



# AGENDA

## Ordinary Council Meeting Tuesday, 13 August 2019

**Date** Tuesday, 13 August 2019

**Time** 3pm

**Location** Council Chamber  
District Council Building  
King George Place  
Timaru

**File Reference** 1272626

## **Timaru District Council**

**Notice is hereby given that a meeting of the Ordinary Council will be held in the Council Chamber, District Council Building, King George Place, Timaru, on Tuesday 13 August 2019, at 3pm.**

### **Council Members**

Damon Odey (Chairperson), Clrs Richard Lyon, Andrea Leslie, Peter Burt, Steve Wills, David Jack, Paddy O'Reilly, Sally Parker, Kerry Stevens and Nigel Bowen

Quorum – no less than 6 members

### **Local Authorities (Members' Interests) Act 1968**

Councillors are reminded that if they have a pecuniary interest in any item on the agenda, then they must declare this interest and refrain from discussing or voting on this item and are advised to withdraw from the meeting table.

Bede Carran

**Chief Executive**

**Order Of Business**

|           |   |            |
|-----------|---|------------|
| <b>1</b>  | <b>Opening Prayer</b> .....   | <b>5</b>   |
| <b>2</b>  | <b>Apologies</b> .....  | <b>5</b>   |
| <b>3</b>  | <b>Public Forum</b> .....   | <b>5</b>   |
| <b>4</b>  | <b>Identification of Urgent Business</b> .....                                      | <b>5</b>   |
| <b>5</b>  | <b>Identification of Matters of a Minor Nature</b> .....                            | <b>5</b>   |
| <b>6</b>  | <b>Declaration of Conflicts of Interest</b> .....                                   | <b>5</b>   |
| <b>7</b>  | <b>Confirmation of Minutes</b> .....  | <b>6</b>   |
|           | 7.1 Minutes of the Council Meeting held on 25 June 2019 .....                       | 6          |
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|           | 8.1 Schedule of Functions Attended by the Mayor, Deputy Mayor and Councillors ..... | 19         |
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| <b>9</b>  | <b>Reports</b> .....  | <b>25</b>  |
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|           | 9.2 Timaru City Hub Strategy and Geraldine Community Strategic Plan.....            | 29         |
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|           | 9.4 Aigantighe Art Gallery Strengthening Project Interim Report .....               | 39         |
|           | 9.5 Theatre Royal Upgrade & New Heritage Facility - Project Update .....            | 105        |
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- 1 Opening Prayer**
- 2 Apologies – Clr Burt, Clr Wills**
- 3 Public Forum**
- 4 Identification of Urgent Business**
- 5 Identification of Matters of a Minor Nature**
- 6 Declaration of Conflicts of Interest**

## **7 Confirmation of Minutes**

### **7.1 Minutes of the Council Meeting held on 25 June 2019**

**Author:** Joanne Brownie, Council Secretary

#### **Recommendation**

That the Minutes of the Council Meeting held on 25 June 2019 be confirmed as a true and correct record of that meeting.

#### **Attachments**

- 1. Minutes of the Council Meeting held on 25 June 2019**



# MINUTES

## Ordinary Council Meeting Tuesday, 25 June 2019

Ref: 1272626

**Minutes of Timaru District Council  
Ordinary Council Meeting  
Held at the Council Chamber, District Council Building, King George Place, Timaru  
on Tuesday, 25 June 2019 at 3pm**

**Present:** Mayor Damon Odey (Chairperson), Clr Richard Lyon, Clr Andrea Leslie (by phone link)(for public part of meeting), Clr Peter Burt, Clr Steve Wills, Clr David Jack, Clr Sally Parker, Clr Kerry Stevens, Clr Nigel Bowen

**In Attendance:** PWC representatives – Paul Fisher and Michelle MacDonald (for public excluded tax update item)

Noeline Clarke – Temuka Community Board (for public part of meeting)

Janene Adams – Geraldine Community Board (for public part of meeting)

Neville Gould – Pleasant Point Community Board (for public part of meeting)

Chief Executive (Bede Carran), Group Manager Commercial and Strategy (Donna Cross), Group Manager Infrastructure (Ashley Harper)(until 4.20pm), Group Manager Environmental Services (Tracy Tierney), Group Manager People and Digital (Symon Leggett), Chief Financial Officer (David Leggett), Financial Advisor (Stephen Halliwell), Strategy and Corporate Planning Manager (Mark Low), Company Secretary (Joanne Brownie)

#### **1 Opening Prayer**

Tewera King, of Arowhenua Marae, offered a prayer for the work of the Council.

The Mayor opened the meeting with a karakia.

#### **2 Apologies**

There were no apologies.

#### **3 Public Forum**

There was no public forum.

#### **4 Identification of Urgent Business**

#### **Tax Update**



**Committee Resolution 2019/10**

Moved: Clr David Jack

Seconded: Clr Kerry Stevens

That a tax update be considered as urgent business, with the public excluded.

**Carried****5 Identification of Matters of a Minor Nature**

The Mayor informed the Council that he had recently attended a Mackenzie District night sky forum. The night sky is now a significant focus for tourism in the Mackenzie Country, and is a free natural asset that tourists want to experience. The Mayor advised that he intends to investigate the possibility of Geraldine becoming accredited under the night sky status.

**6 Declaration of Conflicts of Interest**

There were no conflicts of interest declared.

**7 Confirmation of Minutes****7.1 Minutes of the Council Meeting held on 28 May 2019****Committee Resolution 2019/11**

Moved: Clr Kerry Stevens

Seconded: Clr Sally Parker

That the Minutes of the Council Meeting held on 28 May 2019 be confirmed as a true and correct record of that meeting.

**Carried**

## 8 Reports

### 8.1 Adoption of the 2019/20 Annual Plan

The Council considered a report by the Strategy and Corporate Planning Manager on the 2019/20 Annual Plan and Fees and Charges with a high level overview and further explanation being provided by the Strategy and Corporate Planning Manager and the Financial Advisor.

Minor changes to the document were noted including –

- Theatre Royal project description now Theatre Royal Heritage Facility Development, due to decision to treat them as a combined project
- Minor date changes to two penalty dates
- Fees and charges – special waste stream – organic materials \$66/t, not \$76/t.

Other changes made related to previously discussed items include –

- \$53,000 added to the parks budget for the Highfield reserve maintenance as recommended by the Policy and Development Committee
- \$120,000 for asset revaluations costs
- Tiplady Road intersection now budgeted for completion in 2019/20.

Reference was made to the allegations made through the media that there are discrepancies in the budget. However, a full explanation was provided at the meeting, advising Council that with a reclassification to more accurately align some costs, the difference between the draft budget and the final budget is a surplus of \$524,000 (not a substantial loss as alleged in the media). Supporting information was tabled at the meeting, listing the changes, and reasons for the changes. Council was assured that the changes were neither material, nor significant.

The Mayor acknowledged the work of the team in preparing the Annual Plan and Budget.

### Committee Resolution 2019/12

Moved: Clr David Jack

Seconded: Clr Richard Lyon

That Council:

- (a) Receives and directs that the feedback received while informing the public of the Annual Plan 2019/20 be considered as part of the Timaru District Council Long Term Plan (LTP) 2021-31 development.
- (b) As recommended by the Policy and Development Committee, approves the funding increase of \$53,000 per annum (GST Exclusive) in the Parks Maintenance budget, funded from the General Rate being included in the Annual Plan 2019/20.
- (c) That Council approves a budget increase of \$120,000 for asset revaluation costs fully funded from Reserves, being included in the Annual Plan 2019/20.
- (d) Authorises the Chief Executive and Group Manager Commercial and Strategy to make any non-material changes to the Annual Plan 2019/20 prior to publication to correct errors and improve readability.
- (e) Sets the Timaru District Council Fees and Charges 2019/20.

- (f) Adopts the Timaru District Council Annual Plan 2019/20, in accordance with Section 95 of the Local Government Act (LGA).

**Carried**

## **8.2 Resolution to Set Rates 2019/20**

The Council considered the resolution to set the rates for 2019/20 noting minor amendments to the resolution as a result of obtaining legal advice. The Mayor thanked the officers on behalf of the Council.

### **Committee Resolution 2019/13**

Moved: Clr Steve Wills

Seconded: Clr Kerry Stevens

That the Annual Plan 2019/20 has been adopted and in accordance with the Funding Impact Statement (FIS) and relevant provisions of the LTP 2018/28, Council sets and assesses the rates in the following resolution.

### **Timaru District Council Rates Resolution 2019/20**

#### **That Council resolves:**

- 1 To set the following rates under the Local Government (Rating) Act 2002, on rating units in the district for the financial year commencing 1 July 2019 and ending on 30 June 2020. Such rates shall become due and payable by instalments on the dates prescribed in clause 11 of this resolution.
- 2 All rates and charges are inclusive of Goods and Services Tax (GST).

#### **3 General Rate**

That pursuant to Section 13(2)(b) and Section 14 of the Local Government (Rating) Act 2002 a general rate set as a rate in the dollar on the land value of all rating units within the Timaru District, assessed on a differential basis, and as follows:

|  |           |
|--|-----------|
| Timaru District - Accommodation          | \$0.01006 |
| Timaru District - Commercial Central     | \$0.01006 |
| Timaru District - Commercial Other       | \$0.01006 |
| Timaru District - Community Services     | \$0.00251 |
| Timaru District - Industrial             | \$0.01006 |
| Timaru District - Primary                | \$0.00126 |
| Timaru District - Recreational           | \$0.00251 |
| Timaru District - Residential General    | \$0.00251 |
| Timaru District - Residential Multi Unit | \$0.00503 |

Differential categories are defined in the Funding Impact Statement 2019/20.

#### **4 Uniform Annual General Charge**

That pursuant to Section 15(1)(a) of the Local Government (Rating) Act 2002 a uniform annual general charge of \$707.00 per rating unit is set and assessed on every rating unit within the Timaru District.

**5 Community Works and Services**

That pursuant to Section 16(3)(b) and (4)(a) of the Local Government (Rating) Act 2002 a targeted community works and services rate set and assessed as a rate in the dollar on the land value of all rating units within each of the community areas where the service is provided, and as follows:

|           |           |
|-----------|-----------|
| Geraldine | \$0.00170 |
| Rural     | \$0.00005 |
| Temuka    | \$0.00262 |
| Timaru    | \$0.00111 |

Community areas are defined in the Funding Impact Statement 2019/20.

**6 Community Board**

That pursuant to Section 16(3)(b) and (4)(a) of the Local Government (Rating) Act 2002 a targeted uniform annual Community Board rates set and assessed per rating unit within each of the Temuka, Geraldine and Pleasant Point Wards, and as follows:

|                |        |
|----------------|--------|
| Geraldine      | \$3.00 |
| Pleasant Point | \$5.00 |
| Temuka         | \$3.50 |

**7 Sewer**

That pursuant to Section 16(3)(b) and (4)(a) of the Local Government (Rating) Act 2002 a targeted uniform rate for sewerage disposal set per water closet or urinal connected either directly or through a private drain to a public sewerage drain subject to the proviso that every rating unit used primarily as a residence of not more than one household shall be treated to have not more than one water closet or urinal, and as follows:

|       |          |
|-------|----------|
| Sewer | \$369.00 |
|-------|----------|

**8 Waste Management**

That pursuant to Section 16(3)(b) and 16(4)(a) of the Local Government (Rating) Act 2002 a differential targeted rate set and assessed on all rateable and non-rateable rating units based on the extent to which the “three bin” waste collection service is actually provided, and as follows:

- (a) \$313.00 per standard size “three bins” provided to each rating unit;
- (b) \$408.00 per large “three bins” provided to each rating unit;
- (c) \$78.00 per additional small (140 litres) recycling bin provided to each rating unit; and
- (d) \$89.00 per additional large (240 litres) recycling bin provided to each rating unit; and
- (e) \$121.00 per additional small (140 litres) compost bin provided to each rating unit; and
- (f) \$143.00 per additional large (240 litres) compost bin provided to each rating unit; and

- (g) \$149.00 per additional small (140 litres) rubbish bin provided to each rating unit; and
- (h) \$214.00 per additional large (240 litres) rubbish bin provided to each rating unit.

## 9 Water

That pursuant to Section 16(3)(b), (4)(b) and section 19 of the Local Government (Rating) Act 2002 targeted rates for the supply of water in the following areas as follows:

### (a) Urban Water

A differential annual rate of \$355.00 set and assessed per separately used or inhabited part of a rating unit and \$177.50 set and assessed per rating unit on all rating units situated within 100 metres from any part of the water works to which water can be but is not supplied within the urban areas Geraldine, Pleasant Point, Peel Forest, Temuka, Timaru and Winchester urban supplies

Differential categories are defined in the Funding Impact Statement 2019/20.

### (b) Rural Water

#### (i) **The Rangitata-Orari Water Supply District**

A targeted rate of \$17.40 set and assessed per hectare within the rating unit.

#### (ii) **The Te Moana Downs Water Supply District**

a) A targeted rate of \$290.00 set and assessed for each unit of water supplied;

b) A targeted rate of \$605.00 set and assessed for each tank except where there is more than one tank to any rating unit as a technical requirement of the scheme, in which case only one charge will apply.

#### (iii) **The Orari Township Water Supply District**

A targeted rate of \$224.00 set and assessed for each unit of water supplied.

#### (iv) **The Seadown Water Supply District**

a) A targeted rate of \$20.30 set and assessed per hectare within the rating unit;

b) A targeted rate of \$507.00 set and assessed per separately used or inhabited part of a rating unit for each domestic supply;

#### (v) **Beautiful Valley Water Supply District**

A targeted rate of \$3.69 set and assessed per hectare within the rating unit.

#### (vi) **Downlands Water Supply District**

On so much of the rating unit appearing on District Valuation Rolls number 24640, 24660, 24670, 24680, 24690, 24700, 24710, 24820, 24840, 24850, 24860, and part 25033, as is situated within the Downlands Water Supply District.

a) A targeted rate of \$634.00 set and assessed for each separately used or inhabited part of a rating unit within the Pareora Township and for rating units used as halls within the scheme.

- b) A targeted rate of \$1,086.50 set and assessed per rating unit for rating units used as schools within the Pareora Township.
- c) In addition a targeted rate of \$453.00 set and assessed for each separate connection (excluding Pareora Township) to the water supply except where there is more than one connection to any rating unit as a technical requirement of the scheme, in which case only one charge will apply.
- d) In addition to the charge assessed in (c) above, a targeted rate of \$181.00 set and assessed per unit of water or where water supplied in one half units a charge of \$90.50 set and assessed per half unit supplied.

Differential categories are defined in the Funding Impact Statement 2019/20.

(c) Water by Meter

Targeted rates for water supply, set under Section 19 of the Local Government (Rating) Act 2002 per cubic metre of water consumed to any rating unit situated in the following areas which has been fitted with a water meter:

|         |        |
|---------|--------|
| Seadown | \$0.89 |
| Urban   | \$0.64 |

**10 Community Centre**

That pursuant to Section 16(3)(b) and (4)(a) of the Local Government (Rating) Act 2002, the following uniform targeted rates are set and assessed in respect of each separately used or inhabited part of a rating unit situated in the following Community Centre Areas:

|                            |         |
|----------------------------|---------|
| Claremont Community Centre | \$20.00 |
| Fairview Community Centre  | \$30.00 |
| Kingsdown Community Centre | \$35.00 |
| Otipua Community Centre    | \$19.00 |
| Seadown Community Centre   | \$25.00 |

**11 Instalment Dates**

The above rates and charges (except for metered water) are due and payable on the following dates:

**All Ratepayers**

| <b>Instalment</b> | <b>Due Date</b>   |
|-------------------|-------------------|
| 1                 | 20 September 2019 |
| 2                 | 20 December 2019  |
| 3                 | 20 March 2020     |
| 4                 | 22 June 2020      |

The due dates for metered water charges are as follows:

| <b>Month invoice raised</b> | <b>Due Date</b>   |
|-----------------------------|-------------------|
| July 2019                   | 20 August 2019    |
| August 2019                 | 20 September 2019 |

|                |                  |
|----------------|------------------|
| September 2019 | 21 October 2019  |
| October 2019   | 20 November 2019 |
| November 2019  | 20 December 2019 |
| December 2019  | 20 January 2020  |
| February 2020  | 20 March 2020    |
| March 2020     | 20 April 2020    |
| April 2020     | 20 May 2020      |
| May 2020       | 22 June 2020     |
| June 2020      | 20 July 2020     |

**12 Discount**

That pursuant to Section 55 of the Local Government (Rating) Act 2002, the following discount will apply:-

A discount of 2.50% will be allowed on the total rates set, if the 2019/2020 rates, including any current penalties, are paid in full on or before 20 September 2019.

**13 Penalties**

That pursuant to Section 57 of the Local Government (Rating) Act 2002 the District Council prescribes the following penalties to be added to unpaid rates:-

**(a) A Penalty**

A penalty under section 58(1)(a) of 10% of the amount of the instalment remaining unpaid will be added if not paid on or before the instalment due date, on the following dates:

| <b>Instalment</b> | <b>Penalty Date</b> |
|-------------------|---------------------|
| 1                 | 24 September 2019   |
| 2                 | 23 December 2019    |
| 3                 | 23 March 2020       |
| 4                 | 23 June 2020        |

**(b) Further Penalties**

A further penalty under section 58(1)(b) and 58(1)(c) of 10% of the amount of any rates assessed in any previous financial year remaining unpaid on 2 July 2019 will be added on 24 September 2019. An additional penalty will be added to any unpaid rates assessed in any previous financial years that remain unpaid on 24 March 2020. This penalty will be added on 25 March 2020.

Penalties will not be applied to the metered water targeted rates.

**Carried**

**8.3 Timaru District Holdings Limited - Terms of Reference for Review**

The Council considered a report seeking the Council’s approval to the Terms of Reference for the review in relation to Timaru District Holdings Limited (TDHL).

Damon Odey, Kerry Stevens and Richard Lyon noted that they, as directors on the Board of TDHL, are interested parties but do not have any pecuniary interest, as confirmed by the Office of the Auditor General.

Discussion took place on whether directors fees are to be included in the review, or addressed at another time. It was agreed that the review concentrate on the best structure and role of TDHL, then once this has been determined, a review of remuneration can be considered, as at that stage the number of directors will have been confirmed.

**Committee Resolution 2019/14**

Moved: Clr Nigel Bowen

Seconded: Clr David Jack

- a That Council approves the Terms of Reference for the 2019 review of Timaru District Holdings Ltd (as set out in Appendix 1 in the agenda).
- b That the appointment of the reviewer be approved by Council at the relevant time.

**Carried**

**9 Consideration of Urgent Business Items**

The urgent business identified at the beginning of the meeting is to be considered with the public excluded.

**10 Consideration of Minor Nature Matters**

The Mayor had reported on the minor nature matter earlier in the meeting.

**11 Public Forum Items Requiring Consideration**

There were no public forum issues.

**12 Resolution to Exclude the Public**

**Committee Resolution 2019/15**

Moved: Clr David Jack

Seconded: Clr Peter Burt

That the public be excluded from the following parts of the proceedings of this meeting on the grounds under section 48 of the Local Government Official Information and Meetings Act 1987 as follows:

| General subject of each matter to be considered | Reason for passing this resolution in relation to each matter | Plain English Reason |
|---|---|----------------------|
|   |   |                      |



|  |  |   |
|--|--|---|
| <p><b>Alpine Energy Limited Directorship</b></p>                                 | <p>s7(2)(a) - The withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons</p>  | <p>To protect a person’s privacy</p>  |
| <p><b>Insurance Renewal 2019/20</b></p>  | <p>s7(2)(c)(ii) - The withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely otherwise to damage the public interest</p> <p>s7(2)(e) - The withholding of the information is necessary to avoid prejudice to measures that prevent or mitigate material loss to members of the public</p> <p>s7(2)(j) - The withholding of the information is necessary to prevent the disclosure or use of official information for improper gain or improper advantage</p> | <p>Due to an obligation of confidence and to protect the public interest</p> <p>To protect material loss to members of the public</p> <p>To prevent use of the information for improper gain or advantage</p> |
| <p><b>Public Excluded Minutes of the Council Meeting held on 28 May 2019</b></p> | <p>s7(2)(b)(ii) - The withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p> <p>s7(2)(i) - The withholding of the information is necessary to enable the Council to carry out, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>  | <p>Commercial sensitivity</p> <p>To enable commercial or industrial negotiations</p>  |
| <p><b>Tax Update</b></p>   | <p>s7(2)(b)(ii) - The withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the</p>  | <p>Commercial sensitivity</p>   |

|  |  |  |
|--|--|--|
|  | person who supplied or who is the subject of the information |  |
|--|--|--|

**Carried**

**13 Public Excluded Reports**

**13.1 Alpine Energy Limited Directorship**

**13.2 Insurance Renewal 2019/20**

**13.3 Public Excluded Minutes of the Council Meeting held on 28 May 2019**

**13.4 Tax Update**

**14 Readmittance of the Public**

**Committee Resolution 2019/16**

Moved: Clr David Jack

Seconded: Mayor Damon Odey

That Council moves out of Closed Council into Open Council.

**Carried**

**The meeting closed at 4.35pm.**

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**Chairperson**

## 8 Schedules of Functions Attended

### 8.1 Schedule of Functions Attended by the Mayor, Deputy Mayor and Councillors

**Author:** Alesia Cahill, Executive Assistant to the Mayor

**Authoriser:** Damon Odey, Mayor

#### Recommendation

That the report be received and noted.

#### Functions Attended by the Mayor for the Period 13 May 2019 to 30 July 2019

|                       |  |
|-----------------------|--|
| <i>13 May 2019</i>    | Meeting with members of Go Geraldine regarding local tourism<br>Met with Red Cross representatives regarding Refugee Resettlement  |
| <i>14 May 2019</i>    | Meeting with RSA representatives regarding memorabilia   |
| <i>16 May 2019</i>    | Meeting with Rooney Group  |
| <i>17 May 2019</i>    | Attended and presented at South Canterbury Sports Awards   |
| <i>20 May 2019</i>    | Meeting with Hospice South Canterbury regarding Rock and Hop 2020  |
| <i>21 May 2019</i>    | Attended workshop on TDHL review<br>Attended workshop on Public Transport<br>Attending Governance meeting with Environment Canterbury  |
| <i>22 May 2019</i>    | Attended CBD Group meeting<br>Met with Aoraki Development Board, Director candidate<br>Debrief with Environment Canterbury from Mayoral Forum<br>Attended AD Hally Trust meeting |
| <i>23/24 May 2019</i> | Attended Canterbury Mayoral Forum (2 days)   |
| <i>27 May 2019</i>    | Meeting with member of the public regarding cycling/skating circuit at Caroline Bay<br>Meeting with Cruise NZ regarding Timaru Tourism and the port upgrades                     |
| <i>28 May 2019</i>    | Attended Health and Safety visit to CBay<br>Conducted Citizenship Ceremony<br>Chaired Council meeting  |
| <i>4 June 2019</i>    | Met with member of the public regarding Climate Change   |
| <i>5 June 2019</i>    | Attended Warm and Dry Household meeting with Environment Canterbury  |
| <i>6/7 June 2019</i>  | Attended LGNZ Rural and Provincial conference in Wellington (2 days)   |
| <i>11 June 2019</i>   | Attended Standing Committee meeting via teleconference   |

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|                        |  |
|------------------------|--|
| <i>17 June 2019</i>    | Monthly catch up with OJ, on the Breeze (Mayoral Musings)  |
| <i>18 June 2019</i>    | Attending TDHL workshop<br>Attended Audit and Risk Subcommittee meeting<br>Attended District Plan workshop   |
| <i>19 June 2019</i>    | Spoke at Timaru Boys High School Assembly<br>Spoke at Grey Power monthly meeting<br>Met with member of the public regarding RSA<br>Mentoring session with Tuia programme candidate                 |
| <i>20 June 2019</i>    | Attended Youth Representative Interviews   |
| <i>21/22 June 2019</i> | Attended Aoraki Mt Cook Dark Skies Forum in Tekapo (2 days)  |
| <i>25 June 2019</i>    | Attended Water workshop<br>Attended Total Waste Management workshop<br>Chaired IR Committee meeting<br>Attended LGNZ remits workshop<br>Chaired Council meeting<br>Attended District Plan workshop |
| <i>28 June 2019</i>    | Unveiled sculpture "Quadratic" on the Bay Hill   |
| <i>1 July 2019</i>     | Attended meeting regarding Regional Development  |
| <i>3 July 2019</i>     | Meeting with Timaru Port and PGF   |
| <i>7 July 2019</i>     | Attended LGNZ AGM, Conference and Excellence Awards in Wellington (3 days)   |
| <i>9 July 2019</i>     | Attended Mayor Taskforce for Jobs 2019 AGM   |
| <i>10 July 2019</i>    | Met with Peter Bennett regarding Timaru Tourism<br>Met with RSA representatives<br>Met with member of the public regarding concerns over building consent  |
| <i>11 July 2019</i>    | Attended Timaru District Holdings Ltd Board meeting  |
| <i>12 July 2019</i>    | Monthly catch up with OJ, on the Breeze (Mayoral Musings)  |
| <i>16 July 2019</i>    | Attended City Hub Strategy meeting   |
| <i>18 July 2019</i>    | Met with Trust Aoraki representatives  |
| <i>22 July 2019</i>    | Attended Sister City meeting   |
| <i>23 July 2019</i>    | Attended PGF funding application workshop with PWC   |
| <i>24 July 2019</i>    | Attended SC Mayoral forum (Timaru, Waimate and Waitaki District Council Mayors)  |
| <i>25 July 2019</i>    | Teleconference with Kiwirail representative  |

Met with Shotoku Garden Junior High School pupils from Tokyo at the Council Chambers and afternoon tea

Attended Alpine Energy AGM

*30 July 2019*

Attended Standing Committee meeting

Lunch with exchange students from Eniwa, Japan

Attended Council workshops

In addition to these duties I met with 6 members of the public on issues of concern to them.

### **Functions Attended by the Deputy Mayor for the Period 13 May 2019 to 30 July 2019**

*1 June 2019*

Attended Annual Federation of Rail conference opening

*8 June 2019*

Attended Temuka St Josephs Fire Service function

*11 June 2019*

Attended Earthquake Prone Building workshop in Timaru

*18 June 2019*

Attended Earthquake Prone Building workshop in Temuka

*21 June 2019*

Opened and welcomed competitors to the 2019 Rally South Canterbury

*28 June 2019*

Attended and presented at Farewell to two long serving Council employees

*19 July 2019*

Attended Patiti Point site visit

### **Functions Attended by the Councillors on Behalf of the Mayor for the Period 13 May 2019 and 30 July 2019.**

*17 May 2019*

Councillors, Dave Jack, Steve Wills and Peter Burt attended South Canterbury Sports Awards

*15 June 2019*

Councillor Steve Wills opened New Zealand South Island Cross Country event at Ashbury Park

Councillor Steve Wills presented awards at New Zealand South Island Cross Country prizegiving

### **Attachments**

**Nil**

**8.2 Schedule of Functions Attended by the Chief Executive****Author: Alesia Cahill, Executive Assistant to the Mayor****Authoriser: Bede Carran, Chief Executive****Recommendation**

That the report be received and noted.

**Functions Attended by the Chief Executive for the Period 13 May 2019 to 30 July 2019.**

|                     |   |
|---------------------|---|
| <i>13 May 2019</i>  | Meeting with members of Go Geraldine  |
| <i>15 May 2019</i>  | Met with ARA representative   |
| <i>17 May 2019</i>  | Meeting with local MP Andrew Falloon<br>Meeting with Alpine Energy Chief Executive  |
| <i>21 May 2019</i>  | Panellist at Local Government Transformation 2019 series in Wellington  |
| <i>23 May 2019</i>  | Met with representatives of Provincial Growth Fund<br>Attended Canterbury Mayoral Forum   |
| <i>24 May 2019</i>  | Attended Canterbury Mayoral Forum   |
| <i>28 May 2019</i>  | Attended Citizenship Ceremony<br>Attended Council meeting   |
| <i>29 May 2019</i>  | Attended Timaru District Holdings Limited meeting   |
| <i>30 May 2019</i>  | Attended Business after 5pm networking event for Timaru App   |
| <i>31 May 2019</i>  | Attended Digital Local Government Partnership workshop in Wellington  |
| <i>6 June 2019</i>  | Attended LGNZ Rural and Provincial Conference in Wellington (2 days)  |
| <i>7 June 2019</i>  | Attended Three Waters Territorial Authority Reference Group Meeting   |
| <i>10 June 2019</i> | Attended Canterbury Operations Forum in Rolleston   |
| <i>11 June 2019</i> | Attended Standing Committee meeting<br>Attended TDC Hub training workshop<br>Attended Wastewater workshop<br>Attended District Plan workshop                                      |
| <i>13 June 2019</i> | Met with Prime Port representatives<br>Attended Earthquake Prone Building workshop<br>Met with representative of Runanga<br>Met with representatives of Audit New Zealand Limited |

- 14 June 2019* Attended Timaru District Holdings Limited Board meeting  
Met with representative of the Timaru Muslim Educational Trust
- 20 June 2019* Attended Chartered Accountants – Canterbury Business Forum
- 21 June 2019* Met with representatives of Aoraki Environmental Consultants Limited
- 25 June 2019* Attended Presentation on Visitor Solutions  
Attended Council Workshop on Water  
Attended Council Workshop on Total Waste Management  
Attended Industrial Relations Committee meeting  
Attended Council Workshop on LGNZ remits  
Attended Council meeting  
Attended Council Workshop on District Plan
- 27 June 2019* Attended Digital Local Government, Design Principals workshop
- 28 June 2019* Attended meeting with Alpine Energy Chief Executive
- 29 June 2019* Attended TDHL teleconference Meeting
- 1 July 2019* Attended Temuka Community Board Meeting
- 4 July 2019* Presented at 2019 Candidate Information Evening
- 5 July 2019* Met with Health and Safety Auditor
- 7 July 2019* Attended LGNZ AGM, Conference and Excellence Awards in Wellington (3 days)
- 10 July 2019* Met with ARA representative
- 11 July 2019* Met with the South Canterbury Chamber of Commerce Chief Executive  
Attended Timaru District Holdings Limited Board meeting
- 15 July 2019* Site visit to Patiti Point
- 16 July 2019* Met with Fulton Hogan Regional Manager
- 19 July 2019* Met with Alpine Energy Chief Executive  
Site visit to Patiti Point
- 22 June 2019* Attended Canterbury Chief Executives Forum  
Attended Canterbury Civil Defence Emergency Management Meeting
- 23 July 2019* Attended Provincial Growth Fund application workshop with PricewaterhouseCoopers
- 24 July 2019* Attended Chamber of Commerce Business Excellence Awards Finalist Event
- 25 July 2019* Met with Aoraki Development Chief Executive  
Attended Alpine Energy Limited Annual General Meeting  
Attended presentation by Heritage New Zealand Chief Executive

*30 July 2019*

Attended Standing Committee meeting

Attended Council Workshop on Gambling Policy, Local Approved Products Policy, Dangerous & Insanitary Buildings

Attended Council workshop on Productivity Commission Report, Long Term Plan, Policy Review Process and Climate Change Strategy

*13 May 2019 – 30 July 2019*

I also met with various ratepayers, businesses and/or residents on a range of operational matters

**Attachments**

**Nil**



## 9 Reports

### 9.1 Resurfacing Caledonian Grounds Cycling Track

**Author:** Bill Steans, Parks & Recreation Manager

**Authoriser:** Sharon Taylor, Group Manager Community Services

#### Recommendation

That the Council agrees to pause the resurfacing project of the Caledonian Grounds cycling track until an assessment of the coastal erosion hazard has been completed.

#### Purpose of Report

- 1 This report is prepared to provide Council with relevant information on the proposed resurfacing of the cycling track at the Caledonian Grounds, enabling consideration of whether or not to proceed with resurfacing at this time.

#### Assessment of Significance

- 2 This matter is not deemed significant under the Council's Significance and Engagement Policy.

#### Background

- 3 It is approximately 25 years since the track was last resurfaced. It has deteriorated to the stage that it has cracks in the surface which impact on the ability to use it. Crack filling has been carried out in the past but has not been entirely satisfactory and resurfacing is the preferred approach to enable continued competitive use, although more crack filling may help in the short term.
- 4 Timaru District Council's Recreation and Sporting Facilities & Community Halls Rentals & Leases Policy requires a 25% capital contribution by the club towards any resurfacing cost. Resurfacing cannot commence until this contribution is received.
- 5 In September 2013 a letter was sent to the Mid-South Canterbury Cycling Centre explaining that Council had budget but needed 25% of the capital costs from users. The Cycling Centre did not have the funds and decided not to progress with the resurfacing at that time.
- 6 A submission was made from Cycling Timaru in 2015 asking the Timaru District Council to consider including the resurfacing of the cycling track at the Caledonian Grounds in Timaru as part of the Long Term District Plan. Cycling Timaru were advised that funding was available however they needed to make a 25% capital contribution towards the resurfacing.
- 7 Over subsequent years contact continued between Council and Cycling Timaru along similar lines.
- 8 The budget allocated was carried forward to the recently completed 2018/2019 financial year on the proviso that the money was committed in that period.
- 9 In late 2018 Cycling Timaru and Timaru Cycling Club merged to form Cycling South Canterbury.
- 10 In April 2019 Cycling South Canterbury received a \$50,000 grant from Trust Aoraki for its resurfacing contribution.

- 11 At a similar time Cycling South Canterbury received an alternative quote with different options for resurfacing. Since then we have been verifying the alternative approach and due to the time taken to achieve this the work could not be committed in the last financial year.
- 12 In the last two years coastal erosion has accelerated to the east of the Caledonian Grounds. Erosion is now at the stage that the eastern boundary fence and adjacent hedge have been removed from the grounds. Both the Deerstalkers Association and Timaru Pistol Club, who share the wider Caledonian grounds with Cycling South Canterbury, are investigating options for relocation.

### Discussion

- 13 The coast has eroded to approximately 47 metres away from the cycling track. Over the period from 7 March 2018 to 11 July 2019 the coast to the east of the Caledonian Grounds has eroded from 3.2 metres to 9.2 metres depending on the specific location where measurements are taken. (Refer to Attachment 1) We are unsure of how far it will continue to erode and at what rate. As a result we can't predict the available life of the cycling track.
- 14 If Council agrees to go ahead with the resurfacing of the cycling track it will be necessary to carry forward the funding for this work.

### Options and Preferred Option

- 15 Carry forward funding to this financial year to allow the cycling track to be resurfaced.
  - 15.1 This would be the preferred outcome for cyclists and would allow them to continue with a local track cycling venue.
  - 15.2 The risk with this option is that we are unable to quantify the extent and speed of coastal erosion.
- 16 Decide not to proceed with resurfacing the cycling track and investigate an alternative location.
  - 16.1 This option would be significantly more expensive requiring a track to be constructed from scratch. It would likely include track foundations, embankments, shelter and support facilities such as car parking, time keepers' buildings, toilets and other facilities.
  - 16.2 To achieve this option funding would need to be allocated in the Long Term Plan or from another source. The project would need sufficient time for design and construction meaning that it would not be completed for possibly three years after the Long Term Plan adoption.
- 17 **Pause the resurfacing project of the cycling track until an assessment of coastal erosion hazard and inundation zones has been completed for Environment Canterbury and Timaru District Council. [Preferred Option]**
  - 17.1 **This option would give a better indication of anticipated coastal erosion.**
  - 17.2 **The delay will be several months at least as the brief for the project is still being finalised. This means that the surface available at the venue will continue to be substandard until after a final decision can be made.**
  - 17.3 **Short term repairs such as crack filling may enable continued use while we are waiting for the assessment on coastal erosion.**

**Consultation**

- 18 Consultation has taken place with cycling club representatives over several years.
- 19 In early discussions with cycling representatives the option to use the Waimate track was discussed but didn't find favour. Travel is a factor in this view.

**Relevant Legislation, Council Policy and Plans**

- 20 Timaru District Council's Recreation and Sporting Facilities & Community Halls Rentals & Leases Policy requires a 25% capital contribution for hard surface renewal projects.
- 21 South Canterbury Sport and Active Recreation Spaces and Places Strategy confirms that Track Cycling facilities are sufficient for the needs of cycling and there is not an over or under supply. Therefore there is a demand for a cycling track in the Timaru area.

**Financial and Funding Implications**

- 22 In the 2018/2019 budget there is a sum of \$300,000 allocated for this project. It was carried forward from the previous financial year. After resurfacing of one sports court there is still \$277,600 excluding GST available for this project.
- 23 Costs for resurfacing options range from approximately \$120,000 to \$285,000 excluding GST. The wide range of costs is due to different methodologies such as the thickness of resurfacing. Some costings are estimates only.
- 24 If the decision is made to pause the project it is likely that costs for resurfacing will increase.

**Other Considerations**

- 25 There are no other considerations.

**Attachments**

1. **Comparison of Erosion at Patiti Point March 2018 - July 2019** [↓](#) 



## 9.2 Timaru City Hub Strategy and Geraldine Community Strategic Plan

**Author:** Clr Kerry Stevens

### Recommendations

1. That the Council supports the development of a Geraldine community strategic plan in conjunction with the impending Timaru City Hub Strategy and requests the City Hub Steering Group to liaise with the Geraldine Community Board to achieve this outcome within the funding and resources already allocated.
2. That the Council considers the views of the Temuka and Pleasant Point Community Boards to determine what, if any, interest they may have in the City Hub Strategy and how this may benefit their communities.

### Purpose of Report

- 1 The purpose of this report is to seek the Council's support for the Geraldine Community Board's recommendation to develop a Geraldine Community Strategic Plan in conjunction with the impending Timaru City Hub Strategy.

### Assessment of Significance

- 2 This matter is deemed to be of low significance under Council's Significance and Engagement policy.

### Background

- 3 On 22 May 2019 the Geraldine Community Board considered a proposal from Board members Finlayson, Adams and Maguire to develop a Geraldine Community Strategic Plan but resolved to put the matter on hold pending further work.
- 4 On 28 May 2019 the Council supported the City Hub Strategy proposal by: appointing several elected members and senior TDC staff to the Steering Group; tasking the Steering Group with preparation of draft terms of reference; and approving \$150,000 from the Economic Development Fund as the source of funds for the City Hub Strategy.
- 5 The City Hub Strategy is primarily focused on producing a strategic plan for rejuvenating Timaru's CBD. However, Council also intends that the City Hub Strategy will benefit other parts of the district but as yet no mechanism has been developed for this to occur.
- 6 On 03 July 2019 the Geraldine Community Board considered and approved the attached report which recommends the development of a Geraldine Community Strategic Plan in conjunction with the Timaru City Hub Strategy.

### Options and Preferred Option

- 7 Option 1 (preferred option): Council approves the development of a Geraldine community strategic plan in conjunction with the development of the Timaru City Hub Strategy and requests the City Hub Steering Group to liaise with the Geraldine Community Board to achieve

this outcome within the funding and resources already allocated. This option achieves the intentions of both the Council and the Geraldine Community to develop community-based strategic plans and does so in an efficient, effective and affordable manner.

- 8 Option 2: Council declines the development of a Geraldine community strategic plan in conjunction with the development of the Timaru City Hub Strategy and advises the Geraldine Community Board to develop its community strategic plan independently of the City Hub Strategy.

### **Consultation**

- 9 Consultation took place with the Mayor, who is also Chair of the City Hub Strategy Steering Group, and Geraldine Community Board members Finlayson, Adams and Maguire in the preparation of the attached report to the Geraldine Community Board.

### **Relevant Legislation, Council Policy and Plans**

- 10 Timaru City Hub Strategy – under development.


### **Financial and Funding Implications**

- 11 The Timaru City Hub Strategy has approved funding from TDC's Economic Development Fund of up to \$150,000 in 2019/20. It is intended that the City Hub Strategy will benefit communities throughout Timaru District so the allocated funding should be sufficient to include the development of the proposed Geraldine Community Strategic Plan.

### **Other Considerations**

- 12 This proposal may be of interest to the Temuka and Pleasant Point Community Boards, so Council should also discuss the implications for these communities to determine whether or not they wish to be involved in this initiative.
- 13 The proposed development of a Geraldine Community Strategic Plan presents a timely opportunity for Council to extend the benefits of the Timaru City Hub Strategy to other parts of the district. From that perspective, this proposal is a win-win scenario for both the Council and the Geraldine Community Board.

### **Attachments**

1. **Geraldine Community Strategic Plan Copy of Report to Geraldine Community Board** [↓](#) 

**7.3 Timaru City Hub Strategy and Geraldine Community Strategy Plan****Author: Joanne Brownie, Council Secretary****Authoriser: Donna Cross, Group Manager Commercial and Strategy****Recommendations**

- a. **That the Geraldine Community Board requests the Council to support the development of a Geraldine community strategic plan in conjunction with the recently approved City Hub Strategy.**
- b. **Assuming that the Council supports Recommendation a. above, that the Geraldine Community Board appoints a sub-committee to liaise with the City Hub Strategy Steering Group.**
- c. **That the Geraldine Community Board requests the Council to consider funding implications of this request and to allocate sufficient additional funding from the Economic Development Fund, if required.**

**Purpose of Report**

- 1 The purpose of this report is to update the Board with regards to the Timaru City Hub Strategy and possible implications for the proposed Geraldine Community Strategic Plan.

**Assessment of Significance**

- 2 This matter is not deemed significant under the Council's Significance and Engagement Policy.

**Background**

- 3 On 28 May 2019 the Timaru District Council considered a report which proposed to advance the City Hub Strategy.
- 4 The Council supported the City Hub Strategy proposal and resolved to support it by: confirming the vision; appointing several elected members and senior TDC staff to the Steering Group; tasking the Steering Group with preparation of draft terms of reference for Council approval; appointing the Chair of the Timaru CBD Group as one of three external representatives; and approving \$150,000 from the Economic Development Fund as the source of funds for the City Hub Strategy.
- 5 The City Hub Strategy is primarily focused on producing a strategic plan for the rejuvenation of the Timaru's CBD. However, the Council also intend the City Hub Strategy to benefit other parts of the district by promoting such aspects as inner city living, parking and heritage. It is still very early days but as yet the Council has not



developed a mechanism to spread the benefits of the City Hub Strategy beyond Timaru CBD. Hence an opportunity exists for the Geraldine Community to propose an avenue to Council for this to occur for Geraldine. If successful, Temuka Community Board and/or Pleasant Point Community Board may, or may not, wish to make a similar proposal to Council.

- 6 On 22 May 2019 the Geraldine Community Board considered a report prepared by Board members Jan Finlayson, Janene Adams and Jennine Maguire which recommended the development of a community strategic plan for Geraldine. The Board acknowledged the merits and risks with the proposal, including possible funding sources, and decided to come back to the idea again in the future.
- 7 The Council's recent support for the Timaru City Hub Strategy creates a timely opportunity to progress the proposed strategic plan for the Geraldine community because it aligns well with the Council's intentions – similar plan, different town. Hence Geraldine Community Board should now reconsider its options in light of these recent developments.

#### Discussion

- 8 The Timaru City Hub Strategy presents an opportunity which could progress the both the Council's City Hub Strategy and the proposed Geraldine community strategic plan in a timely, consistent and cohesive manner. This could be a win-win for both the Council and the Geraldine Community Board.

#### Options and Preferred Option

- 9 **Option 1:** Continue to progress the Geraldine community strategic plan independently of the Timaru City Hub Strategy. Geraldine Community Board funds could be used to develop a bespoke plan with, and for, our community. This option would give complete control of the plan's development to the Geraldine Community Board. However, the resulting Geraldine community strategic plan may be poorly aligned with the Timaru City Hub Strategy and/or other important Council plans such as TDC's Long Term Plan. Hence this option might achieve optimal Geraldine community support but it also carries the risk of diminished Council support if there is poor alignment.
- 10 **Option 2:** Seek Council support to develop a Geraldine community strategic plan in conjunction with the development of the imminent Timaru City Hub Strategy. This option would better utilise the Council's resources and expertise in community strategic planning and provide a direct and tangible vehicle for Council to achieve its stated intent to spread the benefits of the Timaru City Hub Strategy to Geraldine, and possibly to other parts of Timaru District. However, from the Geraldine Community Board's perspective this option requires alignment with the aims and outcomes of the Timaru City Hub Strategy so it carries the risk of diminished relevance to, and support from, the Geraldine community. Given that the aims of the Timaru City Hub Strategy are quite broad and open to customisation for smaller communities, this risk can probably be mitigated through active and ongoing discussions between the Geraldine Community Board and the Timaru City Hub Steering Group throughout the development of both strategic plans.



**Consultation**

- 11 I have consulted with the Mayor, who is also Chair of the City Hub Strategy Steering Group, and also Geraldine Community Board members Finlayson, Adams and Maguire in the preparation of this report.

**Relevant Legislation, Council Policy and Plans**

- 12 Timaru City Hub Strategy – under development

**Financial and Funding Implications**

- 13 If the Geraldine Community Board favour Option 1 then funding can be readily sourced from the Geraldine Community Board Fund without Council approval. However, if Geraldine Community Board want the Council to support this option financially then GCB will need to apply to Council for the funds and to justify this expenditure.
- 14 If the Geraldine Community Board favour Option 2 then the Timaru City Hub Strategy already has approved funding from TDC's Economic Development Fund of up to \$150,000 in 2019/20. If the Geraldine community strategic plan can also be developed within this fiscal envelope, then no further funding is required. However, if additional funding is required then the Geraldine Community Board could request additional funding from TDC's Economic Development Fund as a means of achieving Council's intent to actively spread the benefits of the City Hub Strategy to other parts of the District.

**Other Considerations**

- 15 There are no other considerations relevant to this matter.

**Attachments**

**Nil**

### 9.3 City Hub Strategy - Update

**Author:** Frazer Munro, Development Manager

**Authoriser:** Sharon Taylor, Group Manager Community Services

#### Recommendation

1. That the updated Terms of Reference be approved.
2. That Council confirm Shaun Stockman as being a member of the Project Steering Group
3. That Council delegates authority to the Chairman of the Project Steering Group to finalise the appointment of an iwi representative to the Project Steering Group.

#### Purpose of Report

- 1 To update the Council on the progress of the Project Steering Group on appointing the remaining external members.
- 2 To present the Project Steering Group Terms of Reference for Councils approval.

#### Assessment of Significance

- 3 This matter is not deemed significant under the Council's Significance and Engagement Policy.

#### Background

- 4 At the meeting of 28 May 2019 the Council approved the development of the City Hub Strategy, appointed several roles to the Project Steering Group (PSG) and required the PSG to report back with recommendations for the two remaining external positions on the PSG.

#### Discussion

- 5 The PSG met on 16 July 2019 and considered the draft Terms of Reference, the two remaining external appointments, and the importance of communication and engagement with stakeholders. It was agreed that 3 external members on the PSG would provide for a wider community view and therefore achieve greater community outcomes.
- 6 In order to engage with the all possible stakeholder groups and individuals to drive community outcomes for the City Hub, it is proposed that regular workshops (every 2 – 3 months) are held with the stakeholder groups and individuals, the PSG and the Project Delivery Manager (once appointed). This has been reflected in the updated Project Structure in the Terms of Reference (Refer Attachment 1).
- 7 In addition, these regular workshops with stakeholders will provide opportunities for interested parties to participate in project team workstreams for example traffic flow circulation, heritage and events amongst others.
- 8 As a result of this wider engagement approach the PSG considered the inclusion of an independent expert in commercial property development and project delivery to be of value.

- 9 Therefore the PSG recommends the following be members of the PSG:
- 9.1 Shaun Stockman, Christchurch based Managing Director of KPI Rothschild Property Group, Director of Stockman Group Ltd, executive board member of Christchurch's Central City Business Association, trustee on the Christchurch Heritage Trust and owner of several buildings in Timaru's city hub. Shaun is willing to be a member of the PSG.
- 9.2 Local iwi or Rununga representation. This will bring a strong local focus with links to key community organisations and city hub businesses such as Te Ana Maori Rock Art. Discussions with Rununga are ongoing so it is requested that delegated authority be given to the PSG Chairman to finalise the appointment.

### Options and Preferred Option

- 10 In regards to the Terms of Reference, the options are:
- 10.1 Option 1 - The updated Terms of Reference reflective of the wider consultation and engagement be approved by Council. [Preferred Option]**
- 10.2 Option 2 - Specify changes to the Terms of Reference.
- 11 In regards to the external appointments on the PSG, the options are:
- 11.1 Option 1 - To appointment Shaun Stockman to the PSG and delegate authority to the Chairman of the PSG to finalise the appointment of an iwi representative. [Preferred Option]**
- 11.2 Option 2 - That one or both appointments are reconsidered.

### Consultation

- 12 Project Steering Group Current Members.
- 13 Wider consultation as outlined above will be taken in due course.

### Relevant Legislation, Council Policy and Plans

- 14 Long Term Plan 2018 - 2028

### Financial and Funding Implications

- 15 There are no financial or funding implications resulting from this report.

### Other Considerations

- 16 There are no other considerations relevant to this matter.

### Attachments

1. **DRAFT City Hub - Project Steering Group - Terms of Reference**  

## 1. Purpose

This document describes the terms of reference for the City Hub Strategy Project Steering Group. It documents the expectations of members and sets out the mechanics of Steering Group meetings to support the successful delivery of the project.

## 2. Objectives

The role of the Steering Group is to formulate and deliver the City Hub Strategy by fulfilling the following objectives:

- Providing an overview to ensure that the goals of the City Hub Strategy are aligned to the strategic vision as set by Council.
- Ensuring appropriate management practices are in place.
- Ensuring effective communication with key stakeholders.
- Ensuring the project is successfully delivered according to objectives, scope, time, quality, cost, and risk.
- Provide support and guidance to the Project Delivery Manager to ensure successful delivery of the programme of work.
- Ensure any documentation going to the Council is appropriate, clear, and concise, allowing governance to make well informed and timely decisions.
- Ensure project work program remains within the bounds of the Terms of Reference and Project Plan.

## 3. Steering Group Membership

The City Hub Strategy Project Group is made up of the following members:

| Name   | Project Steering Group Role |
|--|-----------------------------|
| Mayor Damon Odey                             | Chairperson                 |
| Cr Steve Wills                               |                             |
| Cr Nigel Bowen                               |                             |
| Cr Sally Parker                              |                             |
| Sharon Taylor – GM Community Services        | Group Secretary             |
| Frazer Munro – Development Manager           |                             |
| Simon Davenport – Transportation Team Leader |                             |
| Nigel Gilkison – Chairperson of CBD Group    |                             |
| External Representative 2                    | To be appointed             |
| External Representative 3 (if required)      | To be appointed             |

## 4. Steering Group Role and Responsibilities

- Appoint an External Project Delivery Manager to oversee the technical delivery of the City Hub Strategy.
- In consultation with the Project Delivery Manager prepare a Project Management Plan to be approved by Council.
- In consultation with the Project Delivery Manager appoint members to the Project Team.
- Approve the key elements that contribute to the Vision and will constitute the content / work streams of the Strategy.
- Oversee the Project Delivery Managers’ compilation of the work streams into a coherent Strategy for approval by Council
- Provide regular reporting to the Council by;
  - Providing advice and recommendations on key project decisions, documents and issues.

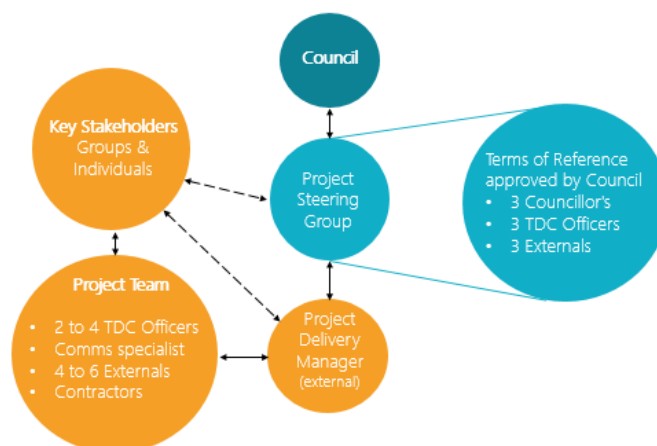
- Providing information which gives assurance that the project is within agreed bounds and on budget to deliver outcomes.
- Be responsible for the allocation of financial resources.
- Manage and escalate significant risks and issues for the project.
- Provide support for project communications.
- Champion the project
- Any other responsibilities or requests as set by Council

## 5. Membership Expectations

That each Steering Group member:

- Has read and understood the Terms of Reference
- Is aware of their responsibilities as set out in the Terms of Reference
- Is able to provide constructive input and advice to the project
- Is able to actively assist with issue resolution
- Is committed to the project and understand the importance of their contribution to the project’s success
- Is committed to prepare for and attend Steering Group meetings

## 6. Project Structure



## 7. Meetings

The Steering Group will meet monthly and will consider the following;

- Minutes and actions of the previous meeting;
- Consolidated project information – status information, risks, issues, communication requirements;
- Documents for approval;
- Other business as appropriate to support the project.

More frequent meetings may be scheduled as required.

A quorum of the Steering Group will be met by attendance of at least two Councillors and at least 3 of the other members of the Steering Group.

Other staff may be asked to attend Steering Group meetings to support the information presented.

The Timaru District Council will provide administration support for the meetings of the Steering Group.

## 8. Terms of Reference Review

The terms of reference shall apply for the duration of the project. They be approved by Council, review annually and may be altered or amended by the Timaru District Council as required.



**9.4 Aigantighe Art Gallery Strengthening Project Interim Report****Author:** Hamish Pettengell, Acting Art Gallery Manager**Authoriser:** Sharon Taylor, Group Manager Community Services**Recommendation**

That the Aigantighe Art Gallery Strengthening Interim Report be received and noted.

**Purpose of Report**

- 1 The purpose of this report is to present the Council with an interim update regarding the project to undertake strengthening of the Historic House Gallery component of the Aigantighe Art Gallery, and to identify other elements requiring restoration. Also to present the Council with a proposed high level indicative project plan and a terms of reference for a Governance Group to oversee the successful delivery of the Aigantighe Art Gallery Strengthening Project.

**Assessment of Significance**

- 2 This matter is not deemed significant under the Council's Significance and Engagement Policy.

**Background**

- 3 Following the Building (Earthquake-prone Buildings) Amendment Act 2016, a seismic assessment of the Aigantighe Art Gallery was undertaken. The assessment found that the Historic House Gallery was of very high seismic risk relative to a new building.
- 4 Following the outcomes of the seismic assessment, the Timaru District Council made the decision to temporarily close the Historic House Gallery to ensure public and staff safety and to undertake a project to strengthen the building.

**Discussion****Structural Investigation and Design**

- 5 Following the Building (Earthquake-prone Buildings) Amendment Act 2016, Council engaged Structex to undertake an Initial Evaluation Procedure (IEP) of the Aigantighe Art Gallery. From the IEP result, the Aigantighe Historic House Gallery was provided an estimated seismic strength compliance of 10% New Building Standard (NBS), therefore Grade E structure, which is classified as very high seismic risk relative to a new building. The IEP tool provides an initial estimate based on buildings age, type of construction and any known structural deficiencies. An IEP assessment is typically conservative, and the recommendation was for further analysis by the way of a Detailed Seismic Assessment (DSA).
- 6 A seismic assessment of Aigantighe Historic House Gallery using the IEP tool provided an initial estimate. After review of existing architectural drawings and visual inspection of the building, the ISA report identified the following critical structural weaknesses:

- 6.1 Chimneys which are unreinforced masonry with some cracking present, there is a possibility one chimney could topple onto an egress route, in this case the emergency exit stairs.
  - 6.2 Unreinforced double masonry wythe walls (a continuous vertical section of masonry one unit in thickness) have no ties. These walls are likely to collapse under face pressure.
  - 6.3 No floor and roof diaphragms (a structural element that transmits lateral loads to the vertical resisting elements) to provide structural resilience.
  - 6.4 Connections between walls and floors/ceilings have low strength and resilience (i.e. unrestrained floor beams)
  - 6.5 Gables (the triangular upper part of the wall at the end of the ridged roof) are unrestrained on the upper level.
  - 6.6 Potential pounding of the east wall against the concrete extension, resulting in damage.
- 7 A Detailed Seismic Assessment of the Aigantighe Art Gallery extension buildings was engaged. The first extension (the octagonal and main gallery) built in 1978 has an estimated strength of 60% NBS, considered Grade C and is of medium seismic risk. The second extension (office space and Art Store A) building has an estimated strength of 80% NBS and is considered a Grade A structure.
  - 8 Following the outcomes of the seismic assessment Structex was engaged to complete a detailed design to strengthen the House Gallery. A draft detailed design has been completed, which has undergone an independent peer review to ensure the methodology of the detailed design aligns with similar projects, and it provides a cost effective solution within industry standards.
  - 9 Once the encompassing detailed design has been finalised the Gallery will confirm the estimated costs for the project; determine sources of funding sufficient to complete the project; complete and lodge a resource consent; complete and lodge a building consent and commence the procurement process.
  - 10 Attached is a copy of the Structex seismic assessment for the Aigantighe Art Gallery (Attachment 1).

### **Project Scope**

- 11 During the investigations of the House Gallery, it has become apparent that additional works are required to preserve building elements, improve the functionality and safety aspects to the building and the operations of the Gallery. These additional works have been included in the project to deliver cost efficiencies, to mitigate future expenditure and to future proof the Gallery.
- 12 A full scope of works is currently being drafted and is scheduled to be completed in August.
- 13 Below is an indicative list of works required for the project:
  - The strengthening of the House Gallery; comply with current building legislation and meet requirements as near as is reasonably practicable; comply with health and safety requirements; increase accessibility to both floors of the House Gallery; refurbishment of the House Gallery including replacement of the roof tiles, repainting of the interior and exterior, and the installation of a hanging system for artwork ; climate control and fire protection for art works, conservation and preservation of the iconic heritage



features of the building and its surrounds; undertake carpark and landscape amendments and refurbishment of the public bathrooms

- Complete detailed design documents to strengthen the House Gallery and its connectivity to the concrete extension, to above a minimum of 35% of NBS
- Complete detailed design documents that are suitable for the purpose of lodging resource and building consent
- Develop proposals and engage supporting consultants including an architect and electrical, mechanical and fire engineers
- Engage an independent Heritage Advisor to the project
- Peer review of the detailed design
- Prepare resource consent application and lodge
- Prepare building consent application and lodge
- Undertake a continued programme of community engagement/consultation
- Obtain central government and community funding to support the project
- Implement a communications plan to engage stakeholders, the community and funders
- Complete operational projects that supports the strengthening and restoration project
- Prepare tender documents for all physical works (including fit out) in line with Council policy
- Evaluation and reporting of tenders
- Preparation, implementation and administration of contractual documents
- All Physical works
- Project and construction management
- Report on progress and outcomes to Council
- Management of the project handover and code of compliance.

## Roof

- 14 After subsequent investigations of the building, it was found the Marseille roof tiles of the House Gallery have deteriorated and come to the end of their life. It was found:
- The metal ties securing the tiles to the wooden roof structure have corroded and are absent in some areas.
  - The ceramic fixing point on the back of the tiles have cracked or broken off in some areas
  - A large number of tiles have cracked and moved due to age of the tiles and weathering
  - Water is seeping through the roof and will impact on the roof structure if left unresolved.
- 15 Because of the deterioration of the tiles, there is the potential in extreme weather events the roof tiles could dislodge and fall creating a Health and Safety hazard.
- 16 Also for consideration is that the current roof has a considerable weight loading on the bearing structure and if replaced would assist in the methodologies used to strengthening of the House Gallery.
- 17 It is estimated replacing the roof with a lightweight product will reduce the overall weight loading by up to 66%.
- 18 The Gallery is currently seeking costings to replace the roof with a light weigh replica roof. These estimations are due in August and the Gallery Manager will provide the Council with the costings as soon as they are available.

**Geotechnical Investigation**

- 19 It is assumed the site consists of loessial deposits (a wind-blown silt) overlying either volcanic or alluvial (water formed) soil or sediment at depth.
- 20 To confirm the foundation bearing capacities the project is undertaking a ground investigation of the site. This will take into consideration the topographic features of the site, the historic and current land use and suitable testing of the ground conditions.
- 21 The initial ground investigation will reduce uncertainty about the ground conditions and assist in mitigating potential risks to the House Gallery structure. This work is scheduled to be completed in August, and will ascertain if further ground assessment is required.

**Resource Consent**

- 22 The Aigantighe Art Gallery (Lot 1-3 DP 1717, Lot 31 DP 1493, Pt Lot 32 DP 1493) is zoned Recreation 2 and the land use is Established. The Historic House Gallery is a Category 2 listed building within Historic Places Trust. As such, any physical works on the building requires a resource consent, inclusive of a Heritage Impact Assessment. This is to clarify the heritage significance of the building, the proposed works to the building and the likely adverse and positive effects on heritage values or outcomes of the proposed works.
- 23 The Gallery will engage the services of an external consultant, who specialises in Heritage works, to draft the resource consent application for the project once the detailed design for the House Gallery has been finalised.
- 24 The resource consent is also a requirement to support some subsidy funding applications, which will be required to assist in funding the project.

**Heritage Advisor**

- 25 The Gallery has engaged a consultant to draft a Heritage Impact Assessment required for the resource consent. This is due for completion in August.
- 26 The Gallery will also engage an external Heritage Advisor to advise the project team on the conservation and preservation of the iconic heritage features of the building, and to peer review design aspects and the resource consent application to ensure it meets the necessary planning requirements.

**Project Management**

- 27 To ensure effective project management an indicative project plan for the Aigantighe Art Gallery Strengthening Project has been drafted. The project plan provides a high-level framework that outlines the aims, the roles and responsibilities and estimated timeframes for the project.
- 28 A detailed construction project plan will be drafted for inclusion with proposal requests to design consultancy, and shall be expanded upon at completion of detailed design.
- 29 A Quality Management Plan is also being developed for the project.
- 30 Attached is a copy of the Indicative Aigantighe Art Gallery Strengthening Project Plan (Attachment 2).

**Governance Group**

- 31 Given the significance of this project, it is also prudent to instate a Project Governance Group to oversee the Aigantighe Art Gallery Strengthening Project. The role of the Group will be to provide oversight and guidance of the project to its successful completion. This includes advising the project team on consultation, planning, procurement, and budgets required for the project.
- 32 No additional delegation is sought for the Project Governance Group beyond existing delegations, any formal recommendations that require resolutions will be presented to Council, along with regular reporting.
- 33 Attached is a copy of the Aigantighe Art Gallery Strengthening Project Governance Group Terms of Reference (Attachment 3).

### **Estimated Capital Expenditure**

- 34 With the results of the seismic assessment, Structex drafted conceptual designs for the project and quantity surveyors Flanders Marlow Limited were engaged in 2017 to provide a rough order of cost for the physical works. Due to the time elapsed since the completion of the rough order of cost for the physical works, the costing for the project will have increased. The Industry standards allows for an increase of 30% to rough order of cost plus an additional 3% for inflation per annum from the date of the costing to the commencement of physical works.
- 35 With increasing building costs; the complexity of the physical works; and works identified in the fire report, the expectation is the cost of the physical works will increase further.
- 36 To finalise the estimated expenditure for the project more detailed work is required. This includes the following:
  - Finalised detailed design
  - Finalised project scope
  - Complete independent peer review of the detailed design
  - Finalise costing from all additional consultants as referenced in item 12
  - Confirmed support of Heritage New Zealand for the physical works.
- 37 The Gallery Manager will provide the Council with an up-to-date estimate of project expenditure as soon as it is available.

### **Funding Implications**

- 38 Through the 2018-2028 Long Term Plan process the Council allocated \$600,000 in the 2019/2020 financial year to complete the strengthening of the Historic House Gallery. The Council also allocated \$50,000 to refurbish the public bathrooms and provide for an accessible toilet. This work has been included to deliver cost efficiencies and alleviate the need for an additional building consent application.
- 39 With the expected increase of capital expenditure for the project the Gallery will be seeking external subsidy funding to minimise the financial impact on the Council and rate payers.
- 40 The funding strategy to achieve the subsidy funding for the project is based on 1/3 central government, 1/3 local government and 1/3 community funding. A number of funder have been identified, but a full funding strategy will be developed when the final estimate of costs for the project are known.

**Identification of Relevant Legislation, Council Policy and Plans**

41 The Aigantighe Art Gallery Strengthening Project aligns with community needs and is consistent the Council’s policies and plans, including the 2018-2028 Timaru District Council Long Term Plan and the Building (Earthquake-prone Buildings) Amendment Act 2016.

**Risks**

42 The following is an outline of some potential project risks and mitigation strategies for the Aigantighe Art Gallery Strengthening Project. A fully detailed risk matrix will be included in the Quality Management Plan and Construction Project Plan.

| Risk  | Level of Risk | Mitigation Strategy  |
|---|---------------|--|
| <p><b>Maintaining Community Support</b></p> <p>The Community fluctuate in their commitment to the project.</p>            | <p>Low</p>    | <p>Consultation undertaken through the Annual Plan and Long Term Plan process</p> <p>Develop a communications plan to keep the community informed, engaged and up-to-date.</p> <p>Increase the Gallery’s profile in the community.</p>   |
| <p><b>Project does not proceed</b></p> <p>The current building has a number of long standing deficiencies.</p>            | <p>Low</p>    | <p>Explore options to phase the project or reduce project costs</p> <p>The Council would need to consider the future viability of the building and investigate future options</p>  |
| <p><b>Ineffective project management</b></p> <p>Required to avoid budget overruns and assure key milestones are meet.</p> | <p>Low</p>    | <p>Implement a project plan to clearly define project roles and responsibilities and timeframes – Indicative Project Plan has been drafted and is attached to this report</p> <p>Implement a project governance group to oversee the project – Terms of Reference has been drafted and is attached to this report</p> <p>Active management, including timeframes, actions and reporting</p> <p>Sound project management required to assertively maintain targets</p> |

|   |                       |  |
|---|-----------------------|--|
| <p><b>Insufficient funding</b></p> <p>Budget does not meet project costs.</p> | <p>High</p>           | <p>Set reasonable budgets</p> <p>Active management</p> <p>Investigate and achieve subsidy funding targets</p> <p>Explore options to phase the project or reduce project costs</p> <p>Project Governance Group to monitor progress</p> <p>Until the project is priced by the market, any expectation on budget can only be deemed an estimation</p>                                     |
| <p><b>Increase in project costs</b></p>                                       | <p>Medium to High</p> | <p>Active management</p> <p>Explore options to phase the project or reduce project costs</p> <p>Project Governance Group to monitor progress</p> <p>Paint products will need to be specialist where they are in contact with specialist strengthening systems</p> <p>Structural engineering discoverables and ongoing observations during construction may or may not affect costs</p> |
| <p><b>Contractor Risk</b></p>   | <p>Medium</p>         | <p>Expectation Contractor for strengthening work will be from out of the area, and therefore treated as unknown. Expressions of Interest should be conducted, to request pricing from capable and experienced parties.</p>   |
| <p><b>Other competing projects</b></p>  | <p>Medium</p>         | <p>Closely monitor similar projects to ensure funding applications are made in different periods.</p>  |
| <p><b>Delays in project</b></p>   | <p>High</p>           | <p>Set reasonable expectations</p> <p>Active Management</p> <p>Project Governance Group to monitor progress</p>  |

|  |      |  |
|--|------|--|
|  |      | <p>Brick and Mortar properties may result in conflicts with proposed strengthening products</p> <p>Tensioning of anchors may or may not meet structural requirements, creating delays until solutions are sourced.</p> <p>Sound project management required to assertively maintain targets.</p> |
| <p><b>Project variations</b></p> <p>Project variations due to weather during construction phase or uncertainty of building structure</p> | High | <p>Plan the project in stages</p> <p>Structural engineering discoverables and ongoing observations during construction may or may not affect costs</p>   |





**Consultation**

- 43 To date the Gallery has engaged with the community through the Long Term Plan, highlighting the need for the project and the Council’s support for the project.
- 44 The Gallery has also consulted with Heritage New Zealand to ensure they are informed about the project and the possible impacts the project will have on the heritage value of the Historic House. Through this process Heritage New Zealand has provide a letter of support in principle for the project.
- 45 Further consultation has also been undertaken with the Grant Family (the original donors of the Historic House and the surrounding grounds) to ensure they are informed of the projects objectives. To-date the family has been favorable of the project and would like to see the Historic House re-open as soon as it’s feasible.
- 46 Friends of Aigantighe have been updated with progress and are supportive, but eager to see the House Gallery re-open as soon as possible.
- 47 To support further community consultation and engagement the Gallery has developed a Communications Plan outlining key stakeholders and strategies to engage and consult with the community. These strategies include displays, regular newsletters, website updates, and social media updates and events.
- 48 Attached is a Communication and Engagement Plan for the project (Attachment 4).

**Conclusion**

- 49 The Historic House Gallery is an iconic heritage building that is integral to the community’s identity and to the operations of the Aigantighe Art Gallery. The project to strengthen the building is complex and time consuming. The Gallery is committed to ensuring the project is completed to the highest standards to ensure any future investment is kept to a minimum.
- 50 The project to strengthen the House Gallery will enable the Gallery to meet growing community needs; it will engage, stimulate and inspire the community; and it will ensure the sustainable and future success of the Gallery.

**Attachments**

1. **HV5541 Aigantighe Art Gallery Initial Seismic Assessment Report Rev 01-2017-12-14** [↓](#) 
2. **Indicative Project Plan - Aigantighe Art Gallery Strengthening Project August 2019** [↓](#) 
3. **Governance Group Terms of Reference - Aigantighe Art Gallery Strengthening Project** [↓](#) 
4. **Communications and Engagement Plan Aigantighe Art Gallery Strengthening Project** [↓](#) 



# Detailed Engineering Evaluation

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AIGANTIGHE ART GALLERY / 49 WAI-ITI RD, TIMARU  
INITIAL SEISMIC ASSESSMENT REPORT

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Legal Description: Lot 1, DP 1717  
Date: 06/09/2016



HV5541 ISA Report Rev 01.docx  
Page 1 of 34







**Project Number: HV5541**  
 Client: TIMARU DISTRICT COUNCIL

Prepared by  
 Structex

Reviewed by  
 Structex

.....  
 Evelyn Guiguet  
 BE (Civil), GIPENZ  
 Structural Engineer  
 Structex Harvard Limited

.....  
 Julius Long  
 B.E(hons), MIPENZ, CPEng  
 Structural Engineer  
 Structex Harvard Limited

| Revision No. | Date       | Engineer | Description  |
|--------------|------------|----------|--------------|
| A            | 17/02/2017 | JL       | Client Issue |
|              |            |          |              |
|              |            |          |              |





## Limitations of Report

Findings presented as part of this report are for the sole use of our client, as addressed above. The findings are not intended for use by other parties, and may not contain sufficient information for the purposes of other parties or other uses. Our professional services are performed using a degree of care and skill normally exercised, under similar circumstances, by reputable consultants practicing in this field at this time. No other warranty, expressed or implied, is made as to the professional advice presented in this report.



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## Executive Summary and Recommendations

Structex has been engaged to complete an Initial Seismic Assessment of the Aigantighe Art Gallery original building located at 49 Wai-Iti Rd in Timaru. A review of limited existing drawings has been carried out along with a visual inspection. A qualitative estimate of the building's strength has been determined using the New Zealand Society for Earthquake Engineering (NZSEE) guidelines and the Initial Evaluation Procedure (IEP) tool. This report summarises our findings.

From the IEP result, the building as it currently stands has an estimated seismic strength compliance of 10% New Building Standard (NBS), and is therefore considered likely to be earthquake prone. We are aware of instances where an IEP has given misleading results for a building's earthquake strength, but have no reason to suspect that this particular assessment may be unreliable. However, this type of assessment is typically conservative.

The IEP is considered a tool to provide a relatively coarse, high-level and qualitative measure of the building's performance. It is recommended as a first step in a two stage assessment, intended as a screening process to identify buildings which may require a Detailed Seismic Assessment to determine the seismic strength in a more rigorous manner.

According to the NZSEE guidance, this building is considered a Grade E structure and is of very high seismic risk relative to a new building.

For this particular structure, further analysis by way of a Detailed Seismic Assessment is required to confirm more accurately whether the building is earthquake prone.

Ground conditions at the site appear to be good. According to Canterbury Soil Information System and Timaru District Council, this building is located in Moderately deep (45-100cm) silty loam, with nil to extremely low potential for liquefaction.

From a review of existing drawings and visual inspections of the building, the following critical structural weaknesses were identified:

- Chimney: unreinforced masonry with some cracking present, there is possibility that the chimney could topple onto an egress route, in this case the emergency exit stairs.
- Unreinforced Masonry Walls double wythe with no ties. These walls are likely to collapse under face loads.
- Floor and Roof Diaphragms.
- Connections between walls and floors/ceilings have low strength and resilience (i.e. Unrestrained floor beams)
- Gable: unrestrained upper level.
- Potential pounding of the east wall against the concrete extension, resulting in damage.

A building of this age and construction typically has poor resilience to withstand a 'maximum credible earthquake' (an earthquake of greater magnitude than a design level earthquake) due to the inadequate or non-existing quantity of shear reinforcement in the walls and columns.

However, the process and the associated %NBS should be considered as only indicative of the building's compliance with current code requirements. A Detailed Seismic Assessment and the associated investigations of the building will typically be required to provide a definitive assessment of the building's overall performance.



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We have identified a number of areas which require further investigation before the Detailed Seismic Assessment can be implemented, such as:

- Confirm roof and ceiling details, especially connection to the URM walls
- Confirm connection between brick wythes and exact thickness
- Confirm mortar strength

We recommend that the building be visually inspected following any significant earthquakes affecting the region.



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# 1 Introduction

## 1.1 REPORT OUTLINE

Structex has been engaged to complete an Initial Seismic Assessment of the Aigantighe Art Gallery, which is within the CBD of Timaru along Wai-Iti Road. The Art Gallery is formed by a group of buildings. The original building was constructed in 1908, and is two storey high unreinforced masonry house, of fairly rectangular plan. The later additions to the Art Gallery are single storey buildings. The first block is reinforced concrete masonry built in 1978 and has been attached to the main building by its east wall. The second block has been erected with polystyrene blocks, in 1998. They both are also fairly rectangular, except the Gallery Foyer adjacent to the original house, which is hexagonal in plan.

Each of the structures has been considered connected since there is no seismic gap between the different building stages.

This report refers only to the original building, and summarises our findings. More specifically this report:

- (a) Highlights Building Act requirements and the Timaru District Council policy for earthquake-prone buildings, and government policy for managing earthquake-prone buildings
- (b) Describes the existing buildings, their construction, and available structural systems
- (c) Outlines the level of investigation undertaken and where information was obtained
- (d) Estimates the building's seismic strength relative to New Building Standard (NBS), commonly referred to as "current code"
- (e) Identifies any apparent critical structural weaknesses
- (f) Reviews the building's likely performance in earthquakes of moderate or greater strength
- (g) Makes recommendations for any further investigations

## 1.2 SCOPE OF INVESTIGATION

Our Initial Seismic Assessment has been undertaken in accordance with Engineering Advisory Group (EAG) guidelines "Guidance on Detailed Engineering Evaluation of Earthquake Affected Non-residential Buildings in Canterbury". At the time of writing this report, these guidelines were in draft format released through the New Zealand Society for Earthquake Engineering, June 2016.

Our building evaluation has been based on the following information:

- (a) A visual inspection of the building carried out on September 2016, which included:
  - The exterior from ground level
  - The interior
  - The roof space



- The soffit of the suspended floor through floor manholes
  - The subfloor space following access via a floor hatch
- (b) Limited architectural drawings obtained from the council property file and on-site measure up.

Non-structural aspects fall outside the scope of this report and have not been covered by this investigation and assessment, including:

- An electrical safety review
- A fire safety review
- A weather tightness assessment
- In ceiling ducting
- Tall or heavy furniture/artwork restraints

These items should be inspected and assessed by qualified trades people or specialists prior to any repair or strengthening works being carried out. We request such persons be instructed to identify loose and/or inadequate fixings, and to notify the engineers if these are found.



## 2 Building Description

### 2.1 DETAILS

The house was constructed in 1908, with plan dimensions of approx. 14 x 16 m and two storeys high. We infer it has 400 mm exterior walls at ground level, and 290 mm exterior walls at first floor level. At ground level we assume a solid 230mm wall and a single 115mm wythe separated by an air gap of approx. 60mm. At first level there should be two single 115mm wythe separated by a 60m air gap. From experience, from other similar forms of construction of similar age, we expect that the two wythes will be tied together with brick header courses, but note that these are not relatively brittle and their spacing throughout the wall is not known. Also, it has been taken into account that the building has had general maintenance through the years and this suggests that the mortar should be in good condition. The building has particularly high ceilings, being both levels approx. 4 meters.

Table 1: Description of existing structure

| Building Detail               | Description   |
|-------------------------------|---|
| Building Name:                | Aigantighe Art Gallery  |
| Address:                      | 49 Wai-Iti Road, Timaru   |
| Building use:                 | Public/Art Gallery  |
| Storeys above ground:         | Two storey  |
| Storeys below ground:         | N/A   |
| Roof construction:            | Lightweight timber framing with concrete cladding on timber purlins.  |
| Wall construction:            | Cavity construction (Unreinforced Masonry)  |
| Suspended Floor construction: | Timber suspended floor, supported by timber beams spanning between masonry walls.   |
| Subfloor construction:        | Timber suspended floor on concrete strip footings and short piles bearing on ground surface   |
| Foundation construction:      | Unreinforced masonry and concrete strip footings  |
| Year built:                   | 1908  |
| Approx. floor area:           | 200 m <sup>2</sup>  |
| Building Importance:          | L3 (NZS1170.0) Structures that as a whole may contain crowds or contents of high value to the community or pose risks to people in crowds.  |
| Alterations:                  | Building at front and to the side of site added (refer section 8 below) – seismic gap not present. Concrete masonry wall added in ground floor 'strong room' and opening created to front building in rear wall of 'strong room'. |





## 2.2 STRUCTURAL SYSTEM

- Gravity System:  
Load bearing masonry walls with air gap (cavity construction), no apparent strengthening or modifications apart from the east wall opening to provide access to the extension blocks, and the fire exit on the south wall of the first floor.
- Suspended Floor:  
Timber suspended floor supported by timber beams spanning between masonry walls. By the general inspection and date that the building was constructed we expect the floor joist connections to the masonry walls to be gravity only mortar seatings where joists are perpendicular to walls and potentially little or no connection where boundary joists span parallel to walls, leaving these walls particularly vulnerable to face load failure.
- Lateral System:  
At first floor ceiling level, the roof rafters and ceiling joists usually sit, at best nailed together, to the wall timber top plate. There appears to be no robust connection between the top plate and the brick wall, other than the friction provided by the mortar. Similar to the suspended floor, where the wall runs parallel to the rafter, there is no mechanism able to provide connection and/or distribution of lateral loads, leaving it vulnerable to face load failure.



### 3 Seismic Assessment

#### 3.1 INITIAL ASSESSMENT

A seismic assessment of the building has been carried out using the Initial Evaluation Procedure (IEP) from the New Zealand Society for Earthquake Engineering (NZSEE) "Assessment and Improvement of the Structural Performance of Buildings in Earthquakes" guidelines (June 2016). The procedure was updated to reflect experience with its application and as a result of experience in the Canterbury earthquakes.

This procedure is a tool which provides an initial estimate of an existing building's seismic strength, relative to New Building Standard (NBS) compliance, based upon the building's age, type of construction, and any known structural deficiencies. This procedure does not constitute a quantitative assessment, and should only be used primarily for the purposes of assessing whether a building is potentially earthquake prone and therefore deciding if a further Detailed Seismic Assessment is necessary to refine the estimate of seismic strength.

The key assumptions for the IEP made during our assessment are shown in Table 2 below. Refer also the general description of the structure in Table 1 of section 2.1 and to the IEP form attached in Appendix E.

Table 2: Summary of Key IEP Assumptions

| IEP Item                        | Assumption | Justification                                  |
|---------------------------------|------------|--|
| Building Design Date            | <1936      | Building dated 1908                            |
| Soil Type                       | D          | Estimation for Timaru area, Per NZS1170.5      |
| Period of Structure             | 0.4 sec    | Rigid Masonry Construction                     |
| Ductility of Structure          | 1.25       | Judgement based on structural form & detailing |
| Plan Irregularity Factor, A     | 1          | Insignificant.                                 |
| Vertical Irregularity Factor, B | 1          | Insignificant                                  |
| Short Columns Factor, C         | 1          | Insignificant.                                 |
| Pounding Factor, D              | 0.7        | East wall                                      |
| Site Characteristic             | 1          | Insignificant (*)                              |
| F Factor                        | 1          |  |

(\*) According to the publication "Understanding the potential for Liquefaction in Timaru District" the Building is located in Zone 4: Areas of nil to extremely low potential: rock or hill soils.

The IEP assessment estimates this particular building to have a seismic strength compliance of 10% NBS; as such, the building is considered likely to be earthquake prone. The assessment is governed by shaking considered in the transverse, or east-west orthogonal direction.



Based on careful consideration of the capacity of the ceiling and roof diaphragms, we have found it will likely contribute between 15 and 24% NBS levels of the current requirement.

**Chimney:** A building with a chimney should be assigned a seismic rating of less than 34%NBS and Classified as Grade E according to Table IEP-3 if: a) Is constructed of unreinforced masonry b) For  $ZR=0.15<0.2$ , The aspect ratio should be a maximum of 3 (it is currently 5) c) there is possibility that the chimney could topple onto an egress route, in this case the main entrance and emergency exit stairs. This would confirm the earthquake prone status.

We are aware of instances where an IEP has given misleading results for a building earthquake strength, but have no reason to suspect that this particular assessment may be unreliable. However, this type of assessment is typically conservative, and a more reliable result can be obtained from a Detailed Seismic Assessment.

The IEP tool assumes that buildings have been designed and built in accordance with Building Code standards and general good practice current at the time. In some instances, a building may include design features which would have been considered ahead of its time which could lead to a better than predicted performance. Conversely, some unidentified design or construction issues or undocumented changes not picked up by the IEP process may result in the building performing not as well as expected.

### 3.2 CRITICAL STRUCTURAL WEAKNESSES

From a review the existing architectural drawings and visual inspections of the building, the following critical structural weaknesses were identified:

- Chimney: unreinforced masonry with some cracking present, there is possibility that the chimney could topple onto an egress route, in this case the emergency exit stairs.
- Unreinforced Masonry Walls double wythe with no known ties between floors.
- Floor and Roof Diaphragms weak and poorly tied into supporting walls.
- Gable: unrestrained upper level.
- Pounding of the east wall against the concrete extension, resulting in damage.

Even though considerations of serviceability limit state are not considered in the IEP, the effect on non-structural items and the influence on egress routes or the ability to continue to function should be considered for buildings such as this one, classified as Level 3.

### 3.3 EXPECTED EARTHQUAKE DAMAGE

From a review of the existing architectural drawings and our understanding of the structural system based on visual non-intrusive inspections, we would expect damage to the following areas after a major seismic event:

- Collapse of the Chimneys
- Damage to internal wall and ceiling linings
- Face load damage to the external walls
- Collapse or severe cracking of the Gables



## 4 Recommendations

### 4.1 GRADES AND RELATIVE RISK

The New Zealand Society for Earthquake Engineering provides authoritative advice to the legislation makers, and should be considered to represent the consensus view of New Zealand structural engineers. The NZSEE Guidelines for assessment of building performance in earthquakes provides a proposed grading system for existing buildings as an alternative way of interpreting the %NBS building score, as shown in table 3. It can be seen that occupants in Earthquake Prone buildings (less than 34%NBS) are exposed to more than 10 times the risk that they would be in a similar new building. For buildings that are potentially an Earthquake Risk (less than 67%NBS), but not Earthquake Prone, the risk is at least 5 times greater than that of an equivalent new building. Therefore, the level of relative risk is not a linear scale.

Broad descriptions of the life-safety risk are also assigned to the building grades as shown.

Table 3: Relative Earthquake Risk

| Building Grade | Percentage of New Building Strength (%NBS) | Approx. Risk Relative to a New Building | Life-safety Risk Description |
|----------------|--|---|------------------------------|
| A+             | >100                                       | <1                                      | low risk                     |
| A              | 80 to 100                                  | 1 to 2 times                            | low risk                     |
| B              | 67 to 79                                   | 2 to 5 times                            | low or medium risk           |
| C              | 34 to 66                                   | 5 to 10 times                           | medium risk                  |
| D              | 20 to 33                                   | 10 to 25 times                          | high risk                    |
| E              | <20  | more than 25 times                      | very high risk               |

This building is currently classified by the ISA procedure as a grade E building and is therefore considered to be of very high seismic risk.

### 4.2 DAMAGE AND SAFETY

Damage observed by Structex which could possibly be attributed to the recent Canterbury Earthquake series is minor in nature and does not have a significant detrimental effect on the overall seismic strength of the superstructure. The damage seems confined mainly to minor cracking non-structural lining elements of the building.

It needs to be acknowledged however that the strength of the Canterbury earthquakes in Timaru was small and that the limited building damage observed is likely due to this, rather than good building performance.

### 4.3 FURTHER ASSESSMENT AND INVESTIGATIONS

Experience to date is that the IEP is effectively a screening process used to identify potential issues and expected overall performance of a building in an earthquake. However, the process and the associated %NBS should be considered as only indicative of the building's compliance



with current code requirements. A Detailed Seismic Assessment and the associated investigations of the building will typically be required to provide a definitive assessment of the building's overall performance.

We have identified a number of areas which require further investigation before the Detailed Seismic Assessment can be implemented, such as:

- Confirm roof and ceiling details, especially connection to the URM walls
- Confirm wall bond pattern, cavity tie and exact depths
- Confirm mortar strength

We recommend that the building be visually inspected following any significant earthquakes affecting the region.

#### 4.4 STRENGTHENING TO 67% NBS

Seismic strengthening is needed for this building to achieve 67% NBS and be considered low risk under a moderate earthquake. Further analysis is required to determine those strengthening options through a Detailed Seismic Assessment, but some of the key items that would contribute significantly would be (see Appendix D):

- Chimney: Replacing materials, removing chimneys down to ceiling level, reinforcing chimney structure.
- Helifix: Tie wythes for the wall to work together, crack stitching to provide strength and ductility, tying intersecting walls.
- Provide retrofitted flexible diaphragms that are able to resist lateral loads at roof level and at first floor level.
- Provide effective means to transfer lateral loads in the bay window and staircase areas.
- Providing effective connection between roof diaphragms and walls, suspended floors and walls or foundations.
- Reinforce gables and tie them into the roof plane to avoid collapse due to face loads.
- Consider replacing concrete tiles with lightweight tiles (noting that this would have an effect on the building's aesthetic character)



## Appendix A: Timaru District Council Compliance Schedule

This section highlights statutory requirements concerning existing and earthquake-prone buildings as laid out in the Building Act 2004, Building Code, and the Timaru District Council's Earthquake-prone, Dangerous & Insanitary Buildings Policy 2006.

### 4.5 BUILDING ACT REQUIREMENTS

The Building Act 2004 came into force on 31 March 2005 along with the Building Regulations. In considering the structure of existing buildings the relevant sections of the Act are as follows:

#### *Section 124 – Powers of territorial authorities in respect of dangerous, earthquake-prone, or insanitary buildings*

If the Territorial authority is satisfied that a building is dangerous or earthquake prone, the Territorial Authority may:

- (a) Put up a hoarding or fence to prevent people approaching the building;
- (b) Place a notice on the building warning people not to approach the building, or
- (c) Give written notice requiring work to be carried out on the building to reduce or remove the danger.

#### *Section 122 – Meaning of earthquake-prone building*

This section of the Act deems a building earthquake prone if its ultimate strength capacity would be exceeded, and the building would be likely to collapse causing injury or death, in a "moderate earthquake". The size of a "moderate earthquake" is defined in the Building Regulations as one third the size of the earthquake used to design a new building at that site.

#### *Section 112 – Alterations to Existing Buildings*

This section requires that after any alterations, the building shall continue to comply with the structural provisions of the Building Code to at least the same extent as before the alteration. This means that alteration work cannot weaken the building. Additional building strength would therefore be required where structural elements are to be removed or weakened, or additional mass to be added. The building will also need to be assessed in terms of the egress from fire, and access for persons with disabilities provisions of the Building Code and upgraded to comply, as nearly as is reasonably practicable.

#### *Section 67- Waivers and Modifications*

This section allows the Territorial Authority to grant a Building Consent subject to waivers or modifications of the Building Code. The Territorial Authority may impose any conditions they deem appropriate with respect to the waivers or modifications.

The Building Act was also altered by the Canterbury Earthquake (Building Act) Order 2010, which, amongst other things, gave additional powers to the Territorial Authorities, extended the definition of a dangerous building and extended the Schedule 1 list of building work exempt from Building Consent.





#### A.1 Timaru District Council (TDC) Requirements for Earthquake-Prone Buildings

The Timaru District Council adopted a new policy for earthquake-prone buildings in October 2006.

The policy may be viewed on the TDC website.

In summary, the relevant items of the policy are as follows:

- (a) Buildings are assessed using the New Zealand Society of Earthquake Engineering (NZSEE) guidelines with applied loadings from AS/NZS 1170.5 and are classed as earthquake prone if its strength is less than 33% of the applied loading from the loading standard AS/NZS 1170.5 (the same as the definition in Section 122 of the Building Act).
- (b) Where the building's potential earthquake-prone status is verified the council will require the building owner to undertake, within 15 years of the date of the application, the strengthening work required to remove the earthquake prone status of the building.
- (c) The council will:
  - Advise and liaise with owners of buildings identified as earthquake prone.
  - Encourage owners to carry out an independent assessment of the structural performance of those buildings identified as earthquake-prone.
  - Serve formal notices on owners of earthquake-prone buildings in accordance with the Building Act 2004, requiring them to remove the risk.

#### A.2 Recent Seismicity Changes for Canterbury

As a result of new information from the recent Canterbury earthquakes, changes have been made to Section B1 of the Building Code, increasing seismic code levels within areas covered by the Christchurch City, Selwyn District and Waimakariri District Councils. Such changes include:

- Increasing the zone hazard factor (Z) in AS/NZS1170.5 from 0.22 to 0.3.
- Replacing Section 5 of NZS3604:1999 with NZS3604:2011 Section 5, adopting Earthquake Zone 2.

These changes came into effect on the 19<sup>th</sup> May 2011 and are interim code levels pending further seismological study and investigation.

An update to these changes included reversing the interim serviceability limit state risk factor ( $R_s$ ) from 0.33 back to 0.25. This was updated in Building Controls Update No. 172, 28 September 2015.

We note that the zone hazard factor for the Timaru and South Canterbury region is currently unchanged and no guidance on this or indications of proposed changes have been given to date. We do however note that seismicity values are the subject of ongoing review and could be modified in the future, meaning application of the IEP tool may require updating.

For further information on other changes refer:

<http://www.building.govt.nz/canterbury-earthquake-seismicity>



### A.3 Changes to Snow Loadings

The impact of heavy snowfalls on buildings at low altitudes in the central and southern South Island have led the Building and Housing department within the Ministry of Business, Innovation & Employment setting a minimum ground snow load ( $s_g$ ) of 0.9kPa. This applies to regions N4 and N5 as defined in AS/NZS1170.3:2003.

Prior to this amendment to the Building Code, the ground snow load would likely be in the range of 0.5-0.7kPa. However, the design of buildings, in particular their roofs, is not always governed by snow loads and thus while the loading has increased the strength of the roof relative to current code may not have changed. We have not undertaken a snow loading review of this building. If desired, Structex can carry out further assessments to determine the capacity of the building relative to the current snow loading standards.

### A.4 Worksafe New Zealand – Position Statement

Worksafe New Zealand has released a position statement titled 'Dealing with earthquake-related hazards: Information for employers and owners of workplace buildings'. This document clarifies the difference in requirements imposed by the Building Act, and the Health and Safety in Employment Act. A copy of this document is presented below, and can also be found at:

<http://www.business.govt.nz/worksafe/information-guidance/all-guidance-items/position-statements/position-statement-dealing-with-earthquake-related-hazards/>





8/29/2014 Position Statement - Dealing with earthquake-related hazards: Information for employers and owners of workplace buildings | Worksafe



## Position Statement - Dealing with earthquake-related hazards: Information for employers and owners of workplace buildings

Who should read this statement?

- Employers and owners of buildings that are or contain workplaces
- Advisers to owners and employers on building-related matters (such as engineers)
- Directors, chief executives, health and safety managers

### Background

New Zealand's recent earthquake history has heightened awareness of the risk of harm from buildings and associated failures in the event of earthquakes.

Under the Health and Safety in Employment Act 1992 (HSE Act), employers and owners of buildings which are places of work must identify and manage hazards in the place of work where practicable - this includes building-related hazards.

Building owners must also meet the requirements of the Building Act 2004 (Building Act). This includes standards for buildings' earthquake resilience. All new buildings must comply fully with this building standard. However, Parliament has recognised the potential cost and impracticality of getting all existing buildings to the same standard. It has decided that if an existing building does not meet more than one-third of the new building standard for earthquake strength design, it is deemed to be earthquake-prone and local councils are empowered to require owners to undertake work to improve it. Work taken can include strengthening or demolition. The Government has also announced that it is introducing legislation that will require all existing buildings to be strengthened so they are not earthquake-prone (or demolished) within a single national timeframe of 15 years. Under this proposed new law, local councils will continue to be responsible for enforcing the Building Act and monitoring building owners' progress against the relevant timeframes.

As the health and safety regulator, our objective is to ensure workplace hazards are identified and effectively managed. We want to outline how we will enforce employer and building owner obligations under the HSE Act in respect of earthquake safety.

### Our position on earthquake-related hazards and the HSE Act where you comply with the Building Act

We will not take health and safety enforcement action against you in relation to the structural integrity of your building to withstand an earthquake because this is covered by the Building Act requirements and any enforcement action will come from your local council.

<http://www.business.govt.nz/worksafe/information-guidance/sil-guidance-items/position-statement-dealing-with-earthquake-related-hazards>

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8/29/2014 Position Statement - Dealing with earthquake-related hazards. Information for employers and owners of workplace buildings | Worksafe

If your building is earthquake-prone, then we consider this to be a Building Act issue and your local council will enforce the Building Act's requirements and relevant timeframes. If we become aware of issues relating to the earthquake resilience of your building then we will raise the issue with the relevant local council.

**Key takeaway: In short, if you are doing what you're supposed to be doing under the Building Act, then we are not going to enforce to a higher standard in relation to your building's earthquake resilience under the HSE Act. If you're not doing what you should be doing under the Building Act, we expect the relevant local council to take action—not us.**

What happens if serious harm occurs as a result of not complying with the Building Act?

As a regulator, we will generally investigate workplace incidents with serious actual consequences—this could include serious workplace consequences of an earthquake. If the serious harm incident occurred as a result of a failure in your building's structural integrity (its structural resilience to an earthquake) then we are unlikely to take any further action provided you have been complying with the Building Act and the timeframes imposed by your local council.

If, however, after an earthquake-related serious harm incident, it becomes clear that you failed to comply with the Building Act in terms of the structural integrity of your building, then you could face enforcement action under the HSE Act for failing to take practicable steps to ensure the safety of employees and other people in or near the building.

**Key takeaway: If you're not doing what you're supposed to be doing under the Building Act and someone is seriously harmed following an earthquake you could face enforcement action under the HSE Act.**

Taking practicable steps to identify and manage hazardous objects and to properly plan for emergencies

Our above position relates to hazards covered by the Building Act. Our position does not cover some components attached to buildings or to other chattels you may have in or around your building. If these components or chattels are hazards to people, then we expect you to identify and manage these hazards, where reasonably practicable, as you would any other workplace hazard. Failure to properly identify and manage these types of hazards is a breach of the HSE Act.

We also expect businesses to take practicable steps to implement systems, processes, and plans for ensuring the health and safety of people during emergencies – such as having emergency plans and practicing evacuation drills.

Most New Zealand businesses are aware of the need to prepare for earthquakes. Accordingly, we have no immediate plans to check proactively whether you are doing these things. We may follow up on complaints. We may also investigate and take some sort of enforcement action where we believe some sort of serious breach of the HSE Act has occurred during an earthquake-related incident and it appears the duty-holder(s) failed to do these things properly.

**Building components**

<http://www.business.govt.nz/worksafe/information-guidance/all-guidance-items/position-statement-dealing-with-earthquake-related-hazards>

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8/29/2014 Position Statement - Dealing with earthquake-related hazards: Information for employers and owners of workplace buildings | Worksafe

Building components are things attached to the building which could be, but are not necessarily part of the structural integrity of the building. These are things such as ceilings, verandas, or glass which could fall out and break. Regardless of whether you're a building occupier or a building owner, you need to take practicable steps to identify and manage any parts of buildings which could cause serious harm to occupants in case of an earthquake, and to take practicable steps to eliminate them, or if that's not practicable, to isolate them from people; or if that's not practicable to minimise the hazard.

Owners and employers need to continually analyse any risks in respect of each building they own or occupy to determine what practicable steps can be taken to manage hazards. What is practicable in any given case will depend on the circumstances. However, in undertaking such analyses, you will need to consider matters such as the extent of the risk; the nature, severity and probability of any injury or harm that may occur; the practicality of eliminating, isolating, or minimising the hazard; and the availability and cost of safeguards. If you're an employer and you have a concern about a building component which you cannot deal with, you will need to involve the building owner. If you're a building owner and a problem has been raised about a building component, then you will need to take all reasonably practicable steps to manage the hazard.

**Chattels and Equipment**

In most workplace buildings there are objects such as chattels, fixtures, fittings, and equipment which could seriously harm someone if these items were to move or fall during an earthquake. These are objects such as fridges, cabinets, shelves, or machines. Employers need to take all practicable steps to make sure such objects are safe. This means eliminating significant hazards if practicable; isolating them from people if elimination is not practicable; or minimising the hazard if elimination or isolation is not practicable or effective. Minimisation could include basic steps such as anchoring objects to ensure they cannot move or fall on people during an earthquake. It is important to note this hierarchy of controls. You have to consider eliminating a significant hazard before you consider isolating it and you must consider these before you take steps to minimise the hazard.

**Key takeout: The HSE Act applies to how you manage hazards arising from objects in and around workplace buildings. These are not covered by the Building Act. We expect you to proactively identify and manage these types of workplace hazards on a regular and ongoing basis. Failing to do so will receive attention from us as the regulator and it could also result in serious harm.**

**Be vigilant**

If you're complying with the Building Act requirements and you're properly managing workplace hazards then you will not receive attention from the health and safety regulator.

However, you should keep abreast of new, relevant information that might raise concerns about safety in your workplace. We're not expecting you to conduct detailed research. But we do expect you to pay attention to current events and to stay mindful about what others are saying or doing. If you're paying attention to the news, having discussions with other building owners and employers, staying in contact with your council, undertaking regular safety checks and responding to any issues or concerns that are raised then you're probably staying on top of the issue. For example, recent earthquakes here in New Zealand and overseas may have highlighted new issues that you might need take into account as a building owner or employer.

You must also consider any new information that might be relevant to your building's earthquake safety. If, for any reason, you are concerned about your building's structure or safety then you should get relevant professional

<http://www.business.govt.nz/worksafe/information-guidance/all-guidance-items/position-statement-dealing-with-earthquake-related-hazards>

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8/29/2014 Position Statement - Dealing with earthquake-related hazards: Information for employers and owners of workplace buildings | Worksafe  
 advice such as an engineer's assessment to help determine if you've got an issue.

This might happen if, for example, your local council encourages building owners to conduct assessments following an emergency, or if you think your building might have been damaged in some way (you or others might see cracks in the building or if buildings similar to your building have encountered problems). If an earthquake occurs, building owners and employers should use their judgement to determine whether to engage a relevant professional to help assess if the building has been structurally compromised and any health and safety concerns. It depends on a variety of factors such as the strength of the earthquake and whether any damage has occurred or might have occurred. You need to heed the advice too. If an engineer or other competent, professional advisor advises you to not re-occupy the building, you should not re-occupy the building.

**Key takeout: Preparing your workplace to deal with an earthquake is not a new requirement. We're not asking you to do anything above and beyond what you're already expected to do under the HSE Act and that's to identify and manage hazards. However, you do need to continue to be mindful about new or emerging information. When in doubt, get professional advice.**

You should prepare for an earthquake

If you're an employer, you need to prepare for emergencies. The procedures in the case of earthquakes often differ from that of fire, for example. You need to develop procedures, ensure the people working in or near a building know what to do and ensure your procedures will work during an emergency. This may include practising earthquake drills, preparing survival kits, keeping up to date contact information, and having appropriate plans and procedures in place. Your local council and civil defence can help you prepare your workplace to survive an earthquake emergency. You should also work with your building owner to ensure that any critical systems of building components you are relying on during an emergency are functional.

If you're a building owner, you should make it your business to understand and support your building's occupants' emergency plans and procedures and ensure the building's emergency systems are capable of effectively supporting those plans and procedures where appropriate.

**Key takeout: Employers and owners of buildings need to prepare for emergencies. Both need to work together to ensure emergency plans work and people are safe during emergencies.**

Further information

MBIE's Building and Housing (August 2012) [Advice for building owners – Building Safety in earthquakes](#)

For Canterbury building owners:

MBIE's Building and Housing (June 2012) [Advice for Canterbury building owners – Assessing the seismic performance of non-residential and multi-unit residential buildings](#)

Statement issued: 13 December 2013  
 Statement due for review: 13 December 2015

<http://www.business.govt.nz/worksafe/information-guidance/all-guidance-items/position-statement-dealing-with-earthquake-related-hazards>

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A.5 Ministry of Business, Innovation & Employment Policy



help with PDF files  
Find out more »

**Managing earthquake-prone buildings**

On this page

- **Key decisions**
- **Consultation process and submissions received**

**Building (Earthquake-prone Buildings) Amendment Bill**

The Government has introduced legislation into Parliament to change the system for managing earthquake-prone buildings.

The changes follow recommendations by the Canterbury Earthquakes Royal Commission and a comprehensive review (including consultation) by the Ministry of Business, Innovation and Employment (MBIE).

Many earthquake-prone buildings in New Zealand are not being managed in a consistent, timely and cost effective way. A clear view has emerged that the current system is not achieving an acceptable level of risk in terms of protecting people from serious harm in moderate earthquakes.

The new system is designed to strike a better balance between protecting people from harm in an earthquake and managing the costs of strengthening or removing earthquake-prone buildings.

It will give central Government a greater role in providing leadership and direction in relation to earthquake-prone buildings, to make better use of the resources and capability of central and local government.

**More information**

- **Earthquake-prone buildings Bill passes first reading**
- **Read the full text of the Bill on the New Zealand Legislation website**
- **Read the process on the New Zealand Parliament website**

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**Key decisions**


- To identify those that are earthquake-prone, territorial authorities will have to complete a seismic assessment of all non-residential buildings and all multi-unit, multi-storey residential buildings in their areas within five years of changes to the new legislation taking effect.
- All earthquake-prone buildings will have to be strengthened, or demolished, within 20 years of the new legislation taking effect (i.e. assessment by territorial authorities within five years and strengthening within 15 years of assessment).
- A publicly accessible register of earthquake-prone buildings will be set up by MBIE.
- Certain buildings will be prioritised for assessment and strengthening such as:
  - buildings likely to have a significant impact on public safety, e.g. those with potential falling hazards
  - strategically important buildings, e.g. those on transport routes identified as critical in an emergency.
- Owners of some buildings will be able to apply for exemptions from the national timeframe for strengthening. These will be buildings where the effects of them failing are likely to be minimal and could include farm buildings with little passing traffic.
- Owners of earthquake-prone category 1 buildings (listed on the register of historic places under the Historic Places Act 1993), and those on the proposed National Historic Landmarks List, will be able to apply for extensions of up to 10 years to the national timeframe for strengthening.

Once the Bill is passed into law, it is likely there will be a transition period before the law takes effect while detailed implementation issues are worked through. MBIE will be working with territorial authorities and engineers on implementing these changes.

**More information**

- **Read the Minister for Building and Construction's media release**
- **Questions and Answers about the changes to the earthquake-prone building system** [PDF 91 KB, 5 pages]
- **Summary of submissions** [PDF 122 KB, 20 pages]



- [Volume 4 of the Royal Commission's final report](#) 
- [Cabinet Paper](#) [PDF 1.1 MB, 40 pages] which relates to these decisions
- [Regulatory Impact Statement](#) [PDF 431 KB, 33 pages]
- [Minute of Decisions](#) [PDF 683 KB, 7 pages]

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### Consultation process and submissions received

The Government consulted on its proposals to change the system. The consultation document, 'Building Seismic Performance', outlining proposals to improve the system for managing earthquake-prone buildings, was released on 7 December 2012, with a closing date for submissions of 8 March 2013.

The consultation proposals arose from the Royal Commission's recommendations and MBIE's review.

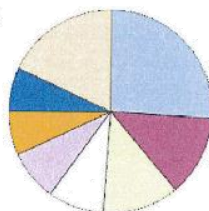
- [Details of the consultation that closed on 8 March 2013](#) »
- [Read about the MBIE review](#) »

Public meetings were held in Auckland, Wellington, Christchurch, Dunedin, Hamilton, Palmerston North, and Napier in February 2013 to support the consultation process.





535 submissions were received from individuals and groups including: building owners, engineers, local government, architects, insurers and disability and heritage advocates.

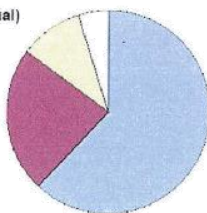
#### Submitters by category (group)

-  Local government (26%)
-  Industry bodies and membership associations (13%)
-  Building owners/developers (12%)
-  Groups representing people with disabilities (5%)
-  Engineer, architect and designer groups (8%)
-  Community organisations (7%)
-  Heritage groups (7%)
-  Other (18%)



#### Submitters by category (individual)

-  Individuals (62%)
-  Building owners (23%)
-  Engineers, architects and designers (10%)
-  Other (5%)



### What submitters said

Most of the proposals were supported by submitters and are included in the Government's proposals for legislative change. Some changes were made to the Government's original proposals as a result of feedback from the consultation.

Read the [Full report on the consultation process, Building Seismic Performance](#) [PDF 671 KB, 133 pages]

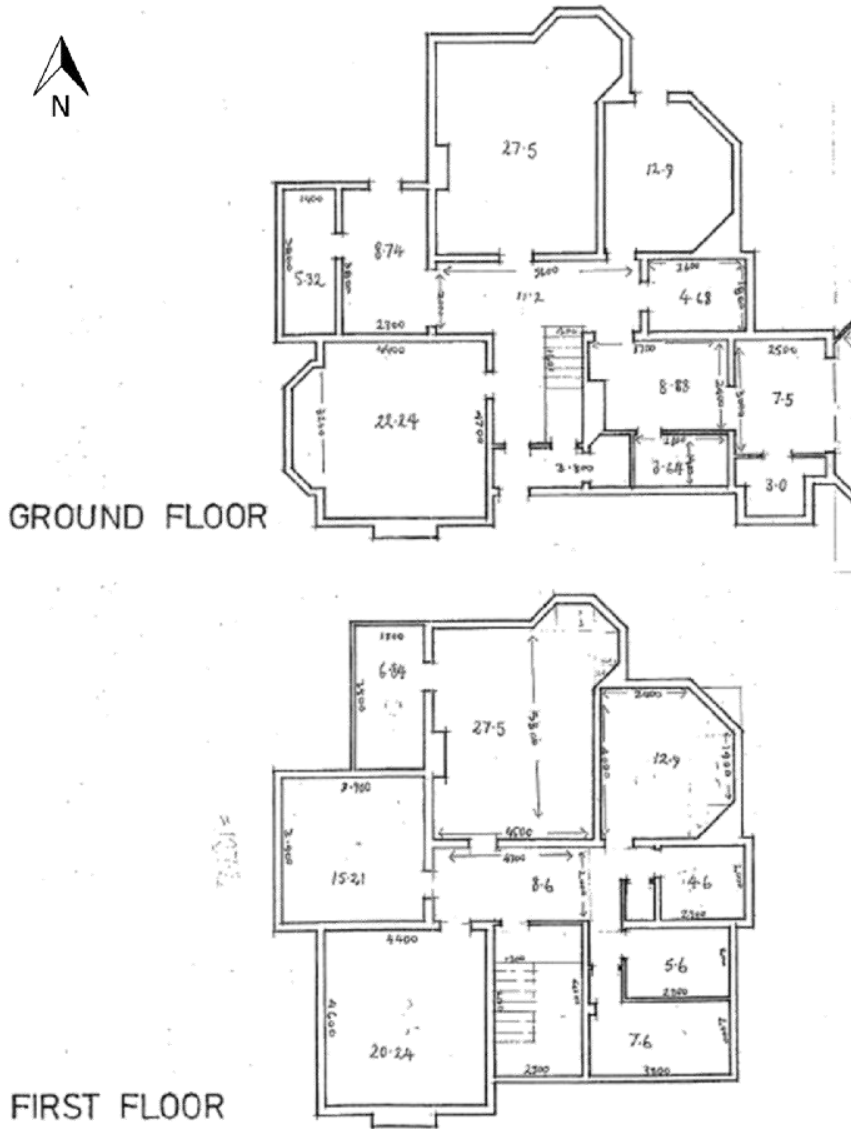
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<http://www.dbh.govt.nz/epb-policy-review>

6/06/2014



Appendix B: Sample Floor Plans



Appendix C: General Photos



Photo 1: West Façade



Photo 2: East Façade



Photo 3: Gable South Façade (Visible Cracking)



Photo 4: Chimney (Visible Cracking)







Photo 5: Concrete Strip Footing & Unbraced Joists



Photo 6: Intermediate Unreinforced Masonry Pillar



Photo 7: Masonry Chimney

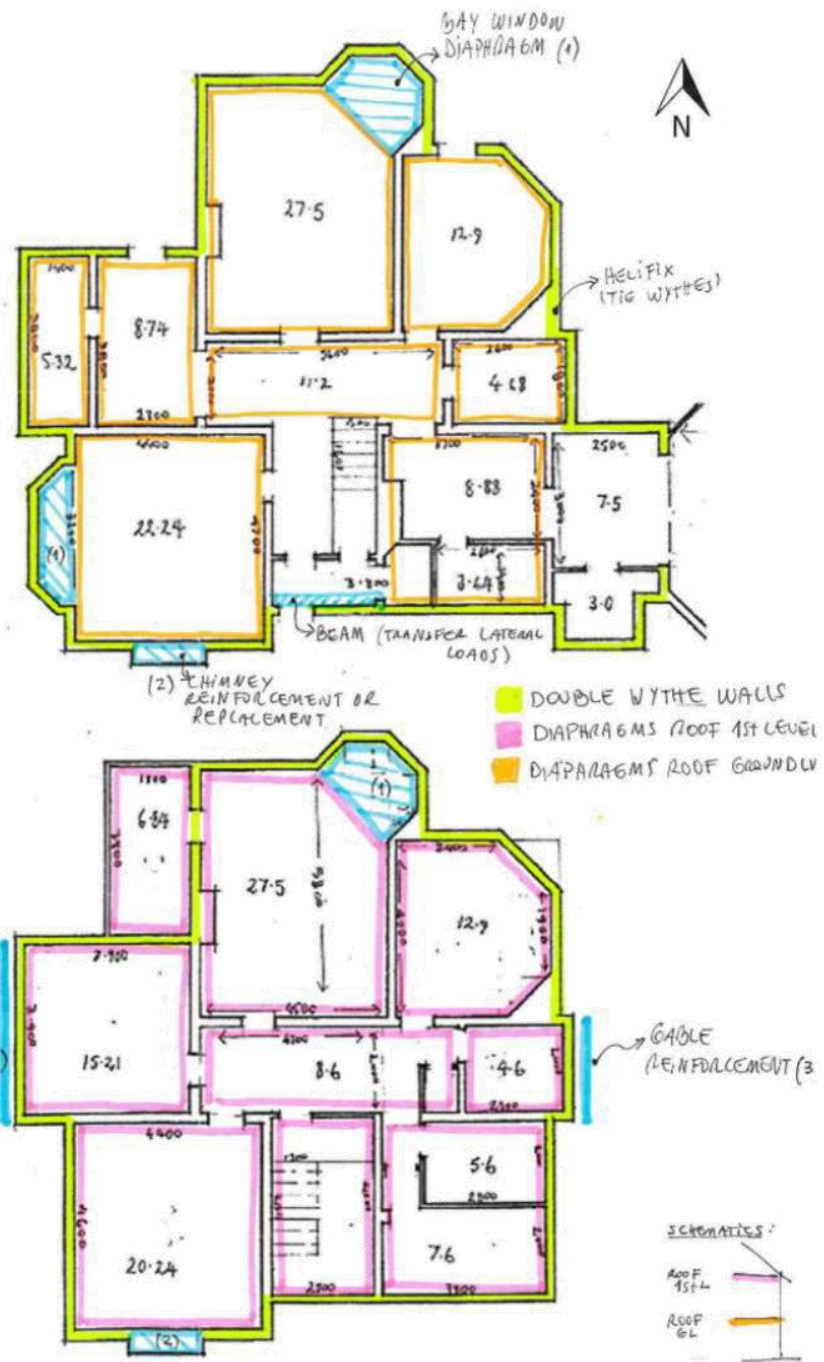


Photo 8: Roof Diaphragm/Soffit  
Note: Outer wythe of brick wall visible



Appendix D: Marked-Up Sketches

DES: EXTERNAL WALLS ASSUMED DOUBLE WYTHE  
 INTERNAL WALLS ASSUMED SOLID



Appendix E: Initial Evaluating Procedure Assessment

**Initial Evaluation Procedure (IEP) Assessment - Completed for Timaru District Co** **Page 1**

**WARNING!!** *This initial evaluation has been carried out solely as an initial seismic assessment of the building following the procedure set out in the New Zealand Society for Earthquake Engineering document "Assessment and Improvement of the Structural Performance of Buildings in Earthquakes, June 2006". This spreadsheet must be read in conjunction with the limitations set out in the accompanying report, and should not be relied on by any party for any other purpose. Detailed inspections and engineering calculations, or engineering judgements based on them, have not been undertaken, and these may lead to a*

|                                  |                               |                      |                  |
|----------------------------------|-------------------------------|----------------------|------------------|
| <b>Street Number &amp; Name:</b> | <b>49 Wai-iti Road</b>        | <b>Job No.:</b>      | <b>HV5541</b>    |
| <b>AKA:</b>                      |                               | <b>By:</b>           |                  |
| <b>Name of building:</b>         | <b>Aigantighe Art Gallery</b> | <b>Date:</b>         | <b>6/09/2016</b> |
| <b>City:</b>                     | <b>TIMARU</b>                 | <b>Revision No.:</b> | <b>0</b>         |

**Table IEP-1 Initial Evaluation Procedure Step 1**

**Step 1 - General Information**

**1.1 Photos (attach sufficient to describe building)**

NOTE: THERE ARE MORE PHOTOS ON PAGE 1a ATTACHED

**1.2 Sketches (plans etc, show items of interest)**

NOTE: THERE ARE MORE SKETCHES ON PAGE 1a ATTACHED



1.3 List relevant features (Note: only 10 lines of text will print in this box. If further text required use Page 1a)

Two storey building. Timber ground floor on concrete strip footing and short piles bearing on ground surface, double wythe cement mortar masonry walls, Timber infill floor supported by timber beams, concrete cladding roof on timber purlins on structural timber portal frame rafters.

1.4 Note information sources Tick as appropriate

Visual Inspection of Exterior

Visual Inspection of Interior

Drawings (note type)

Specifications

Geotechnical Reports

Other (list)

Initial Evaluation Procedure (IEP) Assessment - Completed for Timaru District Council Page 2

|                        |                        |               |           |
|------------------------|------------------------|---------------|-----------|
| Street Number & Name : | 49 Wai-iti Road        | Job No.:      | HV5541    |
| AKA:                   |                        | By:           |           |
| Name of building:      | Aigantighe Art Gallery | Date:         | 6/09/2016 |
| City:                  | TIMARU                 | Revision No.: | 0         |

Table IEP-2 Initial Evaluation Procedure Step 2

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

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

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

|   | Longitudinal                                 | Transverse                                   |
|---|--|--|
| <b>a) Building Strengthening Data</b>   |  |  |
| Tick if building is known to have been strengthened in this direction           | <input type="checkbox"/>                     | <input type="checkbox"/>                     |
| If strengthened, enter percentage of code the building has been strengthened to | N/A  | N/A  |
|   | 1927   |  |
| <b>b) Year of Design/Strengthening, Building Type and Seismic Zone</b>          |  |  |
|   | Pre 1935 <input checked="" type="checkbox"/> | Pre 1935 <input checked="" type="checkbox"/> |
|   | 1935-1965 <input type="checkbox"/>           | 1935-1965 <input type="checkbox"/>           |
|   | 1965-1976 <input type="checkbox"/>           | 1965-1976 <input type="checkbox"/>           |
|   | 1976-1984 <input type="checkbox"/>           | 1976-1984 <input type="checkbox"/>           |
|   | 1984-1992 <input type="checkbox"/>           | 1984-1992 <input type="checkbox"/>           |
|   | 1992-2004 <input type="checkbox"/>           | 1992-2004 <input type="checkbox"/>           |
|   | 2004-2011 <input type="checkbox"/>           | 2004-2011 <input type="checkbox"/>           |
|   | Post Aug 2011 <input type="checkbox"/>       | Post Aug 2011 <input type="checkbox"/>       |
| Building Type:  | Others                                       | Others                                       |
| Seismic Zone:   |  |  |
| <b>c) Soil Type</b>   |  |  |
| From NZS1170.5:2004, Cl 3.1.3 :   | D Soft Soil                                  | D Soft Soil                                  |
| From NZS4203:1992, Cl 4.6.2.2 :<br>(for 1992 to 2004 and only if known)         |  |  |

Note: If Ac < 1, then 1.00 will automatically be entered in these cells.

(continued from previous page...)



**d) Estimate Period, T**  
 Comment: [Redacted]  
 $h_n = 8$   
 $A_c = 1.00$   
 Moment Resisting Concrete Frames:  $T = \max(0.09h_n^{0.75}, 0.4)$   
 Moment Resisting Steel Frames:  $T = \max(0.14h_n^{0.75}, 0.4)$   
 Eccentrically Braced Steel Frames:  $T = \max(0.08h_n^{0.75}, 0.4)$   
 All Other Frame Structures:  $T = \max(0.06h_n^{0.75}, 0.4)$   
 Concrete Shear Walls:  $T = \max(0.09h_n^{0.75} A_c^{0.15}, 0.4)$   
 Masonry Shear Walls:  $T \leq 0.4$  sec  
 User Defined (Input Period):  
 Where  $h_n$  = height in metres from the base of the structure to the uppermost seismic weight or mass.  
 $T = 0.40$   
 Note: If  $A_c < 1$ , then 1.00 will automatically be entered in these cells.

**e) Factor A:** Strengthening factor determined using result from (a) above (set to 1.0 if not strengthened) **Factor A:** 1.00

**f) Factor B:** Determined from NZSEE Guidelines Figure 3A.1 using results (a) to (e) above **Factor B:** 0.03

**g) Factor C:** For reinforced concrete buildings designed between 1976-84 Factor C = 1.2, otherwise take as 1.0. **Factor C:** 1.00

**h) Factor D:** For buildings designed prior to 1935 Factor D = 0.8 except for Wellington where Factor D may be taken as 1, otherwise take as 1.0. **Factor D:** 0.80

**(%NBS)<sub>nom</sub> = AxBxCxD** **(%NBS)<sub>nom</sub>** 2%

**WARNING!!** This initial evaluation has been carried out solely as an initial seismic assessment of the building following the procedure set out in the New Zealand Society for Earthquake Engineering document "Assessment and Improvement of the Structural Performance of Buildings in Earthquakes, June 2008". This spreadsheet must be read in conjunction with the limitations set out in the accompanying report, and should not be relied on by any party for any other purpose. Detailed inspections and engineering calculations, or engineering judgements based on them, have not been undertaken, and these may lead to a different result or seismic grade.

Initial Evaluation Procedure (IEP) Assessment - Completed for Timaru District Council Page 3

|                       |                        |               |           |
|-----------------------|------------------------|---------------|-----------|
| Street Number & Name: | 49 Wai-iti Road        | Job No.:      | HV5541    |
| AKA:                  |                        | By:           |           |
| Name of building:     | Aigantighe Art Gallery | Date:         | 6/09/2016 |
| City:                 | TIMARU                 | Revision No.: | 0         |

Table IEP-2 Initial Evaluation Procedure Step 2 continued

2.2 Near Fault Scaling Factor, Factor E

If  $T \leq 1.5$  sec, Factor E = 1

|   | Longitudinal   | Transverse |
|---|----------------|------------|
| a) Near Fault Factor, $N(T,D)$<br>(from NZS1170.5:2004, Cl 3.1.6) | N(T,D): 1      | 1          |
| b) Factor E = $1/N(T,D)$  | Factor E: 1.00 | 1.00       |

2.3 Hazard Scaling Factor, Factor F

a) Hazard Factor, Z, for site

Location: Timaru

|                     |      |  |
|---------------------|------|--|
| Z =                 | 0.15 | (from NZS1170.5:2004, Table 3.3)                           |
| Z <sub>1992</sub> = | 0.6  | (NZS4203:1992 Zone Factor from accompanying Figure 3.5(b)) |
| Z <sub>2004</sub> = | 0.15 | (from NZS1170.5:2004, Table 3.3)                           |

(continued from previous page...)

|   |   |   |
|---|---|---|
| <p><b>b) Factor F</b><br/>                 For pre 1992 = 1/Z<br/>                 For 1992-2011 = Z<sub>1992</sub>/Z<br/>                 For post 2011 = Z<sub>2004</sub>/Z</p>   | <p><b>Factor F:</b> <input type="text" value="6.67"/></p>                               | <p><input type="text" value="6.67"/></p>                                |
| <p><b>2.4 Return Period Scaling Factor, Factor G</b></p>  |   |   |
| <p><b>a) Design Importance Level, I</b><br/>                 (Set to 1 if not known. For buildings designed prior to 1965 and known to be designed as a public building set to 1.25. For buildings designed 1965-1976 and known to be designed as a public building set to 1.33 for Zone A or 1.2 for Zone B. For 1976-1984 set I value.)</p>   | <p><input type="text" value="1"/></p>   | <p><input type="text" value="1"/></p>                                   |
| <p><b>b) Design Risk Factor, R<sub>0</sub></b><br/>                 (set to 1.0 if other than 1976-2004, or not known)</p>  | <p><input type="text" value="1"/></p>   | <p><input type="text" value="1"/></p>                                   |
| <p><b>c) Return Period Factor, R</b><br/>                 (from NZS1170.0:2004 Building Importance Level) <i>Choose Importance Level!</i> <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 4</p>   | <p><input type="text" value="1.3"/></p>   | <p><input type="text" value="1.3"/></p>                                 |
| <p><b>d) Factor G</b> = I R<sub>0</sub> / R</p>   | <p><b>Factor G:</b> <input type="text" value="0.77"/></p>                               | <p><input type="text" value="0.77"/></p>                                |
| <p><b>2.5 Ductility Scaling Factor, Factor H</b></p>  |   |   |
| <p><b>a) Available Displacement Ductility Within Existing Structure</b><br/>                 Comment:<br/> <input style="background-color: yellow;" type="text"/></p>   | <p><math>\mu</math> = <input type="text" value="1.25"/></p>                             | <p><input type="text" value="1.25"/></p>                                |
| <p><b>b) Factor H</b><br/>                 For pre 1976 (maximum of 2) = k<sub>μ</sub><br/>                 For 1976 onwards = 1<br/>                 (where k<sub>μ</sub> is NZS1170.5:2004 Inelastic Spectrum Scaling Factor, f from accompanying Table 3.3)</p>  | <p><b>Factor H:</b> <input type="text" value="1.14"/></p>                               | <p><input type="text" value="1.14"/></p>                                |
| <p><b>2.6 Structural Performance Scaling Factor, Factor I</b></p>   |   |   |
| <p><b>a) Structural Performance Factor, S<sub>p</sub></b><br/>                 (from accompanying Figure 3.4)<br/>                 Tick if light timber-framed construction in this direction</p>   | <p><input type="checkbox"/> <br/> S<sub>p</sub> = <input type="text" value="0.93"/></p> | <p><input type="checkbox"/> <br/> <input type="text" value="0.93"/></p> |
| <p><b>b) Structural Performance Scaling Factor</b> = 1/S<sub>p</sub><br/>                 Note Factor B values for 1992 to 2004 have been multiplied by 0.67 to account for S<sub>p</sub> in this period</p>  | <p><b>Factor I:</b> <input type="text" value="1.08"/></p>                               | <p><input type="text" value="1.08"/></p>                                |
| <p><b>2.7 Baseline %NBS for Building, (%NBS)<sub>B</sub></b><br/>                 (equals (%NBS)<sub>nom</sub> x E x F x G x H x I)</p>   | <p><input type="text" value="14%"/></p>   | <p><input type="text" value="14%"/></p>                                 |
| <p><b>WARNING!!</b> This initial evaluation has been carried out solely as an initial seismic assessment of the building following the procedure set out in the New Zealand Society for Earthquake Engineering document "Assessment and Improvement of the Structural Performance of Buildings in Earthquakes, June 2006". This spreadsheet must be read in conjunction with the limitations set out in the accompanying report, and should not be relied on by any party for any other purpose. Detailed inspections and engineering calculations, or engineering judgements based on them, have not been undertaken, and these may lead to a different result or seismic grade.</p> |   |   |

(continued from previous page...)



**Initial Evaluation Procedure (IEP) Assessment - Completed for Timaru District Council Page 4**

|                       |                        |               |           |
|-----------------------|------------------------|---------------|-----------|
| Street Number & Name: | 49 Wai-iti Road        | Job No.:      | HV5541    |
| AKA:                  |                        | By:           |           |
| Name of building:     | Aigantighe Art Gallery | Date:         | 6/09/2016 |
| City:                 | TIMARU                 | Revision No.: | 0         |

**Table IEP-3 Initial Evaluation Procedure Step 3**

**Step 3 - Assessment of Performance Achievement Ratio (PAR)**  
(Refer Appendix B - Section B3.2)

**a) Longitudinal Direction**

**Critical Structural Weakness Effect on Structural Performance Factors**  
(Choose a value - Do not interpolate)

**3.1 Plan Irregularity**  
Effect on Structural Performance  Severe  Significant  Insignificant **Factor A** 1.0  
Comment

**3.2 Vertical Irregularity**  
Effect on Structural Performance  Severe  Significant  Insignificant **Factor B** 1.0  
Comment

**3.3 Short Columns**  
Effect on Structural Performance  Severe  Significant  Insignificant **Factor C** 1.0  
Comment

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

**a) Factor D1: - Pounding Effect**

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

**Factor D1 For Longitudinal Direction:** 1.0

|   | Severe<br>0 < Sep < .005H    | Significant<br>.005 < Sep < .01H | Insignificant<br>Sep > .01H           |
|---|------------------------------|----------------------------------|---------------------------------------|
| Alignment of Floors within 20% of Storey Height     | <input type="checkbox"/> 0.7 | <input type="checkbox"/> 0.8     | <input checked="" type="checkbox"/> 1 |
| Alignment of Floors not within 20% of Storey Height | <input type="checkbox"/> 0.4 | <input type="checkbox"/> 0.7     | <input type="checkbox"/> 0.8          |

Comment

**b) Factor D2: - Height Difference Effect**

**Factor D2 For Longitudinal Direction:** 1.0

|                                  | Severe<br>0 < Sep < .005H             | Significant<br>.005 < Sep < .01H      | Insignificant<br>Sep > .01H           |
|----------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| Height Difference > 4 Storeys    | <input type="checkbox"/> 0.4          | <input type="checkbox"/> 0.7          | <input checked="" type="checkbox"/> 1 |
| Height Difference 2 to 4 Storeys | <input type="checkbox"/> 0.7          | <input type="checkbox"/> 0.9          | <input checked="" type="checkbox"/> 1 |
| Height Difference < 2 Storeys    | <input checked="" type="checkbox"/> 1 | <input checked="" type="checkbox"/> 1 | <input checked="" type="checkbox"/> 1 |

Comment

**Factor D** 1.0

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

Effect on Structural Performance  Severe  Significant  Insignificant **Factor E** 1.0  
Comment

**3.6 Other Factors - for allowance of all other relevant characteristics of the building** For ≤ 3 storeys - Maximum value 2.5 otherwise - Maximum value 1.5. No minimum. **Factor F** 1.0  
Record rationale for choice of Factor F:  
Comment

**3.7 Performance Achievement Ratio (PAR)**  
(equals A x B x C x D x E x F) **PAR** Longitudinal 1.00

**WARNING!!** This initial evaluation has been carried out solely as an initial seismic assessment of the building following the procedure set out in the New Zealand Society for Earthquake Engineering document "Assessment and Improvement of the Structural Performance of Buildings in Earthquakes, June 2006". This spreadsheet must be read in conjunction with the limitations set out in the accompanying report, and should not be relied on by any party for any other purpose. Detailed inspections and engineering calculations, or engineering judgements based on them, have not been undertaken, and these may lead to a different result or seismic grade.





Initial Evaluation Procedure (IEP) Assessment - Completed for Timaru District Council Page 5

|                       |                        |               |           |
|-----------------------|------------------------|---------------|-----------|
| Street Number & Name: | 49 Wai-iti Road        | Job No.:      | HV5541    |
| AKA:                  |                        | By:           |           |
| Name of building:     | Aigantighe Art Gallery | Date:         | 6/09/2016 |
| City:                 | TIMARU                 | Revision No.: | 0         |

Table IEP-3 Initial Evaluation Procedure Step 3

Step 3 - Assessment of Performance Achievement Ratio (PAR)

(Refer Appendix B - Section B3.2)

b) Transverse Direction

Critical Structural Weakness Effect on Structural Performance (Choose a value - Do not interpolate) Factors

- 3.1 Plan Irregularity  
Effect on Structural Performance  Severe  Significant  Insignificant Factor A 1.0  
Comment
- 3.2 Vertical Irregularity  
Effect on Structural Performance  Severe  Significant  Insignificant Factor B 1.0  
Comment
- 3.3 Short Columns  
Effect on Structural Performance  Severe  Significant  Insignificant Factor C 1.0  
Comment

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

a) Factor D1: - Pounding Effect

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

Factor D1 For Transverse Direction: 0.7

| Table for Selection of Factor D1                    | Separation                              |                                  |                              |
|---|---|----------------------------------|------------------------------|
|   | Severe<br>0 < Sep < 0.05H               | Significant<br>0.05 < Sep < 0.1H | Insignificant<br>Sep > 0.1H  |
| Alignment of Floors within 20% of Storey Height     | <input checked="" type="checkbox"/> 0.7 | <input type="checkbox"/> 0.8     | <input type="checkbox"/> 1   |
| Alignment of Floors not within 20% of Storey Height | <input type="checkbox"/> 0.4            | <input type="checkbox"/> 0.7     | <input type="checkbox"/> 0.8 |

Comment

b) Factor D2: - Height Difference Effect

Factor D2 For Transverse Direction: 1.0

| Table for Selection of Factor D2 | Height Difference                     |                                  |                             |
|----------------------------------|---------------------------------------|----------------------------------|-----------------------------|
|                                  | Severe<br>0 < Sep < 0.05H             | Significant<br>0.05 < Sep < 0.1H | Insignificant<br>Sep > 0.1H |
| Height Difference > 4 Storeys    | <input type="checkbox"/> 0.4          | <input type="checkbox"/> 0.7     | <input type="checkbox"/> 1  |
| Height Difference 2 to 4 Storeys | <input type="checkbox"/> 0.7          | <input type="checkbox"/> 0.9     | <input type="checkbox"/> 1  |
| Height Difference < 2 Storeys    | <input checked="" type="checkbox"/> 1 | <input type="checkbox"/> 1       | <input type="checkbox"/> 1  |

Comment

Factor D 0.7

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

Effect on Structural Performance  Severe  Significant  Insignificant Factor E 1.0  
Comment

3.6 Other Factors - for allowance of all other relevant characteristics of the building For ≤ 3 storeys - Maximum value 2.5 otherwise - Maximum value 1.5. No minimum. Factor F 1.00

Record rationale for choice of Factor F:

Comment

3.7 Performance Achievement Ratio (PAR) (equals A x B x C x D x E x F) Transverse PAR 0.70

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**Initial Evaluation Procedure (IEP) Assessment - Completed for Timaru District Council Page 6**

|                       |                        |               |           |
|-----------------------|------------------------|---------------|-----------|
| Street Number & Name: | 49 Wai-iti Road        | Job No.:      | HV5541    |
| AKA:                  |                        | By:           |           |
| Name of building:     | Aigantighe Art Gallery | Date:         | 6/09/2016 |
| City:                 | TIMARU                 | Revision No.: | 0         |

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

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

|   | Longitudinal                      | Transverse                        |
|---|-----------------------------------|-----------------------------------|
| 4.1 Assessed Baseline (%NBS) <sub>b</sub><br><small>(from Table IEP - 1)</small>                      | <input type="text" value="14%"/>  | <input type="text" value="14%"/>  |
| 4.2 Performance Achievement Ratio (PAR)<br><small>(from Table IEP - 2)</small>                        | <input type="text" value="1.00"/> | <input type="text" value="0.70"/> |
| 4.3 PAR x Baseline (%NBS) <sub>b</sub>  | <input type="text" value="15%"/>  | <input type="text" value="10%"/>  |
| 4.4 Percentage New Building Standard (%NBS)<br><small>(Use lower of two values from Step 4.3)</small> |                                   | <input type="text" value="10%"/>  |

**Step 5 - Potentially Earthquake Prone?**  
(Mark as appropriate)

%NBS ≤ 34

**Step 6 - Potentially Earthquake Risk?**  
(Mark as appropriate)

%NBS < 67

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

Seismic Grade

Additional Comments (items of note affecting IEP score)

Evaluation Confirmed by  Signature

Name

CPEng. No

**Relationship between Grade and %NBS:**

| Grade: | A+    | A         | B        | C        | D        | E    |
|--------|-------|-----------|----------|----------|----------|------|
| %NBS:  | > 100 | 100 to 80 | 79 to 67 | 66 to 34 | 33 to 20 | < 20 |

**WARNING!!** This initial evaluation has been carried out solely as an initial seismic assessment of the building following the procedure set out in the New Zealand Society for Earthquake Engineering document "Assessment and Improvement of the Structural Performance of Buildings in Earthquakes, June 2006". This spreadsheet must be read in conjunction with the limitations set out in the accompanying report, and should not be relied on by any party for any other purpose. Detailed inspections and engineering calculations, or engineering judgements based on them, have not been undertaken, and these may lead to a different result or seismic grade.

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TIMARU DISTRICT COUNCIL

*Indicative Project Plan*  
**Aigantighe Art Gallery Strengthening Project**



**SIGN OFF**

The following signatures indicate approval and acceptance of the document and the associated scope, assumptions, budget, timelines, resources, risks and all other aspects of the project captured in this document.

| Name | Role | Signature / Date  |
|------|------|-------------------|
|      |      | _____<br>__/__/__ |
|      |      | _____<br>__/__/__ |
|      |      | _____<br>__/__/__ |
|      |      | _____<br>__/__/__ |

| Ver | Date         | Author            | Distributed to            | Comments/Feedback |
|-----|--------------|-------------------|---------------------------|-------------------|
| 1   | 10 July 2019 | Hamish Pettengell | Paula Ryan, Sharon Taylor | Draft             |
|     |              |                   |                           |                   |
|     |              |                   |                           |                   |
|     |              |                   |                           |                   |

**REFERENCE DOCUMENTS**

The following documents should be read in conjunction with this project plan:

| No | Title   | Document Version & Release Date | Reference number |
|----|---|---------------------------------|------------------|
| 1. | Initial Seismic Assessment Report                           | Completed 6 September 2016      |                  |
| 2. | Detailed Seismic Assessment Report                          | Completed 2018                  |                  |
| 3. | Estimate for Structural Strengthening – Flanders Marlow Ltd | Completed 17 August 2017        |                  |
| 4. | TDC Long Term Plan 2018-2028                                | Completed 2018                  |                  |
| 5. | Scope of Works  | Drafted July 2019               |                  |
| 6. | Communications Plan   | Drafted July 2019               |                  |
| 7. | Cost Estimates  | To be completed                 |                  |
| 8. | Quality Management Plan                                     | To be completed                 |                  |
| 9. | Construction Project Plan                                   | To be completed                 |                  |
|    |   |                                 |                  |

## 1 BACKGROUND

The Aigantighe Art Gallery is zoned Recreation 2 and the land use is Established. It is comprised of two adjoined large buildings: the House Gallery (a Historic Places Trust Category B listed home built in 1908) and a 1978 wing with an office and small art store added in 1990.

Today the Aigantighe Art Gallery is a public art gallery that continues to collect, exhibit, preserve, research and educate visitors about local, national and international arts – it is a vibrant cultural landmark that inspires, engages and at times challenges the communities of the South Canterbury Region and its visitors.

Following the Building (Earthquake-prone Buildings) Amendment Act 2016 the Timaru District Council undertook a seismic assessment of the Aigantighe Art Gallery. The assessment found the Historic House Gallery structure was less than 34% of New Building Code or a grade E structure and is of very high seismic risk relative to a new building. The assessment identified the following critical structural weaknesses with the Historic House Gallery compared to a new build:

- Chimney unreinforced masonry with some cracking present, there is a possibility that the chimney could topple onto an egress route, in this case the emergency exit stairs.
- Unreinforced Masonry Walls double wythe with no ties. These walls are likely to collapse under face loads.
- Floor and roof diaphragms.
- Connections between walls and floors/ceilings have low strength and resilience (i.e. unrestrained floor beams)
- Gables unrestrained on upper level.
- Potential pounding of the east wall against the concrete extension, resulting in damage.

Following the outcomes of the seismic assessment the Timaru District Council took the decision to close the Historic House Gallery to ensure public and staff safety. All artworks displayed in the House Gallery were placed in storage.

In 2018, a detailed seismic assessment was completed by Structex to inform a detailed design. Also in 2018 through the Long Term Plan, process the Council allocated \$600k in the 2019/2020 financial year to complete the strengthening of the Historic House Gallery.

The proposed project will enable the reopening of the House Gallery; address identified deficiencies with the building; meet building and legislative requirements as nearly as is reasonably practicable and meet the future needs of the Gallery and the community.

The project to strengthen the House Gallery will:

- Enable the reopening of the House Gallery
- Provide greater access to the House Gallery
- Provide a building that is safer for staff and visitors
  - Provide greater flexibility in the use of the House Gallery for exhibitions and operations
- Provide a building that promotes the Region's unique identity and cultural tourism

## **1 PROJECT DEFINITION**

### **1.1 Project Objectives**

The objective of this project is to strengthen the Historic House Gallery and refurbish the building to:

- Enable the reopening of the House Gallery
- Increase accessibility
- Comply with building regulations and legislative requirements as nearly as is reasonably practicable
- Provide a facility that meets the future needs of the Council, Gallery and the community
- Provide a safer building for staff and visitors
- Preserve a cultural icon and support cultural tourism

### **1.2 Project Scope**

The full scope of works for the project will be captured in more detail in the Scope of Works- Aigantighe Art Gallery Strengthening Project document. A summary of works for project includes the following:

- The strengthening of the House Gallery; comply with current building and meet legislative requirements as nearly as is reasonably practicable; comply with health and safety requirements; increase accessibility to the House Gallery; refurbishment of the House Gallery including replacement of the roof tiles, repainting of the interior and exterior, and the installation of a hanging system for artwork ; climate control and fire protection for art works, conservation and preservation of the iconic heritage features of the building and its surrounds; undertake carpark and landscape amendments and refurbishment of the public bathrooms
- Complete detailed design documents to strengthen the House Gallery and it's connectivity to the concrete extension, to above a minimum of 35% of NBS
- Complete detailed design documents that are suitable for the purpose of lodging resource and building consent
- Develop proposals and engage supporting consultants including an architect and electrical, mechanical and fire engineering
- Engage an independent Heritage Advisor to the project
- Peer review of the detailed design
- Prepare resource consent application and lodge
- Prepare building consent application and lodge
- Undertake a continued programme of community engagement/consultation
- Obtain central government and community funding to support the project
- Implement a communications plan to engage stakeholders, the community and funders
- Complete operational projects that supports the strengthening and restoration project
- Prepare tender documents for all physical works (including fit out) in line with Council policy
- Evaluation and reporting of tenders

- Preparation, implementation and administration of contractual documents
- All Physical works
- Project and construction management
- Report on progress and outcomes to Council
- Management of the project handover and code of compliance

**1.3 Constraints**

- Limited budget
- Increase in project costs
- Reliance on external funding
- Tender process
- Condition of existing building structure
- Variations during physical works
- Weather during construction phase

**1.4 Project Stakeholders**

The stakeholders for the project have been captured in more detail in the Communications and Engagement Plan document and this section provides a summary some identified stakeholders for the project.

- Aigantighe Art Gallery
- Council
- Funders
- Community Boards
- Local Community
- Iwi
- Friends of the Aigantighe Art Gallery
- Educational Institutions
- Local Businesses
- Local Trusts
- Council Staff
- Adjoining property owners

**2 HIGH LEVEL PROJECT PLAN**

The table below summarises some of the key milestones and provides an indicative timeline for the project. The timeline for the project is conditional on available resources and the impacts of other capital projects.

| No | Key Milestone                         | Reporting to | Planned Timelines |
|----|---------------------------------------|--------------|-------------------|
| 1  | Interim project report                | Council      | 13 August 2019    |
| 2  | Acceptance of Indicative Project Plan | Council      | August 2019       |
| 3  | Initiate Governance Group             | Council      | August 2019       |

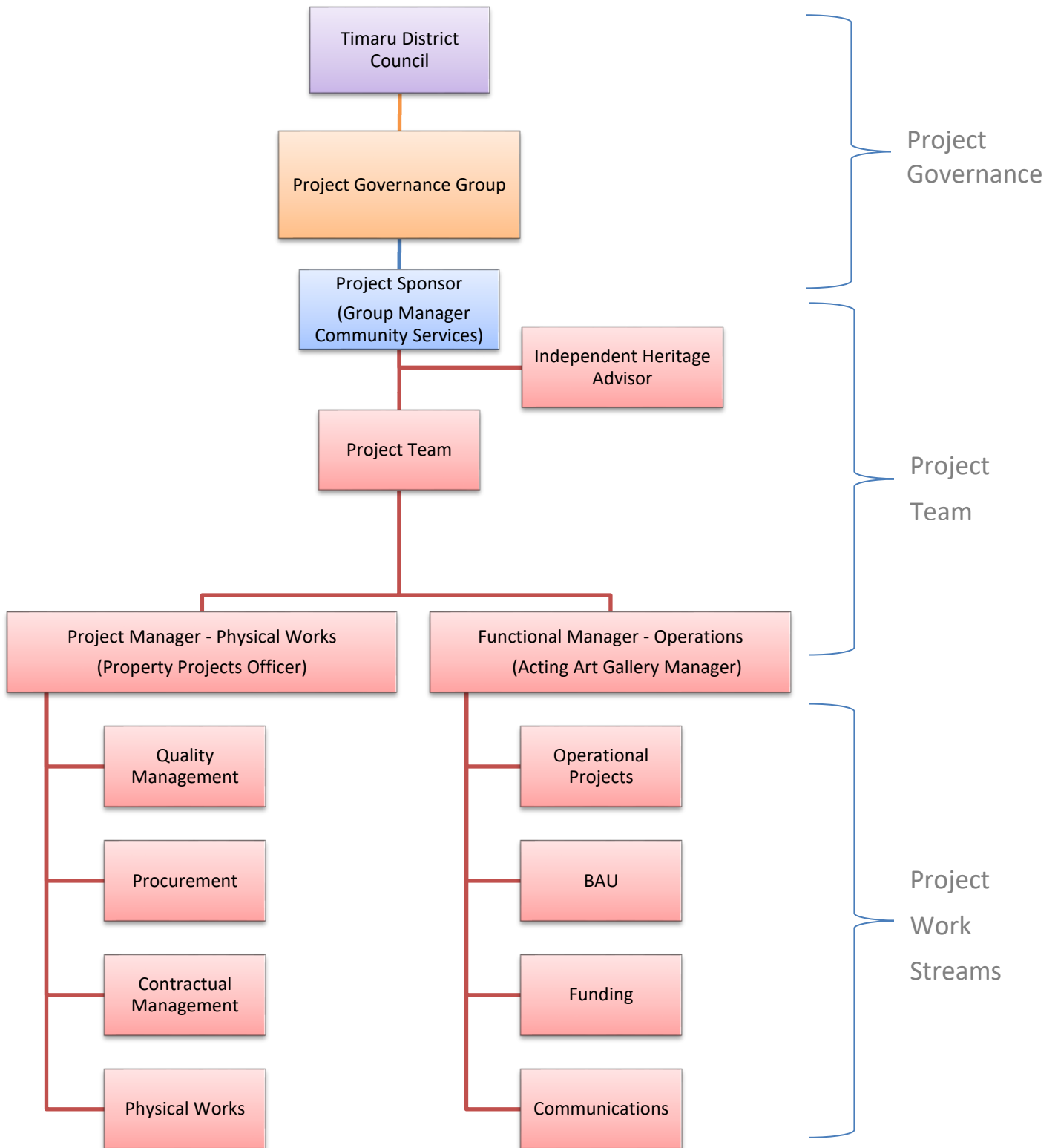
| No | Key Milestone   | Reporting to     | Planned Timelines        |
|----|---|------------------|--------------------------|
| 4  | Initiate Communications and Engagement Plan   | Governance Group | August 2019              |
| 5  | Initiate operational projects   | Governance Group | August 2019              |
| 6  | Develop Quality Management Plan   | Governance Group | August 2019              |
| 7  | Complete Geotechnical Investigations  | Governance Group | August 2019              |
| 8  | Develop scope of works for a Heritage Advisor and engage  | Governance Group | August 2019              |
| 9  | Develop an indicative project concept programme overview  | Governance Group | August 2019              |
| 10 | Delivery of draft detailed design plans   | Governance Group | July – September 2019    |
| 11 | Peer review of draft detailed design plans  | Governance Group | August 2019              |
| 12 | Appointment supporting consultants (including architect, mechanical engineer and electrical engineer) | Council          | August - September 2019  |
| 13 | Interim project report  | Council          | 17 September 2019        |
| 14 | Complete detailed design plans for building consent and tender  | Governance Group | August- November 2019    |
| 15 | Engage consultant to draft a Resource Consent application   |                  | September – October 2019 |
| 16 | Interim project report  | Council          | 8 October 2019           |
| 17 | Quantity survey report of detailed design plans and full scope of works                               | Governance Group | October - November 2019  |
| 18 | Resource consent application lodged and publicly notify   | Governance Group | October – November 2019  |
| 19 | Commence procurement and draft tender documents   | Governance Group | October – November 2019  |
| 20 | Interim project report  | Council          | 29 October 2019          |
| 21 | Building consent application lodged and notified  | Governance Group | November – December 2019 |
| 22 | Seek expressions of interest (EIO) for physical works   | Governance Group | October - November 2019  |
| 23 | Review Seek expressions of interest (EIO) for physical works  | Governance Group | October - November 2019  |
| 24 | Interim project report  | Council          | 26 November 2019         |



| No | Key Milestone   | Reporting to                 | Planned Timelines                                      |
|----|---|------------------------------|--|
| 25 | Seek tenders for physical works                           | Group Governance             | November - December 2019 (4 weeks)                     |
| 26 | Interim project report                                    | Council                      | 10 December 2019                                       |
| 27 | Review of tenders and issuing contract for physical works | Governance Group and Council | January – February 2020 (4 Weeks)                      |
| 28 | Establishment of site                                     | Governance Group             | February - March 2020                                  |
| 29 | Commence physical works                                   | Governance Group             | –March - April 2020 ( project staging to be confirmed) |
| 30 | Building hand over/Code of Compliance                     | Governance Group             | October 2020 – November 2020                           |
| 31 | Fit out/Furniture, Fittings & Equipment (FFE) install     | Governance Group             | November 2020  |
| 32 | Building fully operational                                | Governance Group and Council | December 2020  |

**3 ROLES AND RESPONSIBILITIES**

**3.1 Project Structure**



### 3.2 Governance Group

The Project Governance Group has accountability for the project. The Project Governance Group will provide support in organisational and contractual matters for the project. Within the scope of the Project Governance Group is

- Monitor and review project's milestones, budgets, objectives, risks and variations
- Provide guidance and support to the project team
- Provide regular reports on project progress, key milestones and budgets to Community Development Committee and Council
- Provide oversight and guidance on the procurement process for the project
- Promote the project's objectives and progress to key stakeholders and the community
- Guide the project to successful completion
- Recommend project closure and handover to the Timaru District Council

Membership of the Governance Group will consist of the following:

- Community Development Committee Chair
- Group Manager Commercial and Strategy
- Group Manager Community Services
- Group Manager Infrastructure
- Heritage Architect
- Chief Financial Officer
- Communications Manager

### 3.3 Project Team

The project team will comprise of the **Project Sponsor** (Group Manager Community Services), the **Project Manager** (Property Projects Officer) and the **Functional Manager** (Acting Art Gallery Manager)

The **Project Sponsor** (Group Manager Community Services) will monitor the project team's progress against the project's milestones including;

- Project objectives
- Project budget
- Funding
- Risks
- Variations
- Procurement
- Communications
- Physical works

The **Project Manager** (Property Projects Officer) will manage the day-to-day administration of the project and project team. They will also ensure the project deliverables are produced on time, on budget, on quality, and all stakeholders are satisfied with the outcomes of the project.

The **Functional Manager** (Acting Art Gallery Manager) will assist the Project Manager, advice on the operational requirements of the Aigantighe Art Gallery and implement the communication plan.

### **3.4 Project Progress Reporting**

Governance Group meeting (monthly)

The purpose of these meetings is to:

- Review and resolve escalating risks
- Approve reasonable variations to agreed plans
- Monitor overall progress of the project

Project meeting (Weekly)

The purpose of these meetings is to:

- Confirm understanding of current project status
- Check overall progress against agreed plans
- Identify and resolve risks
- Agree upon project variations and control changes

Project Manager will submit a monthly project status report to the Governance Group

### **3.5 Resources**

The project will require the services and input of other Council activities including Communications, Finance, Contracts, Planning and Consents.

The project will also require additional consultants to support the delivery of the project, including an independent Heritage Advisor, Mechanical Engineer, Electrical Engineer and Architect.

The project team will supplement internal Council Staff with external consultants as and when required to enable the completion of the project.

## **4 FINANCIAL**

### **4.1 Project Estimates**

With the results of the seismic assessment, Structex drafted conceptual designs for the project and quantity surveyors Flanders Marlow Limited were engaged in 2017 to provide a rough order of cost for the physical works. Due to the time elapsed since the completion of the rough order of cost for the physical works, the costing for the project will have increased. The Industry standards allows for

an increase of 30% to rough order of cost plus an additional 3% for inflation per annum from the date of the costing to the commencement of physical works. This is expected to increase further due to increasing building costs; the complexity of the physical works; identified works in the fire report; and additional works identified to future proof the building.

On completion of the detailed design and the full scope of works for the project, a full project cost estimate will be developed.

#### 4.2 Project budget

|  | Amount         | Comment   |
|--|----------------|---|
| Timaru District Council 2018-2028 Long Term Plan | 600,000        | 2019/2020 financial year                        |
| Timaru District Council 2018-2028 Long Term Plan | 30,000         | 2019/2020 financial year                        |
| Timaru District Council 2018-2028 Long Term Plan | 50,000         | Brought forward to the 2019/2020 financial year |
| <b>Total</b>                                     | <b>680,000</b> |   |

#### 4.3 Risks

Below is a summary of potential risks and mitigation strategies for the Aigantighe Art Gallery Strengthening Project. A fully detailed risk matrix will be included in the Quality Management Plan and Construction Project Plan.

| Risk   | Level of Risk | Mitigation Strategy  |
|--|---------------|--|
| <p><b>Maintaining Community Support</b></p> <p>The Community fluctuate in their commitment to the project.</p> | Low           | <p>Consultation undertaken through the Annual Plan and Long Term Plan process</p> <p>Develop a communications plan to keep the community informed, engaged and up-to-date.</p> <p>Increase the Gallery's profile in the community.</p> |
| <p><b>Project does not proceed</b></p> <p>The current building has a number of long standing issues.</p>       | Low           | <p>Explore options to phase the project or reduce project costs</p> <p>The Council would need to consider the future viability of the building and investigate future options</p>  |

|  |                       |  |
|--|-----------------------|--|
| <p><b>Ineffective project management</b></p> <p>Required to avoid budget overruns and assure key milestones are met.</p> | <p>Low</p>            | <p>Implement a full construction project plan to clearly define project roles and responsibilities and timeframes</p> <p>Implement a project governance group to oversee the project</p> <p>Active management, including timeframes, actions and reporting</p> <p>Sound project management required to assertively maintain targets</p>  |
| <p><b>Insufficient funding</b></p> <p>Budget does not meet project costs.</p>  | <p>High</p>           | <p>Set reasonable budgets</p> <p>Active management</p> <p>Investigate and achieve subsidy funding targets</p> <p>Explore options to phase the project or reduce project costs</p> <p>Project Governance Group to monitor progress</p> <p>Until the project is priced by the market, any expectation on budget can only be deemed an estimation</p>                                     |
| <p><b>Increase in project costs</b></p>  | <p>Medium to High</p> | <p>Active management</p> <p>Explore options to phase the project or reduce project costs</p> <p>Project Governance Group to monitor progress</p> <p>Paint products will need to be specialist where they are in contact with specialist strengthening systems</p> <p>Structural engineering discoverables and ongoing observations during construction may or may not affect costs</p> |
| <p><b>Contractor Risk</b></p>  | <p>Medium</p>         | <p>Expectation Contractor for strengthening work will be from out of the area, and therefore treated as unknown. Expressions of Interest should be conducted, to request pricing from capable and experienced parties.</p>   |
| <p><b>Other competing projects</b></p>   | <p>Medium</p>         | <p>Closely monitor similar projects to ensure funding applications are made in different periods.</p>  |

|  |             |  |
|--|-------------|--|
| <p><b>Delays in project</b></p>  | <p>High</p> | <p>Set reasonable expectations</p> <p>Active Management</p> <p>Project Governance Group to monitor progress</p> <p>Brick and Mortar properties may result in conflicts with proposed strengthening products</p> <p>Tensioning of anchors may or may not meet structural requirements, creating delays until solutions are sourced.</p> <p>Sound project management required to assertively maintain targets.</p> |
| <p><b>Project variations</b></p> <p>Project variations due to weather during construction phase or uncertainty of building structure</p> | <p>High</p> | <p>Plan the project in stages</p> <p>Structural engineering discoverables and ongoing observations during construction may or may not affect costs</p>   |

## *Governance Group Terms of Reference*

### ***Aigantighe Art Gallery Strengthening Project***

#### **Introduction**

The Project Governance Group is responsible for the oversight, guidance and monitoring and reporting on the delivery of the Aigantighe Art Gallery Strengthening Project.

#### **Scope**

- Monitor and review progress against the project's milestones, budgets, objectives, risks and variations
- Provide guidance and support to the project team including stakeholder engagement, resource allocation and risks
- Provide regular reports on project progress, key milestones and budgets to the Community Development Committee
- Provide oversight and guidance on the procurement processes for the project
- Promote the project's objectives and progress to key stakeholders and the community
- Guide the project to successful completion
- Recommend project closure and handover to the Timaru District Council

#### **Membership**

Membership of the Governance Group shall consist of the following:

- Community Development Committee Chair
- Group Manager Commercial and Strategy
- Group Manager Community Services
- Group Manager Infrastructure
  
- Heritage architect
  
- Chief Financial Officer
  
- Communications Manager

#### **Meetings**

Meetings will be held in accordance with the Timaru District Council policies, procedures and standing orders. The Timaru District Council will provide administrative support for meetings of the Governance Group.

#### **Frequency of Meetings/Reporting**

Governance Group meetings will be held at least monthly, with more frequent meetings scheduled as required.

#### **Delegation**

Any formal recommendations that require resolution will be presented to Timaru District Council.

#### **Conflicts of Interest**

Any member who has an interest, direct or indirect, in any matter before the Governance Group's consideration and is present at a meeting at which the matter is the subject of consideration shall disclose their interest and will leave the meeting while the matter is considered.

#### **Financial Implications**

The operations of the Governance Group will be covered within existing budget provisions.

#### **Review Process**

The terms of reference may be altered or amended by Timaru District Council as required.





## *Communications and Engagement Plan*

### ***Aigantighe Art Gallery Strengthening Project***

#### **Background**

The Aigantighe Art Gallery is zoned Recreation 2 and the land use is Established. It is comprised of two adjoined large buildings: the House Gallery (a Historic Places Trust Category B listed home built in 1908) and a 1978 wing with an office and small art store added in 1990.

Today the Aigantighe Art Gallery is a public art gallery that continues to collect, exhibit, preserve, research and educate visitors about local, national and international arts – it is a vibrant cultural landmark that inspires, engages and at times challenges the communities of the South Canterbury Region and its visitors.

Following the Building (Earthquake-prone Buildings) Amendment Act 2016 the Timaru District Council undertook a seismic assessment of the Aigantighe Art Gallery. The assessment found the Historic House Gallery structure was less than 34% of New Building Code or a grade E structure and is of very high seismic risk relative to a new building. The assessment identified the following critical structural weaknesses with the Historic House Gallery:

- Chimney unreinforced masonry with some cracking present, there is a possibility that the chimney could topple onto an egress route, in this case the emergency exit stairs.
- Unreinforced Masonry Walls double wythe with no ties. These walls are likely to collapse under face loads.
- Floor and roof diaphragms.
- Connections between walls and floors/ceilings have low strength and resilience (i.e. unrestrained floor beams)
- Gables unrestrained on upper level.
- Potential pounding of the east wall against the concrete extension, resulting in damage.

Following the outcomes of the seismic assessment the Timaru District Council took the decision to close the Historic House Gallery to ensure public and staff safety. All artworks displayed in the House Gallery were placed in storage.

In 2018 a detailed seismic assessment was completed by Structex to inform a detailed design. Also in 2018 through the Long Term Plan process the Council allocated \$600k in the 2019/2020 financial year to complete the seismic strengthening of the Historic House Gallery.

The proposed project will enable the reopening of the Historic House Gallery; address the identified deficiencies with the House Gallery; meet legislative requirements; and meeting the future needs of the Gallery and the community.

The project to strengthen the House Gallery will:

- Enable the reopening of the House Gallery
- Help preserve the regions heritage
- Provide a facility that is safe for staff and visitors
- Provide improved access to the House Gallery
- Provide greater flexibility in the use of the House Gallery for exhibitions
- Provide a facility that promotes the Region's unique identity

The project presents a unique opportunity to tell the Gallery's story and promote it throughout South Canterbury.

#### **Objectives of the Communications and Engagement Plan**

- To present accurate information that will communicate and demonstrate the value of the project to the wider community and will engender support from key stakeholders and potential funders.
- To inform stakeholders of the project status and developments in a timely manner.
- Provide opportunities to excite and engage the community and target groups about the benefits and features of the project.
- Generate coordinated media coverage and publicity which creates awareness and support for the project and in turn generates funds and increased patronage.

#### **Outcomes of the Communications and Engagement Plan**

- Stakeholders feel they are well informed and are empowered to be advocates for the project
- There is a general understanding in the wider community of the need for the project and a resulting groundswell of support
- There is a greater understanding about the Gallery and its role in the community
- Media coverage is favourable

#### **Target audiences**

- The users of the facility; including researchers and donors
- Education providers
- Potential funders
- Local business community
- The wider arts community

**Key Stakeholders**

- Aoraki Development
- Aoraki Tourism
- Ara Polytechnic
- Arts Canterbury
- Councillors and Council staff
- Creative New Zealand
- Department of Internal Affairs
- Dohig Family
- Friends of the Aigantighe Art Gallery
- Grant Family Descendants
- Heritage New Zealand
- Hughes Family
- Local businesses
- Local Iwi
- Lottery New Zealand
- Local Members of Parliament
- Local service organisations
- Media outlets
- Ministry for Culture and Heritage
- Ministry of Economic Development
- Ministry of Education
- Ministry of Tourism
- Museums Aotearoa
- Museum and gallery professionals and industry bodies
- Neighbouring property owners
- Philanthropic Trusts
- Rotary Club of Timaru North
- South Canterbury Arts Society
- South Canterbury Chamber of Commerce
- South Canterbury Pottery Group
- South Canterbury Residents
- South Canterbury Schools and education providers
- Te Runaka O Arowhenua
- Timaru Branch Royal NZ Plunket Society
- Timaru Community Arts Council
- Volunteering Mid and South Canterbury

## Key Messages

### Message One

#### ***Aigantighe Art Gallery – The home of our collection***

- The Aigantighe Art Gallery is the home of our regionally and nationally significant collection of 1700 artworks and this project will ensure the collection can be viewed and enjoyed by the community and visitors to the Region.

### Message Two

#### ***Aigantighe Art Gallery – Future-proofing our heritage***

- This project will address a number of deficiencies with the Historic House gallery, ensure the building meets legislative requirements, the building that is safe for visitors and staff and preserves our heritage

### Message Three

#### ***Aigantighe Art Gallery – A window to our stories***

- The project will increase the flexibility of the House Gallery for exhibitions, the display of the Collection and in the telling of our stories
- Improved public perception that Council is meeting its obligations to preserve and protect our heritage on behalf of past, present and future generations;
- Increased patronage due to an improved and more user-friendly building;
- Ability to meet growing public demand and expectations for quality visitor experiences

## Community Engagement Strategies

- Create a stable of Project Ambassadors to act as a conduit for spreading information across the target groups of the business community, education and art sectors. Ambassadors to be given information via a presentation, with supporting collateral such as the funding brochure; Project Ambassadors to be included in any events such as engagement campaign events, presentation, or exhibition openings to add strength to the project.
- Implement a range of campaigns to engage the business and local communities
- Develop corporate sponsorship/partners
- Engage The Friends of the Gallery in fundraising opportunities

## Community engagement campaigns

- Heritage Week with an exhibition charting the history of the Gallery and the House
- Founding Families - Story & Photo Features – the generosity of the past enriching the lives/communities of today

**Community fundraising campaigns**

- Adoption an Artwork
- Donate to “The Preservation of Our Heritage”
- Corporate Community Giveaways
- Corporate sponsorship/partners
- Business Breakfast/Event
- Friends of the Gallery Fundraiser

**Timetable of actions**

| <b>Task</b>   | <b>Description</b>   | <b>Audience</b>                                     | <b>Due date</b> | <b>Responsibility</b>                       |
|---|--|---|-----------------|---|
| Contact lists   | Update key stakeholder electronic mailing list   | Key stakeholders                                    | TBC             | Gallery Team                                |
| Background information resource                       | Develop an information resource which discusses the project, (including background, justification, project timeline) and outlines opportunities to support the project | Key stakeholders and wider community                | TBC             | Gallery Team                                |
| Media releases  | Regular media release updating the progress of the project.  | Media outlets and wider community                   | TBC             | Gallery Team / Communications Manager       |
| Project e-Newsletter                                  | As-needs email newsletter, distributed at least once each quarter. Additional hard copies produced internally for distribution to the wider community.                 | Key stakeholders and wider community                | TBC             | Gallery Team / Communications Manager       |
| Website   | Dedicated project page with regular updates on project milestones.   | Key stakeholders and wider community                | TBC             | Gallery Team / Communications Manager/ I.T. |
| Display Boards detailing project scope and milestones | Public information display outlining the project to be mounted in the Gallery  | Wider community and visitors                        | TBC             | Gallery Team / Communications Manager       |
| Implement community engagement campaigns              | Founding families and Gallery history features   | Media outlets and wider community                   | TBC             | Gallery Team / Communications Manager       |
| •   | <i>Gallery history exhibition</i>  | Key stakeholders, media outlets and wider community | TBC             | Gallery Team                                |
| •   | <i>Adoption an Artwork</i>   | Key stakeholders, media outlets and wider community | TBC             | Gallery Team                                |

|   |   |  |     |              |
|---|---|--|-----|--------------|
| • | <i>Donate to "The Preservation of Our Heritage"</i> | Key stakeholders, media outlets and wider community          | TBC | Gallery Team |
| • | <i>Corporate Community Giveaways</i>                | Key stakeholders, media outlets and wider community          | TBC | Gallery Team |
| • | <i>Corporate sponsorship/partners</i>               | Key stakeholders, media outlets and wider business community | TBC | Gallery Team |

**Proposed Timetable of Media Releases**

| Month/Date | Milestone                 | Description   | Responsibility                        |
|------------|---------------------------|---|---------------------------------------|
|            | Introducing the Project   | The need for the project and the solutions delivered by the project.  | Gallery Team / Communications Manager |
|            | Project Start and Details | Project details, timeframes and the confirmation of building consent. | Gallery Team / Communications Manager |
|            | Gallery History           | The Gallery History and the generosity of the past donors             | Gallery Team / Communications Manager |
|            | Community Support         | How the community can get involved? How can they contribute?          | Gallery Team / Communications Manager |
|            | Business Support          | Local business show support for this important project.               | Gallery Team / Communications Manager |
|            | Physical works            | Physical works commence and confirmation of project timeframes        | Gallery Team / Communications Manager |
|            | Community Support         | Who has contributed to the project and why?                           | Gallery Team / Communications Manager |
|            | Physical works            | Progress of physical works and what has been discovered               | Gallery Team / Communications Manager |
|            | Physical works            | On-going progress of physical works                                   |                                       |
|            | VIP tour                  | VIP's/ councillors get a tour of progress                             | Gallery Team / Communications Manager |
|            | Fit-out/moving in         | Everything has its place and a seek peek                              | Gallery Team / Communications Manager |
|            | Sponsors/users tour       | Sponsors/users tour of the  | Gallery Team / Communications Manager |
|            | The re-opening            | The grand re-opening  | Gallery Team / Communications Manager |
|            | Promotion of the Gallery  | What has changed and promotion of the Gallery                         | Gallery Team / Communications Manager |
|            | The first users           | Feedback from the community and visitors                              | Gallery Team / Communications Manager |

**Budget**

The budget to implement the Communications and Engagement Plan will be sourced from 2019/2020 operational budgets.

**Project Risks**

The project risks are outlined in the Aigantighe Art Gallery Strengthening Project Plan.



**9.5 Theatre Royal Upgrade & New Heritage Facility - Project Update**

**Author:** Donna Cross, Group Manager Commercial and Strategy  
Matt Ambler, Property Manager

**Authoriser:** Bede Carran, Chief Executive

**Recommendation**

That the Council receives and notes this report.

**Purpose of Report**

- 1 The purpose of this report is to provide a progress update on the Theatre Royal/Heritage Facility development.

**Assessment of Significance**

- 2 The items discussed in this report are considered of low significance under our Significance and Engagement Policy.

**Discussion**

- 3 The focus of work since our last report has been on:
  - 3.1 Developing our project plan;
  - 3.2 Undertaking a detailed assessment of the work required in relation to the demolition of the Army Hall at 31 Barnard Street;
  - 3.3 Developing a procurement plan for the project; and
  - 3.4 Commencing our engagement with the market, for the procurement of project management and design/consultancy services (underway).

***Appointment of external project team***

- 4 We are appointing an external project management services provider to assist us with this complex project. The project management provider is to be appointed through an openly advertised tender (request for proposal) process. The appointed project manager will assist us to take the Theatre Royal/Heritage Centre development from planning and concept design through to completion of construction and handover. Initially they will assist us to finalise our project plan and procurement plan, provide advice and guidance on the appropriate contracting (external project team structure) and construction model, and assist us with going to market for the design team.
- 5 We also need to appoint the consultancy team for the core design services. Such services may include, as an example:
  - 5.1 Architectural, including theatre specialist (theatre planning, theatre technical systems, acoustics engineering and specialist lighting is also a requirement);
  - 5.2 Structural and civil engineering;

- 5.3 Mechanical engineering
  - 5.4 Electrical engineering
  - 5.5 Fire engineering;
  - 5.6 Resource consent planning;
  - 5.7 Quantity surveying/cost management.
- 6 For design consultancy, our initial approach to market is in relation to lead architect services. This involves a multi-stage procurement (i.e. initial registration of interest (openly advertised) to determine a shortlist, followed by a request for (detailed) proposals from shortlisted providers).
- 7 The appointment of the construction contractor will come later.

*Army Hall, 31 Barnard Street demolition*

- 8 More detailed site analysis and planning by our Property team indicates that the pre-construction demolition and project enabling works associated with this site will not be achievable within the original budget estimate.
- 9 Deferring the demolition until such time as we have the concept design for the development is expected to significantly reduce the projected costs. With more design information, we will likely be able to achieve a reduction in the extent of temporary works required in relation to the drainage of stormwater and retaining wall requirements.

*Theatre close date (for the construction phase)*

- 10 We will be revising the projected close date of the theatre now that we have updated project timelines. We are liaising with affected stakeholders to ensure we understand their requirements and that they have the best available information to factor into their own planning.

*Consultation and communication*

- 11 There are a number of external stakeholders interested in or affected by this development, including users of the facilities (local and touring), tenants, volunteers, suppliers, the media, Heritage New Zealand, the CBD Group, local business and Chamber of Commerce, members of the public, ratepayers and our community. A formal stakeholder relationship and communication plan will guide how these relationships and communications are managed.

**Attachments**

**Nil**

**9.6 Loan Raising Programme 2019/20****Author: David Codyre, Chief Financial Officer****Authoriser: Donna Cross, Group Manager Commercial and Strategy****Recommendation**

That the Council adopts the attached resolution in regards to the following loans:

- |    |                                  |              |
|----|----------------------------------|--------------|
| 1. | Development Loan No.1 2019       | \$20,140,830 |
| 2. | Development Loan No.2 2019 (DWS) | \$12,753,000 |

**Purpose of Report**

- To inform Council of the proposed borrowings for the 2019/2020 financial year and seek its approval for Council Officers to negotiate and enter into new loan borrowings.

**Assessment of Significance**

- The assessment of significant is low.

**Discussion**

- As set out in Council's Long Term Plan 2018 – 2028 (LTP) and its Annual Plan 2019/2020 there is a substantial programme of capital works proposed. This will be funded from a variety of sources including loans, grants and reserves (which have been specifically built up for these works). Based on the 2019/2020 Annual Plan, the Council intends during the course of the financial year to raise by way of loan finance up to \$32,893,830. Of this \$5,138,910 will be used to repay expiring loans. The net increase in borrowing will be \$27,754,920.
- At the conclusion of 2019/20, it is expected that loans outstanding will be \$122,254,920. The Long Term Plan forecast debt to be \$138,646,198 at the same date. Net Debt is forecast to be \$86 million at 30 June 2020 compared to the LTP Budget of \$102 million.
- The difference between loans borrowed and capital expenditure will be funded by a range of sources such as existing reserves, grants and the New Zealand Transport Funding Agency's funding assistance rate (FAR). The capital expenditure figure in the table below is not the total forecast capital expenditure for 2019/20 but the expenditure attached to external borrowings for those activities.
- The funds will be raised through the following loans:
 

|                                  |              |
|----------------------------------|--------------|
| Development Loan No.1 2019       | \$20,140,830 |
| Development Loan No.2 2019 (DWS) | \$12,753,000 |
- The borrowed funds will be raised via a combination of bank debt facilities, bond issuance or via the Local Government Funding Agency

*New Loans*

8 The new borrowing per activity is as follows:

| <b>Activity</b>             | <b>Loans Borrowed 2019/20</b> | <b>Capital Expenditure 2019/20</b> |
|-----------------------------|-------------------------------|------------------------------------|
| Subsidised Roothing         | 745,000                       | 12,970,000                         |
| Sewer – Extensions          | 926,000                       | 926,000                            |
| Sewer - District            | 1,050,000                     | 2,519,000                          |
| Downlands (DWS)             | 12,753,000                    | 18,381,000                         |
| Water - Seadown             | 412,000                       | 480,000                            |
| Water – Te Moana Downs      | 1,500,000                     | 2,444,000                          |
| Water – Urban               | 9,530,000                     | 14,712,000                         |
| Waste Minimisation          | 227,830                       | 543,830                            |
| Timaru Library Roof         | 1,750,000                     | 1,750,000                          |
| Theatre Royal               | 4,000,000                     | 4,498,993                          |
| <b>Total Loans Borrowed</b> | <b>32,893,830</b>             | <b>54,224,823</b>                  |

**Loan Repayments**

9 The activities where loans are expiring and which will be repaid are:

|                       |                  |
|-----------------------|------------------|
| Subsidised Roothing   | 556,040          |
| Sewer                 | 2,058,184        |
| Civil Defence         | 3,666            |
| Te Moana Water Supply | 1,280            |
| Urban Water           | 441,784          |
| Waste Minimisation    | 651,900          |
| Museum                | 4,653            |
| Swimming pools        | 784,600          |
| Airport               | 207,100          |
| Parking               | 130,500          |
| Parks                 | <u>299,203</u>   |
|                       | <u>5,138,910</u> |

**Attachments**

1. **Timaru District Council Loan Resolution 2019/20**  

**Timaru District Council**  
(“the Council”)

**Loan Resolutions**

**WHEREAS:**

- A. As required by the Local Government Act 2002 (“the Act”), the Council has adopted the funding and financial policies set out in section 102(2) of the Act, which are outlined in the Council’s Long Plan (“LTP”).
- B. The Council borrows as it considers appropriate and exercises its flexible and diversified borrowing powers pursuant to the Local Government Act 2002 and the Local Government Borrowing Act 2011. The Council recognises that it can essentially act as a normal corporate entity in its borrowing activities. The Council approves, by resolution, the borrowing requirement for each financial year during the LTP or Annual Planning process.
- C. It is necessary for the Council to delegate to certain Council officers, the authority to agree to precise terms and conditions of any borrowing or incidental arrangement, and any security to be given by the council.

**RESOLUTIONS**

It was therefore resolved by the Council that:

1. The Council borrows as provided in the LTP, Annual Plan and subsequent Council decisions as to any limits set out in the Liability Management policy under section 102(2)(b) of the Act.
2. Such borrowing shall be secured by the issue of Stock under the terms of the Council’s Debenture Trust Deed dated 15 May 1998 (as amended 10 September 2002, 29 March 2004, 13 September 2012 and 14 February 2013) and, in the case of borrowing from the Local Government Funding Agency (“LGFA”), shall also be secured by a cross guarantee entered into by the Council on 18 February 2013 (which is entered into by all councils borrowing from the LGFA).
3. The Council has considered the risks and benefits to the Council of undertaking such borrowing and incidental arrangements, and giving such security, as provided for in the LTP and the Annual Plan.
4. The Council is satisfied that the general terms and conditions of such borrowing, incidental arrangements and security are in accordance with the Annual Plan and LTP and, in particular, the limits and guidelines set out in the Liability Management Policy and other funding and financial policies of the Council.

5. The following officers of the Council (including any replacement or successor officer):
  - Group Manager Commercial and Strategy; and
  - Chief Financial Officer,  
("Authorised Persons")  
Be authorised to act on the Council's behalf in:
    - a. negotiating and agreeing the terms and conditions of each borrowing and/or incidental arrangement entered into by the Council from time to time, in accordance with the LTP (including the funding and financial policies) and the Annual Plan;
    - b. Negotiating, agreeing and executing all documents and taking all actions as they consider necessary or desirable for the purpose of giving effect to any borrowing or incidental arrangement and any security which may be given in respect thereof.
6. Any Authorised Person may in writing appoint a substitute to exercise any of the authorities conferred upon the appointment or/and may revoke any such appointment from time to time and the references to "Authorised Person" in these Resolutions shall include any such substitute, provided that:
  - a. the power of substitution conferred by this Resolution shall not be conferred upon any such substitute; and
  - b. a substitute shall not be able to act hereunder jointly with the Authorised Person who appointed him, but may only act with another Authorised Person or a substitute appointed by another Authorised Person.
7. The authorisations set out in Resolutions 5 and 6 above:
  - a. shall remain in full force and effect until written notice of their revocation by Council resolution has been received by the Authorised Persons, provided that any person dealing with the Authorised Persons (or any two or more of them) shall be entitled to assume that the authorisations have not been revoked and remain in full force and effect and, in so assuming, shall be protected unless and until he or she has actual notice of such revocation; and
  - b. shall be exercisable by the Authorised Persons without, and be valid and effective to bind the Council notwithstanding the absence of, notice to, or approval by, the members of the Council, but (subject to the foregoing) shall not operate to the exclusion of the Councillors' powers in respect of matters referred to therein, to the effect that the Councillors may continue to exercise those powers themselves notwithstanding the Authorisations.

**THE COMMON SEAL of THE** )  
**TIMARU DISTRICT COUNCIL** )  
was hereunto affixed by and in the )  
presence of: )

\_\_\_\_\_ Mayor

\_\_\_\_\_ Chief Executive Officer

**10 Consideration of Urgent Business Items**

**11 Consideration of Minor Nature Matters**

**12 Public Forum Items Requiring Consideration**





**13 Exclusion of Public**

**13.1 Timaru Library Roof Project**

**13.2 Property Matter**

**13.3 Public Excluded Minutes of the Council Meeting held on 25 June 2019**

| <b>Recommendation</b>   |  |   |
|---|--|---|
| <p>That the public be excluded from the following parts of the proceedings of this meeting on the grounds under section 48 of the Local Government Official Information and Meetings Act 1987 as follows:</p> |  |   |
| <b>General subject of each matter to be considered</b>  | <b>Reason for passing this resolution in relation to each matter</b>   | <b>Plain English Reason</b>   |
| <b>13.1 - Timaru Library Roof Project</b>   | s7(2)(b)(ii) - The withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information  | Commercial sensitivity  |
| <b>13.2 - Property Matter</b>   | <p>s7(2)(b)(ii) - The withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p> <p>s7(2)(h) - The withholding of the information is necessary to enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities</p> <p>s7(2)(i) - The withholding of the information is necessary to enable the Council to carry out, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p> | <p>Commercial sensitivity</p> <p>To enable commercial activities</p> <p>To enable commercial or industrial negotiations</p>                     |
| <b>13.3 - Public Excluded Minutes of the Council Meeting held on 25 June 2019</b>   | s7(2)(a) - The withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons   | <p>To protect a person’s privacy</p> <p>Commercial sensitivity</p> <p>Due to an obligation of confidence and to protect the public interest</p> |

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|  | <p>s7(2)(b)(ii) - The withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p> <p>s7(2)(c)(ii) - The withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely otherwise to damage the public interest</p> |  |
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