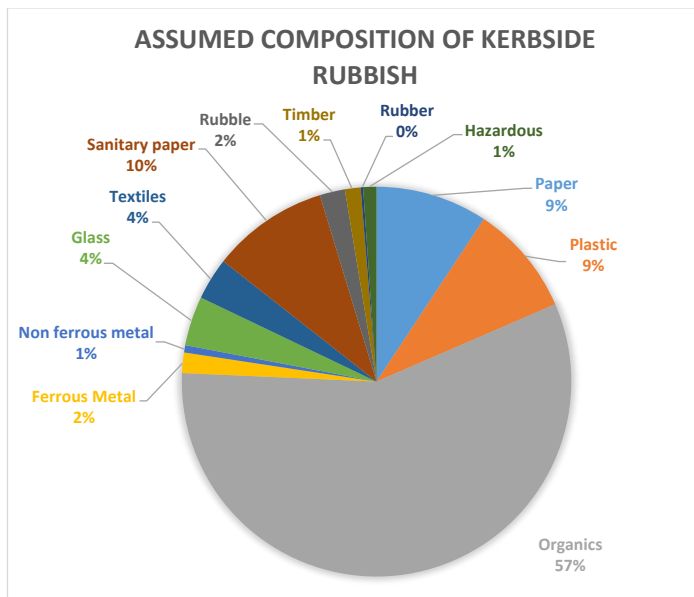
<b>Date</b>	<b>Council controlled kerbside collection</b>	<b>Waste levy cost increase</b>	<b>Approximate weekly cost</b>	<b>Approximate annual cost</b>
2018	38 tonnes per week	\$10 per tonne	\$380 per week	\$19,760.00
2020	38 tonnes per week (estimate)	\$10 per tonne	\$1,140 per week	\$59,280.00
2022 (GDC data)	Estimate 46.7 tonnes per week	\$30 per tonne	\$1,867 per week	\$97,084.00
2023	Estimate 46.7 tonnes per week	\$50 per tonne	\$2,335 per week	\$121,420.00
2024	Estimate 46.7 tonnes per week	\$60 per tonne	\$2,802 per week	\$145,704.00



Using a 2022 estimate, and if the amount of kerbside waste doesn't change, the annual increase from the waste levy will take GDC annual costs to \$145,704 each year.

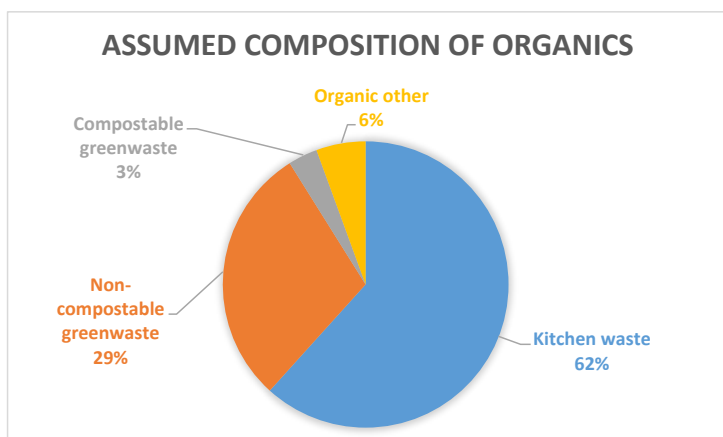
## 2.2 Composition of kerbside waste

Waste Not conduct waste audits and write waste assessments around Aotearoa New Zealand using methodologies based on the MfE's Solid Waste Analysis Protocol 2002 (SWAP), including the Waste Assessment for WasteNet Southland 2018 (detailed above). Where a kerbside audit of waste is not possible, Waste Not have created an assumed composition based on SWAP Procedure One sort- and-weigh audits of other wheelie bin collections. As a SWAP has not been conducted in Gore, the assumed composition is used. Figure 3 shows the assumed primary composition of kerbside rubbish, Appendix 2 provides assumed secondary composition (Waste Not, 2018).



**Figure 3: Assumed composition of kerbside rubbish**

Organic materials are more than 57% of the kerbside waste. Figure 4 shows the breakdown of the assumed composition for organic materials found in kerbside rubbish.



**Figure 4: Assumed composition of organics in kerbside rubbish**

This assumed composition is the only data available for the composition of organic waste for Gore, as a kerbside SWAP sort and weigh was not complete in 2018 for the Waste Assessment. The composition shows that 62% of kerbside waste is kitchen food waste, 3% compostable garden waste and 6% organic other (often animal faeces, dust from vacuum cleaners and other compostable items). In total, 71% of the organic material could be composted.

## 2.3 Existing operations for waste and recycling in Gore

Following is a description of how waste, recycling, and organic materials are currently managed in Gore.

### 2.3.1 Kerbside collection

In 2018, Statistics NZ stated there are 5,109 occupied dwellings in the Gore District. GDC rates database shows that 2,415 dwellings are serviced with two wheelies bins (glass/rubbish), which is the urban area of Gore.

Currently, the kerbside collection of waste is managed by WasteNet, through a contract with Bond Contracts Limited (BCL) and subcontracted to local operation (Paddy's Bins). Table 3 shows the frequency of existing collections.

**Table 3. Summary of existing kerbside collection service**

Material	LOS	Container size	Colour of lid
Waste to landfill	3 weeks out of 4	240 litre wheelie bin	red lidded
Glass	1 week out of 4	240 litre wheelie bin	yellow lidded with blue sticker

### 2.3.2 Other services provided or supported by GDC

The following are a list of other materials and where they can go in Gore:

1. Free garden waste drop off at the transfer station

2. Cardboard and paper, books, and magazines to Pakeke Lions
3. Aluminium and steel cans with Pakeke Lions
4. Brown glass beer bottles to Gore Liquorland which has a container return scheme (\$5 per crate plus the 12 bottles)
5. Brown glass beer bottles to Super Liquor for a 'swap a crate' with \$6.00 saving
6. Used plant pots and light bulbs to Mitre 10.

### 3 Consideration of Options for Kerbside Recycling for GDC

All decisions regarding the future of waste management within Gore must be in line with the WMMP document submitted to MfE by WasteNet in 2020. It is also important that decisions are informed by potential legislative changes. Furthermore, as a small council, GDC must weigh up the economic, social, cultural, and environmental factors of every decision made. In this report, we explore the different options available to GDC and how they align with the WMMP, with advantages and disadvantages of each option considered in terms of potential upcoming changes, and economic, social, cultural, and environmental factors. This section explores five options for GDC:

- Option One: Status quo
- Option Two: Return to the 2020 LOS
- Option Three: Three-bin system
- Option Four: Three-bin system plus home organic disposal
- Option Five: Three-bin system, plus home composting, plus a feasibility into organic kerbside collection

#### 3.1 Option One: Status quo

Option One means no change to the existing kerbside level of service (LOS) described above and repeated here for ease:

**Repeat of Table 3. Summary of existing kerbside collection**

Material	LOS	Container size	Colour of lid
Waste to landfill	3 weeks out of 4	240-litre wheelie bin	Red-lidded
Glass	1 week out of 4	240-litre wheelie bin	Yellow-lidded with blue sticker

Option One is not in line with the WMMP, nor with any legislative changes. Nor does it meet any of the requests from the community consultation conducted in 2022.

Table 4 is a list of advantages and disadvantages for staying with the status quo.

**Table 4. Advantages and Disadvantages of staying with the status quo**

Advantages	Disadvantages
No work required - maintain existing Level of Service (LOS).	Cost of waste disposal will increase in line with the waste levy as no reduction in weight to landfill will occur.
	LOS does not meet the expectations of rate payers who participated in community consultation.
	Encourages waste to landfill (negative impact on the environment).
	Does not meet any of the Action Plans outlined in the WMMP.
	Will not be in line with potential legislative changes.

### 3.2 Option Two: Return to the 2020 LOS

Option Two is a fortnightly pickup of 240 litre wheelie bins for both co-mingled recycling (glass is mixed with other recyclable materials) and fortnightly pickup of residual rubbish (waste to landfill). Option Two means returning to the level of service (LOS) that was provided to residents in 2020, which has a cost implication in terms of increased education (see **Error! Reference source not found.**).

**Table 5. Summary of kerbside collection service in 2020**

Material	LOS	Container size	Colour of lid
Waste to landfill	Fortnightly	240-litre wheelie bin	Red-lidded
Mixed recycling and glass	Fortnightly	240-litre wheelie bin	Yellow-lidded

This option aligns with the first Action Plan from the 2020 WMMP, “1: Reduce the amount of material entering the waste stream” and it will meet some of the requests from community consultation for kerbside recycling to return. However, cost of waste disposal will likely still rise due to recyclable materials being light in weight despite being large in volume. A small reduction in weight per tonne may be achieved, however, it may not be enough to offset the increase in the waste levy charge.

Table 6 describes the advantages and disadvantages for Option Two of co-mingling glass with mixed recycling.

**Table 6. Advantages and disadvantages of returning to the 2020 LOS two-bin kerbside collection**

Advantages	Disadvantages
Meets Action Plan 1 from the WMMP and encourages the reduction of waste to landfill (positive environmental and social outcomes).	Although it does encourage the reduction of waste to landfill, it sends a mixed message to rate payers regarding priorities (going backwards, not forwards and improving).

No new capital costs.	Having educated ratepayers to carefully separate glass from other recyclable materials, this option shifts thinking backwards.
Provides part of the recycling options that are requested by rate payers – removing recyclable materials from waste to landfill.	Glass will contaminate other recyclable materials – if the level of broken glass from each truck delivery is too high, the recyclable material cannot be separated, therefore valuable materials end up in landfill.
	Will not be in line with legislative changes (glass will be separated from other recyclable materials).
	Cost of waste disposal will likely still increase as minimal reduction in weight to landfill will occur.

### 3.3 Option Three: Three-bin system

Option Three is a three-bin system, separating glass from mixed recycling. It means purchasing new 120 litre blue lidded bins for each rate-paying household for glass recycling. It means changing the LOS to a three-bin system and re-training residents to put glass into the new blue lidded bin, and other mixed recycling into the yellow lidded bin.

**Table 7. Summary of proposed three-bin kerbside collection service**

Material	LOS	Container size	Colour of lid / bin
Waste to landfill	Fortnightly	240-litre wheelie bin	Red-lidded
Mixed recycling	1 week out of 4	240-litre wheelie bin	Yellow-lidded
Glass	1 week out of 4	120-litre wheelie bin	Blue-lidded or blue bin

Option Three has a cost implication in terms of purchasing new bins and increased education as well as the increase in the waste levy over time. Note, there is no major cost associated with the LOS, as mixed recycling has dropped to once every four weeks, and glass is once every four weeks (same as previous LOS). One major change is the red-lidded bin (rubbish) is only collected once a fortnight instead of every week for three weeks.

Like Option Two, Option Three aligns with the first Action Plan from the 2020 WMMP, “1: Reduce the amount of material entering the waste stream” and “Action Plan 3: Reduce the amount of material sent to final disposal by maximising recycling”. Option Three will also meet requests from the community through consultation for a well thought through kerbside recycling service. However, as with the previous two options, cost of waste disposal will likely still rise due to the low weight of materials being removed from the waste stream. Table 8 outlines advantages and disadvantages of improving the level of service in the kerbside collection to a three-bin system.

**Table 8. Advantages and Disadvantages of moving to a three-bin kerbside collection system**

Advantages	Disadvantages
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Meets Action Plan 1 from the WMMP and encourages the reduction of waste to landfill (positive environmental and social outcomes).	Extra cost will be incurred to cover capital expenditure (purchasing 5,000 new bins).
Meets Action Plan 3 from the WMMP and reduces the amount of materials sent to final disposal by maximising recycling by separating glass to ensure no contamination.	Extra costs will be incurred through an education package which will need to be distributed to all rate payers to educate how to correctly manage recycling.
Provides part of the recycling options that are requested by rate payers – removing recyclable materials from waste to landfill.	Will be in line with some (but not all) legislative changes coming from Central Government (organics is missing from this option).
Will be in line with some of the legislative changes coming from Central Government.	Cost of waste disposal will still increase in line with the waste levy as minimal reduction in weight to landfill will occur.

### 3.4 Option Four: Three-bin system plus home organic disposal

Option Four is a three-bin system plus supporting a home composting scheme (home composting could be worm farms, hot home composting or food digestors, see Appendix 3 for details and examples). For ease, composting is the general term used to refer to any of these three ways to reduce food waste in a home environment.

Like Option Three, Option Four requires purchasing new 120 litre blue lidded bins for each rate-paying household for glass recycling, a new service to pick up glass recycling and mixed recycling separately and the education for the new three bin system (summarised in Table 9). The difference to Option Three is funding for purchasing or subsidising residents to start home composting, such as purchase simple tools that encourage home composting to minimise food waste going into residual waste and becoming a levied waste to landfill. Research shows that home composting is recognized by both local and central government for its contribution to reducing household waste disposal in landfill (Smith & Jasmin, 2009 & Sewak et al., 2021). Further education on why organics needs to come out of landfill and how rate payers can compost at home.

**Table 9. Summary of proposed three-bin kerbside collection service (same as Option Three)**

Material	LOS	Container size	Colour of lid
Waste to landfill	Fortnightly	240-litre wheelie bin	Red-lidded
Mixed recycling	1 week out of 4	240-litre wheelie bin	Yellow-lidded
Glass	1 week out of 4	120-litre wheelie bin	Blue-lidded

Option Four aligns with the first Action Plan from the 2020 WMMP, “1: Reduce the amount of material entering the waste stream” and “Action Plan 3: Reduce the amount of material sent to final disposal by maximising recycling”. Option Four will meet requests from the community consultation where recyclable and organics are removed from the waste stream. Option Four adds in a home composting element to remove organic material from the waste

stream. A kerbside service is not offered, but education and funding support for rate payers to start home composting is included. With this option, cost of waste disposal will likely reduce over time due to organics being removed, as such the overall weight of materials going to landfill reduces. This is an assumption that the education will reach households and over time more uptake in home composting will ensue, therefore leading to a reduction in the overall weight to landfill.

Funding support for a home composting bin could be in the form of subsidising a rate payer to purchase of one of these bins (different bins may suit different types of urban living situations). Alternatively, it could be Council purchasing a number of these bins and offering them on a first come, first served basis. At the Gore A&P show in February 2023, Gore residents came to the GDC tent specifically to enter into the draw to win the “Green Cone”. At the Ask Niki stand, many residents asked when organic material was going to come out of the kerbside waste and how was GDC going to support residents to home compost.

In summary, Option Four has a cost implication in terms of purchasing new bins, subsidising home composting, increased education and the cost of subsidising home composting. As mentioned, it is likely that, over time, there may be a reduction in the amount of residual waste to landfill and therefore a decrease in costs incurred due to the waste levy.

Table 10 considers the advantages and disadvantages for Option Four of a three-bin system plus home composting.

**Table 10. Advantages and disadvantages of moving to a three-bin kerbside collection system plus home organic composting education and funding support**

Advantages	Disadvantages
Meets Action Plan 1 from the WMMP and encourages the reduction of waste to landfill (positive environmental and social outcomes).	Extra cost will be incurred to cover capital expenditure (purchasing 5,000 new bins).
Meets Action Plan 3 from the WMMP and reduces the amount of materials sent to final disposal by maximising recycling by separating glass to ensure no contamination.	Extra costs will be incurred to provide the home composting / bio-digesting options for interested rate payers.
Provides the recycling options that are requested by rate payers – removing recyclable materials from waste to landfill.	Extra costs will be incurred as a full education package will need to be launched to every rate paying household.
Provides the removal of organic material from the homes of rate payers who are engaged in waste reduction.	Only the engaged rate payers will participate in the home composting / bio-digesting options.
Will be in line with all of the potential legislative changes coming from Central Government.	



Cost of waste disposal will potentially decrease over time as rate payers uptake home composting and a reduction in weight to landfill will occur.	
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### 3.5 Option Five: Three-bin system, plus home composting, plus a feasibility into organic kerbside collection

As discussed in Section 2: Current Status of Gore District, the assumption is that organics is a high percentage of the weekly tonnage of kerbside collected waste to landfill. Option Five is the three-bin system, plus home composting plus undertaking a feasibility study for the introduction of a fourth bin. Option Four begins to address the problem of organic waste to landfill, whilst Option Five tackles the problem head on and will likely be the preferred approach legislated by central government in the near future. Option Five gets recycling up and running (three-bin system), gets home composting into the community and gets the feasibility study underway for a four-bin system for urban Gore, where glass, mixed recycling and organics (both garden and kitchen waste) are removed from the residual rubbish.

At present there is no processing facility in Southland to manage organic materials if separated from the kerbside rubbish. Therefore, an assessment to understand the organic waste streams in the district, and to line them up with potential processing technologies must be undertaken prior to a fourth-bin being introduced.

#### 3.5.1 Ways to approach Option Five's feasibility study

There are different ways to approach undertaking a feasibility study for Option Five, all of which can receive funding support from MfE, through the current (open) funding round for **"Kerbside organics pre-implementation funding package"**. This funding is for councils at the earlier stages of kerbside organics rollout and supports activities such as:

- planning, collection and processing options assessment
- development of a business case.

For these pre-implementation activities MfE will fund:

- up to 50 per cent of project costs for an application from a single council
- up to 75 per cent of project costs where there is coordination and collaboration between multiple councils.

**A: Joint feasibility study with WasteNet.** This approach involves GDC endorsing a feasibility study of a four-bin system for kerbside collection to be carried out through the WasteNet partnership and an application being made for funding support to MfE. In this way, leveraging 75% funding support from MfE.

**B: Gore undertakes a small scale / locally focused feasibility study on its own.** This approach involves GDC endorsing a locally focused feasibility study of a four-bin system for



kerbside collection to be carried out, and an application being made for funding support to MfE. In this way, leveraging 50% funding support from MfE.

**C: Joint feasibility study with another Council.** This approach involves GDC endorsing a feasibility study of a four-bin system for kerbside collection to be carried out. Also, endorsing approaching a neighbouring council (such as Clutha District Council) to make a joint application, in this way, leveraging 75% funding support from MfE.

### 3.5.2 A feasibility study of organic waste streams and processing technologies

A feasibility study will determine the organic waste streams in the district, and line them up with potential processing technologies.

Processing technologies could be either an anaerobic digestion (such as biogas production for energy) or aerobic digestion (such as in-vessel or vermiculture composting) system. At present the closest options are:

- A new (but not yet operational) EnviroWaste Ltd composting facility in Dunedin (for DCC's kerbside food and garden waste)
- Doubt Not in Dunedin which processes commercial organic wastes
- Central Wormworx in Cromwell which processes a variety of commercial putrescible (wet) organic wastes.

Other elements to consider for an organics collection are how the food waste gets from the kitchen to the wheelie bin for collection day. Current possibilities are:

- place kitchen waste in a small kitchen bin, which is supplied by either the householder (such as an ice-cream container, or purposely bought container) or the council (purposely design kitchen caddy), then transfer to a larger outdoor bin when full
- wrap the food waste in newspaper (this improves handling and helps control odour and leachate)
- freeze the food waste until collection day (this also improves handling and helps control odour and leachate).

### 3.5.3 Rethinking waste educational campaign to rate payers

Research is currently underway for MfE that describes why residents do not participate in kerbside organic waste collection. Two key elements were raised.

One is that a lot of people do NOT understand why removing organics from landfill is important. Therefore, buy into the four-bin system is low. From our observations, GDC has been forward thinking in its marketing of the waste discussion to date "Rethinking Waste" is an exceptionally good logo and project title. Continuing with good, clear communication to residents through the process is essential for future uptake.

A second point emerged as to why residents did not participate in organic food waste collection and that is the resistance to getting grubby, the 'yuck' factor associated with food waste. Once kitchen food waste is transferred to a wheelie bin, it is emptied by the collector and not cleaned, therefore, for some residents, they do not want to participate as this 'yuck' factor puts them off. Again, education and rethinking waste could help mitigate these issues before they occur for Gore residents.

Another factor to assist in the reduction of waste to landfill is reducing the size of rubbish wheelie bins from 240-litre bins to 140-litre bins. Waste assessments show that 240-litre rubbish bins encourage rate payers to put more into their wheelie bin, and recycle and compost less than councils that have 140-litre rubbish bins.

Organic bins are often serviced weekly to reduce odour (see Appendix 4 which compares the level of service from other South Island councils). MfE does suggest that organic kerbside services in the south of the South Island could be fortnightly, due to the colder climate. When comparing other levels of service, waste to landfill is serviced in a 140-litre wheelie bin fortnightly and the 240-litre bins are used for recycling (fortnightly) and organic (weekly) collection. Glass is collected in a 45-litre crate (weekly) or an 80-litre blue bin (fortnightly).

The advantages and disadvantages of a four-bin kerbside collection system are explored in Table 11.

**Table 11. Advantages and disadvantages of moving to a four-bin kerbside collection system**

Advantages	Disadvantages
Meets Action Plan 1 from the WMMP and encourages the reduction of waste to landfill (positive environmental and social outcomes).	Extra cost will be incurred to cover capital expenditure (purchasing 5,000 new 140 litre bins for rubbish AND 5,000 new 120 litre bins for glass).
Meets Action Plan 3 from the WMMP and reduces the amount of materials sent to final disposal by maximising recycling by separating glass to ensure no contamination.	Extra costs will be incurred as a full education package will need to be launched to every rate paying household.
Meets Action Plan 4 from the WMMP by recovering food and garden waste (which convert back into soil and nutrients).	There are no systems currently in place to manage an organic waste collection service.
Provides a level of service to ratepayers that was requested in the community consultation – removing recyclable materials and organics from waste to landfill.	Extra costs will be incurred to gather in the 240 litre bins and replace the lids with the green lid. The red lids will be wasted.
Will be in line with all of the potential legislative changes coming from Central Government.	Extra costs will be incurred for a new level of service for weekly collection of organic waste.

Cost of waste disposal will potentially decrease over time as some rate payers will uptake the home composting and a reduction in weight to landfill will occur.	
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## 4 Recommendations

Ahikā recommends that Option One is not considered because no economic, social, cultural, or environmental benefits are gained.

Despite the obvious economic advantage of Option Two (no new capital costs incurred) and all recyclable materials being collected, Ahikā recommends that Option Two is not considered. Ahikā cannot support an Option that moves GDC backwards toward comingling all recyclables (glass with other materials), it is not in line with upcoming legislation. It means having trained residents to separate glass, that good work is lost, and recyclable are once again mixed together, leaving it for another organisation to have to sort out. Ahikā wants to support GDC to move forwards and rethink waste.

In terms of a standard of kerbside recycling collection, Options Three, Four and Five are preferred. Glass is separated at kerbside from other valuable recyclable material. The economic disadvantage is the purchasing of new bins, costs associated with changing (but not increasing) the level of service and a detailed education programme for rate payers.

Option Four is preferable to Option Three as it starts to address the direction the government is likely to start moving in. Option Four introduces home composting into Gore's backyards and gardens, reducing organic material entering the waste stream.

Overall, Ahikā recommends that Option Five is the preferred option, as it gets recycling up and running again at the kerbside, it introduces home composting into the community and a feasibility study is undertaken prior to any legislative changes coming from central government (and taking advantage of funding subsidies whilst they are available).

### 4.1.1 Staged approach

Waste is always changing, therefore any approach GDC makes to rethinking waste needs reviewing and updating. Ahikā recommends that a staged approach is taken to address the existing problem of waste to landfill in Gore District.

Stage 1 – Endorse Option Five and commit to introducing kerbside recycling by 1 July 2023

We recommend GDC endorses the three-bin system, commits funding to subsidising home composting education and equipment and commits to achieving this for 1 July 2023.

## Stage 2 – Endorse a feasibility study

We recommend GDC endorses the feasibility study of Option Five, in GDC's favoured approach (See 3.5.1 to 3.5.3 above), in order for funding applications to be made as soon as possible and funding support from MfE secured.

## Stage 3 – Endorse the reduction in size of kerbside rubbish bins and reduction in collection from every three weeks to fortnightly

Through this report we have explained why the red-lidded bins reduces in frequency from every three weeks to fortnightly (due to adding in extra services). We also recommend GDC endorses the reduction in the size of residential rubbish from 240-litre to 140-litre wheelie bins in the future with roll out of Option Five to further reduce the ability of residents to throw waste to landfill. Please note, the roll of the Waste Minimisation Officer is essential for the success of this, as they work alongside your community to Rethink Waste.

## 5 References

Ministry for Environment. (2022) Te panoni i te hangarua / Transforming recycling.

Quni, G. (2013) Composting Food Waste: A Method That Can Improve Soil Quality and Reduce Greenhouse Gas Emissions.

Sewak, A., Kim, J., Rundle-Thiele, S. & Deshpande, S. (2021) Influencing household-level waste-sorting and composting behaviour: What works? A systematic review (1995–2020) of waste management interventions. *Waste Management & Research*. Volume 39, Issue 7. Pp 892-909.

Smith, S.R. & Jasmin, S. (2009) Small-scale home composting of biodegradable household waste: overview of key results from a 3-year research programme in West London. In: *Waste Management & Research*. Issue 27. pp 941–950.

WasteMINZ (for Ministry for Environment). (2020) Recommendations for standardisation of kerbside collections in Aotearoa.

Waste Not Consulting Ltd. (2018) Composition of Solid Waste in Southland Region

## 6 Appendices


### 6.1 Appendix 1: Proposed standardised materials from MfE's Transforming waste document

**Table 3: Proposed materials for inclusion in household kerbside collection**

Material	Number of councils collecting currently (out of 67)
Steel and aluminium tins and cans	65
Paper and cardboard	65
Pizza boxes	61 councils accept in recycling 2 councils accept in organics bin only
Plastic bottles 1 PET	65
Plastic bottles 2 HDPE	65
Plastic containers and trays 1 PET	58
Plastic containers and trays 2 HDPE	65
Plastic containers and trays 5 PP	47
Glass bottles and jars	62

**Figure 5. Copied Table 3 (page 71) of MfE's "Te panoni i te hangarua / Transforming recycling" document (2022).**

## 6.2 Appendix 2: Assumed Composition of Kerbside Waste from Waste Not Consulting

		SOLID WASTE IN SOUTHLAND 2018
<h3>Appendix 4 - Assumed Composition of Kerbside Waste</h3>		
Assumed composition of kerbside waste		% of total weight
<b>Paper</b>	Recyclable	7.6%
	Cardboard	0.8%
	Non-recyclable	0.9%
	<b>Subtotal</b>	<b>9.3%</b>
<b>Plastics</b>	Recyclable	2.5%
	Non-recyclable	6.6%
	<b>Subtotal</b>	<b>9.2%</b>
<b>Organics</b>	Kitchen/food waste	35.3%
	Compostable greenwaste	16.8%
	Non-compostable greenwaste	1.9%
	Other organic	3.2%
	<b>Subtotal</b>	<b>57.2%</b>
<b>Ferrous metals</b>	Primarily ferrous	0.8%
	Multimaterial/other	0.9%
	<b>Subtotal</b>	<b>1.7%</b>
<b>Non-ferrous metals</b>		<b>0.6%</b>
<b>Glass</b>	Recyclable	3.5%
	Non-recyclable	0.6%
	<b>Subtotal</b>	<b>4.1%</b>
<b>Textiles</b>	Clothing/textile	2.1%
	Multimaterial/other	1.4%
	<b>Subtotal</b>	<b>3.5%</b>
<b>Sanitary paper</b>		<b>9.7%</b>
<b>Rubble</b>	Cleanfill	0.0%
	New plasterboard	0.0%
	Other	2.1%
	<b>Subtotal</b>	<b>2.1%</b>
<b>Timber</b>	Reusable	0.0%
	Unpainted & untreated	0.0%
	Non-recoverable	1.3%
	<b>Subtotal</b>	<b>1.3%</b>
<b>Rubber</b>		<b>0.2%</b>
<b>Potentially hazardous</b>		<b>1.1%</b>
<b>TOTAL</b>		<b>100.0%</b>

### 6.3 Appendix 3: Home composting or bio-digesting examples

Home composting, worm farms or bio-digesting options are approximately \$300 for one unit plus freight of \$100. Options range from the likes of a Hungry Bin which is a worm farm and produces compost and liquid fertiliser from the food waste (great for budding gardeners). Or a Green Cone, which is a food digester and produces no compost or liquid. Both the Green Cone and the Hungry Bin are for food waste only. The Aerobin is a home compost bin that requires garden waste to be layered into the Aerobin with food waste. See Appendix 3 for more details of each type of bin and a comparison between Aerobin, Hungry bin and Green Cone.


#### 6.3.1 Comparison between bins

	<b>Green Cone</b>	<b>Hungry Bin</b>	<b>Aerobin 200 Litre Compost Bin</b>
<b>What is it?</b>	Food digester	Worm farm	Hot compost
<b>Price</b>	\$300 + \$100 freight	\$350-\$425 + \$50 freight	\$400 free freight
<b>Food waste</b>	Yes	Yes	Yes
<b>Garden waste</b>	No	No	Yes
<b>Need sunny spot</b>	Yes, essential	No, needs shade	No, needs shade
<b>Good drainage</b>	Yes	No, sits next to other bins	Not important
<b>Need to dig a hole before starting or create a raised bed</b>	Yes	No	No
<b>Needs worms</b>	No	Yes (\$75 for 500g)	No
<b>Need to layer (garden waste and food waste)</b>	No	No	Yes
<b>Produces compost</b>	No	Yes	Yes
<b>Produces liquid fertiliser</b>	No	Yes	No
<b>Capacity</b>			200 Litres
<b>Smell or attract vermin</b>	No	No	No
<b>Can put dog faeces in it</b>	Yes	Not sure	No
<b>Made in NZ</b>	No, Canada	Yes	No, UK




### 6.3.2 Green Cone

- \$300 for a Green Cone, a home food waste digester.
- Super easy to use, don't have to be a gardener.
- Green Cone is made from recycled plastic.



## Green Cone NZ




Green Cone is the elite in food waste digesters. The Green Cone takes all food waste – cooked and uncooked food including meat, fish, bones, bread, dairy products, fruit, vegetable. This system is what the manufacturers call a “solar-powered” digester. If situated in a sunny part of your garden the Green Cone system will work 365 days of the year, using heat from the sun it creates a trap of circulating air that increases the bacteria growth – thereby digesting your food quickly and turning it into a rich soil conditioner.


The Green Cone is easy to use when set up according to the instructions. It is virtually maintenance free and the waste requires no turning/digging, lifting or shifting anything – over 90% of food waste will be absorbed as water into the soil and thereby Nutrients are absorbed straight into the ground. Over 150,000 Green Cones have been sold throughout the UK, USA and Canada where in some cases it has been in operation for 20 years.

The composition of Green Cone is :- Black parts 100% recycled plastic, Green outer cone approx 30% recycled plastic – overall = 65% mixture of recycled and recyclable plastic.

**Green Cone comes with a 10 year Manufacturers Guarantee.**

The Greencone is made up of three parts



\$299.00



### 6.3.3 Hungry Bin worm farm

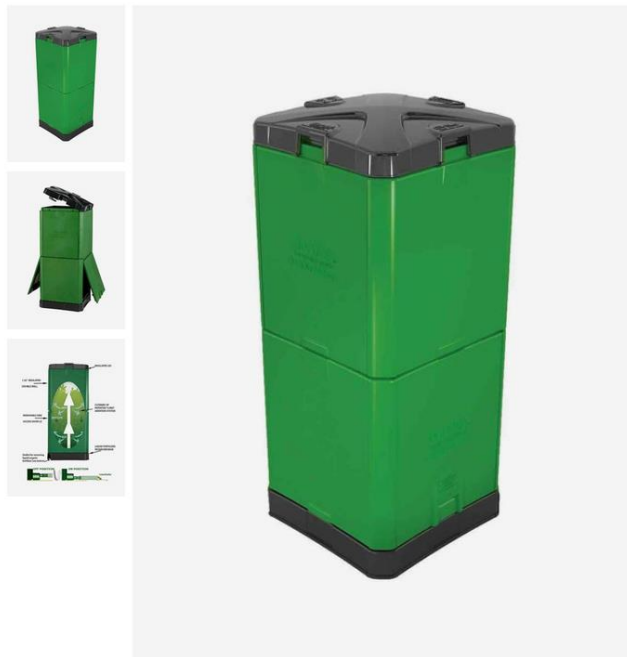
- \$350 for a Hungry Bin worm farm, \$425 for a Hungry Bin worm farm and live worms.
- Hungry Bin is more for active gardeners.
- It is designed and made in Aotearoa New Zealand.



Designed and made in New Zealand, hungry bin is a fast and convenient way to compost your food scraps. The innovative design is highly efficient and can process up to 2.0 kilos of waste per day. Hungry bin not only makes fantastic fertiliser and plant food - it looks great too.



### 6.3.4 Aerobin



#### Aerobin 200 Litre Compost Bin

BY AEROBIN  
★★★★★ (5)  
200L Composting capacity

**NZ \$399.00**  
INC. GST

QUANTITY ▼ 1 ▲

Only 2 left! 31 recent viewers.

ADD TO CART



Aerobin 200L – The Latest Breakthrough in Home Composting

Global warming is a severe threat to humanity and is on course to jeopardise our planet. When you send your organic waste to the landfill, you produce greenhouse gases and put the world at peril.

But it doesn't have to be this way.

When you use an Aerobin, you can make positive contributions to the environment and nurture your garden - without any hassle. Its technological design allows you to produce high-quality compost while reducing your carbon footprint! Simply open the lid, deposit your waste, and let it do all the work.

#### 6.4 Appendix 4: LOS including organics across other councils

For reference, in 2018 Statistics NZ stated 5,109 occupied dwellings were in the GDC.

**Table 12. Comparison of rates-funded LOS for other councils including number of dwellings**

Council	Dwellings	Waste to landfill	Recycling	Glass	Organic
Mackenzie District Council	2,031	Fortnightly 140-litre red-lidded wheelie bins	Fortnightly 140-litre yellow- lidded wheelie bin	Weekly 45-litre crate	Weekly 240-litre green-lidded wheelie bin (FOGO)
Waimate District	3,309	Fortnightly 140-litre red-lidded wheelie bins	Fortnightly 240-litre yellow- lidded wheelie bin	Weekly 45-litre crate	Weekly 240-litre green-lidded wheelie bin (FOGO)
Timaru District Council	19,194	Fortnightly 140-litre red-lidded wheelie bins	Fortnightly 240-litre yellow- lidded wheelie bin - alternate weeks in North and South areas	Fortnightly 80-litre blue wheelie bin - alternate weeks in North and South areas	Weekly 240-litre green-lidded wheelie bin (FOGO)

To demonstrate what that looks like, Figure 2 below is from Timaru District Council. Note the largest bins are for recycling and organics.



**Figure 6: Timaru District Council website showing explanation of each bin type and what goes in each bin**

## 7. MATAURA RIVER CROSSING COMMUNITY ENGAGEMENT UPDATE (Matt Bayliss)

(Report from 3 Waters Asset Manager – 08.03.23)

### **1.0 Purpose**

- 1.1 To provide an update regarding the proposed community engagement for the Mataura River crossing project.

### **3.0 Background**

- 3.1 On 14 February 2023, the Council resolved to:

***Engage with the community on its preference for the Council to focus on the following three “broad” options:***

- a) Installing only the pipelines across the river (ie by direct drilling or a pipe only bridge structure);*
- b) Constructing a dual-purpose bridge with the primary purpose of providing a transportation link (ie a bridge located between the existing State Highway bridge and Surrey Street that may meet Waka Kotahi funding requirements)*
- c) Constructing a dual-purpose bridge with the primary purpose of creating a recreational loop (ie a bridge located north of Surrey Street that is unlikely to meet Waka Kotahi funding requirements)*

*In addition, the Council requested a public meeting to be included in the engagement process and a report to the next Council meeting on progress with engagement.*

### **3.0 Waka Kotahi funding and proposed changes to engagement options**

- 3.1 On 17 February 2023 the Mayor, Chief Executive and General Manager of Critical Services met with representatives from Waka Kotahi to discuss their funding commitment to this project.
- 3.2 Waka Kotahi has confirmed the funding allocated to this project is still available. However, this is on the condition that the bridge is located at the original Surrey Street location.
- 3.3 If the Council decided it would like to pursue an alternative bridge location, this would require a new business case for the project to be prepared. Any funding commitment from Waka Kotahi for an alternative bridge location would then be dependent on the findings of the business case.
- 3.4 Waka Kotahi’s stance on the funding commitment, means there is a significant difference between the Surrey Street location and the other locations being considered. After discussing this with the Mayor and Deputy Mayor it was

decided to seek feedback on specific bridge locations (as opposed to the “broad” options previously discussed).

3.5 We are now seeking feedback on the following:

**Question 1** - Do you think we should:

- A. Look at options that combine the water pipes with a walking and cycling bridge
- B. Just focus on getting the pipeline across the river

**Question 2** – If you selected A for Question 1 – please rank the following four bridge options:

Option A – Multi-span bridge at Maitland Street

Option B - Multi-span bridge at Rock Street

Option C – Multi-span bridge at Surrey Street

Option D – Multi-span bridge at Halton Street

3.6 The four options that have been chosen for feedback, are the four highest ranking bridge options in the Beca Strategic Options Assessment, tabled at the February Council Meeting.

#### **4.0 Public meeting**

4.1 Following the Council’s resolution, the Council staff have considered the request to hold a public meeting as part of the engagement process. A key disadvantage of holding a public meeting is that some members of the community, do not feel comfortable asking questions and/or expressing their opinion in a public setting. Due to this, it can be difficult to ensure the feedback being received at a public meeting is representative of the wider community.

4.2 In consultation with the Mayor and Deputy Mayor it was decided that as an alternative to a public meeting, multiple drop-in sessions would be held. The drop-in sessions will be:

- Designed to allow one on one discussions with elected representatives and members of the community
- Held in a variety of locations and at different times to ensure as many people as possible have the opportunity to attend

#### **5.0 Community engagement timeframes**

5.1 It is understood the Council wants to make a decision on the preferred option as soon as possible. To try and enable this, the Council staff are aiming to table a report regarding the results of the community engagement process at the Council meeting on 16 May 2023.

5.3 A high level programme for the proposed community engagement process is as follows:

- Sunday 19 March – Go live with community engagement, Drop-in session at On the Fly
- Friday 24 March – Drop-in session at Eccles Street playground (11:00 am – 1:00 pm)
- Monday 27 March – Drop-in session at East Gore School (3:00 pm – 4:30 pm)
- Wednesday 29 March – Drop-in session on Irk Street (11:00 am – 1:00 pm)
- Friday 21 April - community engagement closes

Note – these venues, dates and times are yet to be finalised and therefore are subject to change.

5.4 In addition to the drop-in sessions, the Council’s Let’s Talk engagement portal will be the hub for this project and all avenues of engagement will lead to it. Other digital channels available include Antenno, Facebook, Instagram and LinkedIn.

5.2 As always, digital channels will be complemented by the more traditional means of engagement, such as in person, printed collateral and mainstream media.

#### **RECOMMENDATION**

**THAT the report be received,**

**AND THAT the Council note the proposed changes to the community engagement process for the Mataura River crossing project as outlined in the above report.**

## 8. FINANCIAL REPORT TO 31 DECEMBER 2022

(Memo from General Manager Corporate Support 16.03.23)

### Purpose

To provide a high-level summary of the Council's revenue and expenditure to 31 December 2022.

### Background

The Council adopted the 30 June 2022 Annual Report on 14 February 2023. The Council's auditors did not give final clearance until 24 February 2023 due to delays in the Council signing the representation letter.

The effect of that delay has meant that the Council's general ledger could not be closed off for the 2021/2022 financial year and the opening balances brought forward into 2022/2023.

The Council staff are mindful that the elected members require information on how the Council is tracking financially for the year. Given the compressed timeframes due to the delay in audit clearance. The finance team has provided a high-level summary on the Council's financial performance for the first 6 months of the financial year.

### Financial summary

#### GORE DISTRICT COUNCIL

#### Statement of Revenue and Expenditure

#### Six monthly report to 31 December 2022

	Actual 31/12/22 \$'000	Annual Plan 31/12/22 \$'000	Annual Plan 30/6/23 \$'000
<b>Revenue</b>			
Rates	10,110	10,172	20,344
Subsidies and grants	3,134	2,327	4,653
Finance revenue	103	12	25
Other revenue	3,051	2,410	4,821
<b>Total revenue</b>	<b>16,398</b>	<b>14,921</b>	<b>29,843</b>
<b>Expenditure</b>			
Employee benefits expense	4,4599	3,893	7,786
Depreciation and amortisation expense	4,104	3,502	7,003
Finance costs	704	608	1,216
Other expenses	8,347	7,300	14,601
<b>Total expense</b>	<b>17,754</b>	<b>15,303</b>	<b>30,606</b>
<b>Surplus / (deficit)</b>	<b>(1,356)</b>	<b>(382)</b>	<b>(763)</b>

## Statement of Revenue and Expenditure for the 6 months ended 31 December 2022

	Actuals 31/12/22 \$'000	Annual Plan 31/12/22 \$'000	Variance \$'000	Fav/ Unfav	6 monthly % variance	2022/23 Annual Plan \$'000
<b>Income</b>						
Rates	10,110	10,172	62	U	101%	20,344
Subsidies & grants	3,134	2,327	(807)	F	74%	4,653
Investment income	103	12	(91)	F	12%	25
Other income	3,051	2,410	(641)	F	79%	4,821
<b>Income Total</b>	<b>16,398</b>	<b>14,921</b>	<b>(1,477)</b>	<b>F</b>	<b>91%</b>	<b>29,843</b>
<b>Expenditure</b>						
Employee Costs	4,599	3,893	(706)	U	85%	7,786
Depreciation	4,104	3,502	(602)	U	85%	7,003
Finance Costs	704	608	(96)	U	86%	1,216
Other Expenses	8,347	7,300	(1,047)	U	87%	14,601
<b>Expenditure Total</b>	<b>17,754</b>	<b>15,303</b>	<b>(2,451)</b>	<b>U</b>	<b>86%</b>	<b>30,606</b>
<b>Surplus / (Deficit)</b>	<b>(1,356)</b>	<b>(382)</b>	<b>974</b>	<b>U</b>	<b>28%</b>	<b>(763)</b>

### Commentary on significant variances

#### *Other income*

There is a favourable variance in other income of \$641k. This is made up of a number of contributing items such as:

- \$456k financial contributions received for large projects per the agreements reached with the applicable companies.
- Dog registration fees and renewals are up by \$90k. This is partially a timing difference as the majority of income is received in the first six months of the year, and partially due to an increase in dogs being registered.
- \$87k unbudgeted 3 Waters transition funding received.
- \$75k in resource consent income, with the recovery of appropriate fees for time spent.

#### *Employee costs*

- Elected members remuneration is set by the Remuneration Authority and is an uncontrollable cost to the Council. The Council had budgeted for a 5% increase in elected member remuneration, however the increase to 31 December 2022 was close to 13%.
- In general wage inflation has been greater than the 5% annual plan increase that was allowed for. In some roles, wage inflation of 30% has been experienced, and the Council has had to meet the market in order to attract and/or retain staff. This is particularly the case in Building Control, Aquatic Services, 3 Waters, Corporate



(including IT, HR, finance and communications). The variance across these activities is around \$300k.

- The 2022/23 annual plan provided a budget for one staff member in the cemetery activity centre. The Council's Sexton resigned in August 2022, and the decision was made to staff this role with Parks and Reserves staff, and contract in services as required. The Parks team have effectively allocated two staff members to complete the work required in maintaining the cemeteries that the Council has.
- The Parks and Reserves activity are over annual plan by \$53k. A number of fixed term summer students were brought on in November to help with the seasonal increase in workload.
- The other area where there was an increase in actual versus annual plan was in relation to Project Ark. The variance of \$60k is not a cost to the Council as such, as these salaries are recovered through the Southland Regional Heritage Trust.

#### *Depreciation*

The increase in depreciation is a direct result of the revaluation of the Council's infrastructure assets and also the land and buildings. The revaluation of assets came in at \$66.7m, three times over what had been budgeted (\$22.9m). The Council had budgeted for an increase in depreciation based on the \$22.9m increase.

It is important to note that the Council is not alone in experiencing this significant increase in asset valuations, with a significant number of Councils up and down the country also facing this challenge. A survey was undertaken, and 18 Councils out of the 25 who responded (72%) were electing not to fully fund the increase in depreciation on 3 Waters assets. This will be the subject of a separate report to the Council for consideration on the Council's treatment of depreciation funding.

#### *Finance costs*

The increase in finance cost is a result of the interest rate increases on the Council's floating rate debt. The interest rate used for the annual plan was based on advice provided by the Council's treasury management advisor. At the time that the 2022/23 Annual Plan was adopted, borrowing interest rates had only just started to increase, and there was no indication that they would increase to the level that has transpired.

#### *Other expenditure*

There are a number of items that make up the variance for other expenditure, including:

- The cost of the district plan in the current year is ahead of the 6 monthly annual plan estimate by \$150k.
- Planning consultants are \$230k up compared to budget, however this is partially offset by the recovery of fees against consents.
- Parks and reserves are \$160k over annual plan for the year, a portion of this is timing of actuals versus the annual plan given seasonality, and a portion is additional expenditure and inflationary increases.
- There were unanticipated costs identified in the discovery phase of the Authority upgrade project. These included a database environment that was not fit for purpose and posed an operational risk to the organisation if it was not remedied,

and servers that did not contain the appropriate licenses. The additional cost of the licenses for the servers was in the region of \$100k.

**Key Statement of Financial Position balances at 31 December 2022:**

Cash and cash equivalent	\$3.96m
Property, Plant and Equipment	\$526.9m
Short term borrowings	\$13.5m
Long term borrowings	\$30m

**Conclusion**

It has been a difficult first six months of the financial year for the Council with external pressures such as interest rate rises and inflation now being experienced at levels that were unpredicted. These items are largely outside the sphere of control of Council staff.

The pressure on the employment market, with low unemployment and difficulty in recruitment and retention also playing a part in impacting on the Council's bottom line. There is no indication that the market is going to settle in the near future, and so pressure will continue on the salary and wages budgets.

The Council continues to forge ahead with key projects, and these have also experienced cost escalations due to inflation and supply and demand challenges. The Council's total debt was \$43.5m at 31 December 2022, against an annual plan figure of \$50.3m for the year ending 30 June 2023.

**RECOMMENDATION**

**THAT the financial report to 31 December 2022 be received.**

## 9. LOCAL GOVERNANCE STATEMENT - REVIEW

(Memo from Chief Executive – 10.03.23)

Section 40 of the Local Government Act 2002 requires local authorities to prepare and make publicly available, following each triennial general election of members, a Local Governance Statement. This Statement provides information about the processes through which the Council engages with its residents, outlines how the Council makes decisions and provides guidance on how citizens can influence those processes.

The first Local Governance Statement was prepared by the Gore District Council in 2003 and has been reviewed after each triennial election since that time. Under Section 40(2) of the Local Government Act 2002 the Council has six months after each triennial general election to review its Local Governance Statement.

- ✚ Enclosed is an updated Local Governance Statement for the Gore District Council which, inter alia, takes cognisance of changes in the Council's membership following the 2022 local authority elections.

### **RECOMMENDATION**

**THAT the updated Local Governance Statement be adopted and made available to the public.**

**10. PROPOSED FEES AND CHARGES FOR THE HIRE OF COMMUNITY ROOMS AT JAMES CUMMING COMMUNITY CENTRE 2022/23**

(Memo from Management Accountant – 09.03.23)

The James Cumming Community Centre and Library contains three community rooms that will become available for public bookings in 2023.

The Council did not adopt fees and charges for community room hire when adopting the 2022/23 Schedule of Fees and Charges, as the facility was not available to hire at that time.

The hire fees need to be adopted for the community rooms, to allow staff to take bookings and payment. Staff have proposed a simple fee structure that is easy and efficient to administer.

Once adopted, these fees and charges will be published in Council's schedule of fees and charges on the Council's website.

In determining the fees, the Council's staff contacted local businesses, to estimate prices that reflect the benefit to the community without creating unnecessary competition for local hospitality businesses.

The pricing reflects the size and occupancy of each of the rooms and addresses the possible permutations made available by the floor plan (The combination of rooms 1 and 3 is not possible as these rooms are connected through room 2).

The proposed pricing is as follows:

Community Room	Occupancy	Hourly charge	Tables and chairs per day or part day	Plates and cutlery per day or part day
1	180	\$30	\$15	\$15
2	80	\$20	\$10	\$10
3	17	\$10	\$5	\$5
1 & 2	260	\$50	\$25	\$25
2 & 3	97	\$30	\$15	\$15
1, 2 & 3	277	\$60	\$30	\$30

The Council also needs to consider whether criteria need to be developed for fees to be discounted and/or waived, and which groups might be eligible for a discount or waiver, including the Council itself. Alternatively, the decision could be delegated to staff and assessed on a case-by-case basis.

**RECOMMENDATION**

**THAT the report be received,**

**THAT the Council adopt the fees and charges for community rooms for inclusion on the schedule of fees and charges for the year commencing 1 July 2022,**

**AND THAT the Council authorise staff to assess to discount and/or waive fees on a case-by-case basis.**

11. JAMES CUMMING COMMUNITY CENTRE AND LIBRARY DEVELOPMENT PROJECT –  
UPDATE

(Memo from Chief Executive – 09.03.23)

- ✦ Attached is a progress report from Signal Management Group on the James Cumming Community Centre and Library development.

**RECOMMENDATION**

**THAT the report be received.**

2 Stafford Street  
PO Box 5936  
Dunedin 9054  
[www.signalgroup.co.nz](http://www.signalgroup.co.nz)

08 March 2023

**Steve Parry**  
Chief Executive  
Gore District Council  
27 Civic Avenue  
Gore

Dear Steve

**Gore District Council  
Library Redevelopment**

**Project Control Group Report #14**

I have pleasure in providing an electronic copy of Project Control Group Report #14 for the Gore District Council Library Redevelopment project.

Yours faithfully  
**Signal Management Group Ltd**



**Ross Martin**  
Director

Mobile: 021 248 8692  
E-mail: [ross@signalgroup.co.nz](mailto:ross@signalgroup.co.nz)

**GDC Library Redevelopment**  
**Project Control Group Report #14 – February 2023**



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	<b>Appendix 1 Project Budget Spreadsheet</b>	
	<b>Appendix 2 Site Photographs</b>	



This PCG Report #14 summarises the construction activities on the project between the 11 November and 08 March 2023.

- **Health & Safety**

There have been no accidents reported during this period.

Weekly safety inspections are being carried out with any actions closed out. With construction activities coming to an end on the project there are no further safety audits scheduled on the project.

- **Design**

The design team are currently involved with:

- completion and final inspections.
- documenting minor design changes required to update the original building consent documentation.
- construction monitoring inspections and final QA checks.

- **Planning Approvals**

We had hoped at this stage in the project to be in a position to apply for the Code of Compliance Certificate. Unfortunately, due to stair balustrade glass errors, an interim Certificate of Public Use (CPU) will be required until the balustrade panels have been resolved.

- **Project Budget**

The forecast final cost for the project is \$7,746,649.00 having reduced by \$16,971.69 from the previous report.

A copy of the Project Budget spreadsheet is included as Appendix 1 of the report.

- **Programme**

Construction activities are generally complete although as previously reported issues with both stair glass balustrades have delayed the building opening to the public.

The slow supply of the glass has unfortunately been further hampered by various sections of the balustrade being supplied without handrail fixing locations and other quality issues. Due to these errors and omissions, several of the glass panels will be required to be replaced at the contractor's expense.

The approved design included a continuous handrail on both sides of the stairs and until the new replacement glass panels arrive temporary handrails will be installed on each of the stairs.

The temporary handrail installation will not include any handrails on the stair landings, but please be assured the strength of the frameless glass panels meets all of the required safety standards. The normal indent time for this glass is approximately 6 weeks so this may still take some time to remedy.

Landscaping is progressing well and is planned to be complete by March 17 with the site fencing planned to be removed by Monday 20th March.

All building services have been completed and commissioned including HVAC, Electrical, Lift, Smoke Curtains and AV equipment.

Several progress photos are included as Appendix 2 of the report.





Library South View



Community Centre





Exterior Stair with glazing in progress



Internal Stair with Handrails in progress





Landscaping progress





**12. PROPOSED DEMOLITION OF MATAURA POOL BUILDING (Neil Mair)**

(Report from Facilities Administration Officer – 09.03.23)

**Purpose**

This report is to provide some information that may assist the Council to make an informed decision regarding a recommendation from the Mataura Community Board (the Board) meeting held on Monday 6 March 2023.

**Background**

At the recent Board meeting held on 6 March 2023, a report was presented by the Aquatic Services Manager, Martin Mackereth titled “Challenges to Mataura Centennial Pool Reopening”.

This highlighted the problems, both practical and financial, which may arise from attempts to resurrect the Mataura pool which closed in 2017. As compensation for the loss of the pool, the Council committed the sum of \$500,000 towards the redevelopment of Tulloch Park.

A recommendation to demolish most of the pool was passed by the Board, which would leave the front of the building and the power board.

Following this, The Ensign featured an article that reported the discussion related to the future of the pool, however, it also contained some misinformation regarding the state of the building at present.

**Mataura Community Board recommendation**

After the report was considered, the following recommendations were passed by the Board:

**RECOMMENDED on the motion of L Turnbull, seconded by Cr Phillips, THAT the report be received,**

**THAT with the exception of the front change rooms, office, toilets and power boards, the Board request the Council to fund the demolition and removal of the remainder of the Mataura Centennial Pool and associated infrastructure,**

**THAT the Council outline why it was not viable to re-open the pool via a pamphlet drop to Mataura residents,**

**AND THAT the Council hold a drop-in session with plans for stage 2 of the Tulloch Park development.**

This report only addresses the second recommendation.

### **The front section of the building**

In 1963, the front entrance of the Mataura swimming pool was originally a set of gates with Memorial Swimming Baths displayed above, with changing rooms and toilets on each side.

The front gates opened into a paved memorial hall, which then proceeded to the uncovered pool. The front area was upgraded in 1989 to the current layout and an extended canopy was added.

The layout consisted of two changing rooms with toilets, a meeting room/gym, an office and two plant rooms that contained the pool pumps, chemicals and balance tank. The front entrance became two sets of double doors which created a vestibule that was used to display Mataura's memorial boards.

The retention of the front portion of the building will add extra costs to the project (not yet quantified) while still having a 35-year-old building with some older substructure.

Based on the age of this front section of the building, the seismic rating will likely be below the minimum acceptable rating of 67% NBS and would need to be strengthened for public use. The rating of the front section will drop considerably once the main building is demolished as the main building was constructed five years prior to the 1989 upgrade and has been acting as an anchor and stabiliser for the front section during any seismic activity.

The northern end of the front section contains the chemical storage, pump infrastructure and the balance tank. Due to the specific layout of this area, it would be unsuitable for any other purpose so would need to be demolished to avoid any future hazards.

No asbestos testing has been done on this building and invasive testing would need to be done. However, due to the age and materials used on the front section, two construction industry firms certified to deal with asbestos, recently gave their opinion that they believe some wall linings and soffits/eaves may contain asbestos.

We know that the roof of the main building has reached the end of its life and it is only five years older than the front and with it being a flatter pitch, it will have a reduced lifespan.

It needs to be noted that due to the changing rooms being upgraded in 1989 the toilets, handbasins and hot water systems are already nearing the expected end of their life, and therefore would need replacing if the front were to stay.

### **War Memorial**

It is understandable that there would be an emotional link to the past due to the pool entrance displaying memorial boards showing the names of locals who made the ultimate sacrifice.

Early last year, the brass memorial plaque was removed from the pool building and refurbished before being fitted to the Mataura War Memorial where last year's Anzac Service took place at the Lodge Street reserve. No wreaths were laid at the pool building.

The wooden memorial boards were also removed by a local company to be repaired before being placed in the Mataura Community Centre building. Unfortunately, the pool's humid conditions have damaged the boards beyond repair. It has been said that the same information is displayed on panels at the entrance of the Mataura RSA.

### **Power board**

It may be impractical to save the building's power board, which is situated within an annex between the main pool building and the boiler room.

Power enters the building in the north-western corner and is then distributed to a smaller switchboard within the front office.

If this is saved without any forethought, the advantage of having ready power may be outweighed by restricting the options of the future positioning of new assets. Yes, it may be helpful with any early construction to have this power source until a new power source is setup.

The existing boiler was installed in 2009 and the power board may have been upgraded then, however that was 14 years ago. The standards for power boards and circuit breakers have changed since then, so upgrading would need to be done even if the existing power supply was kept.

### **Toilet facility**

With the establishment of Tulloch Park to be a district destination playground with the existing pump track and the proposed zero-depth water feature, the community needs to ask what people consider suitable toilet facilities.

Peoples' expectations of toilet facilities have changed over the years and what often happens is that local authorities who improve the quality of their facilities, correspondingly see less vandalism and antisocial behaviour.

This could be the opportunity to look at providing a higher quality facility for locals and visitors to the park. Even if a new coat of paint was applied over an old concrete block toilet, there was still an old-looking toilet.

### **Conclusion**

This is the opportunity to look at the remaining Tulloch Park play area as a complete plan, rather than what can fit here or between that. Whether it may be due to a residual attachment to the former pool building or attempting to be fiscally prudent, future opportunities may be missed.



The retention of certain parts of a building can cause a greater cost to future maintenance and by having a clear area, ideas and plans can progress to fruition. It will take time and money to investigate the cost of upgrading and retaining the front section of the building.

There has been no clear justification on the merits of keeping the front section. Elected members need to decide – do the benefits outweigh the cost and is it fit for purpose?

#### **RECOMMENDATION**

**THAT the report be received,**

**AND THAT the entire swimming pool building be demolished so that a clear site is available for future Tulloch Park projects.**

### 13. PROPOSED GRANTS SUBCOMMITTEE

(Report from Chief Executive – 09.03.23)

#### **1.0 Introduction**

- 1.1 Recent discussions at both committee and Council levels have revealed a desire for a formal procedure to be instituted in respect of monitoring and critiquing grants made to outside organisations. This report profiles the background to the establishment of a Grants Subcommittee and suggests that it be formally resurrected.

#### **2.0 Background**

- 2.1 A Council Grants Subcommittee, which formerly reported to the full Council, was instituted by the Gore District Council at a meeting on 11 December 2018. The subcommittee met at quarterly intervals and was used for the purpose of ensuring that grants made to outside organisations were utilized in the manner intended. In addition, the continuing need for the grants to be advanced to the organisation concerned was accessed by the Grants Subcommittee.
- 2.2 This assessment was conducted by a formal interview of the Grants Committee with each recipient organisation. The Grants Subcommittee had an objective of conducting interviews at its quarterly meetings, with a programme being set up to achieve interviews with all grant recipients within a calendar year.
- 2.3 Another important role of the Grants Subcommittee was to assess the merits of any new funding application that may come before the Council. This measure was to avoid what was colloquially referred to as ‘smash and grab’ forays into the annual or long-term plan process whereby a convincing submitter could secure a grant which invariably became an annual fixture within the grants schedule contained within the Annual Plan.
- 2.4 At the same time, a formal grant application form was developed by staff and approved by the subcommittee to treat all funding applicants on a fair and consistent basis.
- 2.5 The Grants Subcommittee operated well for its two-year life. Unfortunately, the February 2020 floods, the departure of the former Chief Financial Officer, and the consequent covid lockdown all conspired to shift priority and attention from the Grants Subcommittee. It, therefore, did not meet after the end of 2019 and has remained dormant since.

#### **3.0 Should the subcommittee be resurrected?**

- 3.1 In my view the Grants Subcommittee performed a valuable role for the Council. Its role was not solely confined to policing grant recipients. It also gathered community intelligence for the Council about the services provided by grant recipients and their ambitions for the future.

- 3.2 The role of the Grants Subcommittee in being the first port of call for any new funding request also provided the Council with a fair degree of confidence. Rather than being pressured for time before Council meetings, the use of the Grants Subcommittee as a vehicle for critical analysis and a considered recommendation, meant that once the issue came before the full Council, a decision could invariably be made quite promptly.
- 3.3 In addition, with the same small group of people considering funding requests, a good level of consistency emerges in the thinking that develops on factors that influence why the Council should or should not advance funding.
- 3.4 With the Grants Subcommittee meeting at quarterly intervals, the workload for elected members and administrative support need not be too much of a burden. The operation of a Grants Subcommittee will also free up Council agendas where often grant recipients or potential grant recipients want an audience before the full Council. With Grants Subcommittee in vogue, requested appearances before the full Council are likely to be routed through the subcommittee, with any particular recommendation that may emanate from interaction with the organisation concerned being channelled through the Community Wellbeing Committee and ultimately through to the Council.
- 3.5 A copy of a slightly amended Terms of Reference for the reincarnated subcommittee is attached for the Council's perusal and approval.

#### **RECOMMENDATION**

**THAT the Council approve the establishment of a Grants Sub-Committee,**

**THAT the attached Terms of Reference with any agreed amendments thereto be approved,**

**AND THAT the Council appoint five Councillors to the Grants Sub-Committee.**

### Terms of Reference

Name of Committee:	Grants Subcommittee
Reporting to:	Council
Constitution:	Five councillors to be appointed by the Council
Chair:	To be appointed by the <del>Mayer</del> <u>Sub-Committee</u>
Meeting frequency:	Quarterly
Reporting frequency:	<del>—</del> to the <del>Council</del> <u>Community Wellbeing Committee</u> meeting following each Subcommittee meeting
Quorum:	<del>Two</del> <u>Three</u> members

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### Objective

To be the principal liaison point for the Council in ensuring appropriate levels of accountability and monitoring are in place for organisations which are recipients of Council grants.

### Scope of activity

1. To obtain and consider an annual accountability report from each organisation that receives an annual grant from the Gore District Council.
2. To conduct an annual interview with each grant recipient for the purposes of:
  - (a) ensuring that the grant advanced was used for the purpose intended;
  - (b) ascertaining whether the amount of the grant is still required or whether it should be reviewed, and
  - (c) learning about the achievements of the grant recipient and the aims and objectives for the forthcoming year.
3. To be the first “port of call” for each new funding request received by the Council. In fulfilling this particular function it is envisaged that the Subcommittee will:
  - (a) ensure any application is completed on the prescribed form contained within the Council’s Community Grants Policy;
  - (b) assess the merits of the funding request and obtain any further information from the applicant that may be considered necessary;
  - (c) if necessary meet with the applicant, and
  - (d) make a recommendation to either the Finance and Policy Committee or the full Council on whether the application should be approved or declined.

### Power to act

The Subcommittee ~~—~~has the power to recommend to the ~~Council~~Community Wellbeing Committee and ultimately, the Council.

### Delegation

The Committee has no powers of delegation.

Adopted by the Gore District Council at its meeting held on Tuesday ~~11 December 2018~~ 21 March 2023

#### 14. ESTABLISHMENT OF DISTRICT PLAN SUB-COMMITTEE

(Memo from Chief Executive – 09.03.23)

At the extraordinary Council meeting held on 21 February 2023, the Council appointed members to a District Plan Sub-Committee. The primary purpose of the Sub-Committee is to oversee the completion of the District Plan review prior to its public notification which is expected to be in July this year.

At the meeting, the following members were appointed to the Sub-Committee:

His Worship the Mayor  
Cr Hovell (Chair)  
Cr Dickson  
Cr Gardyne  
Cr Phillips  
Cr Stringer  
Iwi representative

There is no defined Terms of Reference for the Sub-Committee, but the formal establishment of it needs to be ratified by the Council. As the prime focus of the Sub-Committee is the development of a draft District Plan that can be notified, the absence of formal Terms of Reference need not be viewed as a major deficiency. Once the District Plan is publicly notified, the District Plan Sub-Committee can be disbanded as it will not be involved in hearing submissions. A suitably qualified and experienced Hearings Panel will be appointed to fulfil that function.

#### **RECOMMENDATION**

**THAT the District Plan Sub-Committee be formally established to oversee the completion of the review and expected public notification in July 2023 of the Gore District Plan, noting the elected members already appointed.**

15. MINUTES OF THE MATAURA COMMUNITY BOARD

(Memo from Governance Manager – 09.03.23)

- ✦ A copy of the minutes of the ordinary meeting of the Matura Community Board held on Monday 6 March 2023 are attached.

**RECOMMENDATION**

**THAT the minutes be received,**

**AND THAT the recommendations contained in the minutes be ratified.**

**RURAL CITY LIVING**

Minutes of the meeting of the Mataura Community Board, held at the Mataura Elderly Citizens Centre, McQueen Avenue, Mataura, on Monday 6 March 2023, at 5.34pm.

**Present** His Worship the Mayor (Mr Ben Bell), Nicky Coats (Chairperson), Laurel Turnbull, Steven Dixon and Cr Neville Phillips.

**In attendance** Cr Hovell, General Manager Critical Services (Mr Jason Domigan, from 5.37pm), Governance Manager (Susan Jones), Roading Asset Manager (Mr Murray Hasler), Parks and Recreation Manager (Mr Keith McRobie), Facilities Administration Officer (Mr Neil Mair) and four members of the public in the gallery.

**Apology** Darren Matahiki apologised for absence, accepted on the motion of S Dixon, seconded by L Turnbull.

1. URGENT LATE ITEM – VANDALISM AT TULLOCH PARK (SC3491)

**RESOLVED** on the motion of N Coats, seconded by S Dixon, **THAT** pursuant to Section 46 A (7) of the Local Government Official Information and Meetings Act 1987, the Mataura Community Board will address the following which requires urgent attention.

***Subject***

Vandalism at Tulloch and Queen's Parks.

***Reason for not being on agenda***

Information unavailable at time of agenda being published.

***Reason for urgency***

To inform the Board and community about recent vandalism incidents.

2. CONFIRMATION OF MINUTES

L Turnbull moved **THAT** the minutes of the ordinary meeting of the Mataura Community Board, held on Monday 30 January 2023, as circulated, be confirmed and signed by the Chairperson as a true and complete record.



*Clause 2 – Meeting dates for 2023 (SC3637)*

His Worship referred to the Board's meeting on 4 April with the full Council. There needed to be some discussion about the meeting and the date would also need to change to 18 April. The meeting would be combined with the regular Council meeting with Board members having speaking rights but no voting rights. The August meeting with the Council and the Board would be held on 8 August.

*Clause 3 – Mātaura railway station (SC2563)*

L Turnbull advised she had spoken with Colin Smith of the Waimea Plains Railway Trust. The Trust had contacted the Rail Heritage Trust about assistance for the railway station building but had not yet received a response.

*Clause 9 – Report from Community Development Officer*

S Dixon referred to the pending cessation of funding for the Community Development Officer position held by Gail Poole. He suggested the Board support the continuation of the position. N Coats would write a letter of support. His Worship agreed to write a letter of support also.

*Clause 10 - Waimumu Walkway*

The Parks and Recreation Manager said he had spoken with Environment Southland and the officer involved was keen to see more happen but the reality was there was no funding available. When the trees had been felled, the cost of doing that work including chipping, had exhausted funds. The Manager supported planting work being carried out but his concern was whatever was done had to also be maintained.

The Chairperson was of the understanding that once the Culling Terrace walkway was completed, then work would commence on Waimumu Walkway. The Manager confirmed that was correct and added there was 20k allocated each year for walkway projects. The Runanga was aware and could supply plants through its connection with the Department of Corrections. The school was also keen to be involved. There was some preparation of the site required before any plantings were done. He thought planting in autumn 2024 would be feasible. He was happy to engage with the school and the Runanga. The Chairperson said it was a positive project for the community.

*Clause 10 – Directional signs for RSA and Youth Centre*

The Roading Asset Manager advised the signage maintenance contractor had been instructed to instal directional signs for the RSA and Youth Centre. The work would be funded through the Council's existing subsidised traffic services renewal budget and was expected to be completed before the next Board meeting.

*Clause 5 – Intersection upgrade – Main Street (SH1)/Bridge Street (SH93) (SC2401)*

His Worship advised he had a meeting with an NZTA representative who was going to follow up as to why only half the railway track had been repaired. Nothing had been received back as yet.

*Clause 8 – Maitara River bridge cleaning, Bridge Street (SH93), Maitara (SC2783)*

His Worship advised NZTA was not mandated to do beautification/cleaning. Its responsibilities were for road safety and it was not in a position to clean the bridge. NZTA did suggest that if contractors were in the vicinity or on site they could be asked to do some cleaning. The fact the Board had offered to assist with cleaning the bridge indicated there could be some interest with co-funding and having a conversation about cleaning NZTA's asset.

The Roading Asset Manager added the graffiti on the sight rails would be painted over the following day. There did not appear to be any on the roadside of the sight rail; it was all on the footpath side. The Council maintained the footpath and the graffiti would be painted over. The Chairperson noted there was some graffiti on the road side of the sight rail.

*Clause 10 – Safety rail*

The Roading Asset Manager advised McDonough Contracting had a new section of safety rail being manufactured to replace a damaged section between the Bridge Street and Carlyle Street intersections with Main Street. It would be installed once available. Responsibility for the cost was still to be determined and either the Council or NZTA would be funding it.

**The motion was seconded by Cr Phillips, was put and it was carried.**

### 3. CHALLENGES TO MATARA CENTENNIAL POOL OPENING (SC0871)

A report had been received from the Aquatic Services Manager outlining background information about the Maitara Centennial Pool and the challenges the Council would face to get it to a public and operational condition.

The Maitara Centennial Pool had been closed in 2017. The decision had not been made lightly and came after consultation with the community and considering the operational costs, condition and issues with the facility.

At the time, the pool usage was extremely low. Outside of school lessons and Aqua classes, a busy public session had been around five–six users. The Maitara pool was at a point where issues were starting to cause operational challenges, such as:

- The smell that was caused through the slinkies being cleaned out and the wash down at Alliance would permeate through the entire complex.
- The filtration system was ageing and in need of a decision around upgrading, including the need to increase the size of the filter and to separate the toddlers pool from the main pool system as both were linked.
- The roof structure was degrading.
- The heating system had many issues with the boiler.

- The chlorination system needed upgrading to a newer system such as a chlorine generator, due to its age and handler requirements for bottle change overs.
- Staff struggled to find pipe issues in the pool circulation system.
- All usable pumps had been removed from the facility and used in other water schemes.

In the last year, a structural report on the building structure had been undertaken to ascertain building safety. The rating came in at 12% of New Building Standard (NBS) which was well below the minimum standard for a public building requirement of 67%, NBS.

The reality was that the pool needed to be re-built from the ground including all infrastructure and for the building itself to be compliant and safe for the community to use. This would come at a significant cost. There may be other alternative options and developments to be considered for the community. The Board was encouraged to keep an open mind to other opportunities and partnerships that could be developed for other water space opportunities, such as with the Mataura school.

The financial impact to reopen the Mataura Centennial Pool had not formally been investigated, however a rough guide from other projects would suggest that getting the building and pools up to a safe level for community use would be in excess of \$5 million.

There were also requirements that must be met to be a Pool Safe pool which was the national standard to operate a public swimming pool in New Zealand. This covered staffing, water quality and operational procedures etc.

L Turnbull said the community needed to be informed of why the pool could not be re-opened.

N Coats read the following statement about how the Board felt about a pool and what it wanted the public to be aware of:

*With all avenues around repairing and bringing the Centennial Pool up to the structural building safety standards and the costs involved, the challenges around the old and dated chlorination system and heating requirements and with discussions with the possibility of the development of a new community pool fit for purpose in partnership with other community organisations and groups, the Board requests that this information be publicly made via an information pamphlet letterbox drop and a drop in consultation session open to the public with the plans for stage 2 of Tulloch Park designs including skatepark, zero depth water park, a full, all weather basketball court and shaded areas and renovations to the tennis clubrooms to be of further use to the public to be able to hire out for hospitality events, coffee shop/kiosk and upgraded cameras with full 360 views of Tulloch Park to deter future vandalism. And the Board request that the Council arrange for the demolition and removal of the current Centennial Pool and associated infrastructure excluding the front change rooms,*

*office, and toilets and power boards that can be refurbished for use with the new designs for Tulloch Park. This to be undertaken at the Council's expense not from the allocated funds for stage 2.*

The Board wanted the community to have a pool and it would try to get one established.

The General Manager Critical Services said the recommendation needed to be to the point. The Council would be aware of the statement as it would be included in the minutes.

Lisa King addressed the meeting and said the front of the pool was an RSA memorial and should be preserved. Her work was in a lot of areas and all had a pool. Some did not have a river. She had been on the river bank looking for children who had been lost. It was extremely emotional. The last time, it took two weeks to find the body. She used to travel to Gore to go aqua jogging which was a financial drain. The children went to the river. They could not learn to swim in the river. Swimming classes in Gore were for six weeks. It was not enough and they had to practice. They could not practice in the river. Parents did not have time to take their children to Gore. A survey had been promised by the Council and no-one had received a survey or a letter in the mailbox. If it had been done, she would like to see the results. Tokanui, Edendale, Wyndham had pools for their children's safety. A person had offered to help run the pool if he could instal a laundromat beside it but it had been turned down by the Council.

Diane Callahan spoke to the meeting. She was a resident and a member of the Lions Club. She had heard the building was to be demolished and the pipes were corroded. Was that correct? The Aquatic Services Manager said as soon as the pipes had been looked at, the entire base and inner tank was needing to be replaced. The filtration system was old and needed replacement. The cost to get it back to where it needed to be for the safety of the community was significant. He had as much pride and passion in Mataura as anyone else. In response to Diane who asked if Board members had said they were going to save the pool before the elections, L Turnbull said she had, but did not realise what the costs were likely to be to get the pool going. Diane said helping people to keep fit through aqua jogging was an easy effort for people.

N Coats said if there was a pool at the school it would be community funded through fundraising and lottery grants. It would cost 500k just to strengthen the walls of the existing building. Dunedin City was looking at re-opening 12 pools around Dunedin. Unfortunately, the current pool was not viable.

Lisa King said during lockdown, central Government created a new law that if there was a place of work that employed under 20 full time staff and was a single level, that earthquake strengthening was not required. She realised the pool was a public place, but it could help. N Coats said the Board had tried to engage with the Marae. Lisa added she had asked Rio Tinto for assistance that perhaps that could be followed up.

**RECOMMENDED on the motion of L Turnbull, seconded by Cr Phillips, THAT the report be received,**

**THAT with the exception of the front change rooms, office, toilets and power boards, the Board request the Council to fund the demolition and removal of the remainder of the Mataura Centennial Pool and associated infrastructure,**

**THAT the Council outline why it was not viable to re-open the pool via a pamphlet drop to Mataura residents,**

**AND THAT the Council hold a drop in session with plans for stage 2 of the Tulloch Park development.**

**4. STATE HIGHWAY ONE WELCOME SIGNS (SC2696)**

A report had been received from the Roding Asset Manager advising that Seddon's had completed fabrication of the molds for the welcome signs. These had been delivered to Balcrom in Balclutha who were currently constructing the internal reinforcing steel and the concrete signs. The concrete would take approximately four weeks to cure after pouring.

The Roding Asset Manager confirmed since he had written the report he had received notification from Seddon's about cost fluctuations for the work. The original costings had been done in 2021. The fluctuations were within the project budget and appeared to be quite reasonable in terms of the increased costs that the Council was facing from other contractors. He recommended that the cost fluctuations, amounting to about \$4,800 be accepted. Seddon's had also asked for a progress payment for Balcrom which was a reasonable request. In response to S Dixon, the Manager said the final approval for the signs had not been given until mid-2022. He did not believe the delay was all down to Seddon's.

In response to N Coats, the Manager said it was likely the signs would be ready for installation about the end of March.

**RECOMMENDED on the motion of S Dixon, seconded by L Turnbull, THAT the report be received.**

**5. KEYSTORE REST AREA DEVELOPMENT (COSTER PARK) (SC0613)**

A memo had been received from the Roding Asset Manager following an informal discussion at the Board's recent workshop regarding the Mataura Concept Plan provided by McCulloch Architects to a previous Board in 2014.

The Manager said at the site visit held recently, an informal plan had been presented by Board member Darren Matahiki. It had been shared with Board members and seemed to capture the aspirations of the Board. The next step would be to

recommend to the Council that a technical review of the plan be undertaken, including ensuring adequate space was available for turning points.

Cr Hovell asked if a project like that was able to be implemented without going through the Annual Plan or Long Term Plan (LTP). The General Manager Critical Services said the costs needed to be known before determining how it could be funded. His Worship noted the project was not in the Long Term Plan.

**RECOMMENDED on the motion of L Turnbull, seconded by S Dixon, THAT the concept plan drafted by Darren Matahiki for the proposed Coster Park be explored further with estimated costing being sought.**

#### 6. TRUCK PARKING, MATAURA (SC2893)

A report had been received from the Roding Asset Manager providing an update on the Board's request to investigate an alternative area for trucks to park rather than at the Keystores rest area (Coster Park).

The issue of trucks parking on Coster Park, the large gravel area, on the north side of Bridge Street, Mataura, had been a concern to the Board since the shops east of the Mataura Medical Centre had been demolished several years ago.

In June 2020, the Board was advised a potential alternative truck parking area could be available on vacant private land on the corner of Lodge Street and River Street, Mataura. The owner of the property was amenable it being used for that purpose.

More recent information regarding trucks parking on Coster Park indicated that the issue was a consequence of the Daikin MDF plant no longer allowing the logging trucks, which supplied the plant, to park on the access road into the plant as they had previously. The trucks that parked overnight at Coster Park were predominantly logging trucks whose drivers were domiciled in Mataura or close by. Visiting drivers generally parked at The Falls Hotel where they were accommodated.

The Manager advised his comment that trucks parking on Coster Park as a result of Daiken no longer allowing logging trucks to part on the access road was not quite correct. It was not visiting drivers as they tended to stay at the Falls Hotel which reinforced it was local drivers parking at Coster Park. He added the issue was not necessarily being driven by the trucking companies, but rather by individual drivers.

In response to L Turnbull, the Manager said the issue was whether the Board should be providing parking for trucks. He suggested the trucking companies who had trucks parked at Coster Park should be notified and if necessary, asked to find an alternative parking space. L Turnbull said it was mainly D T King trucks that parked at Coster Park. The Manager said a proposal to turn a particular property into a truck park had been considered by the previous Board but he was not aware there had been appropriate investigation undertaken.

**RECOMMENDED on the motion of N Coats, seconded by L Turnbull, THAT the report be received,**

**THAT the Board confirm it will not be responsible for providing truck parking on public land,**

**AND THAT the Board request the Council to include a provision in the Roading Bylaw, currently being reviewed, prohibiting the overnight parking of trucks at Coster Park and on residential streets in Matura.**

In response to the Facilities Administration Officer asking about whether the Lodge Street property would be purchased, N Coats said the Board had an alternative suggestion and would like caravan parking to be available on the site. The Officer said the owner was prepared to put it on the market if the Council was not interested.

#### **7. VANDALISM AT TULLOCH AND QUEEN'S PARKS (SC3491)**

A memo had been tabled from the Parks and Recreation Manager updating the Board on the vandalism that had occurred at Tulloch and Queen's Parks. There seemed to be an ongoing issue with vandalism around those two reserves with broken windows on the grandstand, broken windows at the swimming pool complex, broken windows and doors at the tennis pavilion and a slashed basket swing at the playground at Tulloch Park. The rope fence had also been slashed and a street sign knocked over in the bike park at Queen's Park.

The cumulative cost was concerning. Replacing the glass on the grandstand with perspex in March 2022 had been \$3,668. A purchase order for essentially the same thing had been signed off the previous week and was likely to cost more. The replacement basket swing would cost \$2,610 plus staff time to instal.

The Manager said a small minority of the population was causing the majority of the damage. In November 2021, there had been broken windows on the grandstand, in March 2022 there were more broken windows, some of which had been replaced with perspex and the latest incident involved glass and perspex windows being broken. It was very frustrating and the costs were becoming significant. There were seven basket swings in the District and the one that had the most use was at the Eccles Street playground. The basket swing at Tulloch Park had been slashed and destroyed.

S Dixon said there was a camera at Tulloch Park. It needed to be moved to monitor activity. The Manager said there were some cameras in Matura but the technology was quite dated. S Dixon said it was only by surveillance that the offenders would be caught.

**RECOMMENDED on the motion of S Dixon, seconded by L Turnbull, THAT the information be received and noted.**

The Roding Asset Manager suggested making the community aware of the ongoing costs of the damage being incurred. His Worship said if security was increased before the Tulloch Park development was completed it would be an investment for the future. The Facilities Administration Officer said the Council spent more on vandalised toilets in Mataura than anywhere else in the District. There was an issue in Mataura particularly with Tulloch and Queen's Parks. The tennis pavilion was also a frequent target. S Dixon said ratepayers in Mataura should be made aware of the vandalism and the costs.

N Coats asked how the Board got the information out to the community. The General Manager Critical Services said Southland District advertised acts of vandalism on its Facebook page along with the costs of repairing the damage. He was not sure if it achieved anything, but it could help.

N Coats said there was no vandalism at the Bunker and the patrons felt a sense of ownership. She thought if parents knew their children were vandalising and it was costing the ratepayers, they would discipline them.

The meeting concluded at 7.03pm



## 16. ISSUING OF STAFF WARRANTS AND AUTHORISATION

(Memo from Governance Manager – 10.03.23)

### **Background**

Council staff are occasionally required to undertake certain enforcement activities as part of Bylaws and other regulatory functions that the Council administers.

To enable staff to carry out these activities and functions including but not limited to various enforcement powers, they are required to be appointed and authorised by the local authority, and to carry warrant cards.

Mr Vikus de Plessis has recently been employed as a new after-hours Animal Support Officer and needs to be appointed and warranted as follows:

### **Dog Control Act 1996**

Enforcement Officer under the following sections of the Dog Control Act 1996:

Section 14	Power of entry
Section 15	Power to feed and shelter dog
Section 19	Request for information
Section 19a	Request for information about dog
Sections 42, 52, 52A, 56, 57, 57A, 59, 60, 64, 72A	—powers to seize dogs

### **Local Government Act 2002**

Enforcement Officer under Section 177 of the Local Government Act 2002 (the Act) to carry out any and all of the functions and powers of an enforcement officer in the territorial area of the Gore District in relation to offences under the Act including without limitation:

1. Offences against bylaws under the Act.
2. Infringement offences provided for by regulations made under Section 259 of the Act.
3. Part 8 (regulatory, enforcement and coercive powers of local authority) of the Act.
4. Part 9 (offences, penalties, infringement offences and legal proceedings) of the Act.

In addition, Mr Tony Osborne will soon commence duties as the Council's Deputy Building Control Manager. He is required to be warranted and authorised as follows:

### **Enforcement Officer – Local Government Act 2002**

Enforcement Officer under Section 177 of the Local Government Act 2002 (the Act) to carry out any and all of the functions and powers of an enforcement officer in the territorial area of the Gore District in relation to offences under the Act including without limitation:

1. Offences against bylaws under the Act.
2. Infringement offences provided for by regulations made under Section 259 of the Act
3. Part 8 (regulatory, enforcement and coercive powers of local authority) of the Act.
4. Part 9 (offences, penalties, infringement offences and legal proceedings) of the Act.

**Deputy Building Control Manager – Building Act 2004**

Sections 171, 172, 173 and 174 Local Government Act 2002, and Section 222 Building Act 2004 is responsible for carrying out the duties and exercising the powers detailed below:

**Responsibilities, duties and powers:** The Deputy Building Control Manager is authorised to carry out all or any of the functions required to administer the Building Act 2004, and Local Government Act 2002 and all associated Regulations and Bylaws.

**RECOMMENDATION**

**THAT the Council appoint and authorise Vikus de Plessis to undertake various enforcement related duties in accordance with the Dog Control Act 1996 and the Local Government Act 2002,**

**AND THAT the Council appoint and authorise Tony Osborne to undertake various enforcement related duties in accordance with the Local Government Act 2002 and the Building Act 2004.**

17. MINUTES OF CREATIVE COMMUNITIES ASSESSMENT SUB-COMMITTEE

(Memo from Governance Manager – 09.03.23)

- ✚ The minutes of the Creative Communities Assessment Committee meeting held on 9 March are attached for the Council's information.

**RECOMMENDATION**

**THAT the minutes be received.**



Minutes of the Creative Communities NZ Assessment Committee meeting held in the Council Chambers, Gore District Council, 29 Bowler Avenue, Gore, on 9 March 2023, at 4.01pm.

**Present** Cr Glenys Dickson (Chairperson), Cr Bronwyn Reid, Jim Geddes, Jo Brand, Robyn Young and Bryan Griffiths.

**In attendance** Susan Jones (Governance Manager)

1. Conflicts of interest

Conflicts of interest were declared by Jim Geddes with the application from the Eastern Southland Gallery and by Cr Dickson for the REAP application.

1. Minutes of previous meeting

**RESOLVED** on the motion of Jo Brand, seconded by Cr Reid, THAT the minutes of the meeting held on 27 September 2022, as circulated, be noted.

3. Funding round 2 – 2022-23 applications

A total of \$18,798 was available for distribution in round 2. Five applications had been received seeking funding for a total of \$14,557.09.

- (a) Little Green Man Productions – for **WONDERLAND GLOW SHOW** – *a giant scale glow-in-the-dark puppet show to the children and families of Gore, during July school holidays, 2023 as part of its nationwide tour that spans 27 locations, over 5 weeks!*

*The **WONDERLAND GLOW SHOW** would be staged at the St James Theatre, Gore. There had been a good response with MATARIKI GLOW SHOW in 2022, touring to 40 locations over 7 weeks.*

**Amount sought - \$2,451 excluding GST**

Sarah Burren, Creative Director for Little Green Man Productions spoke in support of the application via Zoom. This year's show was literacy focused for 0-7 year olds.

In response to Cr Reid, Sarah said the Matariki Show was run last July had about 400 attendees. Sarah confirmed all employees were paid and profits went back into the

next show or to cover costs. Ticket prices were very reasonable. The company would like to become financially sustainable in the future.

*Sarah departed the meeting at 4.07pm*

**RESOLVED on the motion of Bryan Griffiths, seconded by Jo Brand, THAT the request for a grant of \$2,451, excluding GST, be approved.**

*Cr Reid voted against the motion and asked for it to be recorded.*

(b) Jason Harvey – *for a show to highlight the success of female musicians, not only from around the world, but also locally and nationally. Using the show as an opportunity to donate a portion of ticket sales to the Gore and Clutha Women's Refuge.*

**Amount sought - \$1,807.02 (not registered for GST)**

Jason was in attendance at the meeting and spoke in support of the application. The show had been held on 22 February with 378 people in attendance. Extra costs were incurred as a result of additional ticket sales. Donations of \$500 had been made to the theatre lift project and \$1,200 to the Gore-Clutha Women's Refuge.

Jim understood a number of those involved had travelled for rehearsals. Jason said two of the band members had regularly travelled from Wanaka and Invercargill respectively. Gore. The community as a whole had been very responsive and supportive of the show. It was intended to produce another show in 2024.

*Jason departed the meeting at 4.21pm*

**RESOLVED on the motion of Cr Reid, seconded by Robyn Young, THAT the request for a grant of \$1,807.02 be approved.**

(c) Waimumu Arts – *for the annual art exhibition – in its 12<sup>th</sup> year. Event run as a professional exhibition for artists. The Committee encourage and support the diverse arts and cultural traditions of the local community. It strived to look for new ways to encourage attendance and participation at the exhibition. The funding sought would go towards hall hire, power, heating and storage for the year.*

**Amount sought - \$2,890 (not registered for GST)**

**RESOLVED on the motion of Robyn Young, seconded by Jo Brand, THAT the request for a grant of \$2,890 be approved.**

(d) Southern REAP – *to build on the success of the initial Creative Connections classes held in 2022. The participants thoroughly enjoyed the opportunity to gather together and work on their creative streaks. All participants were continuing their*

*learning journey into 2023. The class had proven popular with new participants joining and a waiting list for others. The class provides a chance for those in the community to enjoy social cohesion whilst making connections.*

**Amount sought - \$4,522.83 excluding GST**

The Chairperson declared an interest and took no part in discussion. The Chair was assumed by Cr Reid.

**RESOLVED on the motion of Jo Brand, seconded by Bryan Griffiths, THAT the request for a grant of \$4,522.83, excluding GST, be approved.**

(e) Eastern Southland Gallery – *for a series of eight printmaking workshops for children, youth and adults, in conjunction with the exhibition KO MURIHIKU TOKU WHAEA – SOUTHERN MOTHER. Kyla Cresswell, Emma Kitson and Kim Lowe are experienced printmakers in their chosen mediums. Wish to run workshops to utilise their broad range of skills giving local primary and secondary school children and adults the opportunity to learn and experience printmaking.*

**Amount sought - \$2,886.24 excluding GST**

Jim Geddes had declared an interest in this item and did not participate in any discussion.

**RESOLVED on the motion of Cr Reid, seconded by Jo Brand, THAT the request for a grant of \$2,886.24, excluding GST, be approved.**

**RESOLVED on the motion of Cr Dickson, seconded by Cr Reid, THAT grant monies of \$14,457.09 (excluding GST) be allocated according to the applications received for the second round of the Creative Communities NZ funding round for 2022-23,**

**AND THAT funds totalling \$4,341 (excluding GST) be carried over to the next financial year, subject to confirmation of the total amount that could be carried forward.**

The Governance Manager undertook to ascertain the value of funding that could be carried forward to the next financial year and advise the Committee. If the value of the carry forward was in excess of the permitted amount, a further funding round would likely be held before the end of the current financial year to avoid returning funds back to Creative Communities New Zealand.

The meeting concluded at 4.38pm

**18. SUMMARY OF MAYORAL FORUM MEETING**

(Memo from Chief Executive – 09.03.23)

- ✚ Attached is a summary of the Southland Mayoral Forum meeting held on Friday 24 February 2023, for the Council's information.

**RECOMMENDATION**

**THAT the information be received.**

**Summary of the Southland Mayoral Forum meeting  
held at Environment Southland, North Road, Invercargill  
on Friday 24 February 2023 at 9.15 am**

**Attended:** Mayor Nobby Clark; Mayor Rob Scott; Mayor Ben Bell (zoom); Chair Nicol Horrell; Cr Tom Campbell; Cr Christine Menzies; Cr Keith Hovell; Cr Jeremy McPhail; Michael Day; Cameron McIntosh; Wilma Falconer; Steve Parry; Megan Seator (policy advisor); Liz Williams (notetaker)

**1. Great South Constitutional Review**

An update was provided by the consultant Tregaskis Brown regarding the Great South Constitutional Review.

They advised that they have now met with the mayor and CE of each council to gain their perspectives of the issues at hand. From these meetings a number of themes have emerged including different understandings of how success is measured, the role of Class A shareholders compared to Class B shareholders, and the nature of the letter of expectation and statement of intent process.

In the next stage of the project, the consultants will be meeting with the chair and CE of Great South, as well as the Class B Shareholders to gain their perspective of the issues.

**2. Links between Regional Projects**

Bobbi Brown (Beyond 2025 Southland), Ceri MacLeod (Regional Skills Leadership Group), and Toni Biddle (Just Transitions) provided a presentation on their respective projects and how they connect together to achieve regional impact.

There was discussion about what happens after these plans are delivered and the Forum was advised that RSLG has no end date, Just Transitions has a deliverable, and Beyond 2025 Southland feeds into work being delivered by Great South.

There was further discussion about regional issues including housing and youth unemployment.



### **3. Southern Green Hydrogen Project**

The CE of Meridian Neal Barclay was in attendance along with his supporting staff. They provided an update on the Southern Green Hydrogen Project including a discussion of the project timeline.

Other updates included on ongoing assessment of potential sites, water allocation options, power supply options, and communication to councils and the community moving forward.

### **4. New Dunedin Hospital Local Advisory Group Meeting**

The mayors (and regional chair) from each council were invited to a meeting of the New Dunedin Hospital Local Advisory Group Meeting (LAG), none were able to attend but Mayor Clark sent Cr Lesley Soper to attend this meeting on his behalf.

Cr Soper provided the Forum with an overview of the meeting which included discussions about the New Dunedin Hospital providing excellent facilities but balanced with fiscal prudence. Many 'bumps' being knocked off the August 2022 proposals with work still needing to be done to restore public and clinician confidence in the new design.

The majority of attendees at the LAG agreed following the December 2022 decisions that efforts should be focussed on getting the "still not-right bits" sorted.

### **5. General Business**

Mayor Clark provided an update on Project 1225. He advised that eleven architects have indicated interest the project. In terms of the facilities, they are looking at café and i-SITE options. He clarified that the Project intends for the facility to be a museum, not an art gallery.

The next Mayoral Forum meeting will be held on 31 March 2023.

Please contact Megan Seator (Policy Advisor – Mayoral Forum) for further information.

**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>
<b><u>Confirmation of Minutes</u></b>		
Confirmation of the minutes of the ordinary meeting of the Gore District Council, held in committee, on Tuesday 14 February 2023.		
Confirmation of the minutes of the meeting of the Audit and Risk Committee, held in committee, on Tuesday 21 February 2023.		
Confirmation of the minutes of the meeting of the Assets and Infrastructure Committee, held in committee, on Tuesday 7 March 2023.		
<b><u>Other business</u></b>		
James Cumming Community Centre and Library – project financial report.	Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations.	7 (2)(i)
Request to purchase land - Mataura	Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations.	7 (2)(i)
Governance support for elected members	Protect the privacy of natural persons, including that of deceased natural persons.	7 (2)(a)
Report from Chief Executive Appraisal Committee	Protect the privacy of natural persons, including that of deceased natural persons.	7 (2)(a)
Report on procurement of a screening unit for the Gore wastewater treatment plant.		