

**From:** [BDC Lgoima](#)  
**To:** [REDACTED]  
**Subject:** Official Information Request for Waimangaroa Reserve & Hall Subcommittee Ref: OIA 052/24  
**Date:** Thursday, 13 June 2024 2:28:27 pm  
**Attachments:** [image002.png](#)  
[image004.png](#)

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Dear [REDACTED]

Further to your email of 5 June where you had some further queries, please find BDC answers highlighted in blue below.

*After going through the information I received in relation to my LGOIMA request I have a few questions.*

*In relation to the attached financial returns, why is there no record of the PGF funding or BDC Revitalization Grant deposited into the bank account or any evidence of expenses that this funding was used for.*

All PGF funding was paid into BDC accounts and the invoices from the works being completed were paid directly from there.

Funds were never paid into the subcommittee bank accounts to administer– this was to ensure financial control – as it was with all PGF funding.

*Also your response to question 10 is to view the attached PGF funding spreadsheet. This spreadsheet is not attached. Emailed from LGOIMA - 5 June*

*I also note on the bottom of the Waimangaroa SC Annual Return 2020 it says that the ANZ bank account was to be closed.*

*So where has the funding and any income that has been received since 2020 being deposited and why is there no record in any of these financial statements and returns of where the money that the committee was funded has been spent? I appreciate your response.*

The ANZ bank account was due to be closed however it still appears open, however it has not been used. We have requested the closure of this account.

Please see above for the response regarding the funding

Kind regards

Krissy Trigg | Group Manager Community Services  
DDI 037889679 | Mobile 0272133022 | Email [krissy.trigg@bdc.govt.nz](mailto:krissy.trigg@bdc.govt.nz)

Buller District Council | Phone 0800 807 239 | [bullerdc.govt.nz](http://bullerdc.govt.nz)  
PO Box 21 | Westport 7866

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**From:** BDC\_Lgoima <lgoima@bdc.govt.nz>

**Sent:** Wednesday, June 5, 2024 3:30 PM

**To:** [REDACTED]

**Subject:** RE: Official Information Request for Waimangaroa Reserve & Hall Subcommittee Ref: OIA 052/24

Dear [REDACTED]

Thank you for your email. We have checked and there were 3 files that were missed while transferring over to the Big Transfer File upload. Apologies for this oversight and please find them attached now.

We will come back to you within ten working days with the other queries in your email.

Kind regards

BDC LGOIMA Team

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**From:** [REDACTED]

**Sent:** Wednesday, June 5, 2024 1:42 PM

**To:** BDC\_Lgoima <[lgoima@bdc.govt.nz](mailto:lgoima@bdc.govt.nz)>

**Subject:** Re: Official Information Request for Waimangaroa Reserve & Hall Subcommittee Ref: OIA 052/24

Kia Ora,

After going through the information I received in relation to my LGOIMA request I have a few questions.

In relation to the attached financial returns, why is there no record of the PGF funding or BDC Revitalization Grant deposited into the bank account or any evidence of expenses that this funding was used for.

Also your response to question 10 is to view the attached PGF funding spreadsheet. This spreadsheet is not attached.

I also note on the bottom of the Waimangaroa SC Annual Return 2020 it says that the ANZ bank account was to be closed. So where has the funding and any income that has been received since 2020 being deposited and why is there no record in any of these financial statements and returns of where the money that the committee was funded has been spent? I appreciate your response.

Nga Mihi,



On Thu, 23 May 2024 at 15:21, BDC\_Lgoima <[lgoima@bdc.govt.nz](mailto:lgoima@bdc.govt.nz)> wrote:

Dear 

We refer to your official information request dated 25 April 2024 requesting information of the Waimangaroa Reserve and Hall Subcommittee.

RE: LGOIMA Request: Waimangaroa Reserve & Hall Subcommittee

*I would like to request the following information:*

- 1. Waimangaroa Reserve & Hall Subcommittees Policies, Plans, Standards and Guidelines.*
- 2. Waimangaroa Reserve & Hall Subcommittees Charter/Code of Conduct.*
- 3. Annual Accounts from 2020 – 2024*
- 4. Annual Financial reports from 2020 – 2024*
- 5. All funding applications from 2020 – 2024*
- 6. Waimangaroa Reserve & Hall Subcommittee meeting minutes from 2020 – 2024*

7. All resource consents and/or building consents Waimangaroa Reserve & Hall Subcommittee have applied for.
8. All resource/building consents that have been approved.
9. Quotes/estimates for work that has been completed at the Waimangaroa Reserve & Hall.
10. Invoices for work that has been completed at the Waimangaroa Reserve & Hall.
11. List of caretakers of the Reserve & Domain.

BDC's Response:

Due to the size of the documents attached, please follow this link to see the attachments:

<http://tbf.me/a/BaU0aZ>

1. Waimangaroa Reserve & Hall Subcommittees Policies, Plans, Standards and Guidelines.

*The Terms of Reference (TOR) is the governance tool/ document that set out Council's responsibilities to the subcommittees and those of the subcommittee.*

2. Waimangaroa Reserve & Hall Subcommittees Charter/Code of Conduct.

*The BDC's Code of Conduct applies to all subcommittees and its members. Attached.*

3. Annual Accounts from 2020 – 2024

*Please view audited attached annual returns.*

4. Annual Financial reports from 2020 – 2024

*Annual returns attached.*

5. All funding applications from 2020 – 2024

*PGF (2020) -\$146,795.00*

*BDC Revitalisation Grant (2023 for paints) -\$1,680.00*

6. Waimangaroa Reserve & Hall Subcommittee meeting minutes from 2020 – 2024

*All meeting minutes included, except for Meeting Minutes for 12 May 2024 incomplete these are currently unconfirmed)*

7. All resource consents and/or building consents Waimangaroa Reserve & Hall Subcommittee have applied for.

*Please view attached.*

8. All resource/building consents that have been approved.

*Please view attached.*

*BC200292 has been issued for the building work.*

9. Quotes/estimates for work that has been completed at the Waimangaroa Reserve & Hall.

*This should be covered in the information already sent in answer to the other questions. Should you require more information or clarification, please do not hesitate to contact us.*

10. Invoices for work that has been completed at the Waimangaroa Reserve & Hall.

*Please view attached PGF Funding Spreadsheet.*

11. List of caretakers of the Reserve & Domain.

*We are therefore unable to provide that information to you directly under section 7 (2) (a) of the Local Government Official Information and Meetings Act to protect the privacy of natural persons.*

Background:

Despite several community members attending sporadic meetings held by the Waimangaroa Reserve & Hall subcommittee and requesting much of the information listed above, this information has not been provided or disclosed by the subcommittee.

The subcommittee claim that a meeting is held on the first Sunday of every month which is open to the community and advertised. This has not been occurring consistently. This issue combined with the subcommittees inability to provide requested information in the past has motivated this LGOIMA.

*Following the Chief Ombudsman's report in October 2023, 'open for business', Buller District Council resolved to hold all workshops open to the public, where there was no requirement to before. All formal meetings prior to this have been advertised and open to the public.*

You have the right to seek an investigation and review by the Ombudsman of this decision. Information about how to make a complaint is available at [www.ombudsman.parliament.nz](http://www.ombudsman.parliament.nz) or freephone 0800 802 602.

If you wish to discuss this decision with us, please feel free to contact the Buller District Council by return email to [lgoima@bdc.govt.nz](mailto:lgoima@bdc.govt.nz).

Please note that it is our policy to proactively release our responses to official information requests where possible. Our response to your request may be published at <https://bullerdc.govt.nz/district-council/your-council/request-for->

[official-information/responses-to-igoima-requests/](#) with your personal information removed.

Kind regards,

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## **REVISED TERMS OF REFERENCE JULY 2023**

### **RESERVES AND HALLS SUBCOMMITTEES**

#### **1. PURPOSE:**

- 1.1 The purpose of Reserve and Hall Subcommittee is to manage the X reserve and hall with the support of Council;
- 1.2 In making these delegations the Council recognises that it is ultimately responsible for the reserves and halls in the district under the Instrument of Delegation for Territorial Authorities dated 12 June 2013 and as the administering body (specific to each reserve) under S.40 Reserves Act 1977.

#### **2. COUNCIL RESPONSIBILITIES:**

- 2.1 The Community Environment and Services Committee will appoint members of the Subcommittees under Schedule 7 s31(2) LGA 2002.2 In partnership with the Subcommittee and local community endeavour to develop Reserve Management Plans in accordance with S41 Reserves Act 1977, to provide clear guidelines for maintenance and development programmes in the best interests of the local community and District and within the provisions of the Reserves Act 1977.
- 2.3 If disputes arise concerning these terms of reference or any other matter concerning the Subcommittee,, cooperatively work to find a resolution with all parties adhering to the Principles of Governance as set out in Section 3 of the Council's Code of Conduct;
- 2.4 If a dispute resolution cannot be reached, to use an appropriate independent mediator to mediate between the parties or an arbitrator to help produce a resolution which is acceptable to both parties and does not in any way contradict the provisions and responsibilities of Council as set out in the LGA 2002 or the Reserves Act 1977;
- 2.5 To produce and distribute the Subcommittee Order Paper for the formal annual/biennial subcommittee meeting, give public notice for the meeting and, if required, to provide secretarial support at the meeting;

#### **3. GENERAL TERMS OF REFERENCE:**

The Subcommittees

- 3.1 Are to be formally appointed by the Community Environment and Services Committee under S30 (2), Schedule 7 LGA Act 2002, which has the power under s30(b), Schedule 7 LGA2002 to discharge or reconstitute the subcommittee and under S31(2) to appoint and discharge members of the Subcommittee
- 3.2 Will be discharged on the coming into office of the members of Council elected at the triennial general election of members unless Council resolves otherwise
- 3.3 Will be formally appointed by Council following the Local Government triennial election of members in the following way:  
  
Following a call for expressions of interest from those living within the local area who have been nominated by at least two residents or ratepayers within the local area and have the skills, attributes, or knowledge that will assist the work of the subcommittee
- 3.4 Is subject in all things to the control of the Community Environment and Services Committee (s30 (4) Schedule 7 LGA 2002) and must carry out all general and special directions of the

Community, Environment and Services committee given in relation to the Subcommittee or its affairs;

- 3.5 Is prohibited from the disposing of or purchasing of land or buildings without the express approval of the Community Environment and Services Committee and/or Council, whichever is appropriate; and
- 3.6 Is prohibited from appointing any subordinate body.

#### **4. The role of Reserve and Halls Subcommittees is to:**

- 4.1 Manage the reserve and hall for the benefit of the local community and wider district (including all that land identified in Appendix 1) in accordance with the Reserves Act 1977 and the Reserve Management Plan when it is completed and approved;
- 4.2 Develop, in partnership with Council, Reserve Management Plans where required and within Council's budgets as set out in Council's Annual Plan;
- 4.3 Make recommendations to council on property (including land & buildings) acquisitions and disposals in relation to the reserve or hall.
- 4.4 Develop and approve an annual budget each financial year to achieve 4.1 above

#### **5. Delegations**

The delegations to the Subcommittee are as follows:

- 5.1 The maintenance and operation of the reserve
- 5.2 The negotiation of Licences to Occupy for the reserve provided such licence shall be temporary in nature (up to 3 years) and capable of being terminated on no more than one month's notice, and be in accordance with The Reserves Act 1977 Section 74 Licences to Occupy reserves temporarily
- 5.3 The letting of facilities
- 5.4 The setting of fees and charges for the reserve (Council to be advised of fees and charges for each following financial year by February of each year)
- 5.5 The raising and expenditure of finance (in accordance with the financial delegations below)
- 5.6 To enter contracts necessary for the efficient running and suitable use of the reserve in accordance with the financial delegations below;

#### **6. FINANCIAL**

##### **6.1 Invoices**

All invoices for goods and/or services costing no more than \$10,000 for budgeted items, and \$2,000 for non-budgeted items may be authorised for payment by the Treasurer and Secretary of the Subcommittee.

Approval for the payment of invoices over \$10,000 for budgeted items and \$2,000 for non-budgeted items must be authorised by a Council staff member with appropriate delegated authority.

##### **6.2 Contracts**

All contracts for goods and/or services costing no more than \$10,000 for budgeted items, and \$2,000 for non-budgeted items may be authorised by the Treasurer and Secretary of the Subcommittee.

Approval of contracts over \$10,000 for budgeted items and \$2,000 for non-budgeted items must be authorised by a Council staff member with appropriate delegated authority

#### **7. EXERCISE OF DELEGATIONS**

In exercising the delegated powers, the Subcommittee will operate within:

- 7.1 Policies, plans, standards or guidelines that have been established and approved by Council;
- 7.2 The annual budget as approved by the Community Environment and Services Committee;



7.3 All general and special directions of the Community, Environment and Services Committee and Council given in relation to the Subcommittee.

#### **8. POWER TO DELEGATE**

The Subcommittee may not delegate any of their responsibilities, duties or powers to a committee, subcommittee or person.

#### **9. CESSATION OF SUBCOMMITTEE**

9.1 The Subcommittee may be terminated by resolution of the Community Environment and Services Committee or Council;

9.2 If the Subcommittee is terminated, any money raised by the Subcommittee must, in the first instance, be allocated to the reserve associated to the terminated Subcommittee

#### **10. Matters which are not delegated by council:**

10.1 The power to:

- Make a rate or bylaw;
- Borrow money, or purchase or dispose of assets;
- Acquire, hold or dispose of property;
- Appoint, suspend or remove staff;
- Institute an action for the recovery of any amount; or
- Issue and police building consents, notices, authorisations, and requirements under any Acts, Statutes, Regulations, By-laws and the like

10.2 The powers and duties conferred or imposed on Council by The Public Works Act 1981 or those powers listed in the Section 34 (2) of The Resource Management Act 1991

#### **11. Membership**

The membership of the Subcommittee consists of:

11.1 One Ward member elected under the Local Electoral Act 2001; and

11.2 Appointed members – up to 10 following a call for expressions of interest from those living within the local area who have been nominated by at least two residents or ratepayers within the local area and have the skills, attributes, or knowledge that will assist the work of the subcommittee

#### **12. Officers of the Subcommittee**

The Subcommittee must have a chairperson, secretary, and treasurer and up to seven committee members who shall be appointed by Council (as outlined in 3.3 above)

12.1 The Chair's main duty is to guide the meeting so that fair and satisfactory decisions are reached on the various items on the agenda.

12.2 The Secretary shall summon the meetings, co-ordinate the agenda for meetings and workshops, keep a true record of the proceedings and distribute these to members and the Community, Environment and Services committee as soon as practicable. Noting that the annual or biennial formal meeting will be managed by council staff.

12.3 The Treasurer is responsible for oversight of payments made, and deposits to, the subcommittee's nominated bank account; and to prepare income and expenditure accounts with a balance sheet at the end of the financial year to be audited by Council. The annual balance date for all financial reports shall be June 30th.

#### **13 FINANCIAL ACCOUNTABILITY**

13.1 The Subcommittee shall:

- i) Develop and approve an annual budget each financial year
- ii) Provide its Annual budget by the dates specified by Council's Community Environment and Services Committee for approval;
- iii) Present to the Council any other report it is requested to provide.
- iv) Keep clear and accurate accounts and records of all transactions and make them available to the Council on request.
- v) Provide its Annual Report and Annual Accounts to the Council's Chief Financial Officer, by the date specified by Council for review on the understanding this review will form part of the information Council will present during its overall annual Audit.

13.2 Members of the Subcommittee shall not be personally liable for any act done or omitted to be done in good faith in the course of operations of the Subcommittee or for any debt or other liability lawfully incurred by the Subcommittee.

#### **14 CONTACT WITH MEDIA**

Chairperson may speak on behalf of the subcommittee provided that:

- i) media comments must not state or imply that they represent the views of the Council;
- ii) where the chair is making a statement that is contrary to a Council decision or Council policy, the member must not state or imply that his or her statements represent a majority view;
- iii) media comments must observe the other requirements of the Code (of Conduct), e.g. not disclose confidential information; compromise the impartiality or integrity of staff; or avoids aggressive, offensive or abusive comments which reflects adversely on the member or the Council; and
- iv) media comments must not be misleading and should be accurate within the bounds of reasonableness.

All Subcommittee Members are free to express a personal view in the media, at anytime, provided i) to iv) above are observed.

#### **15 Frequency of meetings**

15.1 The Subcommittee shall hold at least one formal meeting per year.

15.2 This formal meeting will be administered by Council and follow all requirements for council meetings including agenda compilation (with Chair), advertising, distribution of agenda, secretarial and officer support at meeting if required and preparation and distribution of minutes;

15.3 For the avoidance of doubt, this clause does not prevent the Subcommittee holding informal meetings, workshops or working bees outside of the formal meeting schedule

#### **16 CONDUCT OF AFFAIRS**

The Subcommittee shall conduct its affairs in accordance with the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, the Local Authorities (Members' Interests) Act 1968, and Council's Standing Orders and Code of Conduct.

#### **17 QUORUM**

The quorum at a meeting of the Subcommittee shall consist of:

- Half of the members if the number of members (including vacancies) is even; or
- A majority of members if the number of members (including vacancies) is odd.

**18 REMUNERATION**

No honorarium or meeting allowance will be payable to Subcommittee members unless first agreed by formal resolution of the Community, Environment and Services Committee.

**19 OTHER DELEGATIONS AND RESPONSIBILITIES**

These general provisions and delegations can be superseded by specific Reserve Management Plans and Reserve and Hall Subcommittee Terms of Reference and Delegations in consultation with the subcommittee and as resolved by the Community Services and Environment Committee.



# Code of Conduct for Elected Members

Adopted: December 2023



# 1&2

## Scope & Application

Buller District Councillors and the Mayor (“Elected Members”) have an important role representing the people of Buller. This Code of Conduct (“the Code”) represents a commitment from all Elected Members to maintain high standards of behaviour, which is important for their credibility as district leaders and for the reputation of Buller.

As well as articulating agreed professional and ethical behaviours, encouraging teamwork and facilitating effective local democracy, the Code is of value to the Council as a resource and information guide for existing Elected Members and an aid to the public—enabling the public to evaluate behaviour.

Mission of Council is to serve the residents of the Buller District, conscious of their needs, by providing facilities and services, and, creating an appropriate environment for progress and development while preserving the distinctive natural environment, as well as the cultural and historical environments.

### 1. Scope

The Council is required to adopt a code of conduct (clause 15 of Schedule 7 of the Local Government Act 2002 (‘LGA’)). Once adopted, all Elected Members are required to comply with the Code.

The Code is designed to deal with the behaviour of Elected Members towards:

- each other;
- the Chief Executive Officer (‘CEO’) and staff;
- the media; and
- the public.

It is also concerned with the disclosure of information that Elected Members receive in their capacity as members and information which impacts on the ability of the Council to give effect to its statutory responsibilities.

### 2. Application

The Code applies to Elected Members at all times.

The LGA requires Elected Members to comply with the provisions of this Code. Members are also bound by the LGA, the Local Authorities (Members’ Interests) Act 1968, the Local Government Official Information and Meetings Act 1987, the Secret Commissions Act 1910, the Crimes Act 1961, the Financial Markets Conduct Act 2013, the Health and Safety at Work Act 2015, and the Protected Disclosures (Protection of Whistleblowers) Act 2022.

The CEO will ensure that an explanation of these Acts is provided at the first meeting after each triennial election and that copies of the above Acts are freely available to Elected Members.

Short explanations of the obligations that each of these Acts has with respect to the conduct of Elected Members are set out in Schedule 1 of this Code.

# 3

# Principles of Governance

The Code gives effect to the following general principles of good governance with which Elected Members have agreed to comply:

## 3.1 Integrity and Honesty

Elected Members will be honest and act with integrity. This includes:

- behaving in accordance with the trust that the public places in them.
- being fair and consistent in dealings with others and following through on commitments.
- not making statements or doing anything that will, or is likely to, mislead or deceive.
- not placing themselves in situations where their honesty and integrity may be questioned.
- being open to constructive feedback.
- complying with relevant legislation and Council policies and procedures.
- making decisions on merit; including appointments, awarding contracts, and recommending individuals for rewards or benefits.

## 3.2 Accountability

Elected Members will:

- comply with all legislative requirements applying to their role, abide by this Code of Conduct, and act in accordance with the trust placed in them by the public to be responsible for their decisions and actions, and be prepared to justify these.
- act in an open and transparent manner.
- ensure Council resources are used prudently.

## 3.3 Respect

Elected Members may not always get their own way. Elected Members will treat everyone with respect and respect other individuals' points of view and opinions, beliefs, and rights. This includes:

- treating people, including other members, with respect and courtesy, regardless of their race, age, religion, gender, sexual orientation, or disability.
- recognising and encouraging ideas and contributions from others.
- being courteous and approachable.
- not engaging in aggressive, offensive, abusive or bullying behaviour.
- not making personal attacks.
- respecting the impartiality and integrity of staff.
- not interrupting when others are expressing their point of view.

## 3.4 Good Faith

Elected Members will faithfully and impartially perform their powers, authorities and duties in the best interest of the community of Buller District. A breach of this Code could indicate a lack of good faith and could be relevant to assessment of personal liability (see explanation of sections 43 to 47 of the LGA set out in Schedule 1 of the Code).

### 3.5 Proper Use of Position

Elected Members must not abuse their position, including they must not:

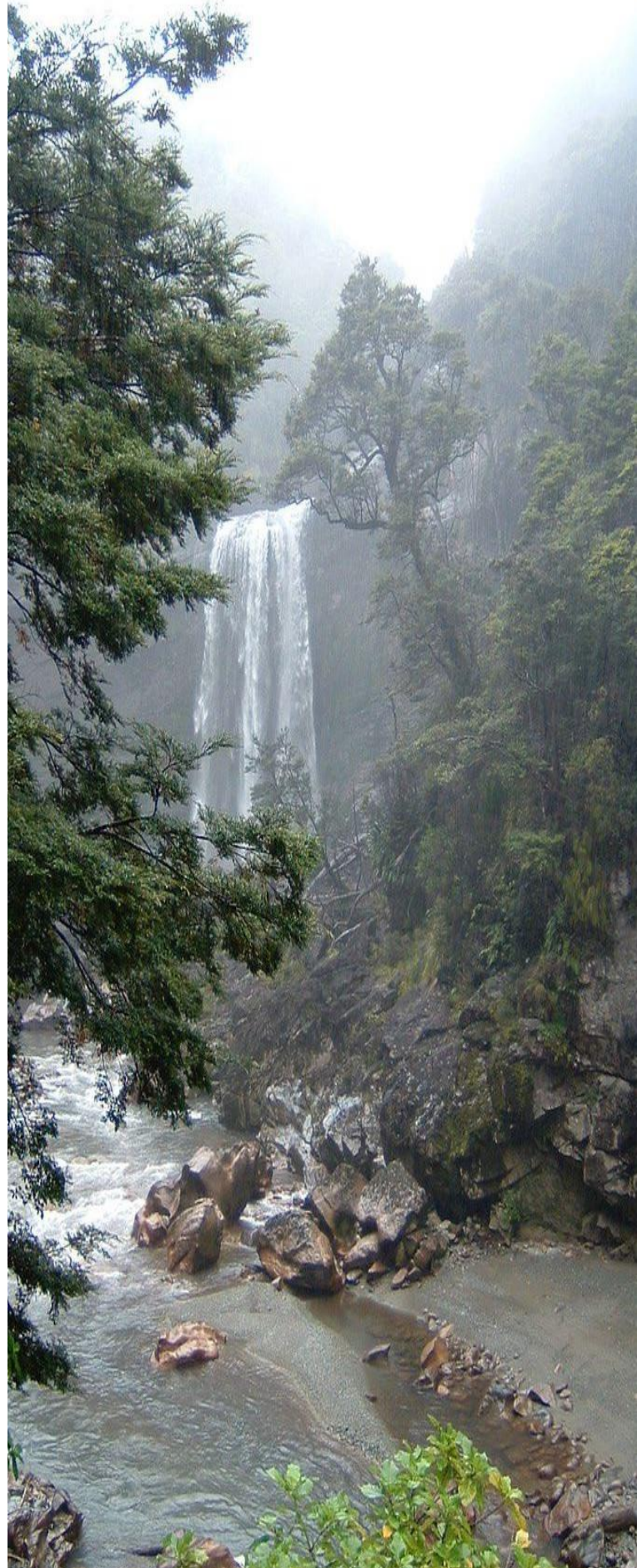
- solicit, demand or request any gift or benefit because of their position.
- claim expenses which are not legitimate.
- fail to declare gifts given to them because of their position (see explanation of declaring gifts set out under Section 5.6 of this Code).
- influence, or attempt to influence, any Council employee, or another member, in order to benefit their own, or family's, personal or business interests.
- use information and/or Council resources for any purpose which is not directly related to Council business, including use of Council resources to promote personal or business interests.
- Use, directly or indirectly, any Council resources and/or branding for the purpose of seeking reelection.

Note: refer to the OAG Guidelines – [“Good Practice for Managing Public Communications by Local Authorities”](#).

### 3.3 Leadership

Elected Members agree to be bound by this Code and demonstrate adherence to these principles through their leadership of the district. They should always endeavour to act individually and collectively in a way that maintains public confidence in the good governance of the Council.

These principles complement, and work in conjunction with, the governance principles relating to local authorities (sections 14 and 39 LGA).





# 4

# Roles & Responsibilities

Good governance requires clarity of roles and respect between those charged with responsibility for the leadership of the Council and those responsible for advice and the implementation of the Council's decisions. This section of the Code describes the roles and responsibilities of Elected Members, the Mayor, Deputy Mayor, Committee Chairpersons, and Chief Executive Officer.

## 4.1 Elected Members

Elected Members, acting as the Council, are responsible for governance, including:

- the development and approval of Council plans, policies and budgets;
- monitoring the performance of the Council against its stated objectives and policies;
- prudent stewardship of Council resources; and
- employment of the CEO.

Elected Members are also responsible for representing the interests of the residents and ratepayers of the district.

Unless otherwise provided in the LGA or in the Council's Standing Orders, the Council can only act by majority decisions at meetings. Any individual member (including the Mayor) has no authority to act on behalf of the Council unless provided for by statute or the Council has expressly delegated such authority.

Elected Members are committed to achieving the highest standards of conduct and behaviour at all times and will carry out their role to the best of their skill and judgment. To achieve this, Elected Members should:

- take responsibility for ensuring that they understand their roles and responsibilities and the Code;

- attend all meetings (including for external organisations to which they are appointed), task force groups (as appropriate) and any appropriate training opportunities provided by Council;
- come to meetings prepared, including having read relevant material;
- seek personal and skill development opportunities to effectively fulfil their statutory declaration of office and contribute to the good governance of Buller;
- maintain an appropriate standard of dress at public meetings, events or functions that does not discredit the Council.
- Generally, the more formal the occasion, the more formal the standard of dress required (monthly council meetings are deemed to be a formal occasion).

## 4.2 Mayor

The Mayor is elected by the district as a whole. Section 41A of the LGA states that role of a Mayor is to provide leadership to other members of the Council and to the people of Buller. The Mayor also has the following roles:

- lead the development of the Council's plans (including long-term plan and annual plan), policies and budgets for consideration by members of the territorial authority;
- appoint the Deputy Mayor;

- establish committees of the Council and appoint the chairperson of each committee established. However, nothing limits or prevents the Council from discharging or reconstituting committees or chairpersons of those committees established by the Mayor by way of Council resolution at a later date.
- presiding at Council meetings. The Mayor is responsible for ensuring the orderly conduct of business during Council meetings (as determined by Standing Orders);
- advocating on behalf of the community. This role may involve promoting the community and representing its interests. Such advocacy will be most effective where it is carried out with the knowledge and support of the Council;
- ceremonial head of the Council;
- providing leadership and feedback to other Elected Members on teamwork and chairing of committees; and
- keeping the Council informed of matters brought to his/her attention.

#### 4.3 Deputy Mayor

If the Mayor has not appointed the Deputy Mayor as noted above, then the Deputy Mayor must be elected by the members of Council, at the first meeting of the Council.

The Deputy Mayor exercises the same roles as other Elected Members, and if the Mayor is absent or incapacitated, the Deputy Mayor must perform all the responsibilities and duties, and may exercise the powers, of the Mayor (as summarised above).

The Deputy Mayor may be removed from office by resolution of the Council.

#### 4.4 Committee Chairpersons

A committee chairperson presides over all meetings of the committee, ensuring that the committee acts within the powers delegated by the Council and the orderly conduct of business during committee meetings (as determined by Standing Orders).

Committee chairpersons may be called on to act as official spokespersons on issues within the terms of reference for their committees.

Chairpersons may be removed from office by resolution of the Council. The Council may also appoint deputy chairpersons of committees, who shall fulfil the functions of the chair when the chairperson is absent.

#### 4.5 Chief Executive Officer

Section 42 of the LGA provides that the CEO is the only person directly employed by the Council itself. All concerns about the performance of an individual member of staff must, in the first instance, be referred to the CEO.

As the principal administrative officer of the local authority, it is the CEO, not the Elected Members, who is responsible for:

- implementing the decisions of the Council;
- providing advice to the Council and its committees;
- ensuring that all responsibilities, duties and powers delegated to him or her, or to any person employed by the local authority, or imposed or conferred by an Act, regulation or bylaw, are properly performed or exercised;
- managing the Council's activities effectively and efficiently;
- maintaining systems to enable effective planning and accurate reporting of the financial and service performance of the Council;
- providing leadership for the staff of the Council;
- employing staff on behalf of the Council (including negotiation of the terms of employment for the staff of the local authority).

While the Council is ultimately accountable, its function is not to make detailed decisions on operational matters. The Council, committee structures and Elected Members day-to-day dealings with the CEO should recognise the statutory responsibilities of the CEO for the effective management of Council staff and for implementing the decisions of the Council.

# 5

## Relationships & Behaviours

This section of the Code sets out the Council's agreed standards of behaviour between members; members and staff; and members and the public. Any failure by members to meet the standards set out in this section represents a breach of this Code. For clarity, sections 5.1 to 5.3 include (but is not limited to) any written communication between Elected Members, or from an Elected Member, including through social media platforms.

### 5.1 Relationship with Other Members

Successful teamwork is a critical element in the success of any organisation. No team will be effective unless mutual respect exists between members. Members must conduct their dealings with each other in ways that:

- maintain public confidence in the office to which they have been elected;
- are open and honest;
- focus on issues rather than personalities;
- avoids abuse of meeting procedures, such as a pattern of unnecessary notices of motion and/or repetitious points of order; and
- avoids conduct which is aggressive, offensive or abusive or which may constitute unlawful or inappropriate behaviour.

### 5.2 Relationship with the Chief Executive Officer and Staff

Elected Members should be aware that failure to observe the standards in section 5.2 of the Code may compromise the Council's obligations to act as a good employer and may expose the Council to civil litigation and/or audit sanctions.

Effective performance of the Council requires a high level of cooperation and mutual respect between Elected Members and staff. Members will:

- recognise the CEO is the employer (on behalf of the Council) of Council staff and only the CEO (or his/her delegate) may hire, dismiss, instruct or discipline an employee;
- make themselves aware of the obligations that the Council and the CEO have as employers and observe those requirements at all times;
- treat all Council staff with courtesy and respect (including the avoidance of aggressive, offensive or abusive conduct towards employees);
- observe any guidelines that the CEO puts in place regarding contact with employees;
- not do anything which compromises, or could be seen as compromising, the impartiality of an employee;
- avoid publicly criticising any employee in any way, but especially in ways that reflect on the competence and integrity of the employee;
- raise concerns about employees only with the CEO, and concerns about the CEO only with the Mayor or Deputy Mayor;
- not seek to improperly influence staff in the normal undertaking of their duties.

### 5.3 Relationships with the public

Effective Council decision-making depends on productive relationships between Elected Members and the community at large. Elected Members will:

- interact with members of the public in a fair, respectful, equitable and honest manner;
- be available to listen and respond openly and honestly to community concerns;
- consider all points of view or interests when participating in debate and making decisions;
- treat members of the public in a courteous manner; and
- act in a way that upholds the reputation of the local authority and values community involvement in local democracy.

### 5.4 Contact with the Media

The media plays an important part in local democracy. To fulfil this role, the media needs access to accurate and timely information about the affairs of the Council. From time to time, individual members will be approached to comment on a particular issue either on behalf of the Council, or as an Elected Member in their own right.

The following rules apply for media contact on behalf of the Council:

- the Mayor is the first point of contact for the official view on any issue, unless delegations state otherwise. Where the Mayor is absent, any matters will be referred to the Deputy Mayor or relevant Committee chairperson.
- No other member may comment officially on behalf of the Council without having first obtained the approval of the Mayor or (where delegated) the relevant Committee chairperson.
- Elected Members are free to express a personal view in the media, at any time, provided the following rules are observed:
  - i. media comments must not state or imply that they represent the views of the Council;
  - ii. where an Elected Member is making a statement that is contrary to a Council decision or Council policy, the member must not state or imply that his or her statements represent a majority view;

- iii. media comments must observe the other requirements of the Code, e.g. not disclose confidential information; compromise the impartiality or integrity of staff; or avoids aggressive, offensive or abusive comments which reflects adversely on the member or the Council; and
- iv. media comments must not be misleading and should be accurate within the bounds of reasonableness.



## 5.5 Information available to Elected Members

Any failure by members to act in the manner described in this section 5.5 will be treated seriously and will immediately be referred by the CEO to an independent investigator for assessment under section 6.2 and Schedule 3 of this Code.

### Confidentiality

To enable Elected Members to properly discharge their duties, members are entitled to, and receive, a broad range of information which is publicly accessible. In the course of their duties, Elected Members will also receive information that may be classified as confidential. This includes information received at meetings which are closed to the public or information that is identified as confidential.

Elected Members may also be provided with, confidential information held by Council. Confidential information includes information that staff have determined there is good reason to withhold under sections 6 and 7 of the Local Government Official Information and Meetings Act 1987 ('LGOIMA'). This will often be information that is either commercially sensitive or is personal to a particular individual. The Council's Privacy Officer is responsible for the release of information under LGOIMA.

Elected Members must not use or disclose confidential information for any purpose other than the purpose for which the information was supplied to the Elected Member. Elected Members should be aware that failure to observe these provisions relating to confidential information will impede the performance of Council by inhibiting information flows and undermining public confidence in the Council. They may also expose the Council to prosecution under the Privacy Act 1993 and/or civil litigation.

A breach of confidentiality could also indicate a lack of good faith which may be relevant to the assessment of personal liability (see explanation of sections 43 to 47 of the LGA set out in Schedule 1 of the Code).

Information received in capacity as an Elected Member

Members will disclose to other members and, where appropriate the CEO, any information received in their capacity as an Elected Member that concerns the Council's ability to give effect to its responsibilities.

Members who are offered information on the condition that it remains confidential will inform the provider of the information that is the member's duty to disclose the information and will decline the offer if that duty is likely to be compromised.

Elected Members are accountable to the public.

- All official information held by them personally, whether on Council equipment or their own personal equipment is subject to the LGOIMA.
- Official information, if sought as part of a request, must be made available immediately to the CEO (or nominee) so that it can be assessed in terms of the requirements of the LGOIMA.

## 5.6 Gifts and Hospitality

A person in a position of trust, such as an Elected Member, should not make a profit through his or her office. The Crimes Act 1961 and the Secret Commissions Act 1910 deals with corruption and the obtaining of gifts as an inducement or reward for acts in relation to the Council's affairs (refer to Schedule 1). Gifts can include discounts, commissions, bonus or deductions.

Acceptance of gifts, services or hospitality may be considered as a bribe or perceived as undue influence. Elected Members must notify the Governance Assistant (or delegate) if any gifts are accepted for inclusion in the Gifts Register maintained by the Council. Where a gift to the value of \$150 or more is offered to a member, it will also be included in the Register of Members Interests maintained by the Council.

As guidance:

- The cumulative value of recurring gifts received each financial year from the same donor must be disclosed. For example, if someone provides a member with concert tickets at different times through the year, the total value of those tickets over the relevant financial year is to be disclosed.
- A member is not required to disclose tickets to events for which that member is required to attend as the Council's representative.
- Working lunches and social occasions should be undertaken with a recognition of the public perception regarding undue influence on Elected Members.

### 5.7 Conflicts of Interest

Failure to observe the requirements of the Local Authorities (Members' Interests) Act 1968 ('LAMIA') could potentially invalidate a decision made, or action taken, by the Council. Failure to observe these requirements could also leave the Elected Member open to prosecution. In the event of a conviction, Elected Members can be removed from office.

Schedule 2 of this Code sets out the Code's conflict of interest requirements. Elected Members must fully acquaint themselves, and adhere strictly to, these requirements.

Ultimately, it is up to each member's own judgement as to whether they have an interest that needs to be disclosed or declared, and what action they take (if any) as a consequence.

The requirements cover two classes of conflict of interest:

- A financial conflict of interest: is one where a decision or act of the governing body could reasonably give rise to an expectation of financial gain or loss to an elected member.

A financial conflict of interest need not involve cash changing hands directly. It could, for example, relate to an effect on the value of land or shares that the member owns, or an effect on the turnover of a business that the member is involved in.

There are particularly strict provisions (and penalties) relating to dealing with a financial conflict of interest.

- A non-financial conflict of interest does not have a personal financial component. It may arise, for example, from a personal relationship, or involvement with a non-profit organisation, or from conduct that indicates prejudice or predetermination.

Elected Members are required to complete declarations of interest following their inauguration, and to update their declarations as and when required.

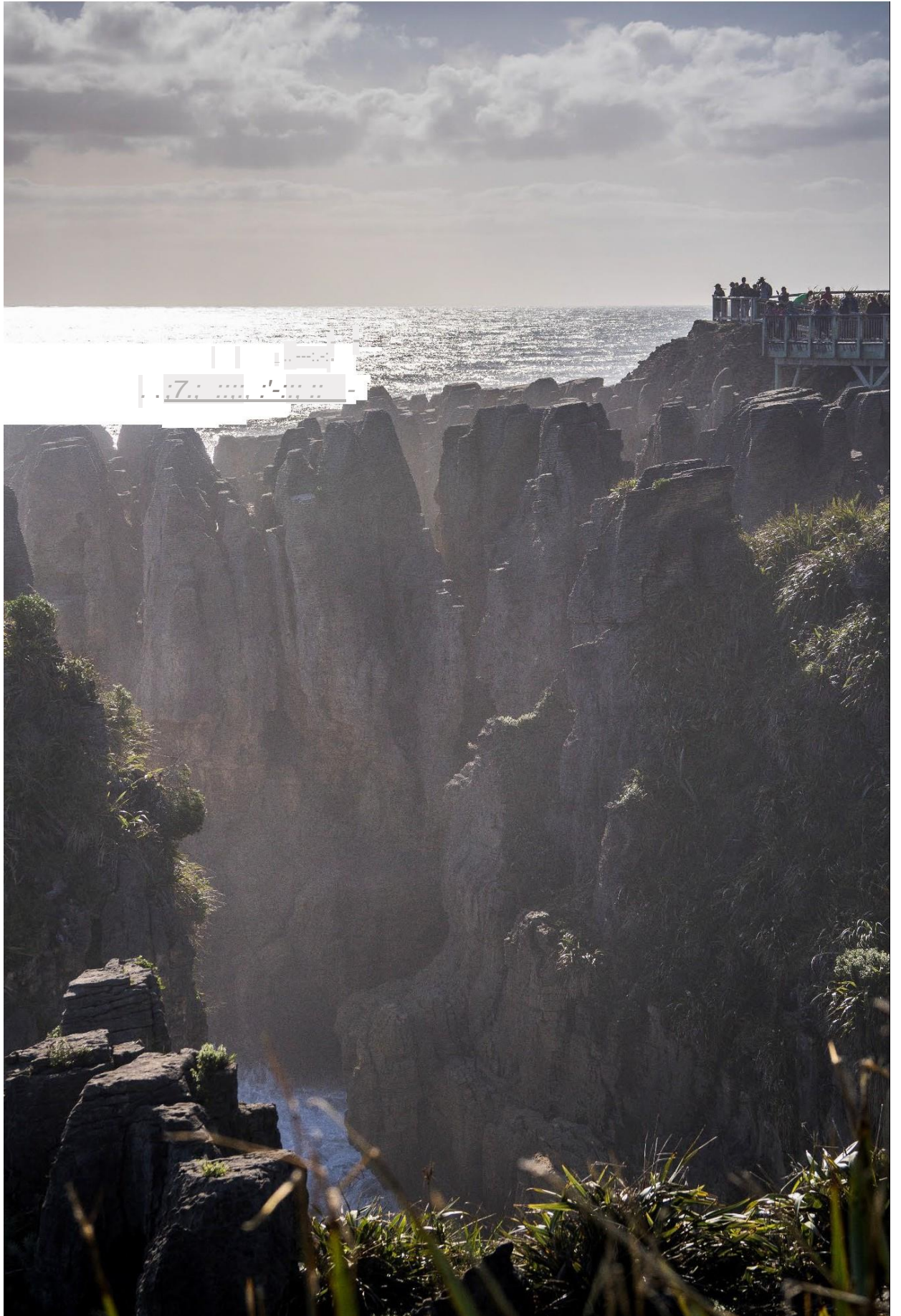
### 5.8 Bankruptcy

Elected Members who are declared an undischarged bankrupt shall notify the CEO when elected or as soon as practicable after being so declared. The member will provide the CEO with a brief explanatory statement of the circumstances surrounding the bankruptcy, including its likely outcome. This must be recorded in the Register of Interests.

### 5.9 Disqualification from Office

The LGA and Standing Orders provide for disqualification of Elected Members from office for example, if they:

- are convicted of a criminal offence punishable by two or more years imprisonment;
- cease to be an elector or become disqualified for registration as an elector under the Electoral Act 1993;
- breach the LAMIA; or
- are absent without approved leave from the Council for four consecutive ordinary meetings of the Council.



# 6

## Breaches of the Code

Members must comply with the provisions of this Code (clause 15(4), Schedule 7, LGA). The exact nature of the action taken to resolve any allegations relating to misconduct of an Elected Member will depend on the nature of the alleged breach and whether there are statutory provisions dealing with the issue in question.

### 6.1 Principles

The following principles will guide any processes for investigating and determining whether a breach under this Code has occurred:

- that the approach for investigating and assessing a complaint will be proportionate to the apparent seriousness of the breach complained about;
- that the roles of complaint, investigation, advice and decision-making will be kept separate as appropriate to the nature and complexity of the alleged breach; and
- that the concepts of natural justice and fairness will apply in the determination of any complaints made under this Code. This requires, conditional on the nature of an alleged breach, that affected parties:
  - have a right to know that an investigation process is underway;
  - are given due notice and are provided with an opportunity to be heard;
  - have a right to seek appropriate advice and be represented;
  - have their privacy respected.

### 6.2 Complaints Process

Only an Elected Member, or the Chief Executive Officer (either for him/herself or on behalf of an employee), who believes that the Code has been breached by the behaviour or action of a member, may make a complaint to that effect. A complaint may be made as a result of a single incident or as the culmination of a series of incidents.

Before making a complaint, members are encouraged to resolve the matter by discussion with the member alleged to have committed the breach.

All complaints made under this Code must be made in writing and addressed to the CEO, setting out the alleged breach of the Code and providing corroborating evidence. On receipt of a complaint, the CEO must follow the process set out in Schedule 3. For the purpose of the Code, (an) Elected Member(s) who is/are the subject of a complaint under the Code is/are 'the respondent'.

#### Panel of Independent Investigators

On behalf of the Council, the CEO will, shortly after the start of a triennium, prepare, in consultation with the Mayor, a list of investigators for the purpose of undertaking an assessment of complaints (when required) and making recommendations to the Council. The CEO may prepare a list specifically for the Council, prepare a list jointly with neighbouring councils or contract with an agency capable of providing appropriate investigators. The Panel of Independent Investigators is not a committee of the Council.



## Materiality

An alleged breach under this Code is material if, in the reasonable opinion of an independent investigator, it would, if proven, bring an Elected Member or the Council into disrepute or, if not addressed, reflect adversely on another Elected Member of the Council.

An alleged breach of section 5.5 of the Code (Information available to Elected Members) will automatically be considered material and referred to an independent investigator for assessment.

## 6.3 Penalties and actions

Where a complaint is determined to be a material breach of the Code and referred to the Council for determination, the nature of any penalty or action will depend on the seriousness of the breach.

### Material breaches

In the case of material breaches of this Code the Council may require one or more of the following:

- a letter of censure to the member;
- a request (made either privately or publicly) for an apology; a vote of no confidence in the member;
- removal of certain Council-funded privileges or Council appointments;
- restricted entry to Council offices, such as no access to staff areas (where restrictions may not previously have existed);
- limitation on any dealings with Council staff so that they are confined to the CEO only;
- suspension or removal from Committees (including joint committees), task forces or other Council bodies; or
- an invitation for the member to consider resigning from the council.

The Council may decide that a penalty will not be imposed where the respondent agrees to one or more of the following:

- attend a relevant training course; and/or
- work with a mentor for a period; and/or
- participate in voluntary mediation (if the complaint involves a conflict between two members); and/or
- tender an apology.

## Breaches of Legislation

If there are statutory provisions dealing with the issue in question, the issue will not be dealt with as a breach of the Code but may be addressed in accordance with the relevant statutory provisions:

- Issues relating to members' interests may render members liable for prosecution by the Auditor General under the Local Authorities (Member's Interests) Act 1968 and, if convicted, the Member can be removed from office;
- Issues which result in the Council suffering financial loss or damage may be reported on by the Auditor General under the LGA, which may result in the member having to make good the loss or damage;
- Issues relating to the commission of a criminal offence may leave the Elected Member liable for criminal prosecution.

Council may refer an issue to the relevant body, any member of the public may make a complaint to that body, or the Auditor General or the Police may take action of their own initiative.

## Breaches of the Code during meetings

It is expected that compliance with the provisions of this Code during a meeting shall be dealt with by the Chairperson of that meeting, within Standing Orders, at the time the breach arises.

Elected Members should raise alleged breaches of the Code with the Chairperson at the time. If an Elected Member believes that an alleged breach of the Code has not been dealt with adequately by the Chairperson at a meeting, that Elected Member may initiate the procedures set out in Section 6.2 and Schedule 3 in the Code.

# 7

## Review or Changes to the Code

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The Council may by resolution of 75 percent or more, change the Code at any time. The Council will formally review the Code as soon as practicable after the beginning of each triennium. The results of that review will be presented to the full Council for its consideration and vote. The Code should be read in conjunction with the Council's Standing Orders.



# Summary of Legislation

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This Schedule is a summary of the legislative requirements that have some bearing on the duties and conduct of Elected Members. Copies of the legislation can be found on [www.legislation.govt.nz](http://www.legislation.govt.nz) or requested from the Governance Assistant.

## Local Government Act 2002 ('LGA')

### Governance Principles

In performing its role the Council must act in accordance with nine broad principles as set out in section 14(1) of the LGA as follows:

- conduct its business in an open, transparent, and democratically accountable manner; and give effect to its identified priorities and desired outcomes in an efficient and effective manner;
- make itself aware of and have regard to the views of all its communities;
- when making a decision, take account of the diversity of the community and the various community's interests;
- the interests of future as well as current communities and the likely impact of any decision on these interests;
- provide opportunities for Maori to contribute to its decision-making process;
- collaborate and cooperate with other local authorities;
- undertake commercial transactions in accordance with sound business practices and assess periodically the expected returns from investing in or undertaking a commercial activity;
- ensure prudent stewardship and efficient and effective use of its resources in the interests of the district;
- take a sustainable development approach that takes into account the social, economic and cultural interests of people and communities and the need to maintain and enhance the quality of the environment and the reasonably foreseeable needs of future generations.

If any of the principles are in conflict, the Council must resolve that conflict in an open, transparent and democratically accountable manner. These principles are helpful in determining the governance structure as they are indicative of the spirit and intent of the LGA and govern the way in which the Council undertakes decision-making. A Council that is seen to act in conflict with these principles can be subject to judicial review.

In deciding on a governance structure, section 39 is also helpful to consider as it defines the following governance principles:

- a local authority should ensure that the role of democratic governance of the community, and the expected conduct of elected members, is clear and understood by elected members and the community;
- a local authority should ensure that the governance structures and processes are effective, open and transparent;
- local authority should ensure that, so far as is practicable, responsibility and processes for decision-making in relation to regulatory responsibilities is separated from responsibility and processes for decision-making for non-regulatory responsibilities;
- a local authority should be a good employer; and
- a local authority should ensure that the relationship between elected members and management of the local authority is effective and understood.

## Decision-Making Responsibility

Every decision made by a local authority, including a decision not to take any action, must be made in accordance with sections 77, 78, 80, 81 and 82 of the LGA. Specifically, the Council must during the decision-making process:

- seek to identify all reasonably practicable options for the achievement of the objective of a decision;
- assess the options in terms of their advantages and disadvantages;
- identify those options which involve a significant decision in relation to land or a body of water, take into account the relationship of Maori and their culture and traditions with their ancestral land, water, sites, wahi tapu, valued flora and fauna and other taonga;
- give consideration to the views and preferences of persons likely to be affected by, or to have an interest in the matter;
- determine the matters significance in relation to Council's Significance and Engagement Policy;
- identify whether the proposed decision would be significantly inconsistent with any existing policy or plan;
- establish and maintain processes to provide opportunities for Maori to contribute to the decision-making process;
- consider ways in which the Council may foster the development of Maori capacity to contribute to the decision-making process;
- provide relevant information to Maori;
- undertake consultation in accordance with the principles of consultation as set out in section 82.

## Significance and Engagement

A higher standard of compliance with the decision making process is required when the Council is making a significant decision. The definition of "significance" is defined in the LGA and in the Council's Significance and Engagement Policy.

If the Council determines that the decision or matter is significant in terms of the Council's Policy, then the Council must apply greater diligence in regards to the decision making requirements of the LGA.

This includes the degree to which different options are identified and assessed and the extent to which community views are considered, including whether consultation is required.

The more significant a matter, the greater the level, and detail, of analysis is required.

Section 78 alone does not require the Council to undertake a consultation process, provided the Council has sought to make itself aware of the views of those interested or affected. The Council may, for example, have gathered information through a process, formal or informal, which has provided the Council with the information it needs to take community views into account. The Significance and Engagement Policy provides guidance on when consultation will and will not be undertaken.

## Personal liability of members

Although having qualified privilege, Elected Members can be held personally accountable for losses incurred by a local authority where, following a report from the Auditor General under section 44 LGA, it is found that one of the following applies:

- money belonging to, or administered by, a local authority has been unlawfully expended; or
- an asset has been unlawfully sold or otherwise disposed of by the local authority; or
- a liability has been unlawfully incurred by the local authority; or
- a local authority has intentionally or negligently failed to enforce the collection of money it is lawfully entitled to receive.

Members will not be personally liable where they can prove that the act or failure to act resulting in the loss occurred as a result of one of the following:

- without the member's knowledge;
- with the member's knowledge but against the member's protest made at or before the time when the loss occurred;
- contrary to the manner in which the member voted on the issue; and
- in circumstances where, although being a party to the act or failure to act, the member acted in good faith and relied on reports, statements, financial data, or other information from professional or expert advisers, namely staff or external experts on the matters.

In certain situation members will also be responsible for paying the costs of proceedings (section 47 LGA 2002).

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

LAMIA regulates situations where an Elected Member's personal interests impinge, or could be seen as impinging on their duties as an Elected Member.

Members may contact the Office of the Auditor General ('OAG') for guidance as to whether that member has a pecuniary interest, and if so, may seek (through an application from the Council) an exemption to allow that member to participate or vote on a particular issue in which they may have a pecuniary interest. The latter must be done before the discussion or vote. The CEO must also seek approval from the OAG for contractual payments to members, their spouses or their companies that exceed the \$25,000 annual limit.

Failure to observe these requirements could also leave the Elected Member open to prosecution under the LAMIA. In the event of a conviction Elected Members can be removed from office. Further guidance is detailed under Schedule 2 of the Code.

## Local Government Official Information and Meetings Act 1987 ('LGOIMA')

The purpose of LGOIMA is to provide for the availability to the public of official information held by local authorities, and to promote the open and public transaction of business in meetings of local authorities.

The general principle is that information held by local authorities is to be made available unless there is good reason for withholding it. The principal grounds for withholding information are set out in sections 6 and 7 of LGOIMA.

LGOIMA sets out a number of statutory procedures and requirements for local authority meetings. Meetings are to be publicly notified, and open to the public unless there is good reason for withholding information and excluding the public.

The Chair has the responsibility to maintain order at meetings, but all Elected Members should accept personal responsibility to maintain acceptable standards of address and debate in line with the principles detailed in section 3 of this Code.

## Secret Commissions Act 1910 ('SCA')

It is unlawful for an Elected Member (or officer) to advise anyone to enter into a contract with a third person and receive a gift or reward from that third person as a result. It is also unlawful for an Elected Member (or officer) to present false receipts to the local authority.

If convicted of any offence under the SCA, a person can be imprisoned for up to 7 years. Elected Members convicted of an offence will be removed from office.

## Crimes Act 1961

It is a crime for any Elected Member to accept, or solicit for themselves (or anyone else), any gift or reward for acting or not acting in relation to the business of the local authority. It is also a crime for any Elected Member to use information acquired in his or her official capacity for monetary gain or advantage.

These offences are punishable by a term of imprisonment of 7 years or more. Elected Members convicted of these offences will be removed from office.

## Financial Markets Conduct Act 2013 ('FMCA')

The FMCA regulates the offer, issue and re-sale of financial products, which includes shares, debt securities and derivatives.

Council is unable to issue shares, but can issue debt securities and derivatives, and may from time to time sell financial products. If Council does issue financial products or, in certain cases, sells financial products that it holds, members will be potentially subject to personal liability for breaches of the offer and other provisions of the FMCA.

## Health & Safety at Work Act 2015 (‘HSWA’)

HSWA came into force on 4 April 2016. Its focus is the protection of workers and other people against harm to their health, safety and welfare by eliminating or minimising risks at workplaces.

The HSWA places obligations on four duty holders- a person conducting a business or undertaking (‘PCBU’); officers of a PCBU; workers; and other people at a workplace. Council as a PCBU holds the primary duty of care under HSWA i.e. to ensure so far as is reasonably practicable, the health and safety of its workers and of other workers whose activities Council influences or directs.

Each elected member is an ‘officer’ (being a person occupying a position in a body corporate that is comparable with that of a director of a company), responsible under HSWA for exercising due diligence to ensure that the Council is meeting its health and safety responsibilities under HSWA. The CEO and Senior Leadership Team are also officers under HSWA.

The due diligence duty of officers supports the primary duty of care owed by a PCBU – placing duties on individuals whose decisions significantly influence the activities of a PCBU, therefore influencing whether the PCBU meets its statutory duties.

Unlike the Chief Executive Office and Senior Leadership Team, Elected Members are not required to be directly involved in the day- to- day management of health and safety. They are, however, still required to take reasonable steps to understand Council’s operations and health and safety risks, and to ensure that they are managed so that the organisation meets its legal obligations under the HSWA.

This duty does not extend to ensuring that a council controlled organisation (‘CCO’) complies with the HSWA, unless the Elected Member is also an ‘officer’ of that CCO.

Taking ‘reasonable steps’ requires each Elected Member to exercise the care, diligence and skill a reasonable officer would exercise in the same circumstances, taking into account matters including the nature of Council’s business, and the Elected Member’s position and nature of his/her responsibilities.

Most officers can be convicted of an offence for failing to meet their due diligence obligations, whether or not a PCBU is convicted of an offence. Elected members, however, when acting in the capacity of an elected member of the Council are expressly exempted from prosecution.

## Protected Disclosures (Protection of Whistleblowers) Act 2022

Organisations, both public and private sector, have responsibilities under the Act as receivers of protected disclosures, including sometimes as appropriate authorities. Public sector organisations must have appropriate internal procedures for protected disclosures and must publicise these procedures widely.

The Protected Disclosures (Protection of Whistleblowers) Act 2022 seeks to facilitate the disclosure and investigation of serious wrongdoing in the workplace, and to provide protection for employees and other workers who report concerns.

Council’s [policy](#) applies to current and former employees, Contractors, consultants, secondees and volunteers at Council. This policy also applies to any persons concerned (or previously concerned) in the management of the Council, including elected or appointed members and Mayor.

The processes contained within this policy are intended only for situations involving allegations of serious wrongdoing where Council’s usual reporting or complaints processes e.g. a grievance under the code of conduct, are not appropriate.

# Conflicts of Interest

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## General

Elected Members are expected to approach decision making with an open mind- 'faithfully and impartially' and in 'the best interests of Buller District'. Elected Members must therefore be careful that they maintain a clear separation between their personal interests and their duties as a member of Council (as governing body, and as a member of a Council committee or other Council body). They must exercise care to avoid situations where they have, or appear to have, a conflict of interest.

Elected Members must carry out their duties free from bias (whether actual or perceived). Bias is the common factor in all conflict of interest situations. The rule about bias applies to both financial and non-financial conflicts of interest and is summed up in the saying 'no one may be judge in their own cause'.

In the local government context, financial conflicts of interest are governed primarily by the Local Authorities' (Members' Interests) Act 1968 ('LAMIA') and non-financial conflicts of interest are governed by the common law rule about bias.

Broadly speaking, a conflict of interest exists when an elected member could use, or uses, their position to further their own interests or those of their partner, or spouse. The various types of conflict of interest include:

- Direct financial interest- where a decision or act of the Council could reasonably give rise to an expectation of financial gain or loss to an elected member.
- Indirect financial interest- where cash doesn't change hands directly but, for example, may influence the value of land or shares that the member owns, or an effect on the turnover of a business that the member is involved in;

- Non-financial interest- where an elected member's responsibilities as a member of Council could be affected by some other separate interest or duty that he/she may have in relation to a matter as a result of, for example, a personal relationship, or involvement with an external organisation, or from conduct that indicates prejudice or predetermination.

Conflicts of interest can be:

- Actual: where the conflict of interest already exists;
- Potential: where the conflict is about to happen, or reasonably could happen; or
- Perceived: where other people might reasonably think an Elected Member is not being objective or his/her position as an Elected Member has been compromised.

## Financial conflicts of interest

Elected members are often faced with the question of whether or not they have a pecuniary interest in a decision and if so whether they should participate in discussion on that decision and vote. When determining if this is the case or not the following test is applied:

*"...whether, if the matter were dealt with in a particular way, discussing or voting on that matter could reasonably give rise to an expectation of a gain or loss of money for the member concerned."* (OAG, 2001)

Members should consider the following factors in considering whether they have a financial interest.

- What is the nature of the decision being made?
- Do I have a financial interest in that decision- do I have a reasonable expectation of gain or loss of money by making that decision?

- Is my financial interest one that is in common with the public?
- Do any of the exceptions in the LAMIA apply to me?
- Could I apply to the Auditor-General for approval to participate?

Members may seek assistance from the Mayor or another person to determine if they should discuss or vote on an issue but ultimately it is their own judgment as to whether or not they have pecuniary interest in the decision. Any member who is uncertain as to whether they have a pecuniary interest is advised to seek independent legal advice. Where uncertainty exists, members may adopt a least-risk approach which is to not participate in discussions or vote on any decisions.

The two specific rules in the LAMIA relate to:

#### 1. Contracts

An Elected Member is disqualified from office, or from election to office, if that member is concerned or interested in contracts and subcontracts (either directly or indirectly) under which payments made by or on behalf of Council exceed \$25,000 in any financial year (unless there is an exemption granted by the Office of the Controller and Auditor-General ('OAG')).

The \$25,000 limit includes GST. The limit relates to the value of all payments made for all contracts in which a member is interested during the financial year. It does not apply separately to each contract, nor is it just the amount of the profit the contractor expects to make or the portion of the payments to be personally received by the member.

It is an offence under LAMIA for a person to act as a member of the Council (or Council committee) while disqualified.

#### 2. Participation in decision-making

Elected Members must not participate in any Council discussion or vote on any matter in which they have a financial interest (either directly or indirectly), other than an interest in common with the public.

Both rules apply in the case of an interest or concern through an Elected Member's spouse or partner, or through a company or trust.

## How is bias determined?

Bias is determined by asking the following question:

*"Is there, to a reasonable, fair-minded and informed observer, a real danger of bias on the part of a member of the decision-making body, in the sense that he or she might unfairly regard with favour (or disfavour) the case of a party to the issue under consideration?"*

It is natural to expect that Elected Members will bring their own experience and knowledge to the decision-making process; that members may already have views – even strong or publicly stated views – about the matter; and that political considerations may play a part in the decision.

The question is not limited to actual bias, but relates to the appearance or possibility of bias reflecting the principle that justice should not only be done, but should be seen to be done. Whether or not members believe they are not biased is irrelevant.

Members should focus on the nature of the conflicting interest or relationship and the risk it could pose for the decision-making process. The most common risks of non-pecuniary bias are where:

- members' statements or conduct indicate that they have predetermined the decision before hearing all relevant information (that is, members have a "closed mind"); and
- members have a close relationship or involvement with an individual or organisation affected by the decision.

In determining whether they might be perceived as biased, members must also consider the context and circumstance of the issue or question under consideration. For example, if a member has stood on a platform and been voted into office on the promise of implementing that platform then voters would have every expectation that the member would give effect to that promise, however he/she must still be seen to be open to considering new information (this may not apply to decisions made in quasi-judicial settings, such as an RMA hearing).



## Declarations of interest

To help identify possible conflicts of interest the Council operates a Register of Members' Interests.

Elected Members must make full and complete declarations of interests following the Inaugural Meeting of Council (after local government elections or by-election, as appropriate), and then every six months, using the Register of Members' Interests Declaration Form. These declarations of interests are a key individual responsibility of all Elected Members. They must notify the Council of the nature and extent of any interest as further detailed in the declaration form.

Declarations will be recorded in a Register of Members' Interests maintained by Council. The Register (or a fair and accurate summary of its contents) will be available for public inspection. A summary will be published on the Council's website.

The Register does not remove the requirement to disclose conflicts of interest as they arise. Members must therefore advise the Council, as soon as practicable during the year, if any new interests arise; complete a declaration of interests form every six months and update the Register whenever a member's interest has changed. **Members must also declare their interests at meetings where matters in which they have a conflict of interest arise. The Elected Member must:**

- **declare the existence of a conflict to the meeting (the member does not have to disclose the nature of the interest concerned, though he or she is required if the interest is a financial one);**
- **abstain from discussion and voting (take no part in the consideration of the matter). Depending on the issue, the member may consider it best to leave the meeting room itself.**

## General awareness and support

There is no simple binding rule that covers all conflict of interest situations – each situation must be evaluated on its individual merits. If an Elected Member is in any doubt as to whether he/she should declare an interest and stand aside from decision-making (including a decision to take no action), then he/she should seek guidance from the Mayor immediately; seek advice from the OAG (as to whether there is a financial interest) or from his/her own lawyer.

In some situations of pecuniary interest, a member may be able to obtain an exemption from the OAG to allow him/her to participate or vote on a particular issue. Any exemptions must be obtained before the discussion or vote takes place.

*The Auditor General can retrospectively approve contracts that would otherwise disqualify a member under the Act, in limited cases.*

In a case of doubt, a member should refrain from discussing or voting on the matter in question and preferably physically withdraw from the meeting. The minutes of the meeting will record the member's declaration of interest and absence from voting.

Relevant guidelines include:

- ['Guidance for Members of Local Authorities about the Local Authorities' \(Members' Interests\) Act 1968'](#) – Office of the Auditor General 2010;
- ['Managing Conflicting Interests in Local Government: The Local Authorities \(Members' Interests\) Act 1968 and Associated Issues'](#) – Department of Internal Affairs August 2011;

## Consequences of bias and/or breach of the LAMIA

An Elected Member will be automatically disqualified from office if he/she is concerned or interested in contracts and subcontracts (either directly or indirectly) under which payments made by or on behalf of Council exceed \$25,000 in any financial year.

If an Elected Member has a financial interest in a matter and participates in discussion and voting on it, he/she will have committed an offence under the LAMIA. In the event of a conviction, an Elected Member can be removed from office.

An Elected Member's bias (whether actual or perceived) has the potential to invalidate the particular decision made, or the action taken, by Council (if successfully challenged by way of judicial review).

If an Elected Member's conduct has contributed to Council incurring a loss; that conduct could also result in personal financial liability under section 46 of the LGA (refer to Schedule 1).

# Process for the investigation and determination of complaints

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## Summary

There is a five-stage process for dealing with complaints under the Code of Conduct:

### Stage 1:

Acknowledgement of the complaint and the respondent is informed.

### Stage 2:

Preliminary assessment of the complaint – led by either the CEO or an independent investigator.

### Stage 3:

Informal resolution of complaint (where alleged breach is considered non-material).

### Stage 4:

Independent investigator assessment where:

- the alleged breach is considered material;
- the complaint has not been able to be resolved informally; or
- the complaint is otherwise referred to an independent investigator by the CEO.

### Stage 5:

The Council's consideration of the investigator's report.

## Stage 1: Acknowledgment of complaint

1. Within two working days of receipt of a complaint, the CEO will:
  - a. acknowledge receipt and refer the complainant to the process for dealing with the complaint under this Code.
  - b. inform the respondent that a complaint has been made against them and refer them to the process for dealing with the complaint under this Code.

## Stage 2: Preliminary assessment of complaint

2. The CEO, with the Mayor (or Deputy Mayor if the complaint involves the Mayor) will assess whether:
  - a. the complaint is frivolous or without substance and should be dismissed;
  - b. the complaint is outside the scope of the Code and should be redirected to another agency or process;
  - c. the subject of the complaint has previously been assessed and actions have been completed in accordance with the Code to address the complaint;
  - d. the complaint is not material and should progress to informal resolution (refer to Stage 3); or
  - e. the complaint is material and a full investigation is required by an independent investigator (refer to Stage 4). An alleged breach of section 5.5 of the Code is deemed to be material.
3. The CEO may request further information/ evidence from the complainant in support of the complaint and, if considered appropriate, may also request a preliminary statement in response from the respondent.
4. Where the CEO and the Mayor (or Deputy Mayor) determines the complaint falls under paragraphs 2(a) or (c) above, the CEO will inform the complainant and the respondent directly. The CEO will also inform other Elected Members of the decision, unless there are grounds for the matter to remain confidential.

5. If it is determined that the complaint involves a potential legislative breach and is outside the scope of the Code, the CEO will forward the complaint to the relevant agency and inform both the complainant and respondent of the action.
6. Where the CEO and Mayor (or Deputy Mayor) determine the complaint is material, the matter must immediately be referred to an individual investigator for assessment (Stage 4).
7. The CEO has full discretion to refer any complaint to an independent investigator at any stage, even if it is considered not material.
8. The preliminary assessment of a complaint under Stage 2 will be completed within seven working days of receipt of the complaint. If additional time is required to complete the assessment, the CEO must notify the complainant and respondent with the date when the preliminary assessment is expected to be completed.

### Stage 3: Informal Resolution

9. Where the CEO and the Mayor (or Deputy Mayor) determine the complaint falls under paragraph 2(d) (refer to Stage 2), they will endeavour to settle the matter informally between the parties within 10 working days from the completion of Stage 2. The process for informal resolution must be fair to, and include, the affected parties.
10. The outcome of this initial process may be that the parties reach an informal agreement to resolve the complaint, in which case no further action is required. A written record of the informal agreement must be kept by the CEO's office.
11. If agreement is not possible between the parties under Stage 3, the CEO will refer the complaint to an independent investigator for full investigation.
12. For clarity, Stage 3 is not available if the complaint has been assessed as material under Stage 2 or referred to an independent investigator under paragraph 7 above.

### Stage 4: Independent Investigator Assessment

13. Where the CEO and the Mayor (or Deputy Mayor) determines the complaint falls under paragraph 2(e) in Stage 2, or the complaint is not otherwise resolved, the CEO will refer the complaint to an independent investigator selected from the approved Panel of Independent Investigators.
14. On receipt of a complaint the investigator will, if appropriate, assess whether:
  - a. the complaint is frivolous or without substance and should be dismissed;
  - b. the complaint is outside the scope of the Code and should be redirected to another agency or process;
  - c. the subject of the complaint has previously been assessed and actions have been completed in accordance with the Code to address the complaint;
  - d. the complaint is non-material; or
  - e. the complaint is material and a full investigation is required.
15. The investigator must carry out their assessment in accordance with the principles in section 6.1 and within the terms of engagement provided by the CEO. The assessment must be completed and sent to the CEO as soon as possible, no later than 20 working days from the date the complaint is referred to the investigator (unless otherwise agreed with the CEO).
16. In making the assessment, the investigator may make whatever initial inquiry is necessary to determine the materiality of an alleged breach and to recommend the appropriate course of action. The investigator has full discretion to recommend any complaint is dismissed which, in their view, fails to meet the test of materiality.
17. On receiving the investigator's assessment, the CEO will:
  - a. where an investigator determines that a complaint is frivolous or without substance or previously been assessed and actioned under the Code, inform the complainant and the respondent directly and inform other Elected Members (if there are no grounds for confidentiality) of the investigator's decision; or

- b. in cases where the investigator finds that the complaint involves a potential legislative breach and is outside the scope of the Code, forward the complaint to the relevant agency and inform both the complainant and respondent of the action.

#### Stage 4A: Actions where a breach is found to be non-material

18. The investigator will inform the CEO if they find the breach is non-material as part of their assessment (under Stage 4), and, if they choose, recommend a course of action appropriate to the breach, such as the respondent:
- a. receiving direction from the Mayor (or Deputy Mayor as appropriate) regarding behaviour or conduct expected from Elected Members;
  - b. attending appropriate training or counselling to better understand the behaviour or conduct that is expected from Elected Members in circumstances that lead to the complaint.
19. The CEO, in consultation with the Mayor (or Deputy Mayor, as appropriate) may determine which recommendation, if any, from the independent investigator's assessment should be actioned. The CEO will advise both the complainant and the respondent of the investigator's findings, which are not open to challenge, and any recommendations to be actioned. The CEO will also notify other Elected Members, unless there are grounds of confidentiality. A written record must be kept by the CEO's office.
20. If the CEO and Mayor (or Deputy Mayor) do not agree on the investigator's recommendations to be actioned, the CEO must report the investigator's assessment to the Council for determination (refer to Stage 5).

#### Stage 4B: Actions where a breach is found to be material

21. The investigator will inform the CEO if they find that the breach is material as part of their assessment (Stage 4). The CEO will then inform the complainant and respondent. The investigator will then prepare a report for the Council on the seriousness of the breach.

#### 22. In preparing the report the investigator must:

- a. consult with the complainant, respondent and any affected parties; and
- b. refer to any relevant documents or information provided by the CEO, and may undertake a hearing with relevant parties.

#### 23. On receipt of the investigator's report, the CEO will prepare a report for Council, which will meet within a month of the CEO receiving the investigator's report to;

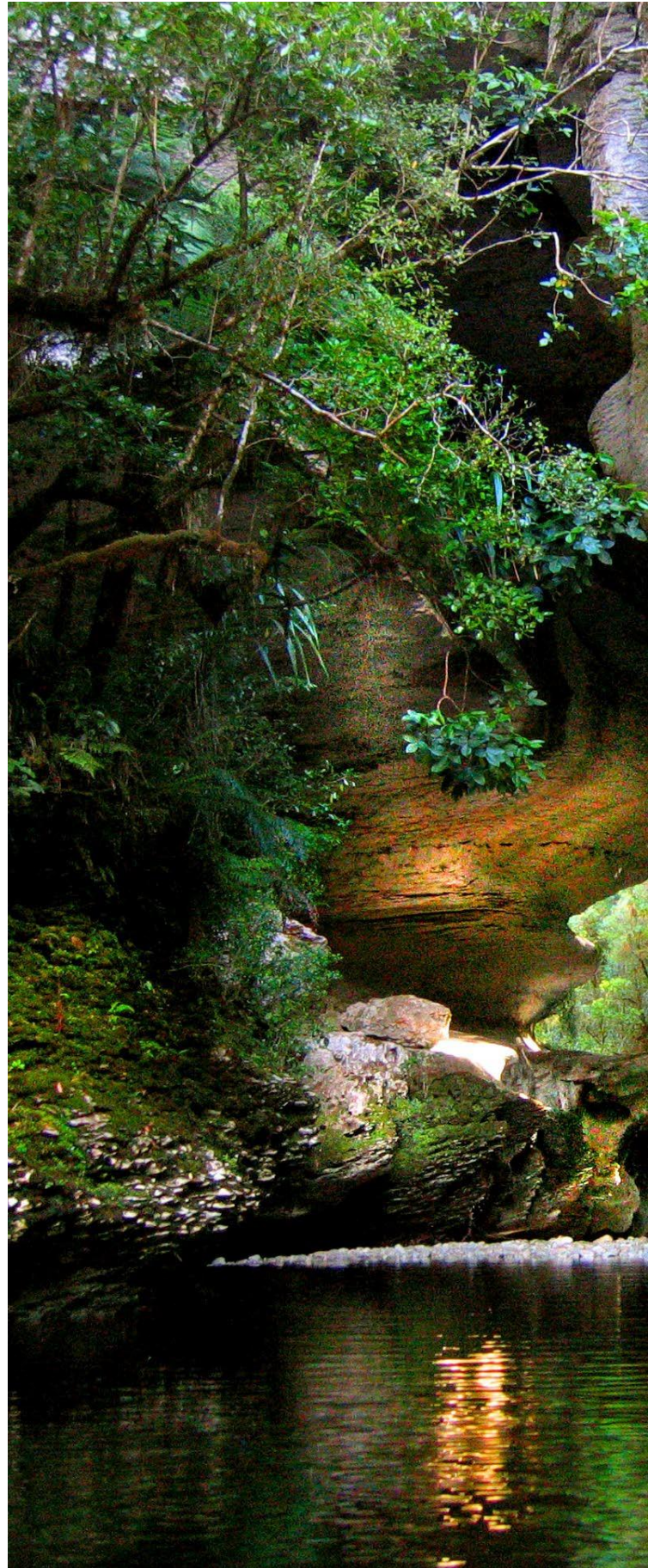
- a. consider the findings of the investigator's report; and
- b. determine whether a penalty, or some other form of action, will be imposed.

The CEO's report will include the full report prepared by the investigator, including any recommendations.

24. The CEO will share the investigator's report with the complainant and respondent under strict confidentiality inviting them to reply in writing as to whether they agree to the findings and whether they wish to make a written submission for consideration by the Council. The complainant and respondent must not disclose or discuss the investigator's report with any person other than the CEO and/or Mayor (or Deputy Mayor, as appropriate) prior to the Council meeting being held to determine the complaint.

## Stage 5: The Council's consideration of an investigator's report

25. The CEO's report (with the investigator's full report or assessment, and any submission from the complainant or respondent, attached) will be considered by the full Council, excluding any interested members (including the complainant (if relevant) and respondent), only if:
- a. the CEO and Mayor do not agree on which recommendations from the investigator, if any, are to be actioned for a non-material breach (refer Stage 4A) or;
  - b. the breach is found to be material (refer State 4B)
26. The Council will consider the CEO's report in an open meeting, except when the alleged breach concerns matters that justify the exclusion of the public, such as the misuse of confidential information or a matter that would otherwise be exempt from public disclosure under section 48 of the LGOIMA, in which case it will be a Public Excluded meeting.
27. Before making any decision in respect of the investigator's report the Council will give the respondent an opportunity to appear and speak in their own defense. Members with an interest in the proceedings may not otherwise take part in these proceedings.
28. The form of penalty that might be applied will depend on the nature of the breach and may include actions set out in section 6.3 of this Code.



# Gowans Walters & Associates Ltd

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building designers

## SCHEDULE OF DRAWINGS

Sheet No.	Sheet Name	Rev. No.	Rev. Date
01	SITE PLAN		No Revision
02	DRAINAGE PLAN		No Revision
03	EXISTING FLOOR PLAN		No Revision
04	ALTERED FLOOR PLAN	A	13/2/21
05	BRACING PLAN	A	29/11/22
06	LIGHTING & ACCESSIBILITY PLAN		No Revision
07	FLOOR COVERINGS PLAN		No Revision
08	ELEVATIONS (1)		No Revision
09	ELEVATIONS (2)		No Revision
10	CROSS SECTION A-A	A	13/2/21
11	ENTRY RAMP DETAILS		No Revision
12	ACCESSIBLE TOILET DETAILS		No Revision

Amendment Approved - Knudsr - 5/12/2022

WAIMANGAROA RESERVE HALL  
at: 1 SUNDERLAND ST WAIMANGAROA  
for: BULLER DISTRICT COUNCIL

**GENERAL NOTES:**

**DIMENSIONS:** ALL FIGURED DIMENSIONS ARE TO FRAMING UNLESS OTHERWISE STATED.

**VERIFICATION:** THE CONTRACTOR SHALL VERIFY ALL DIMENSIONS, LEVELS AND DETAILS PRIOR TO COMMENCEMENT OF WORK. THE DESIGNER SHALL BE IMMEDIATELY NOTIFIED OF ANY AMBIGUITY, OMISSION OR DISCREPANCY DETAILED OR IMPLIED BY THE CONTRACT DOCUMENTS


**CONSTRUCTION NOTES:**

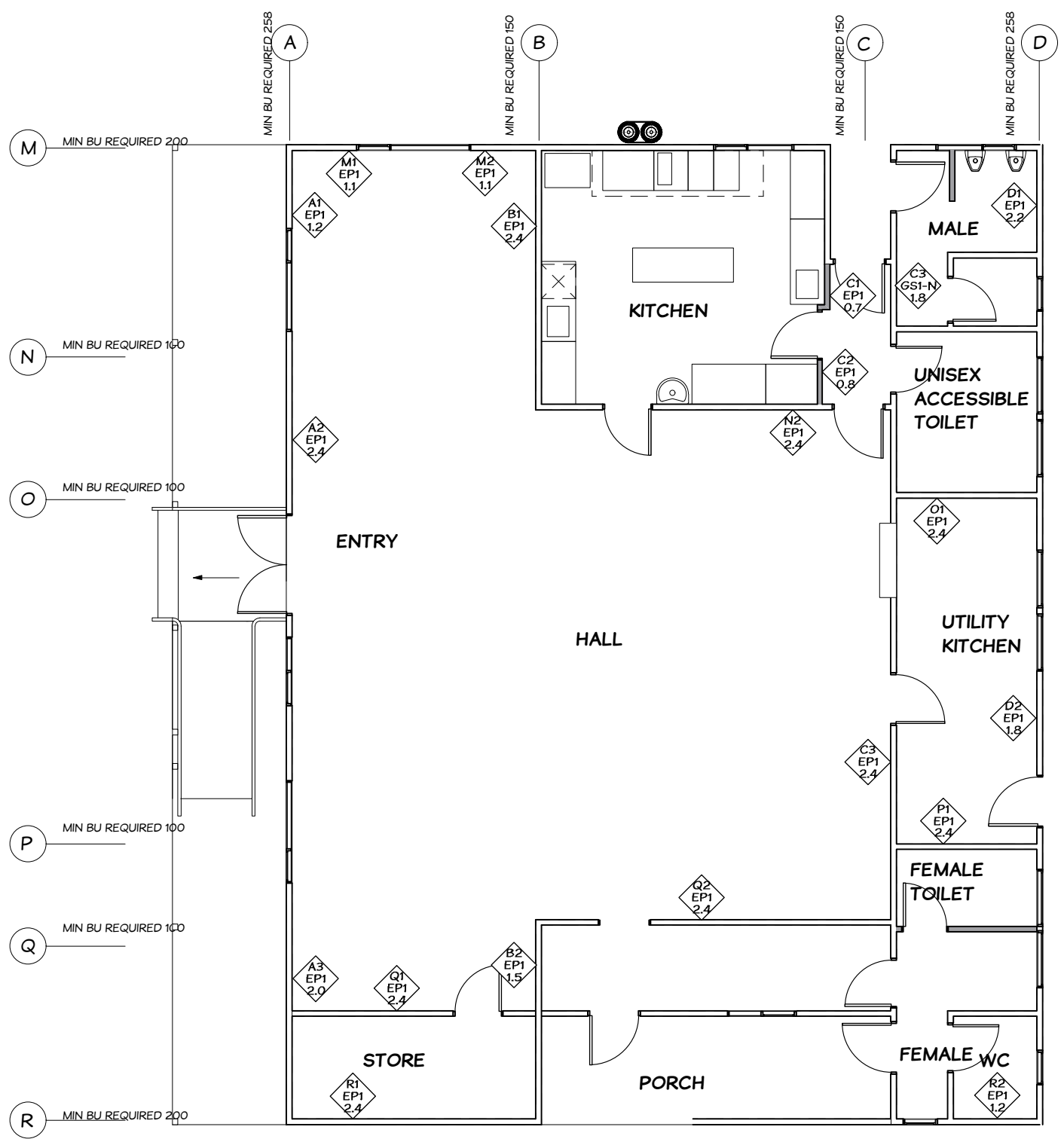
**FRAMING:** ALL INTERNAL TIMBER FRAMING SHALL BE H1.2 SG8 UNLESS OTHERWISE STATED

**WET AREAS/WALL LININGS:** WET AREAS WALL LININGS FINISHED WITH SEMI-GLOSS, OR GLOSS PAINT. AS PER ACCEPTABLE SOLUTION E3/AS1 3.1.2 WALLS (F). BATH TO HAVE 150mm HIGH CERAMIC OR STONE TILE SURROUND HAVING 6% MAXIMUM WATER ABSORPTION, WATERPROOF GROUTED JOINTS, AND BEDDED WITH AN ADHESIVE SPECIFIED BY THE TILE MANUFACTURER AS BEING SUITABLE FOR THE TILES, SUBSTRATE MATERIAL AND THE ENVIRONMENT OF USE.

**BRACING:** BRACED PANELS SHALL COMPLY WITH RELEVANT "BRANZ" APPRAISAL CERTIFICATES. REFER TO BRACING CALCULATIONS AND DETAILS FOR FURTHER INFORMATION.

**BRACINGNOTES**

 BRACING No.  
BRACE TYPE  
BRACE LENGTH (m)



**BRACING PLAN**  
1:100

Amendment Approved - Knudsr - 5/12/2022

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project  
**WAIMANGAROA RESERVE HALL**  
at: 1 SUNDERLAND ST WAIMANGAROA  
for: BULLER DISTRICT COUNCIL



A 29/11/22 BRACING CHANGED TO PLYWOOD AW  
rev date details by

scale(s) at A3	1:100
wind zone	High
sheet title	<b>BRACING PLAN</b>

sheet	<b>05 A</b> of 12
drawn	MM
date	21 DEC 20
job no.	20315 WD01

## Demand Calculation Sheet

### Job Details

Name:	Waimangaroa Reserve Hall	<i>Amended 29/11/22</i>
Street and Number:	1 Sunderland St	
Lot and DP Number		
City/Town/District	Waimangaroa	
Designer	AW	
Company	GWA Ltd	
Date	19 Nov 20	

### Building Specification

Number of Storeys	1
Floor Loading	2 kPa
Foundation Type	Slab
	<b>Single</b>
Cladding Weight	Light
Roof Weight	Light
Room in Roof Space	No
Roof Pitch (degrees)	15
Roof Height above Eaves (m)	1.5
Building Height to Apex (m)	4.5
Ground to Lower Floor (m)	0.4
Average Stud Height (m)	2.4
Building Length (m)	17.2
Building Width (m)	13.28
Building Plan Area (m <sup>2</sup> )	228.4

### Building Location

<b>Wind Zone = High</b>		<b>Earthquake Zone 3</b>	
Wind Region	A	Soil Type:	D & E (Deep to Very Soft)
Lee Zone	No	Annual Prob. of Exceedance:	1 in 1000 ( x 1.3)
Ground Texture	Open		
Site Exposure	Exposed		
Hill Site Category	T1		

### Bracing Units required for Wind

	Along	Across
Single Level	608	672

### Bracing Units required for Earthquake

	Along & Across
Single Level	1559

Amendment Approved - Knudsr - 5/12/2022



## Single Level Along Resistance Sheet

**Job Name: Waimangaroa Reserve Hall**

Wind	EQ
Demand	
608	1559
Achieved	

Line	Element	Length (m)	Angle (degrees)	Stud Ht. (m)	Type	Supplier	Wind BUs	EQ BUs		
A	1	1.20		2.4	GSW-H	GIB®	156	132		
	2	2.40		2.4	BLW-H	GIB®	360	348		
	3	2.00		2.4	GSW-H	GIB®	260	220		
	External Length = 17.2							776 OK		
B	1	2.40		2.4	GSW-H	GIB®	312	264		
	2	1.50		2.4	GSW-H	GIB®	195	165		
								507 OK		
C	1	0.70		2.4	W-H	GIB®	79	71		
	2	0.80		2.4	W-H	GIB®	92	82		
	3	2.40		2.4	BLW-H	GIB®	360	348		
								531 OK		
D	1	2.20		2.4	BLW-H	GIB®	330	319		
	2	1.80		2.4	BLW-H	GIB®	270	261		
	External Length = 17.2							600 OK		

## Single Level Across Resistance Sheet

Job Name: Waimangaroa Reserve Hall

									Wind	EQ	
									Demand		
									672	1559	
									Achieved		
									2610 388%	2492 160%	
Line	Element	Length (m)	Angle (degrees)	Stud Ht. (m)	Type	Supplier	Wind BUs	EQ BUs			
M	1	1.10		2.4	W-H	GIB®	135	115			
	2	1.10		2.4	W-H	GIB®	135	115			
External Length =							13.28			270 OK	230 OK
N	1	2.40		2.4	BLW-H	GIB®	360	348			
										360 OK	348 OK
O	1	2.40		2.4	BLW-H	GIB®	360	348			
										360 OK	348 OK
P	1	2.40		2.4	BLW-H	GIB®	360	348			
										360 OK	348 OK
Q	1	2.40		2.4	BLW-H	GIB®	360	348			
	2	2.40		2.4	BLW-H	GIB®	360	348			
									720 OK	696 OK	
R	1	2.40		2.4	BLW-H	GIB®	360	348			
	2	1.20		2.4	BLW-H	GIB®	180	174			
External Length =							13.38			540 OK	522 OK



### 3.2 ECOPLY® BRACING SPECIFICATIONS SUMMARY

CHH Woodproducts has a range of bracing specifications called the EP bracing series. The EP bracing series simplifies the design and construction of bracing elements using plywood, by itself or in conjunction with GIB® Plasterboard and features:

- Single sided and double sided bracing elements
- High performance bracing element utilising GIB® Standard plasterboard

- A single type, GIB Handibrac®, hold-down for all bracing elements
- Specifications for each bracing element type

Where the cladding forms part of the structural bracing refer to Shadowclad® Specification and Installation Guide for specifications.

TABLE 9: SUMMARY P21 RATINGS FOR 2.4 M HIGH ECOPLY® WALL ELEMENTS

Specification No.	Minimum Wall Length	Lining Requirements	BU's/m Wind	BU's/m Earthquake
EPI	0.4 m	Ecoply® one side	80	95
	0.6 m		95	105
	1.2 m		120	135
EPG	0.4 m	Ecoply one side and 10 mm GIB® Standard plasterboard other side	100	115
	1.2 m		150	150

\* Ecoply® thicknesses of 7 mm, 9 mm and 12 mm may be used

Note: Bracing and other technical information has been specifically tested using Ecoply® branded structural plywood. This information cannot be used with any other plywood brand and bracing data must be sought directly from the specific plywood manufacturer.

#### More information

The following pages provide a full specification of EP bracing elements. Copies of specifications can be down loaded from [www.chhwoodproducts.co.nz](http://www.chhwoodproducts.co.nz)

NZS 3604 provides the method of calculating demand on a building. Calculation sheets are available from BRANZ or GIB® EzyBrace™ software is available as a free download from [www.gib.co.nz](http://www.gib.co.nz). Information is available at [www.chhwoodproducts.co.nz](http://www.chhwoodproducts.co.nz) which can be placed in the custom elements of GIB® EzyBrace™ for ease of calculation.

Amendment Approved - Knudsr - 5/12/2022

Ecoply® Bracing Systems are designed to meet the requirements of the New Zealand Building Code and have been tested and analysed using the P21 method referenced in NZS 3604:2011 listed as an acceptable solution B1/AS1 Structure. Testing was carried out using Ecoply manufactured by Carter Holt Harvey and SGB timber framing and GIB® products manufactured by Winstone Wallboards Ltd. Substituting materials may compromise performance of the system. GIB® and GIB Handibrac® are registered trade marks of Fletcher Building Holdings Ltd.

MARCH 2014

### 3.3 ECOPLY® BRACING SPECIFICATION – EPI

#### SINGLE SIDED STRUCTURAL PLYWOOD BRACE

Specification No.	Minimum Wall Length	Lining Requirements	BU's/m Wind	BU's/m Earthquake
EPI_0.4	0.4 m	Ecoply® one side	80	95
EPI_0.6	0.6 m		95	105
EPI_1.2	1.2 m		120	135

#### Framing

Wall framing must comply with:

- NZBC B1 - Structure: ASI Clause 3 Timber (NZS 3604:2011)
- NZBC B2 - Durability: ASI Clause 3.2 Timber (NZS 3602)

Framing dimensions and height are as determined by the NZS 3604 stud and top plate tables for load bearing and non load bearing walls. Kiln dried verified structural grade timber must be used. Machine stress graded timber, such as Laserframe® of SG8 stress grade minimum, is recommended.

#### Bottom plate fixing

Use GIB Handibrac® hold-down connections at each end of the bracing element. Refer to manufacturer installation instructions supplied with the connectors for correct installation instructions and bolt types to be used for either concrete or timber floors. Within the length of the bracing element, bottom plates are fixed in accordance with the requirements of NZS 3604.

#### Lining

One layer of 7 mm, 9 mm or 12 mm Ecoply® plywood fixed directly to framing or over cavity battens. If part sheets are used, ensure nailing at required centres is carried out around the perimeter of each sheet or part sheet. A 2-3 mm expansion gap should be left between sheets.

#### Fastening the Ecoply®

##### Fasteners

Fasten with 50 x 2.8 mm galvanised or stainless steel flat head

nails for direct fix, or 60 x 2.8 mm over cavity battens. Place fasteners no less than 7 mm or 3 fastener diameters from sheet edges. Screws cannot be used. Power driven nails are suitable. Do not overdrive, nails must be full round head.

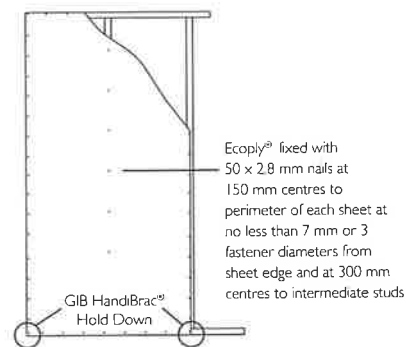
##### Fasteners for H3.2 CCA treated Ecoply

Where fasteners are in contact with H3.2 CCA treated timber or plywood, fasteners shall be a minimum of hot dip galvanised.

In certain circumstances stainless steel fasteners may be required. Refer to table 8 of the Ecoply Specification and Installation Guide for these circumstances and further fastener selection advice. Where stainless steel nails are required, annular grooved nails must be used.

##### Fastening centres

Fasteners are placed at 150 mm centres around the perimeter of each sheet and 300 mm centres to intermediate studs. Where more than one sheet forms the brace element each sheet must be nailed off independently.



#### ECOPLY® SUITABILITY FOR BRACING APPLICATIONS INCLUDING TREATMENT TYPE AND FASTENER MATERIAL\*

Application	Plywood Treatment	Fastener Material
Plywood bracing in interior spaces with no risk of exposure to weather or moisture penetration conducive to decay (all exposure zones <sup>1</sup> including sea spray):	Ecoply® Untreated	Hot dipped galvanised or better
Plywood bracing in enclosed spaces (protected from the weather) but with a risk of moisture penetration conducive to decay in exposure zones <sup>1</sup> B & C:	Ecoply H3.1 LOSP/H3.2 CCA treated Ecoply Barrier (rigid air barrier)	Hot dipped galvanised or better
Plywood bracing in enclosed spaces (protected from the weather) but with a risk of moisture penetration conducive to decay in exposure zone <sup>1</sup> D (sea spray):	Ecoply H3.1 LOSP/H3.2 CCA treated Ecoply Barrier (rigid air barrier)	Stainless steel
Cladding	Refer to Shadowclad® Specification & Installation Guide	
Rigid Air Barrier	Refer to Ecoply Barrier Specification & Installation Guide	
Bracing on framing exposed to ground atmosphere in exposure zones <sup>1</sup> B & C	Ecoply H3.1 LOSP/H3.2 CCA treated	Hot dipped galvanised or better
Bracing on framing exposed to ground atmosphere in exposure zones <sup>1</sup> D	Ecoply H3.1 LOSP/H3.2 CCA treated	Stainless steel
Bracing in wet process buildings in all exposure zones <sup>1</sup> (including sea spray)	Ecoply H3.1 LOSP/H3.2 CCA treated	Stainless steel

<sup>1</sup> Exposure zones as per section 4 of NZS 3604

\* Refer to Table 8, page 15 of Ecoply Specification & Installation Guide.

Ecoply® Bracing Systems are designed to meet the requirements of the New Zealand Building Code and have been tested and analysed using the P21 method referenced in NZS 3604:2011 listed as an acceptable solution B1/ASI Structure. Testing was carried out using Ecoply manufactured by Carter Holt Harvey and SG8 timber framing,

and GIB® products manufactured by Winstone Wallboards Ltd. Substituting materials may compromise performance of the system. GIB® and GIB Handibrac® are registered trade marks of Fletcher Building Holdings Ltd.

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### 3.7 GIB HANDIBRAC® – RECOMMENDED INSTALLATION METHOD

Developed in conjunction with MiTek™ NZ, the GIB HandiBrac® has been tested for use as the hold-down in all EP bracing elements.

- The GIB HandiBrac® registered design provides for quick and easy installation
- The GIB HandiBrac® provides a flush surface for the wall linings

because it is fitted inside the framing. There is no need to check in the framing as recommended with conventional straps

- The GIB HandiBrac® is suitable for both new and retrofit construction
- The design also allows for installation and inspection at any stage prior to fitting internal linings

Concrete Floor		Timber Floor	
External walls	Internal walls	External walls	Internal walls
Position GIB HandiBrac® as close as practicable to the internal edge of the bottom plate	Position GIB HandiBrac® at the stud/plate junction	Position GIB HandiBrac® in the centre of the perimeter joist or bearer	Position GIB HandiBrac® in the centre of the floor joist or full depth solid block
<b>Hold-down fastener requirements</b>			
A mechanical fastening with a minimum characteristic uplift capacity of 15kN or screw bolt supplied with the bracket		M12 x 150 mm galvanised coach screw or screw bolt supplied with the bracket	

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### 3.8 STRUCTURAL CEILING DIAPHRAGMS

Diaphragms are used to transfer lateral loads to braced walls and allow for greater spacing between bracing lines. Diaphragms do not have a BU rating themselves.

Plywood diaphragms are an acceptable solution as described in section 13 NZS 3604 13.5.2 and allows for plywood not less than 6 mm thick and a minimum of three ply for:

- (a) Diaphragms not steeper than 25 degrees to the horizontal and not exceeding 12 metres long under light or heavy roofs and;
- (b) Diaphragms not steeper than 45 degrees to the horizontal and not exceeding 7.5 metres long under light or heavy roofs

Ceiling Diaphragms are constructed as follows:

- (a) The length of diaphragm shall not exceed twice its width measured between supporting walls
- (b) The ceiling lining must consist of plywood over the entire area of the diaphragm
- (c) Complete sheets with a minimum size of 1800 x 900 must be used
- (d) Framing size and spacing must comply with NZS 3604
- (e) Fastener size should comply with Table 7 of this publication. E.g. 40 mm x 2.5 mm flat head nails for 7 mm and 9 mm Ecoply®
- (f) Fastening is at 150 mm centres around the perimeter of each sheet and at 300 mm centres to intermediate framing
- (g) Fixings are no closer than 10 mm from sheet edges
- (h) Perimeter ceiling framing must be connected to wall framing by a perimeter 140 mm x 35 mm ribbon plate nailed to the top of the top plate or alternative such as a 0.55 mm thick steel angle or proprietary steel channel
- (i) Sheets must be layed in a staggered pattern
- (j) The basic shape of a ceiling diaphragm should be rectangular. Protrusions are permitted but cut-outs are not (see Figure 13.4 NZS 3604)

Amendment Approved - Knudsr - 5/12/2022



# Approved Building Consent Documents

**Please note:** A copy of the stamped, approved documents must be available onsite for **all** inspections.

# IMPORTANT NOTES REGARDING ATTACHED BUILDING CONSENT/ PROJECT INFORMATION MEMORANDUM (PIM) PLEASE READ

1. Please note the conditions, endorsements and required inspections listed on the Building Consent (and PIM if requested) before any work commences.
2. The applicant and builder are responsible for the correct siting of buildings or alterations thereon. As such, they shall ascertain the true position of survey pegs before building operations commence.
3. If you identify or suspect that hazardous materials are present, you should contact WorkSafe NZ for further advice.
4. These plans and associated documents are to be kept on site for all inspections including final inspections. Inspections will not be carried out unless the approved plans and documents are on site.
5. Owner-builder: if an owner-builder is carrying out the work, and there is a change to the owner-builder or they are no longer carrying out the work, council must be notified by a notice of owner-builder form (Form 2c).
6. Licensed building practitioner (LBP): when booking an inspection for restricted building work you must advise who the LBP is that carried out the work or an inspection may not be carried out. If there is a change in LBP, the council must be advised (including full name, registration number, licence class).
7. Any inspections carried out after two years from the date the consent was granted will be charged at the current inspection rate.
8. Your building consent may lapse if the building work to which it relates does not commence within 12 months after the date of issue of the building consent, or any further period that the building consent authority may allow.
9. Upon completion of your building works a final inspection needs to be carried out.
10. An owner must apply to a building consent authority for a code compliance certificate after all building work to be carried out under a building consent granted to that owner is completed. Council has 20 working days to make this decision.
11. Council must also decide whether to issue or refuse to issue a Code Compliance Certificate within 2 years of the consent being granted, or any further agreed period, even if no application for Code Compliance Certificate has been received.
12. Major amendments to a building consent must be applied for in the same way as an application for a building consent before carrying out the work. Failure to do so could lead to difficulty in obtaining a Code Compliance Certificate.
13. It is an offence to permit public use of a building for which a Code Compliance Certificate or Certificate for Public Use has not been issued– refer Sec 363 of the Building Act 2004.

**Please allow 24 hours notice for inspections**

## Inspection and Requirements

FORM: BAM 452  
V.3.1 DOI 08/12/2019

A condition of granting any consent, whether stated or not, is that the BCA is entitled at all times during working hours or while building work is being done, to inspect the building and the building work and the land on which building work is being or is proposed to be done although they may not enter a household unit without consent of the occupier or an order from the District Court and when on private land must produce to the occupier of the building a warrant issued by the Council as proof of authorisation whenever requested to do so.

Inspections are required to verify that building work is being carried out in compliance with the approved consent documents. The consent will list the inspections required.

Sometimes it is necessary for specialists to conduct inspections in addition to or instead of inspections carried out by the Council and you will usually be advised at the time consent is issued. Typically these types of inspections may involve having a Geotechnical Engineer confirm ground stability or having an aspect of specific structural design checked by a registered engineer. Please ensure you read your consent documents carefully before commencing work.

The owner, their agent or builder should request an inspection at least 24 hours in advance (preferably longer for rural areas) to ensure the inspection can be carried out at a time that is suitable. To book an inspection contact the customer services staff at Council in either Westport phone 788-9111 or Reefton phone 732-8821. When booking the inspection you need to know the consent number, site location, type of inspection, contact person and phone number and who the Licensed Building Practitioner (LBP) is if the work involves restricted building work.

It is also important that the inspector can gain access to the site or into the building to inspect it, so if no one is available on site please arrange access into the building when booking the inspection. Please also ensure that a contact person is on-site unless prior arrangements have been made (Council recommends that the lead contractor or their representative be on site for all inspections) and that the consent and approved plans are available. An inspection will not be carried out if these documents are not available and a re-inspection may be required at your cost. The inspector will check that the work complies with the consent documents, record verification or otherwise and email or notify the owner and nominated agent of the results.

Extra inspections carried out over and above the number estimated and paid for at the time of issue of the building consent will be invoiced on completion of the work and must be paid before a Code Compliance Certificate will be issued. The current inspection fee applies for any inspections carried out more than two years after the consent was issued. For prepaid inspections, the balance between the fee paid and the current fee (or fee applicable at time of inspection) will apply.

### **How do I know if the inspection has been approved?**

The inspector will check whether the work complies, record these details and email or notify the owner and nominated agent.

### **What if the work does not comply?**

Extremely minor work may be able to be remedied and approved at the time of inspection. However any other non-compliance will be recorded in an Inspection Notice which will detail the actions that need to be taken. This could include what work needs to be remedied, whether any other work can continue, whether a further inspection will be required, whether an amendment is needed if a change has been made or in serious cases whether work must stop immediately and if a Notice to Fix is likely to be issued.

### **Final inspections**

When work is completed, a final inspection is required. An owner must apply to a building consent authority for a code compliance certificate after all building work to be carried out under a building consent granted to that owner is completed. These forms can be provided electronically if your application was made electronically or Council can supply a hardcopy. Please check the conditions and endorsements listed on your consent to ensure that all required documentation is provided e.g. LBP record of works, energy works certificates etc. Council has 20 working days from the date the Code Compliance Certificate application is received to issue a Code Compliance Certificate. If there is any outstanding information still to be provided such as producer statements or supporting documents, your application will be put on hold and the timeframe will not restart until the date all information has been received.



INSPECTION TYPE	DESCRIPTION
<b>1st Inspection (Site investigation)</b>	<ul style="list-style-type: none"> <li>• <u>BEFORE ANY CONCRETE IS POURED</u>, this includes pile and/or pole holes.</li> <li>• Location of the structure in relation to the property boundaries is clearly identifiable (demonstrated by a boundary peg location, or surveyor's building location certificate).</li> <li>• Foundation excavation and soil bearing capacity.</li> </ul>
<b>Prepour</b> <ul style="list-style-type: none"> <li>• Wastepipes</li> <li>• Concrete tilt panel</li> </ul>	<p><u>BEFORE ANY CONCRETE IS POURED</u></p> <ul style="list-style-type: none"> <li>• All trench and footing excavations, required formwork is completed and reinforcement is in place.</li> <li>• Services into the building have been suitably placed.</li> <li>• When holes are excavated prior to pile installation, pile holes are to be correct depth, clean &amp; free of water.</li> <li>• Plumbing to be ready for inspection and drains completed, but uncovered. Pressure test.</li> <li>• Where pipework has been installed under the floor slab it should be inspected before it is covered by hard fill and Damp Proof Membrane (DPM).</li> </ul>
<b>Subfloor – Framing/Drainage</b>	<ul style="list-style-type: none"> <li>• For timber floors, adequate ventilation is provided to subfloor space and meets minimum distance to ground and includes fixings and underfloor insulation.</li> <li>• Check subfloor connections, joist sizing, required blocking, suspended plumbing pipe work.</li> <li>• Relocated dwellings require a subfloor inspection prior to the base boards being fitted.</li> <li>• Subfloor insulation is in place and adequate subfloor ventilation is provided.</li> </ul>
<b>Floor Slab</b>	<ul style="list-style-type: none"> <li>• When all fill compaction is complete, moisture proof membrane placed, reinforcing steel installed and supported, plumbing and drainage services installed, <u>AND BEFORE ANY CONCRETE IS POURED</u>.</li> <li>• Where pipework has been installed under the floor slab it should be inspected before it is covered by hard fill and Damp Proof Membrane (DPM).</li> <li>• When all plumbing and drainage pipes have been installed (and are under water test for AS 3500 only).</li> <li>• DPM is placed with all laps and penetrations sealed, reinforcing in position with chairs, as appropriate.</li> <li>• Additional steel is in place for slab thickenings and corner bars.</li> </ul>
<b>Blockwork</b>	<ul style="list-style-type: none"> <li>• Block work completed, reinforcing in place. Wash-out/clean-outs open to allow inspection of reinforcing to verify reinforcing, block sizes, tie bars, lintels, cavities etc</li> </ul>
<b>Brickwork</b> <ul style="list-style-type: none"> <li>• Half high Brick</li> <li>• Shelf Angle / Steel Lintel</li> </ul>	<ul style="list-style-type: none"> <li>• Brick work is completed to half way up between the foundation and soffit. All associated flashings around the windows, doors and openings should be in place. Cavity width is correct and cavity is clear of all debris. Brick ties correctly spaced and clean. All penetration through the building wrap must be sealed.</li> </ul>
<b>Pre-wrap</b> <ul style="list-style-type: none"> <li>• Framing</li> <li>• Pre-plaster</li> </ul>	<ul style="list-style-type: none"> <li>• All fixings including purlin, truss to top plate, top plate to stud and stud to bottom plate are checked but before roof cladding and building wrap have been installed.</li> <li>• Relocated dwellings require a subfloor inspection prior to the base boards being fitted.</li> <li>• Subfloor insulation is in place and adequate subfloor ventilation is provided.</li> </ul>
<b>Post Wrap Monolithic Cladding</b>	<ul style="list-style-type: none"> <li>• All roof trusses, purlins/wall framing, including exterior sheet bracing and brace fixings are complete.</li> <li>• When building wrap fixed in place and sill/flashing tape is complete at openings.</li> <li>• Wrap fixed in place, strapped to prevent bulging and trimmed to avoid hanging below the cladding system.</li> <li>• Cavity cladding systems - cavity battens, cavity closers and associated flashings are in place.</li> <li>• All associated flashings around the windows, doors and openings should be in place.</li> <li>• Primary flashings: flashings in place on the exterior of the building.</li> </ul>

INSPECTION TYPE	DESCRIPTION
	<ul style="list-style-type: none"> <li>Secondary flashings: back flashings and flashing tape in place around the wraps.</li> <li>Lintel bars may also be in place at this inspection.</li> </ul>
<b>Deck / Roof Membrane</b>	<p>When all insulation material is in place, but <i>PRIOR TO ANY ROOFING MATERIALS BEING FIXED</i></p> <ul style="list-style-type: none"> <li>When the substrate for the water proofing membrane is complete with all outlets installed. Substrate is prepared to a standard suitable for placement of the membrane</li> </ul>
<b>Preline Plumbing</b>	<ul style="list-style-type: none"> <li>All internal plumbing is complete (including solar heating) and plumbing pipe work is under pressure test</li> </ul>
<b>Preline Building</b> <ul style="list-style-type: none"> <li>Steel frame/steel construction</li> <li>External Tanking</li> </ul>	<ul style="list-style-type: none"> <li>The building must be weathertight - all exterior cladding, windows, doors etc have been fixed in place</li> <li>All structural components (including bracing and brace fixings) completed and wall insulation in place.</li> <li>All internal plumbing is complete and plumbing pipe work is under pressure test.</li> <li>Moisture content is checked. Location of electrical fittings checked.</li> <li>Structural fixings may be rechecked. Metal angles fitted to tile shower corners.</li> <li>Wet area membrane: When all outlets have been installed and the water proofing membrane is in place, ensuring reinforced corners are fitted.</li> <li>Roofs and decks: When the substrate for the water proofing membrane is complete with all outlets installed. Substrate is prepared to a standard suitable for placement of the membrane.</li> <li>Pre filling of basement foundations to check water proofing membrane and protection substrate, drainage, filter cloth etc.</li> </ul>
<b>Post Line</b>	<ul style="list-style-type: none"> <li>When all the internal wall and ceiling linings have been fixed in place (<i>BUT PRIOR TO FIXING OF CORNICES OR SKIRTINGS OR GIB STOPPING</i>).</li> <li>Bracing element(s), wet areas, noise construction, smoke sealing and fire linings correctly fixed per design and manufacturer instructions.</li> </ul>
<b>Internal Membrane</b>	Waterproof membrane inspection prior to tiles being laid.
<b>Drainage</b>	<ul style="list-style-type: none"> <li>All drainage work is complete outside the building footprint, left open &amp; under test – before any backfilling.</li> <li>As built drainage plan has been completed. Council requires the as built drainage plan as part of the information requested for code compliance.</li> </ul>
<b>Solid Fuel Heaters (including flue and wetback connections)</b>	<p>Ceiling plate to be left down so that clearances and distances to combustible materials can be inspected.</p> <p>For inbuilt solid fuel heaters an inspection is also required to check the register before installation of the new appliance.</p>
<b>Retaining Walls</b>	<p>Retaining walls, siting, post holes, footings, drainage, design engineer report, reinforcing</p> <ul style="list-style-type: none"> <li>The installation of the water proofing membrane system (including the protection of the water proofing membrane) and sub-soil drainage system prior to the backing of the retaining wall with free draining fill. Filter cloth is in place to protect retaining wall drainage.</li> </ul>
<b>Final</b>	<ul style="list-style-type: none"> <li>When building work is complete and can include: installation of insulation materials in roof cavities; provision of fire requirements, steps/ramps required for egress from the building, installation of chimneys and spaceheaters.</li> <li>Required paper work must be provided, including but not limited to: construction statements, energy work certificates, and any as built drawings.</li> <li>For residential properties: include installation of smoke alarms.</li> <li>For commercial properties: all systems identified as necessary for a Compliance Schedule must be installed and operational and any test certificates by installer provided.</li> <li>All required documentation (PS4's, tanking certificates, electrical/gas certificates)</li> </ul>



# View Statutory Action

**Parcel** Section 224 Town of Waimangaroa **Parcel ID** 3615655  
**Current Purpose** Recreation Reserve **Parcel Status** Current

Statutory Action	Type	Recorded	Action	Status
New Zealand Gazette 1981 p 3576	Gazette Notice	31/03/2001	Create	Current

**Statute**  
**Purpose** Recreation Reserve  
**Name** Waimangaroa Recreation Reserve  
**Comments**

\*\*\* End of Report \*\*\*



# Waimangaroa Reserve Hall Building Alteration

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## Fire Safety Summary

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Prepared for Buller District Council

Prepared by: Grant Smith

Reviewed by: Nigel Smith

Reference 20237

163 Douglas Street Highfield Timaru 7910

Mobile: 027 788 9808

e-mail: [grant@firesafetysolutions.co.nz](mailto:grant@firesafetysolutions.co.nz)

Date 14<sup>th</sup> December 2020

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## FIRE SAFETY DESIGN SUMMARY

### Waimangaroa Reserve Hall

#### 1 Sunderland Street, Waimangaroa

#### Table of Contents

1	Purpose
	1.1 Design Principals
	1.2 Introduction
	1.3 Occupancy
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2	Firecells, Fire Safety Precautions
	2.1 Provision of Firecells
	2.2 Fire Safety Systems
	2.3 Fire Resistance Ratings
3	Means of Escape
	3.1 Number of Escape Routes
	3.2 Width of Escape Routes
	3.3 Length of Escape Routes
	3.4 Doors Subdividing Escape Routes
	3.5 Signs
	3.6 Visibility in Escape Routes
4	Internal Fire
	4.1 Firecell Construction
	4.2 Surface Finishes
5	External Fire Spread
6	Fire Fighting
7	Prevention of Fire Occurring
8	Summary of Features Provided

#### APPENDIX 1 Means of Escape Drawing

Version	Date	Details
BCI	14 <sup>th</sup> December 2020	Building Consent Issue

## 1 PURPOSE

The purpose of this report is to provide an assessment to both the local Building Control Authority (BCA) and the owner as to the current fire safety standards relating to the existing building.

This report can be used to assist future developments to ascertain what is required for the building to comply with the provisions of the current building code in relation to fire; or what could be considered to be “*as nearly as is reasonably practicable.*” (ANARP).

The following documents were used in the preparation of this report:

- Plans prepared by Gowan Walters & Associates Ltd entitled “Waimangaroa Reserve Hall” – 2 pages including site plan and dated 21/10/2020.
- Site visit 3<sup>rd</sup> November 2020.

### 1.1 DESIGN PRINCIPALS

The design philosophy used is the current Approved Documents C/AS 2 “Acceptable Solutions for Buildings other than Risk Group SH” effective from the 27<sup>th</sup> June 2019 as approved by the Ministry of Business, Innovation and Employment.

The approved documents set out the minimum requirements in respect of fire safety, and do not generally cover additional property protection which is a matter between the owner and their insurers.

This report is intended to demonstrate that the building will comply with the protection from Fire Clauses only.

### HAZARDOUS SUBSTANCES

**Note:** This report does not consider any of those matters relating to the storage or processing of Hazardous Substance which should, where necessary, be considered under NZBC F3 and the Hazardous Substances and New Organisms Act 1996.

## 1.2 INTRODUCTION

This report relates to the proposed upgrade of Waimangaroa Reserve Hall. The alterations are minor and do not alter the internal layout or footprint of the building.

The alterations will not require an application for building consent approval; however, this report considers how the building will comply with the current requirements of the C Documents as they relate to means of escape from fire at the completion of the proposed upgrade and identifies where we believe compliance could be considered on an as nearly as is reasonably practicable (ANARP) basis.

It is proposed to install Ecoglo photoluminescent signage and markings to illuminate escape paths.

## 1.3 OCCUPANCY

The building contains the following risk groups as identified in *C/AS2 Table 1.1* and *paragraph 1.1.1 Scope*:

Location	Risk Group	Storage Height	Escape Height
Entire Site	CA	<3m	<1m

**Note:** The escape height identified in the above table relates to the change of height along the external escape path only. There is no change of level along any escape route within the hall.

## 1.4 OCCUPANT LOAD

The following table summarises the design occupancy for the building as provided by *C/AS2 Table 1.2*.

Location	Risk Group	Floor area (m <sup>2</sup> )	Occupant Density (m2/person)	Number of Occupants
Hall	CA	121	2.5	49
Kitchen	CA	23	10	3
<b>TOTAL OCCUPANT LOAD</b>			<b>52 persons</b>	
<b>DESIGN OCCUPANT LOAD</b>			<b>50 Persons</b>	

**Note:** Based on a worst-case scenario. The hall is used for community meetings and small functions; the design occupant load of 50 persons is likely to be excessive.

Any future use of the building where the occupant load exceeds 50 persons may be considered as a change of use. This would require a reassessment of the means of escape from fire.

## 2 FIRECELLS, FIRE SAFETY PRECAUTIONS

### 2.1 PROVISION OF FIRECELLS

The maximum area of an unsprinklered firecell shall not exceed 5000m<sup>2</sup> – actual area is approximately 230m<sup>2</sup> - complies.

### 2.2 FIRE SAFETY SYSTEMS

The following fire safety systems apply to this project, based on the occupant load identified in 1.4 above. *Refer table 2.1*

Risk Group	Type	System Description	Installation standard	Notes
CA	2	Alarm system with manual call points	NZS 4512:2010	<b>Not required</b> as building is single level, and the occupant load is less than 50 persons
CA	18	Building fire hydrant system	NZS 4510	<b>Not Required</b> <i>Refer C/AS2 2.2.1</i>

### 2.3 FIRE RESISTANCE RATINGS

**Life Rating** – *the fire resistance rating to be applied to elements of construction that allows movement of people from this in a building to a safe place - e.g. fire rating between floors – protection of safe paths etc*

**Required Life Rating – 60 minutes for unsprinklered building in Risk Groups CA.**

i.e. fire ratings between floors and protecting safe path stairs.

**Property Rating** – *the fire resistance rating to be applied to elements of construction that allows for protection of other property. e.g. external walls –*



**Required Property Rating - 120 minutes for unsprinklered building in Risk Group CA.**

i.e. Fire Rating to external walls not permitted to be unprotected. Refer paragraph 5 below. *Refer C/AS2 2.3.1*

**3 MEANS OF ESCAPE**

**3.1 NUMBER OF ESCAPE ROUTES**

Based on the table at 1.4 Occupant Load above, only one means of escape required, however additional means of escape provided to overcome travel distance restrictions. *Refer C/AS2 3.2 & Table 3.1*

**3.2 WIDTH OF ESCAPE ROUTES**

*Paragraph 3.2 of C/AS 2 specifies the height and widths of escape routes – the table below identifies exit widths for proposed occupancy, based on an occupant load of less than 50 persons.*

Description	Total exit width less one final exit (mm)		OK?
	Allowable	Provided	
Main Entry	760mm	810mm	YES
South Exit Porch	760mm	760mm	YES

**Note:** Final exit door widths comply. *Refer C/AS2 3.3.2*

**3.3 LENGTHS OF ESCAPE ROUTES**

*Table 3.2 of C/AS 2 identifies the permissible length of open paths, the travel distances as they relate to this proposal are identified below.*

Description	PG	PATH LENGTHS				OK?
		Allowable		Actual		
		DOP	TOP	DOP	TOP	
Hall	CA	20m	50m	6m	18m	YES
Kitchen	CA	20m	50m	7m	23m	YES

**Note:** The above table considers worst case, increase in travel distances not required to be considered.

Total Open Path (TOP) – includes allowances for travel distance around obstructions including tables and chairs in hall. *Refer C/AS2 3.4.2 (c)*

### 3.4 DOORS SUBDIVIDING ESCAPE ROUTES

- The doors identified in the above table are final exit doors.
- Final exit doors are separated by more than 5 metres.

*Refer C/AS2 3.12.1*

#### 3.4.1 Locking Devices

- Locking devices if provided, shall be clearly visible and designed to be easily operated without a key or other security device.

The existing padlocks are to be removed from the two final exits; the doors should be able to be opened from the inside without the use of a key or other locking device.

#### 3.4.2 Direction of Opening

- As the occupant load does not exceed 50 persons final exit doors may be either inward or outward opening. *Refer C/AS2 3.15.3*
- Final exit doors that open in the direction of egress travel must open on to an external landing that extends for a distance of not less than the arc of the door swing. Note a 20mm threshold is acceptable. *Refer 3.15.5(d)*

It is proposed to construct a new external ramp directly outside the main entrance door and to raise the level of the external landing to allow for wheelchair access.

### 3.5 SIGNS

- Exit signs white on green background are required above all final exit doors. Ecoglo photoluminescent exit signs are proposed. *Refer F8/AS1 4.5 – see also Visibility in Escape Routes below*

### 3.6 VISIBILITY IN ESCAPE ROUTES

- Emergency lighting is required where there are changes of level along the escape route and where the initial open path exceeds 20 metres.
- The initial escape route does not exceed 20 metres; the only change of level along an escape route is the external ramp and steps outside the main entrance. *Refer F6/AS1 1.2*

Photoluminescent nosings and strip markings are proposed to be used on the external steps and ramp at the main entrance to identify the route of travel to a safe place.

As Ecoglo strip markings are proposed, Ecoglo signage is proposed to identify the final exits. *Refer F8/AS1 4.5 and Appendix 1 below*

The Ecoglo signage installed inside the structure shall be illuminated with a minimum of 20 lux from daylight or electrical lighting whenever the building is occupied to ensure they remain visible for at least 30 minutes after normal lighting has failed. We believe that it is reasonable to expect the lighting installed inside the building will be switched on whenever the building is occupied.

For all Ecoglo strip markings that are installed outside, no artificial or electrical lighting is required.

The proposed Ecoglo signage, strip markings and nosings are considered to meet the requirements of F6 and F8.

## **4 INTERNAL FIRE SPREAD**

### **4.1 FIRECELL CONSTRUCTION**

The building does not require internal fire separations and as such is to be treated as a single firecell.

### **4.2 SURFACE FINISHES**

The existing wall linings do not fully comply with the current requirements of the NZBC as they relate to surface finishes. The surface finishes within the hall include paint systems applied to Pinex wall linings (or similar) and timber finishes installed under a previous consent or building permit. The surface finishes would likely only achieve a Group Number of 3; the current code requires a Group Number of 2-S.

There is no proposal to replace the existing wall linings, noting the significant improvements proposed to the means of escape and the minor nature of the overall project.

We believe the existing wall linings may be considered to comply *as nearly as is reasonably practicable* with the requirements of the current code.

The existing flooring consists of concrete flooring with some carpet linings. The linings may be considered to comply *as nearly as is reasonably practicable* with the requirements of the current code. New surface finishes (if any) are required to meet the requirements of the table below.

Table 4.5	Critical radiant flux requirements for flooring (kW/M <sup>2</sup> ) Paragraph 4.17.3		
Risk Group	Area of building		
	Exitways in all buildings and sleeping areas and treatment rooms in risk group SM, SI	Non-sleeping firecells accommodating more than 50 people	All other occupied spaces, other than household units
	Unsprinklered	Unsprinklered	Unsprinklered
CA	NA	NA	1.2

**Note:** Suspended flexible fabrics (if any) shall:

- Have a flammability index of no greater than 12.
- When used as underlay to roofing or exterior cladding that is exposed to view, have a flammability index of no greater than 5.

## 5 EXTERNAL FIRE SPREAD

As there are no alterations proposed to the footprint of the building, control of external fire spread is not required to be considered, noting however that the building is isolated from all relevant boundaries. *Refer C/AS2 1.3*

## 6 FIREFIGHTING

Fire Service vehicular access is provided to the north side of the building – no additional provisions are necessary.

## 7 PREVENTION OF FIRE OCCURRING

Does not apply to this proposal.

## 8 SUMMARY OF FEATURES PROVIDED

We believe that when the matters identified in this report are satisfied the alteration of the Hall at 1 Sunderland St, Waimangaroa will “*as nearly as is reasonably practicable*” comply with the Building Act 2004 as it relates to the Fire Safety “Protection from Fire” documents of the New Zealand Building Code.

Noting however that the final decision as to what is “*as nearly as is reasonably practicable*” is a decision for the Building Consent Authority.

## 8.1 SUMMARY

### Means of Escape:

- Two means of escape provided from the building.
- A new external ramp is to be constructed directly outside the main entrance door.

### Visibility in Escape Routes:

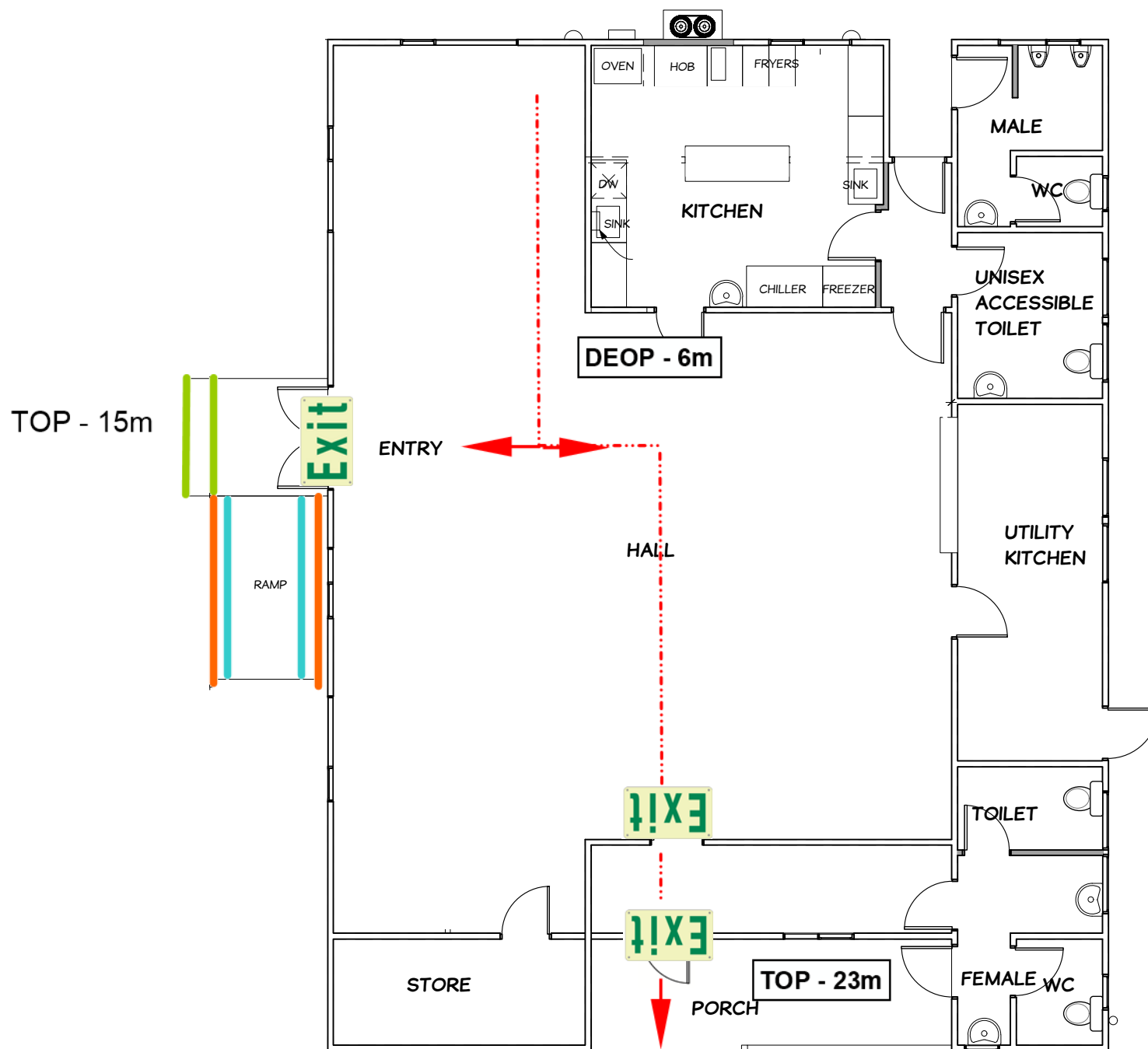
- Ecoglo strip markings applied to external steps and ramps required to illuminate the external changes of level.  
  
Ecoglo signs required to illuminate the location of final exits.
- A PS3 construction certificate signed by the building contractor is to be provided to verify that the Ecoglo signage, nosing and strips have been installed to comply with the attached Means of Escape plan and Designers Handbook for Ecoglo Markings and F6 Visibility of Escape Routes.

### Compliance Schedule:

As there are no Specified Systems to be installed as a result of this proposal a draft Compliance Schedule is not required.

## APPENDIX 1 Means of Escape Drawing

# Waimangaroa Reserve Hall - Means of Escape



Ecoglo Exit Signage S20 - EX2313 - 16m



Ecoglo F4 - 171 Nosings to leading edge of each step



Ecoglo G3 - 001T to handrails (if any)



Ecoglo T6 - 101 Path markers to outside of edge of ramps



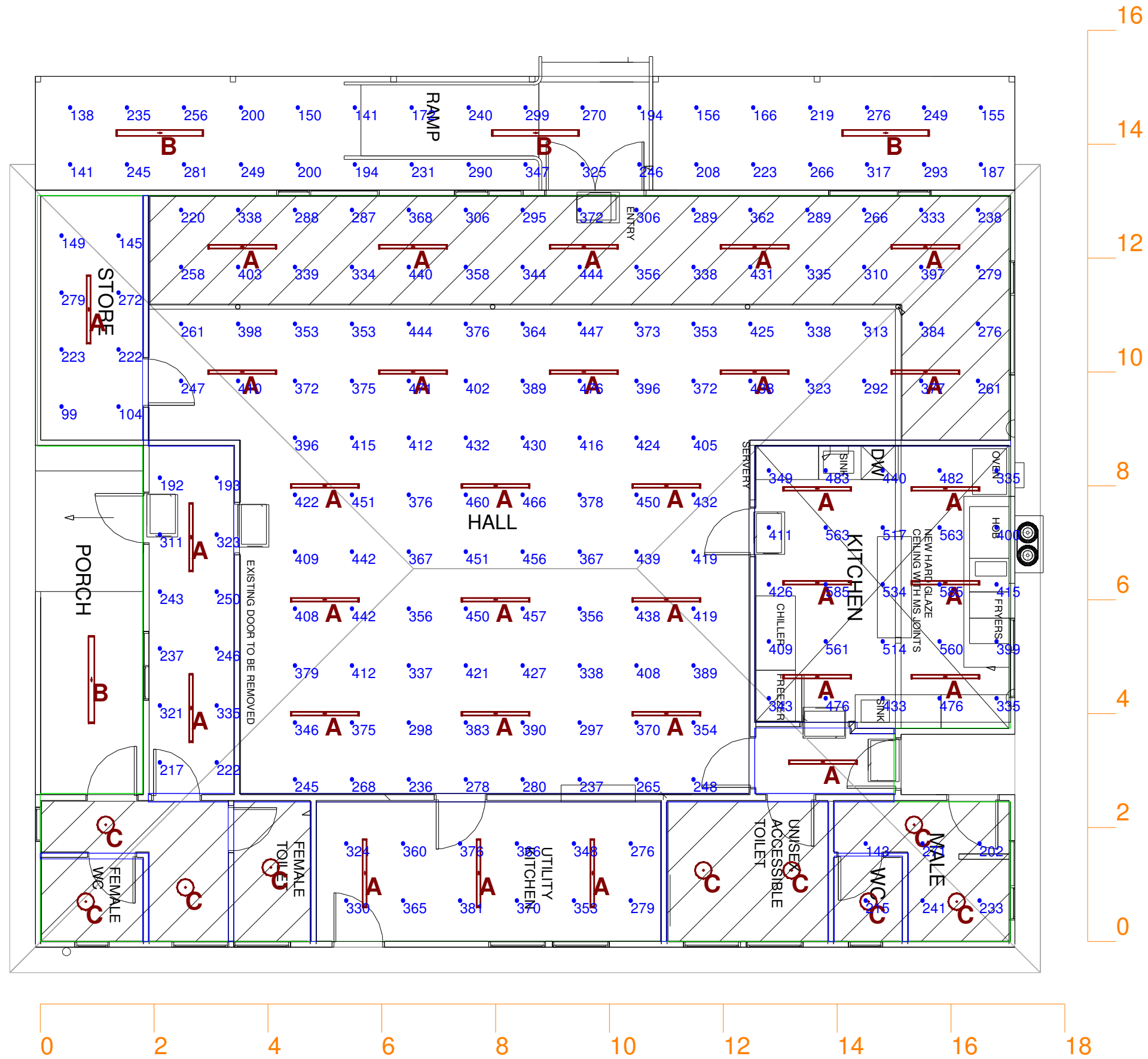
**Project:**  
Waimangaroa Reserve Hall  
Gen Lighting

**Address:**  
1 Sunderland St  
Waimangaroa

**Client:**  
**William H.J. Lomax-Sawyers**

**Design Time:**  
2 hours of professional service





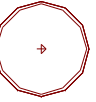

Designed by: <b>J. A. Russell Ltd</b> ELECTRICAL & DATA SUPPLIERS <small>PH:(09) 357 4450          sherilyn.stevens@jarussell.co.nz          Lighting Design 2018 © J.A.Russell Ltd</small>		Project Name:	Waimangaroa Reserve Hall - Gen Lighting	Designed by:	SS	Date:	11/12/20	Design No:	LSD07294-0
		Project Address:	1 Sunderland St, Waimangaroa	Checked by:	DB	Date:	11/12/20	Revision:	0





# Luminaire and Calculation Summary

## Luminaire Schedule

Symbol	Qty	Label	Lumens	LLF	Description	Power	Brand	Code	Image
	32	A	4000	0.750	BARRY LED4000 4K 1200MM L70_50HRS IP20 IK08	40	THORN LIGHTING	96630490	
	4	B	5935	0.750	JULIE LED6000 4K 1500MM IP65 L70_50HRS IK08 HACCP	60.5	THORN	96665580	
	9	C	N.A.	0.750	SLIMLINE OYSTER 18W LED 4K COLOUR SELECT DIM L70_54HRS IP54	18	GERARD LIGHTING	SLMOYS183/4/6K	

## Calculation Summary

Label	Avg	Max	Min	Min/Avg	Min/Max
Hall	366	476	220	0.60	0.46
Kitchen	464	585	335	0.72	0.57
Male	218	271	143	0.66	0.53
Ramp	228	347	138	0.60	0.40
Store	187	279	99	0.53	0.35
UtilityKitchen	344	381	276	0.80	0.72
VisitorChanging	258	335	192	0.75	0.57

## Design Notes

Preliminary Design  
 Mounting Height 2.4m  
 Emergency Lighting not included.

## Standard Design Parameters

Reflectances: Office Warehouse Ceiling - 0.70 - 0.50 Wall - 0.50 - 0.50 Floor - 0.20 - 0.20 Shelving - 0.40	Working plane height: Office - 0.70m Warehouse General - 0.70m Warehouse Packing Bench - 0.85m Tennis - 1.00m Sports - General - 0.00m	Maintenance Factors: Maintenance Factors derived from AS/NZS1680.4:2001 based upon 2yr cleaning cycle/ Clean Room (Normal for Warehouse) / Medium size and lumen maintenance based on mean life of light source for legacy product and 5 year (20,000hrs) project life for (Office/Retail/Warehouse/ Exterior Carparks and Security) and 10 year (10,000hrs) project life for (Exterior Sports Lighting) for LED product.
----------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

## LPD Area Summary

Label	Area	Total Watts	LPD
Hall	120.6	760	6.302
Kitchen	21.8	240	11.009
UtilityKitchen	14.8	120	8.108

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 Lighting Design 2018 © J.A.Russell Ltd

**Radcliffe**  
 ELECTRICAL

Project Name:  
 Waimangaroa Reserve Hall - Gen Lighting

Project Address:  
 1 Sunderland St, Waimangaroa

Designed by: <b>SS</b>	Date: 11/12/20	Design No: <b>LSD07294-0</b>
Checked by: <b>DB</b>	Date: 11/12/20	Revision: <b>0</b>

## Luminaire Images



**Label : A**



**Label : C**



**Label : B**

# ACCESSIBILITY REPORT

for

**ALTERATIONS TO WAIMANGAROA RESERVE HALL**

at

**1 SUNDERLAND ST**

**WAIMANGAROA**

for

**BULLER DISTRICT COUNCIL**

**Gowans Walters  
& Associates Ltd**

Allan Walters

Phone

544 9499

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**building design**

Box 3608 Richmond  
99 Gladstone Road  
Richmond

JOB No 20315

# ACCESSIBILITY REPORT

**JOB 20315**

Waimangaroa Reserve hall  
1 Sunderland St  
Waimangaroa

## **1. PROPOSAL:**

This proposal is for internal alterations to the of the existing building.

All as detailed on plans - Job No.20315

## **2. STANDARDS:**

NZS 4121: 2001 "Design for Access and Mobility has been applied for the Design of above accessible facilities.

## **3. DESIGN PROVISIONS:**

The following specific sections of NZS 4121: 2001 have been applied:

**a) General** 1.1.2 (p) Places of assembly

**b) Accessible route:**

To comply with NZS 4121: 2001 Section 4  
Entry to the building shall have a level platform (max 1:50 fall)  
min 1200 wide with maximum 20mm threshold step.  
An existing 1:12 gradient ramp is provided to the existing  
entrance door of the building.  
The accessible route from the carpark is shown on the drawings  
listed below.  
*(See Sheets 20315-01 of the attached plans).*

**c) Carparks:**

To comply with NZS 4121: 2001 Section 5  
3.5x5 metres to have stable, firm, slip resistant flat surface.  
From NZS 4121: 2001 - Table 1  
1-20 parks not less than 1 accessible park required.

carpark is provided adjacent to the existing front entrance and  
will be marked out to comply with NZS 2141: 2001 Section  
4.8.4 & Figure 4 & F8/AS1-Section 6.

**d) Signs (see list below):**

To comply with NZS 4121: 2001 Section 4.8 & F8/AS1 – Section 6. *(See Sheets 20315- 01 & 06 of attached plans)*

**e) Entrances:**

To comply with NZS 4121: 2001 – Section 7.1  
Doors: Existing door.  
Existing level threshold at entry door.

**f) Internal Doors:**

To comply with D1/AS1- Access Routes - Section 7  
New accessible doors shall have at least 760 mm clear opening and will contrast with their surroundings.  
New accessible doors will be openable with one hand and have a lever action operation for handles, locks and latches. Handles shall be between 900 mm and 1200 mm above floor level. Pull handles or push plates are acceptable only where doors are not latched.

**g) Toilet facilities:**

To comply with NZS 4121: 2001 - Section 10  
A new accessible unisex toilet is to be provided.  
Pan seat to be 460 above floor level. Handrail, mirror  
Paper dispenser positioning. All taps to be lever action.  
*(See Sheets 20315 12 of attached plans).*

G1/AS1 – Section 1- Number & Type of Sanitary Fixtures  
Table 1:

Number of occupants 119

Number of sanitary facilities required = 1 unisex facilities

Number provided = 1 No. accessible facility.

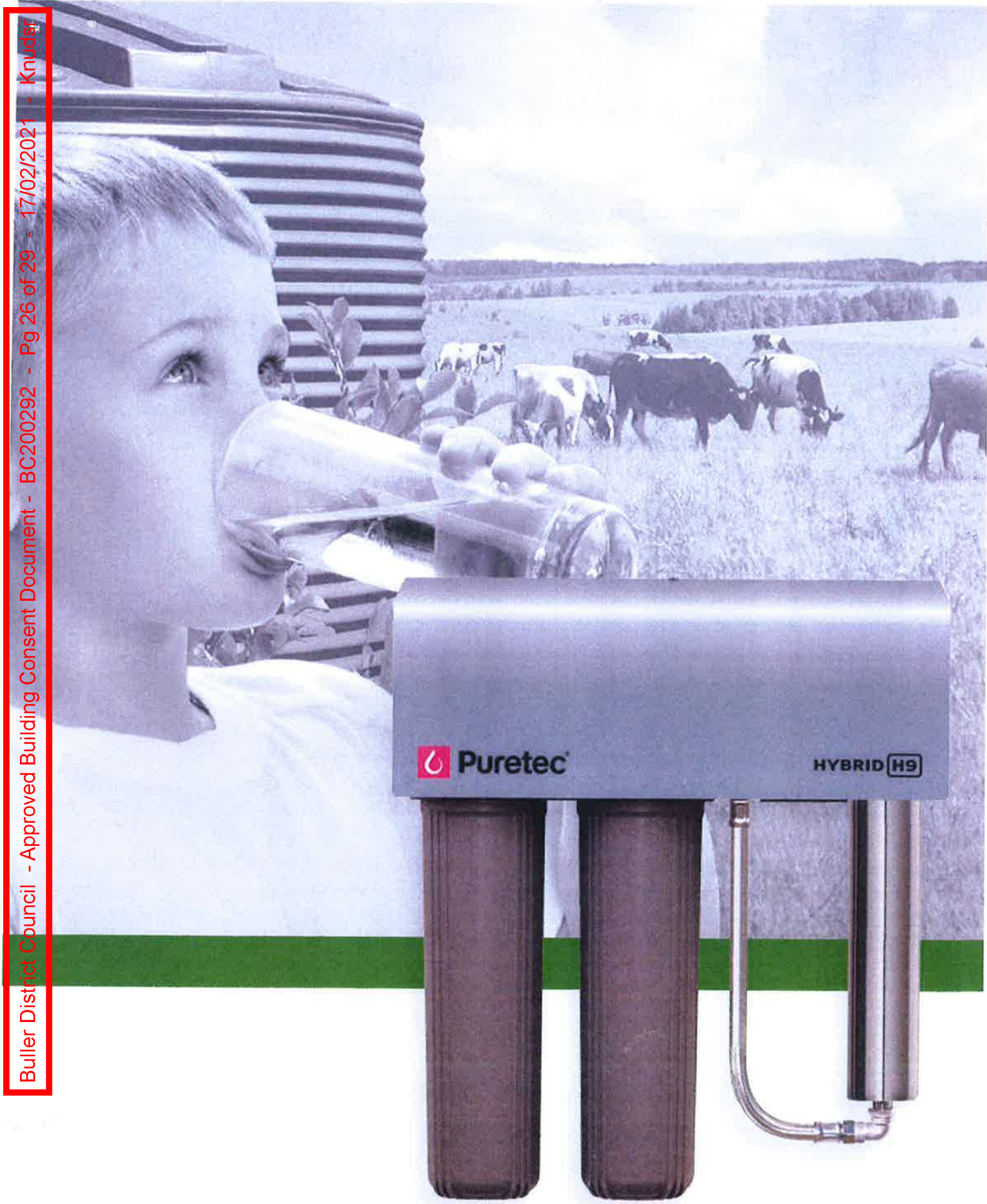
The new unisex facilities will offer full privacy, contain WC, basin and sanitary towel disposal and is not accessed in an area restricted to one sex.

G1/AS1 – Section 1.2 – Sanitary Towel Disposal

b) Space will be provided for a portable disposal system in the unisex sanitary facility and will not impede access for people with disabilities.

The following signs to be provided to comply with NZS 4121: 2001  
Section 4.8 & F8/AS1 – Section 6

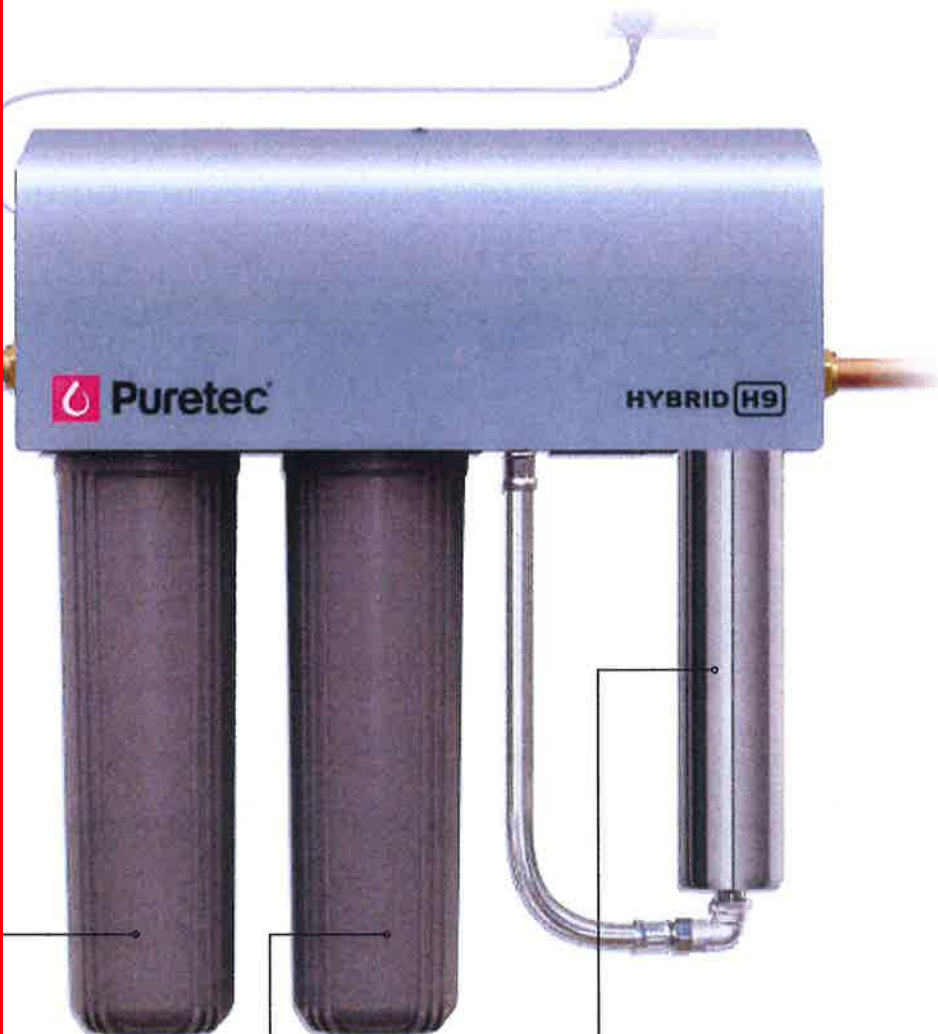
1. Accessible carpark (*See Sheets 20315-01 of attached plans*)
2. Accessible entrance sign. (*See Sheet 20315-01 & 06 of attached plans*)
3. List of accessible services available in building to be situated on exterior wall adjacent to door. List:- Accessible Toilet (*See Sheet 20315 -06 of attached plans*)
4. Accessible toilet sign on accessible toilet door. (*See Sheet 20315-06 of attached plans*)



**HYBRID H9**

Filtration & Ultraviolet All in One Unit

 **Puretec**<sup>®</sup>  
PERFECTING WATER



**1 Stage 1 Filtration**

A washable 20 micron sediment filter to remove silt, sludge, dirt, rust and other coarse particles.

**2 Stage 2 Filtration**

A solid 1 micron filter to remove fine particles

**3 Ultraviolet Protection**

Kills 99.9% of bacteria with Radfire ultraviolet technology, a natural purification process that's completely eco-friendly and chemical-free

- **Stainless Steel Hinged Lid**  
Easy accessibility for lamp change
- **Weather Protection**  
The Hybrid incorporates a weather cover for outdoor installations
- **Easy Installation**  
4 mounting points for quick and easy installation
- **Anti-Corrosion Construction**  
Stainless steel bracket, lid and chamber ensures no rusting
- **Neatly Concealed Control Panel**  
Monitors the lamp life, failure alarm (audible & visible) and total running days of the Radfire UV unit
- **Anti-Tamper Design**  
Anti-tamper and childproof lockable lid

## Puretec Hybrid H9

Enjoy the peace of mind of safe, purified water at every outlet in the house. The Puretec Hybrid H9 system is highly effective and efficient in reducing taste, odour, chemicals and sediment in your water, giving good general purpose filtration. This system eliminates 99.9% bacteria in your water.





## Puretec Hybrid H9

# Provides safe and purified water at every tap

### THE HYBRID H9 KILLS 99.9% OF BACTERIA

Thanks to its advanced UV technology – called Radfire™ – the Hybrid H9 kills 99.9% of tank water bacteria. Nothing else even comes close. Radfire™ is a natural water purification process, that's ecofriendly and completely chemical free. So you get safe, purified water at every outlet in the house.

### IT FILTERS YOUR WATER TOO

As its name suggests, the Hybrid combines two technologies to clean your water. In addition to killing 99.9% of bacteria with UV rays, it filters out sediment and anything else that manages to pass through your rainwater tank's coarser filter. This not only makes your water safe to drink, but also prolongs the life of your household appliances.

### LONGER FILTER LIFE

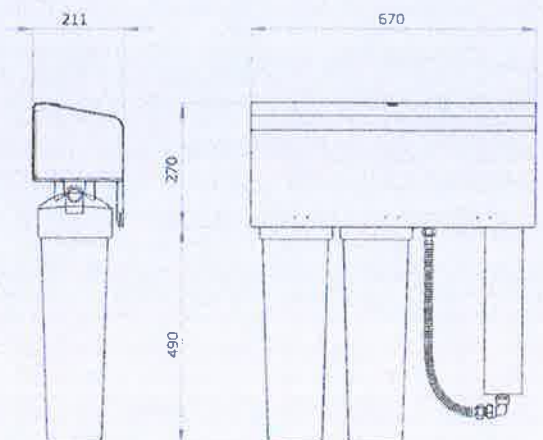
Hybrid H9 incorporates Puretec's long life filter technology, so you can go longer between filter replacements, and comes with our 3 Year Platinum Protection Warranty^.



- ✓ Quick and easy installation
- ✓ Turns your tank and mains water into pure, safe, delicious drinking water
- ✓ Kills 99.9% of bacteria with Radfire™ ultraviolet technology, a natural purification process that's completely eco-friendly and chemical-free
- ✓ Designed for New Zealand's harsh climate
- ✓ Heavy duty stainless steel cover for maximum durability
- ✓ Double O-ring filter housings for leak-free protection
- ✓ Equipped with a lamp count-down timer and alarm (audible & visible)
- ✓ Anti-tamper & child-proof lockable lid
- ✓ Hinged lid for easy access for lamp change
- ✓ 3 year warranty^

### SPECIFICATIONS

Product Code:	<b>HYBRID-H9</b>
Replacement Parts:	
Stage 1 Pleated Cartridge, 20 micron	<b>PL20MP2</b>
Stage 2 Polyspun Cartridge, 1 micron	<b>PX01MP2</b>
High Output UV Lamp, 50 W	<b>RL5</b>
Flow Rate:	<b>75-110 Lpm</b>
Maximum Temp:	<b>52°C</b>
Maximum Pressure:	<b>875 kPa</b>
Connection:	<b>1" BSP [25mm]</b>
Warranty:	<b>3 years^</b>



HYBRID H9

## MAINS AND RAINWATER FILTRATION

Distributor's Details

Puretec water care products are designed, manufactured and supported by Puretec Ltd the name you can trust for viable and proven water solutions. The complete range of Puretec products are developed, refined, made to meet and exceed stringent specifications for the worldwide market. All pictures and information are supplied as a guide only. \*Fittings not included. 3 Year Platinum Protection applies to Puretec Systems when used in conjunction with a Puretec filter cartridge. Warranty excludes cartridges.

Important Note: Sales of products are subject to our Terms and Conditions which are available upon request. All specifications, information and photos are a guide only and are subject to change without notice. Please ring to confirm details. Warning: For correct operation of this appliance it is essential to observe manufacturer's instructions. Caution: Do not use with microbiologically unsafe water or water of unknown quality without adequate disinfection before or after the system. Under normal circumstances a pressure limiting valve is not required. However, if incoming water pressure exceeds 875 kPa, a pressure limiting valve must be fitted prior to inlet. Copyright © Puretec Ltd 2015



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# Approved Building Consent Documents

**Please note:** A copy of the stamped, approved documents must be available onsite for **all** inspections.

# IMPORTANT NOTES REGARDING ATTACHED BUILDING CONSENT/ PROJECT INFORMATION MEMORANDUM (PIM) PLEASE READ

1. Please note the conditions, endorsements and required inspections listed on the Building Consent (and PIM if requested) before any work commences.
2. The applicant and builder are responsible for the correct siting of buildings or alterations thereon. As such, they shall ascertain the true position of survey pegs before building operations commence.
3. If you identify or suspect that hazardous materials are present, you should contact WorkSafe NZ for further advice.
4. These plans and associated documents are to be kept on site for all inspections including final inspections. Inspections will not be carried out unless the approved plans and documents are on site.
5. Owner-builder: if an owner-builder is carrying out the work, and there is a change to the owner-builder or they are no longer carrying out the work, council must be notified by a notice of owner-builder form (Form 2c).
6. Licensed building practitioner (LBP): when booking an inspection for restricted building work you must advise who the LBP is that carried out the work or an inspection may not be carried out. If there is a change in LBP, the council must be advised (including full name, registration number, licence class).
7. Any inspections carried out after two years from the date the consent was granted will be charged at the current inspection rate.
8. Your building consent may lapse if the building work to which it relates does not commence within 12 months after the date of issue of the building consent, or any further period that the building consent authority may allow.
9. Upon completion of your building works a final inspection needs to be carried out.
10. An owner must apply to a building consent authority for a code compliance certificate after all building work to be carried out under a building consent granted to that owner is completed. Council has 20 working days to make this decision.
11. Council must also decide whether to issue or refuse to issue a Code Compliance Certificate within 2 years of the consent being granted, or any further agreed period, even if no application for Code Compliance Certificate has been received.
12. Major amendments to a building consent must be applied for in the same way as an application for a building consent before carrying out the work. Failure to do so could lead to difficulty in obtaining a Code Compliance Certificate.
13. It is an offence to permit public use of a building for which a Code Compliance Certificate or Certificate for Public Use has not been issued– refer Sec 363 of the Building Act 2004.

**Please allow 24 hours notice for inspections**

## Inspection and Requirements

FORM: BAM 452  
V.3.1 DOI 08/12/2019

A condition of granting any consent, whether stated or not, is that the BCA is entitled at all times during working hours or while building work is being done, to inspect the building and the building work and the land on which building work is being or is proposed to be done although they may not enter a household unit without consent of the occupier or an order from the District Court and when on private land must produce to the occupier of the building a warrant issued by the Council as proof of authorisation whenever requested to do so.

Inspections are required to verify that building work is being carried out in compliance with the approved consent documents. The consent will list the inspections required.

Sometimes it is necessary for specialists to conduct inspections in addition to or instead of inspections carried out by the Council and you will usually be advised at the time consent is issued. Typically these types of inspections may involve having a Geotechnical Engineer confirm ground stability or having an aspect of specific structural design checked by a registered engineer. Please ensure you read your consent documents carefully before commencing work.

The owner, their agent or builder should request an inspection at least 24 hours in advance (preferably longer for rural areas) to ensure the inspection can be carried out at a time that is suitable. To book an inspection contact the customer services staff at Council in either Westport phone 788-9111 or Reefton phone 732-8821. When booking the inspection you need to know the consent number, site location, type of inspection, contact person and phone number and who the Licensed Building Practitioner (LBP) is if the work involves restricted building work.

It is also important that the inspector can gain access to the site or into the building to inspect it, so if no one is available on site please arrange access into the building when booking the inspection. Please also ensure that a contact person is on-site unless prior arrangements have been made (Council recommends that the lead contractor or their representative be on site for all inspections) and that the consent and approved plans are available. An inspection will not be carried out if these documents are not available and a re-inspection may be required at your cost. The inspector will check that the work complies with the consent documents, record verification or otherwise and email or notify the owner and nominated agent of the results.

Extra inspections carried out over and above the number estimated and paid for at the time of issue of the building consent will be invoiced on completion of the work and must be paid before a Code Compliance Certificate will be issued. The current inspection fee applies for any inspections carried out more than two years after the consent was issued. For prepaid inspections, the balance between the fee paid and the current fee (or fee applicable at time of inspection) will apply.

### **How do I know if the inspection has been approved?**

The inspector will check whether the work complies, record these details and email or notify the owner and nominated agent.

### **What if the work does not comply?**

Extremely minor work may be able to be remedied and approved at the time of inspection. However any other non-compliance will be recorded in an Inspection Notice which will detail the actions that need to be taken. This could include what work needs to be remedied, whether any other work can continue, whether a further inspection will be required, whether an amendment is needed if a change has been made or in serious cases whether work must stop immediately and if a Notice to Fix is likely to be issued.

### **Final inspections**

When work is completed, a final inspection is required. An owner must apply to a building consent authority for a code compliance certificate after all building work to be carried out under a building consent granted to that owner is completed. These forms can be provided electronically if your application was made electronically or Council can supply a hardcopy. Please check the conditions and endorsements listed on your consent to ensure that all required documentation is provided e.g. LBP record of works, energy works certificates etc. Council has 20 working days from the date the Code Compliance Certificate application is received to issue a Code Compliance Certificate. If there is any outstanding information still to be provided such as producer statements or supporting documents, your application will be put on hold and the timeframe will not restart until the date all information has been received.

INSPECTION TYPE	DESCRIPTION
<b>1st Inspection (Site investigation)</b>	<ul style="list-style-type: none"> <li>• <u>BEFORE ANY CONCRETE IS POURED</u>, this includes pile and/or pole holes.</li> <li>• Location of the structure in relation to the property boundaries is clearly identifiable (demonstrated by a boundary peg location, or surveyor's building location certificate).</li> <li>• Foundation excavation and soil bearing capacity.</li> </ul>
<b>Prepour</b> <ul style="list-style-type: none"> <li>• Wastepipes</li> <li>• Concrete tilt panel</li> </ul>	<p><u>BEFORE ANY CONCRETE IS POURED</u></p> <ul style="list-style-type: none"> <li>• All trench and footing excavations, required formwork is completed and reinforcement is in place.</li> <li>• Services into the building have been suitably placed.</li> <li>• When holes are excavated prior to pile installation, pile holes are to be correct depth, clean &amp; free of water.</li> <li>• Plumbing to be ready for inspection and drains completed, but uncovered. Pressure test.</li> <li>• Where pipework has been installed under the floor slab it should be inspected before it is covered by hard fill and Damp Proof Membrane (DPM).</li> </ul>
<b>Subfloor – Framing/Drainage</b>	<ul style="list-style-type: none"> <li>• For timber floors, adequate ventilation is provided to subfloor space and meets minimum distance to ground and includes fixings and underfloor insulation.</li> <li>• Check subfloor connections, joist sizing, required blocking, suspended plumbing pipe work.</li> <li>• Relocated dwellings require a subfloor inspection prior to the base boards being fitted.</li> <li>• Subfloor insulation is in place and adequate subfloor ventilation is provided.</li> </ul>
<b>Floor Slab</b>	<ul style="list-style-type: none"> <li>• When all fill compaction is complete, moisture proof membrane placed, reinforcing steel installed and supported, plumbing and drainage services installed, <u>AND BEFORE ANY CONCRETE IS POURED</u>.</li> <li>• Where pipework has been installed under the floor slab it should be inspected before it is covered by hard fill and Damp Proof Membrane (DPM).</li> <li>• When all plumbing and drainage pipes have been installed (and are under water test for AS 3500 only).</li> <li>• DPM is placed with all laps and penetrations sealed, reinforcing in position with chairs, as appropriate.</li> <li>• Additional steel is in place for slab thickenings and corner bars.</li> </ul>
<b>Blockwork</b>	<ul style="list-style-type: none"> <li>• Block work completed, reinforcing in place. Wash-out/clean-outs open to allow inspection of reinforcing to verify reinforcing, block sizes, tie bars, lintels, cavities etc</li> </ul>
<b>Brickwork</b> <ul style="list-style-type: none"> <li>• Half high Brick</li> <li>• Shelf Angle / Steel Lintel</li> </ul>	<ul style="list-style-type: none"> <li>• Brick work is completed to half way up between the foundation and soffit. All associated flashings around the windows, doors and openings should be in place. Cavity width is correct and cavity is clear of all debris. Brick ties correctly spaced and clean. All penetration through the building wrap must be sealed.</li> </ul>
<b>Pre-wrap</b> <ul style="list-style-type: none"> <li>• Framing</li> <li>• Pre-plaster</li> </ul>	<ul style="list-style-type: none"> <li>• All fixings including purlin, truss to top plate, top plate to stud and stud to bottom plate are checked but before roof cladding and building wrap have been installed.</li> <li>• Relocated dwellings require a subfloor inspection prior to the base boards being fitted.</li> <li>• Subfloor insulation is in place and adequate subfloor ventilation is provided.</li> </ul>
<b>Post Wrap Monolithic Cladding</b>	<ul style="list-style-type: none"> <li>• All roof trusses, purlins/wall framing, including exterior sheet bracing and brace fixings are complete.</li> <li>• When building wrap fixed in place and sill/flushing tape is complete at openings.</li> <li>• Wrap fixed in place, strapped to prevent bulging and trimmed to avoid hanging below the cladding system.</li> <li>• Cavity cladding systems - cavity battens, cavity closers and associated flashings are in place.</li> <li>• All associated flashings around the windows, doors and openings should be in place.</li> <li>• Primary flashings: flashings in place on the exterior of the building.</li> </ul>

INSPECTION TYPE	DESCRIPTION
	<ul style="list-style-type: none"> <li>Secondary flashings: back flashings and flashing tape in place around the wraps.</li> <li>Lintel bars may also be in place at this inspection.</li> </ul>
<b>Deck / Roof Membrane</b>	<p>When all insulation material is in place, but <i>PRIOR TO ANY ROOFING MATERIALS BEING FIXED</i></p> <ul style="list-style-type: none"> <li>When the substrate for the water proofing membrane is complete with all outlets installed. Substrate is prepared to a standard suitable for placement of the membrane</li> </ul>
<b>Preline Plumbing</b>	<ul style="list-style-type: none"> <li>All internal plumbing is complete (including solar heating) and plumbing pipe work is under pressure test</li> </ul>
<b>Preline Building</b> <ul style="list-style-type: none"> <li>Steel frame/steel construction</li> <li>External Tanking</li> </ul>	<ul style="list-style-type: none"> <li>The building must be weathertight - all exterior cladding, windows, doors etc have been fixed in place</li> <li>All structural components (including bracing and brace fixings) completed and wall insulation in place.</li> <li>All internal plumbing is complete and plumbing pipe work is under pressure test.</li> <li>Moisture content is checked. Location of electrical fittings checked.</li> <li>Structural fixings may be rechecked. Metal angles fitted to tile shower corners.</li> <li>Wet area membrane: When all outlets have been installed and the water proofing membrane is in place, ensuring reinforced corners are fitted.</li> <li>Roofs and decks: When the substrate for the water proofing membrane is complete with all outlets installed. Substrate is prepared to a standard suitable for placement of the membrane.</li> <li>Pre filling of basement foundations to check water proofing membrane and protection substrate, drainage, filter cloth etc.</li> </ul>
<b>Post Line</b>	<ul style="list-style-type: none"> <li>When all the internal wall and ceiling linings have been fixed in place (<i>BUT PRIOR TO FIXING OF CORNICES OR SKIRTINGS OR GIB STOPPING</i>).</li> <li>Bracing element(s), wet areas, noise construction, smoke sealing and fire linings correctly fixed per design and manufacturer instructions.</li> </ul>
<b>Internal Membrane</b>	Waterproof membrane inspection prior to tiles being laid.
<b>Drainage</b>	<ul style="list-style-type: none"> <li>All drainage work is complete outside the building footprint, left open &amp; under test – before any backfilling.</li> <li>As built drainage plan has been completed. Council requires the as built drainage plan as part of the information requested for code compliance.</li> </ul>
<b>Solid Fuel Heaters (including flue and wetback connections)</b>	<p>Ceiling plate to be left down so that clearances and distances to combustible materials can be inspected.</p> <p>For inbuilt solid fuel heaters an inspection is also required to check the register before installation of the new appliance.</p>
<b>Retaining Walls</b>	<p>Retaining walls, siting, post holes, footings, drainage, design engineer report, reinforcing</p> <ul style="list-style-type: none"> <li>The installation of the water proofing membrane system (including the protection of the water proofing membrane) and sub-soil drainage system prior to the backing of the retaining wall with free draining fill. Filter cloth is in place to protect retaining wall drainage.</li> </ul>
<b>Final</b>	<ul style="list-style-type: none"> <li>When building work is complete and can include: installation of insulation materials in roof cavities; provision of fire requirements, steps/ramps required for egress from the building, installation of chimneys and spaceheaters.</li> <li>Required paper work must be provided, including but not limited to: construction statements, energy work certificates, and any as built drawings.</li> <li>For residential properties: include installation of smoke alarms.</li> <li>For commercial properties: all systems identified as necessary for a Compliance Schedule must be installed and operational and any test certificates by installer provided.</li> <li>All required documentation (PS4's, tanking certificates, electrical/gas certificates)</li> </ul>

# **SPECIFICATION**

**for**

**ALTERATIONS TO WAIMANGAROA RESERVE HALL**

**at**

**1 SUNDERLAND ST**

**WAIMANGAROA**

**for**

**BULLER DISTRICT COUNCIL**

**Gowans Walters  
& Associates Ltd**

Allan Walters

Phone

544 9499

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**building design**

Box 3608 Richmond  
99 Gladstone Road  
Richmond

**JOB No 20315**



## INDEX

Section 1	Preliminary & General
Section 4	Concrete work
Section 11	Carpentry
Section 14	Plumbing
Section 15	Drainage
Section 16	Electrical
Section 17	Painting

## PRELIMINARY & GENERAL

### 1.01 SCOPE OF WORK

This contract comprises the erection and completion in the best trade practice all the work shown or reasonably implied on the accompanying drawings and this specification, the supply of all necessary plant, tools and materials and the maintenance of all works as stated in these conditions.

### 1.02 BUILDING CONSENT AND NOTICES

The contractor shall be responsible for applying (as agent for the owner) to and uplifting from the local authority the building consents and for paying all necessary fees. It shall be the Contractors responsibility to give the required notice and the ensure that required inspections are carried out by the Local Authority and to ensure that all work is carried out to enable compliance certificates to be issued at completion of the works. The cost of any additional inspections required because of insufficient or faulty work by the Contractor shall be borne by the contractor.

### 1.03 COMPLIANCE CERTIFICATES

The contractor shall ensure that all relevant compliance certificates are issued.

### 1.04 N Z BUILDING REGULATIONS

All work shall be carried out to comply with the N Z Building Act 2004 & Regulations and shall conform to the NZBC Approved Documents.

### 1.05 CONTRACT

N Z Standard 3902 : 2004 Housing, Alterations and Small Buildings Contract. shall apply to this project unless otherwise agreed upon by both parties. The contractor shall be responsible for presenting two identically filled in contract documents for signing by both parties prior to the commencement of any work.

### 1.06 HEALTH AND SAFETY

The Contractor shall comply with the Health and Safety in Employment Act 1992, effectively operating a Safety Management Programme for the duration of the contract.

### 1.07 SUBCONTRACTORS

All Subcontractors employed by the main Contractor shall be equally bound by the Preliminary & General section of this specification.

### 1.08 INSURANCE

The Contractor shall at all times keep the whole of the works fully covered by insurance, as set out in NZS 3902 : 2004 section 10. The Contractor shall also carry a minimum of \$1,000,000 public liability insurance.

### 1.09 INTERPRETATION

Materials or work shown on the drawings but not specified (or specified and not shown), shall be supplied as if both shown and specified. Materials shown but not specified must be of types commonly employed for the service

they are intended to perform. The Contractor shall be responsible for setting out the work and shall make good at this own expense any errors that occur through his lack of checking or faulty workmanship.

All figured dimensions shall be used in preference to scale.

Unless written as “provide only” or “fix only” the words “provide” and “fix” shall mean provide and fix.

1.10 STABILITY DURING CONSTRUCTION

The contractor shall carefully brace and support all parts of his work against damage by wind and protect work from the elements as necessary during the contact period.

1.11 PROTECTION OR PROPERTY

The contractor shall take care to protect all existing buildings, roads, grounds, shrubbery etc, on or about the site from damage by his operations. Any such damage shall be made good at the Contractors expense.

1.12 TEMPORARY SERVICES

The Contractor shall arrange for all temporary services, pay all fees in connection therewith and remove same on completion of the contract.

1.13 SITE VISIT

Tenderers shall visit the site and ascertain the nature and extent of the work and the rights and interests that may be interfered with any other matter that may influence the making up of a tender or the carrying out of the contract. The levels shown on the plans are approximately correct but Tenderer shall verify these as no claims will be allowed on the bases of incorrect levels shown.

1.14 WORKMANSHIP

All workmanship shall be in accordance with the best trade practice. Work shall be accurately set out, structurally sound, true to line and face and shall be neatly finished to the satisfaction of the Owner.

1.15 ATTENDANCE

The Contractor shall allow for attendance upon all sub contractors as necessary to enable satisfactory completion of the works. Allow to form all holes, chases, building in, making good and cutting away for all trades.

1.16 COMPLETION

The Contractor at the conclusion of the Contact shall have all trade debris removed from the site and the building left clean and ready for occupancy. All services and mechanical parts shall be in good working order.

## CONCRETE WORK & REINFORCING (coastal)

- 4.01 PRELIMINARY & GENERAL  
Refer to Conditions of Contract and preliminary clauses of this specification which shall apply equally to this section.
- 4.02 SCOPE OF WORK  
Allow to set out to profiles shown and reinforce as detailed all concrete to foundations including walls slab thickenings floor slabs, steps etc as shown on the plans.
- 4.03 FORMWORK  
Formwork shall be constructed to ensure concrete thickness and shapes required as indicated on the plans. Methods of construction and pouring and curing of concrete and times of removal shall be as set down in NZS 3109.
- 4.04 CONCRETE  
All concrete shall be premixed in a certified plant.  
Exposed foundation concrete shall be min 25 Mpa at 28 days.  
Ramp & landing shall have a light broom finish.
- 4.05 REINFORCING  
Reinforcing shall be deformed bars and mesh, sizes as indicated on the drawings, and shall be free from rust, scale, oil or paint and shall be securely tied to provide min 75 bottom cover to foundation walls and 50 cover to all other areas. Bind all rods with black tie wire. Laps shall be min 40 diameters of rod. Mesh shall be lapped minimum 1.5 squares. Reinforcing shall have a minimum cover of 60mm from foundation wall blockface.
- 4.07 CONCRETE FOUNDATIONS  
Concrete floor slabs shall be formed to profiles shown on plans and shall be reinforced as detailed. Slab thickness shall be as shown on plans.
- 4.09 BUILDING IN  
Build in as work proceeds all bolts, ties, etc.  
Leave PVC piping through foundation for power, telephone, water pipes and drains. Positions to be determined on site in consultation with relevant subcontractors.
- 4.10 SUBCONTRACTORS  
Co-operate with all subcontractors for the laying of pipes conduits cables etc.

## CARPENTRY

### 11.01 PRELIMINARY AND GENERAL

Refer to Conditions of Contract and preliminary clauses of this specification, which shall apply equally to this section. All work shall comply with NZS 3604 and NZBC acceptable solutions.

### 11.02 EXTENT OF WORK

The work shall include all labour, materials and equipment necessary to carry out and complete the carpentry as shown, or as further required by this specification. Any work that is intended or implied but not specifically shown but necessary for proper completion of the building shall be included.

### 11.03 ATTENDANCE & PROTECTION

Arrange and attend upon all works by other trades. Provide all blockings fixings, trims as necessary for completion of their respective works and make good after all trades. Provide all temporary supports. Provide for temporary protection from adverse weather and damage and ensure the closing in of the building as soon as possible.

### 11.04 MATERIALS AND WORKMANSHIP

All materials shall be the best of their respective kinds. All timber and wood products shall conform to NZS 3602 requirements, "Timber and Wood Based Products for use in Building". All framing timber in walls shall be gauged four sides. Moisture content for framing timber shall not be greater than 16% at time of lining. Timber sizes, spacing and treatment shall be as designated on the plans.

### 11.05 COMPLIANCE WITH THIS SPECIFICATION

a. Do any work under specific design in accordance with details provided. The Contractor and Carpenter shall do all other work in accordance with NZS 3604. In particular complying with the whole of Section 2 - General of NZS 3604. The requirement here shall be to meet NZBC Approved Documents B1 - Structure, B@ - Durability, E2 - External Moisture.

b. All fixings of materials shall be the equal of that in Appendix (a) of NZS 3604. Including sheet lining and cladding materials that are not wood based, e.g. Gibraltar board or wood cellulose sheeting, especially when used as diaphragms and for wall bracing.

c. Mild steel structural components used in subfloor spaces, exposed to the weather or in a position where condensation or dampness will occur shall be hot dipped galvanised after forming and shall provide the necessary capacities called for by NZS 3604 dependent on function and location.

d. Bolts acting as structural fixings to H3.2 treated radiata shall be Type 304 stainless steel.

### 11.06 DAMP PROOF COURSE

Provide continuous two ply bituminous dampproof course between all timber and concrete that would otherwise be in contact.

11.07 FINISHING TIMBERS

All exposed finishing timbers shall be dressed to a smooth surface and shall be sanded to a smooth even surface ready for painting.

11.08 LININGS

10 Gibraltar Board

Shall be fixed to manufacturers specifications with galvanised clouts, adhesives or coated screws. Allow to tape joints, stop all surfaces sand and leave ready for painting. Replace 10 Gibraltar Board where required for bracing panels as set out on plans. Fixings shall be as required by manufacturers and BRANZ appraisal certificates for the relevant brace panel type.

11.09 SCHEDULE OF LININGS

Room	Wall lining	Finish	Ceiling lining	Finish
Hall area	10 gibboard	Paint	13 Gibboard	Paint
toilets	10 Aqualine	Paint	10 Aqualine	Paint
Kitchen	4.5 Hardiglaze over 10 gibboard		4.5 Hardiglaze	

Bathrooms, ensuites, laundry & kitchen areas shall be finished with minimum 3 coat semi gloss or gloss paint.

11.10 SKIRTING AND SCOTIA

Skirting 60 x 12 FJ Radiata

Scotia 55 gibcove

Nail fixings of all finishing timbers shall be punched

11.11 INTERIOR DOORS AND DOOR JAMBS

Interior doors shall be flush hollow core Paint Quality with clashing strip on one edge. Hang on 1.5 pair of AC loose pin butt hinges. Door frames shall be grooved MDF with MDG clashing strip.

11.12 HARDWARE

Interior doors Selected lever action latch sets

WC & bathroom doors Selected latch lever action set with privacy bolt.

11.13 COMPLETION

On completion remove all debris from the site sweep all floors and generally leave the building clean and ready for occupation.

## PLUMBING WORK

### 14.01 PRELIMINARY & GENERAL

Refer to conditions of contract and preliminary clauses of this specification which shall apply equally to this section. All work shall comply with the acceptable solutions as found in the NZBC approved documents.

### 14.02 GENERAL

All work is to be carried out by competent tradesmen registered as required by the plumbing and drainage regulations. All pipework shall be concealed where possible within the wall spaces. The main contractor shall fix all necessary dwangs and blocking. All work shall be carried out according to the best trade practices. Co-operate with all other trades for the laying of the pipework.

### 14.03 SCOPE

Provide and install all fittings as shown on plans complete with all associated pipework, valves, wastes, traps and wastepipes. Provide and fit spouting and downpipes in colorsteel. Test all fittings and pipework and ensure that there are no leaks and all are in good working order.

### 14.04 PIPEWORK

All water pipes shall be polybutylene. All supplies to wet areas shall be 20mm with 15mm branches.

### 14.05 FITTINGS

WC 2 off Vitreous china pans to be complete with dual flushing systems and plastic seats.

SINKs Kitchen sink shall be stainless steel within a stainless steel drainer installed in a stainless steel tops, all supplied and fitted by others. Allow to provide waste, taps, plug etc and to connect and leave in working order.

GAS Provide and install gas water heaters as noted on the plans. All gas fitting work shall be carried out by a registered gasfitter in accordance with NZBC G11/AS1.

WHB shall be wall hung stainless steel

### 14.07 TESTING

Test all water pipes prior to wall linings being fixed and ensure all units are in working order on completion of work.

## DRAINAGE WORK

- 15.01 PRELIMINARY & GENERAL  
Refer to conditions of contract and preliminary clauses of this specification which shall apply equally to this section.
- 15.02 SCOPE OF WORK  
This section comprises the installation of the sewer and stormwater drainage systems including subsoil drains, sumps etc. as shown on the drawings, complete with all labour and materials as required.
- 15.03 REGULATIONS  
All work shall comply with NZBC B2, E1/AS1 and G13/AS1 & 2 UPVC pipes and fittings shall comply with AS/NZS 1260.
- 15.04 CONNECTION TO EXISTING DRAINAGE  
The Drainlayer is responsible for verifying the position and depth of the connection and shall commence laying the drains from this point.
- 15.05 DRAIN TRENCHES  
The excavation of trenches for drains shall be accurately made with base clear and true to grade so that no unnecessary filling is required. Adequate width shall be allowed in accordance with depth of drain to enable laying and jointing to be carried out. Trenches shall be kept firm and dry and shall be opened up only in lengths that can be protected, utilised and refilled within a reasonable time.
- 15.06 LAYING OF DRAINS  
All drains shall be adequately supported in the bottom of the trench. Backfill in layers not exceeding 150 thick. If drains are to be encased in concrete, pre-wrap with densotape to allow for movement.
- 15.07 FITTINGS  
The plan shows the layout of the system. Additional fittings that are normally required such as inspection bends etc that may be required to comply with normal practice or regulations but are not specifically shown must be allowed for by the Drainlayer.
- 15.08 FALL OF DRAINS  
The whole of the sewer and stormwater drains shall be laid to a regular and even fall.
- 15.09 GREASE TRAP  
Allow to provide a grease trap as shown on the plans.
- 15.10 INSPECTIONS  
Provide notices as required for the Local Authority to make inspections required before drains are covered. Any work unsatisfactory to the inspector shall be rectified at the Contractors expense.
- 15.11 COMPLETION  
Backfill all trenches, consolidate as filling proceeds and leave area in a tidy state.



## ELECTRICAL WORK

### 16.01 PRELIMINARY & GENERAL

Refer to conditions of contract and preliminary clauses of this specification which shall apply equally to this section.

### 16.02 SCOPE OF WORK

The work comprises locating of the existing supply point, the running of an underground main to the building meter board and switchboard and for the installation of all lighting and power outlets as required by the owners plans including the provision of all labour and materials required to complete this work.

### 16.03 GENERAL

All work shall comply with NZBC G9, Electrical safety regulations and associated Codes of Practice. (Specifically NZECP51 and NZECP52).

### 16.04 FEES

Pay all fees and charges and obtain all necessary permits for this trade.

### 16.05 MATERIALS AND WORKMANSHIP

All materials used shall be to approved New Zealand standards. Allow for materials necessary to complete the Contract, whether specified or not. All work shall be carried out by a Registered Electrician holding a current practice license in accordance with the regulations and best trade practice and in a manner that will cause minimum inconvenience to other trades and the work as a whole. Do all cutting away, drilling etc and with timber, cut the minimum only for the entry of cables. Verify with the Builder or Engineer prior to cutting through any structural members.

### 16.06 MAINS CABLE

Allow to visit the site and to determine the length of mains cable required to complete the work. The cable shall be of adequate size to meet the required loads.

### 16.07 MCB PANEL

Provide and install a recessed switchboard complete with all necessary control equipment.

### 16.08 WIRING

Run new 2 and 3 core TPS cable for sub circuit wiring to lights, power outlets, switches and for installation of appliances shown on the plans. Run all speaker circuits television aerials and wiring shown for computers, fax machines, outdoor power etc. Provide all outlets as shown on the plan. Arrange for the provision and running of all telecom cabling as shown on the plan. Locate cable runs in centre of walls so that nailing or screwing of linings can be done without damaging cables. Holes made should be just sufficient in size to pull cables through - not adversely affect the strength of the framing.

Ensure wiring is to locations agreed with the owner without fouling installations by other trades, e.g. to required mounting height of switches and power outlets above floor level or above work tops and to required alignment of lights along and across ceilings.

### 16.09 INSPECT, TEST AND CERTIFY

Inspect, test, certify and connect to mains when wiring and installation has been completed. Alternatively, if requested arrange independent testing and certification and give a copy of the Compliance Certificate (Energy Work Certificate) to the Owner to forward to the Territorial Authority. Note that the latter serves the purpose of a guarantee. Delay in issuing the Certificate shall delay final payment.

## PAINTING & SPECIALIST FINISHES

- 17.01 PRELIMINARY & GENERAL  
Refer to Conditions of Contract and preliminary clauses of this specification
- 17.02 STANDARDS  
All work shall comply with AS/NZS 2311 : 2000 Painting of Buildings, the relevant clauses of which shall be deemed to be part of this specification unless otherwise specified.
- 17.03 SCOPE  
Exterior : Soffits and exterior exposed timber  
Interior. All exposed timber, MDF. and plaster board surfaces shall be painted or polyurethane finished. See schedule of finishes in carpentry specification for surface finishes to each area.
- 17.04 WORKMANSHIP  
All work shall be carried out under the control of an experienced foreman by competent tradesmen in accordance with sound trade practice and using tools and equipment suitable to ensure a first class job.  
Supply all equipment and scaffolding as required, scaffold shall be erected in accordance with the Construction Safety Regulations.  
Surfaces shall be clean and properly prepared before coating. The Painter shall inspect the work of other trades prior to commencing work and if in his opinion the surfaces are unsatisfactory to produce a first class finish shall report to the contractor who will be responsible for ensuring that the surfaces are brought to a satisfactory finish before any paint is applied.  
Exterior work shall not be undertaken during inclement weather.
- 17.05 MATERIALS  
All materials shall be the best of their respective kinds applied to manufactures specification.  
In any paint system all coats, including priming coats shall be products of the same manufacturer.  
Paint materials shall be in accordance with the requirements of NZ Building Code requirements for surface finishes to inhibit fire spread.  
The Owner will select colours from standard colour charts. The Painter shall allow for picking out sashes, doors etc. or any other reasonable colour change required. Allow 2 weeks notice for the production of a colour scheme.
- 17.06 STOPPING  
Stopping to plaster board surfaces shall be in accordance with Winstone Wallboards Ltd technical manual, using Winstone products. Finish shall be in accordance with Winstones Level of Gib Board Finish specification.  
Where a paint finish is required finish shall be to Level 4 standard.  
Painted woodwork, MDF, etc. shall be stopped with putty or plastic filler.  
Ceilings to lounge, dining, kitchen, bedrooms, passages and shall be paint finished.

17.07 SCHEDULE OF FINISHES

EXTERIOR

Timber surfaces

Resene Spec 2e 1.1

INTERIOR

Plaster board

Resene Spec 15i 1.4

Timber & MDF

Resene Spec 3i 1.1

17.08 COMPLETION

On completion remove all debris from the site, remove all paint splashes and leave the whole of the building clean and ready for occupation.

# Resene

the paint the professionals use

**15i**  
Continued

**15i 1 Interior Waterborne: continued**

Generic Specification				Resene Spec No.	Resene One-Line Specification					
Substrate	Environment	Paint Level	Gloss		Surface Prep	1st Coat	2nd Coat	3rd Coat		
Paperfaced Plaster etc.	Interior	Waterborne	Satin	<b>15i 1.3L5</b>	D84, D85 D87, D807	NRS: Broadwall WSP: Sureseal	D403 D42	Lumbersider Acrylic Undercoat	D34 D404	Lumbersider D34
Paperfaced Plaster etc.	Interior	Waterborne	Satin	<b>15i 1.3L4</b>	D84, D85 D87	NRS: Broadwall WSP: Sureseal	D403 D42	Lumbersider Acrylic Undercoat	D34 D404	Lumbersider D34
Paperfaced Plaster etc.	Interior	Waterborne	Satin	<b>15i 1.31L5</b>	D84, D85 D87, D810	NRS: Lumbersider WSP: Sureseal	D34 D42	Lumbersider Lumbersider Acrylic Undercoat	D34 D34 D404	- Lumbersider D34
Paperfaced Plaster etc.	Interior	Waterborne	Low Sheen	<b>15i 1.4Z5L5</b>	D84, D85 D87, D807	NRS: Broadwall WSP: Sureseal	D403 D42	Zylone Sheen Acrylic Undercoat	D302 D404	Zylone Sheen D302
Paperfaced Plaster etc.	Interior	Waterborne	Low Sheen	<b>15i 1.4Z5L4</b>	D84, D85 D87	NRS: Broadwall WSP: Sureseal	D403 D42	Zylone Sheen Acrylic Undercoat	D302 D404	Zylone Sheen D302
Paperfaced Plaster etc.	Interior	Waterborne	Low Sheen	<b>15i 1.41Z5L5</b>	D84, D85 D87, D810	NRS: Zylone Sheen WSP: Sureseal	D302 D42	Zylone Sheen Zylone Sheen Acrylic Undercoat	D302 D302 D404	- Zylone Sheen D302
Paperfaced Plaster etc.	Interior	Waterborne	Low Sheen	<b>15i 1.4SC5L5</b>	D84, D85 D87, D807	NRS: Broadwall WSP: Sureseal NWA:WB Smooth Surface Sealer D47a	D403 D42	SpaceCote Low Sheen Acrylic Undercoat	D311 D404	SpaceCote Low Sheen D311
Paperfaced Plaster etc.	Interior	Waterborne	Low Sheen	<b>15i 1.4SC4L4</b>	D84, D85 D87	NRS: Broadwall WSP: Sureseal NWA:WB Smooth Surface Sealer D47a	D403 D42	SpaceCote Low Sheen Acrylic Undercoat	D311 D404	SpaceCote Low Sheen D311
Paperfaced Plaster etc.	Interior	Waterborne	Low Sheen	<b>15i 1.41SC5L5</b>	D84, D85 D87, D810	NRS: SpaceCote Low Sheen WSP: Sureseal NWA:WB Smooth Surface Sealer D47a	D311 D42	SpaceCote Low Sheen Acrylic Undercoat	D311 D404	- SpaceCote Low Sheen D311
Paperfaced Plaster etc.	Interior	Waterborne	Low Sheen	<b>15i 1.4K5L5</b>	D84, D85 D87, D807	NRS: Broadwall WSP: Sureseal NWA:WB Smooth Surface Sealer D47a	D403 D42	SpaceCote LS K&B Acrylic Undercoat	D311K D404	SpaceCote LS K&B D311K
Paperfaced Plaster etc.	Interior	Waterborne	Low Sheen	<b>15i 1.4K4L4</b>	D84, D85 D87	NRS: Broadwall WSP: Sureseal NWA:WB Smooth Surface Sealer D47a	D403 D42	SpaceCote LS K&B Acrylic Undercoat	D311K D404	SpaceCote LS K&B D311K
Paperfaced Plaster etc.	Interior	Waterborne	Low Sheen	<b>15i 1.41K5L5</b>	D84, D85 D87, D810	NRS: SpaceCote Low Sheen WSP: Sureseal NWA:WB Smooth Surface Sealer D47a	D311 D42	SpaceCote LS K&B Acrylic Undercoat	D311K D404	- SpaceCote LS K&B D311K
Paperfaced Plaster etc.	Interior	Waterborne	Flat/Texture	<b>15i 1.5TF</b>	D84, D85 D87, D807	NRS: Broadwall WSP: Sureseal	D403 D42	Lumbersider	D34	Sandtex D71
Paperfaced Plaster etc.	Interior	Waterborne	Flat	<b>15i 1.5L5</b>	D84, D85 D87, D807	NRS: Broadwall WSP: Sureseal	D403 D42	Zylone 20 Acrylic Undercoat Ceiling Paint Acrylic Undercoat	D37 D404 D305 D404	Zylone 20 D37 Ceiling Paint D305
Paperfaced Plaster etc.	Interior	Waterborne	Flat	<b>15i 1.5L4</b>	D84, D85 D87	NRS: Broadwall WSP: Sureseal	D403 D42	Zylone 20 Acrylic Undercoat Ceiling Paint Acrylic Undercoat	D37 D404 D305 D404	Zylone 20 D37 Ceiling Paint D305
Paperfaced Plaster etc.	Interior	Waterborne	Flat	<b>15i 1.51L5</b>	D84, D85 D87, D810	NRS: Zylone 20 NRS: Ceiling Paint WSP: Sureseal	D37 D305 D42	Zylone 20 Ceiling Paint Zylone 20 Ceiling Paint	D37 D305 D37 D305	- Zylone 20 D37

In New Zealand: Resene Paints Limited, Vogel Street, PO Box 38242, Wellington Mail Centre, Lower Hut 5045  
Phone: 0800 RESENE Fax: (04) 577 9600 Email: info@resene.co.nz or visit www.resene.co.nz

In Australia: Resene Paints (Aus) Limited, 7 Production Ave, PO Box 795, Ashmore City, Queensland 4214  
Phone: 1800 738 383 Fax: 1800 064 960 Email: info@resene.com.au or visit www.resene.com.au

# Resene Paint Systems - Fire Ratings



The listed Resene paint systems over the listed substrate have been fire tested using a cone calorimeter in accordance with ISO 5660 to determine Group Classification in accordance with New Zealand Building Code (NZBC) Verification Method C/VM2 Appendix A; National Construction Code (NCC) Volume One Specification C1.10 and A2.4 of the Building Code of Australia

Substrate	Undercoat (1 coat unless otherwise stated)	Topcoat (2 coats unless otherwise stated)	Indicated Group No.	Test Report
10mm Paperfaced Plasterboard	Resene Broadwall Waterborne Wallboard Sealer (SR 10 sqm/L)	Resene SpaceCote Low Sheen (SR 15 sqm/L)	1-S (NZBC) 1 (NCC)	FH4967
10mm Paperfaced Plasterboard	Resene Broadwall Waterborne Wallboard Sealer (SR 10 sqm/L)	Resene SpaceCote Flat (SR 15 sqm/L)	1-S (NZBC) 1 (NCC)	FH4967
10mm Paperfaced Plasterboard	Resene Broadwall Waterborne Wallboard Sealer (SR 10 sqm/L)	Resene Zylone Sheen (SR 15 sqm/L)	1-S (NZBC) 1 (NCC)	FH4967
10mm Paperfaced Plasterboard	Resene Broadwall Waterborne Wallboard Sealer (SR 10 sqm/L)	Resene Ceiling Paint (SR 12 sqm/L)	1-S (NZBC) 1 (NCC)	FH4967
10mm Paperfaced Plasterboard	Resene Sureseal (SR 15 sqm/L)	Resene SpaceCote Flat (SR 14 sqm/L)	1-S (NZBC) 1 (NCC)	7-593235-CO
10mm Paperfaced Plasterboard	Resene Sureseal (SR 15 sqm/L)	Resene Lustacryl (SR 14 sqm/L)	1-S (NZBC) 1 (NCC)	7-593262-CO
13mm Paperfaced Plasterboard	Resene Broadwall Waterborne Wallboard Sealer (SR 11 sqm/L)	Resene ClinicalCote Satin (SR 14 sqm/L)	1-S (NZBC) 1 (NCC)	FH4925
13mm Paperfaced Plasterboard	Resene Broadwall Waterborne Wallboard Sealer (SR 11 sqm/L)	Resene ClinicalCote Low Sheen (SR 15 sqm/L)	1-S (NZBC) 1 (NCC)	FH4925
13mm Paperfaced Plasterboard	Resene Broadwall 3 in 1 (SR 2.5 sqm/L)	Resene ClinicalCote Satin (SR 14 sqm/L)	1-S (NZBC) 1 (NCC)	FH4925
13mm Paperfaced Plasterboard	Resene Broadwall 3 in 1 (SR 2.5 sqm/L)	Resene ClinicalCote Low Sheen (SR 15 sqm/L)	1-S (NZBC) 1 (NCC)	FH4925
13mm Paperfaced Plasterboard	Resene Broadwall Surface Prep & Seal (SR 6 sqm/L)	Resene ClinicalCote Satin (SR 14 sqm/L)	1-S (NZBC) 1 (NCC)	FH4925
13mm Paperfaced Plasterboard	Resene Broadwall Surface Prep & Seal (SR 6 sqm/L)	Resene ClinicalCote Low Sheen (SR 15 sqm/L)	1-S (NZBC) 1 (NCC)	FH4925
13mm Paperfaced Plasterboard	Resene Broadwall 3 in 1 (2 coats) (SR 7 sqm/L)	-	1-S (NZBC) 1 (NZBC)	FAR3981
13mm Paperfaced Plasterboard	Resene Broadwall 3 in 1 (SR 7 sqm/L)	Resene Zylone Sheen VOC Free (SR 16 sqm/L)	1-S (NZBC) 1 (NZBC)	FAR3981
13mm Paperfaced Plasterboard	Resene Broadwall 3 in 1 (SR 7 sqm/L)	Resene SpaceCote Low Sheen (SR 16 sqm/L)	1-S (NZBC) 1 (NZBC)	FAR3981
13mm Paperfaced Plasterboard	Resene Waterborne Smooth Surface Sealer (SR 12 sqm/L)	Resene SpaceCote Low Sheen (SR 16 sqm/L)	1-S (NZBC) 1 (NZBC)	FAR3981
13mm Paperfaced Plasterboard	Resene Broadwall Waterborne Wallboard Sealer (SR 10 sqm/L)	Resene Ceiling Paint (SR 12 sqm/L)	1-S (NZBC) 1 (NZBC)	FAR3981
6mm Fibre Cement Board	Resene Quick Dry (SR 12 sqm/L)	Resene Uracryl 802 (SR 16 sqm/L)	1-S (NZBC) 1 (NCC)	FH5139*
6mm Fibre Cement Board	Resene Quick Dry (SR 12 sqm/L)	Resene Uracryl 803 (SR 16 sqm/L)	1-S (NZBC) 1 (NCC)	FH5139*
6mm Fibre Cement Board	Resene Sureseal (SR 12 sqm/L)	Resene Uracryl 802 (SR 16 sqm/L)	1-S (NZBC) 1 (NCC)	FH5139*

# **BRACING CALCULATIONS & DETAILS**

**for**

**ALTERATIONS TO WAIMANGAROA RESERVE HALL**

**at**

**1 SUNDERLAND ST**

**WAIMANGAROA**

**for**

**BULLER DISTRICT COUNCIL**

**Gowans Walters  
& Associates Ltd**

Allan Walters

Phone

544 9499

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**building design**

Box 3608 Richmond  
99 Gladstone Road  
Richmond

**JOB No 20315**



## Demand Calculation Sheet

### Job Details

Name:	Waimangaroa Reserve Hall
Street and Number:	1 Sunderland St
Lot and DP Number	
City/Town/District	Waimangaroa
Designer	AW
Company	GWA Ltd
Date	19 Nov 20

### Building Specification

Number of Storeys	1
Floor Loading	2 kPa
Foundation Type	Slab
	<b>Single</b>
Cladding Weight	Light
Roof Weight	Light
Room in Roof Space	No
Roof Pitch (degrees)	15
Roof Height above Eaves (m)	1.5
Building Height to Apex (m)	4.5
Ground to Lower Floor (m)	0.4
Average Stud Height (m)	2.4
Building Length (m)	17.2
Building Width (m)	13.28
Building Plan Area (m <sup>2</sup> )	228.4

### Building Location

#### Wind Zone = High

Wind Region	A
Lee Zone	No
Ground Roughness	Open
Site Exposure	Exposed
Topography Class	T1

#### Earthquake Zone 3

Soil Type	D & E (Deep to Very Soft)
Annual Prob. of Exceedance:	1 in 1000 (NZS3604:2011 x1.3)

### Bracing Units required for Wind

	Along	Across
<b>Single Level</b>	<b>608</b>	<b>672</b>

### Bracing Units required for Earthquake

	Along & Across
<b>Single Level</b>	<b>1559</b>

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# GIB EzyBrace® Bracing Software



## Single Level Along Resistance Sheet

**Job Name: Waimangaroa Reserve Hall**

Wind	EQ
Demand	
608	1559
Achieved	

Line	Element	Length (m)	Angle (degrees)	Stud Ht. (m)	Type	Supplier	Wind BUs	EQ BUs	1832 301%	1601 103%
A	1	1.40		2.4	GS1-N	GIB®	97	84		
	2	3.00		2.4	GS1-N	GIB®	207	180		
	3	2.00		2.4	GS1-N	GIB®	138	120		
	External Length = 17.2							442 OK		
B	1	3.00		2.4	GS1-N	GIB®	207	180		
	2	3.00		2.4	GS1-N	GIB®	207	180		
							414 OK	360 OK		
C	1	2.70		2.4	GS1-N	GIB®	186	162		
	2	0.80		2.4	GS1-N	GIB®	49	47		
	3	1.80		2.4	GS1-N	GIB®	124	108		
	4	4.00		2.4	GS1-N	GIB®	276	240		
							635 OK	557 OK		
D	1	2.20		2.4	GS1-N	GIB®	152	132		
	2	1.80		2.4	GS1-N	GIB®	124	108		
	3	1.00		2.4	GS1-N	GIB®	65	60		
External Length = 17.2							341 OK	300 OK		



# GIB EzyBrace® Bracing Software



## Single Level Across Resistance Sheet

Job Name: Waimangaroa Reserve Hall

Wind	EQ
Demand	
672	1559
Achieved	
1879 280%	1637 105%

Line	Element	Length (m)	Angle (degrees)	Stud Ht. (m)	Type	Supplier	Wind BUs	EQ BUs		
M	1	1.10		2.4	GS1-N	GIB®	74	66		
	2	1.10		2.4	BL1-H	GIB®	135	114		
	3	0.70		2.4	GS1-N	GIB®	41	41		
	External Length = 13.28							250 OK		
N	1	3.00		2.4	GS1-N	GIB®	207	180	207 OK	180 OK
O	1	2.40		2.4	GS1-N	GIB®	166	144	166 OK	144 OK
P	1	2.40		2.4	GS1-N	GIB®	166	144	166 OK	144 OK
Q	1	2.70		2.4	GS1-N	GIB®	186	162		
	2	4.10		2.4	GS1-N	GIB®	283	246		
	3	1.60		2.4	GS1-N	GIB®	110	96		
	4	1.50		2.4	GS1-N	GIB®	104	90		
External Length = 13.38							683 OK	594 OK		
R	1	4.40		2.4	GS1-N	GIB®	304	264		
	2	1.50		2.4	GS1-N	GIB®	104	90		
External Length = 13.38							407 OK	354 OK		



## GIB EzyBrace® Systems specification BL1-H

Specification code	Minimum length (m)	Lining requirement	Other requirements
BL1-H	0.4	10mm or 13mm GIB Braceline® to one side only	Hold downs

### WALL FRAMING

Wall framing to comply with;

- NZBC B1 – Structure B1/AS1 Clause 3 Timber (NZS 3604:2011).
- NZBC B2 – Durability B2/AS1 Clause 3.2 Timber (NZS 3602).

Framing dimensions and height as determined by NZS 3604:2011 stud and top plate tables for load bearing and non-bearing walls. The use of kiln dried stress graded timber is recommended.

### BOTTOM PLATE FIXING

#### Timber floor

Use panel hold downs at each end of the bracing element. The GIB HandiBrac® is recommended. See details in GIB EzyBrace® Systems or GIB® Site Guide.

Pairs of hand driven 100 x 3.75mm nails at 600mm centres; or Three power driven 90 x 3.15mm nails at 600mm centres.

#### Concrete floor

Use panel hold downs at each end of the bracing element. The GIB HandiBrac® is recommended. See details in GIB EzyBrace® Systems or GIB® Site Guide. Within the length of the bracing element bottom plates are to be fixed in accordance with the requirements of NZS 3604:2011.

### WALL LINING

- A layer of 10mm or 13mm GIB Braceline®
- Sheets can be fixed vertically or horizontally.
- Sheet joints shall be touch fitted.
- Use full length sheets where possible.

### PERMITTED ALTERNATIVES

For permitted GIB® plasterboard alternatives refer to p. 5 in GIB EzyBrace® Systems literature.

### FASTENING THE LINING

#### Fasteners

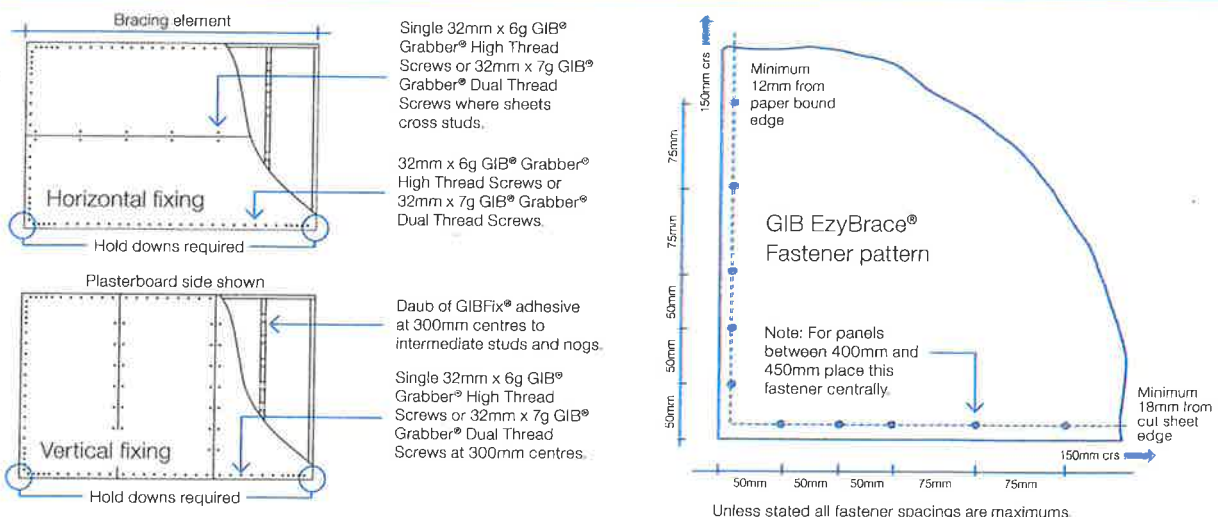
32mm x 6g GIB® Grabber® High Thread Screws or 32mm x 7g GIB® Grabber® Dual Thread Screws. If using the GIBFix® Framing System or if fastening through GIBFix® Angles use only 32mm x 7g GIB® Grabber® Dual Thread Screws.

#### Fastener centres

50,100,150, 225, 300mm from maximum each corner and 150mm thereafter around the perimeter of the bracing element. For vertically fixed sheets place fasteners at 300mm maximum centres to the sheet joint. For horizontally fixed sheets place single fasteners to the sheet edge where it crosses the stud. Use daubs of GIBFix® adhesive at 300mm maximum centres to intermediate studs. Place fasteners no closer than 12mm from paper bound sheet edges and 18mm from any sheet end or cut edge.

### JOINTING

Joint strength is important in delivering bracing system performance. All fastener heads stopped and all sheet joints GIB® Joint Tape reinforced and stopped in accordance with the GIB® Site Guide.



In order for GIB® systems to perform as tested, all components must be installed exactly as prescribed. Substituting components produces an entirely different system and may seriously compromise performance. Follow the specifications. This specification sheet is issued in conjunction with the publication GIB EzyBrace® Systems



## Bracing strap installation

Care needs to be taken with the installation of the bracing strap. It should be checked in to be flush with the face of the stud providing a flat substrate for the plasterboard and

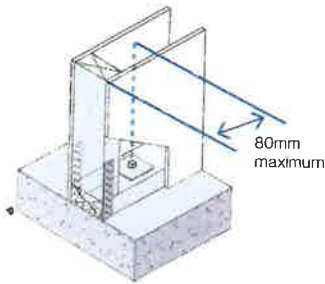
positioned in such a way that the corner fastenings of the bracing element are not affected by it. Keeping the strap to the edge of the end stud as shown will allow the corner fastenings to be installed without having to penetrate the bracing strap.

### Concrete floor

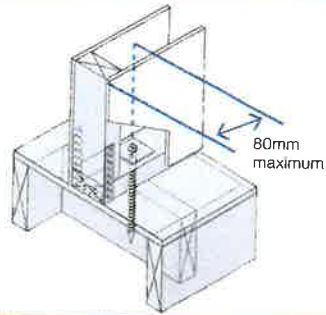
### Timber floor

400 x 25 x 0.9mm galvanised strap to pass under the plate and up the other side of the stud. Six 30 x 2.5mm flat head galvanised nails to each side of the stud. Three 30 x 2.5mm flat head galvanised nails to each side of the plate. Hold down bolt with 50 x 50 x 3mm washer to be fitted within 80mm of the end of the element.

#### Internal wall

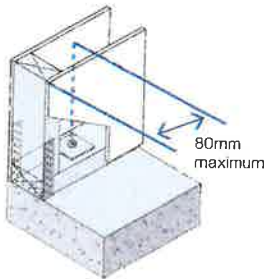


GEB004

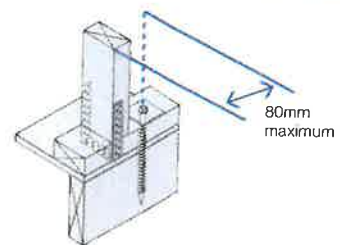


GEB005

#### External wall



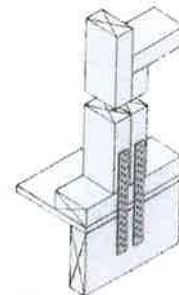
GEB006



GEB007

Note: Where applicable drawings have been produced for CAD design. These are identified by a unique number in the bottom corner of each detail box that can be found at [gib.co.nz/library](http://gib.co.nz/library).

2/300 x 25 x 0.9mm galvanised straps with six 30 x 2.5mm flat head galvanised nails to each stud and into the floor joist and three nails to the plate. Block to nog fixed with 3/100 x 3.75mm nails to stud.



GEB008

### Hold-down fastener requirements

#### Concrete floor

A mechanical fastening with a minimum characteristic uplift capacity of 15kN fitted with a 50 x 50 x 3mm square washer within 80mm of the ends of the bracing element.

#### Timber floor

12 x 150mm galvanised coach screw fitted with a 50 x 50 x 3mm square washer within 80mm of the ends of the bracing element



## GIB EzyBrace® Systems specification GS1-N

Specification code	Minimum length (m)	Lining requirement
GS1-N	0.4	Any 10mm or 13mm GIB® Standard plasterboard to one side only

### WALL FRAMING

Wall framing to comply with;

- NZBC B1 - Structure B1/AS1 Clause 3 Timber (NZS 3604:2011).
- NZBC B2 - Durability B2/AS1 Clause 3.2 Timber (NZS 3602).

Framing dimensions and height as determined by NZS 3604:2011 stud and top plate tables for load bearing and non-bearing walls. The use of kiln dried stress graded timber is recommended.

### BOTTOM PLATE FIXING

#### Timber floor

Pairs of hand driven 100 x 3.75mm nails at 600mm centres; or three power driven 90 x 3.15mm nails at 600mm centres.

#### Concrete floor

Internal Wall Bracing Lines: In accordance with the requirements of NZS 3604:2011 for internal wall plate fixing or 75 x 3.8mm shot fired fasteners with 16mm discs spaced at 150mm and 300mm from end studs and 600mm centres thereafter.

External Wall Bracing Lines: In accordance with the requirements of NZS 3604:2011 for external wall bottom plate fixing.

### WALL LINING

- Any 10mm or 13mm GIB® plasterboard lining.
- Sheets can be fixed vertically or horizontally.
- Sheet joints shall be touch fitted.
- Use full length sheets where possible.

### PERMITTED ALTERNATIVES

For permitted GIB® plasterboard alternatives refer to p. 5 in GIB EzyBrace® Systems literature.

### FASTENING THE LINING

#### Fasteners

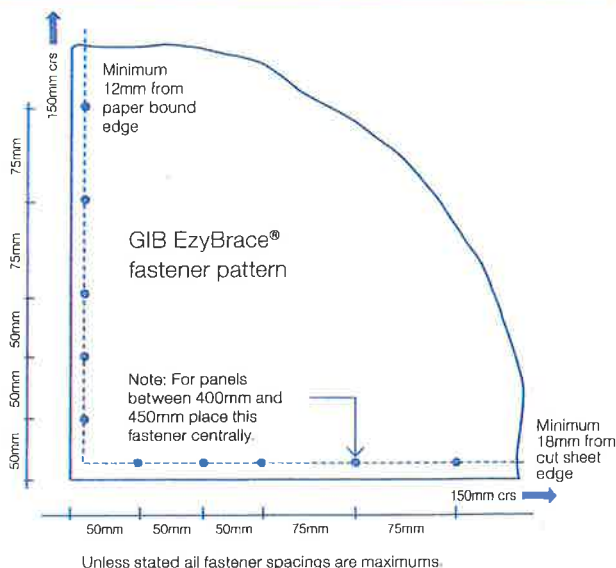
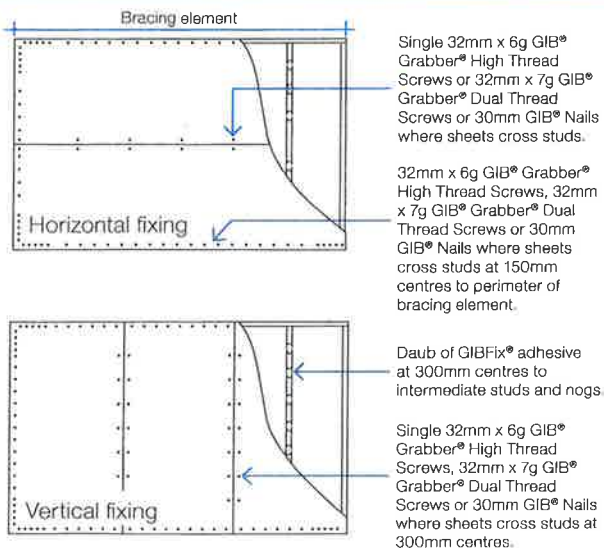
32mm x 6g GIB® Grabber® High Thread Screws, 32mm x 7g GIB® Grabber® Dual Thread Screws or 30mm GIB® Nails. If using the GIBFix® Angle use only 32mm x 7g GIB® Grabber® Dual Thread Screws.

#### Fastener centres

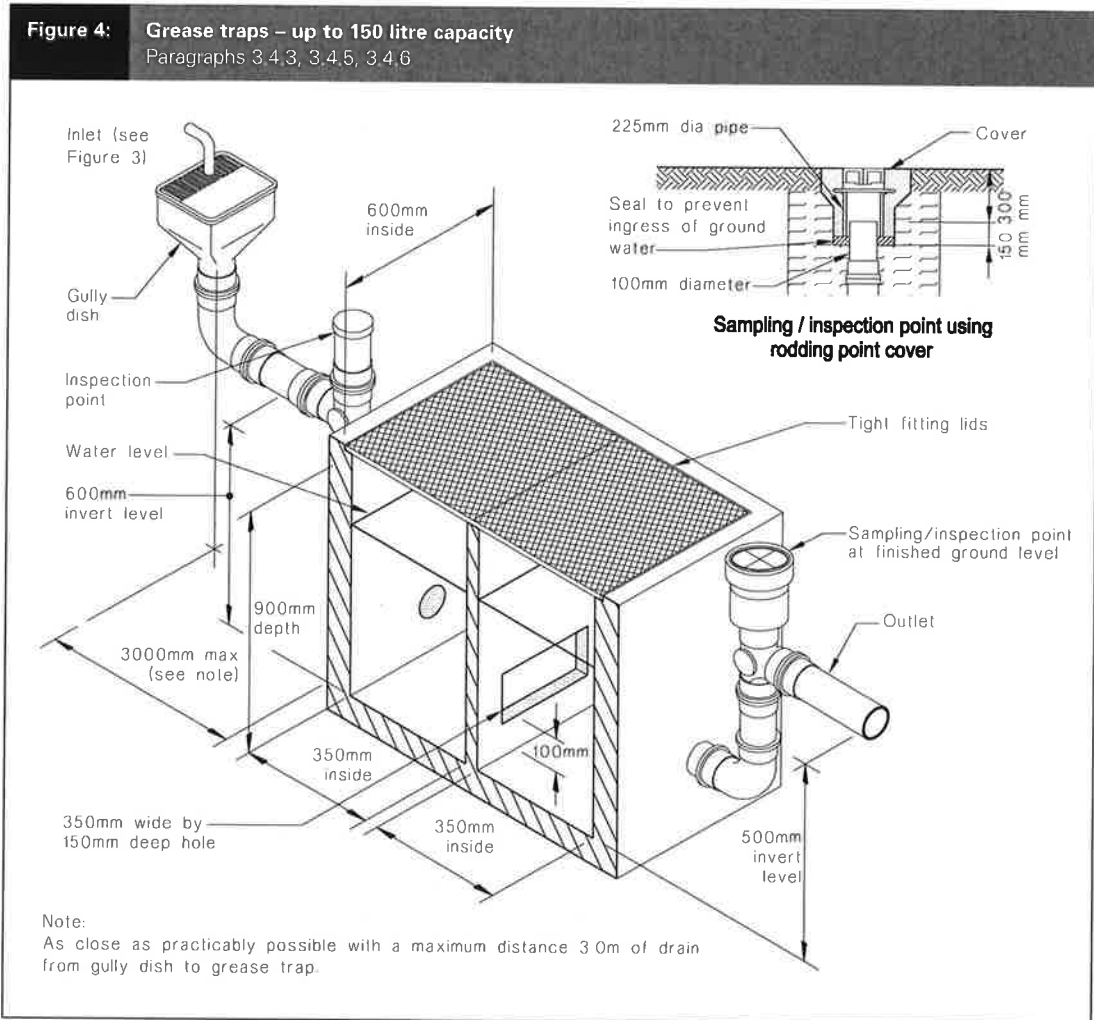
50,100,150, 225, 300mm maximum from each corner and 150mm thereafter around the perimeter of the bracing element. For vertically fixed sheets place fasteners at 300mm maximum centres to intermediate sheet joints. For horizontally fixed sheets place single fasteners to the sheet edge where it crosses the stud. Use daubs of GIBFix® adhesive at 300mm maximum centres to intermediate studs. Place fasteners no closer than 12mm from paper bound sheet edges and 18mm from any sheet end or cut edge.

### JOINTING

Joint strength is important in delivering bracing system performance. All fastener heads stopped and all sheet joints GIB® Joint Tape reinforced and stopped in accordance with the GIB® Site Guide.



In order for GIB® systems to perform as tested, all components must be installed exactly as prescribed. Substituting components produces an entirely different system and may seriously compromise performance. Follow the specifications. This specification sheet is issued in conjunction with the publication GIB EzyBrace® Systems



**Table 3: Venting Requirements for Drains**  
Paragraph 4.1.2

**Stacks acting as drain vent**

Stack vent: All stacks discharging to a *drain* require an open vent, sized in accordance with Table 6 in G13/AS1. Venting with an *air admittance valve* is permitted only on second and subsequent stacks as at least one open vent (the stack vent, if acting as main *drain* vent) is required to ventilate the *drain*.

**Venting of main drains**

Main *drains* discharging to the *sewer* or to an on-site disposal system are required to be vented with a minimum 80 mm open vent.

**Venting of branch drains**

Branch *drains* connected to a vented *drain* that exceed 10 m in length require venting with an open vent, sized in accordance with Table 6 in G13/AS1.

## STEVE BURKE CONTRACTING

20180712-42656-10722 BOHS

RB 19090046

# ASBESTOS CLEARANCE CERTIFICATE

<b>Client details</b>		
Name of client:	Buller District Council	
Client contact details:	Rick Barry	
<b>Removal work details</b>		
Date removal work carried out:	20/11/2020 – 28/11/2020	
Site address where removal work is being carried out:	Waimangaroa Community Hall	
Details of the specific asbestos removal work area(s):	Removed Asbestos cement sheet lining from hall outter edge ceiling and showers	
Name of licensed asbestos removalist:	PC Productions NZ limited RA 17060099	
Name and contact details of licensed asbestos removalist supervisor (if different to removalist):	Paul Cockfield  0278202556	
<b>Inspection details</b>		
Date of clearance inspection:	28/11/2020	
Time of clearance inspection:	1500 Hours	
<b>SECTION B – ASBESTOS REMOVAL WORK PAPERWORK</b>		
	<b>Yes</b>	<b>No</b>
Do you have a copy of the asbestos removal control plan?	Yes	
Do you have a copy of the notification form?	Yes	
Is the removal work consistent with the control plan and the notification form? (e.g. use of enclosures, decontamination facilities, waste facilities)	Yes	

<b>SECTION C – ASBESTOS REMOVAL WORK AREA 1. Visual Inspection</b>	<b>Yes</b>	<b>No</b>
Inspection of the specific area detailed in Section A, found all <u>asbestos</u> designated for removal has been removed	Yes	
Is there any remaining encapsulated asbestos		No
Can the area be reoccupied?	Yes	
Has additional information been attached? (e.g. photos, drawings, plans) <b>SECTION E</b>	Yes	
<b>Air monitoring not applicable / Class B Removal</b>	<b>Yes</b>	<b>No</b>
Air monitoring was carried out as part of the clearance inspection. <u>The results were all below 0.01 f/ml.</u>	N/A	
Has the air monitoring sample been analysed by a NATA-accredited laboratory?	N/A	
Is the air monitoring report attached?	N/A	
Can the area be reoccupied?	N/A	

<b>SECTION D – ENCLOSURES – not applicable Class B Removal</b>	<b>Yes</b>	<b>No</b>
The area within the enclosure and the area immediately surrounding the enclosure was inspected and no visible asbestos was found.	N/A	
Are any swab samples of the area taken	No	
Can the enclosure be dismantled?	N/A	

Number of samples collected: 0

	Sample 1	Sample 2	Sample 3	Sample 4	Sample 5
<b>RESULTS</b>					

<b>2. Decontamination unit</b>	<b>Yes</b>	<b>No</b>
An inspection of the area in which the unit was erected and the area immediately surrounding the area where the unit was erected was inspected and <u>no visible asbestos was found.</u>	Yes	

**SECTION F – ADDITIONAL INFORMATION, PICTURES, DRAWINGS**

**Inspection Scope and Results**

Ensure all removal of asbestos has been addressed as described in Section A  
 There is no asbestos debris that remains and the area is safe to re-occupy

## **SECTION F – CLEARANCE DECLARATION**

I declare that:

- The asbestos removal work area is described in the ARCP no. JwaimangCH
- There were no visible signs of Asbestos material
- The waste has been disposed of as per the ARCP. Via approved Reefton Refuse waste Depot. The tare drop dockets were copied and supplied with the ARCP
- All asbestos in the scope of works has been removed correctly by a Licensed asbestos removal company
- **The area is safe to re-occupy**

Steve Burke

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Name of Assessor/Competent Person RB 19090046

Steve Burke Contracting  
9 Admirals Way  
027 4401 508  
w.nderingkiwi@xtra.co.nz

