

Minutes of an ordinary meeting of the Gore District Council, held in the Council Chambers, 29 Bowler Avenue, Gore, on Tuesday 11 December 2018, at 3.02pm

Present His Worship the Mayor (Mr Tracy Hicks, JP), Crs Beale, Bolger, Davis, Dickson, Gardyne, D Grant, P Grant, Highsted, Phillips, Reid and Sharp.

In Attendance The Chief Executive (Mr Stephen Parry), General Manager Regulatory and Planning (Mr Ian Davidson-Watts), Chief Financial Officer (Mr Luke Blackbeard), Parks and Recreation Manager (Mr Ian Soper), 3 Waters Asset Manager (Mr Matt Bayliss), HR/Administration Manager (Susan Jones), Communications-Marketing Manager (Sonia Gerken), Transport Manager (Mr Peter Standring), Project Manager Infrastructure (Mr Hashem Ramezan-zadeh), Aquatic Services Manager (Mr Martin Mackereth) and 3 members of the public in the gallery.

His Worship asked for any conflicts of interest.

Crs D Grant, N Davis, R Beale and P Grant declared an interest in clause 14 – draft Procurement Policy. Cr Gardyne declared an interest in clause 5 of the in committee agenda - bridge inspection report.

1. CONFIRMATION OF MINUTES

RESOLVED on the motion of Cr Dickson, seconded by Cr Phillips, **THAT** the minutes of the extraordinary meeting of the Gore District Council, held on Monday 29 October 2018, as presented, be confirmed and signed by the Mayor as a true and complete record.

The Council *noted* Cr Highsted’s comment on page 4 with the record having him asking Cr Sharp about the Cooper’s Well consent when he had in fact directed his question to the 3 Waters Manager.

RESOLVED on the motion of Cr D Grant, seconded by Cr P Grant, **THAT** the minutes of the ordinary meeting of the Gore District Council, held on Tuesday 30 October 2018, as presented, be confirmed and signed by the Mayor as a true and complete record.

RESOLVED on the motion of Cr P Grant, seconded by Cr Dickson, THAT the report of the ordinary meeting of the Community Services Committee, held on Tuesday 20 November 2018, as presented, be confirmed and signed by the Mayor as a true and complete record.

RESOLVED on the motion of Cr Davis, seconded by Cr Phillips, THAT the recommendations contained within the report of the meeting of the Community Services Committee, held on Tuesday 20 November 2018, as presented, be ratified.

RESOLVED on the motion of Cr Davis, seconded by Cr Reid, THAT the report of the meeting of the Operations Committee, held on Tuesday 20 November 2018, as presented, be confirmed and signed by the Mayor as a true and complete record.

Clause 1 – Presentation on aeromagnetic survey preliminary results (SC2030)

Cr Bolger referred to page 2 of the report and said the Chatton formation was 500m below ground level. He understood the formation was 200m below ground level but the aeromagnetic survey was able to go down 500m below the ground. He added there had been some discussion about the cost of the survey and whether it identified water. It certainly identified structures that contained water. The contribution by the Council to the work had been \$28,000. He asked what the Council had received. One thing that had been identified were structures that could find water. For \$28,000 there were structures that contained water at Chatton.

Cr Beale said the survey told the Council finding water was like a needle in a haystack and it was a dupe. The Council would not find any water as a result of the survey and it had been absolutely duped.

RESOLVED on the motion of Cr Davis, seconded by Cr Highsted, THAT the recommendations contained within the report of the meeting of the Operations Committee, held on Tuesday 20 November 2018, as presented, be ratified.

RESOLVED on the motion of Cr Beale, seconded by Cr Reid, THAT the report of the meeting of the Regulatory and Planning Committee, held on Tuesday 20 November 2018, as presented, be confirmed and signed by the Mayor as a true and complete record.

RESOLVED on the motion of Cr Highsted, seconded by Cr Gardyne, THAT the recommendations contained within the report of the meeting of the Regulatory and Planning Committee, held on Tuesday 20 November 2018, as presented, be ratified.

RESOLVED on the motion of Cr Bolger, seconded by Cr Phillips, THAT the report of the meeting of the Finance and Policy Committee, held on Tuesday 20 November 2018, as presented, be confirmed and signed by the Mayor as a true and complete record.

RESOLVED on the motion of Cr Bolger, seconded by Cr D Grant, THAT the recommendations contained within the report of the meeting of the Finance and Policy Committee, held on Tuesday 20 November 2018, as presented, be ratified.

2. URGENT LATE BUSINESS

An item of urgent late business was tabled at the meeting relating to the establishment of a Grants Sub-Committee.

RESOLVED on the motion of Cr Bolger, seconded by Cr Phillips, THAT pursuant to Section 46 (a)(7) of the Local Government Official Information and Meetings Act 1987, the Council address the following which requires urgent attention.

Subject

Consideration of the establishment of a Grants Sub-Committee.

Reason for not being on agenda

Issue was brought to the Council's attention after the agenda had been published.

Reason for urgency

To ensure that a Grants Sub-Committee can be established prior to the end of the 2018 Council business year.

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3. YOUTH COUNCIL

A copy of the minutes of the Youth Council meeting held on 15 October had been circulated with the agenda.

Emily Chamberlain and Saffie Hare were in attendance and gave an update on the success of the 2018 year. The 6th annual Youth Awards had been held on 1 December and had been very successful with nearly 60 nominees and 300 people in attendance at the awards evening. The 2019 awards would be held in May as part of Youth Week. In 2019, the Ensign would run a monthly column with contributions from Youth Councillors.

His Worship extended thanks to the Youth Council for their efforts and passion over the past year. He congratulated the Youth Council on the success of the Youth Awards in particular.

Cr Phillips attended the awards evening and had thoroughly enjoyed it. He recorded thanks to Eleanor Ranstead and Cr Reid for their input.

The Youth Councillors departed at 3.20pm

4. PROJECTS PROGRESS REPORT (SC2081/SC2079)

A report from the General Manager Infrastructure detailing progress on a number of Council projects had been circulated with the agenda.

Cr Bolger commented on the cost of the resource consent renewals. The 3 Waters Asset Manager said it was a long term project spanning about five years. It covered the wastewater plants and including design, ecological studies etc. There was a lot of work required to go into them and the more information provided up front the better received the Council's application would be.

The 3 Waters Asset Manager said the change in location with the bulk filling station was expected to be combined with the Falconer Road reseal.

Cr Highsted said if the status of each project was not green, it would be useful to have an update as to why together with any known budgetary issues.

Cr Phillips thanked the staff for getting the Tulloch Park project back on track and said it would be a good asset for the district.

Cr D Grant referred to the water take for the Pleura dam and Waikana intake. The 3 Waters Asset Manager said it was used as a secondary supply for Matura and he had met with the landowner the previous week. He would provide a report on the issue at the next Operations Committee meeting.

RESOLVED on the motion of Cr Davis, seconded by Cr Reid, THAT the report be received.

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5. GORE MULTI-SPORT COMPLEX – STRENGTHENING OF THE BLEACHER SUPPORT (SC2195)

A memo had been received from the General Manager Infrastructure updating the Council on the progress of the strengthening of bleacher supports at the MLT Event Centre. WSP-Opus had submitted design documents for strengthening the bleacher support frames. A proposal from JK's Engineering had been accepted and the team was working towards seeking a building consent before the start of the work on site in February 2019. A fire report was also required.

The project was unbudgeted and would be loan funded. The estimate for the proposed work was as follows:

Sr. No	Activity	Cost estimate (+ GST)
1	Bleacher damage assessment by WSP OPUS	\$ 5,600
2	The assessment of the stadium by WSP OPUS	\$29,500
3	Detailed structural design for strengthening of bleachers	\$ 8,300

4	Building consent including the fire report update	\$ 4,000
5	Bleacher reinforcement work by the contractor	\$25,811
6	Contingency	\$10,000
	TOTAL	\$83,211

Cr Davis questioned the wisdom of having a 20 year loan for a small amount of borrowing. The Chief Financial Officer said the improvements were expected to last a long time, but the term of the loan could be reduced to ten years.

Cr Phillips asked if there would be any extra costs associated with the fire report.

Cr Highsted said Cr Davis had made a good point, but suggested waiting until the assessment of the whole building had been completed when the Council would know if there was any other work required to be undertaken.

RESOLVED on the motion of Cr Davis, seconded by Cr Highsted, THAT the report be received.

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6. JOINT MANAGEMENT COMMITTEE – AUDITED ACCOUNTS (SC2129)

A memo had been received from the Parks and Recreation Manager together with a copy of the audited financial accounts for the year ending 30 June 2018. The accounts had shown a distinct increase of \$12,000 in motorhome/camper revenue. There had also been a lift in livestock revenue of \$6,000.

Cr D Grant commented on recent visitors from the North Island who had stayed at the showgrounds and mentioned the excellent hospitality received from the caretaker. The Joint Committee was doing a great job. His Worship concurred.

RESOLVED on the motion of Cr D Grant, seconded by Cr Highsted, THAT the information be received.

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7. AMENITY HIRE FEE WAIVERS 2017-18

A memo had been received from the Chief Executive together with a schedule of fees waived by the sub-committee for the financial year ended 30 June 2018. The waivers relating mainly to the use of the James Cumming Wing, however, there was an increase in applications for the Mataura Community Centre.

Cr Bolger said he and the Chief Executive tried to support those not for profit organisations and the full amount sought was not always granted. The waivers were used for the benefit of the wider community.

RESOLVED on the motion of Cr Bolger, seconded by Cr Davis, THAT the report be received.

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8. REVIEW OF LOCAL ALCOHOL POLICY (SC2087)

A memo had been received from the General Manager Regulatory and Policy seeking the Council's endorsement to initiate the process to revoke the current joint local alcohol policy (LAP) and establish a LAP for the Gore District.

RESOLVED on the motion of Cr D Grant, seconded by Cr P Grant, THAT the Council resolve not to join the Southland Joint Local Alcohol Committee,

THAT the Council proceed to initiate the process to develop a Local Alcohol Policy for the Gore District,

AND THAT the Council note and endorse that the local policy will, as far as practicable, be consistent with the reviewed Local Alcohol Policy of Invercargill City and Southland District Councils.

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9. REPORT FROM AQUATIC SERVICES MANAGER

A report had been received from the Aquatic Services Manager on activities for November.

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

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10. BUILDING CONSENT RETURNS

A copy of the November building consent statistics had been circulated with the agenda.

RESOLVED on the motion of Cr Phillips, seconded by Cr Gardyne, THAT the information be received.

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Cr Reid noted there had been a longer period of time taken to grant consents over the past several months. The General Manager Regulatory and Planning agreed and said there had been staff changes this year as well as a full accreditation which had consumed a lot of staff time. He added the Council was still within the statutory timeframe for issuing consents.

11. MATAURA COMMUNITY BOARD REPORT (SC1522)

A copy of the report of the meeting of the Mataura Community Board held on 26 November had been circulated with the agenda.

RESOLVED on the motion of Cr Phillips, seconded by Cr D Grant, THAT the report be received,

AND THAT the recommendations contained in the report be ratified.

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12. DRAFT PROCUREMENT POLICY (SC0110)

Crs Beale, Davis, D Grant and P Grant had earlier declared conflict of interests.

Crs Davis and D Grant removed themselves from the table to the public gallery.

Cr Beale said he managed a company but did not receive any pecuniary benefit. He also removed himself from the table to the public gallery.

Cr Highsted advised his employer, Tulloch Transport carted livestock for the Gore A&P Committee.

A report had been received from the General Manager Infrastructure together with a draft Procurement Policy that had been drafted to provide information on the Council's procurement principles, strategies and objectives, processes and policies.

Cr Highsted was more than happy with the concept. He noted a typo under clause 8.1.3 that referred to "point 6.3.6 below when it should have referred to point 8.1.4".

Cr Highsted asked if it was specific enough for staff to understand the impact. The Chief Executive said it was intended to develop a stand-alone conflict of interest policy for staff members. He saw a staff policy being wider than just procurement. Cr Highsted asked if the Council would be involved in developing a staff conflict of interest policy. The Chief Executive confirmed it would be. It was important that staff were seen as being impartial when providing policy advice to the Council.

RESOLVED on the motion of Cr Highsted, seconded by Cr Sharp, THAT the Procurement Policy be received and adopted,

AND THAT the policy be updated and reviewed during the Long Term Plan process with subsequent Council approval required each triennium.

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Crs Beale, Davis, D Grant and P Grant returned to the table.

13. HEALTH AND SAFETY REPORT (SC1299)

A health and safety report had been received from the Human Resources Manager and was perused by the Council. The report covered the health and safety manual, Gore District staff training and an incident schedule that profiled a total of 51 incidents that had been recorded between the period 15 August to 17 November 2018.

RESOLVED on the motion of Cr P Grant, seconded by Cr Davis, THAT the report be received.

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14. SCHEDULE OF MEETING DATES FOR 2019 (SC2128)

A memo had been received from the Administration Manager together with a proposed schedule of meeting dates for 2019. The schedule was based on a six weekly cycle and proposed a change to the start time for committee meetings from 4.00pm to 2.00pm.

Cr Reid said having Committee meetings start at 2.00pm was not convenient to her. Both Cr Sharp and Cr Beale agreed. Cr Highsted said it was about having diversity around the table and if the Council wanted diversity and people who had employment then meeting times needed to be flexible. It was good to have flexibility but he acknowledged the impact on the staff.

Cr D Grant asked if there was any chance of the Council meeting starting at 7.00pm.

Cr P Grant asked how the meeting schedule was impacting on staff. The Chief Executive said there was a cumulative effect of having all meetings, including workshops starting close to or after 5.00pm. It could become very tiring with long days. The last 12 months in particular with the number of workshops held and long meetings starting after 5.00pm meant that some staff were doing very long hours. There was a lot of work required behind the scenes as well before and after meetings.

Cr Beale asked if it was fair to suggest the bulk of workshops may now be behind the Council given that MVM was operational as well as other projects. Could the Council trial Council meetings at 7.00pm for six months. His Worship said he did not expect the number of workshops to reduce. The work of the Council was becoming more complex and workshops were a good way to explore issues. He acknowledged the impact on staff. Personally, an early evening meeting did not suit him, but he worked around that. The decisions being made by the Council around the big issues were going to impact on the community for the next 100 years and it had to be mindful it took all the factors into account.

Cr Highsted asked if there was any flexibility around citizenship ceremonies and the Chief Executive briefings. His Worship said it was a possibility. He liked to make a fuss of new citizens and have them exposed to the Council. That could be done in another way. If the current trend of new citizens continued it may be feasible.

Cr Davis thought it was worthwhile to consider citizenship ceremonies being held outside of a Council meeting. The people involved were not interested in the meeting that followed. Perhaps an afternoon tea function would be more appropriate.

Cr Sharp suggested 3.30pm for Committees and 7.00pm for Council meetings. His Worship took it that the Committees would remain at 4.00pm. Cr D Grant was happy for the Council meetings to remain at 6.30pm. Cr Davis said it depended on whether there was a meal. That added to the rush. His Worship suggested finger food would be more appropriate rather than a sit down meal.

The Chief Executive said there had been a suggestion for him to provide weekly briefings next year.

Cr Beale asked if the finger food could be first and then have the briefing.

His Worship suggested the current regime continue and explore weekly briefings being held on a Friday and see how that works out.

RESOLVED on the motion of Cr D Grant, seconded by Cr Phillips, THAT the schedule of meeting dates for 2019 be adopted, with the start time of Council meetings remaining at 6.30pm and Committee meetings at 4.00pm,

AND THAT weekly briefings from the Chief Executive be explored.

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15. EMERGENCY COMMITTEE (SC0278)

A memo had been received from the Chief Executive advising that with the full Council not meeting until February 2019, it would be prudent to establish an Emergency Committee to deal with any urgent governance or policy issues that may arise over the summer recess. The Committee would have authority to act on any urgent matters that may arise, with any decisions taken to be reported to the Council meeting on 12 February.

RESOLVED on the motion of Cr D Grant, seconded by Cr Highsted, THAT an Emergency Committee consisting of His Worship the Mayor, Crs Bolger, P Grant and Phillips be appointed to deal with urgent governance and policy issues that require actioning prior to the February 2019 Council meeting, with any two of the Emergency Committee members having power to act,

AND THAT any decisions made by the Emergency Committee be reported to the next meeting of the Gore District Council to be held on 12 February 2019.

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16. GORE KIDS HUB CHARITABLE TRUST – UPDATE (SC2330)

A memo had been received from the Chief Executive together with an update from the Gore Kids Hub Charitable Trust. The update provided a commentary on the evolution and development of the Kids Hub and notable achievements that had occurred during the calendar year in review.

RESOLVED on the motion of Cr Davis, seconded by Cr D Grant, THAT the update from the Gore Kids Hub Charitable Trust be received.

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Cr P Grant said Plunket had identified 20 children who would not receive a Christmas present this year. Cr Dickson added the Community Networking Trust had boxes for donations for disadvantaged children and families. His Worship said there were a number of vulnerable families and it was good that there were organisations who recognised them and were able to assist.

17. PROPOSED GRANTS SUB-COMMITTEE (SC0278)

A memo had been received from the Chief Executive following an Annual Plan workshop on 4 December when particular attention had been afforded to the schedule of annual grants that the Council made to a range of community organisations.

A draft terms of reference had been circulated with the agenda which proposed that the new subcommittee would be the first port of call for any new funding request that may be received by the Council.

Cr Davis was pleased to see the item on the agenda and thought the sub-committee would give the grants areas extra scrutiny and transparency.

In response to Cr Gardyne, the Chief Executive did not think the Rural Halls and Domain's Sub-Committee would be included in the Grants Sub-Committee.

Cr Dickson thought every grant made needed to be transparent and include the financial outcome. She did not think the Council's process should be any different.

RESOLVED on the motion of Cr Sharp, seconded by Cr Reid, THAT the Council approve the establishment of a Grants Sub-Committee and the Terms of Reference as circulated,

AND THAT the members of the sub-committee be Crs D Grant, Phillips, Dickson, Gardyne and P Grant.

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The meeting concluded at 4.24pm