Notice is hereby given that an extraordinary meeting of the Gore District Council will be held, virtually by Zoom video conferencing, on Tuesday 26 May 2020, at 4.00pm

Stephen Parry
Chief Executive
22 May 2020

Agenda

1. Apologies

2. Solid Waste bylaw
   Pages 1-19

3. 2020/2021 Council budget
   Pages 20-25

4. Local Governance Statement
   Pages 26-52

5. Rethinking rubbish, recycling – waste management and minimisation
   Pages 53-57

6. Business to be considered pursuant to the Local Government Official Information and Meetings Act 1987:
   (i) Innovating streets for people
1. SOLID WASTE BYLAW

(Memo from Planning Consultant - 18.05.20)

**Purpose**
The Solid Waste Bylaw 2008 was due for review on 1 July 2018 and work has commenced on that review. However, due to Covid19, resources have not been available to complete that work. Unless the Bylaw is reviewed in some form by 1 July 2020 then under section 160A of the Local Government Act 2002 it is automatically revoked.

Approval is therefore being sought from the Council to reconfirm the current bylaw, subject to several minor changes, and undertake immediate public consultation so that the revised bylaw can be confirmed by the 1 July 2020 deadline. This approach is a temporary measure to facilitate a more thorough review of the bylaw when resources are once again available.

**Background**
Bylaws made by the Council under the LGA must be reviewed no later than 5 years after the bylaw was made, and then every 10 years after that. The current bylaw was first adopted in 2003, and as required by the LGA, reviewed in 2008.

Solid waste is managed in Southland as a shared service between the Gore District, Southland District and Invercargill City Councils. A Waste Advisory Group with Councillor and staff membership from each Council co-ordinates the solid waste functions of the three Councils, as a formal Committee established under the LGA. The Group’s operational component is WasteNet.

The three Councils each have their own Solid Waste Bylaw, and all took effect from 1 July 2008. At its meeting of 23 March 2017, the Waste Advisory Group resolved to prepare a joint bylaw covering all of Southland, removing the need for separate bylaws. That approach was endorsed by the Gore District Council on 28 June 2017. Progress on the joint bylaw has been spasmodic, with various issues arising that required resolution prior to the joint bylaw draft being completed. This included issues with regard to the contracting of services in relation to recycling in the region.

A staff member at the Invercargill City Council has the task of preparing the joint bylaw and I am advised the work is almost completed. With the emergence of the Covid19 epidemic, that person has been diverted to other (and essential) duties. As a result, work on the joint bylaw has been put on hold.
The Gore District Solid Waste Bylaw was due for review on 1 July 2018. As noted above, unless the bylaw is reviewed in some form by 1 July 2020 then under section 160A of the LGA it is automatically revoked. If that were to occur there would be no regulation in place directing solid waste management in the District.

A joint region-wide bylaw is still considered the most effective means of managing the regulatory side of solid waste management in Southland. Action is therefore required to put in place interim measures until such time that the joint bylaw is progressed and finalised. Given the time constraints now in play, that is best achieved by reaffirming the 2008 bylaw.

The current Solid Waste Bylaw is primarily an administrative document. It does however provide the Council with enabling powers to determine how solid waste is collected and processed in the District. While the current two bin collection system in Gore and Mataura was established post the adoption of the 2008 bylaw there is no inconsistency between the two bin system and the bylaw. Similarly, potential options for the processing of recyclable materials are also consistent with the bylaw. As a consequence, extending the period the current bylaw is in place does not create any administrative difficulties.

**Statutory considerations and procedure**

LGA section 160 provides the framework for the review of a bylaw. That requires considering the procedural tests of section 155. In the first instance, the Council must determine whether a bylaw is the most appropriate way of addressing the perceived problem. If this is satisfied, the Council must then determine whether the proposed bylaw:

(a) is the most appropriate form of bylaw; and
(b) gives rise to any implications under the New Zealand Bill of Rights Act 1990.

No bylaw may be made which is inconsistent with the New Zealand Bill of Rights Act 1990, notwithstanding section 4 of that Act.

All of these matters were considered in 2008 when the bylaw in its present form was being considered, and from a statutory perspective nothing has really changed since then.

**The perceived problem and response**

The main perceived problem the bylaw addresses is setting out rules in regard to the materials allowed to be disposed of through the public refuse collection system. These rules are necessary to protect the health and safety of staff and contractors. Accumulation of refuse on private land which can become both a health hazard and a public nuisance, is also a potential problem addressed by the bylaw.

As an alternative, the Council could simply have a policy governing rules for its refuse collection system. In tandem with this, the Council could run an educational programme to alert residents of the contents of the policy and the dangers inherent
in placing sharp, hot liquid or ash material out for collection. Such an approach may well be effective in the majority of instances, but on balance it is more appropriate to have a bylaw which has the ability to meaningfully sanction offenders who show little regard for common sense and the safety of other people.

The option of a bylaw therefore has benefits in terms of present and future social and environmental wellbeing. The protection of people’s health and safety is advantageous to social wellbeing, while the careful disposal of waste makes a positive contribution to environmental wellbeing.

A bylaw therefore is the most appropriate way of addressing the perceived problem. It also reflects the particular circumstances of the Gore District. When initially drafted, regard was had to best practise from other Councils or NZ Standards as well, and as a consequence, is the most appropriate form of bylaw.

The Bill of Rights Act, inter alia, affirms democratic and civil rights in the areas of freedom of peaceful assembly, association and movement, which can potentially be impacted on by a bylaw. There are no obvious infringements or implications with the New Zealand Bill of Rights Act 1990 in regard to this bylaw.

Having satisfied the requirements of section 155 of the LGA, section 160 requires the Council to consider the level of public consultation required. Solid waste is not a significant or strategic matter in the Council’s Significance and Engagement Policy, captured by LGA section 160(3)(b)(A). Therefore, the special consultative procedure of the LGA does not apply, just the broad principles of section 82 of enabling any person the opportunity to comment on the proposal. Any submissions received can be heard by the full Council with adoption of the bylaw achieved by the end of June.

**Amendments proposed to current bylaw**

It is not possible to review a bylaw without making some changes to it. For example, the title and date the bylaw comes into force must change. LGA section 156(2) allows for minor changes and errors to be corrected by way of a publicly notified resolution, provided that an existing right of any person, or their existing status under the bylaw, is not altered. With that in mind, the following changes are proposed to the 2008 Solid Waste Bylaw:

1. Amending the dates referred to in the bylaw as required.
2. Amending clause 1.4 to correctly refer to LGA section 146(a)(iv)
3. Amending clause 1.3 in Schedule 1 to read:
   
   *All residential refuse and all refuse in the commercial collection area shall be placed for collection after 5:00pm the evening before collection.*

4. Amending clause 2.3 in Schedule 2 to read:
   
   *Asbestos is not accepted at refuse disposal sites.*

Amendment 1 is procedural. Amendment 2 corrects an error. Amendment 3 reflects current practice over a number of years. Amendment 4 reflects a change in legislation. All changes meet the requirements of section 156(2).
While being a renotification of the existing bylaw, what is now intended has the status of a draft bylaw, a copy of which is attached.

RECOMMENDATION

THAT pursuant to section 155(1) of the Local Government Act 2002, the Council resolve that a bylaw is the most appropriate way of addressing the perceived and real problems referred to in this report,

THAT the Council publicly notify the draft bylaw circulated, outlining the changes proposed from that of 2008 and inviting public submissions,

AND THAT the Council note that submissions will close on 19 June in order that the bylaw can be adopted on or before 30 June 2020.
GORE DISTRICT COUNCIL

SOLID WASTE BYLAW
2020
# TABLE OF CONTENTS

1. **INTRODUCTION** ........................................................................................................... 2
2. **DEFINITIONS AND INTERPRETATIONS** ................................................................. 2
3. **HOUSEHOLD REFUSE COLLECTION** ..................................................................... 3
4. **CONTAINERS TO BE KEPT CLEAN AND IN REPAIR** ............................................. 4
5. **CONTAINERS TO BE PLACED CONVENIENTLY FOR EMPTYING AND REMOVAL** ........................................................................................................... 4
6. **DEPOSIT OF CERTAIN MATERIALS PROHIBITED** ............................................... 5
7. **ACCUMULATION AND STORAGE OF HOUSEHOLD REFUSE** ............................................. 5
8. **REMOVAL OF TRADE REFUSE** ............................................................................ 6
9. **DISPOSAL OF REFUSE** .......................................................................................... 6
10. **RECYCLING** ........................................................................................................... 7
11. **RESTRICTIONS ON REFUSE COLLECTION OPERATIONS** ...................................... 7
12. **OWNERSHIP OF WASTE STREAM** ........................................................................ 8
13. **SPECIAL WASTE** .................................................................................................. 8
14. **CONTROL OF REFUSE DISPOSAL SITES** ............................................................ 8
15. **RECYCLABLES ON REFUSE DISPOSAL SITES** ................................................... 10
16. **REFUSE REMOVAL VEHICLE** ............................................................................. 10
17. **REFUSE TO BE COVERED DURING TRANSPORTATION** ..................................... 10
18. **STREET LITTER BINS** .......................................................................................... 10
19. **FEES AND CHARGES** .......................................................................................... 11
20. **OFFENCES AND BREACHES** .................................................................................. 11
1. INTRODUCTION

1.1 Scope

1.1.1 The purpose of the bylaw is to provide for collection and disposal of refuse in an efficient and cost effective manner, serving the interests of public health, enhancing the amenity of the residential and business environment and protecting the natural environment while at the same time ensuring that any impact on the road network in the district is kept to a minimum.

1.1.2 General issues relating to recycling, ownership of the waste stream, refuse storage, waste management and minimisation are also covered by the Bylaw.

1.2 Title
The title of this bylaw shall be the Gore District Council Solid Waste Bylaw 2020 and shall come into operation on the 1 July 2020.

1.3 Repeal
The Gore District Council Refuse Bylaw 2008, is hereby repealed from the date this bylaw comes into force.

1.4 Enabling Enactments
This Bylaw is made pursuant to sections 145 and 146(a)(iv) of the Local Government Act 2002 and Section 12 of the Litter Act 1979.

2. Definitions and Interpretations

2.1 For the purposes of this bylaw the following definitions shall apply:

COMMERCIAL COLLECTION AREA means a shopping and/or commercial area, including any private residences within that area, specifically identified by the Council to receive a refuse collection and/or recycling service more often and/or of a different nature from the Council's residential service.

HOUSEHOLD REFUSE means cold ashes, sweepings, dust, paper, bottles, bones and waste food, cans, cartons, or other food containers, or any other refuse arising or resulting from domestic housekeeping operations.
INORGANIC HOUSEHOLD COLLECTION means a kerbside collection of unwanted household items specifically allowed by a policy statement notified under clause 3 of this Bylaw.

OFFICIAL CONTAINER means any mobile bin, plastic bag or multi-wall paper bag or other container from time to time approved by the Council and collected by or on behalf of the Council.

RECYCLABLES means items which are specifically allowed by a policy statement notified under clause 3 of this Bylaw and for which arrangements have been made by or on behalf of the Council for collection or acceptance at any refuse disposal site for recycling or reuse.

REFUSE CONTAINER in relation to household refuse means any household refuse container approved by the Council from time to time, and all references to refuse containers in this Bylaw shall, where the context permits, include official containers.

REFUSE CONTRACTOR means a person or persons whom the Council has authorised to collect refuse.

REFUSE DISPOSAL SITE means any landfill, transfer station or other land or facility operated by or for the Council for the disposal or temporary storage of refuse or any specified recyclable.

RESIDENTIAL FLAT means a single self-contained residential unit, not necessarily separately rated.

SPECIAL WASTES means any wastes whether from a trade premise or any other source which is hazardous, toxic or by its nature requires special disposal because of environmental considerations or landfill operational requirements.

TRADE REFUSE means any scrap or waste material resulting from the carry on of any business manufacture, process, trade, market, or other undertaking.

3. Household Refuse Collection

The Council may from time to time by resolution publicly notified and set out in Schedule 1 of this Bylaw, make and amend a set of policy statements governing the collection of all types of refuse and recyclables by or for the Council, including the weights and contents of containers which will be
collected, the placing of containers for such collection and such other matters as the Council considers relevant.

4. Containers to be Kept Clean and in Repair

Every occupier shall keep their refuse container as clean as practicable and shall maintain the same in good repair to the satisfaction of the Council.

5. Containers to be Placed Conveniently for Emptying and Removal

5.1 Every occupier shall, on the day and not later than the time specified in Schedule 1 cause the refuse container to be securely fastened or closed to prevent spillage and placed for collection.

5.2 Refuse for collection shall be placed near the edge of the public road in front of the property. The position shall be readily accessible for collection but shall not obstruct vehicle or foot traffic.

5.3 Every refuse container put out for collection by or on behalf of the Council shall be an official container.

5.4 No person shall leave or place refuse arising from one property outside another property unless the location has been approved by the Council.

5.5 Where the refuse container is emptied rather than removed the occupier shall return it to the occupier’s premises as soon as practicable after emptying.

5.6 The person collecting refuse on behalf of the Council may refuse to remove refuse or recyclables where:

a) The container is damaged or otherwise likely to cause injury to the collector; or
b) the refuse is in an insanitary or offensive condition; or
c) the refuse includes refuse prohibited under this bylaw; or
d) the container is not an official container; or
e) the container is in a condition that allows spillage of refuse; or
f) the containers or the refuse do not comply with the relevant policy statement notified under clause 3 of this bylaw in terms of type, volume, weight, numbers, placement or any other detail.

5.7 Where clause 5.6 of this bylaw applies and the refuse or recyclables are not collected, the collector shall notify the occupier accordingly by the placing of a notice on the container, or by other means. In such
circumstances the occupier shall return the refuse or recyclables to the occupier’s premises and make alternative arrangements for their disposal as soon as practicable.

5.8 Any refuse containers not collected for any reason must be recovered by the disposer of the refuse by the end of the collection day.

6. Deposit of Certain Materials Prohibited

No person shall deposit or cause or permit or allow to be deposited in any refuse container or at any refuse disposal site:

a) explosive, highly inflammable or infectious material or hot ashes;
b) liquids, acids, printer’s ink, paint, or any other viscous fluid;
c) broken bottles, glass, glass articles, broken crockery, china or other such sharp articles or materials unless such sharp articles or materials are wrapped so as to prevent injury to persons engaged on collection or disposal work;
d) any matter, thing or refuse of any kind whatsoever, other than household refuse unless specifically allowed by a policy statement notified under clause 3 of this bylaw.

Provided that if rigid wall containers are used, item 6 (c) shall not apply.

7. Accumulation and Storage of Household Refuse

7.1 Every owner or occupier of any premises shall ensure that no accumulation or collection of refuse, except as is herein provided, is permitted or suffered to remain or be in, on or about such premises or any portion thereof.

7.2 Every refuse container, unless it is being emptied, cleansed, repaired or used for depositing refuse, shall be kept closed or covered at all times for the protection of the interior of the container and its contents from rain, flies or vermin.

7.3 Refuse shall not be packed tightly in rigid walled refuse containers, but shall be stored in such a manner that the whole of the contents of the container fall out easily and cleanly when the container is upended.
7.4 No person shall dispose of household refuse by burying it or burning it in such a manner as to cause a nuisance or in breach of any enactment.

7.5 No person shall dispose of household refuse on any other property than the property on which the refuse was generated, except if the other property is a refuse disposal site.

8. Removal of Trade Refuse

8.1 Where the Council has reached an agreement to remove trade refuse, such refuse will be removed or disposed of by the Council, only when the refuse is contained within an official container.

8.2 Every owner or occupier of any premises shall ensure that there is no undue accumulation of trade refuse or salvaged material in, on, about or on any portion of such premises.

8.3 Any perishable or putrescible trade refuse shall be removed from the premises daily, except where stored in a container specifically approved and which does not cause a nuisance.

8.4 Where in the opinion of the Council an accumulation exists on any premises of trade refuse or salvaged materials which is or is likely to be injurious to health, or offensive, or to harbour vermin, or is likely to create a fire hazard, the Council may by notice in writing require its removal and disposal.

9. Disposal of Refuse

The disposal of refuse on a refuse disposal site shall be subject to the conditions imposed by any consent or approval given to the Council under the Resource Management Act 1991 and other enactments and such conditions as the Council may from time to time by resolution publicly notified and set out in Schedule 2 of this bylaw, impose and amend in respect of the hours of opening and closing, the nature of the refuse which may be disposed of therein, the position in any such place in which refuse may be placed, and any other matter which the Council may consider necessary or desirable to determine by such resolution.

10. Recycling

10.1 The Council may arrange for the collection of specified recyclables in association with any refuse collection service provided by or for the Council or from specified or agreed recycling stations.
10.2 The Council may supply to owners and occupiers a specifically marked container or containers for the recyclable materials to be placed in.

10.3 No person shall interfere with or remove any recyclables or any container of recyclables that has been put out for collection or placed at a recycling facility for collection by or for the Council, except in the course of collecting the same on behalf of the Council.

10.4 No person shall place or leave any materials other than the appropriate recyclable material in any recycling container or at any recycling station.

11. Restrictions on Refuse Collection Operations

11.1 No person shall engage in the collection of trade or household refuse or recyclables, where the materials awaiting collection are left outside the property from which they are to be collected, without the prior written consent of the Council and subject to such conditions as the Council may from time to time impose.

11.2 No person shall leave or place any refuse of any kind or any recyclables for collection in any public place unless such refuse or recyclables are in a suitable container or containers which are secured to prevent spillage, are placed in a position that does not obstruct or present a hazard to pedestrian or vehicular traffic or the flow of storm water.

12. Ownership of Waste Stream

Except with the prior permission of the Council, no person other than the occupier of the property from which the waste has come, shall on any public place interfere with or remove any refuse or recyclable article which is awaiting collection by an authorised collector.

13. Special Waste

No person shall place any special waste in a public place.

14. Control of Refuse Disposal Sites

14.1 All persons entering any refuse disposal site shall observe and comply with all signs or any instructions given by the Council with regard to refuse disposal site operational and safety matters or the deposition of refuse or recyclables therein.
14.2 Any person driving a vehicle in a refuse disposal site shall obey all signs or notices concerning traffic movement and parking displayed in that refuse disposal site.

14.3 No vehicle shall be driven at a greater speed than indicated on any road within the refuse disposal site, and in any other direction other than indicated by traffic notices. In the absence of speed limit signs, no vehicle may be driven at a speed greater than 20 kilometres an hour in any refuse disposal site.

14.4 Every person driving or in charge of any vehicle in any refuse disposal site shall stop or more such vehicle as directed by the Council.

14.5 No person shall enter any refuse disposal site other than for the purposes of depositing refuse and/or recyclables and during such hours as the refuse disposal site is open except with the approval of the Council.

14.6 No person shall dispose on any refuse disposal site any special waste without the express consent of the Council and in accordance with whatever conditions may be imposed in relation to the nature of the disposal required, or any charges that may be imposed.

14.7 The Council may refuse to accept at any refuse disposal site any refuse for which any imposed charges have not been paid or which, in that in its opinion:

a) May cause undue hazard to the health and safety of persons; or
b) may damage the environment; or
c) cannot be adequately treated or handled by the normal methods used on that site.

14.8 No person shall remove any deposited refuse, article or materials from any refuse disposal site without the consent of the Council, providing that this shall not apply to any person authorised by the Council to remove articles or materials for recycling or reuse.

14.9 All refuse, garden waste, unwanted articles or other things deposited and left at any refuse disposal site shall be deemed to be the property of the Council which may dispose of such materials by recycling or in such other manner as it sees fit. The person so depositing and leaving such refuse, garden waste, unwanted articles or other things shall be deemed to have abandoned all claims to ownership thereof but shall not be relieved of any liability for damage flowing in any way from
such action nor from the penalties provided for offences against this bylaw or any other enactment.

14.10 Except when secured to or confined completely within a vehicle, no person shall take any animal on to any refuse disposal site or allow any stock to wander or graze thereon without the prior consent of the Council.

14.11 No person shall light any fire on any refuse disposal site.

14.12 No person shall damage any fence, gate, building, plant or equipment, water supply, road, sign or tree, on any refuse disposal site.

14.13 The Council may require any person who is contravening the provisions of this bylaw to leave any refuse disposal site, with or without any refuse brought by that person for disposal.

14.14 No person shall in any manner tip, throw, or deposit any refuse at any place on any refuse disposal site which is not designated for that purpose.

15. Recyclables on Refuse Disposal Sites

15.1 Any materials which are designated as recyclables brought to any refuse disposal site shall be deposited in such places and in such a manner as directed by the Council.

15.2 No person shall deposit any general refuse in any place or container designated for the deposition of recyclables.

15.3 Any person shall comply with a reasonable instruction of an authorised officer to separate recyclables from general refuse and to deposit them as directed.

16. Refuse Removal Vehicle

No person for the time being in charge of or operating any refuse collection vehicle shall:
a) Allow the vehicle to stand or park, in any public place for any period of time other than is necessary for the collection of refuse from any premises;
b) Permit or allow the vehicle to be in an unclean or offensive condition;
c) Neglect or omit to immediately collect refuse spilled from a refuse collection vehicle on any road or other place and redeposit it in the collection vehicle.

17. Refuse to be Covered During Transportation

No refuse shall be transported by vehicle through, over or upon any road or public place unless such refuse is sufficiently and adequately covered to prevent the refuse from falling or otherwise escaping on to any road or other public place.

18. Street Litter Bins

18.1 No person shall interfere with, or remove any refuse receptacle erected or placed on any road or other public place for the deposition of litter by the general public, or the contents thereof other than an employee or agent of the person or organisation responsible for the emptying, cleansing or repair of that receptacle.

18.2 No unauthorised person shall remove, relocate, damage, deface, write or place any sign or in any way interfere with any refuse receptacle being the property of the Council.

18.3 No person should dispose of household or commercial refuse into any street litter bin.

19. Fees and Charges

19.1 The Council may prescribe fees for this bylaw in accordance with section 150 of the Local Government Act 2002.

19.2 The Council may from time to time by resolution publicly notified and set out in Schedule 3 of this bylaw, make and amend a system of charges and fees for the disposal of solid waste.

20. Offences and Breaches

Every person who fails to comply with bylaw commits an offence and shall be subject to the penalty provisions outlined in the offences, penalties, infringement offences, and legal proceedings provisions of the Local Government Act 2002 and the other enabling enactments contained in clause 1.4 of this bylaw.
The foregoing bylaw was duly adopted at a meeting of the Gore District Council held on the (to be determined) and ordered to come into force on the 1st day of July 2020.

The Common Seal of the Gore District Council was hereunto affixed this ...... day of June 2020 in the presence of:

______________________________ Mr Tracy Hicks, Mayor

______________________________ Mr Stephen Parry, Chief Executive
SCHEDULE 1 OF SOLID WASTE BYLAW 2020 – POLICY NOTES

1. Household Refuse Collection

1.1 Each separately rated residential property and each residential flat served by an authorised Council refuse collection shall be entitled at each refuse collection to the removal of the following refuse:

- For Gore and Mataura collection area, all official containers containing household refuse.

1.2 No person shall place for collection any official container of refuse, which has a gross weight exceeding 20 kilograms.

1.3 All residential refuse and all refuse in the commercial collection area shall be placed for collection after 5:00pm the evening before collection.
SCHEDULE 2 OF SOLID WASTE BYLAW 2020 – REFUSE DISPOSAL SITES

1. The following sites are designated as refuse disposal sites:

1.1 Gore refuse transfer station, Toronto Street, Gore

Operating hours as publicly notified from time to time.

1.2 Mataura skip bin station:

Henderson Park, Mataura

Operating hours as publicly notified from time to time.

2. The following restrictions are applicable for the disposal of refuse at the refuse disposal sites:

2.1 All waste disposed over the transfer station face and at the Mataura skip bin station must comply with the Regional Waste Acceptance Protocol (WAP).

2.2 Acceptance of special wastes at refuse disposal sites is at the discretion of the Council. Special wastes include sprays, solvents and chemicals. All special waste is to be declared to the site operator.

2.3 Asbestos is not accepted at refuse disposal sites.

2.4 Trailers, commercial loaders and compactor trucks are not permitted to discharge at Mataura Skip Bin Station.

2.5 Loads greater than 2 cubic metres require prior approval from the Council for disposal at the Mataura Skip Bin Station.
SCHEDULE 3 OF SOLID WASTE BYLAW – REFUSE DISPOSAL CHARGES

1. The schedule of fees and charges relating the disposal of solid waste will be included in the Council's fees and charges schedule.
2. **2020/2021 COUNCIL BUDGET**

(Memo from Chief Executive – 19.05.20)

The preparation of the Council budget for 2020/2021 has been a challenging exercise. Not only has the Council had to deal with the disruption and destruction of the Southland floods in early February, it has also had to contend with Covid-19 and the attendant severe restrictions on the economy and Council operations. Against this backdrop is an extensive capital works programme which needs to be funded. The major components of this programme such as Gore water treatment upgrade and the civic administration building renovation are driven by legislative imperatives such as drinking water standards and earthquake strengthening.

The Council’s Long Term Plan established in 2018 forecast a district-wide rate increase in 2020/2021 of 4.53%. Prior to the imposition of Alert Level 4 in response to the Covid-19 pandemic on 25 March, the Council was grappling with a proposed rate increase of 6.7%. Extensive fine-tuning of the budget by senior Council staff was then undertaken to unearth savings that could be made without impacting on levels of service to the community. This resulted in the proposed rate increase reducing from 6.7% to 2.64%.

However, on the eve of writing this report, advice was received from the Mataura Licensing Trust that it was unable to meet its commitment to contribute 25% of the operating loss (or expressed in another way, the normal ratepayer requirement) of the MLT Events Centre. This is an historic arrangement agreed with MLT shortly after the Events Centre was opened in 2010. A copy of the advice from the MLT is attached. The impact of this decision by the board of MLT will mean that the rates requirement of the Council will now lift to 2.84%.

The main areas in which adjustments have been made to the Council budgets to achieve this result are:

- Reduced travel and accommodation budgets. It is assumed that travel will be reduced during the early part of the year.
- Grant and events funding of $40,000 has been rolled forward from previous year for events that were cancelled.
- Plant and vehicle additions and replacements have been reviewed, there have been some efficiencies identified and have reduced budgets by $39,000.
- Library book budgets have been reduced by $20,000.
- A $472,000 overall decrease in interest costs. A reduction in interest costs due to borrowing levels being lower than forecasted. Market interest rates are also on the decline making it cheaper to service loans.
- The aquatic centre and stadium’s revenue and expenditure budgets have been adjusted to reflect a possible decline in visitors during the first quarter. This has resulted in an increased funding requirement of $26,326, as revenues from swim school and coaching are reduced.
A high-level summary detailing all the changes to the Council budget is attached.

Can further reductions be achieved? Absolutely, but they would be at the expense of service levels or organisational capacity. For example, the appointment of a Community Strategy Manager and funding to employ a part-time Tussock Country Festival Coordinator have been included in this budget in response to Council and community desire for more resources in these areas. Arguably, a Community Strategy Manager is now more important for the Council in how it assists the community to recover from economic and social turmoil thrown up by Covid-19.

In a similar vein, the organisers of the new Tussock Country Festival have realised that a professional organisational element to the festival is an essential agreement if the ultimate vision of a 10-day, fun-filled compelling event is to be realised. Ultimately, these are budgetary inclusions of political discretion. Further reductions could be made in the forthcoming year by delaying the appointment of a General Manager Regulatory and Community Services. Once again, this would impact on organisational capacity but it could be done to drive down the rating requirement for the forthcoming year at least.

RECOMMENDATION

THAT the Council consider the inclusions and adjustments in the 2020/2021 Council budget and approve its content or variants thereof, for inclusion in the Annual Plan,

AND THAT the Council note that the 2020/2021 Annual Plan together with a rates resolution based on the approved Council budget will be presented to the Council for approval by the end of June.
Good afternoon Stephen

I open the paper this morning to read the Rachael Kelly article regarding the Gore Aquatic Centre and the wider MLT Event Centre and can only sympathise with what you have to go through regarding this operation and the heartache for the staff involved. The figures bandied around regarding proposed losses in revenue added to the redundancies make sobering reading.

Like your organisation the trust is faced with an uncertain future and the stories you are reading about on a daily basis regarding hospitality, such as the one about the ILT today are indeed true and have come knocking on our door. As indicated to you in an earlier email (4 May 2020) and reiterated at the District “zoom” meeting on 5 May 2020, our income has more than halved over the last 7 weeks and the income derived is at low GP levels. Without the governments wage subsidy we would be faced with the same difficult decisions that both GDC and ILT have faced regarding closures and redundancies. As you know T.T.C.F. is without funds and will take many months to get to the point where they will be able to build up enough funds to distribute money back to the community. Even when this occurs, the MLT will compete with other society contributors for the scraps. As for the $500k the trust gives out annually from the P&L account that has been suspended until further notice. Again with the future uncertain when we may be able to commence trickle feeding money back to the community is a big unknown.

So given all the bad news already dumped on your doorstep it is with a heavy heart that the board has instructed me to inform you and the council that the trust will no longer fund the 25% loss on the MLT Event Centre. This has been a difficult decision for the board to come to given earlier boards and the previous general manager John Wyeth were instrumental in the initial development and funding of the complex. The trust is currently firmly entrenched in survival mode and it is our fiscal responsibility to the community that we survive to fight another day which means we cannot have the uncertainty of the loss that the event centre will incur in the forthcoming year. In all honesty 25% of the loss over the next year could cripple us.

This action will take effect from 1 April 2020. We will honour the most recent account, $17,423.00 up to 31 March 2020.

Unfortunately difficult times call for difficult measures and we are in the midst of something no one could have predicted at the start of this year. 2020 has been shit for Gore but I think there may be light at the end of the tunnel and like you indicated to me in earlier correspondence, “thank god we live in rural service centre”. It could be worse.
Stay strong and we will talk, face to face, when we are able too again.

Kindest Regards,

Mark A Paterson
General Manager
Mataura Licensing Trust
P O Box 43
Gore 9740
Phone (03) 208 9540
Mobile 0274318141
Email Mark@mltgore.co.nz
Web page www.mltgore.co.nz
### Annual Plan 2021 - changes to the financial model

**LTP 2018-2028 Planned rate increase**  
4.53%

#### + the following changes

<table>
<thead>
<tr>
<th>Department Code</th>
<th>Item</th>
<th>Amount</th>
<th>% contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>Great South - additional 50k core + 60k contract funding (total contribution $210k)</td>
<td>110,000</td>
<td>0.63%</td>
</tr>
<tr>
<td>105</td>
<td>Grants - Eastern Southland Hockey Grant</td>
<td>10,000</td>
<td>0.06%</td>
</tr>
<tr>
<td>105</td>
<td>Grants - St James theatre grant - add loan repayment</td>
<td>6,000</td>
<td>0.03%</td>
</tr>
<tr>
<td>105</td>
<td>Grants - Increase Eastern Southland Gallery Grant</td>
<td>10,000</td>
<td>0.06%</td>
</tr>
<tr>
<td>105</td>
<td>Grants - Remove Gore Counselling Centre (remission provided instead)</td>
<td>(1,500)</td>
<td>-0.01%</td>
</tr>
<tr>
<td>105</td>
<td>Grants - Remove SPCA Grant</td>
<td>(2,500)</td>
<td>-0.01%</td>
</tr>
<tr>
<td>105</td>
<td>Grants - Increase Childrens Day</td>
<td>1,765</td>
<td>0.01%</td>
</tr>
<tr>
<td>105</td>
<td>Grants - Reduce amenity hire waivers because of Childrens Day grant adjustment</td>
<td>(500)</td>
<td>0.00%</td>
</tr>
<tr>
<td>105</td>
<td>Grants - Increase scholarships</td>
<td>500</td>
<td>0.00%</td>
</tr>
<tr>
<td>105</td>
<td>Country Music &amp; Songwriters - reserve funding</td>
<td>(5,000)</td>
<td>-0.03%</td>
</tr>
<tr>
<td>105</td>
<td>Gold Guitars Awards - reserve funding</td>
<td>(5,000)</td>
<td>-0.03%</td>
</tr>
<tr>
<td>105</td>
<td>Hokonui Fashion Awards funding removed</td>
<td>(9,104)</td>
<td>-0.05%</td>
</tr>
<tr>
<td>105</td>
<td>Grants - Correct Safe in the South Grant align to actual</td>
<td>2,000</td>
<td>0.01%</td>
</tr>
<tr>
<td>110</td>
<td>Ferret Software license fees $1200 * 12 + $4000 volume</td>
<td>18,400</td>
<td>0.11%</td>
</tr>
<tr>
<td>110</td>
<td>Other Software licenses</td>
<td>19,000</td>
<td>0.11%</td>
</tr>
<tr>
<td>110</td>
<td>IT - Loan repayments for IT infrastructure (from $300k audit &amp; risk improvements)</td>
<td>37,500</td>
<td>0.22%</td>
</tr>
<tr>
<td>110</td>
<td>IT - Software upgrade ERP system Authority V7.1 (fund by 7 year loan)</td>
<td>65,000</td>
<td>0.38%</td>
</tr>
<tr>
<td>110</td>
<td>IT - Loan for Authority V7.1 (7 year loan)</td>
<td>(65,000)</td>
<td>-0.38%</td>
</tr>
<tr>
<td>115</td>
<td>Building Consent - reduce travel, course seminar and conference registration</td>
<td>(5,000)</td>
<td>-0.03%</td>
</tr>
<tr>
<td>115</td>
<td>Building consents- Add GoGet License fees $60 * 330 consents</td>
<td>20,040</td>
<td>0.12%</td>
</tr>
<tr>
<td>115</td>
<td>Building consents - Add extra fees for GoGet license recovery</td>
<td>(20,040)</td>
<td>-0.12%</td>
</tr>
<tr>
<td>200</td>
<td>Corporate - Management Accountant (30% capitalised) - (September to June)</td>
<td>45,500</td>
<td>0.26%</td>
</tr>
<tr>
<td>200</td>
<td>Corporate - Community Strategy Manager (67% Oct to June)</td>
<td>67,000</td>
<td>0.39%</td>
</tr>
<tr>
<td>200</td>
<td>Corporate - Removal of Managerial Capacity Requirement Vehicle - not required</td>
<td>(39,000)</td>
<td>-0.23%</td>
</tr>
<tr>
<td>200</td>
<td>Corporate - HR Officer (September to June)</td>
<td>37,500</td>
<td>0.22%</td>
</tr>
<tr>
<td>200</td>
<td>Chinwag reduction</td>
<td>(13,000)</td>
<td>-0.08%</td>
</tr>
<tr>
<td>200</td>
<td>Corporate - reduce course, seminar and travel related expenses</td>
<td>(36,664)</td>
<td>-0.21%</td>
</tr>
<tr>
<td>210</td>
<td>Arts &amp; Heritage - reserve funding for wage programme</td>
<td>(14,000)</td>
<td>-0.08%</td>
</tr>
<tr>
<td>210</td>
<td>Arts &amp; Heritage - recovery for wages from Maruawai project</td>
<td>(88,500)</td>
<td>-0.51%</td>
</tr>
<tr>
<td>210</td>
<td>Arts &amp; Heritage - Remove Maruawai subsidies received (Project run by HCCT)</td>
<td>2,000,000</td>
<td>11.54%</td>
</tr>
<tr>
<td>210</td>
<td>Arts &amp; Heritage - Remove Maruawai capex (project run by HCCT)</td>
<td>(2,000,000)</td>
<td>-11.54%</td>
</tr>
<tr>
<td>220</td>
<td>Events - Tussock Country part time position (January - June)</td>
<td>25,000</td>
<td>0.14%</td>
</tr>
<tr>
<td>220</td>
<td>Events - Mataura River Day &amp; Freeze your bits off reserve funded</td>
<td>(20,828)</td>
<td>-0.12%</td>
</tr>
<tr>
<td>230</td>
<td>Reduce Library book budget</td>
<td>(20,000)</td>
<td>-0.12%</td>
</tr>
<tr>
<td>230</td>
<td>Decrease Library revenue</td>
<td>5,500</td>
<td>0.03%</td>
</tr>
<tr>
<td>230</td>
<td>Decrease Library expenses ( across the board)</td>
<td>(5,500)</td>
<td>-0.03%</td>
</tr>
<tr>
<td>241</td>
<td>District plan consultants 369k</td>
<td>369,000</td>
<td>2.13%</td>
</tr>
<tr>
<td>241</td>
<td>District plan consultants - Loan 369k</td>
<td>(369,000)</td>
<td>-2.13%</td>
</tr>
<tr>
<td>242</td>
<td>Animal Control - Animal Control officer part-time position</td>
<td>25,000</td>
<td>0.14%</td>
</tr>
<tr>
<td>242</td>
<td>Animal Control - Reduce Dog Action Plan budget</td>
<td>(9,934)</td>
<td>-0.06%</td>
</tr>
<tr>
<td>242</td>
<td>Animal Control - Increased Dog Registration fees (conservative)</td>
<td>(25,000)</td>
<td>-0.14%</td>
</tr>
<tr>
<td>244</td>
<td>Planning - Remove planning consultant costs</td>
<td>(40,000)</td>
<td>-0.23%</td>
</tr>
<tr>
<td>290</td>
<td>Remove Grant Funding from Free Swim School - TTCF</td>
<td>42,126</td>
<td>0.24%</td>
</tr>
<tr>
<td>290</td>
<td>Reduce income from retail stock (July to September)</td>
<td>22,856</td>
<td>0.13%</td>
</tr>
<tr>
<td>290</td>
<td>Reduce Swim Coaching Registrations, Swim School and Admission fees (July to September)</td>
<td>81,446</td>
<td>0.47%</td>
</tr>
<tr>
<td>290</td>
<td>Reduce Aquatic Centre Operation expenses (July to September)</td>
<td>(28,202)</td>
<td>-0.16%</td>
</tr>
<tr>
<td>290</td>
<td>Reduce Overall Aquatic Centre and Stadium salaries</td>
<td>(62,000)</td>
<td>-0.36%</td>
</tr>
<tr>
<td>290</td>
<td>Reduce Power to align with actuals - Based on current estimates</td>
<td>(30,000)</td>
<td>-0.17%</td>
</tr>
<tr>
<td>290</td>
<td>Reduce MLT Event Centre MLT Contribution</td>
<td>33,474</td>
<td>0.19%</td>
</tr>
<tr>
<td>430</td>
<td>Roading Depreciation reduction from vehicle removal</td>
<td>(3,000)</td>
<td>-0.02%</td>
</tr>
<tr>
<td></td>
<td>Description</td>
<td>Amount</td>
<td>Percentage</td>
</tr>
<tr>
<td>---</td>
<td>------------------------------------------------------------------------------</td>
<td>---------</td>
<td>------------</td>
</tr>
<tr>
<td>430</td>
<td>Roading - reduce course, seminar and travel related expenses</td>
<td>(4,000)</td>
<td>-0.02%</td>
</tr>
<tr>
<td>450</td>
<td>3 Waters - reduce course, seminar and travel related expenses</td>
<td>(17,500)</td>
<td>-0.10%</td>
</tr>
<tr>
<td>450</td>
<td>3 Waters - reduce consultants (reserve transfer decreased)</td>
<td>(25,000)</td>
<td>-0.14%</td>
</tr>
<tr>
<td>451</td>
<td>Water - Postpone new water treatment plant operating costs</td>
<td>(106,225)</td>
<td>-0.61%</td>
</tr>
<tr>
<td>451</td>
<td>Water - increase chemical budget</td>
<td>13,000</td>
<td>0.08%</td>
</tr>
<tr>
<td>458</td>
<td>Solid waste - fee revenue - align to actual</td>
<td>(80,000)</td>
<td>-0.46%</td>
</tr>
<tr>
<td>458</td>
<td>Solid Waste - increase contract costs in line with fee revenue</td>
<td>80,000</td>
<td>0.46%</td>
</tr>
<tr>
<td>460</td>
<td>Parks &amp; Reserves - reduce course, seminar and travel related expenses</td>
<td>(6,946)</td>
<td>-0.04%</td>
</tr>
<tr>
<td>460</td>
<td>Parks &amp; Reserves - Plant renewals funded through reserve</td>
<td>(60,000)</td>
<td>-0.35%</td>
</tr>
<tr>
<td>461</td>
<td>Parks &amp; Reserves - Fund chipping Blue Gums at Dump Site by reserves instead of rates</td>
<td>(62,000)</td>
<td>-0.36%</td>
</tr>
<tr>
<td>473</td>
<td>Civic Buildings - Remove JCWing Room hire revenue</td>
<td>37,092</td>
<td>0.21%</td>
</tr>
<tr>
<td>Various</td>
<td>Base wage increases from 2021 LTP (200k more than in 2020)</td>
<td>286,072</td>
<td>1.65%</td>
</tr>
<tr>
<td>Various</td>
<td>Material Damage insurance increases - Full year</td>
<td>97,000</td>
<td>0.56% *</td>
</tr>
<tr>
<td>Various</td>
<td>Infrastructure insurance increases - Full year</td>
<td>67,000</td>
<td>0.39% *</td>
</tr>
<tr>
<td>Various</td>
<td>Reduce Interest costs (from 2021 LTP)</td>
<td>(465,265)</td>
<td>-2.68%</td>
</tr>
<tr>
<td>Various</td>
<td>Remove Inflation</td>
<td>(172,000)</td>
<td>-0.99%</td>
</tr>
<tr>
<td>Various</td>
<td>Reserve adjustments</td>
<td>(12,000)</td>
<td>-0.07%</td>
</tr>
<tr>
<td></td>
<td><strong>Total proposed changes</strong></td>
<td>-294,337</td>
<td>-1.70%</td>
</tr>
<tr>
<td></td>
<td><strong>Proposed Annual Plan 2021 rates increase</strong></td>
<td></td>
<td>2.84%</td>
</tr>
</tbody>
</table>

* denotes items which have resulted from a Council or Committee decision, or has been discussed by the Council or Committee.
3. LOCAL GOVERNANCE STATEMENT – REVIEW

(Memo from Chief Executive – 22.05.20)

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. The review this year has been interrupted by the civic building relocation, February floods and the Covid-19 pandemic.

Please find enclosed an updated Local Governance Statement for the Gore District Council which takes cognisance of changes in the Council’s membership following the 2019 local authority elections.

RECOMMENDATION

THAT the updated Local Governance Statement be adopted and made available to the public.
LOCAL GOVERNANCE
STATEMENT

Prepared in accordance with Section 40
of the Local Government Act 2002

adopted by the Gore District Council on 14 February 2017
### TABLE OF CONTENTS

1.0 What is a Local Governance Statement?
2.0 Contents of the Local Governance Statement
3.0 Local legislation
4.0 Bylaws
5.0 Electoral systems
6.0 Representation arrangements
7.0 Members’ roles and conduct
8.0 Governance structures and processes
9.0 Council organisations
10.0 Significant engagement
11.0 Policies for liaising with, and memoranda or agreements with, Maori
12.0 Management structures and relationships
13.0 Equal Employment Opportunities Policy
14.0 Key approved planning and policy documents
15.0 Systems for public access
16.0 Procedures for dealing with official information
1.0 WHAT IS A LOCAL GOVERNANCE STATEMENT?

The Gore District Council’s (the Council) Local Governance Statement provides information about the processes through which it engages with its residents, outlines how the Council makes decisions, and provides guidance about how citizens can influence those processes.

This Statement helps support the purpose of local government by promoting local democracy. The Statement does this by providing the public with information on the ways to influence local democratic processes.

The Council’s Governance Statement is required under Section 40 of the Local Government Act 2002. The Council is required to produce a new Governance Statement within six months after each triennial election. In addition, the Council may update its Governance Statement during the triennium if it is deemed appropriate.

1.1 Content of Local Governance Statements

The Council’s Local Governance Statement contains information about:

- The functions, responsibilities and activities of the Council.
- Any local legislation that confers powers on the Council.
- The electoral system and the opportunity to change that system.
- Representation arrangements, including the option of establishing Maori wards or constituencies, and the opportunity to change them.
- Members’ roles and conduct (with reference to the Code of Conduct and any statutory requirements as to members’ roles and conduct).
- Governance structures and processes (including the membership and delegations to any subordinate decision-making structures such as Council Committees).
- Meeting processes (including the relevant provisions of the LGOIMA and any Standing Orders).
- Consultation policies.
- Policies for liaising with Maori and any memoranda or agreements with Maori (and specifics on how the Council intends to discharge its obligations to Maori under Sections 14, 81 and 82).
- The management structure and the relationship between management and elected members.
- The Council’s Equal Employment Opportunities Policy.
- Key approved planning and policy documents and the process for their development and review.
- Systems for public access to the local authority and its elected members.
- Processes for requests for official information.
1.2 Access to Local Governance Statement

The Council shall make its Local Government Statement available to any member of the public who requests a copy of it, without fee. In addition, it will be available on the Council’s website (www.goredc.govt.nz), at its Civic Administration office, public libraries in Gore and Mataura and the Mataura Service Centre.

2.0 CONTENTS OF THE LOCAL GOVERNANCE STATEMENT

2.1 Functions, Responsibilities and Activities

The purpose of the Gore District Council is to enable democratic local decision making and to meet the current and future needs of the District for good quality infrastructure, local public services and performance of regulatory functions in a way that is most cost-effective for households and businesses of the Gore District in the present and for the future.

In meeting its purpose, the Gore District Council has a variety of roles:

- Facilitating solutions to local needs.
- Advocacy on behalf the local community with central government, other local authorities and other agencies.
- Development of local resources.
- Management of local infrastructure including network infrastructure (e.g., roads, sewage disposal, water, stormwater, flood and river control works) and community infrastructure (libraries, parks and recreational facilities).
- Environmental management.
- Planning for the future needs of the local district.

The Council has adopted the following as its Mission Statement:

OUR VISION

To provide an environment that allows people to enjoy the lifestyle and culture of their choice.

OUR MISSION

To achieve our vision by:

- Ensuring a sustainable environment for future generations.
- Encouraging participation by the people.
- Providing an efficient quality service and facilities.

That meets the affordable needs and aspirations of the people.

RURAL CITY LIVING
3.0 LOCAL LEGISLATION

The Council has no local legislation applying to it.

4.0 BYLAWS

The Council has approved the following bylaws:

i. **Cemeteries Bylaw 2008**
   
   General Description: Control and set standards for the operation of cemeteries.
   
   Commencement Date: 1 July 2008

ii. **Dog Control Bylaw 2013**
   
   General Description: Effective control and regulation of dogs in the District.
   
   Commencement Date: 1 July 2013

iii. **Fire Prevention (Vegetation) Bylaw 2008**
   
   General Description: Preventing the spread of vegetation fires and controlling when fires may be lit.
   
   Commencement Date: 1 July 2005

iv. **Keeping of Animals, Poultry and Bees Bylaw 2016**
   
   General Description: Control of animals in localities where they could be a nuisance or threat to public health or safety.
   
   Commencement Date: 16 December 2016

v. **Liquor Alcohol Ban Bylaw 201708**
   
   General Description: Control of liquor consumption in the Central business districts of Gore and Mataura.
   
   Commencement Date: 1 July 20081 August 2017

vi. **Long Grass and Overhanging Foliage Bylaw 20082018**
   
   General Description: Controlling long grass and noxious plants and overhanging foliage on footpaths in specified urban areas.
   
   Commencement Date: 1 July 20081 September 2018
vii. **Mobile-Trading in Public Places Bylaw 2011 2018**

General Description: Licensing of hawkers, mobile shops and street stalls.

Commencement Date: 1 December 2011 1 July 2018

viii. **Roading Bylaw 2011**

General Description: Regulation of Council roads and footpaths by setting speed limits for vehicles, parking controls, management of stock movements on roads and providing requirements for the construction, maintenance and use of crossings.

Commencement Date: 1 March 2012

ix. **Skateboard Ban Bylaw 2008 2018**

General Description: Prohibition of riding skateboards in the commercial/retailing area of Gore.

Commencement Date: 1 July 2008 1 May 2018

x. **Solid Waste Bylaw 2008**

General Description: Collection and disposal of refuse in an efficient manner, including the regulation of recycling, refuse storage and ownership of the waste stream.

Commencement Date: 1 July 2008

xi. **Subdivision and Land Development Bylaw 2011 2019**

General Description: Sets out the Council’s standards which are required to be adopted when undertaking subdivision or land development.

Commencement Date: 1 January 2012 4 June 2019

xii. **Trade Waste Bylaw 2016**

General Description: The regulation of trade waste to the Council’s sewerage systems, in order that the Council can meet its commitments for resource consents held for the discharge of treated sewerage.

Commencement Date: 19 December 2016
xiii. Water Supply Bylaw 2015

General Description: The protection of the water supply and imposition of conditions on usage.
Commencement Date: 1 January 2016

5.0 ELECTORAL SYSTEMS

The Gore District Council currently operates its elections under the first past the post electoral system. This form of voting is used in parliamentary elections to elect Members of Parliament to constituency seats. Electors vote by indicating their preferred candidate(s), and the candidate(s) that receives the most votes is declared the winner regardless of the proportion of votes that candidate(s) obtained.

The other option permitted under the Local Electoral Act 2001 is the single transferable vote system (STV). A small number of Councils use STV. Electors rank candidates in order of preference. The number of votes required for a candidate to be elected (called the quota) depends on the number of positions to be filled and the number of valid votes. The number of candidates required to fill all vacancies is achieved:

- By counting elector’s first preferences and the election of those who reach the quota.
- Then by a transfer of ‘spare’ votes (over the quota from those candidates proportionally to all their voters’ second preferences.
- Then by the exclusion of the lowest polling candidates and the transfer of these votes in accordance with voters’ second preferences.
- These steps continue until enough candidates have reached the quota and have been elected.

5.1 Deciding on which Electoral System to Use

Under the Local Electoral Act 2001:

- The Council can resolve to change the electoral system to be used at the next two elections without a poll; or
- The Council can resolve to conduct a binding poll of eligible electors on which electoral system to use; or
- Electors can demand that a binding poll be undertaken.

A poll can be initiated by at least 5 per cent of electors signing a petition demanding that a poll be held. Once changed, an electoral system must be used for at least the next two triennial general elections.

5.2 The Voting System for the Council’s Triennial Elections
The Council’s last review of electoral systems was completed in September 2011February 2018.

### 6.0 REPRESENTATION ARRANGEMENTS

#### 6.1 Wards

The Gore District is divided into five Wards as follows:

- **Gore Ward**: 5 Councillors
- **Kaiwera/Waimumu Ward**: 1 Councillor
- **Mataura Ward**: 1 Councillor
- **Waikaka Ward**: 1 Councillor

Three Councillors are elected at large across the District.

The Mayor is elected at large across the District.

#### 6.2 Community Board

Community Boards are constituted under Section 49 of the Local Government Act 2002 to:

- Represent and act as an advocate for the interests of their community.
- Consider and report on any matter referred to it by the Council and any issues of interest or concern to the Community Board.
- Make an annual submission to the Council on expenditure in the community.
- Maintain an overview of services provided by the Council within the community.
- Communicate with community organisations and special interest groups in the community.
- Undertake any other responsibilities delegated by the Council (currently the Council has not delegated any such responsibilities).

The Gore District has one Community Board – the Mataura Community Board, which was elected in August 2003. The Board has five members elected from the Mataura Ward.

The Community Board elects its own chairperson at its first meeting after election. There are at present no electoral subdivisions within Wards for the purpose of electing Community Board members. Accordingly the electors of the Ward elect all the members for their Board.

The Local Electoral Amendment Act 2002 requires the Council to review the Community Board structure in 20182023.
Electors can demand the formation of a new Community Board. This is done by a process similar to the reorganisation process, described in Section 5.

6.3 Review of Representation Arrangements

The Council is required to review its representation arrangements at least once every six years. The review must include the following:

- The number of elected members (within the legal requirement to have a minimum of six and a maximum of 30 members, including the Mayor).
- Whether the elected members (other than the Mayor) shall be elected by the entire District (i.e. at large) or whether the District will be divided into Wards for electoral purposes, or whether there will be a mix of “at large” and “Ward” representation.
- If election by Wards is preferred, to determine the boundaries and names of those Wards and the number of members that will represent each Ward.
- Whether or not to have separate Maori Wards.
- Whether to have community boards and if so, how many, their boundaries and membership, and whether to subdivide a community for electoral purposes.

The Council must follow the procedure set out in the Local Electoral Act 2001 when conducting this review and should also follow guidelines published by the Local Government Commission. The Act gives residents the right to make a written submission to the Council, and the right to be heard.

Residents also have the right to appeal any decisions on the above to the Local Government Commission, which will make a binding decision on the appeal. Further details on the matters that the Council must consider in reviewing its member and basis of election can be found in the Local Electoral Act 2001.

The Council last reviewed its representation arrangements in 2013. The next review must be completed before March 2018.

6.4 The Reorganisation Process

The Local Government Act 2002 sets out procedures which must be followed during proposals to:

- Make changes to the boundaries of the District.
- Create one or more new territorial local authorities (City or District Councils).
- Create a unitary authority, i.e. transfer the functions of the Southland Regional Council to the Gore District Council.
- Transfer a particular function or functions to another Council.

The procedures for resolving each type of proposal are slightly different. In general, they begin with an application being made to the Local Government Commission by
any person or group which may include one or more affected local authorities or the Minister of Local Government.

Any application must include information that demonstrates that the application has community support in the district of each affected territorial authority. Evidence of community support may include (but is not limited to): a petition of affected electors; questionnaires or surveys of residents; submissions or other correspondence about existing or proposed local government arrangements; and meetings with community members or their representatives in which views on the existing or proposed local government arrangements are expressed.

The Local Government Commission (the Commission) must be satisfied that any preferred option will best promote in the affected area, the purpose of local government and facilitate improved economic performance.

Once a draft proposal is developed the Commission must give public notice and invite submissions. Submitters have the right to appear before the Commission at a hearing.

Once a final proposal by the Commission is publically notified, it becomes final unless ten percent or more of affected electors enrolled in one of the affected districts demand a poll within 60 working days of the first public notification of the proposal. A crucial change from previous legislation is that any poll is determined by the total votes cast in the total affected area subject to the proposed reorganisation. If more than 50 per cent of valid votes cast in the poll are in favour of a final proposal then it proceeds.

Further information on these requirements can be found in the Local Government Act 2002. The Local Government Commission has also prepared guidelines on procedures for local government reorganisation.

The Local Electoral Act 2001 also gives the Council the ability to establish separate wards for Maori electors. The Council may resolve to create separate Maori wards or conduct a poll on the matter, or the community may demand a poll. The demand for a poll can be initiated by a petition signed by 5 per cent of electors within the District.

7.0 MEMBERS’ ROLES AND CONDUCT

The Mayor and the Councillors of the Gore District Council have the following roles:

- Setting the policy direction of the Council.
- Monitoring the performance of the Council.
- Representing the interests of the District (on election all members must make a declaration that they will perform their duties faithfully and impartially, and according to their best skill and judgment in the best interests of the District).
- Employing the Chief Executive (under the Local Government Act, the local authority employs the Chief Executive, who in turn employs all other staff on its behalf).
7.1 Mayor

The Mayor is elected by the District as a whole and as one of the elected members shares the same responsibilities as other members of the Council. In addition the Mayor has the following roles:

- Provide leadership to other elected members and to the people of the District.
- Presiding member at Council meetings. The Mayor is responsible for ensuring the orderly conduct of business during meetings (as determined in standing orders).
- Advocate on behalf of the community. This role may involve promoting the community and representing its interests. Such advocacy will be most effective where it is carried out with the knowledge and support of the Council.
- Ceremonial head of the Council.

In addition the Mayor has the following specific powers:

- Appointment of the Deputy Mayor.
- Establishment of committees.
- Appointment of chairperson of each committee.

7.2 Deputy Mayor

The Deputy Mayor is elected by the members of the Council at the first meeting of the Council. The Deputy Mayor exercises the same roles as other elected members. In addition, if the Mayor is absent or incapacitated, or if the office of Mayor is vacant, then the Deputy Mayor must perform all of the responsibilities and duties, and may exercise the powers of the Mayor (as summarised above).

The Deputy Mayor may be removed from office by resolution of the Council. The Council may create one or more committee(s) of the Council. A committee chairperson is responsible for presiding over meetings of a committee, ensuring that the committee acts within the powers delegated by the Council, and as set out in the Council’s Delegations Manual. A committee chairperson may be removed from office by resolution of the Council.

7.3 Chief Executive

The Chief Executive is appointed by the Council in accordance with Section 42 and Clauses 33 and 34 of Schedule 7 of the Local Government Act 2002. The Chief Executive implements and manages the Council’s policies and objectives within the budgetary constraints established by the Council. Under Section 42 of the Local Government Act 2002, the responsibilities of the Chief Executive are:
• Implementing the decisions of the Council.
• Providing advice to the Council and Community Boards.
• Ensuring that all responsibilities, duties and powers delegated to the Chief Executive or to any person employed by the Chief Executive, or imposed or conferred by any Act, regulation or bylaw are properly performed or exercised.
• Managing the activities of the Council effective and efficiently.
• Maintaining systems to enable effective planning and accurate reporting of the financial and service performance of the Council.
• Providing leadership for the staff of the Council.
• Employing staff (including negotiation of the terms of employment for the staff).

7.4 Conduct of Elected Members

Elected members have specific obligations as to their conduct in the following legislation:

• Schedule 7 of the Local Government Act 2002, which includes obligations to act as a good employer in respect of the Chief Executive and to abide by the current Code of Conduct and Standing Orders.
• The Local Authorities (Members’ Interests) Act 1968 which regulates the conduct of elected members in situations where there is, or could be, a conflict of interest between their duties as an elected member and their financial interests (either direct or indirect).
• The Secret Commissions Act 1910, which prohibits elected members from accepting gifts or rewards which could be seen to sway them to perform their duties in a particular way.
• The Crimes Act 1961 regarding the acceptance of gifts for acting in a certain way and the use of official information for private profit.
• Financial Markets Conduct Act 2013 which places elected members in the same position as company directors whenever the Council offers stock to the public. Elected members may be personally liable if investment documents such as a prospectus contain untrue statements and may be liable for criminal prosecution if the requirements of the Act are not met.

7.5 Code of Conduct

All elected members are required to adhere to a Code of Conduct. Adopting such a Code is a requirement of the Local Government Act 2002. Once adopted, such a Code may only be amended by a 75 per cent or more vote of the Council. The Code sets out the Council’s understanding and expectations of how the Mayor and Councillors will relate to one another, to staff, to the media and to the general public in the course of their duties. It also covers disclosure of information that is received by or is in the possession of elected members, and contains details of the sanctions that the Council may impose if an individual breaches the Code. Copies of the full Code of Conduct may be obtained from the Council office or from the website www.goredc.govt.nz.
The Gore District Council’s Code of Conduct provides guidance on the standards of behaviour expected of elected members in their dealings with:

- Each other
- The Chief Executive
- Staff
- The media
- Members of the public

The objective of the Code is to enhance:

- The effectiveness of the Council as the autonomous local authority with statutory responsibilities.
- Local government of the Gore District.
- The credibility and accountability of the Council within its community.
- Mutual trust, respect and tolerance between the elected members as a group and between the elected members and management.

8.0 GOVERNANCE STRUCTURES AND PROCESSES

The following is a list of members of the Gore District Council:

**Mayor**
Mr Tracy Hicks JP  
Email: tracy.hicks@goredc.govt.nz  
Phone: 03 209 0341

**Councillors**

- Cr Ralph Beale (Gore Ward)  
  Email: rbeale@goredc.govt.nz  
  Phone: (03) 208 4788

- Cr Cliff Bolger (District Wide Ward)  
  Email: cbolger@goredc.govt.nz  
  Phone: (03) 203 8327

- Cr Nicky Davis (District Wide Ward)  
  Email: ndavis@goredc.govt.nz  
  Phone: (03) 208 6863

- Cr Glenys Dickson (Gore Ward)  
  Email: gdickson@goredc.govt.nz  
  Phone: (03) 208 9406

- Cr John Gardyne (Waikaka Ward)  
  Email: jgardyne@goredc.govt.nz  
  Phone: (03) 207 2723

- Cr Doug Grant (Gore Ward)
Email: dgrant@goredc.govt.nz  
Phone: (027) 668-8891

Cr Peter Grant (District Wide Ward)  
Email: pgrant@goredc.govt.nz  
Phone: (03) 208-7267

Cr Nick Grant (Gore Ward)  
Email: ngrant@goredc.govt.nz  
Phone: (03) 208-0666

Cr Bret Highsted (Gore Ward)  
Email: bhighsted@goredc.govt.nz  
Phone: (027) 553-8463

Cr Stewart MacDonell (Kaiwera-Waimumu Ward)  
Email: smacdonell@goredc.govt.nz  
Phone: 208-8369

Cr Richard McPhail (District Wide Ward)  
Email: rmcphail@goredc.govt.nz  
Phone: 027-344-3360

Cr Neville Phillips (Mataura Ward)  
Email: nphillips@goredc.govt.nz  
Phone: (03) 203 8966

Cr Bronwyn Reid (Gore Ward)  
Email: breid@goredc.govt.nz  
Phone: (03) 208 4778

Cr Graham Sharp (Kaiwera/Waimumu Ward)  
Email: gsharp@goredc.govt.nz  
Phone: (03) 208 1937

The Council reviews its Committee structures after each triennial election. At the last review, the Council established the following standing Committees:

- **Finance and Policy** (Chair: Cr Cliff Bolger) — rates, land information, preparation of revenue and financing policies and developer contributions policies, oversight of the treasury function.
- **Operations** (Chair: Cr Nicky Davis) — roads, water, stormwater, sewage, refuse disposal.
- **Community Services** (Chair: Cr Peter Grant) — arts, culture and heritage, tourism and events, libraries, swimming pools, recreation and leisure (including sports grounds), Youth Council, community housing, community liaison and advocacy.
• **Regulatory and Planning** (Chair: Cr Bret Highsted) – oversight of the inspectorate, licensing, resource consent, planning and building control functions of the Council.

• **Audit and Risk** (Chair – Cr Bret Highsted) – to provide governance and oversight of the effectiveness of risk management and internal control practices.

• **Capital Works** (Chair – Cr Cliff Bolger) - To provide governance, oversight and strategic input into the Council’s capital works programme.

• **Community Strategy** (Chair – Cr Richard McPhail) – to be proactive in identifying, assessing, nurturing and maximising opportunities for economic growth and social cohesion in the Gore District.

Committees meet three weeks prior to the full Council meetings on a quarterly basis. A schedule of meeting dates can be found on the Council’s website. Meeting dates and times are advertised towards the end the month prior to the month during which the meetings will be held. In some circumstances, this requirement will vary (e.g. for extraordinary meetings).

Further details on these Committees, including their terms of reference, membership and meeting arrangements can be obtained from the Chief Executive’s office.

**Youth Council**

In November 2007, the Council approved a constitution of a Youth Council for the Gore District. The constitution was further refined in December 2013 to allow for an age range of 12 to 24 years for Youth Councillor.

The objective of the Youth Council is to give youth in the Gore District a real voice so that young people can be heard and taken seriously on issues affecting youth and the general community.

In addition, the Council has the following Sub-Committees which meet from time to time:

**Rural Special Fund Sub-Committee**

**Members**

No current appointments

**Chief Executive’s Appraisal Committee**

**Members**

His Worship the Mayor
Cr **Cliff Bolger** Bronwyn Reid (Chair)
Cr Nicky Davis
Cr Peter Grant
Cr Nicky Davis
Cr Glenys Dickson
Creative Communities Sub-Committee

Members  
His Worship the Mayor ex officio  
Cr Nicky Davis – Council representative  
Community representatives  
Eastern Southland Community Arts Council  
Local Iwi representation

Sport New Zealand Rural Travel Fund

Members  
Ian Soper  
Cr Graham Sharp, Stewart MacDonell  
Sport Southland representative

Rural Halls and Domains Sub-Committee

Members  
His Worship the Mayor  
Cr John Gardyne (Chair)  
Cr Cliff Bolger  
Cr Peter Grant  
Cr Graham Sharp  
Cr John Gardyne  
Cr Stewart MacDonell  
Cr Richard McPhail  
Chief Executive

Audit and Risk Committee

Members  
Cr Bret Highsted (Chair)  
His Worship the Mayor  
Cr Cliff Bolger  
Cr Nicky Davis  
Cr Peter Grant  
Cr Doug Grant

Mataura Valley Milk Development Committee

Members  
His Worship the Mayor (Chair)  
Cr Cliff Bolger  
Cr Nicky Davis  
Cr Peter Grant  
Cr Doug Grant

Gore District Growth Committee
9.0 COUNCIL ORGANISATIONS

The Council has non-controlling interests in numerous Council organisations, by virtue of appointing one or more Board members or Trustees. These are generally not-for-profit bodies and include:

- Eastern Southland Gallery
- Gore A&P Association
- Hokonui Heritage Centre Trust
- NZ Historic Places Trust (Southland)
- Regional Land Transport Committee
- St James Theatre Trust
- Community Counselling Centre
- Dolamore Trust Board
- Gore & Districts Health Inc
- Hokonui Moonshine Museum Trust
- Total Mobility Management Committee
- Pioneer Women’s Memorial Trust
- Southland Regional Heritage Committee
- Southland Heritage Building Preservation Trust
- Southland Museum and Art Gallery
- Community Connections Centre Networking Trust
- Venture Southland Great South joint shareholders group
- Welcoming Communities
- Ride Southland
- Southland Warm Homes Trust
- Croydon Aviation Heritage Centre

9.1 Meeting Processes

The legal requirements for Council meetings are set down in the Local Government Act 2002 and the Local Government Official Information and Meetings Act 1987 (LGOIMA). All Council and Committee meetings must be open to the public unless there is reason to consider some item ‘in committee’ (ie these items are deemed to be confidential and members of the public will be asked to leave the room until discussion on the item has been completed). Although meetings are open to the public...
public, members of the public do not have speaking rights unless prior arrangements are made with the Chairperson of the meeting concerned. The LGOIMA contains a list of the circumstances where Councils may consider items with the public excluded. These circumstances generally relate to protection of personal privacy, professionally privileged or commercially sensitive information, and the maintenance of public health, safety and order.

The Council agenda is a public document, although parts may be withheld if the above circumstances apply.

The Mayor or Committee Chairperson is responsible for maintaining order at meetings and may, at his or her discretion, order the removal of any member of the public for disorderly conduct, or remove any member of the Council who does not comply with standing orders.

Minutes of meetings must be kept as evidence of the proceedings of the meeting. These must be made publicly available, subject to the provisions of the LGOIMA.

For an ordinary meeting of Council, at least 14 days notice of the time and place of the meeting must be given. Extraordinary meetings generally can be called on three working days notice.

During meetings the Mayor and Councillors must follow standing orders (a set of procedures for conducting meetings). The Council may suspend standing orders by a vote of 75 per cent of the members present. A copy of the Code of Conduct and standing orders can be obtained from the Council office.

10.0 SIGNIFICANT ENGAGEMENT

The Council adopted a Significance and Engagement policy at its meeting on 4 November 2014. The aims of the policy are to:

a) Ensure a clear and consistent approach is provided on how the Council engages with residents, ratepayers and stakeholders.

b) Ensure residents, ratepayers and stakeholders get accurate information in a timely manner so that they can make informed comment during the decision making process.

The Local Government Act sets out certain consultation principles and a procedure that local authorities must follow when making certain decisions. This procedure, the special consultative procedure, is regarded as a minimum process.

The Council can and does consult outside of the special consultative procedure. When it is adopting its Long Term Plan or District Plan the Council will hold formal meetings with community groups and other interested parties. At these meetings the Council will seek views on matters the Council considers to be important and identify issues of concern to the community.
The special consultative procedure consists of the following steps:

- **STEP ONE: Preparation of a statement of proposal and a summary**

  The Council must prepare a description of the proposed decision or course of action. The statement must be available for distribution throughout the community and must be available for inspection at the Council office and may be made available elsewhere. The Council also has to prepare a full and fair summary of the proposal which must be distributed as widely as the Council considers to be reasonably practicable. That statement must be included on an agenda for a Council meeting.

- **STEP TWO: Publish the statement**

  The Council must publish a notice in one or more daily newspapers, or in other newspapers of equivalent circulation, of the proposal and of the consultation being undertaken.

- **STEP THREE: Receive submissions**

  The Council must acknowledge all written submissions and offer submitters a reasonable opportunity to make an oral submission. The Council must allow at least one month (from the date of the notice) for submissions.

- **STEP FOUR: Deliberate in public**

  All meetings where the Council deliberates on the proposal or hears submissions must be open to the public (unless there is some reason to exclude the public under the LGOIMA). Submissions must be made available unless there is reason to withhold them under LGOIMA.

- **STEP FIVE: Follow up**

  A copy of the decision and a summary of the reasons must be provided to submitters. There is no prescribed format for such a summary. By law, the Council must follow the special consultative procedure before it:

  - Adopts a Long Term Plan (LTP) or Annual Plan.
  - Amends an LTP.
  - Adopts, revokes, reviews or amends a bylaw.
  - Changes the mode of delivery for a significant activity (for example from the Council to a Council-controlled organisation or from a Council-controlled organisation to a private sector organisation) if that is not provided for in the LTP.

The Council may be required to use the special consultative procedure under other legislation, and it may use this procedure in other circumstances if it wishes to do so.
11.0 POLICIES FOR LIAISING WITH, AND MEMORANDA OR AGREEMENTS WITH, MAORI

The Council embraces the principles of the Treaty of Waitangi, and acknowledges and values its partnership with Te Ao Marama which represents Te Runaka Ao Awarua, Hokonui Rununga, Oraka/Aparima Runaka and Waihopai Runaka.

To help promote communication, understanding and working together efficiently and effectively, the Council has a partnership agreement with Te Ao Marama through a Charter of Understanding. The Charter was signed in November 2003.

The Council and the tangata whenua have a common goal. That is, the sustainable management of the District’s environment and for the social, cultural, economic and environmental well-being of the community, for now and into the future.

Te Ao Marama provides advice to the Council on natural and physical resource management issues under the Resource Management Act 1991 and sites of historical importance (eg waahi tapu) on behalf of Southland iwi.

For more information on these partnerships contact Dean Whaanga, Iwi Liaison Officer, phone (03) 937 1242 or e-mail dean@teaomarama.maori.nz.

At the time of writing, discussions were due to be held with Hokonui Rununga about reorganising its status within the district and defining the role it can fulfil, previously performed by Te Ao Marama.

12.0 MANAGEMENT STRUCTURES AND RELATIONSHIPS

The Local Government Act 2002 requires the Council to employ a Chief Executive whose responsibilities are to employ other staff on behalf of the Council, implement Council decisions and provide advice to the Council. Under the Local Government Act 2002 the Chief Executive is the only person who may lawfully give instructions to a staff member. Any complaint about individual staff members should therefore be directed to the Chief Executive, rather than to the Mayor or Councillors.

The Chief Executive is Mr Stephen Parry. His contact details are:

Stephen Parry
Chief Executive
Gore District Council
PO Box 8
GORE 9740
Email sparry@goredc.govt.nz
Phone (03) 209-0330

Council management is organised into three divisions:
1. Regulatory and Planning

General Manager: Ian Davidson-Watts position vacant
Email: idavidsonwatts@goredc.govt.nz
Phone (03) 209 0330
Activities covered include: building, environmental health, liquor licensing, dog animal control, civic defence/emergency planning; and District libraries.

2. District AssetsInfrastructure

General Manager: Paul Withers Mr Ramesh Sharma
Email: pwithers@goredc.govt.nz rsharma@goredc.govt.nz
Phone (03) 209-0330
Activities covered include: parks and reserves, roading, water; sewerage, refuse disposal; and aquatic centres.

3. Finance

Chief Financial Officer: Luke Blackbeard Ms Lornae Straith
Email: lblackbeard@goredc.govt.nz lstraith@goredc.govt.nz
Phone (03) 209 0330
Activities covered include: customer services, rates, financial management, insurance and debt management.

13.0 EQUAL EMPLOYMENT OPPORTUNITIES POLICY

The Local Government Act 2002 requires the Council to act as a ‘good employer’. This includes a specific requirement to have an equal employment opportunities policy.

The Council’s Equal Employment Opportunities Policy is as follows:

NATURE AND SCOPE

The Gore District Council is committed to the principle of equal opportunity in the recruitment, employment, training and promotion of its employees.

To ensure all personnel policies reflect the fundamental principals of EEO in:

- Recruitment
- Education and corporate training
- Individual training opportunities
• Employment conditions

The organisation will provide:

• A welcoming, positive environment that does not discriminate against any group.
• Good, safe working conditions.
• Opportunities for the enhancement of the abilities of individual employees.

OBJECTIVES AND MEASURES

To continue to develop commitment to the principles and objectives of our EEO policy and promote and develop the skills throughout the organisation so that they may realise and pursue their full potential without bias.

<table>
<thead>
<tr>
<th>Performance Measure</th>
<th>Achievement</th>
</tr>
</thead>
<tbody>
<tr>
<td>To provide a wide range of training opportunities to enable staff to develop career opportunities.</td>
<td>Both specific individual and corporate training is provided.</td>
</tr>
</tbody>
</table>

To obtain the best suited person for each vacancy and to provide a workplace free of discrimination, fully supportive and acknowledging the diverse needs of all staff.

<table>
<thead>
<tr>
<th>Performance Measure</th>
<th>Achievement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintain awareness amongst staff of EEO principles and their implementation in an importance to the Gore District Council.</td>
<td>EEO principles have been promoted and implemented throughout the organisation.</td>
</tr>
</tbody>
</table>

14.0 KEY APPROVED PLANNING AND POLICY DOCUMENTS

The following have been identified as key Council planning and policy documents. To view these plans, please refer to the Council’s website (www.goredc.govt.nz) or contact the Gore District Council on (phone) (03) 209 0330.

14.1 The Long Term Plan (LTP)

Section 93 of the Local Government Act 2002 requires Councils to prepare a Long Term Plan (LTP) every three years, with an annual plan to be prepared in the intervening years.

The purpose of the LTP is to communicate the Council’s objectives and proposed activities, describe the community outcomes of the District, provide integrated decision-making and coordination of the Council and provide a long term focus for the decisions and activities of the Council.
The LTP also details the Council’s policies and prospective financial information for the ten year period beginning 1 July 2015 through to 30 June 2028.

14.2 Policy Manual

The Council’s policy manual provides a full list of all policies approved by the Council. The policies provide guidance for staff and Councillors in the areas of discretionary decision-making. Adoption and adherence to the policies enables consistent application of discretion, consistent decision-making by staff and the Council and consistent treatment of the public, service groups and companies. The policies provide a transparent process and criteria. The policy manual is reviewed periodically. Policies can be reviewed, added or deleted at any time through normal Council processes.

14.3 Annual Plan

The Annual Plan is developed from the Long Term Plan, the Council’s funding policy and community consultation. It includes information on the Council’s policies, actions and funding that are to be undertaken over the coming financial year and provides information in general terms for the following two financial years. Any significant changes from the previous Annual Plan’s policies, objectives, significant services and performance measures are explained.

Section 95 of the Local Government Act requires the Council to undertake consultation with the community if the Annual Plan includes significant or material differences from the content of the Long Term Plan.

The Annual Plan must include:

- The nature and scope of the significant services to be undertaken.
- The performance measures and other measures used to monitor, measure, and review Council’s performance.
- An outline of the indicative costs (ie proposed expenditure) and the sources of funds.
- An outline of Council’s funding and financial policies.
- Forecast financial statements for the year, including:
  - An estimated and forecast statement for the beginning and end of the financial year.
  - An operating statement (reflecting forecast revenues and expenses).
  - A statement of cashflows.
- An explanation of changes (variations) between the current Annual Plan and the Long Term Plan.
14.4 Annual Report

After the end of the financial year Council publishes an annual report which contains audited accounts for the previous financial year. The annual report must:

• Compare the actual performance with the proposed performance set out in the plan.
• Comment on the performance of all organisations included in the Annual Plan.
• Be produced within four months of the end of the financial year.
• Contain an audited financial statement, set of accounts, and annual financial report which assesses Council’s financial performance against its budget.

14.5 Asset Management Plans

Asset Management Plans are blueprint documents for the broad based funding requirements for the District’s infrastructure, and have strong linkages to the production of the funding and financial policy, Long Term Plan and the Annual Plan. These plans focus on asset management, asset service levels, depreciation and replacement of the District’s major infrastructural assets. The Council’s Asset Management Plans were last reviewed in November 2014 and will be reviewed again in 2017/18 in order that they can be linked into the 2018-28 Long Term Plan.

The Council’s Asset Management Plans are:

• Infrastructure aAsset mManagement – water supply, wastewater and stormwater
• Infrastructure aAsset mManagement – landfills
• Parks, property and recreation aAsset mManagement pPlan
• Roading

<table>
<thead>
<tr>
<th>Reserve mManagement pPlans</th>
<th>Date of aAdoption</th>
<th>Due for rReview</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sports Ground Management Plan</td>
<td>February 2001</td>
<td>As required</td>
</tr>
<tr>
<td>Dolamore Park Management Plan</td>
<td>February 2001</td>
<td>As required</td>
</tr>
<tr>
<td>Reserves Policy</td>
<td>February 2001</td>
<td>As required</td>
</tr>
<tr>
<td>Gore Town Belt Management Plan</td>
<td>March 1996</td>
<td>As required</td>
</tr>
</tbody>
</table>

Other eExisting kKey Council pPlans, pPolicies and sStrategies Include:

<table>
<thead>
<tr>
<th>Document nName</th>
<th>Date of aAdoption</th>
<th>Due for rReview</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical Activity Strategy</td>
<td>June 2007</td>
<td>As required</td>
</tr>
<tr>
<td>Economic Development Incentive Policy</td>
<td>November 1999</td>
<td>As required</td>
</tr>
<tr>
<td>Southland Civil Defence/Emergency Management Group Plan</td>
<td>February 2012</td>
<td>February 2017</td>
</tr>
<tr>
<td>Policy Name</td>
<td>Date</td>
<td>Frequency</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>---------</td>
<td>-----------</td>
</tr>
<tr>
<td>Liability Management Policy</td>
<td>May 2003 December 2018</td>
<td>Three yearly</td>
</tr>
<tr>
<td>Significance and Engagement Policy</td>
<td>November 2014</td>
<td>As required</td>
</tr>
<tr>
<td>Asset Capitalisation Policy</td>
<td>June 2003</td>
<td>As required</td>
</tr>
<tr>
<td>Revenue and Financing Policy</td>
<td>June 2015</td>
<td>Three yearly</td>
</tr>
<tr>
<td>Investment Policy</td>
<td>June 2015</td>
<td>Three yearly</td>
</tr>
<tr>
<td>Policy on Partnerships with the Private Sector</td>
<td>June 2015</td>
<td>Three yearly</td>
</tr>
<tr>
<td>Gore District Plan</td>
<td>2006</td>
<td>July 2016</td>
</tr>
</tbody>
</table>

15.0 SYSTEMS FOR PUBLIC ACCESS

15.1 Contact Details for the Gore District Council

Gore District Council
Civic Administration Office
29 Bowler Avenue
PO Box 8
GORE-Gore 9740

Phone     (03) 209 0330
Email     info@goredc.govt.nz
Website   www.goredc.govt.nz
          www.facebook.com/GoreDC

15.2 System for Requesting Council Service

Requests for Council service can be lodged in various ways, including:

- Lodging a customer service request by telephone to the Council office (03) 209 0330 or via email to info@goredc.govt.nz.
- Visiting, phoning or emailing (including emails and faxes) to the Chief Executive or relevant General Manager. Contact details are as shown on pages 19 and 20.
- The Council’s main telephone line (03) 209 0330 is operated 24 hours a day.

15.3 District Libraries

Copies of key Council policies and plans are located at the District Libraries for public reference and information.

15.4 Opportunities for Participation in Council Activities

The Council offers numerous opportunities for the community to participate in the decision-making processes throughout the year, culminating in the draft Annual Plan. |
submission process. The projects and programmes outlined in the draft Annual Plan are a result of ongoing public input and consultation with the community. Advertisements are placed in the local newspapers which include instructions on how to make a submission, and when and where public meetings on the draft Annual Plan and the public hearings are to take place.

In addition, many of Council’s key plans and policies are developed using community input. The Council will inform Gore District residents (usually through the local media) when key plans and policies are being developed/reviewed that require community input or feedback.

The Mayor, Councillors, the Chief Executive and General Managers may be contacted throughout the year if you have information to contribute or areas of concern you wish to discuss.

16.0 PROCEDURES FOR DEALING WITH OFFICIAL INFORMATION

Under the Local Government Official Information and Meetings Act 1987 (LGOIMA) any person may request information from the Council. All requests for information are deemed to be a request made under LGOIMA. You do not have to say you are making a request under LGOIMA.

Once a request is made the Council must supply the information unless reason exists for withholding it. The LGOIMA says that information may be withheld if release of the information would:

- Endanger the safety of any person.
- Prejudice maintenance of the law.
- Compromise the privacy of any person.
- Reveal confidential or commercially sensitive information.
- Cause offence to tikanga Maori or would disclose the location of waahi tapu.
- Prejudice public health or safety.
- Compromise legal professional privilege.
- Disadvantage the local authority while carrying out negotiations or commercial activities.
- Allow information to be used for improper gain or advantage.

The Council must answer requests within 20 working days (although there are certain circumstances where this timeframe may be extended). The Council may charge for official information under guidelines set down by the Ministry of Justice.

In the first instance you should address requests for official information to the Chief Executive, Gore District Council, PO Box 8, Gore 9740.
At the extraordinary Council meeting held on 22 April, the Council approved the implementation of a new kerbside recycling service to commence on 1 July 2020. The resolution that appears below was generated in acknowledgment that traditional recycling markets had collapsed and as a consequence there was limited avenues to meaningfully recycle waste in an efficient manner.

**THAT the Council approve the implementation of the option to store/recycle glass and cardboard only, with all other recyclable items to go to landfill until alternate options are determined,**

**THAT the Council agree to free disposal of green waste at the transfer station.**

**AND THAT the Council approve the proposed cost and authorise the General Manager Infrastructure to enter into a variation of the existing contract with Bond Contracts Ltd.**

The generation of this resolution was also necessary due to the impending expiry of the current recycling contract with Southland DisAbility Enterprises Ltd on 30 June.

Since that time, staff have been planning the introduction of the revised and limited recycling service. Publication of the Council’s intentions has triggered comment and concern on social media in relation to the retention of only two red bin collections each month. The concerns raised via consumers of the service are primarily centred around the greater use of the red bin for refuse, given the fact that only glass will be deposited in the yellow recycling bin. There is also concern about a reduced level of service being provided for the same cost, however, I believe this concern fails to recognise that green waste disposal is now being offered free of charge. For many people with a reasonable sized section, this is a significant additional benefit.

Attached is a summary provided by the Council’s Communications Manager on the level of commentary on the Council’s website and other social media channels relating to the limitations of only two collections for the red bin.

At the time of approving implementation of the new limited recycling service the Council thought on balance, that it would be best to not disturb the alternate week collection service for both red and yellow bins. It was thought that the best approach would be to see how the service operated for a three month period and then make refinements if necessary thereafter. To be fair, some Councillors did voice concern about the limitation of only having two collections for the red bin under this new regime. One thing that does appear to be abundantly clear, is that a two weekly collection service for the yellow bin, in which glass is only deposited, is not required.
Fortunately there is sufficient time for the Council to change its mind if it wishes to do so and conduct a managed communication process to ensure the changes are clearly outlined to consumers before the new service commences. The options open to the Council therefore appear to be:

1. Retention of status quo
2. Three red bin collections per month and one yellow bin collection per month
3. Four red bin collections per month along with one yellow bin collection per month.

Looking at each of these options:

**Option 1**
This appears to not meet the expectations of some consumers where the red bin cannot accommodate all the increased volume of refuse and the yellow bin is under-utilised. The advantages however are that the existing alternate weekly collection between red and yellow bins is continued with and the Council’s statutory obligations under the Waste Minimisation Act 2008, to minimise waste are achieved via limiting the ability of residents to generate and dispose of waste.

**Option 2**
This option goes some way to appeasing the concern of consumers of the service as articulated on social media. To change the frequency of red and yellow bin collections but stay within the total monthly quantum of four collections means that this option is fiscally neutral. The disadvantage under this option is that there will be a period of two weeks in each month where the red bin cannot be serviced. However, it does have the advantage of the Council being seen to act in line with reasonable concerns expressed by users of the service.

**Option 3**
Whilst this option may please users from a comfort and convenience perspective, it does have two strong undesirable elements. First, it would appear to incentivise waste disposal which runs counter to the philosophy of the Waste Minimisation Act. Secondly, there is the aspect of additional cost. Logic would suggest that adding an extra collection in a given month will increase kerbside collection costs by somewhere in the vicinity of 20%. Additional information on this cost is currently being sought and should be available by the time of the meeting.

**Conclusion**
Given the concerns of users, the waste minimisation obligations of the Council and the current economic climate that the Council is operating within, option 2 is considered to be the best course of action to pursue. Whilst not perfect, it does offer a reasonable compromise between standing by and letting frustration mount or offering an enhanced level of service which will defeat the Council’s objective of tightly containing operating costs.
RECOMMENDATION

That the Council approve implementation of option 2 to commence on 1 July 2020 and note that a focused communication strategy will be pursued with the objective of ensuring that recipients of the kerbside recycling service are aware of the new arrangements that take place from 1 July.
New waste collection service public reaction

On May 13 the Council released information about its new waste collection package, including the free green waste disposal decision.

There is a page on our website http://goredc.govt.nz/our-services/rubbish-collection-and-transfer-station/waste-collection-services-changes/ with all the details.

The Antenno post had 299 clicks on the link to the website, which is among the highest of any Antenno post to date.

The post on Facebook has drawn a lot of comment from the community.

At the time of writing the post had reached 14,065 people and attracted 181 comments. There were 30 thumbs up (which can be interpreted as support for the new service) and 23 angry or sad reactions.

There was a petition launched on Change.org. It asked:

Now GDC has changed the rules of the yellow bin we’re expected to either take recycling to the transfer station or bin it in the red bin. But still only have the red bin emptied fortnightly. We either want the yellow bin reinstated to its original recycling or the red bin to be emptied weekly.

This has attracted 347 signatures to date.

On social media, the main concern among those who commented was the continuation of fortnightly collections for red bins. People felt their bins would be overflowing given the additional waste being put in them ie plastics and steel tins. There were 14 direct comments about this and numerous posts where this was one of a number of issues raised.

Other comments related to:

A 240lt bin for glass only is a waste, people wanted to know if they could change to a 80lt bin (It is currently Council policy for people to only be allowed two bins the same size)

A perceived drop in service but no drop in costs ie residents have to take their cardboard and aluminium cans to recycling drop off points instead of having it collected at their gate, but are paying the same.

Below are a couple of comments that are indicative of the response.

Our red bin is over flowing now by collection day. So now I am most likely going to have to take bags of rubbish to the dump at extra cost to myself and continue to pay for the yellow bin that's basically good for nothing to us now? Can we opt out of having a yellow bin and have that money refunded as we are now paying for a service we are not receiving.
Will our rates reduce because GDC are no longer providing a collection service and ratepayers are now expected to deliver their recyclables to collection points at ratepayers costs?
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:

<table>
<thead>
<tr>
<th>General subject matter</th>
<th>Reason for passing this resolution in relation to each matter</th>
<th>Grounds under Section 48(1) for the passing of this resolution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Innovating streets for people</td>
<td>Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations.</td>
<td>7 (2)(i)</td>
</tr>
</tbody>
</table>