



AGENDA

Ordinary Council Meeting Wednesday, 5 May 2021

Date: Wednesday, 5 May 2021

Time: 10.30 am

**Location: Ngā Hau e Whā, William Fraser Building
1 Dunorling Street, Alexandra**

(Unless Central Government changes COVID-19 meeting restrictions before then,
in which case it will be held electronically using Microsoft Teams and livestreamed)

**Sanchia Jacobs
Chief Executive Officer**

Notice is hereby given that a Meeting of Central Otago District Council will be held in Ngā Hau e Whā, William Fraser Building, 1 Dunorling Street, Alexandra on
Wednesday, 5 May 2021 at 10.30 am

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Members His Worship the Mayor T Cadogan (Chairperson), Cr N Gillespie, Cr T Alley, Cr S Calvert, Cr L Claridge, Cr I Cooney, Cr S Duncan, Cr S Jeffery, Cr C Laws Cr N McKinlay, Cr M McPherson, Cr T Paterson,

In Attendance S Jacobs (Chief Executive Officer), L Macdonald (Executive Manager - Corporate Services), J Muir (Executive Manager - Infrastructure Services), L van der Voort (Executive Manager - Planning and Environment), S Righarts (Chief Advisor), M De Cort (Communications Coordinator), R Williams (Governance Manager)

1 APOLOGIES

An apology has been received from Cr McKinlay, Cr McPherson and Cr Paterson.

2 PUBLIC FORUM

3 CONFIRMATION OF MINUTES

Ordinary Council Meeting - 24 March 2021

**MINUTES OF A COUNCIL MEETING OF THE CENTRAL OTAGO DISTRICT COUNCIL
HELD AT NGĀ HAU E WHĀ, WILLIAM FRASER BUILDING,
1 DUNORLING STREET, ALEXANDRA
ON WEDNESDAY, 24 MARCH 2021 COMMENCING AT 10.30 AM**

PRESENT: His Worship the Mayor T Cadogan (Chairperson), Cr N Gillespie, Cr T Alley, Cr S Calvert, Cr L Claridge, Cr S Duncan, Cr S Jeffery, Cr C Laws, Cr N McKinlay, Cr M McPherson, Cr T Paterson

IN ATTENDANCE: S Jacobs (Chief Executive Officer), L Macdonald (Executive Manager - Corporate Services), J Muir (Executive Manager - Infrastructure Services), L van der Voort (Executive Manager - Planning and Environment), S Righarts (Chief Advisor), L Stronach (Property Officer – Statutory), C Martin (Property and Facilities Officer – Vincent and Teviot Valley), G Bailey (Parks and Recreation Manager), A Rogers (Principal Policy Planner), Q Penniall (Environmental Engineering Manager), A Peacock (Engineering Assistant), P Keenan (Capital Projects Programme Manager), J McCallum (Roding Manager), M Dougherty (Finance Manager), D McKewen (Accountant), D Campbell (Planning Manager), E Auchterlonie (Project Manager), M De Cort (Communications Coordinator) and R Williams (Governance Manager)

1 APOLOGIES

RESOLUTION

Moved: Duncan
Seconded: Claridge

That apologies from Cr I Cooney be received and accepted.

CARRIED

Note: The Mayor noted the addition of item 21.2.32 – *Zone 5 and 6 Meeting* from Cr McKinlay in accordance with Standing Order 9.13.

2 PUBLIC FORUM

Lynne Stewart – Petition from Clyde School Students, December 2019

Ms Stewart spoke to the meeting about the petition delivered by Clyde School students in December 2019 and asked what action was planned in response. She submitted that the speed limit on the Clyde end of Earnsclough Road needed to be reduced for safety reasons. She also noted that the river track sign had been removed. Ms Stewart then responded to questions. In response, the Roding Manager advised that speed validation would be undertaken as part of a speed limit review with a view to extending the 50 km limit to Picnic Creek. It was expected that exercise would be undertaken later in the year and that a speed counter would be put in place in the interim to validate the volume and time of day of speeding vehicles so that information can be passed on to the police.

3 CONFIRMATION OF MINUTES

RESOLUTION

Moved: Alley
Seconded: Jeffery

That the minutes of the Ordinary Council Meeting held on 3 February 2021 be confirmed.

CARRIED

4 DECLARATION OF INTEREST

Members were reminded of their obligations in respect of declaring any interests. There were no further declarations of interest.

5 REPORTS FOR DECISIONS

21.2.2 MINISTER OF CONSERVATION'S CONSENT - EASEMENTS OVER LOCAL PURPOSE (ROAD) RESERVE [PRO: 62-3116-E1]

To consider granting consent (under delegated authority), on behalf of the Minister of Conservation, to Council granting easements over Lot 101 Deposited Plan 490721 (Local Purpose (Road) Reserve).

RESOLUTION

Moved: Gillespie
Seconded: McKinlay

That the Council

- A. Receives the report and accepts the level of significance.
- B. Agrees to grant consent (under delegated authority), on behalf of the Minister of Conservation, to Council granting the following easements over Lot 101 Deposited Plan 490721 being Local Purpose (Road) Reserve:
 - over Lot 101 DP 490721 (Local Purpose (Road) Reserve) in favour Lot 1 DP 505292 for the purpose of conveying water, sewage, electricity, and telecommunications.
 - (in gross) in favour of Aurora Energy Limited.
 - (in gross) in favour of Chorus NZ Limited.

CARRIED

21.2.3 RURAL NETWORKS SOUTH ISLAND RENT REVIEW.

To consider reviewing the licence fees and power charges payable by Rural Networks South Island for the leases held over various Council reserves.

Questions were raised about the assessment of future power costs and the evidence to support the proposed reduction in rent and it was agreed to leave the item to lie on the table pending further information.

RESOLUTION

Moved: Cadogan
Seconded: Duncan

That the item is left to lie on the table pending further information.

CARRIED

**21.2.4 CONSULTATION DOCUMENT FOR THE 2021-31 LONG-TERM PLAN AND
SUPPORTING INFORMATION TO THE CONSULTATION DOCUMENT FOR THE
DRAFT 2021-31 LONG-TERM PLAN**

To adopt the 2021-31 draft Long-term Plan as supporting information to the Consultation Document and then to adopt the 2021-31 Long-term Plan Consultation Document for public consultation. The Mayor congratulated staff on their work to date and commented on the consultation document and how he hoped it would encourage people to submit.

RESOLUTION

Moved: Cadogan
Seconded: Gillespie

That the Council

- A. Receives the report and accepts the level of significance.
- B. Recommends the draft 2021-31 Long-term Plan be adopted as supporting information to the Consultation Document. This documentation includes:
 - (a) Infrastructure Strategy
 - (b) Financial Strategy
 - (c) Development and Financial Contributions Policy
 - (d) Fees and Charges
 - (e) Significance and Engagement Policy
 - (f) Revenue and Financing Policy
 - (g) Rating Policy
 - (h) Liability Management Policy
 - (i) Investment Policy
 - (j) Prospective Financial Statements
 - (k) Prospective Funding Impact Statements
 - (l) Community Outcomes Development
 - (m) Significant Forecasting Assumptions and Risks
 - (n) Capital Expenditure for Activity Groups
- C. Recommends that the Long-term Plan 2021-31 Consultation Document be adopted for public consultation.
- D. Recommends that the Chief Executive Officer be authorised, in consultation with the Mayor, to make any necessary formatting or editorial changes, or other such final changes required by either Audit New Zealand or to ensure compliance with the Local Government Act 2002.

CARRIED

21.2.5 FEES AND CHARGES 2021-22

To approve the draft fees and charges schedule to be included in the fees and charges schedule of the 2021-31 Long-term Plan.

RESOLUTION

Moved: Jeffery

Seconded: Alley

That the Council

- A. Receives the report and accepts the level of significance.
- B. Accepts the Fees and Charges Schedule and its amendments for 2021-22 as detailed in Appendix 1.
- C. Adopts the fees and charges as part of council's annual fees and charges for the 2021-22 financial year.

CARRIED

21.2.6 RURAL FIRE LAND AND BUILDINGS

To consider the disposal of the Tarras, Omakau, and Millers Flat Rural Fire Depots to Fire and Emergency New Zealand.

RESOLUTION

Moved: Gillespie

Seconded: McPherson

That the Council

- A. Receives the report and accepts the level of significance.
 - B. **Agrees** to dispose of the Tarras Rural Fire Depot to Fire and Emergency New Zealand subject to the following conditions:
 - 1 The building ownership is transferred for \$1
 - 2 A ground lease is granted for an area (as outlined in Appendix) for 30 years at \$1 per annum, and upon termination of the lease any improvements on the land will revert to Council
 - 3 Fire and Emergency New Zealand covers the legal costs associated with the sale and the preparation of the lease
 - 4 Fire and Emergency New Zealand covers the costs associated with the installation of a power supply and a septic tank system to the depot
 - 5 Fire and Emergency New Zealand covers the costs of relocating the Tarras Domain's access gate and the recycling station
 - C. **Agrees** to dispose of the Omakau Rural Fire Depot to Fire and Emergency New Zealand on the following conditions:
 - 1 The building ownership is transferred for \$1
-

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- 2 A ground lease is granted under Section 61(2) of the Reserve Act 1977 for 30 years at \$1 per annum, and upon termination of the ground lease any improvements on the land will revert to Council

- 3 Fire and Emergency New Zealand covers the legal costs associated with the sale and the preparation of the lease

D. **Agrees** to dispose of the Millers Flat Rural Fire Depot to Fire and Emergency New Zealand on the following conditions:

- 1 Council's ground lease is terminated upon which the building's ownership transfers to Fire and Emergency New Zealand
- 2 Fire and Emergency New Zealand covers the legal costs

CARRIED

21.2.7 FINANCIAL REPORT FOR THE PERIOD ENDING 31 JANUARY 2021

To consider the financial performance for the period ending 31 January 2021.

RESOLUTION

Moved: Alley
Seconded: Claridge

That the report be received.

CARRIED

21.2.8 MAYOR'S REPORT

The Mayor provided a verbal update and extended his thanks to the Deputy Mayor, other Councillors and staff for their support during his recuperation.

RESOLUTION

Moved: Cadogan
Seconded: Gillespie

That the Council receives the report.

CARRIED

Note: Cr Jefferies assumed the Chair as the Economic Development and Community Facilities portfolio lead.

21.2.9 MOLYNEUX PARK RESERVE MANAGEMENT PLAN 2021

To adopt the Molyneux Park Reserve Management Plan 2021. In speaking to the report, the Parks Manager noted the following amendments had been made to the document since it had been included with the agenda:

- The map on page 615 had been updated
-

- Sec 5.1.2.policy 9 now read “The custodian’s house may be leased from time to time at Council’s discretion.”
 - Removal of the word draft
 - The page numbers had been updated.
-

RESOLUTION

Moved: McPherson
Seconded: Alley

That the Council

- A. Receives the report and accepts the level of significance.
- B. Resolves that the Molyneux Park Reserve Management Plan 2021 be adopted as amended above.

CARRIED

Note: Cr Gillespie assumed the Chair as the Planning and Regulatory portfolio lead.

Note: At 12:02 pm, Cr S Duncan left the meeting.

21.2.10 DISTRICT PLAN REVIEW PROGRAMME

To consider and approve the work programme for the District Plan Review.

RESOLUTION

Moved: McPherson
Seconded: Calvert

That the Council

- A. Receives the report and accepts the level of significance.
- B. Approve the District Plan review programme as outlined in Appendix 1

CARRIED

Note: At 12:03 pm, Cr S Duncan returned to the meeting.

21.2.11 APPROVAL OF PLAN CHANGE 15 TO THE CENTRAL OTAGO DISTRICT PLAN

To recommend for approval Plan Change 15 to the Central Otago District Plan.

RESOLUTION

Moved: Claridge
Seconded: Alley

That the Council

- A. Receives the report and accepts the level of significance.
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- B. Approves pursuant to section 73 of the Resource Management Act 1991 Plan Change 15 to the Central Otago District Plan and determines that Plan Change 15 shall become operative on Tuesday 20th April 2021.
- C. Such approval to be effected by affixing the seal of the Council to the plan change.
- D. Publicly notify that it has approved the plan change and the date upon which Plan Change 15 is to become operative.
- E. Provide a copy of the operative Plan Change 15 to those statutory authorities listed in clause 20 (4) of Schedule 1 to the Resource Management Act 1991.
- F. Provide a copy of the operative Plan Change 15 to every library in the District.

CARRIED

Note: Cr McKinlay assumed the Chair as the Three Waters and Waste portfolio lead.

Note: At 12:07 pm, Cr S Jeffery left the meeting

21.2.32 ZONE 5 & 6 MEETING

Cr McKinlay spoke to his observations of the Zone 5 and 6 meeting and Three Waters workshop, held in Wanaka on 15 – 17 March 2021.

Note: At 12:10 pm, Cr S Jeffery returned to the meeting.

Note: At 12:18 pm, Cr M McPherson left the meeting.

Note: At 12:19 pm, Cr M McPherson returned to the meeting.

21.2.12 WASTE SERVICES COLLABORATION

To consider opportunities for regional collaboration in waste management and diversion with Queenstown Lakes District Council.

RESOLUTION

Moved: Cadogan

Seconded: McPherson

That the Council

- A. Receives the report and accepts the level of significance.
- B. Directs staff to continue exploring the opportunity for regional collaboration in processing of Council's different waste streams.

CARRIED

Note: At 12:34 pm, Cr T Alley left the meeting.

21.2.13 WASTE MANAGEMENT AND MINIMISATION BYLAW 2021 ADOPTION

To adopt the draft waste management and minimisation bylaw following public consultation and legal review.

RESOLUTION

Moved: McPherson
Seconded: Cadogan

That the Council

- A. Receives the report and accepts the level of significance.
- B. Adopts the Waste Management and Minimisation Bylaw 2021.

CARRIED

Note: At 12:37 pm, Cr T Alley returned to the meeting.

Note: The meeting adjourned at 12.37pm and reconvened at 1.07 pm.

21.2.14 JANUARY 2021 WEATHER EVENT - WATER

To consider funding of the emergency response and repairs required to water assets as a result of the January 2021 weather event. Following a response to a question, it was agreed that an authorised over-expenditure should be used to fund the costs, rather than using the Emergency Event Reserve.

RESOLUTION

Moved: Jeffery
Seconded: Duncan

That the Council

- A. Receives the report and accepts the level of significance.
- B. Authorises \$340,000 of funding as an authorised over-expenditure for the initial response to, and repair of water assets, following the January 2021 flood event.

CARRIED

21.2.15 PROCUREMENT FOR WATER AND WASTEWATER PROJECTS

To consider and approve the procurement approach for design and construction of eight water and wastewater capital projects.

RESOLUTION

Moved: McPherson
Seconded: Paterson

That the Council

- A. Receives the report and accepts the level of significance.

-
- B. Approves an open tender process for six contracts for construction work for the Cromwell pumpstation upgrades, Alexandra northern reservoir, Manuharekia pipe crossings, Roxburgh water pipe replacement, Bridge Hill water pipe replacement, and Clyde wastewater pumpstation.
- C. Approves direct appointment of Beca for the Bridge Hill water pipe replacement design.
- D. Approves direct appointment of Fluent Solutions for the Roxburgh water pipe replacement design.
- E. Authorise the Chief Executive to award the construction contracts to the highest scoring tenderers.

CARRIED

Note: Cr Duncan assumed the Chair as the Rooding portfolio lead.

21.2.16 JANUARY 2021 WEATHER EVENT - ROADING

To consider funding of the emergency roading repairs as a result of the January 2021 weather event.

RESOLUTION

Moved: Gillespie
Seconded: Alley

That the Council

- A. Receives the report and accepts the level of significance.
- B. Authorises \$355,250 of funding from the Emergency Event Reserve (1750264028) for reinstatement of roads following the January 2021 flood event.

CARRIED

Note: The Mayor assumed the Chair.

6 REPORTS FOR INFORMATION

21.2.17 MARCH 2021 GOVERNANCE REPORT

To report on items of general interest, receive minutes and updates from key organisations, consider Council's forward work programme and the legacy and current status report updates.

RESOLUTION

Moved: McPherson
Seconded: McKinlay

That the Council:

- A. Receives the report.
- B. Ratifies the Otago and Southland councils' joint submission to the Health Committee on the Water Services Bill.

CARRIED

7 COMMUNITY BOARD MINUTES**21.2.18 MINUTES OF THE VINCENT COMMUNITY BOARD MEETING HELD ON 2 MARCH 2021**
-----**RESOLUTION**

Moved: McPherson
Seconded: McKinlay

That the unconfirmed Minutes of the Vincent Community Board Meeting held on 2 March 2021 be noted.

CARRIED

-----**21.2.19 MINUTES OF THE MANIOTOTO COMMUNITY BOARD MEETING HELD ON 4 MARCH 2021**
-----**RESOLUTION**

Moved: McPherson
Seconded: McKinlay

That the unconfirmed Minutes of the Maniototo Community Board Meeting held on 4 March 2021 be noted.

CARRIED

-----**21.2.20 MINUTES OF THE CROMWELL COMMUNITY BOARD MEETING HELD ON 8 MARCH 2021**
-----**RESOLUTION**

Moved: McPherson
Seconded: McKinlay

That the unconfirmed Minutes of the Cromwell Community Board Meeting held on 8 March 2021 be noted.

CARRIED

-----**21.2.21 MINUTES OF THE TEVIOT VALLEY COMMUNITY BOARD MEETING HELD ON 11 MARCH 2021**
-----**RESOLUTION**

Moved: McPherson
Seconded: McKinlay

That the unconfirmed Minutes of the Teviot Valley Community Board Meeting held on 11 March 2021 be noted.

CARRIED

8 COMMITTEE MINUTES**21.2.22 HEARINGS PANEL CONFIRMED MINUTES 2020**

To consider the confirmed minutes of the Hearings Panel for the year 2020.

RESOLUTION

Moved: McPherson

Seconded: McKinlay

That the report be received.

CARRIED

21.2.23 MINUTES OF THE AUDIT AND RISK COMMITTEE MEETING HELD ON 24 FEBRUARY 2021**RESOLUTION**

Moved: McPherson

Seconded: McKinlay

That the unconfirmed Minutes of the Audit and Risk Committee Meeting held on 24 February 2021 be noted.

CARRIED

9 STATUS REPORTS

Considered as part of the Governance Report

10 DATE OF NEXT MEETING

The date of the next scheduled meeting is 5 May 2021.

11 RESOLUTION TO EXCLUDE THE PUBLIC**RESOLUTION**

Moved: Alley

Seconded: Duncan

That the public be excluded from the following parts of the proceedings of this meeting.

The general subject matter of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48 of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution

Confidential Minutes of Ordinary Council Meeting	<p>s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons</p> <p>s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
21.2.24 - Lake Dunstan Water Supply Procurement	s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
21.2.25 - February 2021 Forecast	s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
21.2.26 - Update on Procurement Process	s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
21.2.27 - March 2021 Confidential Governance Report	s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
21.2.28 - Confidential Minutes of the Vincent Community Board Meeting held on 2 March 2021	<p>s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p> <p>s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely</p>	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

	unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	
21.2.29 - Confidential Minutes of the Maniototo Community Board Meeting held on 4 March 2021	s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
21.2.30 - Confidential Minutes of the Cromwell Community Board Meeting held on 8 March 2021	s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
21.2.31 - Confidential Minutes of the Audit and Risk Committee Meeting held on 24 February 2021	<p>s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons</p> <p>s7(2)(c)(ii) - the withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely otherwise to damage the public interest</p> <p>s7(2)(d) - the withholding of the information is necessary to avoid prejudice to measures protecting the health or safety of members of the public</p> <p>s7(2)(g) - the withholding of the information is necessary to maintain legal professional privilege</p>	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

CARRIED

The public were excluded at 1.36 pm and the meeting closed at 2.24 pm.

4 DECLARATION OF INTEREST

21.3.1 DECLARATIONS OF INTEREST REGISTER

Doc ID: 530382

1. Purpose

Members are reminded of the need to be vigilant to stand aside from decision making when a conflict arises between their role as a member and any private or other external interest they might have.

2. Attachments

Appendix 1 - Register of Interests [↓](#)

Name	Member's Declared Interests	Spouse/Partner's Declared Interests	Council Appointments
Tamah Alley	Tiger Hill Water Supply Company (shareholder) Cromwell Youth Trust (Chair) Blue Light Central Lakes (Chair) NZ Police (Sworn Constable) Oamaru Landing Service (OLS) (family connection) Cliff Care Ltd (family connection)	Tiger Hill Water Supply Company (shareholder) Emergency Management Otago (employee)	
Tim Cadogan	Alexandra Musical Society (member) Otago Chamber of Commerce Central Otago Advisory Group member Dunstan Golf Club (member)	Victim Support Worker Blossom Festival Committee member FarmFresh (Family member sells for this entity)	Airport Reference Group Maniototo Curling International Inc Eden Hore Steering Group Tourism Central Otago Advisory Board Ministerial Working Group on Responsible Camping LGNZ Governance and Strategy Group
Shirley Calvert	Central Otago Health Services Ltd (Employee) Cromwell Rotary (member) Cromwell and District Community Trust Old Cromwell Town (subscription member)		Central Otago Wilding Conifer Group
Lynley Claridge	Affinity Funerals (Director) Central Otago Chamber of Commerce (Advisory Panel)	Affinity Funerals (Shareholder)	Alexandra Council for Social Services

Ian Cooney	Castlewood Nursing Home (Employee)		Omakau Recreation Reserve Committee Promote Alexandra
Stuart Duncan	Penrose Farms - Wedderburn Cottages and Farm at Wedderburn (shareholder) Penrose Investments - Dairy Farm at Patearoa (shareholder) Fire and Emergency New Zealand (member) JD Pat Ltd (Shareholder and Director)	Penrose Farms - Wedderburn Cottages and Farm at Wedderburn (shareholder) Penrose Investments - Dairy Farm at Patearoa (shareholder)	Otago Regional Transport Committee Patearoa Recreation Reserve Committee Design and Location of the Sun for the Interplanetary Cycle Trail Working Group
Neil Gillespie	Contact Energy (Project Manager) Clyde & Districts Emergency Rescue Trust (Secretary and Trustee) Cromwell Volunteer Fire Brigade (Deputy Chief Fire Officer) Cromwell Bowling Club (patron) Otago Local Advisory Committee - Fire Emergency New Zealand		Lowburn Hall Committee Tarras Community Plan Group Tarras Hall Committee
Stephen Jeffery	G & S Smith family Trust (Trustee) K & EM Bennett's family Trust (Trustee) Roxburgh Gorge Trail Charitable Trust (Chair) Roxburgh and District Medical Services Trust (Trustee) Central Otago Clutha Trails Ltd (Director) Teviot Prospects (Trustee) Teviot Valley Community Development Scheme Governance Group Central Otago Queenstown Network Trust		

Cheryl Laws	Fine Thyme Theatre Company (Committee) The Message (Director) Wishart Family Trust (Trustee) Wooing Tree (part-time, occasional employee) Daffodil Day Area Coordinator	Otago Regional Council (Councillor) The Message (Director)	Cromwell Resource Centre Cromwell Historical Precinct
Nigel McKinlay	Transition To Work Trust (Board member) Gate 22 Vineyard Ltd (Director) Everyday Gourmet (Director) Central Otago Wine Association (member) Long Gully Irrigation Scheme (member)		
Martin McPherson	Alexandra Blossom Festival	CODC (employee) CODC (employee) (Daughter)	
Tracy Paterson	Matakanui Station (Director and shareholder) Matakanui Development Co (Director and shareholder) A and T Paterson Family Trust (trustee) A Paterson Family Trust (trustee) Central Otago Health Inc (Chair) Bob Turnbull Trust (Trustee / Chair) John McGlashan Board of Trustees (member) New Zealand Wool Classers Association (board member) Central Otago A&P Association (member)	Matakanui Station (director and shareholder) Matakanui Development Co (director and shareholder) A Paterson Family Trust (trustee) A and T Paterson Family Trust (trustee) Federated Farmers (on the executive team) Omakau Irrigation Co (director) Matakanui Combined Rugby Football Club (President) Manuherikia Catchment Group (member) Omakau Domain Board	Central Otago Health Inc Manuherikia River Group

5 REPORTS FOR DECISIONS

21.3.2 COMMUNITY DEVELOPMENT STRATEGY

Doc ID: 531351

1. Purpose of Report

To consider the adoption of the Community Development Strategy 2021-2022.

Recommendations

That the Council

- A. Receives the report and accepts the level of significance.
 - B. Adopts the Community Development Strategy 2021-2022.
-

2. Background

Council staff have been developing a Community Development Strategy with the Central Otago community since 2019. While staff have been actively involved in community development for many years, this is the first strategy to be developed in this work programme.

The development process involved initially creating a framework for the strategy that took into consideration community feedback and values gathered through community plans and Central Otago's Regional Identity work. Workshops were held in March 2020 on the strategy's development process with Council's executive team and leadership group. A workshop was then held with councillors to gather feedback and input into the strategy, followed by presentations and discussion sessions with all community boards. The amended draft was then taken out to the community.

Community consultation took place between July and September 2020 with the following groups and organisations:

- Roxburgh Business group
- Naseby Vision
- Maniototo Business group
- Ophir community plan group
- Pisa community plan group
- Central Otago REAP Trust Board
- Project Adapt parent group
- Otarehua community plan group
- Central Otago Youth Council
- Teviot Prospects and Roxburgh community
- Alexandra Council of Social Services
- Cromwell & District Community Trust and Cromwell community
- St Bathans Area Community Association (via zoom)

Other community groups were approached but did not provide feedback, such as Patearoa community plan group, Alexandra Promotions group, Omakau community plan group, Clyde community plan group, and Cromwell Youth Trust. A workshop with Inspiring Communities was held in collaboration with Council, and the theme was collaboration in community-led

change.¹ One part of this workshop included discussion on the draft strategy, seeking any feedback and input from participants. Approximately 33 people attended the workshop.

Public messaging to promote the process included an article about community-led development and the draft strategy in The News.

Feedback and ideas from these engagement sessions were added to the draft strategy and shaped the proposed strategy attached to this report (Appendix 1).

Delays have occurred throughout the development process of this strategy due to the COVID-19 lockdown in early 2020. However, the engagement processes have now all taken place and the final strategy is ready for Council review and adoption.

3. Discussion

The community has provided positive feedback to the draft community development strategy, with people expressing excitement at Council's role in community-led development. A few suggestions for actions were provided – for example, a request for Council to facilitate connection and communication opportunities between the different community plan groups across the district. Staff have since introduced a community development newsletter called Stay Connected. Three newsletters have been sent out since December 2020.

The Community Development Strategy is formatted around Council's Community Outcomes and will incorporate all four strands of well-being. The strategy's action plan has an intended timeline of two years, and will be delivered by Council's Community Development officer and community groups, as well as other Council staff, where identified (Appendix 1).

As the strategy explains, "the aim of community-led development at Council is to actively involve people in building their own sustainable and resilient communities that reflect the values and vision of those who live in and/or identify with them. This includes supporting communities to lead the way in achieving identified community outcomes. Community-led development is about encouraging the involvement of community in Council decisions where possible. Council has an opportunity to align our decision-making with the values of our communities."

Some of the key actions from the strategy include:

- Assist community groups to action community plans and other community-led initiatives and help them review their own progress
- Support community-initiated groups that enable breaking down cultural barriers, educating the community about different cultures, and celebrating cultural diversity
- Administer council and community board Community Grants funding
- Actively promote opportunities to educate our communities about waste minimisation and sustainable livelihoods

It is anticipated that this strategy will support Council staff to work alongside communities in a collaborative way, and will help the community to understand what kind of support Council can give when it comes to community-led initiatives.

¹ Inspiring Communities is a national organisation focussed on "supporting and growing Community-Led Development practices and outcomes across Aotearoa New Zealand" (<https://inspiringcommunities.org.nz/>).

4. Options

Option 1 – (Recommended)

Council adopts the Community Development Strategy 2021-2022.

Advantages:

- The strategy provides an understanding and clarity of Council's role in community development.
- The development process of the strategy includes and reflects community perspectives on Council's role in community development.

Disadvantages:

- There are no perceived disadvantages.

Option 2

Decline to adopt the Community Development Strategy 2021-2022.

Advantages:

- There are no perceived advantages.

Disadvantages:

- No clear guidance for Council's role in community development.
- No clear action plan for community development.
- The community has had input into the strategy and expressed excitement around it.

5. Compliance

Local Government Act 2002 Purpose Provisions	This decision promotes the social, cultural, economic and environmental wellbeing of communities, in the present and for the future by supporting community values and sentiment through the Community Development Strategy 2021-2022.
Financial implications – Is this decision consistent with proposed activities and budgets in long term plan/annual plan?	No. Council's community development work programme will continue to function within existing operating budgets.
Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.	Yes, the Community Development Strategy 2021-2022 aligns with all Council strategies and policies that require community collaboration, as well as community plans across the district.
Considerations as to sustainability, the environment and climate change impacts	No implications
Risks Analysis	No perceived risks

Significance, Consultation and Engagement (internal and external)	No further consultation is required.
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6. Next Steps

Following the adoption of the final strategy, a media statement will be released and the strategy will be made available to the public on the Council website.

7. Attachments

Appendix 1 - Community Development Strategy Final for review.pdf [↓](#)

Report author:

Reviewed and authorised by:



Nikki Aaron
Community Development Officer
27/04/2021



Sanchia Jacobs
Chief Executive Officer
28/04/2021



COMMUNITY DEVELOPMENT STRATEGY 2021



FOREWORD

He aha te mea nui o te ao. He tāngata, he tāngata, he tāngata

What is the most important thing in the world? It is people, it is people, it is people.

Community-led development is about empowering the people who live in and visit our district to actively get involved in things that are important to them, creating stronger and more connected communities. This includes empowering communities to lead decision-making and project delivery in their place where appropriate, and to action projects that they are passionate about. Community-led development brings people together to understand the values and aspirations of the community, voice their views and vision, and action their vision and values.

Central Otago has a strong regional identity, with many small communities scattered across a vast and beautiful land area of 9,960 square kilometres. This puts us in a unique position, with a special focus on place-based community-led development.

Place-based community-led development creates an opportunity for instant community connections simply through the fact that you have chosen to live in your place. These place-based values support our work in Destination Management, helping communities navigate things like attracting the types of visitors to their place that will appreciate their values and offerings¹. As our communities are quite small, they often organise themselves using an asset-based community-led development model, through the sharing and collaboration of skills and resources².

Council can be seen as quite separate from communities. Community expectations do not always match up with Local Government Act requirements or council priorities. Community-led development is an opportunity to bring council alongside communities to deliver a joint outcome. Doing community-led development at Council means we can support communities and help Council staff understand the value

of community-led development, as well as link communities with Council projects where appropriate. As a small team with limited resources, the Central Otago District Council Community and Engagement team celebrates the opportunity to work with other Council departments to make things happen for our communities, and encourage community-led projects across the district and the Council.

Our Central Otago World of Difference Regional Identity Values guide our work at the Central Otago District Council, and decision-making throughout our communities. Each of our communities are distinct and have their own individual identities. Our Regional Identity Values are an integral part of this strategy and sit side by side with our Community Outcomes.

1. Destination Management is management of a place by the people who live there. It's about channelling visitors into activities supported by the local community and that fit with local community effort. Destination Management is about decision-making by locals around what their place is and what they want it to be in the future. Regional Identity is at the heart of Destination Management, which is a values-based approach to what are we doing as a place to make sure we are managing what is done to us and our place in a way that sustains and enhances the things that we care most about; that are most important to us; and that we value.

2. Asset based community-led development "considers local assets as the primary building blocks of sustainable community-led development. Building on the skills of local residents, the power of local associations, and the supportive functions of local institutions, asset-based community-led development draws upon existing community strengths to build stronger, more sustainable communities for the future"
(Accessed 1/04/2021 <https://resources.depaul.edu/abcd-institute/Pages/default.aspx>).

REGIONAL IDENTITY VALUES

WHAT WE VALUE AND HOW WE INTERACT WITH OUR ENVIRONMENT, OUR NEIGHBOURS AND OUR VISITORS

MAKING A DIFFERENCE

We will inspire and lead others with our special point of difference

RESPECTING OTHERS

We will respect our culture and personal differences

EMBRACING DIVERSITY

We will recognize differences and embrace diversity

ADDING VALUE

We will always ask ourselves if there is a better way - one that achieves a premium status

HAVING INTEGRITY

We will seek to be open and honest

LEARNING FROM THE PAST

We will learn from past experiences with future generations in mind

MAKING A SUSTAINABLE DIFFERENCE

We will make decisions in business with the community in mind and in harmony with the natural environment

PROTECTING OUR RICH HERITAGE

We will protect and celebrate our rich heritage in landscapes, architecture, flora and fauna and different cultural origins

MEETING OBLIGATIONS

We will meet legal obligations at both a national level

3. Definition Source: Society of Local Government Managers.

WHAT ARE WE TRYING TO ACHIEVE?

OUR COMMUNITY DEVELOPMENT WELL-BEING OBJECTIVES

The purpose of local government is to promote community well-being, now and into the future. Well-being provides a holistic view of people's ability to prosper. It moves beyond GDP as the traditional tool for measuring success, to evaluating things such as contentment and happiness. Well-being is when people are able to lead fulfilling lives with purpose, balance and meaning³.

Social Well-being Active citizens, connected to each other in their localised communities. Grassroots, community-led events and activities encouraging neighbourhood connections and building resilience are encouraged.

Economic Well-being Communities are resilient and innovative, supporting their local economies, and using local knowledge to stimulate sustainable growth and economic opportunities.

Environmental Well-being A sustainable community, where people learn from past experiences, and take into consideration future generations, with the goal of actively making Central Otago a better place.

Cultural Well-being A connected and inclusiveness community that welcomes newcomers, and celebrates its diversity, through the rich history and heritage of this place.



Photo Credit: Clare Toia-Bailey, Image Central Ltd.

COMMUNITY-LED DEVELOPMENT: OUR ROLE

The Community and Engagement team focusses on empowering communities to connect with each other, and foster opportunities that celebrate all the things they love, creating a community that they can make even better, based on their values.

Community-led development at Council encompasses a wide scope, which includes offering advice and support in communication techniques to empower communities to be more engaged and involved with their place. As a team, we also strive to connect people to each other, to resources, and to collaboration and skills sharing opportunities. Community-led development takes a listening approach—encouraging Council to listen to communities, and communities to listen to each other, value each other, and respect each other. We aim to achieve this by removing barriers, providing support, connecting people and groups to others, and helping to create solutions that protect and enhance communities' values.

The aim of community-led development at Council is to actively involve people in building their own sustainable and resilient communities that reflect the values and vision of those who live in and/or identify with them. This includes supporting communities to lead the way in achieving identified community outcomes. Community-led development is also about encouraging the involvement of community in Council decisions where possible. Council has an opportunity to align our decision-making with the values of our communities. This is achieved through supporting community projects and enabling community outcomes, within the boundaries of the Community and Engagement team's work programme, and Council mandate. It is therefore important that we understand what our communities' values are. This is particularly relevant in this time of growth and development within our district. Examples of this include Council-led activities such as the Cromwell Masterplan and Vincent Spatial Plan; both of which have included extensive community input and consultation, which helps elected members to make decisions.



Photo Credit: Clare Toia-Bailey, Image Central Ltd.

OUR VISION

Enhancing our well-being to create positive community outcomes.

Central Otago is a district of community connectedness, inclusiveness, and resilience, where sustainable grassroots, community-led initiatives that align with council's obligations under the Local Government Act, are encouraged and supported. Our Regional Identity and Values are at the core of everything we do.

COMMUNITY OUTCOMES

Our communities' well-being outcomes and aspirations guide the work that we do across Council. In community-led development, we work across all departments to help maximise these community outcomes. Our communities have told us that they want a thriving economy (**economic well-being**), a sustainable environment (**environmental well-being**), and a connected community, (**social and cultural well-being**). The below table outlines these in more detail, and describes how we aim to support these community well-being aspirations in community-led development.

OUR COMMUNITY OUTCOMES

 <p>He Ōhaka e Ora Rāia ana Thriving Economy</p>  <p>Vibrancy of town centres and local businesses Managed growth, in line with community values Visitor destination IT connectivity Protection of productive lands</p>	 <p>Toitū te Whenua Sustainable Environment</p>  <p>Outdoor recreational opportunities (water-sports, hunting, dark skies, etc.) Natural environment (open spaces, landscapes and vistas) Clean lakes and rivers Cycling and walking tracks Protection of our unique heritage</p>	 <p>He Hapori, He Haumi Connected Community</p>  <p>Sense of community (caring, relaxed small-town feel, 'together-ness') Welcoming and family-friendly Peaceful Rural feel Enabling connections, through quality services (e.g. internet, transport)</p>
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SOME OF THE WAYS THAT WE DO THIS WORK IN COMMUNITY-LED DEVELOPMENT INCLUDE:

Communities are supported through local economic links and are working together to create local, resilient economies through community-led initiatives (e.g. Time Banking, Crop Swap, etc.). Support a diversity of skills and activities across the district, including age specific activities across all demographics, with a focus on youth and aged care.
Support entrepreneurship amongst the community and enable collaboration and connection.
Administer funding to support groups and community-led initiatives to become self-sufficient, not self-reliant.
Understanding community Destination Management goals through community planning.

Advocate and support community initiatives focussed on environmental goals.
Groups with similar environmental and sustainability goals are connected, working together, and sharing resources.
Support communities through District Plan changes.
Encourage community-led events that are protecting and enhancing the land/water/air values of our communities.
Supporting the Central Otago Heritage Trust with the implementation of the community-led Central Otago Heritage Strategy.

People are taking a lead in their own future through active participation; support communities to determine their shared values and action their ideas through community-led plans and community consultation and engagement.
Encourage community resilience and connectedness; residents know their neighbours.
Community events are supported and encouraged.
Actively promote Te Ao Maori in the community.
Welcome newcomers and promote cultural diversity and inclusivity.



Photo Credit: Clare Toia-Bailey, Image Central Ltd.

OUR DISTRICT'S OPPORTUNITIES

Population Growth: While we have rapid population growth happening in some of our communities, others are finding that their population is dwindling. The Central Otago District Council Community and Engagement team see this as an opportunity to maximise community connections, and make an effort to keep our smaller communities connected to each other, despite their somewhat remote localities across the district.


Communicating with our communities: The Community and Engagement team spend a significant amount of face-to-face time with our communities. We have an opportunity in this role to act as the intermediary between council and the community, and help clarify misunderstandings around Council decision-making, including educating and helping people understand why Council makes certain decisions, follows processes etc.


Community Planning: Community Plans have been a part of council's core business since 2006, yet there are many people in our communities who still do not know that Community Plans exist; what purpose they serve; or how council is involved. The Central Otago District Council Community and Engagement team have identified an opportunity to refresh the way that these plans are created and marketed across the district. We also help collect and convey community sentiment to decision-makers.

Decision-making by collaboration: Engaging with our community is an integral part to everyday activities within council, and across departments. We have a responsibility to get the right information from council and give the right information to communities, ensuring that our communities are receiving a clear and accurate message about Council decision-making. Two opportunities in this space are: 1) encourage Council departments to think of communities' questions in a holistic way by being collaborative with how they support communities; 2) support Council staff to communicate and engage with communities by supporting them with tools and engagement techniques.



ACTION PLAN 2021–2022

COMMUNITY OUTCOME	COUNCIL WILL...	ACTIONS FOR 2021–2022	WHO'S INVOLVED?
	<ul style="list-style-type: none"> • Provide support to communities to develop and action community-led plans across the district 	<ul style="list-style-type: none"> • Support community workshops, meetings and consultations that align with Council projects and community needs. • Assist community groups to action community plans and other community-led initiatives and help them review their own progress. • Revise and update community planning process to align with community-led initiatives. 	<ul style="list-style-type: none"> • Community and Engagement team (CODC) • Council departments as projects arise (CODC)
	<ul style="list-style-type: none"> • Enable community voice to be represented in decision-making when possible, and speak on behalf of communities where appropriate 	<ul style="list-style-type: none"> • Support Council staff to have meaningful community interactions and gather information that is useful for projects 	<ul style="list-style-type: none"> • Community and Engagement team (CODC) • Council staff (CODC)
	<ul style="list-style-type: none"> • Act as a liaison between communities, council staff and elected members 	<ul style="list-style-type: none"> • Maintain regular communication with community groups, and attend community meetings as needed. Feedback information to staff and elected members where appropriate. 	<ul style="list-style-type: none"> • Community and Engagement team (CODC) • External community-led groups
	<ul style="list-style-type: none"> • Facilitate a peer support group for Council staff who regularly engage with the community 	<ul style="list-style-type: none"> • Create opportunities for Council staff to come together quarterly • Create a skills toolkit with a suite of engagement techniques for staff to enhance community interactions 	<ul style="list-style-type: none"> • Community Development Officer (CODC) • Council departments as relevant (CODC)
	<ul style="list-style-type: none"> • Enable community groups to be connected across the district both in person and through a virtual platform 	<ul style="list-style-type: none"> • Organise two in-person hui per year across the district • Create an e-newsletter for regular distribution 	<ul style="list-style-type: none"> • Community Development Officer (CODC) • Community Plan groups • Other community groups
	<ul style="list-style-type: none"> • Work across a range of diversities and worldviews within communities, including iwi, youth, seniors, and migrants 	<ul style="list-style-type: none"> • Support community-initiated groups that enable breaking down cultural barriers, educating the community about different cultures, and celebrating cultural diversity • Encourage events and projects which celebrate inclusive communities • Foster better relationships with local iwi and encourage wider cross collaboration with Kai Tahu and Council 	<ul style="list-style-type: none"> • Community Development officer (CODC) • Alexandra Cultural Diversity Working Group • Cromwell Newcomers Group • Welcoming Communities Officer (CODC) • Community and Engagement team (CODC) • Local Kai Tahu representatives • Older Persons working group • Central Otago Youth Council
	<ul style="list-style-type: none"> • Support the promotion of local representative art and heritage collectives 	<ul style="list-style-type: none"> • Support the community with the implementation of the community-led Central Otago Arts Strategy, Central Otago Heritage Strategy, and Museum Strategy. 	<ul style="list-style-type: none"> • Community and Engagement team (CODC) • District Museums • Central Otago District Arts Trust • Central Otago Heritage Trust • Planning team (CODC)

COMMUNITY OUTCOME	COUNCIL WILL...	ACTIONS FOR 2021-2022	WHO'S INVOLVED?
 He Ōhaka e Ora Rāia ana Thriving Economy	<ul style="list-style-type: none"> Encourage the development of local economies through community-led activities 	<ul style="list-style-type: none"> Support a community initiated "Virtual Village" for our aging population 	<ul style="list-style-type: none"> Community and Engagement team (CODC) Alexandra Council for Social Services Older persons working group
	<ul style="list-style-type: none"> Contribute towards funding for community-initiated activities 	<ul style="list-style-type: none"> Focus on post-COVID19 recovery Inform community of external funding opportunities Administer council and community board Community Grants funding 	<ul style="list-style-type: none"> Economic Development Manager (CODC) Community Development Officer (CODC) Finance team (CODC) Media and Marketing manager (TCO) Recovery Manager COVID-19 (CODC)
	<ul style="list-style-type: none"> Link communities with knowledge and support 	<ul style="list-style-type: none"> Keep communities and businesses informed through regular communication channels Support the district youth leadership group Identify opportunities to create attractions to celebrate youth in the district. 	<ul style="list-style-type: none"> Economic Development Manager (CODC) Central Otago Youth Council Community Development Officer (CODC)

COMMUNITY OUTCOME	COUNCIL WILL...	ACTIONS FOR 2021-2022	WHO'S INVOLVED?
 Toitū te Whenua Sustainable Environment	<ul style="list-style-type: none"> Support community-led development initiatives which encourages sustainable communities 	<ul style="list-style-type: none"> Support staff involved with community activities and events that promote sustainable well-being 	<ul style="list-style-type: none"> Community Development Officer (CODC) Health, Safety and Well-being Officer (CODC) REAP
	<ul style="list-style-type: none"> Provide opportunities and resources to encourage communities to reduce their waste 	<ul style="list-style-type: none"> Actively promote opportunities to educate our communities about waste minimisation and sustainable livelihoods 	<ul style="list-style-type: none"> Environmental Engineering team (CODC) Community Development Officer (CODC) Waste Minimisation Officer (CODC)

ACTION PLAN AND MONITORING

We are committed to working with our elected members, communities and staff in a collaborative way in order to implement this Community-led development Strategy. We will evaluate our action plan annually to ensure that it still aligns with community values, based on information gathered through community

plans and other community engagement. Additionally, we will have a sixth month internal review of our progress and provide project based updates in staff and elected member newsletters, media releases on www.centralotagonz.com, and through our future communications strategy.

APPENDIX 1: STRATEGY DEVELOPMENT PROCESS

Council staff began developing a Community Development Strategy alongside the community in 2019. While Council staff have been actively involved in community development for many years, this is the first strategy to be developed in this work programme.

The process of developing the strategy involved initially creating a skeleton of the strategy, taking into consideration previous community feedback and community values, as determined through community plans and Central Otago's Regional Identity. Workshops on the strategy's development process were held with Council's executive team and leadership group in March 2020. A workshop about the draft strategy was then held with councillors where opportunity was provided for elected members to give input into the strategy. Following this workshop, elected members were given a presentation on the strategy at informal sessions with community boards, where feedback was sought. A follow-up meeting was held with Council's executive team to present the draft strategy action plan before it was presented to the community for discussion and input.

Community consultation took place between July and September 2020 with the following groups and organisations:

- Roxburgh Business group
- Naseby Vision
- Maniototo Business group
- Ophir community plan group
- Pisa community plan group
- Central Otago REAP Trust Board
- Project Adapt parent group
- Otarehua community plan group
- Central Otago Youth Council
- Teviot Prospects and Roxburgh community
- Alexandra Council of Social Services
- Cromwell & District Community Trust and Cromwell community
- individual member of the public who requested a meeting following an article about the draft strategy in The News

- St Bathans Area Community Association (via zoom)
- Other groups who were approached but did not provide feedback: Patearoa community plan group, Alexandra Promotions group, Omakau community plan group, Clyde community plan group, and Cromwell Youth Trust

Public messaging to promote the process included an article about community-led development and the draft strategy in The News.

The way that consultation was carried out for the Community Development Strategy varied depending on the situation. In some instances staff simply spoke to the strategy or in some detail about Council's role in community-led development. When appropriate, staff gave a presentation about the strategy in more detail. Those who were interested in more information were encouraged to attend a community workshop with Inspiring Communities.

The Inspiring Communities workshop was held in collaboration with Council, and the theme was collaboration in community-led change. Inspiring Communities is a national organisation focussed on "supporting and growing Community-Led Development practices and outcomes across Aotearoa New Zealand". One part of this workshop included Council staff delivering the draft strategy and with assistance of the Inspiring Communities facilitator, seeking any feedback on the draft strategy. Approximately 33 people attended the workshop.

Feedback and ideas from these engagement sessions were added to the draft strategy and shaped this final strategy.



21.3.3 **HARDSHIP GRANT APPLICATION FOR ALEXANDRA DISTRICT MUSEUM INC.**

Doc ID: 530446

1. Purpose of Report

To consider a hardship grant application from the Alexandra District Museum Inc.

Recommendations

That the Council

- A. Receives the report and accepts the level of significance.
 - B. Declines a hardship grant application request of \$12,242 plus GST.
-

2. Background

Alexandra District Museum Incorporated. (ADMI), operating as Central Stories Museum and Art Gallery, has received an annual grant from Central Otago District Council since 2005. The grant amount from Council for the past three years has been \$48,967.80 plus GST per annum, which is in addition to the annual grant received from the Vincent Community Board, of \$73,451.52 per annum. Both grants contribute to the operational costs of the museum and art gallery and are linked to service level agreements with the Council and Community Board respectively.

The Central Stories website states, "Central Stories is the major public art gallery for Central Otago. It is the main public Museum for the Central Otago region covering human and natural history with features on gold mining, gold dredging, geology and an indoor enclosure for live Otago Skinks. The Good Art Shop features exclusive and quality artworks and bespoke quality craft items".²

3. Discussion

The 2019 Grants Policy requires all community and promotions grant funding be allocated through a contestable process at six-monthly funding rounds, in October and April each year. The transition to this funding timeline will commence from the adoption of the 2021-2031 Long-term Plan from 1 July 2021. As this is a change in operational timelines for Council funding rounds, a hardship grant application has been set up for groups who have been reliant on Council grants to pay staff wages and will be at risk of being unable to continue paying these wages without this funding.

The hardship grant application process is independent to council and community board contestable grant funding rounds and will not influence future eligibility in these decision-making processes. However, any hardship grant funding will be sourced from contestable grant budgets, thus reducing the amount of funding for future distribution.

ADMI has applied to both the Council and Vincent Community Board for hardship grants to enable their continued operation until their grant applications to Council and the community board contestable funding rounds can be heard.

² <https://centralstories.co.nz/about/>

ADMI has applied for a total of \$30,606 in hardship grant funding to cover operating costs for three months (July through September) – \$12,242 from Council and \$18,364 from the Vincent Community Board. According to ADMI's three monthly profit and loss report, the average monthly cost to keep the doors open and staff paid is approximately \$10,675.

ADMI's financial balance sheet as of 31 March 2021 (Appendix 2) states that the group has \$215,429 in the bank. According to the Trust's accountant, ADMI currently has \$180,000 in the bank which is tagged to the Elizabeth Heafy Bequest (Appendix 8). It is understood that while this money was not bequeathed for any specific purpose, the Trust Board resolved "that the Heafy Bequest monies be retained as a capital investment with the interest being accumulated to purchase a specific artwork or artifact acquisition for the Museum Collection" (Appendix 5). It is not the preference of the Trust to use these funds for operational expenses.

It should be noted however that the purpose of this hardship grant is to tide community organisations over who have no other options to continue operating, based on demonstrated financial need and where there is a clear gap in funding.

ADMI's financial report demonstrates that in addition to the funding they receive from Council and the Vincent Community Board, they have also received grants from external sources over the past 12 months to assist them to carry out their activities.

During the first quarter of the 2021/22 financial year, projects that ADMI intends to carry out include:

- Refreshing existing and establish new exhibits/displays in the museum
- "Winterstella" exhibition
- Arts Gold Awards
- Activities supporting the 65th Anniversary of the Alexandra Blossom Festival

4. Options

Option 1 – (Recommended)

Council declines a grant request of \$12,242 plus GST to ADMI.

Advantages:

- This decision is in line with Council's hardship grant application criteria, which states that "grants will be awarded based on demonstrated financial need where it is clear that the gap in funding will severely threaten the applicant's ability to operate".
- Council's grant budgets would remain intact for the community grants funding round, which opens on 1 July 2021.

Disadvantages:

- ADMI may need to use funds from the Elizabeth Heafy Bequest to cover operating costs until such time as alternative grant funding opportunities become available.

Option 2

Council approves a grant request of \$12,242 plus GST to ADMI.

Advantages:

- ADMI will not have to use funds from the Elizabeth Heafy Bequest for operational costs.

Disadvantages:

- Any allocated funds will be removed from the contestable funding round that will open 1 July 2021.

5. Compliance

Local Government Act 2002 Purpose Provisions	This decision promotes the social, cultural, economic, and environmental wellbeing of communities, in the present and for the future by 'awarding grants primarily for 'local community infrastructure' and 'local services' as these are interpreted in the Central Otago context.'
Financial implications – Is this decision consistent with proposed activities and budgets in long term plan/annual plan?	Yes, the Council has agreed to use budgeted funds in the 2021-2031 Long-term Plan for hardship grant applications. Funds will be made available 1 July 2021.
Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.	Yes, the recommended decision is consistent with the Central Otago District Council Grants Policy.
Considerations as to sustainability, the environment and climate change impacts	There are no implications.
Risks Analysis	There is no perceived risk to this decision.
Significance, Consultation and Engagement (internal and external)	This application does not require consultation and is not considered significant.

6. Next Steps

The Council agrees on and resolves the grant amount for the applicant.

The applicant will be advised in writing of the Council's decision, with information about any conditions applied to the approved grant, and the process for uplifting the grant if relevant.

If approved, payment of the approved grant is made once an invoice is received.

7. Attachments

- Appendix 1 - ADMI Hardship Grant Application.pdf [↓](#)
 Appendix 2 - ADMI - Profit Loss Jan to March 2021.pdf [↓](#)
 Appendix 3 - ADMI Elizabeth Heafy Bequest Letter.pdf [↓](#)
 Appendix 4 - ADMI Elizabeth Heafy Bequest spreadsheet.pdf [↓](#)
 Appendix 5 - ADMI Elizabeth Heafy Resolution 2 April 2001.pdf [↓](#)
 Appendix 6 - SLA between ADMI and CODC - Signed and Final.pdf [↓](#)
 Appendix 7 - ADMI Flannery Tait letter regarding Heafy Bequest.pdf [↓](#)

Report author:



Nikki Aaron
Community Development Officer
27/04/2021

Reviewed and authorised by:



Sanchia Jacobs
Chief Executive Officer
28/04/2021



Hardship Grant Application

The Central Otago District Council is transitioning its grants programme to a fully contestable process. This ends the practice of allowing grants to be awarded through submissions to the Long Term Plan. Instead, grant applications, including those for multi-year funding arrangements will be considered after the 2021-31 Long Term Plan is adopted. This means that normal applications will not be decided until late August 2021.

This grant is only open to groups who have been receiving a grant from the Council on an annual basis and who use their grant to cover staffing or other critical costs. This grant will be available for costs a group expects to incur the first quarter of the 2021/22 financial year (1 July 2021 – 30 September 2021). Grants will be awarded based on demonstrated financial need where it is clear that the gap in funding will severely threaten the applicant's ability to operate.

Applications close 1 April 2021

Name of organisation:	Alexandra District Museum Inc
Contact person:	Brian Budd
Phone number:	03 4486230 027 67869546
Email:	manager@centralstories.com
Address:	21 Centennial Avenue Alexandra

Please provide a brief description of the activities or services your group has organised in the last 12 months:

We manage and run Central Stories Museum and Art Gallery in Alexandra, a community facility.

Presented six exhibitions in the Art Gallery in 2020 and two in the first three months of 2021. There are a number of exhibitions during the rest of 2021 changing every six to eight weeks. We again in 2021 will be organising and hosting the national fine arts competition "Arts Gold Awards."

There were two major exhibitions in 2020 that didn't take place due to COVID19.



Please provide a brief description of the activities or services your group has planned in the first quarter of the 2021/22 financial year (1 July 2021 – 30 September 2021)?

Refresh existing and establish new exhibits/displays in the Museum.
Winterstella exhibition July & August.
Arts Gold Awards September & October.
Exhibition by Caley Hall November & December.
Activities supporting the 65th Anniversary of the Alexandra Blossom Festival September.

What is your budget for the first quarter of the 2021/22 financial year (1 July 2021 – 30 September 2021)?

Total Expenses for the quarter \$47,743
Approx Income without CODC & VCB Grants \$9,140 for the quarter 1 July 2021 to 30 September 2021.
Income with CODC & VCB Grants \$39,746.

Amount applied for is a continuation of the current CODC/VCB Grants \$10,202 plus GST per month, a total of \$30,606.

Our greatest costs each month are Salaries/Wages \$9,500 and Electricity \$900.

How much grant funding has your group received from other funders in the last 12 months?

\$24,000 from Museum Hardship Grant to cover cost of new computer system and website. Tagged funds fully utilised.

How much are you applying for?

\$30,606 plus GST

Please attach your groups most recent financial statement as evidence of financial hardship to this application.

Declaration:

By completing this application, you acknowledge that:

- All information you have provided is true and correct
- You have read and acknowledged the standard Central Otago Terms and Conditions of Grant Funding
- You acknowledge that your application will be assessed in accordance with the principles and objectives of the Grants Policy 2019 as well as on demonstrated financial need. The decision of the Council or the relevant Community Board decision is final.



- Information about your application and any approved funding may be made publicly available by the Council.

Name: Date:

Signature:

Balance Sheet

Alexandra District Museum Incorporated As at 31 March 2021

	31 Mar 2021	31 Mar 2020
Assets		
Bank		
Kiwibank Business Banking	7,299	1,275
Kiwibank Online Call Account	328	328
SBS	2,013	1,157
Westpac 00	154,549	62,331
Westpac 025	240	20
Total Bank	164,429	65,111
Current Assets		
Accounts Receivable	129	160
Cash on Hand	272	346
Stock on Hand	11,594	14,133
Total Current Assets	11,995	14,640
Fixed Assets		
Accumulated Depreciation	(72,499)	(69,371)
Asset Additions over \$500	103,379	98,119
Plant & Equipment	114,076	113,598
Total Fixed Assets	144,956	142,346
Non-current Assets		
Kiwibank Term Deposits	-	87,500
SBS Bank - Term Deposit	-	50,417
Westpac term deposit	51,000	-
Total Non-current Assets	51,000	137,917
Total Assets	372,379	360,014
Liabilities		
Current Liabilities		
Accounts Payable	1,930	6,878
Artists funds clearing account	249	1,974
GST	5,103	3,260
Project income received in advance	-	5,040
Rounding	-	-
Total Current Liabilities	7,283	17,152
Total Liabilities	7,283	17,152
Net Assets	365,096	342,862
Equity		
Current Year Earnings	1,289	5,737
Elizabeth Heafey Reserve	3,542	3,542
Retained Earnings	360,265	333,583
Total Equity	365,096	342,862

Profit & Loss

Alexandra District Museum Incorporated 1 Jul 2020 to 31 Mar 2021

	Actual	Budget	Var NZD	Var %	YTD Actual	YTD Budget	Var NZD	Var %
Income								
bus tickets	77	-	77▲	0.0%	77	-	77▲	0.0%
Commissions on Good Art Shop Sales	2,324	3,000	(676)▼	-22.5%▼	2,324	3,000	(676)▼	-22.5%▼
Commissions on sale of Exhibition Artworks	4,057	3,700	357▲	9.6%▲	4,057	3,700	357▲	9.6%▲
Commissions on ticket sales	444	-	444▲	0.0%	444	-	444▲	0.0%
Counter & Book Sales	10,780	12,700	(1,920)▼	-15.1%▼	10,780	12,700	(1,920)▼	-15.1%▼
Exhibition & Programmes Income	3,232	-	3,232▲	0.0%	3,232	-	3,232▲	0.0%
Photograph & Research Room income	292	225	67▲	29.6%▲	292	225	67▲	29.6%▲
Trademe Sales	795	660	135▲	20.5%▲	795	660	135▲	20.5%▲
Total Income	22,001	20,285	1,716	8.5%	22,001	20,285	1,716	8.5%
Less Cost Of Sales								
Purchases - Stock	13,703	6,400	7,303▲	114.1%▲	13,703	6,400	7,303▲	114.1%▲
Trademe Costs	93	160	(67)▼	-42.1%▼	93	160	(67)▼	-42.1%▼
Total Cost Of Sales	13,796	6,560	7,236	110.3%	13,796	6,560	7,236	110.3%
GROSS PROFIT	8,205	13,725	(5,520)	-40.0%	8,205	13,725	(5,520)	-40.0%
Other Income								
Annual Memberships	1,895	2,500	(605)▼	-24.2%▼	1,895	2,500	(605)▼	-24.2%▼
Arts Gold Ticket Income	25	-	25▲	0.0%	25	-	25▲	0.0%
CODC Grant	36,726	36,729	(3)▼	0.0%▼	36,726	36,729	(3)▼	0.0%▼
Donations (Boxes & Other)	5,125	3,300	1,825▲	55.3%▲	5,125	3,300	1,825▲	55.3%▲

Profit & Loss

	Actual	Budget	Var NZD	Var %	YTD Actual	YTD Budget	Var NZD	Var %
Donations from Members	630	400	230▲	57.5%▲	630	400	230▲	57.5%▲
Donations to Research Room	-	80	(80)▼	-100.0%▼	-	80	(80)▼	-100.0%▼
Grants Received	24,000	-	24,000▲	0.0%	24,000	-	24,000▲	0.0%
Interest Received - Bank	49	90	(41)▼	-46.0%▼	49	90	(41)▼	-46.0%▼
Interest Received - Investments	766	1,875	(1,109)▼	-59.1%▼	766	1,875	(1,109)▼	-59.1%▼
ODT Theatre income	613	-	613▲	0.0%	613	-	613▲	0.0%
Room Hire	1,739	-	1,739▲	0.0%	1,739	-	1,739▲	0.0%
Vincent Community Board	55,089	55,089	-▼	0.0%	55,089	55,089	-▼	0.0%
Total Other Income	126,657	100,063	26,594	26.6%	126,657	100,063	26,594	26.6%
Less Operating Expenses								
Asset Repairs & Replacement	271	900	(629)▼	-69.9%▼	271	900	(629)▼	-69.9%▼
Consultants Fees	11,544	-	11,544▲	0.0%	11,544	-	11,544▲	0.0%
Legal expenses	44	-	44▲	0.0%	44	-	44▲	0.0%
ODT Theatre operating expenses	165	-	165▲	0.0%	165	-	165▲	0.0%
Public Programmes	-	450	(450)▼	-100.0%▼	-	450	(450)▼	-100.0%▼
Repairs & Maintenance	340	760	(420)▼	-55.3%▼	340	760	(420)▼	-55.3%▼
Staff Training & Recruitment	1,184	1,200	(16)▼	-1.3%▼	1,184	1,200	(16)▼	-1.3%▼
Sundry Expense	-	260	(260)▼	-100.0%▼	-	260	(260)▼	-100.0%▼
Sundry Plant & Equipment	312	380	(68)▼	-18.0%▼	312	380	(68)▼	-18.0%▼
Technical Support	-	2,350	(2,350)▼	-100.0%▼	-	2,350	(2,350)▼	-100.0%▼
Travelling Expenses	185	-	185▲	0.0%	185	-	185▲	0.0%
Wages	72,808	85,500	(12,692)▼	-14.8%▼	72,808	85,500	(12,692)▼	-14.8%▼
Other Expenses								
ACC Levies	213	410	(197)▼	-48.1%▼	213	410	(197)▼	-48.1%▼

Profit & Loss

	Actual	Budget	Var NZD	Var %	YTD Actual	YTD Budget	Var NZD	Var %
Accountancy Fees & Software	4,797	4,500	297▲	6.6%▲	4,797	4,500	297▲	6.6%▲
Advertising (Generic)	770	450	320▲	71.2%▲	770	450	320▲	71.2%▲
Bank Fees & Charges	532	1,150	(618)▼	-53.8%▼	532	1,150	(618)▼	-53.8%▼
Collection Expenses	419	1,100	(681)▼	-61.9%▼	419	1,100	(681)▼	-61.9%▼
Computer Expenses	12,425	1,250	11,175▲	894.0%▲	12,425	1,250	11,175▲	894.0%▲
EFTPOS Charges	162	-	162▲	0.0%	162	-	162▲	0.0%
Entertainment & Promotion Expenses	1,300	-	1,300▲	0.0%	1,300	-	1,300▲	0.0%
Exhibition Expenses	1,444	750	694▲	92.5%▲	1,444	750	694▲	92.5%▲
General Expenses & Supplies	8,328	1,280	7,048▲	550.7%▲	8,328	1,280	7,048▲	550.7%▲
Photographic Collection costs	-	900	(900)▼	-100.0%▼	-	900	(900)▼	-100.0%▼
Postage	292	275	17▲	6.1%▲	292	275	17▲	6.1%▲
Printing & Stationery - not exhibition or Pub'	718	750	(32)▼	-4.2%▼	718	750	(32)▼	-4.2%▼
Programme related	-	600	(600)▼	-100.0%▼	-	600	(600)▼	-100.0%▼
Subscriptions & Levies	1,336	2,250	(914)▼	-40.6%▼	1,336	2,250	(914)▼	-40.6%▼
Telephone, Tolls & Internet Charges	32,738	15,665	17,073	109.0%	32,738	15,665	17,073	109.0%
Total Other Expenses								
Standing Charges	4,103	4,000	103▲	2.6%▲	4,103	4,000	103▲	2.6%▲
Insurance	4,103	4,000	103	2.6%	4,103	4,000	103	2.6%
Total Standing Charges								
Working Expenses	1,682	1,325	357▲	26.9%▲	1,682	1,325	357▲	26.9%▲
Cleaning	326	-	326▲	0.0%	326	-	326▲	0.0%
Contract Work	5,768	6,100	(332)▼	-5.4%▼	5,768	6,100	(332)▼	-5.4%▼
Energy use	36	-	36▲	0.0%	36	-	36▲	0.0%
Freight & Cartage	1,749	1,917	(168)▼	-8.8%▼	1,749	1,917	(168)▼	-8.8%▼
Plant & Equipment Hire								

Profit & Loss

Security Expenses	Actual	Budget	Var NZD	Var %	YTD Actual	YTD Budget	Var NZD	Var %
	317	162	155▲	95.6%▲	317	162	155▲	95.6%▲
Total Working Expenses	9,878	9,504	374	3.9%	9,878	9,504	374	3.9%
Total Operating Expenses	133,572	120,969	12,603	10.4%	133,572	120,969	12,603	10.4%
NET PROFIT	1,289	(7,181)	8,470	118.0%	1,289	(7,181)	8,470	118.0%



FLANNERY TAIT
CHARTERED ACCOUNTANTS

Performance Report

Alexandra District Museum Incorporated
For the year ended 30 June 2020

Prepared by Flannery Tait Limited



FLANNERY TAIT
CHARTERED ACCOUNTANTS

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FLANNERY TAIT
CHARTERED ACCOUNTANTS

Entity Information

Alexandra District Museum Incorporated For the year ended 30 June 2020

'Who are we?', 'Why do we exist?'

Legal Name of Entity

Alexandra District Museum Incorporated

Other Name of Entity

Central Stories Museum and Art Gallery

Entity Type and Legal Basis

Incorporated Society and Registered Charity

Registration Number

CC32070

Entity's Purpose or Mission

To provide and maintain a public museum and art gallery

Entity Structure

Governance is provided by a Board elected from the Museum's members. Local government appoint two additional Board members.

Main Sources of Entity's Cash and Resources

Revenue from local government to provide Museum & Gallery services to the Central Otago region. Revenue from donations and grants. Revenue from goods sold and commissions earned from art sales. Revenue from members subscriptions.

Main Methods Used by Entity to Raise Funds

Grants and donations are applied for as and when required for exhibitions and fixed asset purchases.

Entity's Reliance on Volunteers and Donated Goods or Services

The entity relies on gifts of volunteer time and expertise to complete work in many areas such as board governance, research, exhibitions, and visitor hosting.

Physical Address

21 Centennial Avenue, Alexandra, New Zealand, 9320

Postal Address

P O Box 308, Alexandra, 9340

Entity Information

FLANNERY TAIT
CHARTERED ACCOUNTANTS

Officers

President	Ross Naylor
Secretary	Nola Hambleton

Board Members

Jan Bean

Dianne Duncan

Barry Hambleton

Helena Heydehaar

Jillian Jopp

Barrie Wills

Roger Browne (VCB)

Nigel McKinlay (CODC)



FLANNERY TAIT
CHARTERED ACCOUNTANTS

Approval of Financial Report

Alexandra District Museum Incorporated
For the year ended 30 June 2020

The board members are pleased to present the approved financial report including the historical financial statements of Alexandra District Museum Incorporated for year ended 30 June 2020.

APPROVED

Dianne Duncan

Vice President

Date 23/9/20

Barry Hambleton

Board Member

Date 23/9/20



FLANNERY TAIT
CHARTERED ACCOUNTANTS

Statement of Service Performance

Alexandra District Museum Incorporated
For the year ended 30 June 2020

'What did we do?', 'When did we do it?'

Description of Entity's Outcomes

All policies and strategic plan have been reviewed, revised and changes adopted.

The strategy broadly continues to aim to:

1. Live within our means, which this last financial year, meant the need for Government assistance during Covid-19 lockdown. That assistance enables us to retain museum staff on 100% of their wages;
2. Be outward looking and relevant to a range of audiences in part by registering with CODC an interest in supplying visitor information to fill the gap left by the closing of the i-site;
3. Be a forum and a hub for the region, which since the i-site closed, has included temporarily providing visitor information;
4. Be visible and increase its sphere of influence; and
5. Continue to give to our collections, which included the engagement of a part-time collections manager to complete a review of all the collections.

Description and Quantification of the Entity's Outputs

During the year Central Stories achieved the following outputs :

- Four significant exhibitions all of which generated some income. These were Dick Frizzell (for a second time), Arts Gold - national competition, Linley Van Alphen and the Secondary School NCEA Art Portfolios - national selection. The exhibition schedule was interrupted by the effects of the Covid 19 pandemic.
- Other significant but small book launches and exhibitions, giving some small financial return, included launches for Louise Joyce's book "Take me to the Nevis" and Donald Gordon's book "Matakanui". A launch for Anne-Marie Hope-Cross and Eric Schusser's book "Intrusion" had to be cancelled as it was due to be held during lock-down. There was an exhibition of items illustrating "Ice Skating from the Past".
- Numerous public programme events delivered including: Oral History courses which are on-going as part of our collaboration with Central Otago Heritage Trust, volunteer training and courses for volunteers on improving the museum's retail sales.
- Extensive work continues to be undertaken by the museum's volunteers and the Central Otago Heritage Trust Regional Oral History Project for which Central Stories continues to be the repository for the district.



FLANNERY TAIT
CHARTERED ACCOUNTANTS

Statement of Financial Performance

Alexandra District Museum Incorporated
For the year ended 30 June 2020

'How was it funded?' and 'What did it cost?'

	NOTES	2020	2019
Revenue			
Donations, fundraising and other similar revenue	1	28,081	8,663
Fees, subscriptions and other revenue from members	1	2,975	5,415
Revenue from providing goods or services	1	184,575	158,809
Interest, dividends and other investment revenue	1	4,443	4,569
Total Revenue		220,074	177,457
Expenses			
Volunteer and employee related costs	2	99,596	116,239
Costs related to providing goods or services	2	81,522	51,762
Other expenses	2	12,274	12,789
Total Expenses		193,392	180,789
Surplus/(Deficit) for the Year		26,682	(3,333)

This Statement is to be read in conjunction with the accompanying Notes and Review Report.

Performance Report | Alexandra District Museum Incorporated

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FLANNERY TAIT
CHARTERED ACCOUNTANTS

Statement of Financial Position

Alexandra District Museum Incorporated

As at 30 June 2020

'What the entity owns?' and 'What the entity owes?'

	NOTES	30 JUN 2020	30 JUN 2019
Assets			
Current Assets			
Bank and cash			
Kiwibank Business Banking		6,154	51,333
Kiwibank Online Call Account		328	10,249
SBS		1,157	227
Westpac 025		80	-
Westpac 00		158,323	-
Cash on Hand		272	346
Total Bank and cash		166,313	62,156
Debtors and prepayments	3	1,301	2,949
Inventory		11,594	14,133
Kiwibank Term Deposits		25,000	87,500
SBS Bank - Term Deposit		51,141	50,417
Total Current Assets		255,350	217,155
Non-Current Assets			
Property, Plant and Equipment	6	139,218	145,657
Total Non-Current Assets		139,218	145,657
Total Assets		394,568	362,813
Liabilities			
Current Liabilities			
Creditors and accrued expenses	4	24,237	8,647
Unused donations and grants with conditions	5	-	8,849
GST Due		6,524	8,191
Total Current Liabilities		30,761	25,687
Total Liabilities		30,761	25,687
Total Assets less Total Liabilities (Net Assets)		363,807	337,125
Accumulated Funds			
Accumulated surpluses or (deficits)	8	363,807	337,125
Total Accumulated Funds		363,807	337,125

This Statement is to be read in conjunction with the accompanying Notes and Review Report.

Performance Report | Alexandra District Museum Incorporated

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FLANNERY TAIT
CHARTERED ACCOUNTANTS

Statement of Cash Flows

Alexandra District Museum Incorporated
For the year ended 30 June 2020

'How the entity has received and used cash'

	2020	2019
Cash Flows from Operating Activities		
Donations, fundraising and other similar receipts	19,232	17,602
Fees, subscriptions and other receipts from members	2,975	5,415
Receipts from providing goods or services	185,217	158,962
Interest, dividends and other investment receipts	5,545	5,250
Cash receipts from other operating activities	4,000	-
GST	(262)	787
Payments to suppliers and employees	(168,773)	(179,393)
Total Cash Flows from Operating Activities	47,934	8,623
Cash Flows from Investing and Financing Activities		
Receipts from sale of investments	62,500	25,000
Payments to acquire property, plant and equipment	(5,478)	(1,189)
Payments to purchase investments	(723)	(756)
Total Cash Flows from Investing and Financing Activities	56,298	23,055
Net Increase/ (Decrease) in Cash	104,233	31,678
Cash Balances		
Cash and cash equivalents at beginning of period	61,809	30,131
Cash and cash equivalents at end of period	166,042	61,809
Net change in cash for period	104,233	31,678

This Statement is to be read in conjunction with the accompanying Notes and Review Report.

Performance Report | Alexandra District Museum Incorporated

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FLANNERY TAIT
CHARTERED ACCOUNTANTS

Statement of Accounting Policies

Alexandra District Museum Incorporated
For the year ended 30 June 2020

'How did we do our accounting?'

Basis of Preparation

The entity has elected to apply PBE SFR-A (NFP) Public Benefit Entity Simple Format Reporting - Accrual (Not-For-Profit) on the basis that it does not have public accountability and has total annual expenses equal to or less than \$2,000,000. All transactions in the Performance Report are reported using the accrual basis of accounting. The Performance Report is prepared under the assumption that the entity will continue to operate in the foreseeable future.

Revenue

Revenue is accounted for as follows:

Donations are accounted for depending on whether they have been provided with a "use or return" condition attached or not. Where no use or return conditions are attached to the donation, revenue is recorded as income when the cash is received. Where donations include a use or return condition, the donation is recorded as a liability on receipt. The donation is subsequently recognised within the Statement of Financial Performance as the performance conditions are met. Donated goods or services and donated items for the Museum Collection are not recognised in the Financial Statements.

Grant income is accounted for depending on whether or not it has a "use or return" condition attached. Where no use or return conditions are attached, the revenue is recorded as income when the cash is received. Where income includes a use or return condition, it is recorded as a liability on receipt. The income is then subsequently recognised within the Statement of Financial Performance as the performance conditions are met.

Interest income is recognised on an accruals basis.

Goods and Services Tax (GST)

The entity is registered for GST. All amounts are stated exclusive of goods and services tax (GST) except for accounts payable and accounts receivable which are stated inclusive of GST.

Income Tax

Alexandra District Museum Incorporated is wholly exempt from New Zealand income tax having fully complied with all statutory conditions for these exemptions.

Bank Accounts and Cash

Bank accounts and cash in the Statement of Cash Flows comprise cash balances and bank balances (including short term deposits) with original maturities of 90 days or less.

Fixed Assets & Depreciation

Since 01 July 2003 the Museum capitalises items purchased for more than \$500 that are expected to have an enduring benefit as Fixed Assets. Subsequent to initial recognition fixed assets are stated at cost less aggregate depreciation.

Fixed assets purchased prior to 01 July 2003 were recognised in the Statement of Financial Performance and not in the Balance Sheet. Because there was no reliable asset schedule or valuation available at that time a decision was made not to bring these fixed assets into the Balance Sheet when the situation was corrected.

The Museum has not recorded its collection of donated heritage assets as it would be impractical to attempt to place a value on such assets due to their rarity and local historical significance.

Statement of Accounting Policies

FLANNERY TAIT
CHARTERED ACCOUNTANTS

Depreciation has been calculated using the maximum rates permitted by the Income Tax Act 2007 with the exception of Artwork which is not depreciated.

Changes In Accounting Policies

There have been no changes in accounting policies. Policies have been applied on a consistent basis with those of the previous reporting period.



FLANNERY TAIT
CHARTERED ACCOUNTANTS

Notes to the Performance Report

Alexandra District Museum Incorporated
For the year ended 30 June 2020

	2020	2019
1. Analysis of Revenue		
Donations, fundraising and other similar revenue		
Arts Gold Donations	18,203	600
Donations to Research Room	5,112	865
Donations (Boxes & Other)	4,083	3,758
Fundraising Activities	677	3,440
Total Donations, fundraising and other similar revenue	28,081	8,663
Fees, subscriptions and other revenue from members		
Membership Subscriptions	2,465	2,565
Donations from Members	510	2,850
Total Fees, subscriptions and other revenue from members	2,975	5,415
Revenue from providing goods or services		
Arts Gold Grant - CODC	4,000	-
Arts Gold Entry fees	4,174	183
Arts Gold Ticket Income	1,715	-
CODC Grant	48,968	48,968
Commissions on Good Art Shop Sales	3,137	7,075
Commissions on sale of Exhibition Artworks	4,674	1,575
Counter & Book Sales	18,516	17,774
Covid 19 Wage Subsidies Received	15,430	-
Exhibition & Programmes Income	257	1,485
ODT Theatre Income	8,095	5,288
Photograph & Research Room income	241	155
Room Hire	1,895	2,855
Sundry Income	22	-
Vincent Community Board	73,452	73,452
Total Revenue from providing goods or services	184,575	158,809
Interest, dividends and other investment revenue		
Interest Received - Bank	95	151
Interest Received - Investments	4,348	4,419
Total Interest, dividends and other investment revenue	4,443	4,569
	2020	2019
2. Analysis of Expenses		
Volunteer and employee related costs		
ACC Levies	402	429
Staff Training & Recruitment	232	1,801
Wages	98,962	114,009
Total Volunteer and employee related costs	99,596	116,239

Notes to the Performance Report


FLANNERY TAIT
 CHARTERED ACCOUNTANTS

	2020	2019
Costs related to providing goods or services		
Accountancy Fees & Software	2,445	2,964
Advertising	578	551
Arts Gold Expenses	8,714	-
Arts Gold Prizes	13,000	-
Asset Repairs & Replacement	985	824
Bank Fees & Charges	1,098	1,284
Cleaning	3,224	3,203
Collection costs	1,755	269
Computer Expenses	894	232
Consultants and Technical support	13,338	-
Gallery Programmes & Expenses	4,465	5,656
General Expenses & Supplies	1,943	2,156
Insurance	-	3,117
Energy use	7,169	11,876
Plant & Equipment Hire (Eftpos & Copier)	2,545	2,706
Postage Printing & Stationery	1,413	1,943
Purchases - Stock		
Opening Stock	14,133	15,108
Purchases - Stock	10,882	9,663
Closing Stock	(11,594)	(14,136)
Total Purchases - Stock	13,421	10,635
Repairs & Maintenance	715	345
Review Fees	1,300	1,250
Security Expenses	145	196
Subscriptions & Levies	567	-
Telephone, Tolls & Internet Charges	1,809	2,442
Travelling Expenses	-	113
Total Costs related to providing goods or services	81,522	51,762
Other expenses		
Depreciation	11,917	12,789
Legal expenses	356	-
Total Other expenses	12,274	12,789

3. Accounts Receivable

	2020	2019
Trade Receivables	191	736
Accrued Interest	1,110	2,213
Total	1,301	2,949

Notes to the Performance Report


FLANNERY TAIT
 CHARTERED ACCOUNTANTS

4. Accounts Payable

	2020	2019
Trade Creditors	22,575	5,586
Employee Costs Payable	1,662	3,061
Total	24,237	8,647

5. Unused Donations and Grants with conditions that are recorded as a liability

	2020	2019
Pub Charity Grant (Arts Gold)	Nil	8,849
Total	Nil	8,849

6. Property, Plant & Equipment

This Year

Asset Class	Opening Carrying Amount	Purchases	Sales/Disposals	Current Year Depreciation and Impairment	Closing Carrying Amount
Building Fitout	84,745	0	0.00	7,537	77,208
Plant & Equipment	60,913	5,478	0.00	4,381	62,010
Total	145,658	5,478	0.00	11,917	139,218

Last Year

Asset Class	Opening Carrying Amount	Purchases	Sales/Disposals	Current Year Depreciation and Impairment	Closing Carrying Amount
Building Fitout	93,137	0	0	8,392	84,745
Plant & Equipment	64,785	525	0	4,397	60,913
Total	157,922	525	0	12,789	145,658

7. Significant Grants and Donations with conditions which have not been recorded as a liability

Rotary Club of Alexandra donation:

Amount Received \$7,669

Amount Unspent at 30 June 2020 \$4,500

A condition of the Rotary donation was for the funds to be spent on projects related to the historic Waterwheel situated near the main entrance to Central Stores. The Board and Staff continue to look for the best possible project to utilise these funds.

Notes to the Performance Report



	2020	2019
8. Accumulated Funds		
Elizabeth Heafey Reserve	3,542	3,542
Accumulated Funds		
Opening Balance	333,583	336,916
Accumulated surpluses or (deficits)		
Current year earnings	26,682	(3,333)
Total Accumulated surpluses or (deficits)	26,682	(3,333)
Total Accumulated Funds	360,265	333,583
Total Accumulated Funds	363,807	337,125

9. Elizabeth Heafey Reserve

In 2007 the Elizabeth Heafey Reserve was created by the Board to set aside funds for the purchase of collection items. No funds have been expended from the reserve during the year.

10. Commitments

There are no commitments as at 30 June 2020. (Last year - nil).

11. Contingent Liabilities and Guarantees

There are no contingent liabilities or guarantees as at 30 June 2020. (Last year - nil).

12. Related Parties

Helena Heydelaar (Board Member) supplies locally made craft to sell in the Museum Shop. A commercial return is earned by the Museum on these sales.

Nigel McKinlay (CODC), and Roger Browne (VCB) are Council/Community Board representatives who are appointed to the Museum Board.

13. Events After the Balance Date

There were no significant events after the Balance Date

14. Ability to Continue Operating

The Covid -19 lockdown saw the Museum close to the public for a 3 month period from March 2020. The closure resulted in the Museum losing revenue from a planned Owaka artist exhibition that was cancelled, with further revenue lost from art sales commissions, shop sales, Central Cinema revenue and room hire when the entire building was closed. The Museum Board applied successfully for the Government wage subsidy which enabled staff to be retained and paid throughout the period of closure. The Museum is now fully staffed and back operating and will re-open for weekends commencing 26 September. The Museum has sufficient funding support and financial reserves to enable it to continue operating for the foreseeable future.



FLANNERY TAIT
CHARTERED ACCOUNTANTS

Depreciation Schedule

Alexandra District Museum Incorporated
For the year ended 30 June 2020

NAME	COST	OPENING VALUE	PURCHASES	DISPOSALS	RATE	DEPRECIATION	CLOSING VALUE
Building Fitout							
2nd Gallery	27,085	19,132	-	-	3.00%	574	18,558
Hydestore Art Storage System	68,332	48,569	-	-	10.00%	4,857	43,712
Addition to Entrance Sign	8,019	2,144	-	-	12.00%	257	1,887
Entrance Sign	36,497	8,855	-	-	12.00%	1,063	7,793
Reception Desk	9,489	6,046	-	-	13.00%	786	5,260
Total Building Fitout	149,423	84,746	-	-		7,537	77,209
Plant & Equipment							
Artwork - A long way to Cambrian	832	832	-	-	-	-	832
Artwork - Differing Realities	2,209	2,209	-	-	-	-	2,209
Artwork - Marilyn Webb Maniototo River Print	1,120	1,120	-	-	-	-	1,120
Artwork - Michael Rooney	590	590	-	-	-	-	590
Artwork - Russell Clark Exhibition Panels	11,860	11,860	-	-	-	-	11,860
Artwork - Stuart Elms	8,889	8,889	-	-	-	-	8,889
Artwork - Stuart Elms	5,333	5,333	-	-	-	-	5,333
Oamaru Stone Sculpture	1,778	1,778	-	-	-	-	1,778
Flagpole & Flags	4,945	2,403	-	-	8.00%	192	2,210
Exhibition Panels	2,190	1,250	-	-	10.00%	125	1,125
Exhibition Partitions	929	485	-	-	10.00%	49	437
Gallery Panels - "Behind the Name"	939	491	-	-	10.00%	49	442
Hydestor Shelving System	33,024	17,258	-	-	10.00%	1,726	15,532
Shelving - Research Room	3,439	-	3,439	-	10.00%	344	3,095
Shelving	2,905	837	-	-	12.00%	100	736
4 x Acrylic Tops for Display Cabinets	1,840	770	-	-	16.00%	123	646
Counter Top Lockable Jewellery Cabinet	525	504	-	-	16.00%	81	423
Upright Display Cabinet	1,059	619	-	-	16.00%	99	520
Upright Display Cabinet	1,059	619	-	-	16.00%	99	520
2 Acrylic Tops for Display Cabinet	731	85	-	-	19.20%	16	69
Cabinet for Clare Cup	1,251	132	-	-	19.20%	25	107
Display Screens	2,890	282	-	-	19.20%	54	228
Lighting Boxes	1,222	304	-	-	24.00%	73	231
Mannequins x 15	7,327	795	-	-	25.00%	199	596
Camera	695	264	-	-	40.00%	106	158
Mobile Whiteboard	664	385	-	-	40.00%	154	231
Recording Equipment	1,359	680	-	-	40.00%	272	408
Canon Scanner	429	-	-	-	48.00%	-	-

This Statement is to be read in conjunction with the accompanying Notes and Review Report.

Depreciation Schedule


FLANNERY TAIT
 CHARTERED ACCOUNTANTS

NAME	COST	OPENING VALUE	PURCHASES	DISPOSALS	RATE	DEPRECIATION	CLOSING VALUE
Past Perfect Software	2,511	-	-	-	48.00%	-	-
Acer Computer & Monitor	557	17	-	-	50.00%	9	9
Adobe Design Software	1,046	7	-	-	50.00%	3	3
Dell Optiplex 955	566	10	-	-	50.00%	5	5
HP6200 Pro PC	1,585	10	-	-	50.00%	5	5
iMac 27" Computer	2,601	17	-	-	50.00%	8	8
Paste Perfect Software	707	77	-	-	50.00%	39	39
PC ex CODC	343	-	343	-	50.00%	71	271
PC ex CODC	343	-	343	-	50.00%	71	271
PC ex CODC	343	-	343	-	50.00%	71	271
PC ex CODC	343	-	343	-	50.00%	71	271
Surface Pro ex CODC	669	-	669	-	50.00%	139	529
Climate Station	6,846	1	-	-	60.00%	1	-
Total Plant & Equipment	120,491	60,913	5,478	-		4,381	62,010
Total	269,913	145,658	5,478	-		11,917	139,219

This Statement is to be read in conjunction with the accompanying Notes and Review Report.

Performance Report | Alexandra District Museum Incorporated

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69 Tarbert Street
PO Box 267
Alexandra 9340
Tel: 03 440 0100
Fax: 03 448 6329
enquiries@iclca.co.nz
www.iclca.co.nz

INDEPENDENT ASSURANCE PRACTITIONER'S REVIEW REPORT

To the Stakeholders of Alexandra District Museum Incorporated

Report on the Financial Statements

We have reviewed the financial information contained in the Performance Report of Alexandra District Museum Incorporated for the year ended 30 June 2020, which comprises the statement of financial position as at 30 June 2020, the statements of financial performance and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

The Committees Responsibility for the Financial Statements

The committee are responsible for the preparation and fair presentation of the financial information in accordance with PBE SFR-A (NFP) Public Benefit Simple Format Reporting – Accrual (Not-For-Profit), and for such internal control as they deem necessary to enable the presentation of financial information that is free from material misstatement, whether due to fraud or error.

Assurance Practitioner's Responsibility

Our responsibility is to express a conclusion on the financial information included in the accompanying Performance Report. We conducted our review in accordance with International Standard on Review Engagements (New Zealand) (ISRE (NZ)) 2400, *Review of Historical Financial Statements Performed by an Assurance Practitioner who is not the Auditor of the Entity*. ISRE (NZ) 2400 requires us to conclude whether anything has come to our attention that causes us to believe that the financial information, taken as a whole, is not prepared in all material respects in accordance with the applicable financial reporting framework. This Standard also requires us to comply with relevant ethical requirements.

A review of financial information in accordance with ISRE (NZ) 2400 is a limited assurance engagement. The assurance practitioner performs procedures, primarily consisting of making enquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained. The procedures performed in a review are substantially less than those performed in an audit conducted in accordance with International Standards on Auditing (New Zealand). Accordingly, we do not express an audit opinion on the financial information contained in the Performance Report.

Other than our capacity as the reviewer, ICL Partners has no relationship with or interests in Alexandra District Museum Incorporated.

Conclusion

Based on our review, nothing has come to our attention that causes us to believe the financial information contained in the accompanying Performance Report does not fairly present, in all material respects, the financial position of Alexandra District Museum Incorporated as at 30 June 2020, and its financial performance and cash flows for the year then ended, in accordance with PBE SFR-A (NFP) Public Benefit Simple Format Reporting – Accrual (Not-For-Profit).

ICL Partners

ICL Partners
Chartered Accountants
Alexandra

24 September 2020

Focus on your future
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Profit & Loss
Alexandra District Museum Incorporated
For the month ended 30 April 2021

	Mar-21	Feb-21
Income		
Arts Gold Entry fees	\$26.09	\$0.00
bus tickets	\$144.00	\$0.00
Commissions on Good Art Shop Sales	-\$272.50	\$721.70
Commissions on sale of Exhibition Artworks	\$0.00	\$0.00
Commissions on ticket sales	\$28.18	\$167.65
Counter & Book Sales	\$830.83	\$1,924.76
Exhibition & Programmes Income	\$0.00	\$1,823.22
Photograph & Research Room income	\$4.78	\$18.26
TradeMe Sales	\$31.31	\$30.43
Total Income	\$792.69	\$4,686.02
Less Cost Of Sales		
Purchases - Stock	\$0.00	\$89.60
TradeMe Costs	-\$12.52	-\$5.22
Total Cost Of Sales	-\$12.52	\$84.38
GROSS PROFIT	\$805.21	\$4,601.64
Other Income		
Annual Memberships	\$0.00	\$95.00
Arts Gold Ticket Income	\$0.00	\$0.00
CODC Grant	\$4,080.65	\$4,080.65
Donations (Boxes & Other)	\$393.20	\$573.00
Donations from Members	\$20.00	\$120.00
Grants Received	\$0.00	\$0.00
Interest Received - Bank	\$7.23	\$6.68
Interest Received - Investments	\$0.00	\$0.00
ODT Theatre income	\$0.00	\$0.00
Room Hire	\$0.00	\$0.00
Vincent Community Board	\$6,120.96	\$6,120.96
Total Other Income	\$10,622.04	\$10,996.29
Less Operating Expenses		
Asset Repairs & Replacement	\$0.00	\$22.00
Consultants Fees	\$0.00	\$0.00
Legal expenses	\$0.00	\$0.00
ODT Theatre operating expenses	\$0.00	\$0.00
Repairs & Maintenance	\$0.00	-\$22.00
Staff Training & Recruitment	\$0.00	\$278.26
Sundry Plant & Equipment	\$0.00	\$0.00
Travelling Expenses	\$0.00	\$0.00
Wages	\$9,910.15	\$9,774.65
Other Expenses		
ACC Levies	\$0.00	\$0.00
Accountancy Fees & Software	\$0.00	\$45.00
Advertising (Generic)	\$269.00	\$0.00
Bank Fees & Charges	\$86.07	\$53.59
Collection Expenses	\$0.00	\$0.00

Computer Expenses	\$30.00	\$1,404.65
EFTPOS Charges	\$0.00	\$0.00
Entertainment & Promotion Expenses	\$0.00	\$0.00
Exhibition Expenses	\$18.84	\$589.22
General Expenses & Supplies	\$30.84	\$1,866.31
Postage	\$159.39	\$47.34
Printing & Stationery - not exhibition or Pub' Programme related	-\$6.09	\$164.53
Telephone, Tolls & Internet Charges	\$0.00	\$171.67
Total Other Expenses	\$588.05	\$4,342.31
Standing Charges		
Insurance	\$0.00	\$0.00
Total Standing Charges	\$0.00	\$0.00
Working Expenses		
Cleaning	\$0.00	\$227.50
Contract Work	\$0.00	\$0.00
Energy use	\$466.00	\$466.00
Freight & Cartage	\$0.00	\$0.00
Plant & Equipment Hire	\$215.38	\$215.38
Security Expenses	\$0.00	\$0.00
Total Working Expenses	\$681.38	\$908.88
Total Operating Expenses	\$11,179.58	\$15,304.10
NET PROFIT	\$247.67	\$293.83

Museum Hardship Grant Funds for computer system rebuild and new website
Expenses towards that project of \$5,258.61

Energy Use is an estimate based on Oct/Nov/Dec figures pending receipt of invoices from CODC

Purchase of stock includes \$8,959.43 being printing cost of the Denis Kent Retrospective Exhibition book, cost will be recovered from sales of the book over the coming months

Jan-21

\$0.00
\$0.00
\$238.36
\$930.44
\$6.09
\$2,057.84
\$0.00
\$13.04
\$49.57
\$3,295.34

\$9,513.47
-\$10.44
\$9,503.03

-6,207.69

\$50.00
\$0.00
\$4,080.65
\$378.80
\$0.00
\$24,000.00
\$5.17
\$678.70
\$0.00
\$0.00
\$6,120.96
\$35,314.28

\$0.00
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00
\$8,676.61

\$0.00
\$45.00
\$0.00
\$1.52
\$46.86

\$1,978.65
\$46.63
\$872.12
\$134.09
\$153.94
\$0.00
\$154.58
\$171.67
\$3,605.06
\$0.00
\$0.00
\$240.68
\$0.00
\$466.00
\$0.00
\$215.38
\$0.00
\$922.06
\$13,203.73
\$15,902.86



Sanchia Jacobs
Chief Executive Officer
Central Otago District Council
Alexandra

By email: sanchia.jacobs@codc.govt.nz

26 March 2021

Dear Sanchia

Re CODC Hardship Grant

On 16 March ADMI submitted an application for \$30,606.00 being a continuation of its current level of CODC/VCB grant, \$10,202.00 per month, for the three months July, August and September 2021 to cover operational expenses pending decisions in October on ongoing levels of funding under the new contestable funding policy.

We understand that the decision on Hardship Grants will be that of the Vincent Community Board and that applications along with staff recommendations will be considered at the VCB's June meeting.

We were somewhat surprised that we received a very quick response, in a somewhat short space of time, from CODC staff stating that given the current level of bank funds held by ADMI, the recommendation to VCB would have to be that the application is declined.

To clarify the situation regarding the funds currently held, which totals \$209,186.75, an analysis of those funds confirms that \$190,000.00 is as yet unspent funds from the Elizabeth Heafey bequest of \$348,000.00 received in 2002. These funds are held for the purchase of artworks, artifacts and for the development and benefit of the museum and its collections. These are not funds that can be utilised for operation purposes. Of the \$209,186.75 funds held there is \$19,186.75 which underpin operational expenses.

There has been continual comment from various quarters about the museum exhibits being static and in need of a freshen up. There has also been comment about the lack of Maori history from the area being displayed. ADMI Board acknowledges and accepts those claims and is currently in discussion with Otago Museum on what needs to be done to freshen and make more relevant what is displayed in the community's museum. This is clearly going to come at some cost and will involve the spending of some of the Heafey bequest.

Alexandra Museum
Pioneer Park, PO Box 308, Alexandra, Central Otago, New Zealand
P + F: 03 448 6230 E: enquiries@centralstories.com

www.centralstories.com



We consider that there are two options:

1. CODC/VCB provides a continuation of funding under the Hardship Grant scheme for three months pending decisions on ongoing funding in October and allows the museum to cover operational expenses from grant monies as has been the case in the past, or
2. CODC/VCB creates a position where ADMI would have to dip into Heafey funds to cover operational costs in the short-term, a position that would not be tenable under the agreed use of the Heafey money and would reduce the funds available for the acquisition of art works and artifacts. As a result the implementation of the plan to refurbish the museum being provided by Otago Museum shortly after Easter and our responsibilities under the draft District Museums Strategy would have to be delayed.

We would ask that the CODC Staff recommendation to decline the application on the basis of funds held be rescinded and that the financial position outlined earlier in this letter be appended to the documentation that goes forward to the VCB Meeting in June.

Yours sincerely



Brian Budd
Manager

Elizabeth Heafy Bequest													
Total value of the Bequest						\$348,000							
Funds towards fitout of Pioneer Park Museum						\$48,000							
Funds lost through bad investment (approx)						\$40,000							
Funds used for purchase of artworks and art storage						\$43,340							
Balance estimated						216,660	(There were funds used by Maurice Watson amount unknown)						
Financial breakdown 2010 to 2020													
												March	
	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	
Current Assets													
Westpac											\$ 158,403.34	\$ 148,517.35	
KiwiBank Call A/c						\$ 27,530.00	\$ 44,541.85	\$ 24,948.09	\$ 10,098.50	\$ 10,249.05	\$ 327.99	\$ 327.99	
KiwiBank	\$ 3,102.53	\$ 12,218.97	\$ 4,686.06	\$ 8,141.22	\$ 17,486.66	\$ 18,109.65	\$ 3,728.69	\$ 18,129.62	\$ 19,702.35	\$ 51,333.25	\$ 6,153.69	\$ 7,328.86	
SBS	\$ 30.26	\$ 7,380.32	\$ 11,406.13	\$ 1,199.90	\$ 3,818.83	\$ 956.53	\$ 242.33	\$ 2,415.97	\$ 330.32		\$ 1,156.65	\$ 2,012.55	
Total Current Assets Cash	\$ 3,132.79	\$ 19,599.29	\$ 16,092.19	\$ 9,341.12	\$ 21,305.49	\$ 46,596.18	\$ 48,512.87	\$ 45,493.68	\$ 30,131.17	\$ 61,582.30	\$ 166,041.67	\$ 158,186.75	
Non-Current Assets													
Infratil Bonds						\$ 40,873.48							
AMRO Craigs Portfolio	\$ 196,368.00	\$ 146,672.00	\$ 144,446.00	\$ 125,889.00	\$ 120,011.61								
SBS Bank Term Deposit	\$ 60,000.00	\$ 60,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 72,312.47	\$ 73,122.08	\$ 73,869.50	\$ 74,661.63	\$ 50,417.29	\$ 51,140.73	\$ -	
KiwiBank TD		\$ 30,000.00	\$ 60,000.00	\$ 51,950.00	\$ 51,950.00	\$ 87,500.00	\$ 87,500.00	\$ 87,500.00	\$ 87,500.00	\$ 87,500.00	\$ 25,000.00	\$ -	
Westpac Term Deposit												\$ 51,000.00	
Total Non Current Assets	\$ 256,368.00	\$ 236,672.00	\$ 234,446.00	\$ 207,839.00	\$ 201,961.61	\$ 200,685.95	\$ 160,622.08	\$ 161,369.50	\$ 162,161.63	\$ 137,917.29	\$ 76,140.73	\$ 51,000.00	
Total Cash Assets	\$ 259,500.79	\$ 256,271.29	\$ 250,538.19	\$ 217,180.12	\$ 223,267.10	\$ 247,282.13	\$ 209,134.95	\$ 206,863.18	\$ 192,292.80	\$ 199,499.59	\$ 242,182.40	\$ 209,186.75	
											Museum Hardship Grant \$24,000 Spent)		



ALEXANDRA DISTRICT HISTORICAL ASSOCIATION (INC.)

Alexandra Museum

P O Box 308,
ALEXANDRA, CENTRAL OTAGO,
NEW ZEALAND

Phone/Fax: (03) 448-6230

Email: alex.museum@xtra.co.nz

**MINUTES OF THE MANAGEMENT MEETING OF THE ALEXANDRA DISTRICT
HISTORICAL ASSOCIATION HELD AT THE SKIRD ST TEMPORARY PREMISES
OF THE ALEXANDRA MUSEUM ON MONDAY 2 APRIL 2001 AT 5.30pm.**

PRESENT

Elaine Gough, Gill Grant, Graeme Johnson, Jan Morgan

APOLOGIES

Nil

MINUTES OF PREVIOUS MEETING

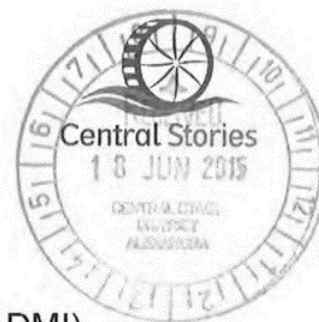
Taken as read.

MATTERS ARISING

1. Response from CODC re Anderton Amenity Grant. Advice received that the Museum has been allocated \$100 000 which is hoped to be made available by June/July. The Herlihy Crown Grant monies (\$70 000) are available after 23 May. Resolved that Graeme will invoice the CODC for this Crown Grant on 24 May.
2. Management and Collection Policies adopted. Jan and Joan to meet with Elaine at appropriate time to work through Appendices. Drafts of Emergency Preparedness and Funding Policies to be tabled as soon as is appropriate.
3. Mission Statement for Museum adopted.
4. Social Function for Cheryl 6 April, 5.30pm at Museum. Gill to organise cheeseboard and drinks. Esme and Gill to organise flowers and book voucher respectively.
5. Elizabeth Heafey Bequest. Information, inventory and valuation of the Estate has been received from Mrs Heafey's lawyer. After discussion resolved that the Museum requests that the entire Estate be delivered to a secure room at the Alexandra Police Station. Lawyer and Forno's Auctioneers to be informed. **Resolved that the Heafey Bequest monies be retained as a capital investment with the interest being accumulated to purchase a specific artwork or artifact acquisition for the Museum Collection.**

BUSINESS

1. **Report on Meeting with Helen Tate, Amenity Fund Support Person:-** Jan reported on visit made 2 April upon request of CODC. General discussion on new and old Museums. Raised the issue of the Museum Committee's understanding that the value of demolition materials would come to the Museum as much of this had been donated and that the cost of relocating the waterwheel would be included in LINZ's costings for the Linger and Die Flood Protection. Discussed item(s) still in building that required moving eg marble soda stand. Inquired re the amount of monies allocated to the 4 groups and the criteria by which this was decided upon. A follow-up meeting to be held in approximately a month's time.



Service Level Agreement

Between

Alexandra District Museum Incorporated (ADMI)

And

Central Otago District Council (CODC)

1 July 2015 to 30 June 2018

Background

Alexandra District Museum Incorporated (ADMI) is a not-for-profit incorporated trust and registered charity that trades as *Central Stories Museum and Art Gallery*. ADMI manages a purpose-built cultural facility, which opened in December 2005. It includes a museum, temporary gallery spaces, a research room, gift shop, theatre and collection storage spaces. A key purpose of Central Stories Museum and Art Gallery is to act as the hub for culture and heritage in Central Otago and to offer support to the smaller museums in the district. The Museum also provides educational experiences for schools and community groups throughout the district.

ADMI began as a volunteer run organisation and continues to rely heavily on volunteer time for a variety of tasks, such as undertaking research, administering collections and fielding public enquiries. The board, responsible for the strategic direction of ADMI, also continues to be volunteer-based. As at March 2015, the ADMI also has an FTE equivalent of 2.75 staff – it employs a Manager, a Project Coordinator (Arts), an Exhibition Technician an Administration Manager and two weekend Visitor Hosts to assist with the running of the Central Stories Museum and Art Gallery.

ADMI receives funding from both the Vincent Community Board (VCB) and the Central Otago District Council (CODC) for the various services that the museum provides. It also seeks funding as required through community organisations for grants to assist with one-off projects and activities.

The rationale for the CODC to provide funding to ADMI is so the museum can:

- a. Provide public information on the people, landscape and lifestyles of past and present Central Otago communities;
- b. Preserve, research and curate collections, which are held in trust for the community, and make these collections accessible in actual or virtual environments;
- c. Highlight the district and surrounding environment as a living place with its own stories;
- d. Mentor and support museums within the Central Otago District;
- e. Provide educational experiences to community groups throughout the wider District;
- f. Provide an engaging facility that contributes to the long term value and cultural well-being of the residents of and visitors to the District;



- g. Uphold our obligations as per the *Museums Aotearoa Code of Ethical Practice* and the Treaty of Waitangi.

Purpose of Document:

The purpose of this agreement is to specify the outcomes that are to be provided by ADMI, trading as Central Stories Museum and Art Gallery, in return for investment by the CODC. This document forms the Service Level Agreement (SLA) for the delivery of the services, listed in Schedule A, by ADMI to the Central Otago District.

Term:

Funding levels are set on a three-yearly programme, and will be set in sufficient time to be reflected in annual budgets. Annual funding allocations will be CPI-adjusted. The term of this agreement will be from 1 July 2015 through 30 June 2018.

Funding:

The level of funding provided to Alexandra District Museum Incorporated by the Central Otago District Council for the 2015/16 financial year is: \$42,713

Review:

ADMI and CODC may review Schedule A of this document on an annual basis, in line with Council's annual planning process, and may amend the content of this Schedule, upon agreement from both parties.

The annual allocation of funds by the Central Otago District Council will be subject to:

- a. The satisfactory delivery of services (listed in Schedule A) for the previous financial year, as demonstrated to the Central Otago District Council by Alexandra District Museum Incorporated; and
- b. Feedback from stakeholders of the museum, as assessed by Council staff and reported back to the Central Otago District Council.

The parties have the right to renew this Service Level Agreement for a three-year term, commencing 1 July 2018.

**Signatures:**Signed for and on behalf of **Alexandra District Museum Incorporated**

A handwritten signature in black ink, appearing to read "J. Macleod", written over a horizontal line.

Name:

Chairperson, Alexandra District Museum Incorporated

A handwritten date "12 June '15" written in black ink over a horizontal line.

Date

Signed for and on behalf of **Central Otago District Council**

A handwritten signature in black ink, consisting of two distinct strokes, written over a horizontal line.

Name:

CEO, Central Otago District Council

Date



Schedule A: Service Level Agreement Delivery Standards

Deliverables

The Alexandra District Museum Incorporated (ADMI), trading as *Central Stories Museum and Art Gallery*, will provide the following to the Central Otago District:

1. Funding
 - a. Secure additional funding as required, through grants and sponsorship, to develop resources and initiatives that benefit the greater Central Otago district.
2. Collections
 - a. Provide space for the *Eden Hore Fashion Collection* to be kept, and allow access at the discretion of Council until such time that a decision is made on the permanent storage site for the Collection.
3. Advice and Support
 - a. Offer expert museology mentoring and advice to district museums, as requested.
 - b. Provide joint promotional opportunities that encompass the museums throughout the District.
 - c. Coordinate and facilitate at least six-monthly meetings/workshops with the district museums to discuss topics that are relevant and of assistance to the district museums
 - d. Create and maintain a communication network amongst district museums, encouraging knowledge-sharing, inter-museum loans and the development of best practice standards.
 - e. Conduct visits, as required, to museums throughout the district to assist with collections, exhibitions or other projects that require external assistance.
4. Educational Delivery
 - a. Work with, and host, Central Otago District schools (located outside the Vincent Ward) to deliver learning experiences that meet the schools' needs.
 - b. Promote activities that profile *Central Stories Museum and Art Gallery* exhibits and/or programmes to the greater Central Otago District.

Performance Measures / Evaluation Standards

The parties agree evaluation of this SLA will be based on ADMI providing the following performance measures to the CODC, taking into account factors beyond ADMI's control and/or reasonable deviations:

1. Funding
 - a. Report on the level of third party funding achieved, the projects that attracted the funding and how these projects related to / impacted upon the district.
2. Collections
 - a. Provide timely feedback on the space allocated to the *Eden Hore Fashion Collection* and how this may impact on the Collection.



3. Advice and Support
 - a. Report on opportunities that promote museum activities of a district-focus.
 - b. Report on the mentoring and advice provided to district museums, including the purpose of the visits, plus desired and actual outcomes.
 - c. Record and hold copies of minutes from the meetings/workshops with district museums; report on meeting topics and frequencies.
4. Educational Delivery
 - a. Report on programmes offered to Central Otago schools.
 - b. Provide evidence of promotional activities that profiled Central Stories Museum and Art Gallery exhibits and/or programmes to the greater Central Otago District.
5. Accurate budgeting and reporting
 - a. Provide a copy of the approved minutes for each meeting of ADMI, to be attached to CODC meeting agendas.
 - b. Prepare and present an annual report to the CODC, by October following financial year-end (June 30th).
 - c. Provide with the report a presentation to the CODC on performance levels achieved for that financial year.



FLANNERY TAIT
CHARTERED ACCOUNTANTS

The Manager

Central Stories Museum & Art Gallery

21 Centennial Avenue

Alexandra

Dear Brian

Elizabeth Heafey Bequest Fund

Our firm has carried out the accountancy work for Alexandra District Museum Inc. (Central Stories) continuously since our appointment in December 2010.

You have asked us to review the paperwork relating to the Elizabeth Heafey bequest received by the Museum in 2002 and report on the amount still being held.

After our review, we estimate that an amount of \$180,000 still remains of the original \$348,000 Heafey bequest fund and we confirm that the fund is included in the Museum's balance sheet represented by various bank investments.

We note that the Heafey bequest fund has been preserved quite well over the years by successive Museum Boards who have resolved to use it for capital works and acquisitions for the Museum rather than for operational purposes.

Yours sincerely

George Flannery

Director



CHARTERED ACCOUNTANTS
AUSTRALIA • NEW ZEALAND

Directors: **George Flannery** BCom CA • **Mark Tait** BCom CA

Level 2, 77 Centennial Avenue, 9320 • PO Box 271, Alexandra 9340 • Tel: 03 448 8060 • Email: info@flannerytait.co.nz • www.flannerytait.co.nz

21.3.4 HARDSHIP GRANT APPLICATION FOR CENTRAL OTAGO DISTRICT ARTS TRUST

Doc ID: 530421

1. Purpose of Report

To consider a Hardship Grant Application request from the Central Otago District Arts Trust.

Recommendations

That the Council

- A. Receives the report and accepts the level of significance.
 - B. Approves a hardship grant of \$8,750 to the Central Otago District Arts Trust for the period of 1 July to 30 September 2021 to come from the allocated 2020-21 Council grants budget, following approval of the funding in the 2021-31 Long-term Plan.
-

2. Background

The Central Otago District Arts Trust (CODAT) is a charitable trust that was formed in 2009, following the creation of the first Central Otago District Arts Strategy. The Arts Strategy was facilitated by the Central Otago District Council, with input from various interested groups and individuals. A second Arts Strategy was developed in 2013, following the completion of the action points from the first plan.

The role of CODAT is to implement the Central Otago District Arts Strategy. CODAT has received an annual grant of \$35,000 from Council since 2011. This grant assists with operating costs. The Trust also receives grants from other sources to enable them to carry out their activities.

The Trust has seven trustees, and more recently, a youth correspondent to help encourage youth participation in the arts in Central Otago. The Arts Strategy is a guiding document for the Trust when planning their activities. The Trust has recently reviewed the Arts Strategy and believes it provides structure and guidance for the next 12 months. Council staff have also been included in this process.

In addition to implementing the Arts Strategy, some of CODAT's core responsibilities include the promotion of "Central Otago as an arts destination and to ensure the arts - groups, establishments, organisations, businesses, and artists in Central Otago are well resourced, connected, promoted, supported, and fully integrated into the community to maximise the social, cultural, and economic benefits to the Central Otago district."

3. Discussion

The 2019 Grants Policy requires all community and promotions grant funding be allocated through a contestable process at six-monthly funding rounds, in October and April each year. The transition to this funding timeline will commence from the adoption of the 2021-2031 Long-term Plan from 1 July. As this is a change in operational timelines for Council funding rounds, a Hardship Grant Application has been set up for groups who have been reliant on Council funding to pay staff wages, and will be at risk of not being able to continue paying these wages without this funding. This process is independent to the contestable grant funding round and

will not influence their future eligibility in this decision-making process. However, any funding distributed through the Hardship Application will impact on the amount of funds available during the contestable grant funding round.

The Central Otago District Arts Trust has made an application to Council for this hardship fund to enable continued operation until the next funding round takes place. Based on the financial details provided by the Trust, they will not have sufficient funds to meet their ongoing operating costs leading into Council's September grant funding round. The Trust has requested an increase in grant funding (pro-rated to the period of the hardship grant timeframe) of \$10,337. It was not the intention of the hardship grant process to review and increase the allocation of current arrangements. It is estimated that the Trust will require at least \$8,750 in order to continue business as usual until 30 September 2021, based on their pro rata annual grant allocation.

During the first quarter of the 2021/22 financial year, projects that CODAT intends to be working on, alongside the core responsibilities listed above, include:

- Sculpture and Literary Walk
- Poetry on the Cycle Trails
- National Poetry Day
- Literary Salons
- Winterstellar 2021
- Arts Gold Awards 2021
- Play it Strange Project
- Arts Conference in Central Otago
- People and Place Artists Promotion project.

4. Options

Option 1 – (Recommended)

Council approves a partial grant request of \$8,750 to the Central Otago District Arts Trust.

Advantages:

- The allocated funds meet Council's Grants Policy and the Hardship Grant Application criteria.
- CODAT will be able to continue its core business until the next community grants funding round.

Disadvantages:

- The recommended hardship grant value is less than what CODAT has applied for.
- Any funds allocated through a hardship grant will be sourced from and therefore reduce the October 2021 contestable grant funding round budget.

Option 2

Council declines a hardship grant request from the Central Otago District Arts Trust.

Advantages:

- 2021 grant funds will remain in the community grants budget for allocation at the October contestable funding round.
- CODAT meets the requirements and intent of the hardship grant.

Disadvantages:

- The applicant may not be able to continue to deliver its core business.
- No apparent reason to decline the grant under the intent of the hardship grant.

5. Compliance

Local Government Act 2002 Purpose Provisions	This decision promotes the social, cultural, economic and environmental wellbeing of communities, in the present and for the future by 'awarding grants primarily for 'local community infrastructure' and 'local services' as these are interpreted in the Central Otago context.'
Financial implications – Is this decision consistent with proposed activities and budgets in long term plan/annual plan?	Yes, the Council has agreed to use budgeted contestable grant funds in the 2021-2031 Long-term Plan for Hardship Grant applications. Funds will be made available 1 July 2021.
Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.	Yes, the recommended decision is consistent with the Central Otago District Council Grants Policy 2019 and the Central Otago District Arts Strategy.
Considerations as to sustainability, the environment and climate change impacts	There are no implications.
Risks Analysis	No apparent risks to Council.
Significance, Consultation and Engagement (internal and external)	This application does not require consultation and is not considered significant.

6. Next Steps

The Council agrees on and resolves the grant amount for the applicant.

The applicant will be advised in writing of the Council's decision, with information about any conditions applied to the approved grant, and the process for uplifting the grant.

If approved, payment of the approved grant is made once an invoice is received.

7. Attachments

Appendix 1 - CODAT Hardship Grant Application 2021.pdf [↓](#)

Appendix 2 - CODAT three month expenses.pdf [↓](#)

Appendix 3 - CODAT bank statement March 2021 [↓](#)

Report author:



Nikki Aaron
Community Development Officer
27/04/2021

Reviewed and authorised by:



Sanchia Jacobs
Chief Executive Officer
28/04/2021



Hardship Grant Application

The Central Otago District Council is transitioning its grants programme to a fully contestable process. This ends the practice of allowing grants to be awarded through submissions to the Long-Term Plan. Instead, grant applications, including those for multi-year funding arrangements will be considered after the 2021-31 Long Term Plan is adopted. This means that normal applications will not be decided until late August 2021.

This grant is only open to groups who have been receiving a grant from the Council on an annual basis and who use their grant to cover staffing or other critical costs. This grant will be available for costs a group expects to incur the first quarter of the 2021/22 financial year (1 July 2021 – 30 September 2021). Grants will be awarded based on demonstrated financial need where it is clear that the gap in funding will severely threaten the applicant's ability to operate.

Applications close 1 April 2021

Name of organisation:	Central Otago District Arts Trust
Contact person:	Jan Bean
Phone number:	0274773458
Email:	jan.bean@xtra.co.nz
Address:	P O Box 55, Alexandra. 9340

Please provide a brief description of the activities or services your group has organised in the last 12 months:

Core responsibilities (25 hours per week) are to achieve objectives as outlined in the Central Otago Arts Strategy. To further promote Central Otago as an arts destination and to ensure the arts - groups, establishments, organisations, businesses, and artists in Central Otago are well resourced, connected, promoted, supported, and fully integrated into the community to maximise the social, cultural, and economic benefits to the Central Otago district.

Additional responsibilities (subject to further funding from organisations outside of Council) are to coordinate and facilitate projects which further achieve strategy objectives including public arts and performance events and projects such as the Arts Gold Awards, public art projects, literary and visual arts events and exhibitions, Central Otago Arts Trail, Arts on the Cycle Trails and the further promotion of artists, art education and the arts in Central Otago on a local, national and international level.



Please provide a brief description of the activities or services your group has planned in the first quarter of the 2021/22 financial year (1 July 2021 – 30 September 2021)?

Teviot mural project, Chorus boxes, framework for Literary Walk, professional development for artists, Winterstellar, NZQA Top Art Exhibition, Denis Kent Retrospective Exhibition, framework for proposed public art projects in Alexandra, Maniototo and Cromwell, ongoing facilitation and coordination of national art awards, national poetry day, framework for incorporation and promotion of arts in conjunction with the Dunstan Cycle Trails and the Central Otago Touring Route. Arts Hour, collaboration and cooperation with arts organisations and establishments in and outside of the Central Otago region (nationally) to maximise exposure of and opportunities in the arts in Central Otago. Framework for song writing competition with Play it Strange, Auckland.

What is your budget for the first quarter of the 2021/22 financial year (1 July 2021 – 30 September 2021)?

\$10,337
Coordinators' salary
Rent, administration, website, telephone, Xero

How much grant funding has your group received from other funders in the last 12 months?

20,466.25

How much are you applying for?

\$ 10,337

Please attach your groups most recent financial statement as evidence of financial hardship to this application.

Declaration:

By completing this application, you acknowledge that:

- All information you have provided is true and correct.
- You have read and acknowledged the standard Central Otago Terms and Conditions of Grant Funding
- You acknowledge that your application will be assessed in accordance with the principles and objectives of the Grants Policy 2019 as well as on demonstrated financial need. The decision of the Council or the relevant Community Board decision is final.
- Information about your application and any approved funding may be made publicly available by the Council.

Name:

Janess Bean

Date:

25 March 2021



Signature:

J. Evans



Nikki Aaron

From: Rebekah de Jong <coordinator@centralotagoarts.com>
Sent: Friday, 9 April 2021 10:27 am
To: Nikki Aaron
Subject: (No Subject)

Follow Up Flag: Follow up
Flag Status: Flagged

Projects we are working on in the next three months, in addition to our core responsibilities, are as follows;
Sculpture and Literary Walk, Poetry on the Cycle Trails, National Poetry Day, Literary Salons, Winterstellar 2021, Arts Gold Awards 2021, Play it Strange Project, Arts Conference in Central Otago, People and Place Artists Promotion project.

Profit & Loss

Central Otago District Arts Trust 1 January 2021 to 31 March 2021

31 Mar 21

Income	
Arts Coordinator Time	388
Total Income	388
Gross Profit	388
Less Operating Expenses	
Coordinator Time - Arts Gold	500
Admin - General	
ACC Levy	118
Consulting & Accounting	155
General Expenses	78
Gifts	40
Office Expenses	6
Printing & Stationery	36
Total Admin - General	434
Admin - Office Expenses	
Electricity	19
Mileage	6
Office Lease	210
Rates	(23)
Telephone & Internet	78
Total Admin - Office Expenses	290
Coordinator	
KiwiSaver Employer Contributions	303
Salaries	8,557
Total Coordinator	8,860
Lecture Series	
Room Hire - Lecture Series	30
Total Lecture Series	30
Website	
Website - Foxymail	65
Website-Domain Names	158
Total Website	223
Total Operating Expenses	10,337
Net Profit	(9,949)

Book a Taxi Or Tour Vehicle X New Tab X Book Now – Urban Spa X K Business Edge-00 - Kiwi X +

ib.kiwibank.co.nz

Account name: CENTRAL OTAGO DISTRICT ARTS TRUST BOARD
 Account number: 38-9009-0717340-00
 Available balance: \$15,580.98
 Additional options & details

Print this page

Past transactions Showing 12 of 12

Search account Business Edge-00 \$15,580.98

Show transactions from: 29/1/2021 to 30/3/2021 Search

Search/export options

Date	Description	Deposits	Withdrawals	Balance
24 Mar '21	PAY ALEXANDRA COMMUNITY HOUS		\$144.13	\$15,580.98
24 Mar '21	PAY THANKYOU PAYROLL LIMITED		\$1,467.75	\$15,725.11
23 Mar '21	DIRECT DEBIT -GOLDEN THYME LTD T/A ALEXANDRA NEW WORLD		\$337.11	\$17,192.86
15 Mar '21	DIRECT DEBIT -XERO NZ LIMITED		\$51.75	\$17,529.97
5 Mar '21	PAY THANKYOU PAYROLL LIMITED		\$1,519.25	\$17,581.72
3 Mar '21	PAY ALEXANDRA COMMUNITY HOUS		\$130.08	\$19,100.97
3 Mar '21	PAY TWO DEGREES MOBILE LIMITED (MOBILE SERV)		\$59.44	\$19,231.05
3 Mar '21	PAY PAPER PLUS ALEXANDRA		\$72.48	\$19,290.49
26 Feb '21	DIRECT CREDIT ROSS COWIE CLYDE COWIE A M	\$70.00		\$19,362.97
25 Feb '21	PAY THANKYOU PAYROLL LIMITED		\$1,486.15	\$19,292.97
15 Feb '21	DIRECT DEBIT -XERO NZ LIMITED		\$51.75	\$20,779.12
11 Feb '21	PAY THANKYOU PAYROLL LIMITED		\$1,545.00	\$20,830.87

Calculator

My notes

My Quicklinks

- Add current page
- Saved Payees
- International Services

Edit Quicklinks

Security Information

Last login:
30 Mar 21 (3:03 p.m.)

- KeepSafe
- Internet banking guarantee
- Staying safe online

21.3.5 TOURISM CENTRAL OTAGO - BUSINESS EVENTS

Doc ID: 531309

1. Purpose

To provide an overview of a new work stream for Tourism Central Otago post COVID-19.

Recommendations

That the report be received.

2. Discussion

With borders closed and likely remaining closed to long haul destinations until 2022, some possibly even 2023, Tourism Central Otago has been looking at different ways it can utilise its' resources for greatest effect.

An opportunity has been identified within the conference and incentive market, otherwise known as business events. The opportunity is for Tourism Central Otago to launch a new brand within the existing team and budget to attract more conference, incentives and executive retreat type groups to the region.

This market is recognized as being of higher value than typical leisure travellers, and corporate social responsibility is a key focus for many event organisers.

Within Tourism Central Otago the existing resource that has traditionally worked on attracting international leisure market to the region, can refocus their attention to attracting business event groups. The approach is similar in that the key channel is via an intermediary, many of whom are looking for new regions to take their clients as they have done the mainstream New Zealand regions. Up to now that resource has been splitting their time between Tourism Central Otago projects such as Eat.Taste.Central and supporting Regional Identity.

Since February 2021 Tourism Central Otago has met with seven potential 'founding' businesses on their interest in Tourism Central Otago launching a business events brand. Each business was supportive and willing to financially contribute a membership fee of \$500 per annum to assist getting to market. Since those meetings, Tourism Central Otago has identified up to another 15 businesses that could be potential members in the next 12 months.

A paid membership model is agreed as the best approach for Central Otago. Tourism Central Otago is cognisant of Council's desire to reduce reliance on ratepayers and as this workstream is very targeted it is much simpler to identify outcomes for members. This does not mean the benefits are not wide reaching for our communities, but simply there is a clear benefit to members in hosting conferences and events attracted by Tourism Central Otago.

Business events sector research undertaken by Tourism Central Otago has identified that due to the overnight accommodation capacity in Central Otago, the ideal size of conference groups is 150 persons or less. This is due to professional conference organisers, or incentive houses only seeking to accommodate delegates in up market accommodation (4 star or higher) with onsite food and beverage offerings.

Incentive groups can be larger, however the benefit of overnight accommodation would be lost to larger centres such as Dunedin, Wanaka or Queenstown, as is the case now.

Executive retreats are by nature small groups of less than 20 and well suited to the offerings in the region.

Research has also identified Central Otago has a strong 'partner program' offering, whereby many delegates bring partners to conferences and incentives. The region offers a strong range of options for partners not directly involved in the events, but whom bring additional economic benefits to Central Otago.

Developing a business events arm to Tourism Central Otago aligns to our strategy, as a strategic project within the 2018-2028 Central Otago Tourism Strategy is Eventful Central. Part of that project is to focus on attracting more business events to the region by developing the skillset and expertise within Tourism Central Otago to promote the region to this market.

Current plans would see the new brand Central Otago Business Events launch in mid May 2021, just prior to New Zealand's largest trade event for business events which is held in June. All expenditure in setting up, launching and delivering Central Otago Business Events is covered within Tourism Central Otago's existing budget.

The Tourism Advisory Board supported this approach and gave their endorsement to launch Central Otago Business Events when discussed at their most recent meeting in March 2021.

3. Attachments

Nil

Report author:

Reviewed and authorised by:



Dylan Rushbrook
General Manager Tourism Central Otago
22/04/2021



Sanchia Jacobs
Chief Executive Officer
22/04/2021

21.3.6 ROAD RENAMING APPROVAL REPORT - PORTION OF BOUNDARY ROAD

Doc ID: 530972

1. Purpose of Report

To ratify the Vincent Community Board's recommendation to rename a portion of Boundary Road, Alexandra to Poole Road.

Recommendations

That the Council

- A. Receives the report and accepts the level of significance.
 - B. Rename the portion of Boundary Road between State Highway 8 and the netball pavilion to Poole Road.
-

2. Background

A report was presented to the Vincent Community Board on 12 April 2021 (appendix 1) to consider renaming the section of Boundary Road between Clyde-Alexandra Road and the netball pavilion to enable street numbers to be issued. A map showing the portion of road to be renamed is attached as appendix 2.

The Vincent Community Board opted to rename the road Poole Road after a former Mayor of the Alexandra Borough Council, Mr Russell Poole.

3. Discussion

Following the recommendation from the Vincent Community Board to rename the portion of road, Poole Road, staff sought feedback from the Alexandra Bowling Club on the suggested name. They are in support of the renaming and suggested name.

Once the recommendation is ratified by Council, staff will write to each of the affected property occupiers to inform them of this decision.

4. Options

Option 1 – (Recommended)

Ratify the recommendation to rename the portion of Boundary Road from Clyde-Alexandra Road to the netball pavilion, Poole Road.

Advantages:

- Enables the issuing of street numbers in order that emergency services can locate an emergency in the event of a call out.
- Name suggested is supported by existing lease holders on that portion of the road.
- Land Information New Zealand supports the recommendation.
- Name complies with Council's road naming policy.

Disadvantages:

- None identified.

Option 2

Do not ratify the recommendation to rename the portion of Boundary Road from Clyde-Alexandra Road to the netball pavilion, Poole Road.

Advantages:

- None identified.

Disadvantages:

- Would not enable the issuing of street numbers in order that emergency services can locate an emergency in the event of a call out.
- Against Land Information New Zealand's recommendation.

5. Compliance

Local Government Act 2002 Purpose Provisions	<p>This decision enables efficient decision making and action by, and on behalf of communities as the Local Government Act 1974 Section 319A, Initial Naming of Roads, states: "If the council names any road for the first time, or alters the name of a road, the council must as soon as practical send a copy of the relevant resolution to the Registrar-General of Land and the Surveyor-General".</p> <p>This decision promotes the environmental wellbeing of communities by providing clear direction to access points for emergency services.</p>
Financial implications – Is this decision consistent with proposed activities and budgets in long term plan/annual plan?	Costs for road signs will be covered by Council roading budgets.
Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.	Yes consistent with other policies.
Considerations as to sustainability, the environment and climate change impacts	Managing change while protecting and enhancing our culture, heritage and landscape is one of council's sustainability goals. Road renaming has the ability to celebrate cultural and heritage aspects of the area. Road renaming has no climate change impacts or benefits.
Risks Analysis	Approval of this road rename presents no discernible risk.
Significance, Consultation and Engagement (internal and external)	Council have consulted with affected parties and have gained support for this proposal.

	<p>Staff will inform affected occupiers of the name change once ratified by Council.</p> <p>This decision does not trigger engagement under the engagement significance policy.</p>
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6. Next Steps

1. Council confirms the name change.
2. Council sends a copy of the resolution to the Registrar-General of Land and the Surveyor-General.
3. Staff will inform affected parties of name change.

7. Attachments

Appendix 1 - Road Renaming Report VCB 12 April 2021 [↓](#)

Appendix 2 - Map of Portion of Boundary Road [↓](#)

Report author:



Faye Somerville
Roading Administration Assistant
16/04/2021

Reviewed and authorised by:



Julie Muir
Executive Manager - Infrastructure Services
21/04/2021

12 April 2021

**21.3.3 ROAD RENAMING APPROVAL REPORT - PORTION OF BOUNDARY ROAD**

Doc ID: 526979

1. Purpose of Report

To consider a request to rename a portion of Boundary Road, Alexandra to Recreation Drive.

Recommendations

That the Vincent Community Board

- A. Receives the report and accepts the level of significance.
 - B. Recommends to Council that a portion of Boundary Road be renamed Recreation Drive.
-

2. Background

Boundary Road is a high-volume urban road at the North end of Alexandra. It is used by residents, commercial and industrial businesses and for recreational purposes. It is separated at the intersection of Clyde-Alexandra Road (SH8) and Centennial Avenue. The section between the Clyde-Alexandra Road and the Clutha River is numbered sequentially beginning at number one from the Clyde-Alexandra Road. The portion of Boundary Road from the Clyde-Alexandra Road to the netball pavilion is not numbered.

3. Discussion

Addressing standards do not allow Council to issue a street number below number one. Land Information New Zealand have advised that we will need to rename this portion of Boundary Road in order to allocate street numbers.

Several recreational venues are located on the section of Boundary Road without street numbers issued including the aquatic centre, bowling club, and sports grounds. This can cause confusion and delays for emergency services when they are called. Renaming this section of Boundary Road would allow street numbers to be allocated ensuring emergency services can quickly and accurately locate the place of the emergency (map showing section to be renamed as appendix 1).

The introduction of ultra-fast broadband and the requirement from Chorus to provide a street address to connect triggered a request from the Alexandra Bowling Club for a street number. Chorus were consulted on this requirement and they reiterated the need for an appropriate street number in order to carry out a connection. However, on this occasion and at some inconvenience, Chorus did arrange a connection for the Bowling Club to meet a tournament commitment in February. Renaming this section of Boundary Road will future proof it for any further connections.

Council's road re-naming policy requires a public notification period to be provided to allow consultation with affected parties. The majority of property on this section of Boundary Road is owned by Council with the exception of the Crown-owned land occupied by the Bowling Club. It is proposed that the Bowling Club be invited to provide feedback on the suggested name of Recreation Drive. This name would appropriately fit the primary use of all land on that

Vincent Community Board meeting Agenda

12 April 2021

part of the road given it runs through Recreation Reserve land which can only be used for the purpose of recreation.

An alternative to renaming this portion of Boundary Road would be to renumber all existing properties on the road. This would require substantial consultation with all property owners and residents and likely to cause significant disruption.

The list of Vincent Community Board approved road names is attached (appendix 2).

4. Options

Option 1 – (Recommended)

Recommend to Council to rename the section of Boundary Road that runs from Clyde-Alexandra and Centennial Avenue intersection to the netball pavilion highlighted in red on the attached map (appendix 1) to Recreation Drive.

Advantages:

- Emergency services can locate an emergency quickly and easily in the event of a call out.
- The existing portion of Boundary Road and numbers will not change.
- Ensures future connection requests for services can be provided with ease.
- Recommended by Land Information New Zealand.
- Suggested names comply with Council's Road naming policy.

Disadvantages:

- Council staff will engage with leasees regarding the renaming process.

Option 2

Renumber all existing properties on Boundary Road.

Advantages:

- Renaming a portion of Boundary Road would not be required.

Disadvantages:

- Substantial consultation process would be required with affected parties.
- Significant disruption to a large number of residents, businesses and other property owners.

5. Compliance

Local Government Act 2002 Purpose Provisions	<p>This decision enables efficient decision making and action by, and on behalf of the community.</p> <p>The Local Government Act 1974 Section 319A, Initial Naming of Roads, states: "If the council names any road for the first time, or alters the name of a road, the council must as soon as practical send a copy of the relevant resolution to</p>
---	--

Vincent Community Board meeting Agenda

12 April 2021

	<p>the Registrar-General of Land and the Surveyor-General".</p> <p>This decision promotes the environmental wellbeing of communities by providing clear direction to access points for emergency services.</p>
Financial implications – Is this decision consistent with proposed activities and budgets in long term plan/annual plan?	Costs for road signs will be met by Council roading budgets.
Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.	The Road Renaming Policy contained in the Council's Roding Policies 2015 governs the renaming of roads in the district in line with AS/NZS 4819:2011 Australia/New Zealand Addressing Standards and Council District Planning.
Considerations as to sustainability, the environment and climate change impacts	Managing change while protecting and enhancing our culture, heritage and landscape is one of council's sustainability goals. Road renaming has the ability to celebrate cultural and heritage aspects of the area. Road renaming has no climate change impacts or benefits.
Risks Analysis	Approval of this road rename presents no discernible risk.
Significance, Consultation and Engagement (internal and external)	A public notification period will be provided to allow consultation with the affected parties and as a courtesy Council staff will engage with leasees to inform them a renaming process.

6. Next Steps

1. The Vincent Community Board considers the proposal and selects a name.
2. Public notification period provided and engagement with leasees.
3. Council confirms the name change.
4. Council sends a copy of the resolution to the Registrar-General of Land and the Surveyor-General.

7. Attachments

Appendix 1 - Map of Portion of Boundary Road.docx

Appendix 2 - Vincent Community Board Approved Road Names.docx

Vincent Community Board meeting Agenda

12 April 2021

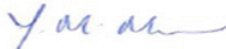
Report author:



Faye Somerville
Roading Administration Assistant

25/03/2021

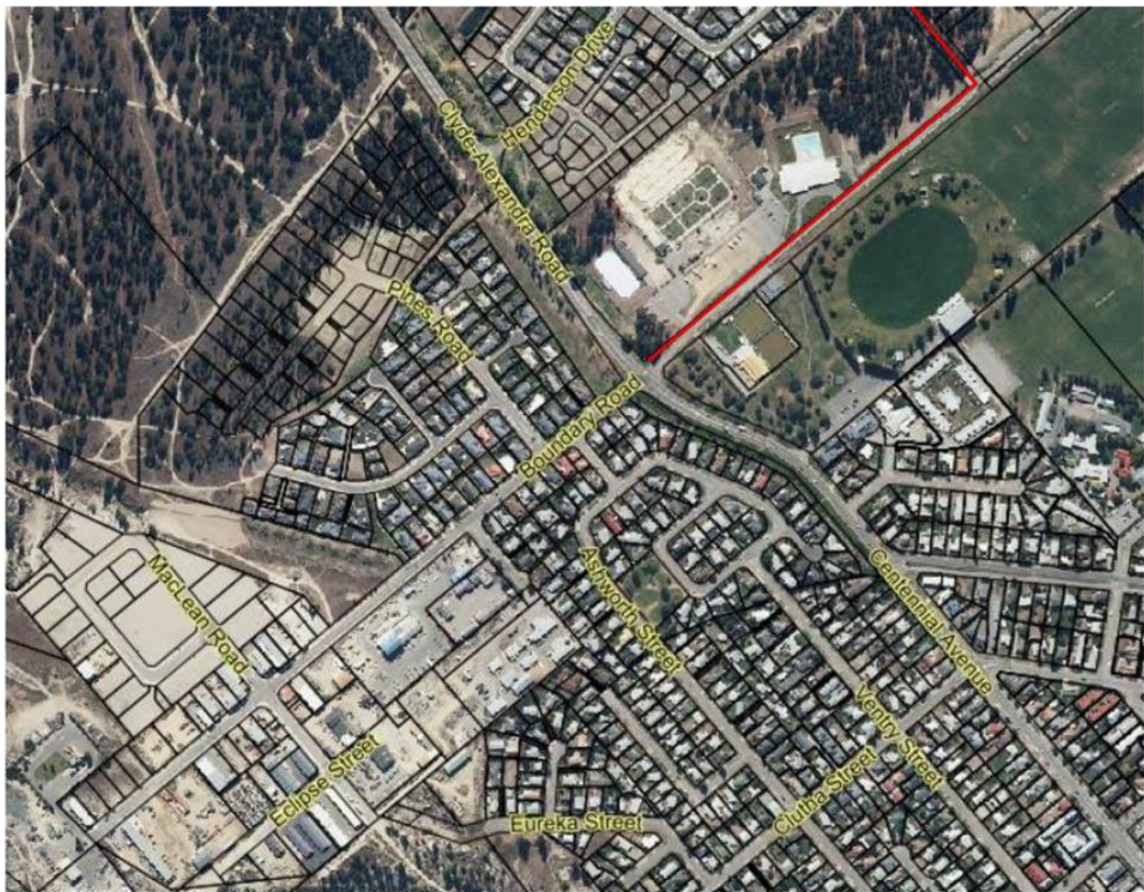
Reviewed and authorised by:



Julie Muir
Executive Manager - Infrastructure
Services

25/03/2021

Appendix 2



21.3.7 MINISTER OF CONSERVATION'S CONSENT - EASEMENT OVER ANDERSON PARK (RECREATION RESERVE) [PRO: 62-3116-00]

Doc ID: 530134

1. Purpose of Report

To consider granting consent (under delegated authority), on behalf of the Minister of Conservation, to Council granting an easement over Section 8 Block XCII Town of Cromwell, being part of Anderson Park Recreation Reserve.

Recommendations

That the Council

- A. Receives the report and accepts the level of significance.
- B. Agrees to grant consent (under delegated authority), on behalf of the Minister of Conservation, to Council granting an easement over Section 8 Block XCII Town of Cromwell, being part of Anderson Park Recreation Reserve.

2. Background

At their meeting of 20 April 2021, the Cromwell Community Board (the Board) considered an application for an easement over Section 8 Block XCII Town of Cromwell, being part of Anderson Park Recreation Reserve.

A copy of the report to the Board dated 20 April 2021 is attached as **Appendix 1**.

On consideration the Board resolved (Resolution 21.3.2) as follows:

B. Agrees grant an easement (right to drain sewage) over Section 8 Block XCII Town of Cromwell being part of the Anderson Park Recreation Reserve, in favour of new Lot 2 Deposited Plan 553564, subject to:

- *The Minister of Conservation's consent.*
- *The Applicants paying all costs associated with preparing and registering the easement.*

As noted in Resolution 21.3.2, the granting of the easement over Section 8 Block XCII Town of Cromwell, which is recreation reserve, is subject to the consent of the Minister of Conservation.

The role of the Minister of Conservation in this matter is to:

- be satisfied that the granting of the easement conforms with the provisions of the Reserves Act 1977.
- ensure that due process under the Act has been followed.
- consider submissions resulting from public notification (when required if applicable).

3. Discussion

Due Process – Easements over Reserve Land

Section 48(1) of the Reserves Act 1977 (the Act) authorises the granting of rights of way and other easements. Subject to the Resource Management Act 1991, and with the consent of the Minister of Conservation, an administering body may grant rights of way or other easements over a reserve for the following purposes:

- (a) *any public purpose; or*
- (b) *providing access to any area included in an agreement, lease, or licence granted under the powers conferred by this Act; or*
- (c) *the distribution or transmission by pipeline of natural or manufactured gas, petroleum, biofuel, or geothermal energy; or*
- (d) *an electrical installation or work, as defined in section 2 of the Electricity Act 1992; or*
- (e) *the provision of water systems; or*
- (f) *providing or facilitating access or the supply of water to or the drainage of any other land not forming part of the reserve or for any other purpose connected with any such land.*

Prior to granting any right of way or easement under section 48(2) of the Act requires an administering body to give public notice of their intention to grant the rights over the reserve. However, Section 48(3) states that public notification is not required where:

- *the reserve is vested in an administering body and is not likely to be materially altered or permanently damaged; and,*
- *the rights of the public in respect of the reserve are not likely to be permanently affected.*

As noted in Appendix 1, Section 8 Block XCII Town is part of Anderson Park Recreation Reserve. The Board's granting of an easement for the purpose of draining sewage recognises:

- the provisions of the Resource Management Act 1991 whereby the easement is a condition of the associated resource consent;
- the provisions of section 48(1)(f) of the Act, and that,
- the connection to the existing main, which is in the reserve, will not materially alter the reserve or affect the rights of the public.

As the connection to the existing main will not materially alter the reserve, or affect the rights of the public, consultation under section 48(2) of the Act is not required in this instance.

Minister of Conservation's Consent

In accordance with section 48(1) of the Act, the Minister of Conservation's consent is required by an administering body when granting rights of way or other easements over a reserve. The purpose of the Minister's consent is to ensure due process under the Act has been followed by Council as the administering body.

Pursuant to section 10 of the Act, and in accordance with the 'Instrument of Delegation to Territorial Authorities' dated 12 June 2013, the Minister of Conservation has delegated the granting of that consent to the Council.

4. Options

Option 1 – (Recommended)

To grant consent (under delegated authority), on behalf of the Minister of Conservation, to Council granting an over Section 8 Block XCII Town of Cromwell, being part of Anderson Park Recreation Reserve.

Advantages:

- The granting of the easement is consistent with section 48 of the Reserves Act 1977.
- The works will not materially alter or compromise the public's use of the land.
- Recognises that due process has been followed.

Disadvantages:

- None.

Option 2

To not grant consent (under delegated authority), on behalf of the Minister of Conservation, to Council granting an easement over Section 8 Block XCII Town of Cromwell, being part of Anderson Park Recreation Reserve.

Advantages:

- None.

Disadvantages:

- Does not recognise that due process has been followed.
- The applicant will not be able to give effect to the terms of their resource consent.

5. Compliance

Local Government Act 2002 Purpose Provisions	<p>The Local Government Act 2002 does not apply to this decision.</p> <p>The Minister of Conservation's consent is delegated to Council in accordance with section 10 of the Reserves Act 1977 and with the 'Instrument of Delegation to Territorial Authorities' dated 12 June 2013.</p>
Financial implications – Is this decision consistent with proposed activities and budgets in long term plan/annual plan?	<p>There are no financial implications related to the recommendation.</p>
Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.	<p>The recommendation is consistent with the Reserves Act 1977 and with the 'Instrument of Delegation to Territorial Authorities' dated 12 June 2013.</p> <p>The proposed works are consistent with the provisions of the Council's District Plan and with the Resource Management Act 1991.</p>

Considerations as to sustainability, the environment and climate change impacts	No sustainability, environmental or climate change impacts are related to the decision as the granting of the rights and the associated works will have no material effect on the land.
Risks Analysis	There are no risks to Council associated with the recommended option.
Significance, Consultation and Engagement (internal and external)	Pursuant to section 48(3) of the Reserves Act 1977, public advertising of the intention to grant of an easement over a reserve or any part thereof is not required where the reserve is not likely to be materially altered or permanently damaged; and the rights of the public in respect of the reserve are not likely to be permanently affected.

6. Next Steps

The following steps will/have been undertaken in association with having the easement registered:

- | | |
|--|-----------------|
| 1. Community Board Approval | 20 April 2021 |
| 2. Consent of the Minister of Conservation | 24 March 2012 |
| 3. Applicant advised of outcome | Late March 2021 |

7. Attachments

Appendix 1 - Copy of Report Dated 20 April 2021 [↓](#)

Report author:



Linda Stronach
Property Officer - Statutory
7/04/2021

Reviewed and authorised by:



Louise van der Voort
Executive Manager - Planning and Environment
10/03/2021



20 April 2021

**21.3.2 REQUEST FOR EASEMENT OVER ANDERSON PARK RECREATION RESERVE
(PRO: 62-3090-00)**

Doc ID: 527558

1. Purpose of Report

To consider an application for an easement over Section 8 Block XCII Town of Cromwell being part of Anderson Park Recreation Reserve.

Recommendations

That the Cromwell Community Board

- A. Receives the report and accepts the level of significance.
- B. Agrees to grant an easement (right to drain sewage) over Section 8 Block XCII Town of Cromwell being part of the Anderson Park Recreation Reserve, in favour of new Lot 2 Deposited Plan 553564, subject to:
 - the Minister of Conservation's consent.
 - the Applicants paying all costs associated with preparing and registering the easement.
- C. Authorises the Chief Executive to do all that is necessary to give effect to the resolution.

2. Background

Anderson Park Recreation Reserve has a total area of approximately 14.7578 hectares. It is made up of two parcels of land being Section 17 Block XVII, and Section 8 Block XCII, Town of Cromwell. The two parcels are held together in Record of Title OT13B/805. The land is owned by Council in a fee simple estate and is held subject to the Reserves Act 1977.

The majority of the land is contained in Section 17 Block XVII Town of Cromwell (Section 17). A variety of recreational facilities are located on Section 17. These include the Cromwell swimming pool, hockey turf, tennis courts, and the Anderson Park sports pavilion and playing fields. There are also carparking, footpaths, rose gardens and a fountain on Section 17.

The balance of the land, approximately 1.8656 hectares, is contained in Section 8 Block XVII Town of Cromwell (Section 8). There are a number of walkways on Section 8. The walkways link Section 17 to Gair Avenue, Cairnmuir Crescent and Jollys Road.

Section 8 is outlined in yellow below in figure 1. The southern end of Section 17 is outlined in blue.



Figure 1 – Section 8 Block XCII Town of Cromwell (outlined in yellow).

Many privately owned properties 'back on' to Anderson Park. These properties are accessed from various streets including Aurum Court.

In 2016 the owners of 12 Aurum Court (the Applicants) applied for consent to build two units then subdivide the property into two Lots. In their application for subdivision and land use consent the Applicants propose to connect new Lot 1 to the existing sewer main in Aurum Court. The application notes that:

"It is not possible for the rear lot to gravity feed into the Council sewer main in Aurum Court. It is proposed that Lot 2 connect to the existing Council main in Sec 8 Blk XCII Town of Cromwell, a Council reserve.

This would be covered by an easement in favour of Lot 2. It is noted that other lots in the underlying subdivision also connect to this main within the Council reserve."

A plan of Council's sewer main as it lies in the reserve surrounding Aurum Court is shown below in figure 2.



Figure 2 – Council's sewer main in the reserve surrounding Aurum Court.

In August 2016 the application for subdivision and land use consent was approved. Conditions relating to wastewater connections under the consent are as follow:

Wastewater

6. Prior to Section 224(c) certification a cleaning eye shall be installed at the street boundary of the existing connection in Aurum Court to serve Lot 1.
7. Prior to Section 224(c) certification a standard 100mm diameter connection and cleaning eye shall be installed from the council reticulation within the park reserve to the north of the subdivision through Easement C to the boundary of Lot 2.

In accordance with the conditions of the resource consent, the Applicants have now applied for an easement to drain sewage over Section 8, being part of Anderson Park Recreation

Reserve, in favour of new Lot 2. In simple terms, the easement would enable the Applicants to connect new Lot 2 to the existing Council sewer main as lies in the reserve.

Easement area "C" is shown below in an extract of the subdivision plan in figure 3. The subdivision plan showing easement area "C" is overlaid into GIS in figure 4.

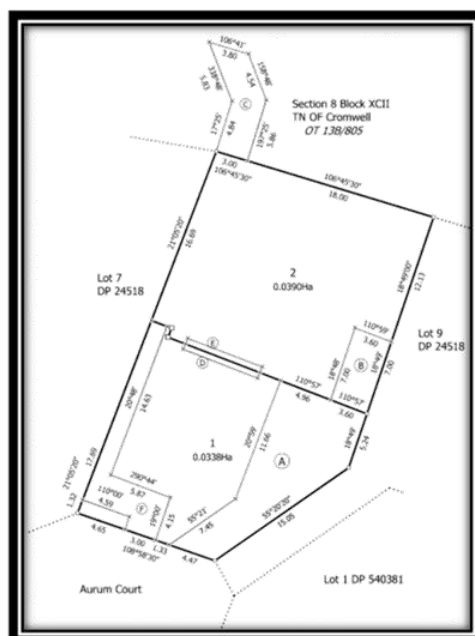


Figure 3 – Extract of Subdivision Plan



Figure 4 – Subdivision Plan overlaid into GIS

3. Discussion

Reserves Act

Section 48 of the Reserves Act 1977 (the Act) provides for the granting of rights of way and other easement over reserves. Section 48(1) of the Act states that in the case of reserves vested in an administering body, the administering body may, with the consent of the Minister of Conservation and on such conditions as the Minister thinks fit, grant rights of way and other easements over any part of a reserve.

Granting an easement for the purpose of draining sewage is consistent section 48(1)(f) of the Act. Section 48(1)(f) states that an easement may be granted over any part of the reserve for the purposes of:

providing or facilitating access or the supply of water to or the drainage of any other land not forming part of the reserve or for any other purpose connected with any such land.

Any easement granted under section 48(1) is granted subject section 48(2) which states:

Before granting a right of way or an easement under subsection (1) over any part of a reserve vested in it, the administering body shall give public notice in accordance with section 119 specifying the right of way or other easement intended to be granted, and shall give full consideration, in accordance with section 120, to all objections and submissions received in respect of the proposal under that section.

However, section 48(3) of the Act states that subsection 48(2) shall not apply if:

- a) the reserve is vested in the administering body and is not likely to be materially altered or permanently damaged; and*
- b) the rights of the public in respect of the reserve are not likely to be permanently affected.*

The purpose of the Reserves Act 1977 is to provide for and to protect reserves for the benefit of the community. Therefore, the issuing of rights over a reserve is generally accepted as being a last resort in the absence of other practical alternatives, particularly where there is likely to be a material effect on the reserve.

A significant portion of council's sewer main is already contained in the reserve. The main services many properties that 'back on' to Anderson Park. Neither the main nor any of the existing connections have any material effect on the land or compromise the public's use of the reserve of it is underground.

On that basis, given the rights being requested are no greater than those held by any other party, will not materially affect, or compromise the public's use of the land, public consultation is not required in this instance.

Financial

All costs associated with preparing and registering the easement and with the resource consent lie with the Applicants.

4. Options

Option 1 – (Recommended)

To grant an easement (right to drain sewage) over Section 8 Block XCII Town of Cromwell being part of the Anderson Park Recreation Reserve, in favour of new Lot 2 Deposited Plan 553564, subject to:

- the Minister of Conservation's consent.
- the Applicants paying all costs associated with preparing and registering the easement.

Advantages:

- The granting of the easement is consistent with the provisions of the Reserves Act 1977.
- The applicants will be able to give effect to the terms and conditions of their resource consent.

Disadvantages:

- None, as the rights being requested are no greater than those held by any other party, will not materially affect the reserve, or compromise the public's use of the land.

Option 2

To not grant an easement over Section 8 Block XCII Town of Cromwell being part of the Anderson Park Recreation Reserve.

Advantages:

Cromwell Community Board meeting Agenda

20 April 2021

- None, as the rights being requested are no greater than those held by any other party, will not materially affect the reserve, or compromise the public's use of the land.

Disadvantages:

- Does not recognise the provisions of the Reserves Act 1977.
- The applicants will be not be able to give effect to the terms and conditions of their resource consent.

5. Compliance

Local Government Act 2002 Purpose Provisions	While the decision does not relate to any Council service or activity, the granting of the easement will promote development within the district.
Financial implications – Is this decision consistent with proposed activities and budgets in long term plan/annual plan?	No negative financial implications are related to this decision. The Applicants are required to pay all costs associated with preparing and registering the easement.
Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.	The granting of an easement containing the right to drain of sewage over a reserve is consistent with the provisions of section 48(1)(f) of the Reserves Act 1977.
Considerations as to sustainability, the environment and climate change impacts	No sustainability, environmental or climate change impacts are related to the decision as the associated works will have no material effect on the land.
Risks Analysis	There are no risks to Council associated with the recommended option.
Significance, Consultation and Engagement (internal and external)	The Significance and Engagement Policy has been considered, with none of the criteria being met or exceeded. In accordance with section 48(3) of the Reserves Act 1977, public consultation is not required.

6. Next Steps

The following steps will be taken to implement the road stopping:

- | | |
|----------------------------------|---------------|
| 1. Community Board approval | 20 April 2021 |
| 2. Council approval | 05 May 2021 |
| 3. Applicants advised of outcome | Mid-May 2021 |

7. Attachments

Cromwell Community Board meeting Agenda

20 April 2021

Nil

Report author:

Reviewed and authorised by:



Linda Stronach
Property Officer - Statutory
12/03/2021

Louise van der Voort
Executive Manager - Planning and Environment
9/04/2021

21.3.8 REQUEST FOR MINISTER OF CONSERVATION'S CONSENT TO EASEMENT OVER NASEBY RECREATION RESERVE [PRO 64-5033-00 AND PRO 64-5140-00]

Doc ID: 527295

1. Purpose of Report

To consider granting consent (under delegated authority), on behalf of the Minister of Conservation, to Council granting an easement (retrospectively, in gross) to OtagoNet Limited, over Lot 1 Deposited Plan 307769 and Section 80 Block I Naseby Survey District being part of the Naseby Recreation Reserve.

Recommendations

That the Council

- A. Receives the report and accepts the level of significance.
 - B. Agrees to grant consent (under delegated authority), on behalf of the Minister of Conservation, to Council granting an easement (retrospectively, in gross) over Lot 1 Deposited Plan 307769 and Section 80 Block I Naseby Survey District (recreation reserve) in favour of OtagoNet Limited.
-

2. Background

At their meeting of 15 April 2021, the Maniototo Community Board (the Board) considered an application for an easement (retrospectively, in gross) over Section 157 Survey Office Plan 21129, Lot 1 Deposited Plan 307769, and Section 80 Block I Naseby Survey District (recreation reserve) from OtagoNet Limited.

A copy of the report to the Board dated 15 April 2021 is attached as **Appendix 1**.

On consideration the Board resolved (Resolution 21.3.2) as follows:

- B. *Agrees to grant an easement (retrospectively, in gross) to OtagoNet Limited over Section 157 Survey Office Plan 21129, Lot 1 Deposited Plan 307769 and Section 80 Block I Naseby Survey District, to legalise the existing infrastructure for \$1, subject to:*
 - *All costs associated with surveying the existing infrastructure, and with preparing and registering the easement being met by OtagoNet Limited; and,*
 - *The Minister of Conservation's consent to the easement over Lot 1 Deposited Plan 307769 and Section 80 Block I Naseby Survey District being recreation reserve.*

As noted in Resolution 21.3.2, the granting of the easement over Lot 1 Deposited Plan 307769 and Section 80 Block I Naseby Survey District is subject to the consent of the Minister of Conservation. The role of the Minister of Conservation in this matter is to:

- be satisfied that the granting of the easement conforms with the provisions of the Reserves Act 1977.
- ensure that due process under the Act has been followed.
- consider submissions resulting from public notification (when required if applicable).

3. Discussion

Due Process – Easements over Reserve Land

Section 48(1)(d) of the Reserves Act 1977 (the Act) authorises the granting easements over a reserve or any part thereof for an electrical installation or work as defined in section 2 of the Electricity Act 1992.

Section 2 of the Electricity Act 1992 defines an electrical installation or work as “all fittings beyond the point of supply that form part of a system that is used to convey electricity to a point of consumption”. Accordingly, the granting of an easement for the purpose of upgrading the existing network is consistent with the Act.

The 2004 upgrade of OtagoNet’s network was undertaken to provide power to a new recreational facility on recreation reserve. The 2015 upgrade, which was scheduled maintenance, ensured the ongoing supply of power to that facility (and to the wider community). This means there is a significant public benefit associated with having that infrastructure on the reserve. Therefore, granting the easement retrospectively to legalise the existing infrastructure was recommended.

While public notice can be required when easements or other rights are granted over reserves, section 48(3) of the Act states that public notification is not required where the reserve is vested in an administering body and is not likely to be materially altered or permanently damaged; and the rights of the public in respect of the reserve are not likely to be permanently affected.

Lot 1 Deposited Plan 307769 and Section 80 Block I Naseby Survey District are both recreation reserve vested in Council. Lot 1 vested in council on deposit (of plan 307769) and Section 80 was vested in council in 1914. This means Council is the administering body for both reserves.

As the 2004 and 2015 upgrades were of existing infrastructure, and the more recent undergrounding reduced a small element of that infrastructure, the works in general have not materially altered the reserve or affected the rights of the public. Therefore, public consultation is not required in this instance.

Minister of Conservation’s Consent

Under the Reserves Act 1977, the Minister of Conservation’s consent is required by the administering body when granting an easement over recreation reserve. The purpose of the Minister’s consent is to ensure due process under the Act has been followed by the administering body.

Pursuant to section 10 of the Act, and in accordance with the ‘Instrument of Delegation to Territorial Authorities’ dated 12 June 2013, the Minister of Conservation has delegated the granting of that consent to the Council.

4. Options

Option 1 – (Recommended)

To grant consent (under delegated authority), on behalf of the Minister of Conservation, to Council granting an easement (retrospectively, in gross) over Lot 1 Deposited Plan 307769 and Section 80 Block I Naseby Survey District (recreation reserve) in favour of OtagoNet Limited.

Advantages:

- OtagoNet Limited’s existing occupation will be legalised.
- The purpose of the easement is consistent with section 48 of the Reserves Act 1977.

- The works did not materially alter, damage, or compromise the public's use of the land.
- Recognises that the infrastructure enhances use of the reserve.
- Recognises that due process has been followed retrospectively.

Disadvantages:

- None.

Option 2

To not grant an easement (retrospectively, in gross) to OtagoNet Limited.

Advantages:

- None.

Disadvantages:

- OtagoNet Limited's existing occupation will not be legalised.
- Does not recognise the provisions of section 48 of the Reserves Act 1977.
- Could jeopardise the supply of power to facilities on the reserve (and wider community).
- Does not recognise that due process has been followed retrospectively.

5. Compliance

Local Government Act 2002 Purpose Provisions	The Local Government Act 2002 does not apply to this decision. The Minister of Conservation's consent is delegated to Council in accordance with the Reserves Act 1977, and the "Instrument of Delegation to Territorial Authorities" dated 12 June 2013.
Financial implications – Is this decision consistent with proposed activities and budgets in long term plan/annual plan?	There are no financial implications related to the recommendation.
Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.	The recommendation is consistent with the Reserves Act 1977 and with the "Instrument of Delegation to Territorial Authorities" dated 12 June 2013.
Considerations as to sustainability, the environment and climate change impacts	No sustainability, environmental or climate change impacts are related to the decision as the legalising the existing will have no material effect on the land.
Risks Analysis	There are no risks to Council associated with the recommended option.
Significance, Consultation and Engagement (internal and external)	The Significance and Engagement Policy has been considered, with none of the criteria being met or exceeded.

	Pursuant to section 48(3) of the Reserves Act 1977, public advertising of the intention to grant an easement over a reserve or any part thereof is not required where the reserve is not likely to be materially altered or permanently damaged; and the rights of the public in respect of the reserve are not likely to be permanently affected.
--	--

6. Next Steps

The following steps will be undertaken in association with having the easement registered:

- | | |
|--|---------------|
| 1. Community Board Approval | 15 April 2021 |
| 2. Consent of the Minister of Conservation | 05 May 2021 |
| 3. Applicant advised of outcome | Mid May 2021 |

7. Attachments

Appendix 1 - Copy of Report Dated 15 April 2021 [↓](#)

Report author:



Linda Stronach
Property Officer - Statutory
7/04/2021

Reviewed and authorised by:



Louise van der Voort
Executive Manager - Planning and Environment
6/01/2021



15 April 2021

21.3.2 APPLICATION FOR EASEMENT IN FAVOUR OF OTAGONET LIMITED

Doc ID: 526893

1. Purpose of Report

To consider granting an easement (in gross) over Section 157 Survey Office Plan 21129, Lot 1 Deposited Plan 307769, and Section 80 Block I Naseby Survey District (recreation reserve) to OtagoNet Limited.

Recommendations

That the Maniototo Community Board

- A. Receives the report and accepts the level of significance.
- B. Agrees to grant an easement (retrospectively, in gross) to OtagoNet Limited over Section 157 Survey Office Plan 21129, Lot 1 Deposited Plan 307769 and Section 80 Block I Naseby Survey District, to legalise the existing infrastructure for \$1, subject to:
 - All costs associated with surveying the existing infrastructure, and with preparing and registering the easement being met by OtagoNet Limited; and,
 - The Minister of Conservation's consent to the easement over Lot 1 Deposited Plan 307769 and Section 80 Block I Naseby Survey District being recreation reserve.
- C. Authorises the Chief Executive to do all that is necessary to give effect to the resolution.

2. Background

Transpower New Zealand (Transpower) are upgrading their 220kV overhead (pylon-based) network. This is to mitigate the effect of the Tiwai Aluminium Smelter closing its operation at Bluff which has resulted in a surplus of power in the south.

To upgrade the 220kV network Transpower will add an extra conductor to each overhead line. This is called duplexing. Duplexing will enable Transpower to transmit more power from the Manapouri Power Station into the wider National Grid.

In some locations Transpower's 220kV network passes over other overhead networks. Where this occurs, the other network is now required to re-route and/or underground their overhead lines. This is because the Transpower network takes precedence over all other networks.

The undergrounding of the other network's lines will reduce the possibility of outages to that network's customers while the duplexing occurs. It will also ensure the safety of Transpower's staff and contractors while the works are undertaken.

Transpower have a 220kV overhead network which runs through the Maniototo. The network runs eastward crossing the Naseby – Ranfurly Road and Channel Road just south of Naseby. The Transpower network continues east before veering northward out of the Maniototo through the Danseys Pass.

The Transpower network to the south of Naseby is shown in red below in figure 1.

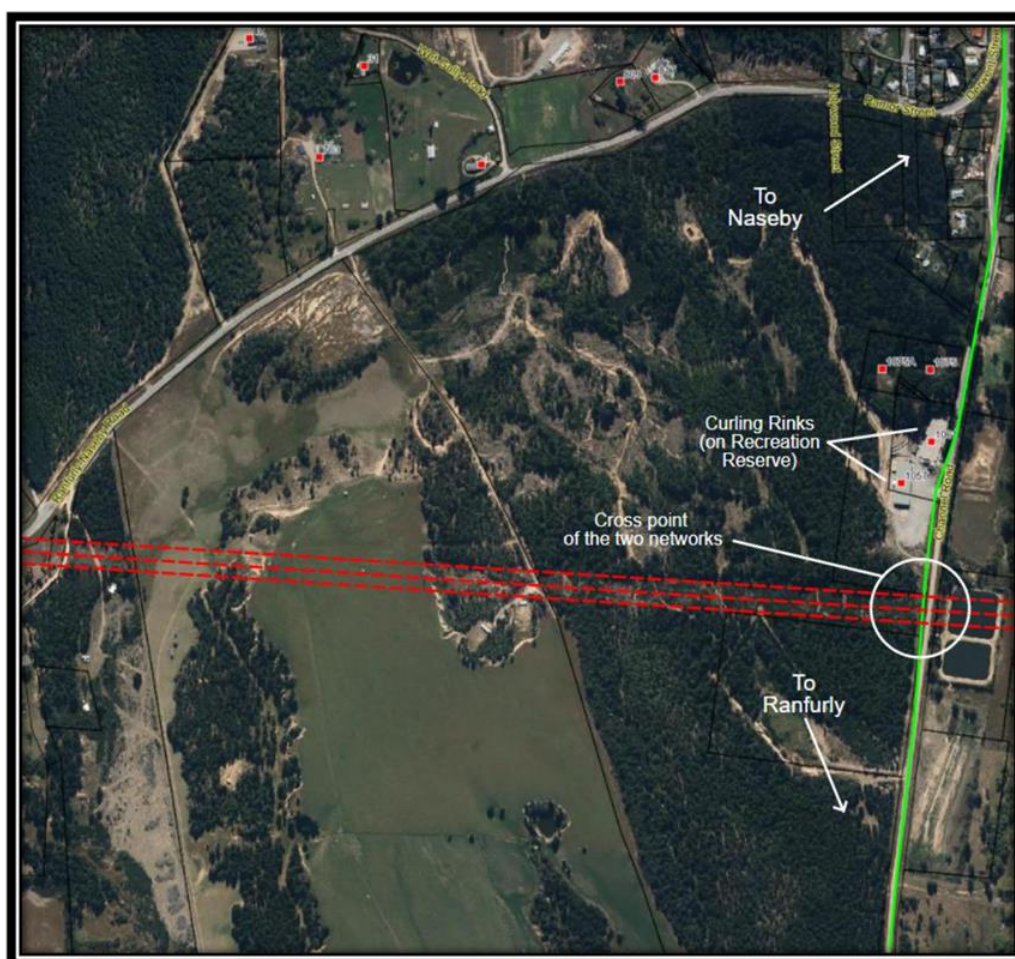


Figure 1 –The Transpower (shown in red) and OtagoNet (shown in green) electricity networks south of Naseby.

OtagoNet Limited (OtagoNet) have a 33kV overhead network that runs up Channel Road into Naseby. Their overhead network is shown in green in figure 1. The OtagoNet overhead network passes under the Transpower lines just south of Naseby's indoor and outdoor curling rinks.

Naseby's indoor and outdoor curling rinks are located on Lot 1 Deposited Plan 307769 and Section 80 Block I Naseby Survey District.

In 2004, OtagoNet upgraded their Channel Road network to enable them to supply power to the new indoor curling rink. The same network was again upgraded in 2015 as part of OtagoNet's scheduled maintenance programme. More recently, OtagoNet were notified by Transpower that they were required to underground their network through the cross point of the two networks.

The schedule of works required to underground the section of OtagoNet's 33kV lines through the cross point include:

- removing pole 818102 and replacing it with a new termination pole.
- erecting a new termination pole (with pole mounted transformer) to the south of pole 818179.
- removing pole 818179.

- installing approximately 85 metres of underground cable in the land between the two new termination poles to reconnect the network.

A plan of the infrastructure through the cross point prior to the undergrounding is shown below in figure 2.

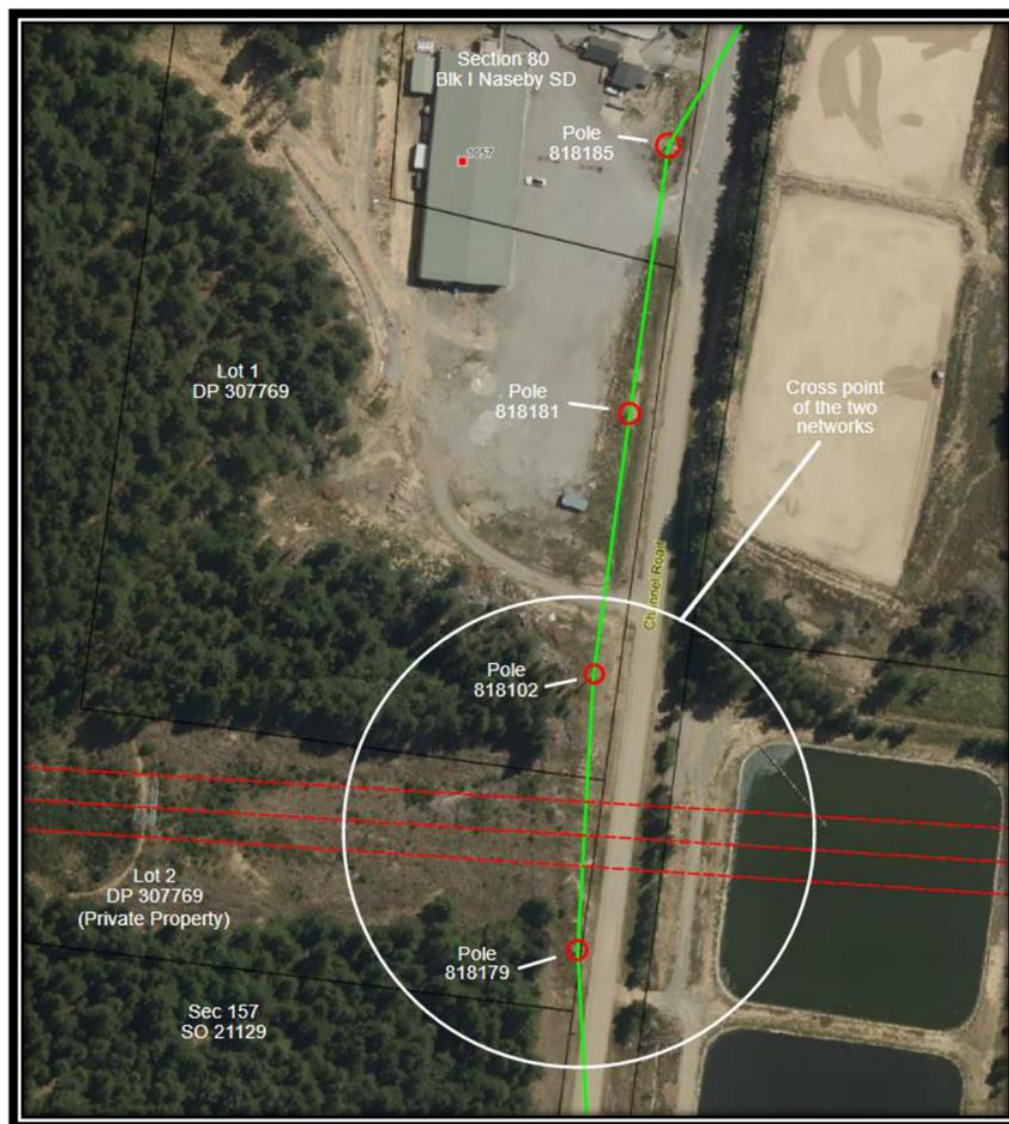


Figure 2 – Cross point of Transpower and OtagoNet networks over Lot 1 DP 307769.

In accordance with Transpower's notification OtagoNet have since completed the schedule of works and undergrounded their lines through the cross point of the two networks.

On completion it was determined that the undergrounding (and the two previous upgrades) had not occurred in road reserve. The works have taken place in the following parcels of land:

- Lot 2 DP 307769.
- Section 157 Survey Office Plan.
- Lot 1 DP 307769.

- Section 80 Block I Naseby Survey District.

Lot 2 DP 307769 is owned by a private company. OtagoNet will deal with the owner of the property to obtain any rights they require over Lot 2.

Section 157 Survey Office Plan 21129 (Section 157) is a Council-owned fee simple title. The land is the Naseby closed landfill site. It is currently vacant.

Lot 1 DP 307769 (Lot 1) and Section 80 Block I Naseby Survey District (Section 80) are recreation reserve. Lot 1 vested in Council as recreation reserve on deposit in 2002. Section 80 was vested in Council as a public recreation ground in 1914. It was reclassified recreation reserve in 1982.

As the works through Section 157, Lot 1, and Section 80 have been completed and are not covered by OtagoNet's existing use rights, they have now applied to Council for an easement over Section 157, Lot 1, and Section 80.

The application is being made retrospectively to legalise the infrastructure in its current formation.

3. Discussion

Legal

Section 157 is a Council-owned fee simple title. As a fee simple title, Council may grant an easement over Section 157 (or any part thereof) on any terms or conditions which Council deems appropriate.

As Lot 1 and Section 80 are recreation reserve, they are subject to the Reserves Act 1977.

Section 48 of the Reserves Act 1977 states that in the case of reserves vested in an administering body, the administering body, may with the consent of the Minister (of Conservation) and on such conditions as the Minister thinks fit, grant easements over any part of a reserve for an electrical installation or work, as defined in section 2 of the Electricity Act 1992.

Section 2 of the Electricity Act 1992 defines an electrical installation as "all fittings beyond the point of supply that form part of a system that is used to convey electricity to a point of consumption". The poles, overhead wires, underground cable, and transformer all meet this definition.

The purpose of the Reserves Act 1977 is to provide for and to protect reserves for the benefit of the community. Therefore, the issuing of rights over a reserve is generally accepted as being a last resort in the absence of other practical alternatives, particularly where there is likely to be a material effect on the reserve.

Effect of the Infrastructure on the Reserve

OtagoNet's infrastructure is located just inside the eastern boundary of the reserve. Access to and parking for the curling rinks have been constructed around the infrastructure. For all intents and purposes, this area of the reserve does appear to be road reserve.

The granting of an easement to legalise the existing infrastructure will not materially alter the land, nor compromise its use. In fact, as the 2004 upgrade provided for the supply of power to a new recreational facility, OtagoNet have assisted with enhancing recreational activities on the reserve.

Council Policy

Maniototo Community Board meeting Agenda

15 April 2021

Section 157, Lot 1, and Section 80 are identified on Map 23 of Council's Operational District Plan. The underlying designation of the area that the easement would apply to is rural.

Section 157 is subject to multiple designations including "Refuse Management Purposes", "Road" and "Amenity Planting Purposes".

Lot 1 and Section 80 are designated "Recreational Purposes".

The electrical works are a permitted activity under rule 13.7.7 of the Operational District Plan as shown below:

13.7.7 Operation, maintenance, repair, upgrading and removal of network utilities
(i) The operation, maintenance, repair, replacement, reconstruction and upgrading of network utilities including the transmission network (including existing network utilities and earthworks to maintain the utility's function) is a permitted activity.

Financial

Historically, easements of this nature are exchanged for the nominal rate of \$1, with all costs associated with preparing and registering the easement being payable by the grantee.

As OtagoNet were required to undertake the works at the direction of a third party, and the initial upgrade related to a recreational activity on Council reserve, it is proposed that the nominal rate of \$1 also be levied in this instance.

4. Options

Option 1 – (Recommended)

To grant an easement (retrospectively, in gross) to OtagoNet Limited over Section 157 Survey Office Plan 21129, Lot 1 Deposited Plan 307769 and Section 80 Block I Naseby Survey District, to legalise the existing infrastructure for \$1, subject to:

- All costs associated with surveying the existing infrastructure, and with preparing and registering the easement being met by OtagoNet Limited; and,
- The Minister of Conservation's consent to the easement over Lot 1 Deposited Plan 307769 and Section 80 Block I Naseby Survey District being recreation reserve.

Advantages:

- OtagoNet Limited's network over Section 157 Survey Office Plan 21129, Lot 1 Deposited Plan 307769 and Section 80 Block I Naseby Survey District will be legalised.
- The ongoing supply of power to the curling rinks and the wider community of Naseby will be maintained.
- The operation, maintenance, repair and upgrading of network utilities is consistent with Council's Operational District Plan.
- An easement for electrical installations is permitted under the Reserves Act 1977.

Disadvantages:

- None.

Option 2

Maniototo Community Board meeting Agenda

15 April 2021

To not grant an easement (retrospectively, in gross) to OtagoNet Limited.

Advantages:

- None.

Disadvantages:

- OtagoNet's network over Section 157 Survey Office Plan 21129, Lot 1 Deposited Plan 307769 and Section 80 Block I Naseby Survey District will not be legalised.
- The ongoing supply of power to the curling rinks and the wider community of Naseby may be jeopardised.
- Does not recognise the provisions of the Reserves Act 1977.

5. Compliance

Local Government Act 2002 Purpose Provisions	This decision promotes the economic and social wellbeing of the community by legalising the existing OtagoNet occupation which will ensure the ongoing supply to the curling rinks and the wider community of Naseby.
Financial implications – Is this decision consistent with proposed activities and budgets in long term plan/annual plan?	There are no financial implications for Council relating to this decision as all costs associated with the surveying of the infrastructure and the creation of the easement would be met by OtagoNet Limited.
Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.	The electrical works are a permitted activity under rule 13.7.7 of Council's Operative District Plan, with the recommended option also being consistent with the Electricity Act 1992.
Considerations as to sustainability, the environment and climate change impacts	No sustainability, environmental or climate change impacts are related to the decision as the legalisation of the existing infrastructure would have no further material effect on the land.
Risks Analysis	There are no risks to Council associated with the recommended option.
Significance, Consultation and Engagement (internal and external)	The Significance and Engagement Policy has been considered, with none of the criteria being met or exceeded.

6. Next Steps

The following steps will be undertaken in association with having the easement registered:

- | | |
|--|---------------|
| 1. Community Board Approval | 15 April 2021 |
| 2. Consent of the Minister of Conservation | 05 May 2021 |
| 3. Applicant advised works approved | Mid May 2021 |

7. Attachments

Nil

Report author:



Linda Stronach
Property Officer - Statutory
9/03/2021

Reviewed and authorised by:



Louise van der Voort
Executive Manager - Planning and Environment
31/03/2021

21.3.9 MINISTER OF CONSERVATION'S CONSENT - EASEMENT OVER LOCAL PURPOSE (PUBLIC UTILITY) RESERVE [PRO: 65-7026-00]

Doc ID: 529494

1. Purpose of Report

To consider granting consent (under delegated authority), on behalf of the Minister of Conservation, to Council granting an easement over Section 153 Block I Teviot Survey District being part of the (Roxburgh) Local Purpose (Public Utility) Reserve.

Recommendations

That the Council

- A. Receives the report and accepts the level of significance.
- B. Agrees to grant consent (under delegated authority), on behalf of the Minister of Conservation, to the granting an easement over Section 153 Block I Teviot Survey District, being part of the (Roxburgh) Local Purpose (Public Utility) Reserve, in favour of Lot 2 Deposited Plan 8721.

2. Background

At their meeting of 22 April 2021, the Teviot Valley Community Board (the Board) considered an application for an easement over Section 153 Block I Teviot Survey District, being part of the (Roxburgh) Local Purpose (Public Utility) Reserve, in favour of Lot 2 Deposited Plan 8721.

A copy of the report to the Board dated 22 April 2021 is attached as **Appendix 1**.

On consideration the Board resolved (Resolution 21.3.3) as follows:

- B. *Agrees to grant an easement over Section 153 Block I Teviot Survey District (local purpose (public utility) reserve) for \$1, in favour of Lot 2 Deposited Plan 8721, for the purpose of conveying water, subject to:*
- *the Minister of Conservation's consent.*
 - *the applicant obtaining and managing all associated permits and consents associated with the extraction and distribution of groundwater.*
 - *the applicant paying all costs associated with surveying the easement boundaries and with the preparation and registration of the easement agreement.*

As noted in Resolution 21.3.1 the granting of the easement is subject to the consent of the Minister of Conservation. The role of the Minister of Conservation in this matter is to:

- be satisfied that the granting of the easement conforms with the provisions of the Reserves Act 1977.
- ensure that due process under the Act has been followed.
- consider submissions resulting from public notification (when required if applicable).

3. Discussion

Due Process – Easements over Reserve Land

Section 48 of the Reserves Act 1977 (the Act) authorises the granting easements over a reserve or any part thereof for a variety of purposes. In this instance the applicant has requested an easement for the purpose of conveying water. That application is consistent with sections 48(1)(e) and (f) which are shown in extract below:

- (e) the provision of water systems; or*
- (f) providing or facilitating access or the supply of water to or the drainage of any other land not forming part of the reserve or for any other purpose connected with any such land.*

While public notice can be required when easements or other rights are granted over reserves, section 48(3) states that public notification is not required where the reserve is vested in an administering body and is not likely to be materially altered or permanently damaged; and the rights of the public in respect of the reserve are not likely to be permanently affected.

The granting of the easement will legalise an occupation that has been in place on the reserve for approximately 60 years. The associated infrastructure is located discreetly on the northern boundary which has minimised its impact on the reserve. As no additional works or infrastructure are proposed, public consultation is not required in this instance.

Minister of Conservation's Consent

Under the Reserves Act 1977, the Minister of Conservation's consent is required by the administering body when granting an easement over recreation reserve. The purpose of the Minister's consent is to ensure due process under the Act has been followed by the administering body.

Pursuant to section 10 of the Act, and in accordance with the 'Instrument of Delegation to Territorial Authorities' dated 12 June 2013, the Minister of Conservation has delegated the granting of that consent to the Council.

4. Options

Option 1 – (Recommended)

To grant consent (under delegated authority), on behalf of the Minister of Conservation, to the granting an easement over Section 153 Block I Teviot Survey District, being part of the (Roxburgh) Local Purpose (Public Utility) Reserve, in favour of Lot 2 Deposited Plan 8721.

Advantages:

- The granting of the easement is consistent with sections 48(1)(e) and (f) of the Reserves Act 1977.
- The legalisation of the existing infrastructure will not materially alter the land or compromise the ongoing use of the land.
- Recognises that due process has been followed.

Disadvantages:

- None.

Option 2

To not grant consent (under delegated authority), on behalf of the Minister of Conservation, to the granting an easement over Section 153 Block I Teviot Survey District, being part of the (Roxburgh) Local Purpose (Public Utility) Reserve, in favour of Lot 2 Deposited Plan 8721.

Advantages:

- None.

Disadvantages:

- Does not recognise that due process has been followed.
- The existing historical occupation will not be legalised.

5. Compliance

Local Government Act 2002 Purpose Provisions	<p>The Local Government Act 2002 does not apply to this decision.</p> <p>The Minister of Conservation's consent is delegated to Council in accordance with the Reserves Act 1977, and the "Instrument of Delegation to Territorial Authorities" dated 12 June 2013.</p>
Financial implications – Is this decision consistent with proposed activities and budgets in long term plan/annual plan?	There are no financial implications related to the recommendation.
Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.	The recommendation is consistent with the Reserves Act 1977, and with the "Instrument of Delegation to Territorial Authorities" dated 12 June 2013.
Considerations as to sustainability, the environment and climate change impacts	No sustainability, environmental or climate change impacts are related to the decision as the granting of the rights and the associated works will have no material effect on the land.
Risks Analysis	There are no risks to Council associated with the recommended option.
Significance, Consultation and Engagement (internal and external)	<p>The Significance and Engagement Policy has been considered, with none of the criteria being met or exceeded.</p> <p>Pursuant to section 48(3) of the Reserves Act 1977, public advertising of the intention to grant of an easement over a reserve or any part thereof is not required where the reserve is not likely to be materially altered or permanently damaged; and the rights of the public in respect</p>

	of the reserve are not likely to be permanently affected.
--	---

6. Next Steps

The following steps will/have been undertaken in association with the granting and registering of the easement:

- | | |
|--|----------------|
| 1. Community Board Approval | 22 April 2021 |
| 2. Consent of the Minister of Conservation | 05 May 2012 |
| 3. Applicant advised of outcome | Early May 2021 |

7. Attachments

Appendix 1 - Copy of Report Dated 22 April 2021 [↓](#)

Report author:



Linda Stronach
Property Officer - Statutory
7/04/2021

Reviewed and authorised by:



Louise van der Voort
Executive Manager - Planning and Environment
25/01/2021

22 April 2021

**21.3.4 APPLICATION FOR EASEMENT OVER SECTION 153 BLOCK I TEVIOT SURVEY DISTRICT****Doc ID: 529343****1. Purpose of Report**

To consider an application for an easement over Section 153 Block I Teviot Survey District, being part Local Purpose (Public Utility) Reserve.

Recommendations

That the Teviot Valley Community Board

- A. Receives the report and accepts the level of significance.
 - B. Agrees to grant an easement over Section 153 Block I Teviot Survey District (local purpose (public utility) reserve) for \$1, in favour of Lot 2 Deposited Plan 8721, for the purpose of conveying water, subject to:
 - the Minister of Conservation's consent.
 - the applicant obtaining and managing all associated permits and consents associated with the extraction and distribution of groundwater.
 - the applicant paying all costs associated with surveying the easement boundaries and with the preparation and registration of the easement agreement.
 - C. Authorises the Chief Executive to do all that is necessary to give effect to the resolution.
-

2. Background

Christine Bennebroek (the applicant) owns three properties on Roxburgh East Road approximately one kilometre east of Roxburgh.

The properties are legally identified as:

- Lot 2 Deposited Plan (DP) 8721 as contained in Record of Title OTA2/51.
- Lot 3 DP 8721 and Lot 1 DP 10016 as contained in Record of Title OT3C/617.
- Lot 1, 2, and 3 DP 10016 as contained in Record of Title OTA2/232.

The properties contain a residential dwelling and the applicant's business, Clutha Gold Cottages and Holiday Park. The properties are circled, in red, below in figure 1.



Figure 1 – The applicant's properties on Roxburgh East Road

Domestic water is supplied to the applicant's properties via a bore on Section 153 Block I Teviot Survey District. The bore is located in a shallow well in spring. A small shed houses a pump system which is used to convey the water up to the applicant's property. Water is then distributed to the dwelling, cottages, and other park facilities.

A plan of the existing bore and pump shed is shown below in figure 2.

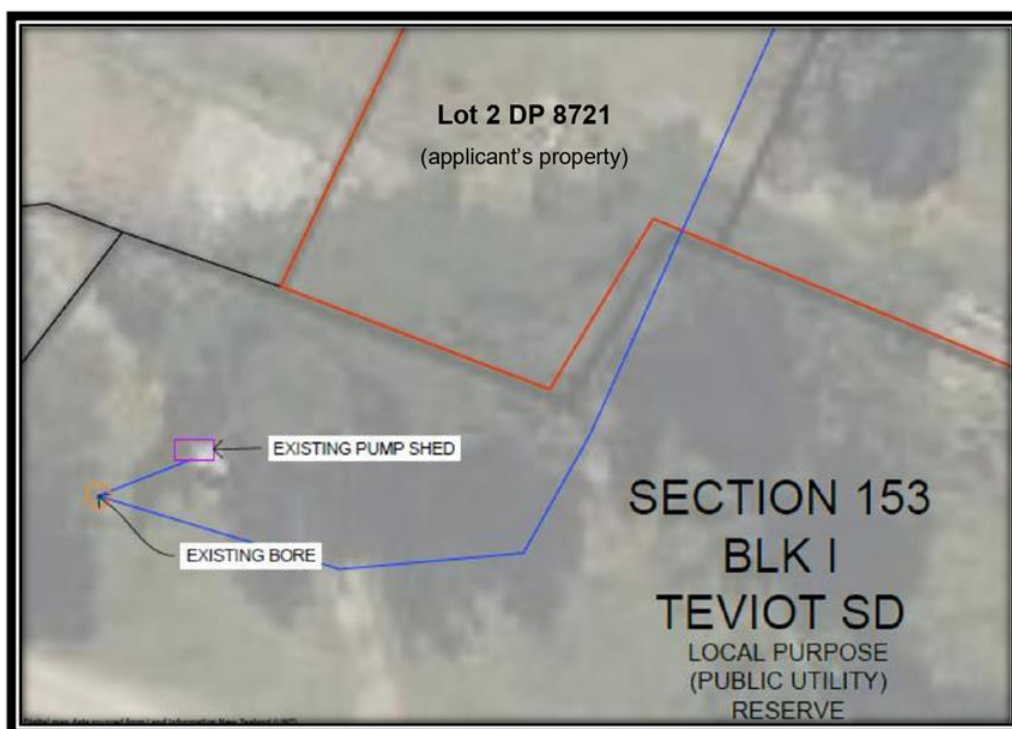


Figure 2 – Plan of the existing bore and pump shed on Section 153

The bore on Section 153 has operated under permit from the Otago Regional Council for approximately 60 years. An overview of the applicant's property, the location of the infrastructure, and Section 153 are shown below in figure 3.



Figure 3— Overview of the applicant's property, the location of the infrastructure, and Section 153

Section 153 Block I Teviot Survey District (Section 153) is local purpose (public utility) reserve. Section 153 originally vested in Council (in trust) along with Part Section 142 Block I Teviot Survey District (Part Section 142), as plantation reserve.

In 2011 the plantation reserve was reclassified local purpose (public utility) reserve. This provided for the expansion of the Roxburgh sewerage ponds disposal field. The reserve has a total area of 34.4212 hectares.

The permit which allows the applicant to extract groundwater is nearing expiry. As part of the renewal process, the Otago Regional Council have asked the applicant to provide evidence of their right to occupy Section 153. As no formal agreement to occupy the land exists the applicant has applied to formalise the historical 'handshake agreement' by way of an easement.

The proposed easement would legalise the existing bore, pump shed, and water pipes on Section 153. It would also provide the applicant with right of access to repair and maintain the infrastructure as necessary. No additional works or infrastructure are proposed or required.

3. Discussion

Reserves Act

Section 48 of the Reserves Act 1977 (the Act) states that in the case of reserves vested in an administering body, the administering body may, with the consent of the Minister of Conservation and on such conditions as the Minister thinks fit, grant rights of way and other easements over any part of a reserve.

The granting of an easement to convey water is consistent with section 48(1) of the Act. However, any easement or other right granted under section 48(1) is granted subject to section 48(2) of the Act which states:

Before granting a right of way or an easement under subsection (1) over any part of a reserve vested in it, the administering body shall give public notice in accordance with section 119 specifying the right of way or other easement intended to be granted, and shall give full

consideration, in accordance with section 120, to all objections and submissions received in respect of the proposal under that section.

Section 48(2) of the Act further requires the proposal to grant the easement to be publicly notified unless:

- (a) The reserve is vested in the administering body and is not likely to be materially altered or permanently damaged; and*
- (b) The rights of the public in respect of the reserve are not likely to be permanently affected.*

The purpose of the Reserves Act 1977 is to provide for and to protect reserves for the benefit of the community. Therefore, the issuing of rights over a reserve is generally accepted as being a last resort in the absence of other practical alternatives, particularly where there is likely to be a material effect on the reserve.

As noted previously, the proposed easement will legalise an occupation that has been in place on the reserve for approximately 60 years. The well (which contains the bore), and pump shed, are located discretely on the northern boundary of the reserve. This has minimised their impact on the reserve.

As no new works or infrastructure are required, the legalisation will not materially alter the land, nor compromise any existing use. On that basis, public consultation is not proposed in this instance.

The well (cap) and pump shed are shown below in figures 4 and 5.



Figure 4 – Well Cap

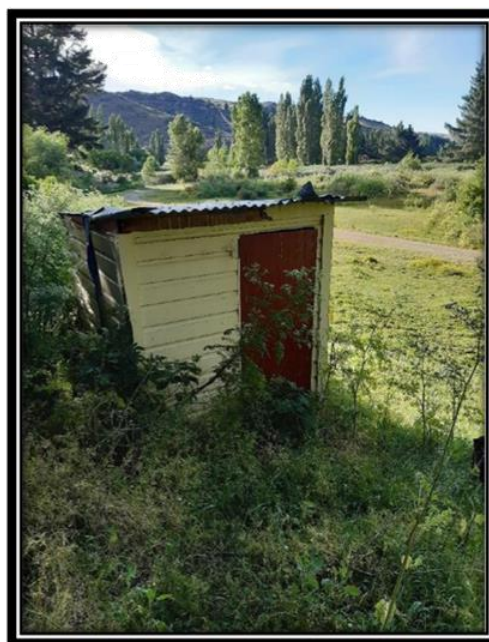


Figure 5 – Pump Shed

Costs and Consents

All costs associated with surveying the easement boundaries, preparation of the easement agreement, and its registration, lie with the applicant.

The applicant is responsible for obtaining all necessary consents and permits that are required for the purpose of extracting groundwater.

The applicant is also responsible for all costs associated with the testing and treatment (as required) of the groundwater extracted.

The applicant has not attributed a monetary value to the legalisation of the occupation or offered to pay a fee for the easement. Easements of this nature have historically been granted for a fee of \$1. As the proposed easement will legalise an historic occupation, the fee of \$1 is proposed this instance. However, it is also clear that the ongoing provision of water is of value.

4. Options

Option 1 – (Recommended)

To grant an easement over Section 153 Block I Teviot Survey District (local purpose (public utility) reserve) for \$1, in favour of Lot 2 Deposited Plan 8721, for the purpose of conveying water, subject to:

- the Minister of Conservation's consent.
- the applicant obtaining and managing all associated permits and consents associated with the extraction and distribution of groundwater.
- the applicant paying all costs associated with surveying the easement boundaries and with the preparation and registration of the easement agreement.

Advantages:

- The occupation of the applicant's water infrastructure on the reserve will be legalised.
- The legalisation will provide the applicant with legal access to the infrastructure.
- The applicant will be able to renew their water permit.
- Recognises the provisions of section 48 of the Reserves Act 1977.

Disadvantages:

- None, as the granting of the easement to legalise the historic occupation will not materially alter the land or compromise its use.

Option 2

To grant an easement over Section 153 Block I Teviot Survey District (local purpose (public utility) reserve), in favour of Lot 2 Deposited Plan 8721, for the purpose of conveying water, subject to the conditions outlined in Option 1, at a charge greater than \$1:

Advantages:

- The Board may determine that a fee is appropriate.
- Recognises the value associated with the rights being granted.

Disadvantages:

- The value of the rights may be difficult to determine.

Teviot Valley Community Board meeting Agenda

22 April 2021

Option 3

To not grant an easement over Section 153 Block I Teviot Survey District.

Advantages:

- None

Disadvantages:

- The applicant will be not be able to renew their water permit.
- Without a permit the applicant would not be able to extract water which would impact on their ability to operate their business.

5. Compliance

Local Government Act 2002 Purpose Provisions	While the decision does not relate to a Council service or activity, the granting of the easement will enable the applicant to continue to operate the business which enhances the local economy.
Financial implications – Is this decision consistent with proposed activities and budgets in long term plan/annual plan?	There are no negative financial implications related to the recommendation. The applicant is required to pay all costs associated with the preparing and registering easement, maintaining the infrastructure, obtaining consents, and with the testing and/or treatment of the water.
Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.	The proposed easement is consistent with the provisions of section 48(1) of the Reserves Act 1977.
Considerations as to sustainability, the environment and climate change impacts	There are no sustainability, environmental or climate change impacts associated with the recommended option.
Risks Analysis	There are no risks to Council associated with the recommended option.
Significance, Consultation and Engagement (internal and external)	The Significance and Engagement Policy has been considered, with none of the criteria being met or exceeded.

6. Next Steps

- | | |
|-------------------------------------|---------------|
| 1. Community Board approval | 22 April 2021 |
| 2. Council approval | 05 May 2021 |
| 3. Applicant advised/works commence | May 2021 |

7. Attachments

Nil

Item 21.3.4 - Report author: Property Officer - Statutory

Page 6

Teviot Valley Community Board meeting Agenda

22 April 2021

Report author:

Reviewed and authorised by:



Linda Stronach
Property Officer - Statutory
26/03/2021

Louise van der Voort
Executive Manager - Planning and Environment
9/01/2021

21.3.10 REGISTER OF DELEGATIONS

Doc ID: 531439

1. Purpose of Report

To consider a change to the “Register of Delegations to Community Boards, Portfolios, Committees, and the Chief Executive Officer” in respect to the delegations to staff.

Recommendations

That the Council

- A. Receives the report and accepts the level of significance.
- B. Approves the following changes to the Register of Delegations;

Add a new paragraph 55 as follows;

Variation to budget

55. The Chief Executive may vary the constituent sums which make up a budget where:

a) The relevant Executive Manager and the Chief Executive Officer confirm that the variation will be funded from savings made on other sums within the same budget; and

b) The variation will allow the area concerned to better achieve the purpose or purposes for which the budget was adopted.

Budget means the sum represented by any item contained in a significant activity of the budgets adopted by Council for the financial year contained in the Long-term Plan or Annual Plan.

Add the following to new paragraph 57;

In exercising this delegated authority, the Chief Executive Officer may delegate to the following people providing the sum of the life of the contract does not exceed the Executive

Managers financial delegation:

- *Executive Manager - Corporate Services*
- *Executive Manager – People and Culture*
- *Executive Manager – Infrastructure Services*
- *Executive Manager – Planning and Environment*

Add the following sentence to new paragraph 76;

Legal action may include, but is not limited to, settlements, mediations, and personal grievances.

2. Background

The Register of Delegations to Community Boards, Portfolios, Committees, and the Chief Executive Officer (the Register of Delegations) was adopted by Council in January 2020.

Changes made in the January 2020 Delegations Register included the extraction of operational management of staff delegations. This has since been moved to a standalone Staff

Delegations Manual. The separation of the documents has had an unintended change to the operational functionality of the delegations for both the Chief Executive Officer and the Executive Team, where they are not able to authorise appropriate day-to-day operations within their delegations.

3. Discussion

The current *Delegations to Staff*, contained in the Register of Delegations adopted in January 2020 and amended in April 2020, do not effectively enable the Executive Managers and Chief Executive Officer to authorise expenditure up to their approved delegation level.

Currently variations to budgets must be authorised through Council which causes significant delays to operational processes. The proposed addition allows budget managers, in conjunction with their Executive Manager, to move budget spend within existing activities, providing the changes do not impact on the rating activity, use of reserves or debt funding, and therefore improving operational efficiency.

A proposed addition to the section titled *Delegations to Chief Executive Officer* to remedy this issue, is:

“Variation to budget

55. *The Chief Executive may vary the constituent sums which make up a budget where:*

- a) *The relevant Executive Manager and the Chief Executive Officer confirm that the variation will be funded from savings made on other sums within the same budget; and*
- b) *The variation will allow the area concerned to better achieve the purpose or purposes for within the budget was adopted.*

Budget means the sum represented by any item contained in a significant activity of the budgets adopted by Council for the financial year contained in the Long-term Plan or Annual Plan.”

A second proposed change is to delegate the powers provided to the Chief Executive Officer relating to the *Contracts, Tenders, Purchasing, Sale of Assets and Services* section. It is appropriate for these powers to be sub-delegated to Executive Managers due to their operational oversight of the activities and in turn this will increase operational efficiency. Having this delegation enables the smaller value contracts, tenders, purchasing, sales of assets and services to be managed by the respective Executive Manager, providing greater oversight, and therefore decreasing risk.

The following additions are proposed for clause 57:

“In exercising this delegated authority, the Chief Executive Officer may delegate to the following Executive Managers, providing the sum of the life of the contract does not exceed the Executive Managers financial delegation:

- *Executive Manager - Corporate Services*
- *Executive Manager – People and Culture*
- *Executive Manager – Infrastructure Services*
- *Executive Manager – Planning and Environment”*

The current section relating to *Other Legal Actions (Section 76)* has a proposed addition ensuring legal actions encompass settlements, mediations, and personal grievances, which

will enable these matters to be undertaken with efficiency, when necessary. The proposed changes to Section 76 are as follows:

“...Legal action may include, but is not limited to, settlements, mediations, and personal grievances.”

The proposed change ensures greater clarity surrounding legal matters, ensuring situations which require legal input are managed appropriately and within adequate timeframes.

4. Options

Option 1 – (Recommended)

Adopt the proposed changes to the Register of Delegations to allow the following:

- The Chief Executive Officer and the relevant Executive Manager to make changes to budget spend within approved budgets;
- Sub-delegation to Executive Managers for matters involving contracts, tenders, purchasing, sale of assets and services; and
- To clarify the types of legal action which the Register of Delegations is referring to.

Advantages:

- Creating a more efficient operating environment, which decreases operational costs and timeframes;
- Ensures budgets may be varied, allowing the achievement of the purpose/s for which the budget was adopted and decreasing timeframes for operational amendments;
- Chief Executive Officer has greater capacity to conduct operational and strategic functions required for the role.

Disadvantages:

- Potential minimal increase in risk due to delegation and decentralisation.

Option 2

Maintain the current status of the delegations to staff.

Advantages:

- Reporting visibility for Council;
- Greater control for the Chief Executive Officer.

Disadvantages:

- Inefficient operating environment, which increases operational costs and delays;
- Chief Executive Officer has a decreased capacity for operational and strategic functions which would be better managed in the areas where the contracts, tenders, purchasing, sale of assets and services occur.

5. Compliance

Local Government Act 2002 Purpose Provisions	This decision supports financial prudence and balanced budgets while operating within acceptable delegations.
Financial implications – Is this decision consistent with proposed activities and budgets in long term plan/annual plan?	This decision remains consistent with proposed activities and budgets in both the Annual Plan and the Long-term Plan.
Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.	This is a procedural decision and is in alignment with financial delegation levels.
Considerations as to sustainability, the environment and climate change impacts	There are no implications from this decision.
Risks Analysis	There are no inherent risks with the recommended option. This option decreases risk through greater oversight by the respective Executive Managers.
Significance, Consultation and Engagement (internal and external)	This is a procedural matter and, therefore, no external consultation or engagement is required.

6. Next Steps

The revised version will be published on the Central Otago District Council's website.

7. Attachments

Appendix 1 - Register of Delegations to Community Boards, Portfolios, Committees, and the Chief Executive Officer.pdf [↓](#)

Report author:



Gabi McFarlane
Risk and Procurement Manager
19/04/2021

Reviewed and authorised by:



Leanne Macdonald
Executive Manager - Corporate Services
20/04/2021



**Register of Delegations
to
Community Boards, Portfolios,
Committees
and the
Chief Executive Officer**

As at [DATE]

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A WORLD OF DIFFERENCE



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PART I - INTRODUCTION

Philosophy

1. The statutory function of Council is to lead and guide the good management of the District by determining primary goals and objectives, by setting strategies and policies for their achievement and encouraging this through the considered use of committees and the appointment of skilled staff.
2. Elected members as individuals have no statutory authority. Their role is therefore closely linked to meetings of the Council and its Committees allowing issues to be raised, debated and resolved.
3. The task of putting Council's policies to work is the responsibility of the Chief Executive Officer acting through Council staff. The Council, committees and community boards then monitor progress towards any objective. They do this not by putting each staff action under the microscope, but rather by seeing that key milestones are met.
4. These are best translated into action when the Council is planning and reviewing its plans and policies. When it comes to day to day matters, the Council's Chief Executive Officer and staff are in the best position to immediately resolve any individual problems. When necessary, a problem may be referred to the Council, a community board or a committee for consideration, along with all the options and implications of any policy changes.
5. The Council has therefore adopted a philosophy of delegation to the lowest competent level. This achieves the best use of the skills of Councillors and officers, minimises costs, develops effective managers and minimises bureaucratic interference in the lives of the residents of the Central Otago district.

General Principles of Delegation

6. The Council's powers, functions and duties are all prescribed either expressly or implicitly by various Acts of Parliament or Regulations. These set a framework within which the Council must operate.
7. Where Council is empowered by legislation to carry out a decision-making function, the decision to act must be by way of resolution of the full Council, unless otherwise provided in the legislation, or where the decision to act has lawfully been delegated to a committee, subcommittee, community board or officer.
8. Without delegation, the operation of the Council and its administration would not be effective, efficient or timely in delivering services. Delegation to officers generally implements the basic principle that elected members make policy and officers implement that policy.

The Legal Situation

9. Council's principal authority to delegate derives from Schedule 7, clause 32(2) of the Local Government Act 2002, which states:

"(2) Nothing in this clause restricts the power of a local authority to delegate to a committee or other subordinate decision-making body, community board, or member or officer of the local authority the power to do anything precedent to the exercise of the local authority (after consultation with the committee or body or person) of any power or duty specified in sub clause (1)."

Sub clause 32(1) states:

"Unless expressly provided otherwise in this Act or in any other Act, for the purposes of efficiency and effectiveness in the conduct of a local authority's business, a local authority may delegate to a committee or other subordinate decision-making body, community board, or member or officer of the local authority any of its responsibilities, duties or powers except" The exceptions are set out in paragraph 44.

Operative Date

10. This Policy will come into effect on 14 April 2020 and will continue in force until revoked by the Council.

All earlier policies that conflict with or duplicate any provision in this Policy are revoked as from 14 April 2020.

PART II - GENERAL MATTERS OF DELEGATION

The Meaning of Delegation

11. Delegation means the assignment of a power, function or duty of action to another, together with the authority to carry out that duty or complete the action assigned with responsibility for the outcome.
12. Decisions made by any community board or committee pursuant to this delegation may be acted on without further reference to the Council.

Delegation by Exception

13. The Council has adopted the principle of delegation by exception. This means that all the powers of the Council are delegated to community boards, committees or the Chief Executive Officer unless a specific exception applies.

The exceptions are set out in Part III of this register.

14. Subject to the exceptions, the Central Otago District Council delegates to community boards, committees and standing committees all the powers, functions and duties relating to the scope and activity allocated to them, including the power to convene extraordinary meetings in terms of clause 22, Schedule 7 of the Local Government Act 2002.

Delegations to Community Boards

15. A community board may, at any time, refer any matter to Council for direction and/or determination.
16. Council cannot override a community board decision made pursuant to a delegation and consistent with Council policy. If the Council wishes to reduce the role of the community board it must *effectively* consult with that board first.
17. Each community board will select its own chair and deputy at the first meeting of its electoral term.

Delegations to Committees

18. Any standing or special committee may, at any time, refer any matter to Council for direction and/or determination.
19. The Mayor has the right to determine the structure of committees and appoint the Chair but this can be changed by resolution of Council (s41A(4)(b) LGA).

Delegations to Special Committees and Subcommittees

20. Special committees and subcommittees will have only the powers, functions and duties specifically given to them by the Council or a standing committee.

Sub-delegations to be in Writing and Recorded

21. Every sub-delegation will be in writing and will clearly define the nature, purpose and limitation of the power, function or duty delegated.
22. Every sub-delegation will be recorded in a manual kept for that purpose by the Chief Executive Officer.

Term of Delegation

23. Unless any delegation is stated to be for a defined term, it will continue until revoked by the delegator or the Council or withdrawn by operation of law.

Delegation to Office

24. Unless stated otherwise, every delegation is to a committee or office and will be unaffected by changes in the membership of a committee or the holder of an office.

Reporting Decisions

25. Every committee will report decisions taken under delegated authority in minutes submitted to the next available meeting of the Council, unless the committee is made up of the full Council.
26. Decisions taken by officers under delegated authority will be reported:
 - a) when:
 - i) a regular report is a condition of the delegation; or
 - ii) where any legislation requires reporting in a particular way; or
 - iii) where the decision is one of a class which the Council has directed should be reported; or
 - iv) where the Council, for any reason, should be aware of the decision;
 - b) as a regular comparison of performance against budget and approved plans:
 - i) a quarterly report on financial out-turn;
 - ii) each year an Annual Report in accordance with section 98 and Schedule 10 of the Local Government Act 2002.

Sub-delegation

27. Powers, functions and duties granted by the Council to a committee may be sub-delegated, by resolution of that committee, to a Council officer and that sub-delegation will be in writing.
28. Delegations to officers will be made to the Chief Executive Officer, who may delegate a power, function or duty to another officer or subcommittee of officers. As well as the discretionary delegations made under this register, there are provisions in various Acts applying to the Council which provide for powers, duties and functions to be exercised directly by specified staff.
29. Officers (other than the Chief Executive Officer) may not delegate powers and functions given to them. They may appoint working parties or other officers to advise them.

Call-Up Procedure

30. Nothing in this Register will limit the power of a delegator to exercise a duty, power or function concurrently with, or in substitution for, a delegatee.
31. Except in exceptional circumstances, a delegator should not:
- a) if the Council, act without the advice of a Standing Committee, appropriate Community Board Chairperson or the Chief Executive Officer;
 - b) if a Community Board, act without consultation with the appropriate portfolio lead or the Chief Executive Officer;
 - c) if the Chief Executive Officer, act without the advice of the appropriate officer.
32. The Mayor may, on behalf of the Council, 'call up' to the Council any matter which has been delegated by the Council, other than one delegated to a Community Board and acted on in accordance with Council Policy. The delegatee will then take no further action on that matter until the Council has either:
- a) decided that the matter should be referred back to the delegatee (with directions if any); or
 - b) determined the matter.
33. In calling up any matter to the Council the Mayor should consult with the chairperson of the relevant Committee or Community Board involved, and the Chief Executive Officer.
34. A delegatee may, rather than make a decision, refer a matter back to the delegator with a suitable recommendation. The delegator will then decide the matter.
35. Community Boards and Committees of Council cannot act contrary to policies of the Council and in particular the Council's Long Term Plan (LTP).

Appeals

36. Every person affected by the decision of a delegatee may appeal that decision:
- a) in the case of a decision by an officer, to the Chief Executive Officer; or
 - b) in the case of a decision by the Chief Executive Officer or Committee, to the Council.
37. The Chief Executive Officer and the Council will not generally overrule a decision of delegatee unless:
- a) it breaches some policy set by the Council; or,
 - b) some material fact was overlooked or misinterpreted; or,
 - c) it contains serious implications for the Council of which the delegatee was unaware; or,
 - d) it is manifestly wrong.

Policy and Fact

38. In making a decision every delegatee will consider:
- a) any policy established by the Council;
 - b) the facts relevant to a matter.

39. If the facts relevant to any matter do not support a decision consistent with a Council policy, the delegatee should submit the matter to the Council with a suitable explanation and recommendation.

Estimates and Expenditure

40. The Chief Executive Officer may vary any sum or sums making up cost centre detail where:
- a) the net expenditure/surplus in that activity cost centre is not altered; and
 - b) the change is to allow for the more effective management of that activity in accordance with the LTP or Annual Plan.

Use of Council Seal and Authority to Sign

41. The Chief Executive Officer will be responsible for custody of the Council's seal and maintain records as to its use.
42. The seal may be attached to all documents that must be executed in this way by the Council. It will be attached, however, only when:
- a) the Council or a Committee has authorised the transaction involved; or
 - b) the transaction involved has been authorised by an officer under delegated authority.
43. The seal will be affixed in the presence of one person from each of the following groups:
- a) the Mayor or any elected member of the Council;
 - b) the Chief Executive Officer (or any other officer authorised by the Chief Executive Officer).

PART III - COUNCIL

44. The following matters CANNOT be delegated by Council (Schedule 7, clause 32(1) of the Local Government Act 2002):

The power to:

- make a rate;
- make a bylaw;
- borrow money, or purchase or dispose of assets, other than in accordance with the Long Term Plan (LTP);
- adopt a LTP, Annual Plan or Annual Report;
- appoint a Chief Executive Officer;
- adopt policies required to be adopted and consulted on under the Local Government Act 2002 in association with the LTP or developed for the purposes of the Local Governance Statement;
- adopt a remuneration and employment policy

45. Additionally:

- Recommendations made to Council by the Ombudsman under section 32 of the Local Government Official Information and Meetings Act 1987 may not be delegated.
- Under section 12 of the Fencing of Swimming Pools Act 1987, the Council's powers and functions may only be delegated to a Committee comprising only members of the Council.

46. Council reserves the following powers and functions to itself:

- dismissal of the Chief Executive Officer;
- any proposal to promote legislation;
- overall budgetary control of the total operations of Council;
- stopping of roads (section 319(h) of the Local Government Act 1974);
- acquisition or holding of shares or interests in a body corporate, partnership, joint venture or other association of persons;
- the co-ordination of advice from Committees and Community Boards in respect of the Annual Plan and LTP process, and the determination of the funding and priorities derived from that for rates setting and other funding purposes;
- the right to appeal decisions of external bodies;
- proposals for the remuneration of elected members;
- proposals for a change to the political structure of Council, delegations to officers, the size of Council, the nature of wards and communities, and representation for wards and communities.

PART IV - DELEGATIONS TO COMMUNITY BOARDS

Introduction

47. Community Boards are established under section 49 of the Local Government Act 2002 ("the Act") and exercise such powers as are delegated to them by the Council (section 53 of the Act).
48. Boards are NOT Committees of Council. They are separate legal entities. Section 51 of the Act states:
- "A community board -*
- (a) is an unincorporated body; and*
(b) is not a local authority; and
(c) is not a Committee of the relevant territorial authority"
49. Community Boards, under section 53(3) of the Act cannot:
- acquire, hold or dispose of property;
 - appoint, suspend or remove staff.

COMMUNITY BOARDS

REPORTING TO: Council

CONSTITUTION:

Vincent Community Board	Four directly elected representatives and three appointees
Cromwell Community Board	Four directly elected representatives and three appointees
Teviot Valley Community Board	Four directly elected representatives and one appointee
Maniototo Community Board	Four directly elected representatives and one appointee

MEETING FREQUENCY: Every six weeks or as required

OBJECTIVES:

(Local Government Act, 2002 - section 52)

1. To represent, and act as an advocate for, the interests of its community.
2. To consider and report on all matters referred to it by the territorial authority, or any matter of interest or concern to the Community Board.
3. To maintain an overview of services provided by the territorial authority within the community.
4. To prepare an annual submission to the territorial authority for expenditure within the community.
5. To communicate with community organisations and special interest groups within the community.
6. To undertake any other responsibilities that are delegated to it by the territorial authority.

POWER TO ACT:

The Council delegates to the Community Boards the following functions, duties, powers and discretions, as they apply to their respective ward(s), subject to any delegation made by the Council on a "district-wide" basis:

1. In relation to bridging, financially assisted and unassisted roading programmes, the authority to make recommendations to the Council on priorities for works within the Community Board Ward(s).
2. In relation to non-financially assisted roading works, the power to determine appropriate works programmes, provided that the works are funded from the Community Board's own resources.
3. The general provision (including maintenance and upgrading as required) of parks, reserves, public recreational facilities, cemeteries, community centres and public halls.
4. The provision and maintenance of such other works, facilities, and amenities in the Community Board Ward(s) as the Board sees fit in line with Council policy and the new purpose statement.
5. Monitor and take such action as necessary to ensure the adequacy of traffic activity (including temporary road closures, naming of streets and so on) in line with Council policy.

6. Provide input to the Council's Revenue and Financing Policy, Annual Plan and Long Term Plan.
7. Monitor the Community Board's budget and make such alterations as are necessary during the course of the fiscal year.
8. Make grants and donations.
9. Negotiate the acquisition and disposal of Council property within the Community Board's jurisdiction, subject to any property transactions being formally approved by the Council.
10. Approval of fees and charges relating to ward services.

Limitations on Authority

11. The Community Board's "power to act", pursuant to this delegation, is limited to matters which relate *solely* to the Ward.
12. The Community Board has a responsibility to ensure that its policies, actions and decisions are always within the overall strategic plans, policy guidelines and priority programmes adopted by the Council. Whenever this is either not possible or in the circumstances of the case not felt to be desirable, the Community Board's decision will be by way of a recommendation to the Council.
13. Before making any decision pursuant to these delegated functions, duties and powers, the Community Board will satisfy itself (where appropriate) that adequate provision has been made in the approved estimates for the proposed works.

Power to Advise

14. Community Boards will be asked to advise Council in relation to the provision of library services within their ward(s).

COMMITTEES AND SUB-COMMITTEES OF COMMUNITY BOARDS

VINCENT COMMUNITY BOARD

- Manorburn Recreation Reserve Committee
- Omakau Recreation Reserve Committee

MANIOTOTO COMMUNITY BOARD

- Patearoa Recreation Reserve Committee
- Taieri Lake Recreation Reserve Committee

TEVIOT VALLEY COMMUNITY BOARD

- Teviot Valley Walkways Committee

COMMUNITY BOARD APPOINTEES TO EXTERNAL COMMITTEES

Community Boards (on behalf of Council) may appoint one or more members or other persons to Committees outside of Council to act as representatives of that Community Board. Community Board representative(s) are appointed to each of the following Committees:

VINCENT COMMUNITY BOARD

- Alexandra Community House Trust – 1 liaison
- Alexandra Council for Social Services – 1 liaison
- Alexandra District Museum Inc (Central Stories) – 1 representative
- Alexandra Blossom Festival Committee – The Chair and 1 other representative
- Alexandra and Districts Youth Trust – 1 liaison
- Clyde Community Centre Committee – 1 representative
- Clyde Community Plan Group – 1 representative (plus 1 community representative)
- Clyde Historical Museum Committee – 1 representative
- Keep Alexandra-Clyde Beautiful Society – 1 representative
- Ophir Welfare Association Committee – 1 liaison
- Promote Alexandra Inc – 1 liaison
- St Bathans Area Community Association Inc – 1 representative

CROMWELL COMMUNITY BOARD

- Bannockburn Community Centre Management Committee Inc – 1 liaison
- Bannockburn Recreation Reserve Management Committee Inc – 1 liaison
- Cromwell and Districts Community Trust – 1 liaison
- Cromwell District Museum – 1 liaison
- Cromwell Resource Centre Trust – 5 representatives as per the Trust Deed
- Cromwell Youth Trust – 1 liaison
- Central Otago Sports Turf Trust – 2 representatives as per the Trust Deed
- Old Cromwell Incorporated – 1 representative as per the Trust Deed
- Lowburn Hall Committee – 1 liaison
- Pisa District Community Group – 1 liaison
- Ripponvale Hall Committee - 1 liaison
- Tarras Community Plan Group – 1 liaison
- Tarras Hall Committee – 1 liaison
- The Community Board Chair can appoint two members to the Cromwell College Charitable Trust in the case of retirement or replacement of a member as per the Trust Deed

TEVIOT VALLEY COMMUNITY BOARD

- I and H McPhail Charitable Trust – 2 representatives
- Ida MacDonald Charitable Trust – 2 representatives
- Roxburgh and District Medical Services Trust – 1 representative
- Roxburgh Cemetery Trustee Committee – 1 representative
- Roxburgh Entertainment Centre and Improvement Committee – 1 representative
- Teviot Museum Committee – 1 representative
- Teviot Prospects – 1 representative
- Tuapeka County Bursary Fund Committee – 1 representative
- Roxburgh Swimming Pool Redevelopment Committee – 1 representative

MANIOTOTO COMMUNITY BOARD

- Design and Location of the Sun for the Interplanetary Cycle Trail Working Group – 1 representative
 - Maniototo Community Arts Council – 1 representative
 - Maniototo Ice Rink Committee – 1 representative
 - Maniototo Promotions Group – 1 representative
 - Patearoa Water Scheme Liaison Committee – 1 representative
-
- A liaison appointment will require an elected member to keep in contact with the organisation.
 - A representative will be required to attend the meetings of the organisation.
 - If an elected member is given voting rights at the organisation's meeting, the minutes of that group should then be put on a future agenda of the Community Board's agenda.
 - An elected member who has voting rights on external committees will need to exercise caution so that no conflicts of interest arise. This can be managed by declaring an interest and not voting on particular items, either at the external committee or at the Board or Council meeting.

PART V - DELEGATIONS TO COMMITTEES OF COUNCIL

STANDING COMMITTEES

AUDIT AND RISK COMMITTEE

REPORTING TO:	Council
CONSTITUTION:	Mayor, three Councillors plus an independent representative as the Chair
QUORUM:	No less than three members of the Committee, including the independent Chair
MEETING FREQUENCY:	Three times per year and then as and when required

OBJECTIVE:

To provide governance and oversight in the areas of audit and risk to ensure systems and practices are of a standard to provide assurance that there is sufficient risk identification and mitigation in place.

SCOPE OF ACTIVITY:

The Committee will review, evaluate and feed back to Council on a broad range of matters including:

- Internal and external audits
- External financial reporting
- Oversight of the preparation of the Long Term Plan, Annual Plan and Annual Report
- Financial and non-financial risk management
- Internal systems and controls
- Strategic management and operational performance
- Policy review, for policies within the scope of the Committee
- Appointment of an external committee member
- Appointment of the Audit and Risk Chair and Deputy Chair
- Legislative compliance

POWER TO ACT:

The Committee can report to and make recommendations to Council on matters and proposals relevant to risk management and internal control practices.

SPECIAL COMMITTEES**EXECUTIVE COMMITTEE**

REPORTING TO:	Council
CONSTITUTION:	Mayor (Chairperson) Deputy Mayor Councillor from each Board (four members) except the ward represented by the Deputy Mayor
MEETING FREQUENCY:	As required
SUBSTITUTIONS:	The Chief Executive Officer to arrange appropriate substitutes as and when required
QUORUM:	No less than three members of the Committee

OBJECTIVE:

To deal with Council, Committee and Community Board issues that require immediate response.

SCOPE OF ACTIVITY:

Any matters relating to Council, Committee and Community functions.

POWER TO ACT:

1. Any of the Council's powers, functions and duties when an immediate response is required.
2. Providing guidance, when sought from time to time by the Chief Executive Officer, on specific or general matters.
3. Accepting tenders other than the lowest tender, where the work is estimated at more than \$100,000, or where the lowest acceptable tender is higher than the budget for the work (above \$100,000).
4. Undertake Chief Executive Officer performance planning and associated review with Chief Executive.
5. The selection of elected members of Council (and Community Boards if appropriate) to form working parties to undertake research and make submissions, as is deemed appropriate from time to time by the Council.

ASSESSMENT COMMITTEE

REPORTING TO:	Council
CONSTITUTION:	Two Councillors plus the following community representatives:
For Creative Communities Funding:	One representative from each Community Arts Council within the district One representative from the Roxburgh community One representative from Tangata Whenua
For Sport New Zealand Funding:	One representative from Sport Central One representative from Teviot Valley (Sports Coordinator from Roxburgh Area School) One representative from Maniototo Area School (Sports Coordinator/Deputy Principal) One independent Community Representative One representative from Tangata Whenua
MEETING FREQUENCY:	March and September each year for Creative Communities and November each year for Sport New Zealand.
SUBSTITUTIONS:	The Chief Executive Officer to arrange appropriate substitutes as and when required

OBJECTIVE:

To manage and distribute funds allocated to the Central Otago District Council by national funding organisations for the purpose of supporting worthy projects within the Central Otago district, in accordance with national funding criteria and in a manner that best meets the needs of Central Otago's local communities.

SCOPE OF ACTIVITY:

1. Allocate *Creative Communities New Zealand* and *Sport New Zealand* funds to worthy applicants, in accordance with Creative New Zealand and Sport New Zealand funding criteria and in a manner that best meets the needs of the local communities within the Central Otago district;

Note: Non-elected members are included in the Assessment Committee to provide representation and input from the respective 'communities of interest' throughout the district. Nominations for these positions are forwarded to Council for appointment.

2. Consider applications for funds from the Central Otago District Council.

POWER TO ACT:

Disbursement of funds from Creative Communities and Sport New Zealand.

POWER TO RECOMMEND:

Allocation of grants from District Funds.

HEARINGS PANEL

Reporting to: Council

Meeting Frequency: Monthly or as required

OBJECTIVE:

To consider and execute decisions relating to designations, reviews, objections, and applications for resource consent.

SCOPE OF ACTIVITY:

Any matters relating to resource consent applications or approvals pertaining to those functions of the Resource Management Act 1991 that have not been delegated to the Chief Executive Officer.

POWER TO ACT:

The Council delegates to the Hearings Panel all regulatory powers, functions and duties (with the exception of issues within the specific responsibility of another standing, special or joint committee of the Council) as follows:

1. Unless specifically excluded by legislation, all of its powers, duties and discretions under the Resource Management Act 1991 but only where those matters have not been delegated to the Chief Executive Officer.
2. Notwithstanding clause 1 above, the Hearings Panel may refer any matter to the Council for its direction on the matter or for its determination of the matter.
3. Notwithstanding clause 1 above, the Chief Executive Officer may refer any matter to the Hearings Panel for its direction on the matter or for its determination of the matter.

Designations

(Section references are taken from the Resource Management Act 1991):

4. The power to consider a requirement and submission made in response to it and to make a recommendation to the requiring authority in terms of section 171.
5. To consider a requirement to alter a designation in terms of section 181.
6. Amend the District Plan to remove a designation and to advise the Otago Regional Council accordingly in terms of section 182.
7. The fixing of a longer period for the expiry of a designation in terms of section 184.

Heritage Orders

8. The consideration of a requirement by a heritage protection authority and all submissions lodged with respect to such requirement and the making of a recommendation to the heritage protection authority in terms of section 191.

9. The alteration of a heritage order from the requirement of a heritage protection authority in terms of section 192.
10. The removal of a heritage order from the District Plan and providing advice to the Otago Regional Council of this removal in terms of section 196.

Resource Consents:

(Section references are taken from the Resource Management Act 1991):

11. To jointly hear, with one or more other consent authorities, applications for resource consents (section 102).
12. To decide on reasonable grounds whether or not it is appropriate for a joint decision on jointly heard applications (section 102).
13. To determine whether two or more applications for the same proposal are sufficiently unrelated so that it is unnecessary to hear and decide the applications together (section 103).
14. To arrange the commencement date, time and venue of a resource consent application hearing and any submissions to such application (section 101).
15. When considering an application for a resource consent, the Hearings Panel shall have regard for the terms of section 104 (this includes land use and subdivision applications).
16. To decide whether to grant or not grant a resource consent. Upon granting consent, the decision must take into account any conditions or terms in sections 104 and 105.
17. To determine the proceedings for any hearing, in keeping with sections 39-42.

Lapsing of Consents

(This section applies only to those consents granted by the Hearings Panel)

18. The holder of a Resource Consent may apply to the Hearings Panel for the change or cancellation of any condition in the consent (other than conditions relating to its duration) subject to the conditions outlined in section 127.
19. The Hearings Panel may change any condition in the consent (other than conditions relating to its duration), subject to the conditions outlined in section 132.

Objections to Decisions

20. To consider objections lodged in terms of section 357 to decisions issued by the Chief Executive Officer.

Plan Changes

21. Hearing of submissions to variations to the District Plan and Plan changes, pursuant to Section 34 of the Act.

Dog Control

22. To consider objections in terms of Section 31(3) and 33B of the Dog Control Act 1996.

Health Registration of Premises

23. To consider and make decisions on the revocation of registration of registered premises under the Health (Registration of Premises) Regulations 1966.

Reserves Act 1977

24. To consider and make decisions on objections and submissions in terms of leases, licences, easements and reserve classifications under sections 16(4), 24(2)(b), 24A(2)(c), 48(2), 54(2), 56(2), 58A(2), 73(4) and 74(3) of the Reserves Act 1977.

In addition to the above matters, the Chair of the Hearings Panel has delegation as follows:

25. All non-complying activities where:
- a. The application is non-notified; and
 - b. Where necessary, has the consent of the affected parties; and
 - c. The applicant has not requested to be heard; **or**
 - d. Where the application is notified; and
 - e. There are no submissions; and
 - f. The applicant has not requested to be heard.
26. To consider a requirement to alter a designation in terms of section 181.
27. Amend the District Plan to remove a designation and to advise the Otago Regional Council accordingly in terms of section 182.

DISTRICT LICENSING COMMITTEE

The District Licensing Committee has all the powers conferred on it by or under the Sale and Supply of Alcohol Act 2012 or any other Act, and all powers as may be reasonably necessary to enable it to carry out its functions.

The District Licensing Committee's functions are:

- (a) to consider and determine applications for licences and manager's certificates; and
- (b) to consider and determine applications for renewal of licences and manager's certificates; and
- (c) to consider and determine applications for temporary authority (d) to consider and determine applications for the variation, suspension, or cancellation of special licences; and
- (e) to consider and determine applications for the variation of licences (other than special licences) unless the application is brought under [section 280](#) of the Sale and Supply of Alcohol Act 2012; and
- (f) with the leave of the chairperson for the licensing authority, to refer applications to the licensing authority; and
- (g) to conduct inquiries and to make reports as may be required of it by the licensing authority under [section 175](#) of the Sale and Supply of Alcohol Act 2012; and
- (h) any other functions conferred on licensing committees by or under the Act or any other enactment.

JOINT COMMITTEES

Otago Civil Defence Emergency Management Group Terms of Reference

Constitution

Pursuant to section 12 of the Civil Defence Emergency Management Act 2002, the Otago Civil Defence Emergency Management Group is constituted as a joint standing committee under section 114S of the Local Government Act 1974 (a joint committee under section 30 of Schedule 7 of the Local Government Act 2002) by resolutions adopted by:

- Central Otago District Council
- Clutha District Council
- Dunedin City Council
- Otago Regional Council
- Queenstown Lakes District Council
- Waitaki District Council

Membership

Each local authority listed above is a member of the Otago Civil Defence Emergency Management Group. Each member is represented on the joint committee by the Mayor/Chairperson, or by an elected person from that authority who has delegated authority to act for the member.

Chairperson

The Otago Civil Defence Emergency Management Group shall appoint one of the representatives of its members as chairperson, and one of its members as deputy chairperson. Each will hold office for such period as agreed by the Group, but only so long as those persons remain a representative of a member of the Group.

Purpose

The Otago Civil Defence Emergency Management Group has the purpose and all of the functions, powers and obligations of a civil defence emergency management group as defined by the Civil Defence Emergency Management Act 2002 and subsequent amendments. Section 17 of the Civil Defence Emergency Management Act 2002 defines the function of a group and each of its members that, in summary, require it to:

- Identify, assess and manage relevant hazards and risks;
- Ensure provision of trained and competent personnel, an appropriate organisational structure and the necessary services and resources for effective civil defence emergency management in its area;
- Respond to and manage the adverse effects of emergencies;
- Carry out recovery activities;
- Assist other civil defence emergency management groups when requested;
- Promote public awareness of and compliance with the Civil Defence Emergency Management Act and legislative provisions relevant to the purpose of the Act;
- Develop, approve, implement, monitor and review a civil defence emergency management group plan;
- Participate in the development of the national civil defence emergency management strategy and the national civil defence emergency management plan.
- Promote civil defence emergency management in its area that is consistent with the purpose of the Civil Defence Emergency Management Act 2002.

Meetings

The Otago Civil Defence Emergency Management Group shall meet quarterly and as required with the location for meetings rotating among member authorities.

Quorum

The quorum of the Otago Civil Defence Emergency Management Group shall be three members.

Delegations

The Otago Civil Defence Emergency Management Group shall have all the delegated authorities that may be given by each member Council, including authority to fulfil the powers, obligations and functions of the Group as specified in the Civil Defence Emergency Management Act 2002, authority to appoint subcommittees, and authority to sub-delegate any authority able by law to be delegated.

Subcommittee

A subcommittee of all members of the Otago Civil Defence Emergency Management Group may be formed and given full delegated authority to carry out the functions, obligations and powers of the Group under the Civil Defence Emergency Management Act 2002 pursuant to section 114P(2) of the Local Government Act 1974 and section 30(2) schedule 7 of the Local Government Act 2002. Any meeting will transact routine business and not commit members to any major financial expenditure.

Standing Orders

The current Standing Orders of the Otago Regional Council shall govern the conduct of the meetings, except that order papers and agenda papers shall be sent to every member no less than five working days before the meeting.

Notwithstanding anything in the Civil Defence Emergency Management Act or Standing Orders, adequate notice shall be given of all matters to be discussed at a meeting of the Group. Where a matter of significance is to be considered, where practicable, prior written notice of the background to that matter must be given in sufficient time to allow for consultation with each member.

Administering Authority

The Otago Regional Council as the administering authority shall provide administrative and leadership of the Group.

Reporting

The Group will report to each member.

Continuance of Joint Standing Committee

The Otago Civil Defence Emergency Management Group shall not be discharged by a triennial election, but appointments of representatives of members shall be confirmed or new appointments made by each council following each election.

PART VI – PORTFOLIOS

Introduction

Council has decided to complement its governance structure through the establishment of portfolio areas and the appointment of portfolio leads. Portfolios do not have specific decision-making delegations; however, portfolio leads are responsible for leading specific policy areas and will act as the issue-specific spokespersons for those areas.

The role of portfolio leads is detailed below:

- Ensure progress is made towards the Council's strategic priorities and projects within their portfolio responsibilities.
- Play a strategic and policy leadership role in their area of responsibility assisting the council to meet its strategic objectives.
- Enhance relationships with key stakeholders.
- Act as the Council's spokesperson and point of contact for those activities within their portfolio responsibility.
- Collaborate with other portfolio leads where objectives are shared.
- Work effectively with council officers.
- Attend any advisory groups or external appointments made and ensure an alternative is available if they cannot attend projects and activities.
- As far as possible, attend council launches of new activities and projects in their area of responsibility.
- Meet regularly with the Mayor, Deputy Mayor, Chief Executive and senior staff.
- Keep the Mayor informed of emerging issues.
- Maintain a no-surprises approach for elected members and staff.
- Raise issues of Council performance with assigned executive leadership staff member in the first instance, following up with the Mayor and Chief Executive if necessary.
- Facilitate informal policy discussion between elected members, public and officials on matters within their responsibility.

The following portfolios have been established:

- Sustainable Practices
- Three Waters and Waste
- Economic Development and Community Facilities
- Roading
- Planning and Regulatory

Details of these are provided on the following pages.

SUSTAINABLE PRACTICES PORTFOLIO

Portfolio Lead: Mayor Tim Cadogan
Deputies: Councillors Nigel McKinlay and Cheryl Laws

Objectives:

To provide leadership and advice to policy decision-making, oversight and governance in relation to waste minimisation, recycling, carbon footprint reduction and solid waste disposal, and funding of programmes for these activities.

Scope of Activity:

Any matters that relate to the areas of Council service delivery operations in relation to waste minimisation, recycling, carbon footprint reduction and solid waste disposal.

Providing leadership and advice in relation to:

- Waste minimisation, recycling, carbon footprint reduction initiatives.
- The development, review and implementation of environmental strategies and policies, and monitoring compliance with existing environmental policies.
- Asset Management Plans, Levels of Service, and Forward Programmes in relation to waste minimisation, recycling and carbon footprint reduction and funding for these activities.
- Environmental sustainability initiatives and funding for these.
- Policy issues in relation to waste minimisation, recycling and carbon footprint reduction.
- Leading submissions to Central and Regional Government on environmental legislation, policies and strategies. (*Note: where timing constraints apply, submissions can be approved by majority consensus via email, for formal ratification at the next meeting of Council.*)
- Liaison with the Otago Mayoral Forum on regional recycling plant development.

THREE WATERS AND WASTE PORTFOLIO

Portfolio Lead: Cr Nigel McKinlay
Deputy: Cr Cheryl Laws

Objectives:

To provide leadership and advice for policy decision making, oversight and governance for water, wastewater and stormwater and waste disposal and funding of programmes for these activities.

Scope of Activity

Any matters that relate to the areas of Council's service delivery operations generally described as water, wastewater and stormwater and waste disposal.

Providing leadership and advice in relation to:

- Asset Management Plans Forward Programmes in respect to water, waste water and stormwater and waste disposal.
- Levels of service for water, wastewater and stormwater and waste disposal and recommend funding of that service.
- Improvement programmes and recommend funding for that work.
- Three Water strategies.
- Three Water policies.
- Three Water Bylaws for adoption by Council.
- Three Waters issues where these are not covered by adopted strategies and policies.
- Leading submissions to changes in legislation, Government strategies, and policies related to Three Waters. (*Note: where timing constraints apply, submissions can be approved by majority consensus via email, for formal ratification at the next meeting of Council.*)
- Liaison with Ministry of Health regarding Three Water issues that affect Central Otago.
- Compliance with requirements for Ministry of Health funding of Three Water activities.
- Policy issues, on water, wastewater and stormwater and waste disposal.
- Dealings with other councils regarding solid waste disposal.

ECONOMIC DEVELOPMENT AND COMMUNITY FACILITIES PORTFOLIO

Portfolio Lead: Cr Stephen Jeffery
Deputy: Cr Tamah Alley

Objectives:

To provide leadership and advice for policy decision making, oversight and governance to enable the sustainable development of the Central Otago economy and to contribute to regional economic development strategies.

To provide leadership and advice for policy decision-making as to the standard of parks and recreational facilities including swimming pools, libraries, museums and visitor centres.

Scope of Activity:

Generally, any matters that concern Council interests in facilitation of the economy, and operation of community facilities.

Providing leadership and advice in relation to:

- All of Council's powers, functions and duties relating to the facilitation of business, economic strategies for the Central Otago community (except in relation to those areas of operations falling within the specific purview of Community Boards).
- Ensuring that there is appropriate economic development content and direction in the Council's Long Term Plan
- Identifying projects and initiatives that will support the economic development strategy.
- Providing information on trends in the economy that enable Council to anticipate demands and adjust investment programmes and policy frameworks to suit.
- Liaison and cooperation with other economic development agencies.
- Asset management plans, levels of service, and forward programmes in respect to public utilities, including parks and recreational facilities, swimming pools, libraries, visitor centres, public toilets, property, community facilities and aerodromes and recommend funding for these activities.
- Strategy and policy issues on public utilities, including parks and recreational facilities, swimming pools, libraries, visitor centres, public toilets, property, community facilities and aerodromes.
- Any matters that relate to the area of the Council's service delivery operation generally described as parks and recreation, libraries and visitor centres.
- The governance of all aspect of the joint library service.
- Leading submissions to changes in legislation, Government strategies, and policies related to Economic or Community Development. (*Note: where timing constraints apply, submissions can be approved by majority consensus via email, for formal ratification at the next meeting of Council.*)

PLANNING AND REGULATORY PORTFOLIO

Portfolio Lead: Cr Neil Gillespie
Deputy: Cr Ian Cooney

Objective:

To provide leadership and advice to support the maintenance and development of all specified facilities and services detailed in accordance with goals and objectives set by the Council.

Scope of Activity:

Any matters relating to the Resource Management Act 1992 1991, the Building Act 2004, Amusement Devices Regulations 1978, the Hazardous Substances and New Organisms Act 1996, the Sale of Alcohol Act 2012, the Psychoactive Substances Act 2013, the Smoke-free Environments Act 1990, Food Act 2014, Gambling Act 2003, the Racing Act 2003, the Dog Control Act 1996. Regulatory By-Laws and associated matters relating to that legislation.

This includes but is not limited to matters relating to public health inspection, building inspection, heritage orders, dangerous goods/hazardous substance inspections, plumbing and drainage inspection, animal and dog control, liquor licensing, gambling, psychoactive substances and any other areas or issues of an inspectorial and/or regulatory nature applying throughout the Central Otago District.

Initiation or variations to the District Plan and Plan changes.

Providing leadership and advice on:

- All those matters associated or derived from the scope of the portfolio above.
- The initiation or variations to the District Plan and resulting Plan changes.
- Unless specifically excluded by legislation, all Council's powers, duties and discretions under the Resource Management Act 1991, but only where those matters have not been delegated to the Chief Executive Officer or the Hearings Panel.
- Leading submissions on government legislation, national policy statements, regional policy statements, regional plans and adjoining territorial local authorities' district plans. (*Note: where timing constraints apply, submissions can be approved by majority consensus via email, for formal ratification at the next meeting of Council.*)

ROADING PORTFOLIO

Portfolio Lead: Cr Stu Duncan
Deputy: Cr Tracy Paterson

Objective:

To provide advice and leadership for policy decision making for roading, transport and associated funding programmes.

Scope of Activity:

Any matters that relate to those areas of the Council's service delivery operations generally described as roading and transportation.

Providing leadership and advice on:

- Approval of roading and transportation activity management plans
- Levels of service for roading, and recommend funding for that service
- Improvement programmes and recommend funding for that work
- Roding Hierarchy Policy and exceptions to this policy
- Road strategies
- Roding policies
- Roding Bylaws for adoption by Council
- Roding regulatory issues where these are not covered by adopted strategies and policies
- Leading submissions to changes in legislation, Government strategies, and policies related to transportation. (*Note: where timing constraints apply, submissions can be approved by majority consensus via email, for formal ratification at the next meeting of Council.*)
- Input into the Regional Land Transport Strategy
- Liaison with New Zealand Transport Agency (NZTA) Highway Network Operations Group regarding state highway matters which affect Central Otago
- Compliance with requirements for NZTA funding of roading and transportation activities
- The Portfolio Lead shall also be Council representative to the Regional Land Transport Committee

PART VII - COUNCIL REPRESENTATION ON EXTERNAL COMMITTEES

Council may appoint one or more members from time to time to committees outside of Council. These appointees act as representatives of the Council.

Elected member(s) of the Central Otago District Council is/are nominated at the beginning of each triennial term to serve as Council representatives on each of the following Committees:

- a) Otago Regional Transport Committee – one representative
- b) Central Otago Health Incorporated – one representative
- c) Otago Museum Trust - a Clutha District Council nominee
- d) Alexandra District Museum Inc. (Central Stories) – one representative
- e) Central Otago Wilding Conifer Control Group – one representative
- f) Maniototo Curling International – one representative

An elected member who has voting rights on external committees will need to exercise caution so that no conflicts of interest arise. This can be managed by declaring an interest and not voting on particular items, either at the external committee or at the Board or Council meeting.

PART VIII – DELEGATIONS TO STAFF

THE CHIEF EXECUTIVE OFFICER

Functions

50. Section 42 of the Local Government Act 2002 states:

- "(1) A local authority must, in accordance with clauses 33 and 34 of Schedule 7, appoint a Chief Executive Officer.*
- (2) A Chief Executive Officer appointed under subsection (1) is responsible to his or her local authority for -*
 - (a) implementing the decisions of the local authority; and*
 - (b) providing advice to members of the local authority and to its community boards, if any; and*
 - (c) 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; and*
 - (d) ensuring the effective and efficient management of the activities of the local authority; and*
 - (e) maintaining systems to enable effective planning and accurate reporting of the financial and service performance of the local authority; and*
 - (f) providing leadership for the staff of the local authority; and*
 - (g) employing, on behalf of the local authority, the staff of the local authority (in accordance with any remuneration and employment policy); and*
 - (h) negotiating the terms of employment of the staff of the local authority (in accordance with any remuneration and employment policy).*
- (3) A Chief Executive Officer appointed under subsection (1) is responsible to his or her local authority for ensuring, so far as is practicable, that the management structure of the local authority -*
 - (a) reflects and reinforces the separation of regulatory responsibilities and decision-making processes from other responsibilities and decision-making processes; and*
 - (b) is capable of delivering adequate advice to the local authority to facilitate the explicit resolution of conflicting objectives.*
- (4) For the purposes of any other Act, a Chief Executive Officer appointed under this section is the principal administrative officer of the local authority. "*

51. Clause 33, Schedule 7 of the Act states:

- "Appointment of Chief Executive Officer*
The local authority must, in making an appointment under section 42, have regard to the need to appoint a person who will -
- (a) discharge the specific responsibilities placed on the appointee; and*
 - (b) imbue the employees of the local authority with a spirit of service to the community; and*
 - (c) promote efficiency in the local authority; and*
 - (d) be a responsible manager; and*
 - (e) maintain appropriate standards of integrity and conduct among the employees of the local authority; and*
 - (f) ensure that the local authority is a good employer; and*
 - (g) promote equal employment opportunities. "*

Delegations to Chief Executive Officer

52. The Chief Executive Officer is delegated all the powers, functions and duties necessary for the management of the Council's activities and the implementation of Council policy in order to fulfil his or her responsibilities, except:
- a) those reserved to the Council under Part III; and
 - b) any other power, function or duty reserved to the Council or a committee under this Register.
53. The authority delegated to the Chief Executive Officer may be delegated to any other officer of the Council. Every delegation by the Chief Executive Officer will be in writing and suitably recorded. Every delegation by the Chief Executive Officer may be withdrawn or amended or made subject to conditions in this manner.
54. In the case of power to enter into financial commitments the Chief Executive Officer may delegate authority:
- a) Up to a value of \$500,000 to members of the Executive Team for any individual transaction;
 - b) to other staff positions up to a value of \$50,000 for any individual transaction.

Variation to budget

55. The Chief Executive may vary the constituent sums which make up a budget where:
- a) The relevant Executive Manager and the Chief Executive Officer confirm that the variation will be funded from savings made on other sums within the same budget; and
 - b) The variation will allow the area concerned to better achieve the purpose or purposes for which the budget was adopted.

Budget means the sum represented by any item contained in a *significant* activity of the budgets adopted by Council for the financial year contained in the Long-term Plan or Annual Plan.

Employment of Staff

56. Under Section 42(g) and (h) of the Local Government Act 2002 the Chief Executive Officer is responsible to the Council for employing the staff of the Council and negotiating their terms of employment. This includes delegated responsibility to arrange staff structure to achieve plans and performance measures of Council within financial constraints of planned budget result.

Contracts, Tenders, Purchasing, Sale of Assets and Services

57. The Chief Executive Officer may, subject to any policy established by the Council and within the approved Annual Plan and Long-term Plan, accept, negotiate or decline contracts, tenders, purchasing agreements or any other arrangements for:
- a) the sale, purchase, leasing or exchange of real property;
 - b) the employment of staff, consultants or advisers;
 - c) the supply of goods, services, plant, capital items or other assets (excluding real property) to the Council;

- d) the provision of services by the Council and the sale, leasing or disposal of goods, plant, capital items (excluding real property) or other assets owned by the Council;
- e) the settlement of claims for compensation;
- f) easements, right of way, caveats, registrable interests and similar minor dealings with property.

In exercising this delegated authority, the Chief Executive Officer may delegate to the following people providing the sum of the life of the contract does not exceed the Executive Managers financial delegation:

- Executive Manager - Corporate Services
- Executive Manager – People and Culture
- Executive Manager – Infrastructure Services
- Executive Manager – Property and Facilities

58. In exercising this delegated authority, the Chief Executive Officer must comply with:
- a) any policy adopted by the Council affecting the matters dealt with in clause 56;
 - b) budget requirements;
 - c) the obligation to report decisions in accordance with clause 26.
59. The Chief Executive Officer has authority to execute all documents required to be executed by the Council, other than those required to be executed under seal. In the Chief Executive Officer's absence, the Acting Chief Executive Officer has delegated authority to execute these documents.
60. All administrative and operational functions, powers and duties under the Resource Management Act, other than those excluded in section 34A of that Act, and other than those delegated to a Standing or Special Committee, unless that Committee so delegates, are delegated to the Chief Executive Officer.
61. The Chief Executive Officer may, in relation to the District Plan, grant the following consents:
- All controlled discretionary and discretionary (restricted) activities where:
- a) the application is non-notified; and
 - b) where necessary, has the consent of the affected parties; and
 - c) the applicant has not requested to be heard; or
 - d) where the application is notified; and
 - e) there are no submissions; and
 - f) the applicant has not requested to be heard.
62. A Resource Consent lapses after five years from its date of commencement or after the expiry of such shorter or longer period as was expressly provided for in the consent. If the consent was granted by the Hearings Panel, the Chief Executive Officer may permit a longer period with an expiry of a resource consent, in terms of sections 125 and 126.
63. When a consent granted by the Hearings Panel is not continuously exercised over a two-year period, the Chief Executive Officer may cancel that consent by written notice, subject to conditions listed in section 126.
64. Legalisation of Road Reserves
Ability to accept road reserves legalising current formed roads through the tenure review process.
65. Appointment of commissioners to consider and execute decisions relating to designations, reviews, objections and applications for and changes to resource consent.

66. To provide the consent of the requiring authority pursuant to Section 176 of the Resource Management Act 1991, to undertake any activity on land that is designated.
67. The Chief Executive may change any condition in a resource consent (other than conditions relating to its duration) subject to conditions outlined in Section 132.
68. The Chief Executive may nominate Local Controllers and refer such nominations to the Otago Civil Defence Emergency Management Group.

Oaths and Declarations

69. The Chief Executive Officer may make and take any declaration or oath as requested in relation to the Council.
70. Any Council officer may certify as to any state of affairs within their jurisdiction and knowledge.

Minor Property Dealings

71. The Chief Executive Officer may grant or decline consent to minor dealings with the Council's property, subject to any reasonable terms and conditions. This includes consent to the registration, variation and discharge of mortgages, easements, leases and subleases, caveats and other documents and similar dealings.

Operating Hours/Conditions of Use

72. The Chief Executive Officer may determine the operating hours of any facility, being at all times mindful of the public interest and any Council policy or resolution.

Reserves

73. The Property and Facilities Manager or Parks and Recreation Manager may temporarily prohibit the use of any reserve or other property under their responsibility and exercise any power granted to Council under Part II, III and V of the Reserves Act 1977 in regard to such reserves.

Roads

74. The Council's Roading staff may exercise any power granted to the Council in regard to the construction, repair, alteration, layout, occupation and use of roads, footpaths, verges and vehicle crossings, including but not limited to those under the Local Government Act 1974, the Transit New Zealand Act 1989, the Public Works Act 1989, the Heavy Motor Vehicle Regulations 1974, the Resource Management Act; and Regulations made there under, except where any power is reserved to the Council or a Committee of Council, or where more specific delegations of this manual apply.

Bylaws

75. Any member of the Executive Team, or warranted or authorised officer, may administer and exercise all powers granted under bylaws regarding the activities within the District in relation to their specific area of responsibility, and may authorise prosecutions and actions under any

bylaw (after advising the Chief Executive Officer of the intention to commence such actions and prosecutions).

Other Legal Actions

76. Any legal action not otherwise referred to may be commenced by any Council officer after approval from the Chief Executive Officer. Following discussion with the Chief Executive Officer, the relevant officer will take all necessary steps to protect the Council's interests in the case of actions and prosecutions taken against the Council (and will keep any other affected officers fully informed of all such proceedings). **Legal action may include, but is not limited to, settlements, mediations, and personal grievances.**

Authorised Officer Delegations and Warrants

77. Staff are delegated as follows and will be provided with warrants as or if required (the Council may appoint other members of staff, contractors or other appropriate people to warranted positions from time to time):
- A "Ranger" for the purpose of the Reserves Act 1977: Parks and Recreation Manager, Property and Facilities Manager, Property and Facilities Officer (PFO) and Executive Manager, Planning and Environment.
 - All Planning and Environment inspectorial staff holding the qualification of "Environmental Health Officer" or "Food Act Auditor" are enabled to administer the duties related to that designation as set out in the Health Act 1956 and the Food Act 2014.
 - All Planning and Environment staff for enforcement under the Resource Management Act 1991. An "Inspector" for the purpose of the Sale and Supply of Alcohol Act 2012.
 - An "Authorised Officer" for the purpose of the General Bylaws 2008.
 - A "Dog Control Officer" for the purpose of the Dog Control Act 1996.
 - A "Dog Control Ranger" for the purpose of the Dog Control Act 1996.

Litter Act 1968

78. The powers granted to officers under the Litter Act 1968 may be exercised by the warranted officers from time to time.

Health Act

79. The Executive Manager, Planning and Environment may exercise any powers granted to the Council and authorise prosecutions where appropriate in regard to public health, including, but not limited to, those under the Local Government Act 2002; the Health Act 1956; the Food Act 1981; the Burial and Cremations Act 1964; the Resource Management Act 1991; and regulations made there under.

Dangerous Goods Act

80. Inspectors qualified to be Dangerous Goods Inspectors and warranted may exercise any power granted under the Dangerous Goods Act and regulations made there under.

Resource Management Act 1991

81. The Executive Manager, Planning and Environment is delegated all the authorities delegated to the Chief Executive Officer in relation to the Resource Management Act 1991, except for appointment of Commissioners.
82. The Planning Team Leader may, in relation to the District Plan grant the following consents:
- All controlled, discretionary and discretionary (restricted) activities where:
- the application is non notified; and
 - where necessary, has the consent of affected parties; and
 - the applicant has not requested to be heard
- and may approve the processing of those consents non notified in accordance with Section 95 of the Resource Management Act 1991.
83. The Planning Officer may, in relation to the District Plan grant the following consents:
- All discretionary (restricted) activities relating to breaches of bulk and location requirements where:
- the application is non notified; and
 - where necessary, has the consent of affected parties; and
 - the applicant has not requested to be heard.

Affected Party - Resource Consent Applications

84. The Executive Manager, Infrastructure Services or Manager, Planning and Environment are delegated to decide on those applications received from the Otago Regional Council.

Temporary Road Closures

85. The Executive Manager, Infrastructure Services or the Roading Manager, with the assistance of any PFO, may exercise any power to impose temporary restrictions in regard to traffic and restrict vehicular access of any kind on roads within the district granted under and in accordance with the Local Government Act 2002 and the Transport Act 1962 and all regulations made there under.

Civil Defence and Emergency Management

86. During the period of a civil defence emergency the appropriate delegations made under the Civil Defence Emergency Management Act 2002 and the Central Otago District Council Civil Defence Plan shall be adhered to.

Sale and Supply of Alcohol (Fees) Regulations 2013

87. The Chief Executive assign a fees category to premises that is 1 level lower than the fees category in Section 6 of the Regulation
88. The Chief Executive Officer has the power pursuant to Regulation 16(4) of the Sale and Supply of Alcohol (fees) Regulations 2013 in the period 18 December 2013 and 1 July 2014, to waive annual fees payable for an on-licence, off-licence, or club licence issued under the Sale of Liquor Act 1989 if the annual fee is payable before 1 July 2014.

89. The Executive Manager, Planning and Environment determines that a fee be charged for a special licence in terms of Section 10 of the Regulations that is 1 class below the class of the licence that is issued, but not less than the fee payable for a class 3 special licence.
90. The Executive Manager, Planning and Environment is authorised to sign correspondence, licences, certificates and decisions; including any licences subject to the criteria in Section 105 of the Sale and Supply of Alcohol Act 2012; "for and on behalf of" the Secretary as defined by Section 102 of the Act, but is not to assume the position of Secretary.

Abandoned Vehicles

91. The Executive Manager, Infrastructure Services, the Executive Manager, Planning and Environment, may exercise any power granted to Council relating to the impounding of any abandoned motor vehicle on roads which come under the Council's authority.

Paper Roads

92. The Executive Manager, Infrastructure Services may provide consent to form a paper road when all affected and interested parties are in agreement.

Building Consent Authority

93. Building Control functions are carried out by Building Control staff in accordance with Council's Quality Assurance Manual, staff job descriptions and warrants of appointment.

SUB-DELEGATIONS FROM THE CHIEF EXECUTIVE OFFICER

The authority delegated to the Chief Executive, may be delegated to any other officer of the Council or a subcommittee of officers. Every delegation will be in writing and suitably recorded. Every delegation may be withdrawn or amended or made subject to conditions in the same manner. A delegation manual will be maintained by the Chief Executive Officer for this purpose.

6 REPORTS FOR INFORMATION

21.3.11 FINANCIAL REPORT FOR THE PERIOD ENDING 28 FEBRUARY 2021

Doc ID: 530133

1. Purpose

To consider the financial performance for the period ending 28 February 2021.

Recommendations

That the report be received.

2. Discussion

The presentation of the financials includes two variance analysis reports against both the financial statements, so Council can understand the variances against the ledger, and against the activities at a surplus/(deficit) value. The reason for the second variance analysis is to demonstrate the overall relationship between the income and expenditure at an activity level.³

The third report details the expenditure of the capital works programme across activities. This helps staff track key capital projects across the year and understand the progress of these projects.

The fourth and fifth reports detail the internal and external loans balances. This is information has typically only been shown in the Annual Report and at the Audit and Risk Committee. The internal loans report forecasts the balance as at 30 June 2021, whereas the external loans show the current balances.

³ Generally, variances of greater than \$100k are reported on

Financial Overview

Profit and Loss by General Ledger

Statement of Financial Performance for the period ending 28 February 2021

	8 MONTHS ENDING 28 FEBRUARY 2021				2020/21	2020/21
	YTD	YTD	YTD		Annual	Revised
	Actual	Revised	Variance		Plan	Budget
	\$000	\$000	\$000		\$000	\$000
Income						
Development Contributions	499	1,055	(556)	●	2,347	2,365
Interest & Dividends	167	267	(100)	●	401	401
Rates	20,925	20,886	39	●	30,437	30,437
Reserves Contributions	131	-	131	●	-	-
User Fees & Other	5,109	4,993	116	●	7,066	7,796
Profit on Sale of Assets	149	124	25	●	-	124
Other Capital Contributions	289	268	21	●	1	268
Regulatory Fees	1,496	1,509	(13)	●	2,356	2,036
Land Sales	4,016	4,016	-	●	-	4,016
Govt Grants & Subsidies	7,850	8,191	(341)	●	5,102	10,257
Total Income	40,631	41,309	(678)	●	47,710	57,700
Expenditure						
Costs of Sales	2,024	1,797	(227)	●	-	1,797
Rates Expense	431	432	1	●	414	432
Electricity & Gas	970	924	(46)	●	1,311	1,433
Depreciation	6,820	6,815	(5)	●	10,209	10,209
Grants	526	537	11	●	628	725
Cost Allocations	(9)	(10)	(1)	●	-	(9)
Building Repairs & Mtce.	471	500	29	●	832	846
Members Remuneration	356	400	44	●	640	608
Contracts	5,741	5,886	145	●	7,949	8,792
Technology Costs	559	583	24	●	1,006	907
Refuse & Recycling Costs	2,389	2,033	(356)	●	3,476	3,534
Insurance	390	390	-	●	481	404
Staff	7,219	7,570	351	●	11,635	11,974
Professional Fees	1,671	2,055	384	●	2,604	3,653
Other Costs	2,606	2,676	70	●	3,861	5,274
Total Expenses	32,164	32,588	424	●	45,046	50,579
Operating Surplus / (Deficit)	8,467	8,721	(254)		2,664	7,121

This table has rounding (+/- 1)

The financials for February 2021 show an overall unfavourable variance of (\$254k). In previous financial reports a large favourable variance has been shown due to the Three Waters reform grant funding received and the receipt of land sales. These have been adjusted for in the revised budget, as part of the February 2021 forecast.

Income has an unfavourable variance against the revised budget of (\$678k). This is mostly due to development contributions and the timing of government grants and subsidies.

Expenditure has a favourable variance of \$424k. The main drivers behind the favourable variance are the timing of contracts, staff costs and professional fees. Offsetting the favourable variance are costs of sales and refuse and recycling costs.

Income of \$40.631M against the year-to-date budget of \$41.309M

The main variances are:

- Development contributions has an unfavourable variance of (\$556k). Lower than expected contributions are linked with the timing of developments in Cromwell and Alexandra with the balance in district roading. It should be noted that \$417k has been received from two developments in April 2021.
- Government grants and subsidies revenue of \$7.85M is (\$341k) unfavourable against budget. The unfavourable variance is due the timing of the Waka Kotahi New Zealand Transport Agency (Waka Kotahi) roading subsidy. These subsidies are claimed based on the roading work programme. The capital roading work programme is running behind schedule largely due to the timing of the Clyde Heritage Precinct project.
- Interest and dividends revenue is unfavourable against budget by (\$100k). Interest revenue is trending downwards to budget as a result of low market interest rates. This variance will remain for the rest of the financial year as term deposit rates are predicted to remain low.
- Reserves contributions has a \$131k favourable variance. These contributions are dependent on developers' timeframes and therefore difficult to gauge when setting budgets.
- User fees and other of \$5.1M is \$116k favourable against budget. Contributing to the favourable variance is a Ministry of Business Innovation and Employment (MBIE) tourism grant for freedom camping, fencing and toilets of \$48k, which is in addition to \$95k received earlier in the financial year. Other areas with favourable variances include planning (regulatory) income of \$127k and property rental and hire income of \$60k. Offsetting the favourable variance is the timing of the metered water billing of (\$91k) due in March 2021.

Expenditure of \$32.16M against the year-to-date budget of \$32.58M

The main variances are:

- Refuse and recycling costs of \$2.38M has an unfavourable variance of (\$356k). This is mainly due to the timing of the Central Otago District Council emission trading scheme contribution of (\$277k), the budget is reflected in May 2021. Transfer station and landfill operation costs are also higher than budget by (\$92k). Waste disposal was higher than expected in February and costs are expected to decrease due to lower volumes leading into winter.
- Costs of sales of \$2.02M is above budget by (\$227k). This expenditure is offset by the increased revenue, included in the February forecast. Inadvertently, \$227k of costs were missed when budgets were reset as part of the February 2021 forecast. This will increase the overall expenditure and decrease the revised budget surplus.
- Contracts of \$5.74M is \$145k favourable against budget. The main favourable variances are planned maintenance of \$40k, district-wide un-subsided roading work of \$125k and subsidised roading work of \$179k. As with income, the capital roading programme is running behind schedule due to the timing of the Clyde Heritage Precinct Project. This is offset by the timing of the water and wastewater physical works contract currently higher than budget by (\$202k).

- Staff costs of \$7.2M has a \$351k favourable result against budget. This relates to the timing of vacant positions and positions that are in the process of being recruited.
- Professional fees of \$1.67M is \$384k favourable against the budget. This is due to the timing of professional fees within the District Plan along with the timing of management consultant fees in water and wastewater. This is due to the timing of the spatial plan framework and review work.

Other costs breakdown is as below:

Other Costs breakdown	YTD Actual	YTD Revised Budget	YTD Variance		2020/21 Annual Plan	2020/21 Revised Budget
	\$000	\$000	\$000		\$000	\$000
Operating Expenses	211	252	41	●	284	357
Minor Repairs & Maintenance	128	121	(7)	●	168	180
Staff Expenses	21	25	4	●	44	41
Valuation Services	108	108	(0)	●	170	170
Water Costs	73	78	4	●	214	223
Minor Equipment	182	218	35	●	328	358
Retail	53	48	(5)	●	61	83
Sludge Treatment	129	152	23	●	252	437
Health & Safety	3	13	10	●	58	40
Vehicles	76	88	12	●	153	155
Advertising	119	121	3	●	273	262
Office Expenses	401	458	57	●	739	750
Administrative Costs	498	523	26	●	732	1,205
Projects	604	471	(133)	●	386	1,013
Total Other Costs	2,606	2,676	70		3,862	5,274

This table has rounding (+/- 1)

- Projects are (\$133k) unfavourable against budget. This variance is mainly due to Three Waters reactive maintenance expenses from the January 2021 flood of (\$170k). This expense is still to be adjusted to reflect the resolution of 21.2.14, January 2021 Weather event – water report. In this resolution it was agreed to allow for an increased expenditure as opposed to using the Emergency Event Reserve. This is offset by underspends in operating projects that council operates like the Community Development MBIE projects, Regional Identity Branding project and Road Safety projects.

Profit and Loss by Activity

ACTIVITY	INCOME			EXPENDITURE			SURPLUS/(DEFICIT)			
	Actuals \$000	Revised \$000	Variance \$000	Actuals \$000	Revised \$000	Variance \$000	Actuals \$000	Revised \$000	Variance \$000	
Infrastructure	790	1,327	(537)	250	257	7	540	1,070	(530)	●
Roading	6,226	6,579	(353)	5,970	6,307	337	256	272	(16)	●
Waste Management	3,047	3,032	15	3,531	3,183	(348)	(484)	(151)	(333)	●
Parks Reserves Recreation	4,725	4,687	38	4,600	4,558	(42)	125	129	(4)	●
Corporate Services	120	103	17	17	114	97	103	(11)	114	●
People and Culture	881	877	4	823	913	90	58	(36)	94	●
CEO	275	281	(6)	(91)	95	186	366	186	180	●
Property	6,867	6,805	62	5,026	4,824	(202)	1,841	1,981	(140)	●
Governance and Community	3,400	3,421	(21)	2,587	2,792	205	813	629	184	●
Planning (Regulatory)	3,475	3,352	123	3,006	3,355	349	469	(3)	472	●
Three Waters	12,031	12,140	(109)	6,248	6,176	(72)	5,783	5,964	(181)	●
Total	40,631	41,309	(678)	32,164	32,588	424	8,467	8,721	(254)	●

This table has rounding (+/- 1)

* The funding activity has been removed as this is not an operational activity.

- Infrastructure – income has an unfavourable variance of (\$537k). This variance is due to development contributions received being lower than budgeted. Lower than expected contributions are linked with the timing of subdivision developments in Cromwell and Alexandra. As mentioned, \$417k of development contributions have been received in April 2021. Expenditure is under budget by \$7k.
- Roothing – income has an unfavourable variance of (\$353k). This is predominately due to the Waka Kotahi subsidy, which moves in tandem with subsidised roading expenditure, which is favourable by \$337k. Both are due to the timing of the capital roading work programme which is running behind schedule largely due to the timing of the Clyde Heritage Precinct project.
- Waste Management - income has a favourable variance of \$15k. This is mainly due to timing of green waste income. Expenditure has an unfavourable variance of (\$348k). This is mainly due to the timing of the Central Otago District Council emission trading scheme contribution of (\$277K) to the budget.
- Parks and Recreation – favourable income variance relates to a further MBIE tourism grant of \$48k received. This is in addition to the \$95k already received. There is expected to be a further \$48k received on completion of the project, total grant funding to be received \$191k. Expenditure has an unfavourable variance of (\$42k). Parks and recreation management projects have an unfavourable variance of (\$18k). Freedom camping projects covered by the MBIE tourism grant funding received are outside of the budget. Parks and recreation physical works contracts are unfavourable against year-to-date budget. In order to manage budget to end of year, only essential work is now being carried out in the affected Wards.
- Corporate Services – income has a favourable variance of \$17k. This is due to profit on the sales of vehicle assets. Expenditure is \$97k lower than budget, mainly due to the timing of information services operating expenditure.
- People and Culture – income is on track with a small favourable variance of \$4k. Expenditure has a favourable variance of \$90k. Driving this favourable variance are underspends in Human Resources \$50k, Health and Safety \$29k and Administration \$19k.

- CEO – has an overall favourable variance of \$180k. Expenditure has a favourable variance of \$186k, this is mainly due to the Strategic Pay allocation which by end of year should be reflected in increased costs across the organisation, as the increases impact across the activities.
- Property – favourable income of \$62k relates to higher-than-expected property rentals and hire revenue received of \$45k, plus capital contributions received from MBIE of \$17k. Expenditure has an unfavourable variance of (\$202k). This variance is due to land sale costs paid in January 2021 for remaining land sales in Cromwell, after the re-forecast had been completed.
- Governance and Community Engagement – income has an unfavourable variance of (\$21k) this is due to the timing of the Creative New Zealand grant to budget, this will net off in March or April as the grants are released. Expenditure has a favourable variance of \$205k. This is due to underspends in promotions and tourism \$74k, governance \$61k, economic development \$34k, and visitor centres \$25k.
- Planning (Regulatory) – has a favourable income variance of \$123k, this is mainly due to the timing of building permits issued, LIM fees and revenue received for resource consents. The favourable expenditure variance of \$349k is due to lower-than-expected staff costs and planning consultant (review) fees.
- Three Waters – income has an unfavourable variance of (\$109k). This is primarily due to the timing of the budget to when water billing is carried out. Water billing occurred in the March 2021 period. Expenditure has an unfavourable variance of (\$72k) due to reactive repairs required after the January flooding event. As per Council resolution 21.2.14 January 2021 Weather Event – Water report authorised to allow the over-expenditure as opposed to using the Emergency Event Reserve.

Capital Expenditure

Year-to-date, 30% of the total capital spend against for the full year's revised capital budget, has been expensed.

CAPITAL EXPENDITURE	YTD Actual \$000	YTD Revised Budget \$000	YTD Variance \$000		2020/21 Revised Budget \$'000	Progress to date
Council Property and Facilities	6,137	4,987	(1,150)	●	10,763	57%
Waste Management	94	2	(92)	●	860	11%
i-SITES	-	-	-	●	5	0%
Customer Services and Administration	21	14	(7)	●	61	34%
Vehicle Fleet	264	167	(97)	●	353	75%
Planning	-	-	-	●	193	0%
Information Services	440	399	(41)	●	1,992	22%
Libraries	92	111	19	●	500	18%
Parks and Recreation	586	529	(57)	●	2,908	20%
Roading	3,422	4,460	1,038	●	7,461	46%
Three Waters	3,609	5,101	1,492	●	23,091	16%
Grand Total	14,665	15,770	1,105		48,187	30%

This table has rounding (+/- 1)

Council Property and Facilities (\$1.15M) unfavourable against budget:

The forecast recognised the cash payment for the Murray Terrace land, but it did not recognise the non-cash component in the forecast. This needs to be recognised as per Council's resolution 20.40.3 in July 2020.

Waste Management (\$92k) unfavourable against budget:

This variance is due to the progression of the Glass Crushing plant project, which Council authorised as per resolution 20.7.31 in August 2020.

Vehicle Fleet (\$97k) unfavourable against budget:

Vehicle replacements have a current unfavourable variance of (\$97k). Overall it is tracking well against the full year budget. There are couple of vehicle replacements remaining for the financial year.

Information Services (\$41k) unfavourable against budget:

Records digitisation staff costs have been allocated to the project after the forecast creating an unfavourable variance, this will smooth out as the budget is released over the remainder of the year.

Libraries \$19k favourable against budget:

Small favourable variance relating to the timing of library book and e-book purchase.

Parks and Recreation (\$57k) unfavourable against budget:

Parks and recreation have an unfavourable variance of \$57k. These variances are driven by the timing of projects at the Molyneux and Cromwell pools. As the budgets are released for these projects the variances will smooth out in future months.

Roading \$1.038M favourable against budget:

Subsidised roading projects are behind, this is mainly due to delays to the capital programme of work. A month in the work programme has been lost due to the flooding event in January 2021.

Three Waters is \$1.49M favourable against budget:

The favourable variance is due to the timing of construction to budgets. The main drivers include the Cromwell and Omakau water supply improvements and the Clyde wastewater reticulation network construction.

Internal Loans

Forecast closing balance for 30 June 2021 is \$4.27M

OWED BY	Original Loan	1 July 2020 Opening Balance	30 June 2021 Forecast Closing Balance
Public Toilets - Roxburgh & Cromwell	670,000	513,510	491,239
Tarbert St Building	25,868	14,502	13,067
Alexandra Town Centre	94,420	54,766	49,759
Alexandra Town Centre	186,398	101,720	91,041
Alexandra Town Centre	290,600	170,912	155,412
Centennial Milkbar	47,821	24,252	21,284
Vincent Grants	95,000	28,500	19,000
Pioneer Store Naseby	21,589	12,236	10,949
Roxburgh Water	867,000	743,391	717,829
ANZ Bank Seismic Strengthening	180,000	154,337	149,030
Molyneux Pool	262,000	604,000	571,900
Maniototo Hospital	1,873,000	1,824,913	1,775,142
Alexandra Airport	218,000	211,407	204,485
Total	4,831,696	4,458,446	4,270,137

External Loans

The total amount of external loans at the beginning of the financial year 2020-21 was \$241k and as at 28 February 2021 the outstanding balance was \$206k. Council has received \$35k in principal payments and \$8.5k in interest payments.

OWED BY	Original Loan	1 July 2020 Actual Opening Balance	Principal	Interest	28 February 2021 Actual Closing Balance
Cromwell College	400,000	164,184	22,059	6,019	142,124
Maniototo Curling	160,000	48,743	8,648	1,499	40,094
Oturehua water	46,471	28,122	4,098	1,004	24,023
Total	606,471	241,049	34,805	8,522	206,241

3. Attachments

Nil

Report author:



Donna McKewen
Accountant
19/04/2021

Reviewed and authorised by:



Leanne Macdonald
Executive Manager - Corporate Services
20/04/2021

21.3.12 ORDER OF CANDIDATE NAMES ON VOTING PAPERS FOR THE CROMWELL COMMUNITY BOARD BY-ELECTION

Doc ID: 532174

1. Purpose of Report

To consider the order of candidate names on the voting papers for the Cromwell Community Board by-election, should an election process be required.

Recommendations

That the Council

- A. Receives the report and accepts the level of significance.
 - B. Approves the candidate names for the Cromwell Community Board by-election voting papers appearing in random order.
-

2. Background

The resignation of Robin Dicey from the Cromwell Community Board on 21 April 2021 has triggered a by-election under the Local Electoral Act 2001 (the Act).

Under section 31 of the Act, Council can decide by resolution the order in which the names of candidates will appear on the voting paper, whether it be in alphabetical order of surname, pseudo random order or random order.

3. Options

Option 1 – Random Order (recommended)

For this option, the randomisation of candidate names is applied at the time the voting papers are printed, which results in the candidate names being listed in a different order on each voting paper (within the limits of available combinations).

Advantages:

- No candidate is given an advantage by being listed first for that election on every voting paper
- Software used by Council contractor's means there is no additional expense for this option

Disadvantages:

- Voters may find it more difficult to find their preferred candidate

Option 2 – Alphabetical Order of Surname

For this option, the candidate names appear on the voting paper in alphabetical order of the surname. This is the default option if no preference is indicated.

Advantages:

- Sorting in alphabetical order of surname is the simplest method for the voter and the most familiar, being the system used in central government elections.

Disadvantages:

- Research suggests that there is a degree of advantage for candidates whose names are listed first on the voting paper.

Option 3 – Pseudo-Random Order

Under this arrangement, the candidate names would be placed in a receptacle, mixed together and then drawn out, with the candidate names then being listed on all voting documents in the order in which they are drawn.

The regulations provide that if a local authority has determined that pseudo-random order is to be used, the Electoral Officer must state in the public notice required to be given, the date, time and place at which the order of the candidate' names will be arranged. Any person is then entitled to attend while the arrangement is in progress.

Advantages:

- All candidates have an equal chance in having a degree of advantage for candidates whose names are listed first on the voting papers.

Disadvantages:

- Research suggests that there is a degree of advantage for candidates whose names are listed first on the voting paper.
- Voters may find it more difficult to find their preferred candidate
- There are minor additional public notice costs because the draw to select the order of candidate names on the voting paper must be advertised as being open to the public.
- The additional time needed to complete the draw means that there is time pressure to prepare the public notice of day of election and candidate names.

4. Compliance

Local Government Act 2002 Purpose Provisions	This decision is consistent with Section 10(a) "to enable democratic local decision making" as it is following due process.
Financial implications – Is this decision consistent with proposed activities and budgets in long term plan/annual plan?	There are no significant financial implications that aren't already covered by budget.
Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.	Council has previously used random order as the method by which names are placed on voting papers.
Considerations as to sustainability, the environment and climate change impacts	This decision has no direct impact on sustainability, the environment or climate change.
Risks Analysis	This matter does not have significant risk.

Significance, Consultation and Engagement (internal and external)	Under the Significance and Engagement Policy no consultation needs to be undertaken.
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5. Next Steps

Once nominations have closed, and assuming an election process is required, voting papers for the Cromwell Community Board by-election will be prepared in accordance with the decision made.

6. Attachments

Nil

Report author:



Rebecca Williams
Governance Manager
27/04/2021

Reviewed and authorised by:



Sanchia Jacobs
Chief Executive Officer
28/04/2021

21.3.13 LOCAL GOVERNMENT NEW ZEALAND CONFERENCE 2021

Doc ID: 530256

1. Purpose of Report

To consider the Central Otago District Council's involvement in the 2021 Local Government New Zealand conference in Blenheim.

Recommendations

That the Council

- A. Receives the report and accepts the level of significance.
 - B. Approves the Mayor and Deputy Mayor to attend the 2021 Local Government New Zealand Conference in Blenheim.
 - C. Approves the Mayor as the presiding delegate, and the Deputy Mayor as the alternate delegate.
-

2. Discussion

The 2021 Local Government New Zealand Conference will be held in Blenheim on 15-17 July inclusive.

Council has the opportunity to involve itself in the Local Government New Zealand 2021 conference in the following ways:

- 1. Submit a remit for the AGM.
- 2. Register attendees and advise on official delegations.
- 3. Provide obituaries.

Concerning registrations, the custom has been for the Mayor, Deputy Mayor, one other Councillor and Chief Executive Officer to attend the conference.

The Council qualifies for three official delegates and these must be identified on the registrations.

Expressions of interest were called for and no additional expressions were received at the time of writing.

Partners are welcome to attend at their own additional expense.

3. Attachments

Nil

Report author:



Tim Cadogan
Mayor
8/04/2021

7 MAYOR'S REPORT

21.3.14 MAY 2021 MAYOR'S REPORT

Doc ID: 532289

1. Purpose

To consider an update from His Worship the Mayor.

Recommendations

That the Council receives the report.

Long-term Plan

The time since our last meeting has been extremely busy with engagement with the community in relation to the Long-term Plan (LTP). Staff and elected members have combined to do all that was possible to bring the LTP to the attention of our public. Formal engagement events included:

- 11 public drop-ins where elected members engage directly with the public
- six business group meetings across the district
- targeted meetings such as Alexandra Mums4Mums morning tea or meeting with Cromwell Mall tenants and owners.
- three youth council presentations
- two one-hour local radio phone-in sessions
- a dedicated Central App button
- 50+ Facebook posts and direct responses to queries from those
- Facebook live sessions
- columns and advertising in local print media.

As a result of this effort, we have received a record 846 submissions; that is around one for every 27 people in the District; a truly outstanding result. It's not just about the number of submissions received though as I am particularly pleased with the demographic that we have heard from. Aside from the 20–29 year age group, we achieved a fairly even spread across the other demographics which is crucially important.

Thanks to this work, we now have a very good tool to assist us in the decision-making process at our next meeting in early June.

Future for Local Government

There is an old Chinese saying, "may you live in interesting times". Apparently, it is said as a curse, not a kind wish. The Three Waters and Resource Management Act (RMA) reforms will inevitably change what local government looks like in years to come. Whether we opt out of the Three Waters reform process or not, there will still be significant upheaval in our sector as a result of those reforms and the RMA changes will be fundamental to the Planning side of the operation.

Until recent weeks, those major reform discussions seemed to have been held in something of a vacuum, so the Government announcement of a Future for Local Government initiative to look into the roles and responsibilities of councils amid this mass of policy reform must be welcomed.

A review panel has been appointed with a mandate to consider what local government does, how it does it, and how it pays for it. From there, they will explore what local government's future looks like, including:

- roles, functions and partnerships
- representation and governance
- funding and financing.

So really, all cards are on the table, as they should be.

The review panel appointments have only just been made and it is very early days, but I will be doing all I can to ensure that the voice of Central Otago is clearly heard through the two-year process ahead of us.

Lake Onslow Battery Project

When the government announced in July last year that a massive expansion of Lake Onslow to provide a battery for hydro generation to be used in dry years, the majority voice in the area was, from my reading of it, "it will never happen". Well, I'm not sure if that is the majority view now after Environment Minister David Parker stated last month that the Onslow build was the only way for New Zealand to meet its zero-carbon target of 2050.

There is a long way to go before this project gets a definite green light but it would be foolish to ignore the chance of it happening. If it does go ahead, there will be a major impact on all of Central Otago, not just the Teviot Valley. We as a community need to start thinking seriously about what this project would mean for us and those who come after us, not just through the build stage but with what would be left behind when it is all over.

Aurora

I hope this is the last time I report to Council on developments with our lines company, but somehow, I doubt it will be. The Commerce Commission released its final decision on the Customised Price Path application, and it has, as anticipated, significant increases in transmission charges for Central Otago users. Realistically, the battle for a fairer pricing regime was lost when the Electricity Authority (EA) refused to distribute the cost of improving the network over the whole network rather than the boundaries created by Aurora. That would have lifted Dunedin's cost and lowered ours but goes against a fundamental EA philosophy that costs should fall where they lie.

There is little now that can be done about what has occurred and that is incredibly frustrating. There is one small step in the process that I will be submitting on on Council's behalf, being on Aurora Energy's information disclosure requirements. The Commerce Commission came into justifiable criticism for sitting back and doing nothing while Aurora was mismanaged and underinvested for a decade during its public consultation in Central and my submission will be making it plain that it is not acceptable for that to happen again. Electricity transmission is highly technical, and the community can basically be told anything by Aurora and not have the capacity to truth-test what it is being told. It is plain there is little trust of the company in Central and it will take as long if not longer to regain that trust as the decade it took to destroy it, so anything Aurora reports will be dismissed out of hand by many. I will be arguing strongly that the Commission must be a part of the reporting process to stand by the community using its expertise to ensure that the debacle of years gone by doesn't happen again and that the huge money being spent by Central Otago is spent in Central Otago. As I have said before, the Commission needs to be a watchdog on the end of its chain not sitting asleep in its kennel.

Dave Cull

I was greatly saddened by the passing of Dave Cull, former Mayor of Dunedin and former Chair of the Southern District Health Board. Dave was a great guy and someone who was always available on the end of the phone with some sage advice from his many years of public service. He had a very calm, reflective and thoughtful way about him. I would like to think some of that has rubbed off on me over the years and I am sure I am a better Mayor for knowing him. He was also excellent company with a wealth of stories from a life well lived.

ANZAC Day

It was fantastic to see our communities be able to get together again to remember the Service of those who came before us this year. I attended Services in Clyde, Omakau and Alexandra as well as a very moving ceremony in Cromwell where poppies were laid on Returned Service-peoples graves. It was a typically changeable autumn day in Central with a dead-calm dawn in Clyde leaving frost on the car, a bitter wind at Cromwell, a brewing storm and Omakau and finally warm sunshine in Alexandra, all in the space of five hours.

I must admit I love the effort made by the Alexandra-Clyde RSA including the firing of the 25-pound artillery piece which never ceases to impress and a fly-by by a bi-plane. For some, these are theatre but for me, the shock of that gun firing gives just a tiny taste of what it must have been like hearing artillery in big battles. At the Somme, the British artillery consisting of over 1,000 pieces, many larger than the 25 pounder we heard, fired 1.5 million shells over four days. As I say, a tiny taste, lest we forget.

Resignation from Cromwell Community Board

I note that Robin Dicey, in his second term as a member of the Cromwell Community Board resigned last month citing that he found it "claustrophobic and constraining to work under all these layers of bureaucracy." Work is now underway for the by-election to find a replacement for Mr Dicey, a process that will cost the community over \$25,000 should the position be contested.

Other events

Amongst a busy schedule, I had two visits that I want to make mention of here. I had a magnificent morning touring Closeburn Station in the Maniototo with owner Tony Clark and Councillor Stu Duncan. I have always been a small-town boy, but a townie nonetheless, so any opportunity to get out on a farm and learn about innovative farming practices is greatly welcomed. Closeburn produces some of the finest merino fleece in the world and is also instituting sustainable growing methods that are very impressive to see.

I also visited the new Hector Egger factory in Cromwell and was very impressed by the ultra-modern methods being used to essentially pre-fabricate homes and other buildings within its 3,000m² site. It really was something to see how timber goes in at one end and all the parts of a house come out the other with almost no off-cut waste. I see huge potential for this system and it is a boon for the district to have this factory in our area.

2. Attachments

Nil

Report author:



Tim Cadogan
Mayor
28/04/2021

8 STATUS REPORTS

21.3.15 MAY 2021 GOVERNANCE REPORT

Doc ID: 530364

1. Purpose

To report on items of general interest, receive minutes and updates from key organisations, consider Council's forward work programme and the legacy and current status report updates.

Recommendations

That the Council receives the report.

2. Discussion

Forward Work Programme

Council's forward work programme has been included for information.

Status Reports

The status reports have been updated with any actions since the previous meeting.

Legacy Status Reports

The legacy status reports have been updated with any actions since the previous meeting.

3. Attachments

Appendix 1 - Council's Work Programme - May 2021 [↓](#)

Appendix 2 - Status Updates [↓](#)

Appendix 3 - Planning and Environment Legacy Status Report [↓](#)

Appendix 4 - Chief Executive Officer Legacy Status Report [↓](#)

Appendix 5 - Infrastructure Legacy Status Report [↓](#)

Report author:

Reviewed and authorised by:



Rebecca Williams
Governance Manager
8/04/2021



Sanchia Jacobs
Chief Executive Officer
28/04/2021

Updated 27 April 2021

Council
Forward Work Programme 2021

Area of work and Lead Department	Reason for work	Council role (decision and/or direction)	Expected timeframes Highlight the month(s) this is expected to come to Council in 2021											
			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Long-term Plan 2021/31														
Long-term Plan Chief Advisor/Chief Executive Officer	Legislative requirement under the Local Government Act 2002.	Decisions required: Direction on key strategic issues and budget direction required in workshops and decisions required on the Consultation Document and key supporting documentation.	W		D		D	D						
Vincent Spatial Plan														
Vincent Spatial Plan Executive Manager: Planning & Environment	Vincent Community Board and Council priority.	Decision required: Workshops and decisions required as the work progresses.						U						
Cromwell Masterplan														
Cromwell Masterplan Executive Manager: Planning & Environment	Cromwell Community Board and Council priority.	Decision required: Workshops and decisions required as the work progresses.			D		D	D						
Three waters reform														
Water reform Water Services Manager/Executive Manager Infrastructure	Key central government legislative priority.	Decision required: Workshops and decisions required as the reform progresses.			D		D	D			D			
Council's role in housing														
Housing Chief Advisor	Key Council priority.	Decision required: Agree council's role in the housing.		D	W	W		D						
District Plan review														
District Plan Review Planning Manager/Executive Manager Planning & Environment	Legislative requirement under the Resource Management Act 1991.	Decision required: Workshops and decisions required as this work progresses.			D									

Updated 27 April 2021

Area of work and Lead Department	Reason for work	Council role (decision and/or direction)	Expected timeframes Highlight the month(s) this is expected to come to Council in 2021											
			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Lake Dunstan Water Supply and Clyde Waste Water projects														
Major projects Capital Works Programme Manager; Executive Manager Infrastructure	Key Council priority (Long-term Plan 2018-28)	Decision required: Key decisions as required as the work progresses, including approval of tenders. Regular updates will be provided via the Project Governance Group.			D		D	D						
Sustainability Strategy Action Plan														
Sustainability Strategy Environmental Services Manager/Executive Manager Infrastructure	Key Council priority	Decision required: Updates and decisions required as this action plan is implemented.					U					U		

Key – W = workshop, D = decision, U = update

Status Updates		Committee: Council			
Meeting	Report Title	Resolution No	Resolution	Officer	Status
3/02/2021	Minister of Conservation's Consent - Lease to Puna Rangatahi, Alexandra and Districts Youth Trust over Roxburgh Recreation Reserve	21.1.10	<p>A. Receives the report and accepts the level of significance.</p> <p>B. Agrees to grant consent (under delegated authority) on behalf of the Minister of Conservation, to Council issuing a lease over part of the Roxburgh Recreation Reserve to the Puna Rangatahi, Alexandra and Districts Youth Trust as set out in resolution 20.6.4 of the Teviot Valley Community Board meeting held on 12 November 2020.</p>	Property and Facilities Officer (Vincent and Teviot Valley)	<p>11 Feb 2021 Action memo sent to Property and Facilities Officer (Vincent and Teviot)</p> <p>24 Feb 2021 The lease agreement is with the Youth Trust for signing.</p> <p>16 Apr 2021 Youth Trust have signed their agreement. Awaiting the Scouts Association signatories.</p>
3/02/2021	Council's role in housing: A market data update and direction on council's role in providing affordable housing	21.1.7	<p>A. Receives the report and accepts the level of significance.</p> <p>B. Notes the updated housing market analysis</p> <p>C. Agrees in principle that council has a role in affordable housing.</p> <p>D. Agrees to progressing work on developing an affordable homes model in Central Otago (including discussions with the Central Otago Community Housing Trust) based on the Queenstown Lakes Community Housing Trust Secure Home model</p> <p>E. Request staff to include the provision of inclusionary zoning as part of the work programme for the District Plan.</p>	Chief Advisor	<p>10 Mar 2021 Further advice will be presented at the 24 March 2021 meeting.</p> <p>15 Apr 2021 A workshop will be held at the 3 May 2021 meeting.</p>
24/03/2021	Minister of Conservation's Consent - Easements over Local Purpose (Road) Reserve [PRO: 62-3116-E1]	21.2.2	<p>A. Receives the report and accepts the level of significance.</p> <p>B. Agrees to grant consent (under delegated authority), on behalf of the Minister of Conservation, to Council granting the following easements over Lot 101 Deposited Plan 490721 being Local Purpose (Road) Reserve:</p> <ul style="list-style-type: none"> - over Lot 101 DP 490721 (Local Purpose (Road) Reserve) in favour Lot 1 DP 505292 for the purpose of conveying water, sewage, electricity, and telecommunications. - (in gross) in favour of Aurora Energy Limited. 	Property Officer - Statutory	<p>30 Mar 2021 Applicant notified of outcome. Works to be managed by applicant's contractors. MATTER CLOSED.</p> <p>30 Mar 2021 Action memo sent to report writer.</p>

			- (in gross) in favour of Chorus NZ Limited.		
24/03/2021	Rural Networks South Island rent review.	21.2.3	That the item is left to lie on the table pending further information.	Property Officer - Statutory	<p>30 Mar 2021 Licensee notified of outcome and request for further information 27/03/2021. Licensee will 'address over the next week'.</p> <p>30 Mar 2021 Action memo sent to report writer.</p> <p>16 Apr 2021 Licensee has advised that his valuer and surveyor will be unable to provide the additional information till May. He has also advised that he is evaluating the logistics of moving his towers onto private land.</p>
24/03/2021	Consultation Document for the 2021-31 Long-term Plan and Supporting Information to the Consultation Document for the Draft 2021-31 Long-term Plan	21.2.4	<p>A. Receives the report and accepts the level of significance.</p> <p>B. Recommends the draft 2021-31 Long-term Plan be adopted as supporting information to the Consultation Document. This documentation includes:</p> <ul style="list-style-type: none"> (a) Infrastructure Strategy (b) Financial Strategy (c) Development and Financial Contributions Policy (d) Fees and Charges (e) Significance and Engagement Policy (f) Revenue and Financing Policy (g) Rating Policy (h) Liability Management Policy (i) Investment Policy (j) Prospective Financial Statements (k) Prospective Funding Impact Statements (l) Community Outcomes Development (m) Significant Forecasting Assumptions and Risks 	Executive Manager - Corporate Services	<p>30 Mar 2021 Action memo sent to report writer.</p> <p>31 Mar 2021 With the adoption of the Consultation Document and the supporting information to the draft 2021-31 Long-term Plan, the consultation period was able to commence on 26 March 2021. The draft 2021-31 Long-term Plan has been placed on Council's web-site for the public to access. This document contains all the key strategies and policies required to make up a Long-term Plan (the book). In addition the strategies and policies have been listed separately on Council's web-site to make it easier for the public to access specific documents. The Consultation Document has also been made available to the public via the Council's web-site. Additional copies have been printed off and made available to the public at the various public meetings that are being held for the public to attend to gain a better understanding of the topics being consulted on as part of the proposed 2021-31 Long-term Plan.</p>

			<p>(n) Capital Expenditure for Activity Groups</p> <p>C. Recommends that the Long-term Plan 2021-31 Consultation Document be adopted for public consultation.</p> <p>D. Recommends that the Chief Executive Officer be authorised, in consultation with the Mayor, to make any necessary formatting or editorial changes, or other such final changes required by either Audit New Zealand or to ensure compliance with the Local Government Act 2002.</p>		
24/03/2021	Fees and Charges 2021-22	21.2.5	<p>A. Receives the report and accepts the level of significance.</p> <p>B. Accepts the Fees and Charges Schedule and its amendments for 2021-22 as detailed in Appendix 1.</p> <p>C. Adopts the fees and charges as part of council's annual fees and charges for the 2021-22 financial year.</p>	Executive Manager - Corporate Services	<p>30 Mar 2021 Action memo sent to report writer.</p> <p>12 Apr 2021 The fees and charges schedule 2021-22 have been adopted at the 24 March 2021 council meeting for consultation. A copy has been uploaded to the council website.</p>
24/03/2021	Rural Fire Land and Buildings	21.2.6	<p>A. Receives the report and accepts the level of significance.</p> <p>B. Agrees to dispose of the Tarras Rural Fire Depot to Fire and Emergency New Zealand subject to the following conditions:</p> <ol style="list-style-type: none"> 1 The building ownership is transferred for \$1 2 A ground lease is granted for an area (as outlined in Appendix) for 30 years at \$1 per annum, and upon termination of the lease any improvements on the land will revert to Council 3 Fire and Emergency New Zealand covers the legal costs associated with the sale and the preparation of the lease 4 Fire and Emergency New Zealand covers the costs associated with the installation of a power supply and a septic tank system to the depot 	Property and Facilities Officer (Vincent and Teviot Valley)	<p>30 Mar 2021 Action memo sent to report writer.</p> <p>16 Apr 2021 Documentation for the asset transfer and ground leases are in draft and under review by both parties.</p>

			<p>5 Fire and Emergency New Zealand covers the costs of relocating the Tarras Domain's access gate and the recycling station</p> <p>C. Agrees to dispose of the Omakau Rural Fire Depot to Fire and Emergency New Zealand on the following conditions:</p> <p>1 The building ownership is transferred for \$1</p> <p>2 A ground lease is granted under Section 61(2) of the Reserve Act 1977 for 30 years at \$1 per annum, and upon termination of the ground lease any improvements on the land will revert to Council</p> <p>3 Fire and Emergency New Zealand covers the legal costs associated with the sale and the preparation of the lease</p> <p>D. Agrees to dispose of the Millers Flat Rural Fire Depot to Fire and Emergency New Zealand on the following conditions:</p> <p>1 Council's ground lease is terminated upon which the building's ownership transfers to Fire and Emergency New Zealand</p> <p>2 Fire and Emergency New Zealand covers the legal costs</p>		
24/03/2021	Molyneux Park Reserve Management Plan 2021	21.2.9	<p>A. Receives the report and accepts the level of significance.</p> <p>B. Resolves that the Molyneux Park Reserve Management Plan 2021 be adopted as amended above.</p>	Parks and Recreation Manager	<p>30 Mar 2021 Action memo sent to report writer.</p> <p>19 Apr 2021 All submitters have been advised that the plan was adopted. The plan is now available on Council's website. CLOSED.</p>
24/03/2021	District Plan Review Programme	21.2.10	<p>A. Receives the report and accepts the level of significance.</p> <p>B. Approve the District Plan review programme as outlined in Appendix 1</p>	Principal Policy Planner	<p>30 Mar 2021 Action memo sent to report writer.</p> <p>21 Apr 2021 Review of Industrial Chapter underway; RFP for Residential section review being drafted; GIS mapping project progressing; e-Plan contract approved</p>

24/03/2021	Approval of Plan Change 15 to the Central Otago District Plan	21.2.11	<p>A. Receives the report and accepts the level of significance.</p> <p>B. Approves pursuant to section 73 of the Resource Management Act 1991 Plan Change 15 to the Central Otago District Plan and determines that Plan Change 15 shall become operative on Tuesday 20th April 2021.</p> <p>C. Such approval to be effected by affixing the seal of the Council to the plan change.</p> <p>D. Publicly notify that it has approved the plan change and the date upon which Plan Change 15 is to become operative.</p> <p>E. Provide a copy of the operative Plan Change 15 to those statutory authorities listed in clause 20 (4) of Schedule 1 to the Resource Management Act 1991.</p> <p>F. Provide a copy of the operative Plan Change 15 to every library in the District.</p>	Principal Policy Planner	<p>30 Mar 2021 Action memo sent to report writer.</p> <p>21 Apr 2021 Resolutions A-F have been completed. MATTER CLOSED</p>
24/03/2021	Waste Services Collaboration	21.2.12	<p>A. Receives the report and accepts the level of significance.</p> <p>B. Directs staff to continue exploring the opportunity for regional collaboration in processing of Council's different waste streams.</p>	Environmental Engineering Manager	<p>30 Mar 2021 Action memo sent to report writer.</p> <p>16 Apr 2021 CLOSED.</p>
24/03/2021	Waste Management and Minimisation Bylaw 2021 adoption	21.2.13	<p>A. Receives the report and accepts the level of significance.</p> <p>B. Adopts the Waste Management and Minimisation Bylaw 2021.</p>	Environmental Engineering Manager	<p>30 Mar 2021 Action memo sent to report writer.</p> <p>16 Apr 2021 Waste Management and Minimisation Bylaw 2021 adopted as of 1 April 2021. CLOSED.</p>
24/03/2021	January 2021 Weather Event - Water	21.2.14	<p>A. Receives the report and accepts the level of significance.</p> <p>B. Authorises \$340,000 of funding as an authorised over-expenditure for the initial response to, and repair of water assets, following the January 2021 flood event.</p>	Engineering Assistant	<p>30 Mar 2021 Action memo sent to report writer.</p> <p>22 Apr 2021 CLOSED</p>

24/03/2021	Procurement for Water and Wastewater Projects	21.2.15	<p>A. Receives the report and accepts the level of significance.</p> <p>B. Approves an open tender process for six contracts for construction work for the Cromwell pumpstation upgrades, Alexandra northern reservoir, Manuherekia pipe crossings, Roxburgh water pipe replacement, Bridge Hill water pipe replacement, and Clyde wastewater pumpstation.</p> <p>C. Approves direct appointment of Beca for the Bridge Hill water pipe replacement design.</p> <p>D. Approves direct appointment of Fluent Solutions for the Roxburgh water pipe replacement design.</p> <p>E. Authorise the Chief Executive to award the construction contracts to the highest scoring tenderers.</p>	Capital Projects Programme Manager	<p>30 Mar 2021 Action memo sent to report writer.</p> <p>22 Apr 2021 Procurement Plans being implemented as per resolution. CLOSED</p>
24/03/2021	January 2021 Weather Event - Roading	21.2.16	<p>A. Receives the report and accepts the level of significance.</p> <p>B. Authorises \$355,250 of funding from the Emergency Event Reserve (1750264028) for reinstatement of roads following the January 2021 flood event.</p>	Roading Manager	<p>30 Mar 2021 Action memo sent to report writer.</p> <p>20 Apr 2021 CLOSED</p>
24/03/2021	March 2021 Governance Report	21.2.17	<p>A. Receives the report.</p> <p>B. Ratifies the Otago and Southland councils' joint submission to the Health Committee on the Water Services Bill.</p>	Governance Manager	<p>30 Mar 2021 Action memo sent to report writer.</p> <p>30 Mar 2021 CLOSED Submission sent.</p>



Status Report on Resolutions – Planning and Environment

Resolution 20.5.4 – July 2020

Lease of Kyeburn Reserve – Ratification

That the Council:

- A. **Receives** the report and accepts the level of significance.
- B. **Agrees** to grant the Kyeburn Committee a lease pursuant to Section 61(2A) of the Reserves Act 1977, on the following terms:
- | | |
|-----------------------|-------------------------------|
| 1. Permitted use: | Community Hall |
| 2. Term: | 33 years |
| 3. Rights of Renewal: | None |
| 4. Land Description | Sec 20 Blk V11 Maniototo SD |
| 5. Area: | 0.4837 hectares |
| 6. Rent: | \$1.00 per annum if requested |

Subject to the Kyeburn Hall Committee

1. Becoming an Incorporated Society
2. Being responsible for all outgoings, including utilities, electricity, telephone, rubbish collection, rates, insurance and ground maintenance

STATUS

February – April 2021 – Property and Facilities Officer - Ranfurly to meet Committee in May 2021 and discuss next steps.

January 2021 – Waiting for confirmation of their status as an Incorporated Society before issuing the lease.

September – December 2020 – Kyeburn Hall Committee to follow up progress on getting their status as an Incorporated Society, in response to email sent to them September 2020.

August 2020 – Advised Kyeburn Hall Committee of Council's resolution and waiting for confirmation of their status as an Incorporated Society before issuing the lease.

July – Action memo sent to Property and Facilities Officer - Maniototo

Resolution 20.2.5 – March 2020

Vincent Spatial Plan

That the Council:

- A. **Receives** the report and accepts the level of significance.

Report Author: Executive Manager - Planning and Environment

- B. **Agrees** to the development of the Vincent Spatial Plan for the Alexandra Basin, to be funded through existing 2019-20 and 2020-21 annual budgets.

STATUS

April 2021 – Preferred option being developed.

March 2021 – Submissions being analysed.

February 2021 – Over 600 submissions received from broad demographic of community. Analysis of submissions and surveys underway.

January 2021 – Community consultation on options underway.

December 2020 – Options have been approved by Council and will be consulted over December 2020 and January 2021.

November 2020 – Workshop with Vincent Community Board regarding the Vincent Spatial Plan to be held on 11 November. Report on Vincent Spatial Plan going to Council's 18 November meeting.

September 2020 – Stakeholder workshop was held on 9 September 2020. Options being developed from the workshop for public consultation.

August 2020 – Public drop-in sessions being held during August.

July 2020 – ILM workshop held and work underway on the options with further consultation also planned.

April – May 2020 – Initial consultation through survey completed with over 600 responses. Scoping of Spatial Plan with consultants completed and workshops to commence once restrictions eased.

March 2020 – Action memo sent to Executive Manager – Planning and Environment.

Resolution 19.10.9 – November 2019

Minister of Conservation's Consent – Lease of Recreation Reserve

That the Council:

- A. **Receives** the report and accepts the level of significance.
- B. **Agrees** to grant consent (under delegated authority), on behalf of the Minister of Conservation, to Council issuing a lease over part of the Clyde Recreation Reserve, to the Dunstan Golf Club Incorporated.

STATUS

April 2021 – Approved club signatories have been unavailable.

Report author: Executive Manager - Planning and Environment

March 2021 – Awaiting return of executed lease from Club.

February 2021 – Final draft of lease (recognising adoption of Community Leasing and Licencing Policy) returned to club lawyer for consideration.

January 2021 – Negotiations are subject to the approval of the Community Leasing Policy.

December 2020 – Negotiations are on-going.

November 2020 – Club have provided feedback on the draft lease. Fine-tuning of terms and conditions underway.

September 2020 – Club's lawyer advised of reclassification of reserve over area for pump station and has been asked to follow up with the club.

August 2020 – Club have advised they will not sign their lease until the submissions to the proposal to reclassify part of the reserve to local purpose have been heard.

July 2020 – Query received from the Club regarding term of lease. No other update available.

May 2020 – Lease drafted and forwarded to the Dunstan Golf Club for execution.

February 2020 – With Council's lawyers, awaiting new title to be issued in the name of Council as the existing title is outdated and in the name of HMTQ.

January 2020 – Advice to be sought on defining the various areas of occupation on the reserve prior to the lease being drafted.

November 2019 – Action memo sent to the Property Officer – Statutory.

Resolution 18.4.7 – April 2018

Omakau Waste Water Treatment (PRJ 04-2018-01, PRO 61-6020-00)

- A. RESOLVED that the report be received and the level of significance accepted.
- B. AGREED to enter into enter into negotiations to acquire an easement for Council over the existing gravel road described as Part Section 54 Block I Tiger Hill Survey District for right of access, and power infrastructure.
- C. AUTHORISED the Chief Executive to do all that is necessary to give effect to this resolution.

STATUS

April 2021 – Negotiations ongoing.

Report author: Executive Manager - Planning and Environment

March 2021 – MOU signed by CEO and returned to lawyers. Negotiations with landowner regarding easements are ongoing.

February 2020 – MOU received and with Infrastructure to review.

January 2021 – Lawyers still hope to secure additional right to convey water. MOU being drafted in interim.

December 2020 – Possibility of power being provided via MOU with Aurora being researched.

November 2020 – Landowner's lawyer has been asked to provide an update on status – response not yet received.

September 2020 – Paperwork for power easement drafted and will be presented to property owner at the end of September.

August 2020 – Alternate options for securing access for Aurora are being investigated as the landowner has objected to the proposal.

July 2020 – Aurora have asked to be added to the agreement as a grantee as this will enable them to access and maintain network infrastructure that is located at the plant.

May 2020 – Landowner has signed & returned the amended documents, survey plan lodged with LINZ for approval, additional A & I (to cover registration of the right to convey water) being prepared.

February 2020 – Landowner has now agreed to the agreement being varied to include the right to convey water. Amended documents forwarded for execution at the end of January. No response received as yet.

January 2020 – Water Services Manager writing to the landowner to advise that the works to install power to the treatment plant are to commence later this month. If the landowner does not respond, neither the plant or the landowner will be connected to water. Refer to June 2019 update.

November 2019 – Water Services have advised that the additional right to convey (water) is on hold while a waterless option is investigated.

October 2019 – Landowner is declining to negotiate, options under PWA to be discussed.

September 2019 – Negotiations underway with Grantor regarding the proposed variation to the easement.

July 2019 – Negotiations still in progress regarding the amendment to the agreement. An offer has been made. Awaiting response.

Report author: Executive Manager - Planning and Environment

June 2019 – New negotiations underway to have the right to convey water added to the existing agreement – registration of existing document on hold in the interim.

May 2019 – Signed Authority and Instruction Certificate returned to GCA Legal for registration.

April 2019 – With CEO for signature. Registration to follow.

March 2019 – This now sits with Property Officer – Statutory. Waiting on survey to be approved, then the Easement documents can be registered.

January 2019 – Owners have been contacted and are still reviewing documentation. Update to be provided once the documentation has been signed.

October 2018 – Awaiting owner to return the signed documents.

September 2018 – The owner has reviewed the documentation and an onsite meeting has occurred. The document has been amended where appropriate. The agreement is now with the owners to sign.

August 2018 – Owner is reviewing documentation. Extra time required, as owner had a family bereavement.

July 2018 – Easement agreement sent to owner. Owner is currently reviewing documentation.

June 2018 – Meeting with landowner has occurred. Lawyer drafting agreement for owner to review.

May 2018 – Meeting with the landowner set for late May.

April 2018 – Action memo sent to the Property and Facilities Officer – Vincent and Teviot Valley.

Resolution 17.9.9 – October 2017

Council Owned Land, Pines Plantation Area North of Molyneux Park Netball Courts, Alexandra – Consider Sale/Development by Joint Venture of Residential Land (PRO 61-2079-00)

- A. RESOLVED that the report be received and the level of significance accepted.
- B. AGREED to the sale of part of Lot 25 DP 3194 and part of Lot 6 DP 300663, located south of the Transpower corridor at the north end of Alexandra and adjacent to the Central Otago Rail trail.
- C. APPROVED the Vincent Community Board's recommendation for sale of the land by way of a joint venture development and sale of Lots, the minimum terms and conditions including:

Report author: Executive Manager - Planning and Environment

- The joint venture partner funding development with no security registered over the land.
- Council receiving block value.
- Council receiving 50% of the net profit, with a minimum guaranteed of \$500,000.
- Priority order of call on sales income:

First: Payment of GST on the relevant sale.

Second: Payment of any commission and selling costs on the relevant sale.

Third: Payment to the Developer of a fixed portion of the estimated Project Development Costs per lot as specified in the Initial Budget Estimate and as updated by the Development Costs Estimate breakdown.

Fourth: Payment of all of the balance settlement monies to Council until it has received a sum equivalent to the agreed block value.

Fifth: Payment of all of the balance settlement monies to Council until it has received an amount equivalent to the agreed minimum profit share to Council.

Sixth: Payment of all of the balance to the Developer for actual Project Costs incurred in accordance with this Agreement.

Seventh: Payment of all of the balance amounts (being the Profit Share) to be divided 50 / 50 (after allowance for payment of the Minimum Profit to Council).

D. AGREED to delegate to the Chief Executive the authority to select the preferred joint venture offer and negotiate "without prejudice" a joint venture agreement.

E. AGREED that the Chief Executive be authorised to do all necessary to achieve a joint venture agreement.

STATUS

March–April 2021 – Work progressing according to contract.

February 2021 – 3910 contract executed. Detailed update was emailed to the board separate to this Status Report.

January 2021 – Construction has commenced. Work programme to be fully finalised in coming weeks.

December 2020 – Lawyer is drafting variation to agreement for discussion with developer.

November 2020 – Due to one of the shareholders passing away in late June the developer AC/JV Holdings has been working on a succession plan which should be finalised in early November. The need to agree succession has meant recent delays to the development but Staff are in regular contact with the contractor to ensure that works begin as soon as possible.

Once succession arrangements are confirmed it will enable construction to progress and sections to be put on market as soon as possible. To further ensure this outcome a variation to the development agreement will be prepared which will confirm stages and tighten progress requirements.

Report author: Executive Manager - Planning and Environment

September 2020 – Work expected to start on site in October for Stage 1 and some sections will be marketed. Stage 1 completion scheduled for April 2021.

May – August 2020 – Due to Covid 19, engineering design and construction start date delayed. As of May, engineering design mostly complete and work on site expected to start soon with a staged approach. Also awaiting outcome of Shovel Ready Projects application which may affect how this development progresses.

February 2020 – The developer is working on engineering design for subdivision to be approved by Council. Work expected to start on site for subdivision in approximately 6 weeks.

January 2019 – Subdivision consent granted 18 December 2019.

November 2019 – Subdivision consent was lodged on 22 November 2019.

September – October 2019 - The affected party consultation process with NZTA, Transpower and DOC for the application to connect Dunstan Road to the State Highway is almost complete. The developer is also close to finalising the subdivision plan to allow for the resource consent to be lodged.

July 2019 – Subdivision consent expected to be lodged in August.

June 2019 – Tree felling complete. Subdivision consent expected to be lodged in July or August.

May 2019 - Tree felling commenced 20 May and is expected to take up to 6 weeks to complete. Subdivision scheme plan close to being finalised before resource consent application.

April 2019 – Security fencing has been completed. Felling of trees expected to commence in the next month. Concept plan is in final draft. Next step is for the surveyor to apply for resource consent.

March 2019 – Concept plan is in final draft. Next step is for the surveyor to convert to a scheme plan and apply for resource consent. The fencer is booked in for March.

January 2019 – Development agreement was signed by AC & JV Holdings before Christmas. Subdivision plan now being developed for resource consent application and removal of trees expected to start mid to late January.

October 2018 – The development agreement is with the developer's accountant for information. Execution imminent.

September 2018 – The development agreement is under final review.

August 2018 – Risk and Procurement Manager finalising development agreement to allow development to proceed.

Report author: Executive Manager - Planning and Environment

June 2018 – Preferred developer approved. All interested parties being advised week of 11 June. Agreement still being finalised to enable negotiation to proceed.

March – April 2018 – Staff finalising the preferred terms of agreement.

February 2018 – Requests received. Council staff have been finalising the preferred terms of agreement to get the best outcome prior to selecting a party, including understanding tax implications.

December 2017 – Request for Proposals was advertised in major New Zealand newspapers at the end of November 2017 with proposals due by 22 December. Three complying proposals received.

November 2017 – Council solicitor has provided first draft of RFI document for staff review.

November 2017 – Action Memo sent to the Property Officer.

Report author: Executive Manager - Planning and Environment



Status Report on Resolutions – Chief Executive Officer

Resolution 19.11.8 – December 2019 Business Case for Central Stories Building

That the Council:

- A. **Receives** the report and accepts the level of significance.
- B. **Agrees** that once Council has made decisions on the i-SITE review and draft Museum Strategy, the business case to then go to Vincent Community Board for comment and report back to Council.

STATUS

November 2020-April 2021 – Allowing for the district museum strategy development process to occur before proceeding. The Central Stories project will not be included in the 2021 Long-term Plan consultation document.

September-October 2020 – Council/Vincent Community Board discussions are underway through the LTP workshop programme.

January-July 2020 – Action memo sent to Community and Engagement Manager. Awaiting outcomes of the i-SITE review and museum strategy adoption before proceeding.

Resolution 18.13.7 – December 2018 Lighting Policies to Reinforce Council's Position on Dark Skies Protection (COM 01-02-021)

- A. RESOLVED that the report be received and the level of significance accepted
- B. RESOLVED that Council commits to the development of a Lighting Policy for the Central Otago District owned and managed or administered building facilities and infrastructure which promotes lighting standards that comply with current International Dark Sky Association requirements
- C. RESOLVED that Council commits to promoting lighting standards that comply with current International Dark Sky Association requirements, into the first draft of the new Central Otago District Plan.

STATUS

February-April 2021 – The community is gathering public feedback on their dark skies initiative for input into their district plan change application. Council staff are not involved in this process.

January 2021 – No update available.

September-November 2020 – The community are currently undertaking consultation with local residents in regard to the proposed plan change.

Report author: Chief Executive Officer

August 2020 – The community is developing content (including the required community consultation) for a District Plan change application, and are in liaison with Council staff during the process.

May-June 2020 – No update available.

March 2020 – Met with local planning consultant who is willing to assist Naseby community put together a plan change request. They will work with Naseby group to prepare this.

February 2020 – No further update available. An update will be provided once there is progress to report on.

January 2020 – No further update available.

December and November 2019 – Council staff are currently investigating how to include dark skies protection parameters within the District Plan.

October 2019 - The Project Plan for the District Plan Review is being prepared and includes this, as well as other topics. There has been no prioritisation of any urgent topics at this stage.

May 2019 – Further scoping work for Naseby is occurring with Council's Community Development Manager and Planning Team. Update to be provided in Spring 2019.

April 2019 – Council adopted a lighting policy for Council-owned assets in February 2019. Planning staff are reviewing recommended International Dark Skies lighting requirements and their potential fit into the Central Otago District Plan.

January 2019 - Council staff are preparing a lighting policy on Council-owned infrastructure and this is scheduled for presentation to the February 2019 Council meeting. Naseby Vision has circulated a newsletter on IDA lighting standards to residents over the Christmas period and are collecting signatures from people who are willing to adhere to these standards on their own properties.

January 2019 – Action Memo sent to the Community Development Manager.

Resolution 17.5.7 – May 2017

Manuharekia River Minimum Flow Economic Impact Study (COM 27-03-001)

- A. RESOLVED that the report be received and the level of significance accepted.
- B. AUTHORISED a study of the economic impact on the Central Otago District of flow settings for the Manuharekia River based on lower and upper minimum flows shown in the Otago Regional Council Plan.

STATUS

April 2021 – The economic impact study report is in its final stages of review.

Report author: Chief Executive Officer

February 2021 – The economic impact study is underway and due for completion by the end of March 2021.

January 2021 – The economic impact study is set to begin late January. The hydrology model is expected to be signed off before the end of the month also.

August - November 2020 – Hydrology model expected late November

January 2020 – August 2020 - No further update available.

December 2019 – Meeting held with contractors and hydrologist to plan work for early next year (dependent on ORC agreeing to hydrology model at a meeting to be held in December).

November 2019 – No further update available.

September 2019 - Work is planned before the end of the calendar year. An update will be provided once this commences.

June - August 2019 – No further update at this stage.

May 2019 – Work is underway to confirm the best model to use for the hydrology report before the study is commissioned. It has been recommended that the Goldsim model that has been developed is modified so that it can be used for this study. Currently waiting for advice before we proceed.

January 2019 – a verbal update provided at the meeting.

November 2018 – Work is still progressing taking into consideration recent decisions by Otago Regional Council. Further update will be given at next meeting.

August 2018 – Work is still under way with the contractor to determine the flows of the Manuherikia that should be modelled.

July 2018 - A hydrology model is now available that is able to provide the information on the hydrology of the main catchment. Work is now under way with the contractor to determine the flows of the Manuherikia that will be modelled and to refine other aspects of the project. The contract will then be reconfirmed.

June 2018 – Awaiting updated hydrology report to progress this project.

February 2018 – Work is under way to gain more information on the hydrology of the main catchment necessary to inform economic modelling.

September 2017 – Commissioning study, Short Form Agreement has been approved for the contractor to commence work.

July 2017 – Economic Development Manager is arranging a meeting with Compass Agribusiness to commence this process.

June 2017 – Action memo sent to Economic Development Manager.

Report author: Chief Executive Officer



Status Report on Resolutions – Infrastructure Services

Resolution 20.9.4 – November 2020

Ripponvale Community Water Funding Options

That the Council:

- A. **Receives** the report and accepts the level of significance.
- B. **Agrees** that properties on the Ripponvale Community Water Scheme pay half the \$600,000 costs of upgrading the Ripponvale network to meet the New Zealand Drinking Water Standards, and minimum engineering standard requirements.
- C. **Agrees** that the Council share of \$300,000 be funded from the water stimulus fund allocation.
- D. **Agrees** that Ripponvale Community Water Scheme accumulated \$100,000 funds can be used to contribute to the \$300,000 to be funded by properties on the Ripponvale Community Water Scheme.
- E. **Agrees** that existing properties on the Ripponvale Community Water Scheme will have the option of paying their share of the \$300,000, less any contribution by the Ripponvale Community Water Scheme, by either a lump sum payment or as a targeted rate.
- F. **Agrees** that transfer of the scheme will occur on 30 March 2021, and that Council will not meet any costs accrued prior to 30 March 2021.
- G. **Agrees** that properties on the Ripponvale Community Water Scheme be charged the standard rates for a council water connection from 30 March 2021.
- H. **Agrees** that properties within the Ripponvale Community Water Scheme supply area be included within the Cromwell Water Supply Area, and that development contributions be applied to all properties that connect to this supply from 30 March 2021.

STATUS

March – April 2021 – Council has taken over management of supply. Legal requirements for targeted rate being investigated. Fulton Hogan & Switchbuild scoping and pricing work required.

February 2021 – Site visit held between Fulton Hogan maintenance team, Stantec Water Engineer and Council Water Engineers prior to taking over the operation and maintenance of the scheme. Staff are currently getting a legal review on options for rates charging.

January 2021 – Ripponvale Community Water have been asked to supply the customer database, we are still awaiting this information. Until we receive this data, we are unable to progress.

Report author: Executive Manager - Infrastructure Services

December 2020 – Obtaining legal advice on rating options. Ripponvale Committee advised of decision. Information package being prepared for communicating with suppliers who wish to discuss transfer to council ownership.

November 2020 – Action memo sent to the Water Services Manager.

Resolution 19.8.10 – September 2019

Consideration of New Zealand Standard (NZS) 4404:2010 (Doc ID 422658)

- A. RESOLVED that the report be received, and the level of significance accepted.
- B. AGREED to adopt NZS 4404:2010 as Council's subdivision standard subject to the development of an updated addendum for local conditions.

STATUS

January to April 2021 – No change.

December 2020 – The status of this work will be reviewed in February 2021 and a further update provided then.

January 2020 - November 2020 – No change.

December 2019 – Workshops continuing for updating engineering standards. The Environmental Engineering team will be working with planning to ensure the design standards from the Cromwell masterplan are developed alongside the updated engineering standards.

November 2019 – Drafting of an updated addendum is underway and expected to be included in report to Council in early 2020.

October 2019 – Action memo sent to the Environmental Engineering Manager.

Outstanding resolutions from the previous Roothing Committee

Resolution 19.6.3 – August 2019

2019-2021 Roothing Improvement Projects (Doc ID 387801)

- A. RESOLVED that the report be received, and the level of significance accepted.
- B. APPROVED construction of the following road improvement projects for 2019-2021:
 - New footpaths
 - Central Otago Touring Route
 - Associated Improvements
 - Bannockburn bridge cycle facility
 - Omakau - Ophir cycle path
 - Clyde Historic Precinct streetscape work
 - Small bridge replacement
 - Speed threshold and restriction treatments
 - Swindon Street, Ophir traffic calming

Report author: Executive Manager - Infrastructure Services

- Roxburgh streetscape improvements
- Vehicle activated speed signs – Patearoa and Bannockburn
- Harvey Street/Deaker Street, Omakau - Intersection improvement
- Naseby drainage upgrades
- Boundary Road, safety improvements

C. APPROVED that Council's share of the funding for the Bannockburn Bridge clip on to be shared equally between the Central Otago District Council and the Central Otago Queenstown Trail Network Trust.

STATUS

March – April 2021 –

- *New footpaths – nearing completion, Roding team have discussed the Pisa Moorings footpaths with residents group chairperson, intention is to complete by end of financial year. – No change.*
- *Central Otago Touring Route – Completed.*
- *Associated Improvements – Completed.*
- *Bannockburn bridge cycle facility – Completed.*
- *Omakau – Ophir – Clyde path – Completed.*
- *Clyde Historic Precinct streetscape work – Design detailed complete, physical works underway after Easter period*
- *Small bridge replacement – Still to be progressed. No change.*
- *Speed threshold and restriction treatments – To be deferred until speed limit bylaw is reviewed.*
- *Swindon Street, Ophir traffic calming – Plan finalised with Ophir community, works underway April/May.*
- *Roxburgh streetscape improvements – Discussion underway with community. A report will be presented to the April Teviot Valley Community Board meeting. Works will be complete.*
- *Vehicle activated speed signs – Patearoa and Bannockburn – Completed.*
- *Harvey Street/Deaker Street, Omakau – Intersection improvement – Completed.*
- *Naseby drainage upgrades – Estimates from Fulton Hogan approved, physical works programmed for March 2021. Consultation with Heritage NZ on historic road culvert completed and approval for works to be undertaken.*
- *Boundary Road, safety improvements – Completed.*

February 2021 –

- *New footpaths – nearing completion, Roding team have discussed the Pisa Moorings footpaths with residents group chairperson, intention is to complete by end of financial year.*
- *Central Otago Touring Route – Completed*
- *Associated Improvements – Completed.*
- *Bannockburn bridge cycle facility – Completed.*
- *Omakau – Ophir – Clyde path – Completed.*
- *Clyde Historic Precinct streetscape work – design nearing completion, physical works underway after Easter period*
- *Small bridge replacement – still to be progressed.*
- *Speed threshold and restriction treatments – to be deferred until speed limit bylaw is reviewed.*
- *Swindon Street, Ophir traffic calming – Plan finalised with Ophir community, works underway April 2021.*

Report author: Executive Manager - Infrastructure Services

- *Roxburgh streetscape improvements – Discussion underway with community. A report will be presented to the April Teviot Valley Community Board meeting. Works anticipated this financial year.*
- *Vehicle activated speed signs – Patearoa and Bannockburn – completed.*
- *Harvey Street/Deaker Street, Omakau – Intersection improvement – Completed*
- *Naseby drainage upgrades – estimates from Fulton Hogan approved, physical works programmed for March 2021. Consultation with Heritage NZ on historic road culvert completed and approval for works to be undertaken.*
- *Boundary Road, safety improvements – completed.*

January 2021 –

- *New footpaths – nearing completion Roding team have discussed the Pisa Moorings footpaths with residents group chairperson, intention is to be complete by end of financial year.*
- *Central Otago Touring Route – Completed.*
- *Associated Improvements – Completed.*
- *Bannockburn bridge cycle facility – Completed.*
- *Oamakau – Ophir – Cycle path – Completed.*
- *Clyde Historic Precinct streetscape work – design nearing completion, physicals works underway in February 2021 for first small items.*
- *Small bridge replacement – still to be progressed.*
- *Speed threshold and restriction treatments – still to be progressed.*
- *Swindon Street, Ophir traffic calming – draft plan presented to Ophir community, meeting was undertaken with community group on 1 February, works underway approx. March/April 2021.*
- *Roxburgh streetscape improvements – Consultation underway with Community and NZTA (Aspiring Highways). Works anticipated to start April/May 2021.*
- *Vehicle activated speed signs – Patearoa and Bannockburn – completed.*
- *Harvey Street/Deaker Street, Omakau – Intersection improvement – Completed (was finished in mid-February 2021)*
- *Naseby drainage upgrades – estimates from Fulton Hogan approved, physical works programmed for March 2021. Consultation with Heritage NZ on historic road culvert completed and approval for works to be undertaken.*
- *Boundary Road, safety improvements – completed.*

December 2020 –

- *New footpaths – nearing completion, Roding team to pursue the Pisa Moorings footpaths with residents.*
- *Central Otago Touring Route – First lot of signs installed; remaining signs ordered*
- *Associated Improvements – Completed.*
- *Bannockburn bridge cycle facility – Completed.*
- *Oamakau – Ophir – Clyde path – Completed.*
- *Clyde Historic Precinct streetscape work – design nearing completion, physical works underway in January 2021 for first stages.*
- *Small bridge replacement – still to be progressed.*
- *Speed threshold and restriction treatments – still to be progressed.*
- *Swindon Street, Ophir traffic calming – draft plan presented to Ophir community, meeting to be undertaken January/February 2021.*
- *Roxburgh streetscape improvements – Works to start progressing in near future.*
- *Vehicle activated speed signs – Patearoa and Bannockburn – completed.*

Report author: Executive Manager - Infrastructure Services

- *Harvey Street/Deaker Street, Omakau – Intersection improvement – design option confirmed, consultation with affected parties completed 20/11/2020. Physical works underway on 12 January 2021.*
- *Naseby drainage upgrades – estimates from Fulton Hogan approved, physical works programmed for March 2021. Consultation with Heritage NZ on historic road culvert completed.*
- *Boundary Road, safety improvements – completed.*

November 2020 –

- *New footpaths – nearing completion, Roading team to pursue the Pisa Moorings footpaths with residents.*
- *Central Otago Touring Route – First lot of signs ordered; final signage discussions underway with the COTR project manager. – Completed.*
- *Associated Improvements – Completed.*
- *Bannockburn bridge cycle facility – Completed.*
- *Omakau – Ophir – Clyde path – Completed.*
- *Clyde Historic Precinct streetscape work – design nearing completion, physical works underway in near future. Roading manager progressing this as a priority.*
- *Small bridge replacement – still to be progressed.*
- *Speed threshold and restriction treatments – still to be progressed.*
- *Swindon Street, Ophir traffic calming – in discussions with Ophir residents and awaiting WSP concept to be completed.*
- *Roxburgh streetscape improvements – Works to start progressing in near future.*
- *Vehicle activated speed signs – Patearoa and Bannockburn – completed.*
- *Harvey Street/Deaker Street, Omakau – Intersection improvement – design option confirmed, consultation with affected parties completed 20/11/2020. Physical works to progress in near future.*
- *Naseby drainage upgrades – estimates from Fulton Hogan approved, physical works programmed for March 2021. Consultation with Heritage NZ on historic road culvert underway.*
- *Boundary Road, safety improvements – underway, should be completed before 23 December 2020.*

October 2020 –

- *New footpaths – nearing completion.*
- *Central Otago Touring Route – nearing completion.*
- *Associated Improvements – Completed.*
- *Bannockburn bridge cycle facility – Completed*
- *Omakau – Ophir – Clyde path – Completed.*
- *Clyde Historic Precinct streetscape work – design nearing completion, physical works underway in near future.*
- *Small bridge replacement – still to be progressed.*
- *Speed threshold and restriction treatments – still to be progressed.*
- *Swindon Street, Ophir traffic calming – design options still being considered.*
- *Roxburgh streetscape improvements – Underway.*
- *Vehicle activated speed signs – Patearoa and Bannockburn – completed*
- *Harvey Street/Deaker Street, Omakau – Intersection improvement – design options still being considered.*

Report author: Executive Manager - Infrastructure Services

- Naseby drainage upgrades – underway.
- Boundary Road, safety improvements – underway.

September 2020 –

- New footpaths – nearing completion.
- Central Otago Touring Route – nearing completion.
- Associated Improvements – Completed.
- Bannockburn bridge cycle facility – nearing completion.
- Omakau – Ophir – Clyde path – Completed.
- Clyde Historic Precinct streetscape work – design nearing completion.
- Small bridge replacement – still to be progressed.
- Speed threshold and restriction treatments – still to be progressed.
- Swindon Street, Ophir traffic calming – design options still being considered.
- Roxburgh streetscape improvements – underway.
- Vehicle activated speed signs – Patearoa and Bannockburn – completed
- Harvey Street/Deaker Street, Omakau – Intersection improvement – design options still being considered.
- Naseby drainage upgrades – underway.
- Boundary Road, safety improvements – underway.

August 2020 –

- New footpaths – Construction underway, expected completion September 2020
- Central Otago Touring Route – Construction of two observation areas completed on Blacks Hill June 2020. Inspection for additional site near Otarehua carried out. Signage and landscaping work
- Associated Improvements – Completed.
- Bannockburn bridge cycle facility – Construction underway, expected completion August 2020.
- Omakau – Ophir cycle path – Construction completed June 2020.
- Clyde Historic Precinct streetscape work – design underway, vegetation work has begun.
- Small bridge replacement – 2020/21 financial year.
- Speed threshold and restriction treatments – 2020/21 financial year.
- Swindon Street, Ophir traffic calming – Roading Manager met with community group to consider traffic calming options. Community group asked for further information.
- Roxburgh streetscape improvements – 2020/21 financial year.
- Vehicle activated speed signs – Patearoa and Bannockburn – Installation complete
- Harvey Street/Deaker Street, Omakau – Intersection improvement – design complete, works to be carried out late 2020.
- Naseby drainage upgrades – 2020/21 financial year.
- Boundary Road, safety improvements – Expected completion Winter 2020, delayed due to management change at wastebusters.

July 2020 –

- New footpaths – Construction underway, expected completion September 2020
- Central Otago Touring Route – Construction of two observation areas completed on Blacks Hill June 2020.
- Associated Improvements – Completed.
- Bannockburn bridge cycle facility – Construction underway, expected completion August 2020.

Report author: Executive Manager - Infrastructure Services

- Omakau – Ophir cycle path – Construction completed June 2020.
- Clyde Historic Precinct streetscape work – design underway, vegetation work has begun.
- Small bridge replacement – 2020/21 financial year.
- Speed threshold and restriction treatments – 2020/21 financial year.
- Swindon Street, Ophir traffic calming – Roading Manager met with community group to consider traffic calming options. Community group asked for further information.
- Roxburgh streetscape improvements – 2020/21 financial year.
- Vehicle activated speed signs – Patearoa and Bannockburn – Installation complete
- Harvey Street/Deaker Street, Omakau – Intersection improvement – design complete, works to be carried out late 2020.
- Naseby drainage upgrades – 2020/21 financial year.
- Boundary Road, safety improvements – Expected completion Winter 2020, delayed due to management change at Wastebusters.

June 2020 –

- New footpaths – Report going to June Council meeting with list of sites
- Central Otago Touring Route – construction planned on two observation areas on Blacks Hill June 2020.
- Associated Improvements – completed.
- Bannockburn bridge cycle facility – Construction underway, expected completion August 2020
- Omakau – Ophir cycle path – Construction underway, expected completion June 2020
- Clyde Historic Precinct streetscape work – design underway.
- Small bridge replacement – 2020/21 financial year.
- Speed threshold and restriction treatments – 2020/21 financial year.
- Swindon Street, Ophir traffic calming – Roading Manager met with community group to consider traffic calming options. Community group asked for further information.
- Roxburgh streetscape improvements – 2020/21 financial year.
- Vehicle activated speed signs – Patearoa and Bannockburn – signs ordered; installation June 2020.
- Harvey Street/Deaker Street, Omakau – Intersection improvement – design complete, works to be carried out late 2020
- Naseby drainage upgrades – 2020/21 financial year.
- Boundary Road, safety improvements – Expected completion June 2020.

February 2020 –

- New footpaths – prioritise list being prepared for Council consideration on 22 April.
- Central Otago Touring Route – construction planned on two observation areas on Blacks Hill May 2020.
- Associated Improvements – completed.
- Bannockburn bridge cycle facility – design underway, construction April - June.
- Omakau – Ophir cycle path – location being identified, and construction priced.
- Clyde Historic Precinct streetscape work – design underway.
- Small bridge replacement – 2020/21 financial year.
- Speed threshold and restriction treatments – 2020/21 financial year.
- Swindon Street, Ophir traffic calming – Roading Manager met with community group to consider traffic calming options. Community group asked for further information.
- Roxburgh streetscape improvements – 2020/21 financial year.
- Vehicle activated speed signs – Patearoa and Bannockburn – signs ordered; delivery expected in March.
- Harvey Street/Deaker Street, Omakau – Intersection improvement – design complete, pole replacement being arranged with Aurora.

Report author: Executive Manager - Infrastructure Services

- Naseby drainage upgrades – 2020/21 financial year.
- Boundary Road, safety improvements – preliminary design with contractor.

January 2020 –

- New footpaths – it's anticipated that the new footpaths programme to be presented in March 2020 Council meeting for approval.
- Bannockburn bridge cycle facility – project approved now with Fulton Hogan design phase.
- Central Otago Touring Route – CODC ready to proceed, waiting on DCC team input.
- Boundary Road, safety improvements – liaison with landowners complete, consultants finalising design.
- Remaining project remain no change.

November 2019 –

- Associated Improvements – Omakau School, Road marking safety improvements. Completed
- New footpaths – it's anticipated that the new footpaths programme to be presented in March 2020 Council meeting for approval.
- Bannockburn bridge cycle facility – projects report, and estimates received awaiting approval to proceed.
- Remaining projects remain no change.

October 2019 – Central Otago Touring Route Memorandum of Understanding signed with CODC, QLDC and DCC. Scoping visit planned for Monday 14/10/19. Discussion with Central Otago Queenstown Trail Network Trust still to occur. This is awaiting estimates.

- New footpaths – paths currently being priced; report will be provided in December to enable Councillors to approve a prioritised list.
- Central Otago Touring Route - MoU has been signed with QLDC, DCC, CODC & NZTA, site visit undertaken with all parties, work being priced.
- Associated Improvements – underway.
- Bannockburn bridge cycle facility – design options report due early November, with estimates.
- Omakau - Ophir cycle path – location being finalised and contractor pricing.
- Clyde Historic Precinct streetscape work – design is underway.
- Small bridge replacement – no change.
- Speed threshold and restriction treatments – no change.
- Swindon Street, Ophir traffic calming – no change.
- Roxburgh streetscape improvements – no change.
- Vehicle activated speed signs – Patearoa and Bannockburn – pricing underway, and signs expected to be ordered in November.
- Harvey Street/Deaker Street, Omakau - intersection improvement – design complete currently being priced.
- Naseby drainage upgrades – no change.
- Boundary Road, safety improvements – draft design completed, liaison occurring with adjoining landowners prior to proceeding.

September 2019 – Work underway on delivery of 2019/20 road improvement projects.

August 2019 – Action memo sent to Asset Engineer.

Report author: Executive Manager - Infrastructure Services

9 COMMUNITY BOARD MINUTES

21.3.16 MINUTES OF THE VINCENT COMMUNITY BOARD MEETING HELD ON 12 APRIL 2021

Doc ID: 531423

Recommendations

That the unconfirmed Minutes of the Vincent Community Board Meeting held on 12 April 2021 be noted.

1. Attachments

Appendix 1 - Minutes of the Vincent Community Board Meeting held on 12 April 2021

**MINUTES OF A MEETING OF THE VINCENT COMMUNITY BOARD
HELD IN THE NGĀ HAU E WHĀ, WILLIAM FRASER BUILDING, 1 DUNORLING STREET,
ALEXANDRA ON MONDAY, 12 APRIL 2021 COMMENCING AT 2.01 PM**

PRESENT: Cr M McPherson (Chairperson), Mr R Garbutt (Deputy Chair), Dr R Browne, Cr L Claridge, Cr I Cooney, Ms A Robinson, Ms S Stirling-Lindsay

IN ATTENDANCE: T Cadogan (Mayor), S Jacobs (Chief Executive Officer), L Macdonald (Executive Manager - Corporate Services), L van der Voort (Executive Manager - Planning and Environment), G Bailey (Parks and Recreation Manager), P Penno (Community and Engagement Manager), G Robinson (Property and Facilities Manager), P Keenan (Capital Projects Programme Manager), F Somerville (Roading Administration Assistant), M De Cort (Communications Coordinator) and W McEnteer (Governance Support Officer)

1 APOLOGIES

APOLOGY

COMMITTEE RESOLUTION

Moved: McPherson
Seconded: Garbutt

That apologies received from Ms Robinson for lateness and Cr Claridge for early departure be accepted.

-----**CARRIED**

2 PUBLIC FORUM

Adrienne Lamb – Power supply at Pioneer Park

Ms Lamb addressed the board regarding the power supply at Pioneer Park and the lack of plugs that were available. She asked that there be an upgrade to the plugs, to repair covers and include plugs that are caravan power compatible for potential food truck use. She also commented on the general repair of the area where the Friday markets were held, issues of seating and shade and the lack of opportunity for more signage. Ms Lamb then responded to questions from the Board.

3 CONFIRMATION OF MINUTES

COMMITTEE RESOLUTION

Moved: Browne
Seconded: Stirling-Lindsay

That the public minutes of the Vincent Community Board meeting held on 2 March 2021 be confirmed as a true and correct record.

-----**CARRIED**

4 DECLARATION OF INTEREST

Members were reminded of their obligations in respect of declaring any interests. There were no further declarations of interest.

Note: Ms Robinson arrived at 2.16 pm.

5 REPORTS FOR DECISIONS

21.3.2 PROPOSAL TO RECLASSIFY PARTS OF RESERVES AND TO GRANT EASEMENTS (PRO: 63-4019-00 AND PRO: 63-4068-00)

To consider reclassifying, and granting easements over, Sections 4 Block XLIX, 34 Bock IV, and Part Sections 26, 27, 28, and 29 Block VII, Town of Clyde, being part of the Clyde Recreation Reserve, as Local Purpose (Pumping Station) Reserve, to facilitate the construction of the Clyde Wastewater Reticulation Network.

COMMITTEE RESOLUTION

Moved: Stirling-Lindsay

Seconded: Browne

That the Vincent Community Board

- A. Receives the report and accepts the level of significance.
- B. Agrees to:
 1. Reclassify part of Section 4 Block XLIX Town of Clyde (site 1) and part of Section 34 Bock IV Town of Clyde (site 2), being part of the Clyde Recreation Reserve, as Local Purpose (Pumping Station) Reserve.
 2. Grant easements containing the right to convey water, wastewater, and power over Section 4 Block XLIX Town of Clyde and Section 34 Bock IV Town of Clyde (as required).
 3. Grant an easement, (in gross) in favour of Central Otago District Council, containing the right to convey wastewater, over Sections 26, 27, 28, and 29 Block VII Town of Clyde.

Subject to:

- The Chief Executive approving the final pumping station design and survey boundaries.
- Public consultation of the proposal to reclassify sites 1 and 2 in accordance with the Reserves Act 1977.
- The consent of the Minister of Conservation.

- C. Authorises the Chief Executive Officer to do all that is necessary to give effect to the resolution.

CARRIED

21.3.3 ROAD RENAMING APPROVAL REPORT - PORTION OF BOUNDARY ROAD

To consider a request to rename a portion of Boundary Road, Alexandra to Recreation Drive.

After discussion it was agreed that the name of the road be changed to Poole Road, in honour of Russell Poole, a former mayor of Alexandra.

COMMITTEE RESOLUTION

Moved: McPherson

Seconded: Garbutt

That the Vincent Community Board

- A. Receives the report and accepts the level of significance.
- B. Recommends to Council that a portion of Boundary Road be renamed Poole Road.

CARRIED

21.3.4 CLYDE RIVER PARK FUNDING

For the Vincent Community Board to consider bringing forward funding for the Clyde River Park to match (and therefore receive) additional funding approved by the Tourism Infrastructure Fund.

COMMITTEE RESOLUTION

Moved: Stirling-Lindsay

Seconded: Garbutt

That the Vincent Community Board:

- A. Receives the report and accepts the level of significance.
- B. Agrees to continue to support the proposed Clyde River Park development project.
- C. Authorises \$150,000 be allocated from the Earnscleugh Manuherekia Rural Land Subdivision Fund as Council contribution to the Clyde River Park development project.

CARRIED

6 REPORTS FOR INFORMATION**21.3.5 FINDINGS FROM A COMMUNITY NEEDS SURVEY OF ALEXANDRA'S 55+ YEAR-OLD AGE GROUP**

To present the results from a community survey run in the Alexandra/Vincent basin on issues such as accommodation needs, social connectedness and transport/mobility from the 55+ age group.

COMMITTEE RESOLUTION

Moved: McPherson

Seconded: Garbutt

That the report be received.

CARRIED

7 MAYOR'S REPORT

21.3.6 MAYOR'S REPORT

His Worship the Mayor spoke on his recent activities after returning from sick leave. He spoke at the recent Alexandra business breakfast. He also attended a working bee with Haehaeata Nursery in Clyde.

COMMITTEE RESOLUTION

Moved: McPherson
Seconded: Claridge

That the Vincent Community Board receives the report.

CARRIED

8 CHAIR'S REPORT

21.3.7 CHAIR'S REPORT

The Chair gave an update on activities and issues since the last meeting:

- Attended a workshop in Cromwell
- Attended a Hearings Panel meeting. Noted that it was a long session and that planning is very busy at this time
- Attended the session on Three Waters reform in Wanaka.
- Attended a Council meeting.
- Attended the Long-term Plan consultation session at Pioneer Park.
- Attended the VCB pre-agenda meeting.

COMMITTEE RESOLUTION

Moved: McPherson
Seconded: Garbutt

That the report be received.

CARRIED

Note: Cr Claridge left the meeting at 3.07pm.

9 MEMBERS' REPORTS

21.3.8 MEMBERS' REPORTS

Members gave an update on activities and issues since the last meeting:

Dr Browne reported on the following:

- Attended a U3A seminar, focussing on agriculture.

- Attended a workshop in Cromwell.
- Attended a meeting of the Central Otago District Arts Trust.
- Attended an ADMI board meeting.
- Attended a business group breakfast meeting.
- Attended the opening of an art exhibition at Central Stories.
- Attended the opening of an exhibition in Clyde.
- Attended a Dunstan Friendship Club meeting. Mentioned that Rory McLellan gave a talk on ideas for lower Tarbert Street.

Councillor Cooney reported on the following:

- Attended pre-agenda meeting for Council via Teams.
- Met recently with the Chief Executive Officer.
- Mentioned that he was contacted by the Molyneux Turf group recently and that they are advocating for a full sized hockey turf at Molyneux Park.

Ms Stirling-Lindsay reported on the following:

- Mentioned the Combined Arts Trust was hosting “Have a Go” day at Community House. The day is scheduled for 2 May 2021.
- Reported that there are lines in the carpark opposite the Warehouse in Alexandra, but noted that arrows indicating the flow of traffic were still missing.
- Reported that youth councils in the district were currently running a “wear a helmet” campaign for bike riders.
- Attended the recent “Take a Kid Flying” programme at Alexandra Airport and noted the success of the event. Mentioned that there were about 60 members of the flight club at the airport.
- Attended the Blossom Festival AGM held recently.

Ms Robinson reported on the following:

- Attended a working bee as part of Earth Hour. For earth hour, had a planting session.
- Went to the recent Keep Alexandra/Clyde Beautiful AGM. It was noted that there was a lack of new and younger members taking on officer roles, not just within this organisation but that it was a problem for many groups.
- Mentioned the recent mountain bike festival, and it went well and it was very well received by the community.

Mr Garbutt reported on the following:

- Attended a U3A seminar, focussing on agriculture.
- Attended a workshop in Cromwell.
- Attended the district museum meeting, which included council staff and representatives from the sector.
- Attended the recent markets during Easter at Cambrians. Noted that it was a successful event.
- Attended a meeting of the Dunstan Golf Club.
- Attended a meeting of the Central Otago Heritage Trust.

COMMITTEE RESOLUTION

Moved: McPherson
Seconded: Robinson

That the report be received.

CARRIED

10 STATUS REPORTS**21.3.9 APRIL 2021 GOVERNANCE REPORT**

To report on items of general interest, receive minutes and updates from key organisations and consider the legacy and current status report updates.

COMMITTEE RESOLUTION

Moved: McPherson

Seconded: Robinson

That the report be received.

CARRIED

11 DATE OF THE NEXT MEETING

The date of the next scheduled meeting is 19 May 2021.

12 RESOLUTION TO EXCLUDE THE PUBLIC**COMMITTEE RESOLUTION**

Moved: McPherson

Seconded: Browne

That the public be excluded from the following parts of the proceedings of this meeting.

The general subject matter of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48 of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
Confidential Minutes of Ordinary Board Meeting	s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
21.3.10 - Private Swim School Alexandra Pool	s7(2)(i) - the withholding of the information is necessary to enable Council to carry on,	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting

	without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
21.3.11 - April 2021 Confidential Governance Report	<p>s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p> <p>s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

CARRIED

The public were excluded at 3.24 pm and the meeting closed at 3.55 pm.

CHAIR / /

21.3.17 MINUTES OF THE CROMWELL COMMUNITY BOARD MEETING HELD ON 20 APRIL 2021

Doc ID: 531915

Recommendations

That the unconfirmed Minutes of the Cromwell Community Board Meeting held on 20 April 2021 be noted.

1. Attachments

Appendix 1 - Minutes of the Cromwell Community Board Meeting held on 20 April 2021

**MINUTES OF A MEETING OF THE CROMWELL COMMUNITY BOARD
HELD IN THE CROMWELL SERVICE CENTRE, 42 THE MALL, CROMWELL
ON TUESDAY, 20 APRIL 2021 COMMENCING AT 2.01 PM**

PRESENT: Ms A Harrison (Chair), Mr W Murray (Deputy Chair), Mr T Buchanan, Mr R Dicey, Cr N Gillespie, Cr C Laws, Cr N McKinlay

IN ATTENDANCE: T Cadogan (Mayor), S Jacobs (Chief Executive Officer), L Macdonald (Executive Manager - Corporate Services), L van der Voort (Executive Manager - Planning and Environment), G Robinson (Property and Facilities Manager), D Rushbrook (General Manager, Tourism Central Otago), A Mason (Media and Marketing Manager), L Stronach (Property Officer – Statutory), D Shaw (Property and Facilities Officer – Cromwell) and W McEnteer (Governance Support Officer)

1 APOLOGIES

There were no apologies at this meeting.

2 PUBLIC FORUM

Carolyn Murray and John Morrison – Cromwell and Districts Promotions Group hardship grant application

Ms Murray and Mr Morrison spoke to the application for a hardship grant for the Cromwell and Districts Promotions Group. They acknowledged that they were recipients of promotional funding and were becoming more self-sufficient, however with recent changes in funding from council it would be difficult to make up the financial shortfall between now and the next funding round when their biggest event was approaching in July. Ms Murray mentioned that the group employs two part time staff and that they would not like to lose them due to lack of funds. Ms Murray and Mr Morrison then responded to questions from the Board.

Michael Laws – Proposal for a container to be located at the Cromwell Football Club

Mr Laws spoke to a request to locate a container next to the club rooms of the Cromwell Football Club. He gave an overview of the club and the need for further space to store their equipment and that the club thought that a container would be suitable. He also mentioned the general state of the clubrooms. In reply, staff mentioned that they are waiting for communication from the club regarding location and other information before a formal report to the Board could be considered. Mr Laws then responded to questions for the Board.

3 CONFIRMATION OF MINUTES

COMMITTEE RESOLUTION

Moved: McKinlay
Seconded: Laws

That the public minutes of the Cromwell Community Board Meeting held on 8 March 2021 be confirmed as a true and correct record.

CARRIED

4 DECLARATION OF INTEREST

Members were reminded of their obligations in respect of declaring any interests. There were no further declarations of interest.

5 REPORTS FOR DECISIONS

21.3.2 REQUEST FOR EASEMENT OVER ANDERSON PARK RECREATION RESERVE (PRO: 62-3090-00)

To consider an application for an easement over Section 8 Block XCII Town of Cromwell being part of Anderson Park Recreation Reserve.

COMMITTEE RESOLUTION

Moved: Dickey
Seconded: Laws

That the Cromwell Community Board

- A. Receives the report and accepts the level of significance.
- B. Agrees to grant an easement (right to drain sewage) over Section 8 Block XCII Town of Cromwell being part of the Anderson Park Recreation Reserve, in favour of new Lot 2 Deposited Plan 553564, subject to:
 - the Minister of Conservation's consent.
 - the Applicants paying all costs associated with preparing and registering the easement.
- C. Authorises the Chief Executive to do all that is necessary to give effect to the resolution.

CARRIED

21.3.3 REQUEST FOR A NEW LEASE: CROMWELL YOUTH CENTRE TRUST

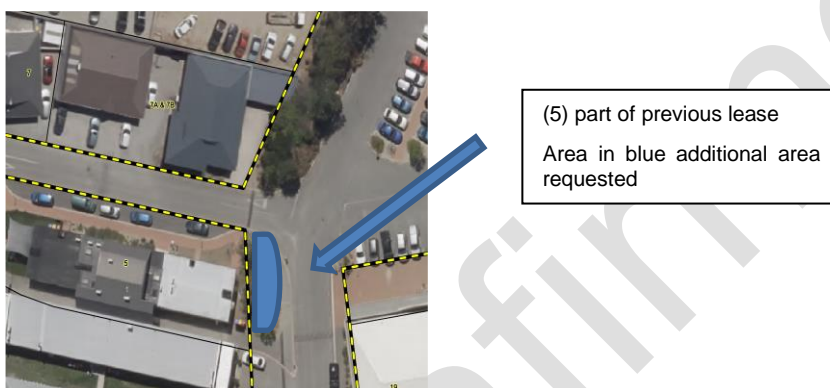
To request a new lease for Cromwell Youth Trust including additional area.

COMMITTEE RESOLUTION

Moved: **Laws**
Seconded: **Murray**

That the Cromwell Community Board

- A. Receives the report and accepts the level of significance.
- B. Agrees to issue a new lease to the Cromwell Youth Centre Trust over Part Lot 47 Deposited Plan 18370 OT15A/567 including a variation adding Part Lot 3 Deposited Plan 421855, being part of the land comprised in Computer Freehold Register 483838 as per plan below:



- C. Authorises the Chief Executive to do all that is necessary to give effect to this resolution.

CARRIED

21.3.4 REQUEST FOR NEW LEASE: CROMWELL MENZ SHED

To consider granting permission to locate the Cromwell Menz Shed on a portion of the Cromwell Transfer Station and grant a lease to the Cromwell Menz Shed.

COMMITTEE RESOLUTION

Moved: **McKinlay**
Seconded: **Buchanan**

That the Cromwell Community Board

- A. Receives the report and accepts the level of significance.
- B. Agrees to lease the proposed area to the Cromwell Menz Shed.
- C. Recommends to Council to approve a lease for Cromwell Menz Shed over 1000m² (more or less) of land (shown in Figure 1) located on the Cromwell Transfer Station/Closed Landfill site, being part of Lot 3 DP 526140.
- D. Authorise the Chief Executive to do all that is necessary to give effect to this resolution.

CARRIED

Note: Mr Murray declared an interest in item 21.3.5. He left the room and did not take part in the discussion or vote.

21.3.5 HARSHIP GRANT APPLICATION CROMWELL AND DISTRICTS PROMOTION GROUP

To consider an application from Cromwell and Districts Promotion Group for a 'hardship' grant to fund activities and operational expenses for the period of 1 July to 30 September 2021.

COMMITTEE RESOLUTION

Moved: Gillespie

Seconded: McKinlay

That the Cromwell Community Board

- A. Receives the report and accepts the level of significance.
- B. Approves a promotion grant to Cromwell and Districts Promotion Group for the period of 1 July to 30 September 2021. The amount of the grant to be funded from the 2021-2022 Cromwell Promotions Grant budget and used for the Light Up Winter Event July 2021 only.

Requested \$35,000

Approved \$15,000

CARRIED

6 REPORTS FOR INFORMATION

21.3.6 CROMWELL & DISTRICTS PROMOTION GROUP PROMOTION GRANT REPORT BACK 2019-20 YEAR

To consider a report and financial statement from Cromwell and Districts Promotions Group for 2019 – 2020 financial year projects which received promotion grant funding from the Cromwell Community Board.

COMMITTEE RESOLUTION

Moved: Buchanan

Seconded: Laws

That the report be received.

CARRIED

7 MAYOR'S REPORT**21.3.7 MAYOR'S REPORT**

His Worship the Mayor gave a verbal update. He mentioned that the focus at the moment was on the Long-term Plan and had attended a number of meetings and drop in sessions to encourage submissions. He also commented that he had recently opened the Kotuku Funeral building in Cromwell.

COMMITTEE RESOLUTION

Moved: Murray
Seconded: Dicey

That the Cromwell Community Board receives the report.

CARRIED

8 CHAIR'S REPORT**21.3.8 CHAIR'S REPORT**

The Chair gave an update on activities and issues since the last meeting:

- Attended Ministry of Education/New Zealand Principals Federation sector focus group workshop in Wellington.
- Gave an interview on Radio Central regarding the March community board meeting.
- Attended two meetings of the Youth Trust.
- Attended the opening of McNulty House.
- Attended a Central Otago Principals Association wellbeing workshop.
- Met with the Cromwell Equestrian Club and staff to discuss the reserve management plan.
- Attended a Zoom presentation on the Commerce Commission decision on Aurora.
- Met with staff regarding the launch of the 'Cromwell Stories' book. Reported that it is scheduled for release in May.
- Attended the Cromwell business breakfast.
- Hosted the Ministry of Education and Principals from around Central Otago for a workshop on the National Education and Learning Priorities and Māori achievement initiatives.
- Attended a radio session on Radio Central regarding the Long-term Plan.
- Appeared on 'Good Sorts' on One News for a story regarding the Goldfields School caretaker and his dogs.

COMMITTEE RESOLUTION

Moved: Harrison
Seconded: Murray

That the report be received.

CARRIED

9 MEMBERS' REPORTS

21.3.9 MEMBERS' REPORTS

Members gave an update on activities and issues since the last meeting:

Councillor Gillespie reported on the following:

- Attended a meeting of the Hearings Panel on 9 March.
- Attended a Council meeting. Gave a brief description of the topics discussed.
- Gave several interviews on Radio Central as part of a weekly spot.
- Attended the Cromwell business breakfast meeting.
- Attended an Audit and risk workshop via Teams.

Mr Buchanan reported on the following:

- Mentioned a conversation regarding the grandstand at the rugby ground in Tarras. It was confirmed that it was not owned by the council, so any upgrades would be at the cost of the club.
- Mentioned roading in Bannockburn.
- Mentioned the Bannockburn Hall and that people can make a submission to the Long-term Plan.

Mr Murray reported on the following:

- Attended a meeting of the Lake Dunstan Charitable Trust.
- Attended a Long-term Plan session at the Cromwell farmers market.
- Attended a meeting of Connect Cromwell
- Attended a Long-term Plan session with the youth Council.

Councillor McKinlay reported on the following:

- Attended a Council meeting on 8 March. Gave a brief description of the topics discussed.
- Attended the Cromwell business breakfast
- Attended the opening of McNulty House
- Attended the Zone 5 and 6 meeting for mayors and CEOs on behalf of the Mayor. Mentioned that there was discussion on the upcoming Three Waters reforms.

Councillor Laws reported on the following:

- Attended the opening of McNulty House
- Attended a council meeting on 8 March.
- Attended two meetings for the Cromwell Historic Precinct.
- Attended the Three Waters meeting in Wānaka.
- Attended a meeting for Cromwell Community House and mentioned that they are looking for a new Chair for their organisation.

Mr Dicey reported on the following:

- Attended the opening of McNulty House
- Reported recently assisting with transport for disabled people to Wānaka.
- Attended a meeting at Lowburn Hall.

Note: Mr Dicey left the meeting at 3.14 pm after his member's report.

COMMITTEE RESOLUTION

Moved: Laws
Seconded: Murray

That the report be received.

CARRIED

Note: Mr Dicey returned to the meeting at 3.15 pm.

10 STATUS REPORTS**21.3.10 2021 GOVERNANCE REPORT**

To report on items of general interest, receive minutes and updates from key organisations and consider the legacy and current status report updates.

COMMITTEE RESOLUTION

Moved: Laws
Seconded: Murray

That the report be received.

CARRIED

11 DATE OF THE NEXT MEETING

The date of the next scheduled meeting is 18 May 2021. It was noted that there would be a change in time and venue for the next meeting. It would be held at the Cromwell Presbyterian Church, 10 Elspeth Street, Cromwell and begin at 9.00 am.

12 RESOLUTION TO EXCLUDE THE PUBLIC**-----
COMMITTEE RESOLUTION**

Moved: Gillespie
Seconded: Murray

That the public be excluded from the following parts of the proceedings of this meeting.

The general subject matter of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48 of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
Confidential Minutes of Ordinary Board Meeting	s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
21.3.11 - Gair Avenue, Cromwell - Subdivision Update	s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
21.3.12 - Industrial Subdivision Update	s7(2)(c)(ii) - the withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely otherwise to damage the public interest	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
21.3.13 - April 2021 Confidential Governance Report	s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

CARRIED

The public were excluded at 3.17 and the meeting closed at 3.46 pm.

.....
CHAIR / /

Unconfirmed

21.3.18 MINUTES OF THE MANIOTOTO COMMUNITY BOARD MEETING HELD ON 15 APRIL 2021

Doc ID: 532151

Recommendations

That the unconfirmed Minutes of the Maniototo Community Board Meeting held on 15 April 2021 be noted.

1. Attachments

Appendix 1 - Minutes of the Maniototo Community Board Meeting held on 15 April 2021

**MINUTES OF A MEETING OF THE MANIOTOTO COMMUNITY BOARD
HELD IN THE RANFURLY SERVICE CENTRE, 15 PERY STREET, RANFURLY
ON THURSDAY, 15 APRIL 2021 COMMENCING AT 2.00 PM**

PRESENT: Mr R Hazlett (Chair), Mr M Harris (Deputy Chair), Cr S Duncan, Ms S Umbers

IN ATTENDANCE: T Cadogan (Mayor), S Jacobs (Chief Executive Officer), L Macdonald (Executive Manager - Corporate Services), J Muir (Executive Manager - Infrastructure Services), L van der Voort (Executive Manager - Planning and Environment), L Stronach (Property Officer – Statutory) and W McEnteer (Governance Support Officer)

1 APOLOGIES

APOLOGY

COMMITTEE RESOLUTION

Moved: Harris
Seconded: Umbers

That the apology received from Mr Helm be accepted.

CARRIED

2 CONDOLENCES

The Chair referred to the deaths of Val Weir, Barbara Mulholland, Bruce Robertson and Donna Lillebostad. Members stood and observed a minute's silence as a mark of respect.

3 PUBLIC FORUM

Roy Noble and Julie Howard – Transpower

Mr Noble and Ms Howard gave an update on the Waitaki / Upper Clutha lines project. The team was currently working in the Ida Valley and planned to be in Naseby in about three weeks. They reported that they were working with the Department of Conservation for signage and mitigation measures for anywhere the rail trail was impacted. They aimed to finish in the area at the beginning of June and planned to return in October. They also reported that work from Naseby to Dansey's Pass would start in January 2022. Mr Noble and Ms Howard then responded to questions from the Board.

Jo Knight – Sport Central

Ms Knight introduced herself to the Board, noting she had started with Sport Central as the Sport and Active Recreation Advisor in November 2020. She mentioned that she was based in Cromwell. Ms Knight reported that her work was with sports clubs and schools, in particular getting groups to share facilities and working with council on projects. Ms Knight then responded to questions from the Board.

4 CONFIRMATION OF MINUTES

COMMITTEE RESOLUTION

Moved: Umbers
Seconded: Harris

That the public minutes of the Maniototo Community Board meeting held on 4 March 2021 be confirmed as a true and correct record.

CARRIED

5 DECLARATION OF INTEREST

Members were reminded of their obligations in respect of declaring any interests. There were no further declarations of interest.

6 REPORTS FOR DECISIONS

21.3.2 APPLICATION FOR EASEMENT IN FAVOUR OF OTAGONET LIMITED

To consider granting an easement (in gross) over Section 157 Survey Office Plan 21129, Lot 1 Deposited Plan 307769, and Section 80 Block I Naseby Survey District (recreation reserve) to OtagoNet Limited.

COMMITTEE RESOLUTION

Moved: Duncan
Seconded: Umbers

That the Maniototo Community Board

- A. Receives the report and accepts the level of significance.
- B. Agrees to grant an easement (retrospectively, in gross) to OtagoNet Limited over Section 157 Survey Office Plan 21129, Lot 1 Deposited Plan 307769 and Section 80 Block I Naseby Survey District, to legalise the existing infrastructure for \$1, subject to:
 - All costs associated with surveying the existing infrastructure, and with preparing and registering the easement being met by OtagoNet Limited; and,
 - The Minister of Conservation's consent to the easement over Lot 1 Deposited Plan 307769 and Section 80 Block I Naseby Survey District being recreation reserve.
- C. Authorises the Chief Executive to do all that is necessary to give effect to the resolution.

CARRIED

7 MAYOR'S REPORT

21.3.3 MAYOR'S REPORT

His Worship the Mayor gave a verbal update. He mentioned that the focus at the moment was on the on the Long-term Plan and consultation. He also gave an update on Three Waters reforms.

COMMITTEE RESOLUTION

Moved: Duncan
Seconded: Harris

That the Maniototo Community Board receives the report.

CARRIED

8 CHAIR'S REPORT

21.3.4 CHAIR'S REPORT

The Chair gave an update on activities and issues since the last meeting:

- Attended the Three Waters meeting in Wanaka. Gave an overview of what was discussed at the meeting.
 - Spoke with Alistair Watt regarding roads that needed repairing in the Maniototo.
-

COMMITTEE RESOLUTION

Moved: Umbers
Seconded: Harris

That the report be received.

CARRIED

9 MEMBERS' REPORTS

21.3.5 MEMBERS' REPORTS

Members gave an update on activities and issues since the last meeting:

Ms Umbers reported on the following:

- Mentioned that fibre installers had dug up the footpath in Ranfurly and had replaced it messily.
- Noted that there was an abandoned car in Ranfurly. Advised that staff would follow up.
- Reported on the news that the book shop is closing.
- Noted that the trees had been removed at the domain.

Mr Harris reported on the following:

- Reported that grass was growing up outside the old butchers and that it used to be mowed by the council.
-

- Reported that water pressure was a problem at the dump station. He also suggested a sign on the back of the recycling tins at the dump station so that people could see it from the camp.
- Mentioned the good work done on repairs to the Naseby/Dansey's Pass Road.

Councillor Duncan reported on the following:

- Reported that there have been few issues with roads recently.
- Commented that tourism was going well at the moment in Central Otago.
- Discussed the proposed Three Waters reforms.

COMMITTEE RESOLUTION

Moved: Harris
Seconded: Umbers

That the report be received.

CARRIED

10 STATUS REPORTS

21.3.6 APRIL 2021 GOVERNANCE REPORT

To report on items of general interest, receive minutes and updates from key organisations and consider the legacy and current status report updates.

COMMITTEE RESOLUTION

Moved: Umbers
Seconded: Harris

That the report be received.

CARRIED

11 DATE OF THE NEXT MEETING

The date of the next scheduled meeting is 20 May 2021.

12 RESOLUTION TO EXCLUDE THE PUBLIC**COMMITTEE RESOLUTION**

Moved: Duncan
Seconded: Harris

That the public be excluded from the following parts of the proceedings of this meeting.

The general subject matter of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48 of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
Confidential Minutes of Ordinary Board Meeting	s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
21.3.7 - April 2021 Confidential Governance Report	s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

CARRIED

The public were excluded at 3.09 pm and the meeting closed at 3.12 pm.

CHAIR / /

21.3.19 MINUTES OF THE TEVIOT VALLEY COMMUNITY BOARD MEETING HELD ON 22 APRIL 2021

Doc ID: 532270

Recommendations

That the unconfirmed Minutes of the Teviot Valley Community Board Meeting held on 22 April 2021 be noted.

1. Attachments

Appendix 1 - Minutes of the Teviot Valley Community Board Meeting held on 22 April 2021

**MINUTES OF A MEETING OF THE TEVIOT VALLEY COMMUNITY BOARD
HELD IN THE ROXBURGH SERVICE CENTRE, 120 SCOTLAND STREET, ROXBURGH
ON THURSDAY, 22 APRIL 2021 COMMENCING AT 2.01 PM**

PRESENT: Mr R Gunn (Chair), Ms C Aitchison, Mr N Dalley, Cr S Jeffery

IN ATTENDANCE: T Cadogan (Mayor), S Jacobs (Chief Executive Officer), L van der Voort (Executive Manager - Planning and Environment), S Righarts (Chief Advisor), G Bailey (Parks and Recreation Manager), J McCallum (Roading Manager), C Martin (Property and Facilities Officer – Vincent and Teviot Valley), L Stronach (Property Officer – Statutory), M Gordon (Parks Officer – Projects) and W McEnteer (Governance Support Officer)

1 APOLOGIES

APOLOGY

COMMITTEE RESOLUTION

Moved: Aitchison

Seconded: Dalley

That the apology received from Ms Feinerman be accepted.

-----**CARRIED**

2 PUBLIC FORUM

Ann Hill – Teviot Valley Walkways Committee

Ms Hill discussed the current and future projects that the Teviot Valley Walkways Committee plan to undertake. She discussed, in particular, the track from Grovers Hill that goes to Frogs Peak and the walkway down. She mentioned that the group had most of the funds for the project, but needed some from their reserves which were held by the Teviot Valley Community Board. In response, Ms Hill was advised that staff would be requested to provide a formal report to the Board to discuss options.

3 CONFIRMATION OF MINUTES

COMMITTEE RESOLUTION

Moved: Jeffery

Seconded: Aitchison

That the public minutes of the Teviot Valley Community Board Meeting held on 11 March 2021 be confirmed as a true and correct record.

-----**CARRIED**

4 DECLARATION OF INTEREST

Members were reminded of their obligations in respect of declaring any interests. There were no further declarations of interest.

5 REPORTS FOR DECISIONS

21.3.2 ROXBURGH ENTERTAINMENT CENTRE - STAGE UPGRADE PROJECT

To consider approving additional budget for the Roxburgh Entertainment Centre Stage Upgrade Project.

COMMITTEE RESOLUTION

Moved: Gunn
Seconded: Aitchison

That the Teviot Valley Community Board

- A. Receives the report and accepts the level of significance.
- B. Approves the Roxburgh Entertainment Centre Stage Upgrade Project to proceed. Additional funding of \$15,500 to be funded from the Roxburgh Entertainment Centre's depreciated reserves account.

CARRIED

21.3.3 APPLICATION TO LEASE PART OF THE ROXBURGH RECREATION RESERVE

To consider an application to lease part of Part Section 181 Block II Teviot Survey District, being part of the Roxburgh Recreation Reserve, for grazing purposes.

COMMITTEE RESOLUTION

Moved: Jeffery
Seconded: Dalley

That the Teviot Valley Community Board

- A. Receives the report and accepts the level of significance.
 - B. Agrees to grant a lease over 4500 square metres of Part Section 181 Block II Teviot Survey District (recreation reserve) to the Applicant on the following terms and conditions:
 - Term Five (5) Years
 - Right of Renewal One (1) of Five (5) Years
 - Rent \$1 (plus GST) per annum, if demanded
- Subject to:
- The Applicant paying all costs associated with the public advertising in the Central Otago News
 - The Applicant fencing the perimeter of the lease area and using the land in conjunction with his own.
 - The lease complying with the provisions of Schedule 1 of the Reserves Act 1977.
 - The Minister of Conservation's consent.
- C. Authorises the Chief Executive to do all that is necessary to give effect to the resolution.

CARRIED

21.3.4 APPLICATION FOR EASEMENT OVER SECTION 153 BLOCK I TEVIOT SURVEY DISTRICT

To consider an application for an easement over Section 153 Block I Teviot Survey District, being part Local Purpose (Public Utility) Reserve.

COMMITTEE RESOLUTION

Moved: Gunn
Seconded: Aitchison

That the Teviot Valley Community Board

- A. Receives the report and accepts the level of significance.
- B. Agrees to grant an easement over Section 153 Block I Teviot Survey District (local purpose (public utility) reserve) for \$1, in favour of Lot 2 Deposited Plan 8721, for the purpose of conveying water, subject to:
 - the Minister of Conservation's consent.
 - the applicant obtaining and managing all associated permits and consents associated with the extraction and distribution of groundwater.
 - the applicant paying all costs associated with surveying the easement boundaries and with the preparation and registration of the easement agreement.
- C. Authorises the Chief Executive to do all that is necessary to give effect to the resolution.

CARRIED

21.3.5 ETTRICK CEMETERY FUNDING REQUEST

To consider an application to allocate funding to the construction of a headstone beam at the Ettrick Cemetery.

COMMITTEE RESOLUTION

Moved: Gunn
Seconded: Dalley

That the Teviot Valley Community Board

- A. Receives the report and accepts the level of significance.
- B. Suggests the Ettrick Cemetery Trustees to apply for funding through the Council contestable grants process.

CARRIED

6 REPORTS FOR INFORMATION

21.3.6 ROXBURGH STREETScape IMPROVEMENTS

To provide information regarding the proposed Roxburgh Streetscape improvements project.

COMMITTEE RESOLUTION

Moved: Jeffery
Seconded: Aitchison

That the report be received.

CARRIED

7 MAYOR'S REPORT

21.3.7 MAYOR'S REPORT

His Worship the Mayor gave a verbal report. He mentioned that the focus at this time was on consultation for the Long-term Plan. He had attended the recent Business Breakfast meeting and the drop in session for the Long-term Plan. He also noted recent comments regarding the Lake Onslow project in the Otago Daily Times.

COMMITTEE RESOLUTION

Moved: Gunn
Seconded: Jeffery

That the Teviot Valley Community Board receives the report.

CARRIED

8 CHAIR'S REPORT

21.3.8 CHAIR'S REPORT

The Chair gave an update on activities and issues since the last meeting:

- Attended a Roxburgh swimming pool redevelopment meeting.
 - Was onsite with the Central Lakes Trust trustees as they visited the current pool and inspected the site for the new proposed pool.
 - Attended the 20 year celebrations for the Central Lakes Trust held in Roxburgh.
 - Attended a meeting of Teviot Prospects.
 - Attended a meeting of the Medical Services Trust.
 - Met with Amy Owens, Aurora Energy Community Relations Advisor regarding the power pole upgrades and its effect on the community.
 - Wrote a letter to Waka Kotahi in support of the proposed upgrades to the pedestrian crossing outside Roxburgh Area School.
 - Attended the recent Business Breakfast meeting.
-

COMMITTEE RESOLUTION

Moved: Jeffery
Seconded: Dalley

That the report be received.

CARRIED

9 MEMBERS' REPORTS**21.3.9 MEMBERS' REPORTS**

Members gave an update on activities and issues since the last meeting:

Ms Aitchison reported on the following:

- Reported that she had submitted a service request regarding issues with the curb side on the corner of Leitholm Place and Scotland Street, Roxburgh.
- Attended the 20 year celebrations for the Central Lakes Trust held in Roxburgh.
- Attended a meeting to discuss the stage upgrade and screen replacement at the Entertainment Centre.
- Reported that she had submitted a service request regarding drainage on Edinburgh Street, Roxburgh.

Mr Dalley reported on the following:

- Attended a meeting of the Teviot Valley Rest Home.
- Attended a meeting of the McPhail Trust.
- Attended the recent Business Breakfast meeting.
- Attended the AGM of the Roxburgh Entertainment Centre.

Councillor Jeffery reported on the following:

- Attended the weekly Zoom meetings with Horticulture New Zealand.
 - Attended the Three Waters workshop in Wānaka.
 - Attended an Executive Committee meeting.
 - Attended a Council meeting.
 - Attended a meeting for the Central Otago Labour Market Governance Group.
 - Attended the 20 year celebrations for the Central Lakes Trust held in Roxburgh.
 - Met with the Teviot Valley Youth Council to discuss the Long-term Plan.
 - Attended a meeting of the Millers Flat Coffee Group to discuss the Long-term Plan.
 - Attended a Hearings Panel meeting.
 - Attended a meeting of the Roxburgh Medical Services Trust.
 - Attended the recent Business Breakfast meeting.
 - Attended an Audit and Risk Committee meeting.
 - Attended the the Long-term Plan drop in session at 103 The Store.
 - Attended the pre-agenda meeting for the upcoming Council meeting.
 - Mentioned further comments to him regarding the entrance to the Millers Flat bridge.
 - Discussed the possibility of the district council taking over the toilet block at Lake Roxburgh Village. They had been recently closed and were no longer being maintained. It was mentioned that this would be useful for cyclists using the various trails in the area. Staff would follow up on this.
-

- Queried whether the pensioner flats in Roxburgh would have their double glazing before winter as there had been no activity there recently.
-

COMMITTEE RESOLUTION

Moved: Gunn
Seconded: Aitchison

That the report be received.

CARRIED

10 STATUS REPORTS**21.3.10 APRIL 2021 GOVERNANCE REPORT**

To report on items of general interest, receive minutes and updates from key organisations and consider the legacy and current status report updates.

COMMITTEE RESOLUTION

Moved: Jeffery
Seconded: Aitchison

That the report be received.

CARRIED

11 DATE OF THE NEXT MEETING

The date of the next scheduled meeting is 20 May 2021.

The Meeting closed at 3.58 pm.

CHAIR / /

10 COMMITTEE MINUTES

21.3.20 ASSESSMENT COMMITTEE MINUTES

Doc ID: 530362

1. Purpose

To note the confirmed minutes of the Assessment Committee meeting held on 10 September 2020

Recommendations

That the minutes of the Assessment Committee meeting held on 10 September 2020 be noted.

2. Attachments

Appendix 1 - Minutes of 10 September 2020 Assessment Committee [↓](#)

Report author:



Rebecca Williams
Governance Manager
8/04/2021

CENTRAL OTAGO DISTRICT COUNCIL**ASSESSMENT COMMITTEE**

MINUTES of a meeting of the Assessment Committee is held in the Alexandra - Ngā Hau e Whā meeting room, William Fraser Building, 1 Dunorling Street, Alexandra on **Thursday 10 September 2020 commencing at 10.00am.**

MEMBERS: S Calvert (Chairperson), T Alley, F Driver, R Kinney, T Goudie, M Huffadine, K Moore, and R De Jong

APOLOGIES: M Huffadine

RESOLVED the apologies be received

Kinney/Moore

IN ATTENDANCE: Judith Whyte (Creative Communities New Zealand Administrator)

20.2.1 Confirmation of Minutes

RESOLVED that the minutes of the Central Otago District Creative Communities Assessment Committee meeting held on 17 March 2020 be received and confirmed as a true and correct record.

Alley / Kinney

20.2.2 Overview of the Financial Year (COM 01-01-52)

Attached is a report from the Council's Creative New Zealand Communities Administrator, regarding the year's events.

RESOLVED that the report be received and that the recommendations therein be adopted.

Alley / Moore

20.2.3 **Report Forms (COM 01-01-52)**

Attached are the report forms from grant recipients from previous funding rounds, explaining how the funding was spent and the benefits that their event provided within their community.

Kinney / Alley

20.2.4 **2020 Creative Communities Annual District Funding Round (COM 01-01-53)**

A report from the Council's Creative Communities Administrator relating to the applications for financial assistance under the 2020 Creative Communities scheme.

A. RESOLVED that the report be received and that the recommendations therein be adopted.

Calvert / Kinney

B. RESOLVED that the Assessment Committee allocated from the Creative New Zealand fund of \$16,932.99.

Diver / De Jong

Note: Committee member R de Jong declared an interest in application number 1 and did not enter into discussion.

Note: Committee member K Moore declared an interest in application number 4 and did not enter into discussion.

Note: Committee member T Alley declared an interest in application number 6 and did not enter into discussion.

Note: Committee member K Moore declared an interest in applications number 8 and 9 and did not enter into discussion.

Applicant	Project title	Project description	Amount allocated
Andrew Davey	Winterstellar 2020	Celebration of the arts, science, environment and Matariki	\$4,100
Angela Newry Connell	Holsym	Creative Arts & Wellness Festival	\$3,310.
Captain Festus McBoyles Travellin Variety Show	Captain Festus McBoyle's Alexandra Visit Sept 25-27 2020	Working alongside Blossom Festival the Capitan and his crew will visit Alexandra to engage and encourage the towns primary school children in joining them, all dressed up and in character for the Friday Mardi Gras as well as the Saturday parade where they will be performing and roving about the event and in the parade.	0
The Cromwell Museum Trust	Cromwell Museum Exhibition Displays	Cromwell Museum Exhibition Displays - new Chinese, coal mining, dredging and Cromwell information boards	\$1,093
Abigail Rose	Participate perform – Alexandra Circus space	To create a circus space for kids and teens. A place for kids in the local learn variety of skills.	0
Cromwell Youth Trust	Expand your horizon through the arts	"Expand your horizons through the arts" is a multi-week Youth Development programme, developed and implemented by Cromwell Youth Trust, that brings a unique hands on learning experience for local youth through the	\$2,639

		collaboration of members of the art society in our local area. Utilising various are mediums to enable our youth participants to explore their own artistic abilities whilst being supported and mentored by professionals in the field.	
Robert Koffie	African songs, drumming and dance workshops	Two African songs, drumming and dance workshops for adult children and the youth. This is to bring African tradition and culture through songs, drumming, dancing, story-telling and many more especially to the children and youth.	\$2,518
Cromwell Community Arts Council Inc	Across the Bridge in Bannockburn 2020	Mini Arts Festival	\$2,000
Cromwell Community Arts Council Inc	Chamber Music 2020-2021	Chamber music by leading professional artists	0

- C. RESOLVED the remaining balance of \$ 1,272.99 be held over to the February funding round for allocation.

Alley / Kinney

Meeting finished at 11.25am

Christy J. Kinney
Chairperson 16/03/2021

21.3.21 EXECUTIVE COMMITTEE MEETING PUBLIC MINUTES

Doc ID: 530843

1. Purpose

To note the unconfirmed public minutes of the Executive Committee meeting held on 24 March 2021.

Recommendations

That the unconfirmed minutes of public section of the Executive Committee meeting held on 24 March 2021 be noted.

2. Attachments

Appendix 1 - Unconfirmed Public Minutes of the 24 March 2021 Executive Committee Meeting [↓](#)

Report author:



Rebecca Williams
Governance Manager
13/04/2021

CENTRAL OTAGO DISTRICT COUNCIL**EXECUTIVE COMMITTEE**

MINUTES of meeting of Central Otago District Council Executive Committee held in Whare Tuhono on Wednesday, 24 March 2021 commencing at 8.30 am.

PRESENT: His Worship the Mayor T Cadogan, Councillor N Gillespie (Deputy), Councillors S Duncan, S Jeffery and M McPherson

IN ATTENDANCE: S Jacobs (Chief Executive Officer)

21.1.1 Declarations of Interest

Members were reminded of their obligations in respect of declaring any interests. No further declarations were noted.

THE COUNCIL IN CLOSED MEETING

It was moved (Cadogan/Gillespie):

That in accordance with s 48(1) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by s 6 or s 7 of that Act it is resolved:

1. That the public is excluded from:

- The following parts of the proceedings of this meeting, namely, item 21.1.2

The general subject of the matters to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds for excluding the public, as specified by s 48(1) of the Local Government Official Information and Meetings Act 1987, is set out below:

Meeting Item No. and subject	Reason for excluding the public	Grounds for excluding the public
21.1.2 Chief Executive Performance Review	To protect the privacy of natural persons.	The withholding of the information is necessary to protect the privacy of natural persons (s 7(2)(a)).

The public were excluded at 8.36 am and the meeting ended at 9.07 am.

11 DATE OF THE NEXT MEETING

The date of the next scheduled meeting is 1 June 2021.

12 RESOLUTION TO EXCLUDE THE PUBLIC

Recommendations

That the public be excluded from the following parts of the proceedings of this meeting.

The general subject matter of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48 of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
Confidential Minutes of Ordinary Council Meeting	<p>s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons</p> <p>s7(2)(b)(ii) – the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.</p> <p>s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
21.3.22 - Delegated Decision under Schedule 1 of the Resource Management Act 1991	s48(1)(d) - that a right of appeal lies to any court or tribunal against the decision of the Central Otago District Council in these proceedings	s48(1) - that the exclusion of the public from the whole or the relevant part of the proceedings of the meeting is necessary to enable the local authority to deliberate in private on its decision or recommendation in any proceedings to which this paragraph applies
21.3.23 - May 2021 Confidential Governance Report	s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
21.3.24 - Confidential Minutes of the Vincent Community Board Meeting held on 12 April 2021	s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good

	(including commercial and industrial negotiations)	reason for withholding would exist under section 6 or section 7
21.3.25 - Confidential Minutes of the Cromwell Community Board Meeting held on 20 April 2021	<p>s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities.</p> <p>s7(2)(c)(ii) – the withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely otherwise to damage the public interest.</p> <p>s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations</p>	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
21.3.26 - Confidential Minutes of the Maniototo Community Board Meeting held on 15 April 2021	s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
21.3.27 - Executive Committee Meeting Confidential Minutes	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7